

**GLADSTONE CITY COUNCIL MEETING  
CITY HALL COUNCIL CHAMBERS  
April 12, 2016 – 5:00 PM**

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**5:00 pm** - Applications for City Council & Mayor positions (15 minute interviews)

\*Council applications: Magda D'Angelis-Morris, Kevin Johnson, Sandra McLeod, Linda Neace

\*Mayor applications: Sandra McLeod, Thomas Mersereau

**6:30 p.m.**

CALL TO ORDER

ROLL CALL

FLAG SALUTE

**AGENDA ADDITIONS OR CORRECTIONS**

**BUSINESS FROM THE AUDIENCE**

Visitors: Presentations not scheduled on the Agenda are limited to three (3) minutes. Longer presentations should be submitted to the Assistant City Administrator two weeks prior to the Tuesday City Council meeting. Cards are available in the back of the room for anyone who wishes to comment on an item on the Regular Agenda.

**CONSENT AGENDA**

1. Approval of March 8, 2016 Minutes
2. Approval of Special Event OLCC Winery Application – King's Raven Winery at Latus Motors
3. Approval of Monthly Financial Reports
4. Approval of Project List

**CORRESPONDENCE –**

5. Letter from Gladstone Public Library Foundation – New Library
6. Letter from Steve & Mindy Garlington – Dahl Beach/Bulkhead Project
7. Letter from Susan Liston – Dahl Beach/Bulkhead Project

**REGULAR AGENDA**

8. Presentation by Dave Hunt – Clackamas Community College Bond Projects
9. Request for Financial Support of Class of 2016 Senior Graduation Party
10. Resolution 1075 - Metro CPD Downtown Revitalization Grant
11. Port of Portland /Dahl Beach Project IGA (additional correspondence attached separately)
12. Discussion/Recommendation to ODOT, re: Lowering McLoughlin Blvd Speed Limit
13. Proposal for an Online Ordinance and Resolution Program
14. Approval of Special Event Brewery-Public House Application & Discussion of Possible Changes to Liquor License Code Language
15. Discussion of Roles/Responsibilities for City Council Appointment Citizens Committees (no attachments)
16. Right-of-Way Building/Planning Contracted Services

**BUSINESS CARRIED FORWARD – Update**

**BUSINESS FROM THE AUDIENCE** – This is the second opportunity for the Audience to address Council on any item not on the Agenda.

**BUSINESS FROM THE COUNCIL**

**ADJOURN**

**EXECUTIVE SESSION – ORS 192.660 (2)(e).** To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

**ORS 192.660 (2)(h).** To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.



**CITY  
COUNCIL  
APPLICATIONS**



City of Gladstone Application for Appointment to City Council -  
Magda D'Angelis-Morris

CITY OF GLADSTONE APPLICATION FOR APPOINTMENT TO CITY COUNCIL

Name: Magda Christina D'Angelis-Morris

Address: 620 Barbary Ct. Gladstone, Oregon 97027

Telephone: (Home) 503-742-9069 (Work) 971-722-4035 E-mail: doctormagda1@gmail.com

Are you a registered voter: YES

How long have you lived in Gladstone: 01/2002

What is your educational background?

Doctor of Dental Medicine (DMD, 1999)

MS in Healthcare Management (OHSU School of Medicine, 2014):

Leadership, General Management, process improvement, Accounting, Financing, 10K reviews, Quality Improvement, LEAN Methodology, Project Management, Business Planning and Strategy, Marketing, Operations Management and others.

Describe your employment experience:

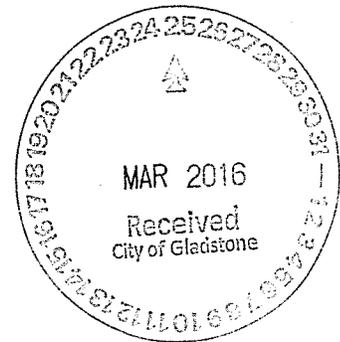
Private Practice owner for 12 years

Educator, PCC Sylvania since 2009, full-time since 2012

Educator, part-time OHSU for 6 years

Pro-Bono:

- EAC - Educational Advisory Council for all PCC campuses. The EAC crafts and revises policies and standards pertaining to academic, curricular, student development, and student governance issues and makes recommendations to the district president.
- President Search Advisory Committee (PSAC) - Portland Community College. This committee will help the PCC Board of Directors choose the next president for the college. I was chosen from a large number of nominees.
- Multiple Mini Interview member (MMI) at OHSU School of Medicine - help evaluate and rate students for freshman class at the School of Medicine.
- OHSU SOD Alumni Board and Board President - public speaking, budget, work collaboratively with Foundation, raising funds for the School of Dentistry.
- Clackamas Dental Society Editor, President -public speaking, budgeting,
- Multnomah Dental Society Editor - write relevant articles, edit newsletter.



City of Gladstone Application for Appointment to City Council -  
Magda D'Angelis-Morris

What are your activities and interests?

- Service
- Education
- Fiscal responsibility
- Maternal/child health
- Process improvements

Previous and Current Community Affiliations and Activities:

- Oregon Dental Association
- American Dental Association
- Education Advisory Council - Portland Community College
- American Dental Education Association (ADEA) member
- Volunteer with OHSU Center for Diversity and Inclusion
- Volunteer for School of Medicine application process
- Volunteer for School of Dentistry

Have you ever served on a City Committee position before? YES NO

When? \_\_\_\_\_ What Committee(s)?  
\_\_\_\_\_

How would this experience be useful as a City Councilor? Why?

Although I have not been directly involved in a City Committee, I have been involved with large boards and associations. This could be an asset to our city.

Why do you want to serve on the City Council?

My successful experiences in leadership and management both in industry and in large institutions could be an asset to our community.

What would be your major contribution?

- Budget review
- Education advocacy
- Diversity
- Increase knowledge and collaboration

City of Gladstone Application for Appointment to City Council -  
Magda D'Angelis-Morris

What are the important issues facing the City today?

- Lack of funds
- Communication with neighboring communities need to be enhanced
- Library construction issues

What would be the role of the City Council in dealing with these issues?

The council needs to be the leaders in addressing these issues and it needs to understand the issues in depth (or be able to ask for help when the generalists are not able to help) to be able to address it. The knowledge and decisions need to be communicated directly with residents. The council needs to be transparent on everything it does.

What is the most important issue facing the City Council?

Lack of funds to build what was promised to the community. (Library, Police/City Hall, Fire Department).  
Possible lack of diversity.

What would be your contribution to resolving this issue?

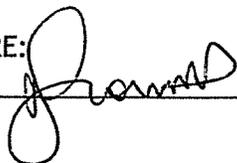
Review budget again.

- How can police account for almost 40% of expenditures? Is there a more innovative way to handle this?
- Are there grants available? How much money was saved by downsizing Senior Center personnel? Could other areas be downsized and/or contracted out? I have looked at the budget.

I will bring possible fresh ideas and approaches; more knowledge and diversity.

If appointed to serve would you plan to run for this position at the next election? Yes

SIGNATURE:



DATE: 03/25/2016





What would be your major contribution? \_\_\_\_\_

To provide stable, experienced and professional leadership during this time of transition on  
the Gladstone City Council.

What are the important issues facing the City today? \_\_\_\_\_

Civic building construction including: Library, City Hall and Police Station.

There are numerous political and construction related issues with these projects.

What would be the role of the City Council in dealing with these issues? \_\_\_\_\_

As a contractor I understand construction projects and would use this knowledge to help  
move these projects forward. I understand and have been involved in county politics for  
a long time and would use what I have learned when working with the county.

What is the most important issue facing the City Council? \_\_\_\_\_

While City and Council issues are essentially the same, I think it's important for the Council  
to stay focused on its goals and objectives and avoid adding new issues to the currently  
ambitious list.

What would be your contribution to resolving this issue? \_\_\_\_\_

As City Councilor, I would work to keep the council focused on its goals and objective and  
help to move Gladstone forward.

If appointed to serve would you plan to run for this position at the next election? \_\_\_\_\_

At this time, I plan to serve out the City Council appointment.

SIGNATURE:  DATE: 4-5-16

CITY OF GLADSTONE  
APPLICATION FOR APPOINTMENT TO CITY COUNCIL



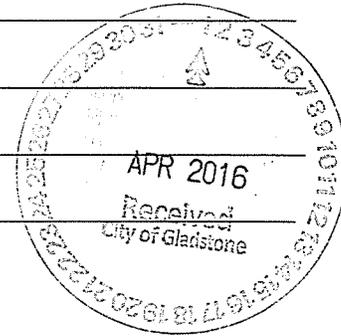
Name: Sandra McLeod

Address: 345 West Clackamas Blvd

Telephone: (Home) 503-722-9587 (Work) \_\_\_\_\_

E-mail: McLeod.Sandra@aol.com

Are you a registered voter: X  
YES NO



How long have you lived in Gladstone: 16 yrs

What is your educational background? Business Executive Degree from Pacific

Business College - Brokerage - Principal Broker - Commercial Real Estate

Describe your employment experience: management, business, leadership

Self employed 20 years, running my own company

What are your activities and interests? Basketball coach, community service,

Business

Previous and Current Community Affiliations and Activities: McCloughlin area Business Alliance

Board Member, OLSD Board Member, MAPIT Board Member

Ligity District AS Liaison

Have you ever served on a City Committee position before? NO  
YES NO

When? \_\_\_\_\_ What Committee(s)? \_\_\_\_\_

How would this experience be useful as a City Councilor? Why? I am able to understand

complex issues, gain concessions, develop a path of resolution

to solve

Why do you want to serve on the City Council? I believe I have the ability to look at

complex issues and establish solutions. I have a vision

that can co create a better community.

What would be your major contribution? The ability to develop sound, based  
decision & compromise

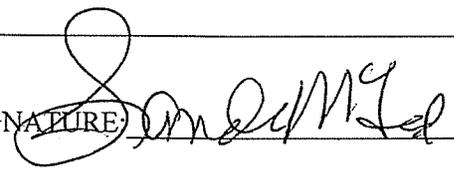
What are the important issues facing the City today? Water/Sewer infrastructure  
community standards and enrichment - growing our  
Business community .

What would be the role of the City Council in dealing with these issues? to work together to  
create a viable plan to accomplish solutions to the  
issues that face our city

What is the most important issue facing the City Council? Water/Sewer infrastructure  
community and Business development

What would be your contribution to resolving this issue? The ability to understand complex  
issues & establish a pathway to solution

If appointed to serve would you plan to run for this position at the next election? I want to  
Run for Mayor.

SIGNATURE: 

DATE: 3/20/14

CITY OF GLADSTONE  
APPLICATION FOR APPOINTMENT TO CITY COUNCIL



Name: Linda Neace

Address: 730 RIVERDALE DR

Telephone: (Home) 503-913-4473 (Work) \_\_\_\_\_

E-mail: neace26@gmail.com



Are you a registered voter:  YES  NO

How long have you lived in Gladstone: 5 years

What is your educational background? Cosmetology License - Hospitality Industry Certified - Small business-owner

Describe your employment experience: 20 years in the hospitality industry, of event & tourism, Small Business owner for 8 yrs

What are your activities and interests? Giving back to my community - Formed a women's club - Soroptimist five years ago - education domestic & sex trafficking, Clackamas Childrens Center

Previous and Current Community Affiliations and Activities: Soroptimist - Past President NAACP - Legislative Liaison, Past President - West Linn Chamber - Economic Development - West Linn - County Tourism - Gladstone Planning Commission - Traffic Safety - CHARTER COMMITTEE

Have you ever served on a City Committee position before?  YES  NO  
When? 2015 What Committee(s)? Planning Commission

How would this experience be useful as a City Councilor? Why?  
My professional & personal experiences in the public sector and community volunteer have prepared me. I want to be an advocate for our citizen involvement, strengthen our economic base. I believe in common sense, decision making, & →

Why do you want to serve on the City Council?  
To have a positive impact on quality of life, growth, transportation issues, public safety, & to encourage wholesome economic development.

working together.

What would be your major contribution? My experience in public & non-profit sector, working in public policy, planning, legislative issues. Partnering with stakeholders and community members to advocate on behalf of issues of public interest.  
What are the important issues facing the City today? To fix the aging infrastructure, develop new businesses & community outreach

What would be the role of the City Council in dealing with these issues? Staying focused on top priorities & maintain the enhancement of gladstone & long term stability.

What is the most important issue facing the City Council? To grow the tax base to pay for aging infrastructure & to enhance the livability of gladstone and long term stability

What would be your contribution to resolving this issue? Building trust & integrity with the community. To bring responsive leadership. To be proactive not reactive for cost analysis, wants verses needs

If appointed to serve would you plan to run for this position at the next election? Yes

SIGNATURE: [Handwritten Signature] DATE: 3/31/2016



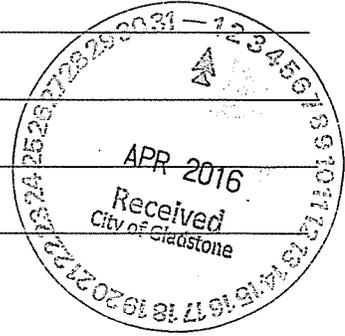
# **MAYOR APPLICATIONS**



CITY OF GLADSTONE  
APPLICATION FOR APPOINTMENT AS MAYOR



Name: Sandra McLeod  
Address: 345 W Clackamas Blvd  
Telephone: (Home) 503 722 9587 (Work) \_\_\_\_\_  
E-mail: McLeodSandra@aol.com



Are you a registered voter: X YES        NO

How long have you lived in Gladstone: 16 years

What is your educational background? Business Executive Degree Pacific

Business School - Brokerage License Principal Broker Commercial Real Estate  
Describe your employment experience: manager OSHU Hospital admitting ER  
Department, Commercial Real Estate Broker Self-employed 14 years.

What are your activities and interests? community enrichment, Basketball  
Coach, Business

Previous and Current Community Affiliations and Activities: McLaughlin Area Business Alliance  
Board member, OLSO Board member, Lighting District  
AS Liaison MAPIC board member

Have you ever served on a City Committee position before?        YES        NO

When? \_\_\_\_\_ What Committee(s)? \_\_\_\_\_

How would this experience be useful as the Mayor? Why?  
\_\_\_\_\_  
\_\_\_\_\_

Why do you want to serve as the Mayor? I believe that Leadership and  
Vision are my natural traits and I can offer solutions  
to complex problems by gaining consensus from diverse  
opinions to form a solution based direction.

What would be your major contribution? To address our community infrastructure issues

What are the important issues facing the City today? Sewer & water systems infrastructure issues, what does the future of our community look like and how can we go on to make that happen.

What would be the role of the Mayor and City Council in dealing with these issues? Leadership and a step by step plan to address some of the issues

What is the most important issue facing the City Council? Failing infrastructure, growing a business community, creating a community that provides for livability of our city

What would be your contribution to resolving this issue? I am intelligent and can understand complex issues and develop a plan for solving.

If appointed to serve would you plan to run for this position at the next election? Yes

SIGNATURE: [Handwritten Signature]

DATE: 3/30/14

**CITY OF GLADSTONE**  
APPLICATION FOR APPOINTMENT AS MAYOR



**Name:** Thomas R. Mersereau

**Address:** 435 Patricia Drive  
Gladstone, OR 97027

**Telephone:** (Home) 503 557.7884 (Cell) 503 349.0316 (Work) Retired

**E-mail:** miis@aracnet.com; mersereau@ci.gladstone.or.us

**Are you a registered voter:** YES

**How long have you lived in Gladstone:** 40+ Years

**What is your educational background?**

**FORMAL EDUCATION**

M.B.A., Business Administration, Marylhurst College, Marylhurst, OR, 1991

M.S., Management, Marylhurst College, Marylhurst, OR, 1991

B.S., Management, Marylhurst College, Marylhurst, OR, 1990

A.S., Mechanical Engineering Technology, Portland Community College, OR, 1975

Certificate, State Four Year Machinist Apprenticeship, OR, 1968

**Describe your employment experience:** See attached Resume

**What are your activities and interests?** My wife and I are involved with the classic car club Associated Fords of the 50's. I was President for nine years and have helped lead the club to be one of the areas largest donors to local services, i.e. Ronald McDonalds House, Guide Dogs for the Blind, Snow Cap Community Charities, Portland Rescue Mission, Shepard's Door, Operation Santa Clause, etc. I am also the Lead Coordinator for the October Canby Swap Meet and Board Member of the B17 Alliance for the restoration of the Milwaukie B-17 Bomber.

**Previous and Current Community Affiliations and Activities:** I was asked to join the Planning Commission due to my past professional experience in 2007. I was Appointed to the Gladstone City Council for #2 Position 12/2011. I was elected for City Councilor #2 Position 11/2012. I was made Council President 01/2015. Became Acting Mayor 01/2016.

**Have you ever served on a City Committee position before?** YES

**When?** As noted

**What Committee(s)?** As noted

**How would this experience be useful as the Mayor? Why?** My previous 42 years of working with management groups, clubs, teams as well as the Planning Commission and Gladstone's City Council has demonstrated my ability to help lead.

**Why do you want to serve as the Mayor** The current plan is to build a Library, City Hall and a Police Station while replacing our Water, Storm Water, Sewer system infrastructures that have deteriorated past repair. I want to help the Council, to work as a Team, in a positive manner and continue moving the City forward.



**What would be your major contribution?** To help in problem solving, development of creative ideas while making difficult decisions.

**What are the important issues facing the City today?** Gladstone redevelopment - To work with the Council to determine what the citizens need and want to keep the residents and businesses prospering in today's economy.

**What would be the role of the Mayor and City Council in dealing with these issues?** To listen to the people while providing ideas and support to keep Gladstone a place that people want to reside as it is now.

**What is the most important issue facing the City Council?** To keep progress moving while helping to develop the funds needed, to pay for and maintain the City's deteriorated Civic Center Structures and Water and Sewer infrastructures.

**What would be your contribution to resolving this issue?** To listen to Gladstone's people and City Council members, while providing ideas and support for the decisions to be made.

**If appointed to serve would you plan to run for this position at the next election?**

Yes

**For clarification:** A Team doesn't agree to vote together to be a Team - A Team works together to vote on making the best solution.

SIGNATURE: TIMEDGREGU DATE: 03.31.16

# THOMAS R. MERSEREAU

## RESUME

435 Patricia Drive  
Gladstone, OR 97027

(503) 557-7884 (Home)  
(503) 349-0316 (Cell)

## SUMMARY Condensed Version

Proactive, results oriented Manager and Engineer with over thirty years of problem solving experience. I have been involved in manufacturing, quality, environmental and safety with expertise in facilitating teams, capital appropriation, project implementation, debugging and critique of results.

### PROFESSIONAL HISTORY

**GLADSTONE - City Council President & Acting Mayor** 01/26/2015 - Present  
**GLADSTONE - City Councilor Council President** 01/2015 - Present  
**GLADSTONE - City Councilor #2** 12/2011 – Present  
**GLADSTONE - Planning Commissioner** 04/2007 – 11/2011

### THORTEX

**Quality Assurance Manager** 2002 – 08/2009  
Introduced and developed a Quality Task Force Team that received 9002:1994 and 9001:2000 ISO Certifications.

**TRI-LETT INDUSTRIES, INC.** 1993 – 2002

**Operations Manager**  
Accountable for this growing companies quality, environmental and safety programs. Fill-in as Engineering Program Manager, Production Coordinator and Salesman.

**PRECISION CASTPARTS CORP.** 1972 – 1993

**Large Structural Business Operation, LSBO, Portland OR**

**Manufacturing Engineering Program Manager** 1989-1993  
Accountable for 160,000 sq. ft. of floor space and equipment within main facility and four satellite operations. Prepared capital appropriation requests after defining needs, budget requirements and justification. Coordinated staff, outside consultants and contractors to complete engineering, purchasing installation, implementation and evaluation.

**Manufacturing Engineering Project Engineer** 1978-1989  
Managed a majority of LSBO's finishing and inspection equipment and facility's projects. Responsible for project definition, specification, design, selection, purchasing requirements, installation, startup and debugging.

## THOMAS R. MERSEREAU

*Salvage/Repair Area Manager* 1977-1978  
Supervised the casting repair departments including one annex operation. Managed five foremen and one engineer with total responsibility for 120 employees and annual budget of \$2.8 million.

*Finishing Area Manager* 1976-1977  
Managed cleaning departments, machine shop, grinding, chem mill and sandblast departments with annual budget responsibility of \$1.9 million.

*Machine Shop, Straightening and Grinding Departments Foreman* 1974-1976  
Supervised staff during rapid corporate growth. Successfully maintained control of budget and quality requirements while assisting in acquisition of capital equipment.

*Production Engineer* 1976-1977  
Completed special projects in wax assembly and wax molding departments in addition to producing Technique Cards.

*Production Engineering Technician* 1972-1973  
Prepared all foundry, finishing and inspection Technique Cards with less than one month training, eliminating need for second employee.

### **MISCELLANEOUS MACHINE SHOPS 1966 – 1972**

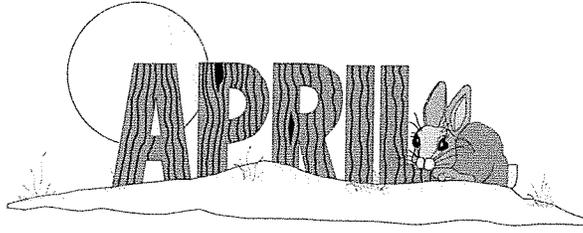
Started as machinist helper. After completing machining apprenticeship and becoming Journeyman machinist, responsibilities included general job shop machining, tool and die work, welding, fabrication, maintenance and design.

### **FORMAL EDUCATION**

Master of Business Administration, Marylhurst College, Marylhurst, OR, 1991  
Master of Science of Management, Marylhurst College, Marylhurst, OR, 1991  
Bachelor of Science of Management, Marylhurst College, Marylhurst, OR, 1990  
Associate of Science in Mechanical Engineering Technology, Portland Community College OR, 1975  
Certificate, State Four Year Machinist Apprenticeship, OR, 1968

### **PATENT DISCLOSURES FILED**

Laser Wax Joiner Method and Apparatus



# **CONSENT AGENDA**



## **GLADSTONE CITY COUNCIL MEETING MINUTES of March 8, 2016**

Meeting was called to order at 6:32 PM.

### **ROLL CALL:**

Councilor Sieckmann, Council President Mersereau, Councilor Johnson, Councilor McMahon, Councilor Reisner.

### **ABSENT:**

None.

### **STAFF:**

Eric Swanson, City Administrator; Jolene Morishita Assistant City Administrator; David Doughman, City Attorney.

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### **AGENDA ADDITIONS OR CORRECTIONS:**

Councilor Johnson said he would like to add approval of an application for the NCCWC Budget Committee to the Consent Agenda. Mr. Swanson wanted to add items #10 and #11 to the Regular Agenda – recommendations for the appointment of Fire Chief and Library Director. There will also be an executive session following the regular meeting regarding litigation. Ms. Morishita added a temporary use OLCC license for Duke's Hometown Bar and Grill to the Consent Agenda.

### **BUSINESS FROM THE AUDIENCE:**

Len Nelson announced a St. Patrick's Day luncheon at the Senior Center and invited everyone to attend. Ben Waverly said that back in December of 2014 a water main broke on Exeter Street near their house and flooded it. His insurance did not cover the damage. He has been dealing with several City Administrators and CIS and he would like to reach a settlement.

### **CONSENT AGENDA:**

1. Approval of February 22 and 23, 2016 Minutes.
2. Approval of Liquor License Application – KB Teriyaki Grill.
3. Approval of Monthly Reports
4. a) Approval of Project List  
b) Approval of Liquor License Application – Duke's Hometown Bar and Grill

Councilor Reisner asked to pull item #1 from the agenda. Councilor Sieckmann would like to pull item #4b from the agenda. *Councilor McMahon made a motion to approve items 2, 3, and 4a. Motion was seconded by Councilor Johnson. Motion passed unanimously.*

Councilor Reisner said that in the minutes from the February 23, 2016, under Regular Agenda, item #9, Approval of Ordinance 1464 – he did not have issues about the Police Chief not being included – he just had a question. He also had a question regarding what Mr. Swanson said in Business Carried Forward regarding the Library advisory board. Councilor Sieckmann asked if the Police Department had seen the OLCC application from Duke's. Ms. Morishita confirmed that they had. *Councilor Reisner made a motion to approve with corrections Consent Agenda items 1 and 4b. Motion was seconded by Councilor Sieckmann. Motion passed unanimously.*

### **CORRESPONDENCE:**

Council President Mersereau said they received an email from the Association of Northwest Steelheaders regarding the Dahl Beach project – he appreciates the input.

## REGULAR AGENDA:

### 5. Request for Financial Support of Class of 2016 Senior Graduation Party:

Mr. Swanson did some research and determined that the usual amount they have donated in the past has been \$500. Councilor McMahon would like to have a representative come in person to ask for funds – Councilors Johnson and Sieckmann agreed. Councilor Johnson feels there should be a policy in place regarding charitable funds – Mr. Swanson agreed this should be addressed during the budget process.

### 6. Discussion and Consideration of City of Gladstone Technology Plan:

Mr. Swanson wanted to thank everyone involved. He gave some background information on the project and explained the reasons behind the choices that were made. Part of the proposal is to provide iPads to each member of the Council in order to cut down on paper use and staff time. There was discussion regarding security cameras, servers, budget, contracting out payroll services, fiber network, etc.

*Councilor Sieckmann made a motion to accept the proposal for technology upgrades, contracting payroll services, and a new financial software package for \$304,156 over the next three fiscal years. Motion was seconded by Councilor Johnson. Motion passed unanimously.*

### 7. Discussion of Dahl Beach/Bulk Head Project Intergovernmental Agreement, Right of Way Entry Agreement and Easement between the City and Port of Portland:

Mr. Swanson went over some background information on the project. Council President Mersereau read the letter of support from Northwest Steelheaders. There was a Power Point presentation from the Port of Portland regarding the history of the project, an update on the revised design, and the IGA's. There will be no expense to the City. Mr. Doughman went over the IGAs, easements, prohibitions, restrictions, etc. There was discussion regarding the Parks & Recreation Board, building a floating dock, parking lot, deed restrictions, maintenance, liability, erosion, etc. Mr. Swanson feels this is a good project and would like to move forward with it.

### Public Hearing:

Mr. Art Isrealson feels that all Councilors should read the letter from the Northwest Steelheaders. He also feels the ADA has been shoved under the carpet. He feels there is a lack of knowledge regarding the flow of the river and erosion. He feels that cottonwood trees are dangerous. Ms. Susan Liston highly recommends this project. She had questions regarding a quote from Councilor Johnson that was in the voter's pamphlet regarding tax increases and selling park lands.

Mr. Pete Tracy read the letter of support from the Northwest Steelheaders. He thanked the Council for their hard work.

### The public hearing was closed.

Councilor Sieckmann said he is in favor of the project, but he feels the language in the IGA's needs to be cleaned up and he wants to see a longer timeframe at the end of the project. Councilor Reisner wants to see the bulkhead go away but not the parking lot. He also has concerns regarding the language in the IGA's. Councilor Johnson wants to know what the value of this project is to the Port of Portland and also wants cleaned up language regarding the deed restrictions.

*Councilor McMahon made a motion to approve the Dahl Beach Bulkhead Restoration project as presented today and approve City staff to finalize the Intergovernmental Agreement with the Port of Portland, and also asked that Councilor Sieckmann be involved in the finalization of the IGA's. There was no second.*

*Councilor Sieckmann made a motion to direct City staff to work with the Port of Portland to incorporate the information that came forward tonight and bring something back to the next Council meeting for a vote. Motion was seconded by Councilor McMahon.*

Discussion: Councilor McMahon asked if Councilor Sieckmann would approve it at the next meeting. Councilor Sieckmann said he feels the project is a benefit, but thinks we need to make sure we are protecting our park and the residents of Gladstone.

*Ms. Morishita took a roll call vote: Councilor Sieckmann: yes. Councilor Johnson: no. Councilor McMahon: yes. Councilor Reisner: no. Council President Mersereau: yes. Motion passed.*

8. Update on City Council Position #6 and Mayor:

Mr. Swanson said they have advertised the positions and are planning on conducting interviews the first part of April. Councilor Sieckmann asked about the process of interviews and Mr. Swanson said the interviews would be public, done by the Council with assistance from Staff. There was a discussion regarding the process.

9. Consideration of Cancelling March 22, 2016 City Council Meeting:

Everyone agreed to cancel the March 22, 2016 City Council Meeting.

10. Recommendation for Appointment of the Fire Chief Position:

Mr. Swanson thanked everyone who was involved in the process. Tom O'Conner is being recommended for the position.

*Councilor McMahon made a motion to approve the hiring of Tom O'Conner as Fire Chief. Motion was seconded by Councilor Sieckmann. Discussion: Councilor Reisner asked questions regarding salary and benefits. Motion passed (4 to 1 - Councilor Reisner voted no).*

11. Recommendation for Appointment of the Library Director Position:

Mr. Swanson thanked everyone involved in the process. Linda Lewis is being recommended for the position. Mr. Swanson gave some background information on Ms. Lewis and went over the salary and benefits.

*Councilor Johnson made a motion to approve the hiring of Linda Lewis as Library Director. Motion was seconded by Councilor McMahon. Discussion: None. Motion passed unanimously.*

**BUSINESS CARRIED FORWARD – UPDATE:**

None.

**BUSINESS FROM THE AUDIENCE:**

None.

**BUSINESS FROM THE COUNCIL:**

**Councilor Sieckmann:**

The Planning Commission has been doing some follow up on the Code review grant and trying to figure out where to go from here. Mr. Swanson said next Tuesday at 10:00 at City Hall in Oregon City there is a meeting regarding their offer to assist us and possibly an IGA in the future.

**Councilor Johnson:**

He wanted to thank everyone for attending the meeting.

**Councilor Reisner:**

He also wanted to thank the audience members. He urged everyone to go to the area of West Gloucester and East Arlington to see the speed reader signs. He wanted everyone to know about the Easter Egg Hunt on the 26<sup>th</sup> at the High School.

**Councilor McMahon:**

March is Meals on Wheels Month – on the 24<sup>th</sup> the Gladstone Senior Center is having a benefit at Burgerville where they will be donating 10% of the proceeds from 5:00PM to closing. The Fire Department will also have a boot for donations. He also invited any Council members to ride along with him when he delivers Meals on Wheels on Tuesdays.

**Council President Mersereau:**

He asked if Mr. Swanson could let them know which Council liaison positions were left open due to the Mayor position being vacant. Mr. Swanson said it would probably make sense to wait until the position has been filled, but he will let the Council know. Council President Mersereau wanted to thank Mr. Swanson for all his hard work and for helping them move forward.

**ADJOURN:**

Meeting adjourned.

Approved by the Council President this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

ATTEST:

\_\_\_\_\_  
Tom Mersereau, Council President

\_\_\_\_\_  
Jolene Morishita, Assistant City Administrator



## Gladstone Police Department Memorandum

**TO:** City Administrator Eric Swanson  
**FROM:** Chief Jeff Jolley   
**DATE:** **March 5, 2016**  
**SUBJECT:** Latus Motors Ladies Night Application

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The application from King's Raven Winery, Inc. for the Latus Motors Ladies Night event scheduled for April 27, 2016 is approved.





OREGON LIQUOR CONTROL COMMISSION

SPECIAL EVENT WINERY APPLICATION

WINERY WITH A TTB PRODUCER AND BLENDER PERMIT

- May sell malt beverages, wine, and cider for consumption on the special event licensed premises or in manufacturer-sealed containers for consumption off of the special event licensed premises
- May sell malt beverages, wine, and cider in a securely-covered container (growler)

WINERY WITH A TTB WHOLESALER BASIC PERMIT

- May sell wines or cider for consumption on or off the licensed premises, but only for wine and cider brands that are under the control of the licensee.
- May sell malt beverages for consumption on or off the licensed premises.
- May sell for consumption off the premises malt beverage in securely-covered containers (growler)
- May sell for consumption off the premises wines and cider in securely-covered containers (growler), but only for wine and cider brands that are under the control of the licensee

- **Process Time:** OLCC needs your completed application to us in sufficient time to approve it. Sufficient time is typically 1 to 3 weeks before the first event date listed in #10 below (some events may need extra processing time). OLCC may refuse to process your application if it is not submitted in sufficient time for the OLCC to investigate it.
- **License Fee:** \$10 per license day or any part of a license day. Make payment by check or money order, payable to OLCC. A license day is from 7:00 am to 2:30 am on the succeeding calendar day.
- **License Days:** In #10 below, you may apply for a maximum of five license days per application form.

1. Licensee Name (please print): King's Raven Winery, Inc 2. E-Mail: David @ Kingravenwine.com

3. Trade Name of Business: King's Raven Winery 4. Fax: N/A

5. Address of Annual Business: 4510 SE 23rd Ave 6. City/ZIP: Portland 97202

7. Contact Person: David C. Ingram 8. Contact Phone: 503-656-6439

9. Event Name: Latus Motors Ladies Night

10. Date(s) of event (no more than five days): 4-27-16

11. Start/End hours of alcohol service: 700  AM  PM to 900  AM  PM

12. Address of Special Event Licensed Area: 870 E Berkeley St Gladstone 97027  
(Street) (City/Zip)

13. Is the event outdoors?  Yes  No

13a. If no, in what area(s) of the building is the event located? showroom, parts/repair area

13b. If yes, submit a drawing showing the licensed area and how the boundaries of the licensed area will be identified.

14. List the primary activities within the licensed area:  
preview new/used motorcycles and accessories, wine tasting, ladies social meeting

15. Will minors and alcohol be allowed together in the same area?  Yes  No

16. What is the expected attendance per day in the licensed area (where alcohol will be sold or consumed)? 30

PLAN TO MANAGE THE SPECIAL EVENT LICENSED AREA: If your answer to #16 is 501 or more, in addition to your answers to questions 17, 18, and 19, you will need to complete the OLCC's Plan to Manage Special Events form, unless the OLCC exempts you from this requirement.

17. Describe your plan to prevent problems and violations. wine taste served in 1 oz plastic cups, monitor and track consumption, not serve visibly intoxicated persons, report problems to business owners.

18. Describe your plan to prevent minors from gaining access to alcoholic beverages and from gaining access to any portion of the licensed premises prohibited to minors.

check ID of persons appearing under age 26

19. Describe your plan to manage alcohol consumption by adults. monitor and track consumption, tastes served in 1 oz tasting cups, not serve visibly intoxicated persons

20. List the name(s) and service permit number(s) of alcohol manager(s) on duty and in the licensed area:

Darin Ingram Expires - 2020

**LIQUOR LIABILITY INSURANCE:** If the licensed area is open to the public and expected attendance is 301 or more per day in the licensed area, you must have at least \$300,000 of liquor liability insurance coverage as required by ORS 471.168.

21. Insurance Company: Oregon Mutual Insurance 22. Policy #: OMO 23. Expiration Date: 9-1-16

24. Name of insurance agent: Pacific Risk Management Raelle DuBois 25. Agent's phone number: 503-399-2100 x312

**FOOD SERVICE:** You must provide at all times and in all areas where alcohol service is available at least two different substantial food items (see the attached sheet for an explanation of this requirement).

26. Name at least two different substantial food items that you will provide:

① ham & cheese sandwich ② turkey sandwich

**GOVERNMENT RECOMMENDATION:** Once you've completed this form to this point, you must obtain a recommendation from the local city or county named in #27 below before submitting this application to the OLCC.

27. Name the city if the event address is within a city's limits or name the county if the event address is outside the city's limits: Gladstone

I affirm that I am authorized to sign this application on behalf of the applicant.

26. Licensee Name (please print): David F. Ingram

27. LICENSEE SIGNATURE: [Signature] 28. Date: 3-16-16

**CITY OR COUNTY USE ONLY**  
The city/county named in #27 above recommends:  
 Grant  Acknowledge  Deny (attach written explanation of deny recommendation)  
City/County Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FORM TO OLCC:** This license is valid only when signed by an OLCC representative. Submit this form to the OLCC office regulating the county in which your special event will happen.

**OLCC USE ONLY**  
Fee Paid: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_  
License is:  Approved  Denied  
OLCC Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Bank	Month Ending Balance												
	July 2015	August 2015	September 2015	October 2015	November 2015	December 2015	January 2016	February 2016	March 2016				
LGIP - Urban Renewal Agency #4650	4,878,658.34	4,884,147.81	4,888,946.25	4,893,483.85	5,398,393.61	5,638,945.04	5,652,522.01	5,660,975.45	5,691,226.89				
LGIP - Water System #4811	908,936.29	909,243.11	924,474.60	924,888.60	925,289.09	925,741.48	926,239.12	926,732.99	927,311.69				
LGIP - City Of Gladstone #4472	6,244,454.93	5,641,643.89	5,423,314.53	5,076,101.85	7,645,533.83	9,022,920.40	9,436,698.93	9,184,390.47	8,652,416.93				
Checking Accounts:													
General Fund	270,113.34	228,471.07	332,685.35	198,361.15	889,419.24	130,356.05	232,313.58	208,971.64	493,861.89				
Employee Pension Trust	7,658.17	7,658.17	7,658.17	7,658.17	7,658.17	7,658.17	7,658.17	7,658.17	7,658.17				
Municipal Court	33,566.47	31,563.44	35,513.43	37,346.86	30,266.95	33,854.79	26,939.60	42,000.66	39,411.53				
Urban Renewal	10,316.50	10,316.50	10,316.50	10,316.50	10,253.12	10,253.12	10,253.12	6,233.12	6,233.12				
Totals	12,353,704.04	11,713,043.99	11,622,908.83	11,148,156.98	14,906,814.01	15,769,729.05	16,292,624.53	16,036,962.50	15,818,120.22				



General Ledger  
 Year to Date Budgeted to Actual  
 July 2015 - March 2016



Account Number	Description	Budget Amount	Period	YTD Amount	YTD Var	Available	% Available
<b>REVENUES</b>							
Fund 001	GENERAL FUND REVENUES	9,182,443.00	5,221,460.36	5,221,460.36	3,960,982.64	3,960,982.64	
	General Fund Revenue Totals:	9,182,443.00	5,221,460.36	5,221,460.36	3,960,982.64	3,960,982.64	43.14%
<b>EXPENDITURES</b>							
Dept 001-021	GENERAL ADMINISTRATION	1,218,065.00	935,048.33	935,048.33	283,016.67	283,016.67	23.23%
Dept 001-022	MUNICIPAL COURT	251,183.00	162,817.23	162,817.23	88,365.77	88,365.77	35.18%
Dept 001-024	POLICE DEPARTMENT	2,210,143.00	1,416,289.17	1,416,289.17	793,853.83	793,853.83	35.92%
Dept 001-025	FIRE DEPARTMENT	1,713,249.00	571,347.70	571,347.70	1,141,901.30	1,141,901.30	66.65%
Dept 001-026	PARK DEPARTMENT	757,995.00	175,933.63	175,933.63	582,061.37	582,061.37	76.79%
Dept 001-027	RECREATION DEPARTMENT	59,661.00	43,221.36	43,221.36	16,439.64	16,439.64	27.56%
Dept 001-028	SENIOR CENTER	407,309.00	199,362.17	199,362.17	207,946.83	207,946.83	51.05%
Dept 001-029	LIBRARY	755,550.00	462,307.93	462,307.93	293,242.07	293,242.07	38.81%
Dept 001-099	CONTINGENCY FUNDS						
	Contingency Sub Totals:	400,000.00	0.00	0.00	400,000.00	400,000.00	100.00%
	Unappropriated Ending Fund Balance	1,409,288.00	0.00	0.00	1,409,288.00	1,409,288.00	100.00%
	Fund Revenue Sub Totals:	9,182,443.00	5,221,460.36	5,221,460.36	3,960,982.64	3,960,982.64	43.14%

Fund Expense Sub Totals: 9,182,443.00 3,966,327.52 3,966,327.52 5,216,115.48 56.81%

Fund 001 Sub Totals: 0.00 1,255,132.84 1,255,132.84 -1,255,132.84 0.00

Account Number	Description	Budget Amount	Period	YTD Amount	YTD Var	Available	% Available
Fund 002	URBAN RENEWAL DISTRICT REVENUES	5,770,874.00	788,063.04	788,063.04	4,982,810.96	4,982,810.96	
	URBAN RENEWAL REVENUE Sub Totals:	5,770,874.00	788,063.04	788,063.04	4,982,810.96	4,982,810.96	86.34%
EXPENDITURES	URBAN RENEWAL DISTRICT	53,500.00	4,083.38	4,083.38	49,416.62	49,416.62	92.37%
	RENEW PROJECT RESERVE	5,717,374.00	0.00	0.00	5,717,374.00	5,717,374.00	100.00%
	URBAN RENEWAL EXP Sub Totals:	5,770,874.00	4,083.38	4,083.38	5,766,790.62	5,766,790.62	99.93%
Fund 002 Sub Totals:		5,770,874.00	783,979.66	783,979.66	-783,979.66	5,766,790.62	

REVENUES Account Number	Description	Budget Amount	Period	YTD Amount	YTD Var	Available	% Available
Fund 003	SEWER FUND REVENUES	3,370,563.00	1,879,488.97	1,879,488.97	1,491,074.03	1,491,074.03	
	SEWER FUND Revenue Sub Totals:	3,370,563.00	1,879,488.97	1,879,488.97	1,491,074.03	1,491,074.03	44.24%
EXPENDITURES	SEWER FUND Expense Sub Totals:	3,370,563.00	1,594,077.98	1,594,077.98	1,776,485.02	1,776,485.02	52.71%
Fund 003 Sub Totals:		3,370,563.00	1,594,077.98	1,594,077.98	1,776,485.02	2,373,406.60	

REVENUES Account Number	Description	Budget Amount	Period	YTD Amount	YTD Var	Available	% Available
Fund 004	WATER FUND REVENUES	2,585,093.00	1,204,244.11	1,204,244.11	1,380,848.89	1,380,848.89	
	WATER FUND Revenue Sub Totals:	2,585,093.00	1,204,244.11	1,204,244.11	1,380,848.89	1,380,848.89	53.42%
EXPENDITURES	WATER DEPARTMENT Expense Sub Totals:	2,585,093.00	696,486.38	696,486.38	1,888,606.62	1,888,606.62	73.06%
Fund 004 Sub Totals:		2,585,093.00	696,486.38	696,486.38	1,888,606.62	1,888,606.62	

<b>REVENUES</b>									
Account Number	Description	Budget Amount	Period	YTD Amount	YTD Var	Available	% Available		
Fund 005	ROAD & STREET FUND REVENUES	1,051,119.00	597,880.60	597,880.60	453,238.40	453,238.40			
	<b>ROAD &amp; STREET Revenue Sub Totals:</b>	<b>1,051,119.00</b>	<b>597,880.60</b>	<b>597,880.60</b>	<b>453,238.40</b>	<b>453,238.40</b>	<b>43.12%</b>		
<b>EXPENDITURES</b>									
	STREET DEPARTMENT								
	Expense Sub Totals:	1,051,119.00	468,709.35	468,709.35	582,409.65	582,409.65	55.41%		
<b>REVENUES</b>									
Account Number	Description	Budget Amount	Period	YTD Amount	YTD Var	Available	% Available		
Fund 006	LIBRARY CAPITAL FUND REVENUES	5,075,000.00	0.00	0.00	5,075,000.00	5,075,000.00			
	<b>LIBRARY CAPITAL FUND Revenue Sub</b>	<b>5,075,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,075,000.00</b>	<b>5,075,000.00</b>	<b>100.00%</b>		
<b>EXPENDITURES</b>									
	LIBRARY CAPITAL FUND								
	Expense Sub Totals:	5,075,000.00	0.00	0.00	5,075,000.00	5,075,000.00	100.00%		
<b>REVENUES</b>									
Account Number	Description	Budget Amount	Period	YTD Amount	YTD Var	Available	% Available		
Fund 008	POLICE & COMMUNICATIONS LEVY FUND REVENUES	847,614.00	489,089.00	489,089.00	358,525.00	358,525.00			
	<b>POLICE/COMMUNIC LEVY Revenue Sub</b>	<b>847,614.00</b>	<b>489,089.00</b>	<b>489,089.00</b>	<b>358,525.00</b>	<b>358,525.00</b>	<b>42.30%</b>		
<b>EXPENDITURES</b>									
	POLICE/COMMUNIC LEVY FUND								
	Expense Sub Totals:	489,436.00	351,826.79	351,826.79	137,609.21	137,609.21	28.12%		
	Unappropriated Fund Balance	358,178.00	0.00	0.00	358,178.00	358,178.00	100.00%		
	<b>Fund 008 Sub Totals:</b>	<b>847,614.00</b>	<b>137,262.21</b>	<b>137,262.21</b>	<b>220,915.79</b>	<b>220,915.79</b>	<b>26.07%</b>		
<b>REVENUES</b>									
Account Number	Description	Budget Amount	Period	YTD Amount	YTD Var	Available	% Available		
Fund 009	FIRE & EMERGENCY SERVICES LEVY FUND REVENUES	534,013.00	223,830.91	223,830.91	310,182.09	310,182.09			
	<b>FIRE/EMERG SERVICES LEVY Revenue Sub</b>	<b>534,013.00</b>	<b>223,830.91</b>	<b>223,830.91</b>	<b>310,182.09</b>	<b>310,182.09</b>	<b>58.09%</b>		

**EXPENDITURES**  
**FIRE/EMERG SERVICES LEVY FUND**  
 Expense Sub Totals: 412,686.00 93,781.04 318,904.96 318,904.96 77.28%  
 Unappropriated Fund Balance 121,327.00 0.00 0.00 121,327.00 100.00%

**Fund 009 Sub Totals:** 534,013.00 130,049.87 130,049.87 -8,722.87

**REVENUES**  
 Account Number  
 Fund 010  
 Description Budget Amount Period YTD Amount YTD Var Available % Available  
 STATE REV. SHARING 999,356.00 85,951.26 85,951.26 913,404.74 913,404.74

**STATE REVENUE SHARING Revenue Sub** 999,356.00 85,951.26 85,951.26 913,404.74 913,404.74 91.40%

**EXPENDITURES**  
 STATE REV. SHARING  
 Expense Sub Totals: 999,356.00 1,190.00 998,166.00 998,166.00 99.88%

**Fund 010 Sub Totals:** 999,356.00 84,761.26 84,761.26 -84,761.26

Check Date	Check Number	Vendor	Amount	Line Item Description
3/1/2016	80616	United States Post Office	998.92	Postage for Water Bills
3/4/2016	80617	AE Light	196.21	Police Dept - AW Light - Portable 24W LED
3/4/2016	80618	Alexin Analytical Laboratories	288.00	Water tests
3/4/2016	80619	American Messaging	140.14	Fire Dept - Pager Service
3/4/2016	80620	Arbour & Associates	100.00	Police Dept - OC Parking Spot
3/4/2016	80621	Backflow Management Inc	2,150.00	Quarterly Water Testing
3/4/2016	80622	Brown & Caldwell	11,132.25	2011 MS4 NPDES Permit Renewal
3/4/2016	80623	Cash & Carry Smart Foodservice	86.41	Easter Egg Hunt supplies
3/4/2016	80624	JB Cereghino Construction	488.00	Refund security deposit - hydrant meter
3/4/2016	80625	CIS/EBS Trust	29,114.65	Workers Comp - 4th quarter
3/4/2016	80626	City X	900.00	Consulting Services - Schultz
3/4/2016	80627	Clackamas Landscape Supply	24.00	Supplies - Public Works
3/4/2016	80628	Clackamas County	17,265.25	Central Dispatch Fees - Fire & Police Dept
3/4/2016	80629	Comcast Cable	255.69	Internet & Voice - Police & Public Works
3/4/2016	80630	Galls Inc	48.56	Uniforms - Police Dept
3/4/2016	80631	Gold Wrench	908.45	Car Repairs - Police Dept
3/4/2016	80632	Lauren Gunderson	193.78	Mileage reimbursement
3/4/2016	80633	Honey Bucket	85.00	Park Restrooms
3/4/2016	80634	Kate Johnson	370.42	Library Director Interview reimbursement
3/4/2016	80635	Robert C. Johnson	140.00	Landscaping - Library
3/4/2016	80636	Knapp Construction	1,350.00	Valley View Sidewalk
3/4/2016	80637	L & C Trucks	50.00	Truck Parts - Public Works
3/4/2016	80638	Wendy Leik, PC	300.00	Indigent Defense - Court
3/4/2016	80639	Sarah McIntyre	91.54	Mileage reimbursement
3/4/2016	80640	Generva Molina	100.00	Interpreter Services - Court
3/4/2016	80641	Murray, Smith & Associates	26,942.00	SS Master Plan - Public Works
3/4/2016	80642	Net Transcripts	91.54	Transcription Services - Police Dept
3/4/2016	80643	Oak Lodge Saniatry Service	73,727.36	Jan/Feb Sanitary Sewer - Public Works
3/4/2016	80644	Office Depot	87.15	Paper - Administration

Check Date	Check Number	Vendor	Amount	Line Item Description
3/4/2016	80645	Office Max	417.32	Office Supplies - Water & Admin
3/4/2016	80646	Dustin Olson	15.00	Parking Reimbursement - Police Dept
3/4/2016	80647	Oregon City Scuba	35.00	Supplies - Fire Dept
3/4/2016	80648	Pacific Office Automation	674.16	Copier - Library
3/4/2016	80649	Portland General Electric	5,663.26	Feb 2016 Electricity Charges
3/4/2016	80650	Portland Windustrial Co	4,348.61	Meter Setter/Flange -Public Works
3/4/2016	80651	Prothman	9,003.01	Fire Chief Search - Expenses & Prof Services
3/4/2016	80652	Quality Code Publishing, LLC	1,176.29	Gladstone Municipal Code Updates
3/4/2016	80653	RH Media Services LLC	6,846.38	February IT Support & Reimbursement
3/4/2016	80654	City of Sandy	4,050.00	Interim Library Director IGA
3/4/2016	80655	Shred-It USA LLC	96.90	Shredding Services - Police Dept
3/4/2016	80656	Sirennet.com	3,688.20	Accessories for Vehicles - Police Dept
3/4/2016	80657	Solutions Yes	93.16	Copier Usage - Admin
3/4/2016	80658	Sonsray Machinery LLC	2,125.00	Muck Bucket - Public Works
3/4/2016	80659	Stein Oil Co., Inc	1,338.83	Gasoline - Police & Senior Center
3/4/2016	80660	Eric Swanson	2,672.30	Feb 2016 Rent & Expense Reimbursement
3/4/2016	80661	Jill Tate	202.50	Transcription Services - Admin
3/4/2016	80662	Andrew Teitelman	2,100.00	Indigent Defense - Court
3/4/2016	80663	Tri Cities Service District	413,600.96	Sewer Invoice for Jan/Feb 2016
3/4/2016	80664	Verizon	1,644.32	February Cell Phone Charges
3/4/2016	80665	Willamette Express Ltd	1,967.00	Office Furniture - Public Works
3/4/2016	80666	Willamette Valley Printing Inc	145.00	Business Cards - Black, Senior Center
3/4/2016	80667	Shannon Wilson	1,800.00	Indigent Defense - Court
3/10/2016	80668	Baker & Taylor Inc	1,523.78	Book - Library
3/10/2016	80669	Cascade Form Systems	708.80	Window Envelopes - Utility
3/10/2016	80670	Clackamas County	50.00	Investigations Team Dues - Fire Department
3/10/2016	80671	Clackamas County Fire Department	108.96	Uniforms - Fire Dept
3/10/2016	80672	Clackamas, County of	300.00	Tax Maps - Planning Tax Maps and Printouts
3/10/2016	80673	Creative Bus Sales	120.00	TRAM Service - Senior Center

Check Date	Check Number	Vendor	Amount	Line Item Description
3/10/2016	80674	Curtis, L.N. Co	503.99	Raptor Carbide Chain - Fire Dept
3/10/2016	80675	Demco	132.83	Labels - Library
3/10/2016	80676	Fowler, H.D. Co. Inc	303.49	Materials - Public Works
3/10/2016	80677	General Tree Service	218.00	Pow Wow Tree Maintenance
3/10/2016	80678	Jonathan Heins	559.75	Reimbursement for water meter repair
3/10/2016	80679	Hunter-Davisson Inc	10,634.00	Replace 6 ton return unit - Senior Center
3/10/2016	80680	Maverick Welding Supply Inc	22.50	Welding Supplies - Public Works
3/10/2016	80681	McCoy Electric	237.20	Light Fixture Repair - Library
3/10/2016	80682	McLoughlin Chevrolet	118.54	Vehicle Parts - Public Works
3/10/2016	80683	Midwest Tape	396.71	Non Print Items - Library
3/10/2016	80684	Walter E Nelson Co	2.44	Supplies - Public Works
3/10/2016	80685	Nursery Connection	490.00	Earthway Spreader - Public Works
3/10/2016	80686	Oak Lodge Water District	979.26	Water Purchases - Public Works
3/10/2016	80687	Office Depot	51.18	Office Supplies - Admin & Court
3/10/2016	80688	Oregon City Swimming Pool	150.00	Training Rental - Fire Department
3/10/2016	80689	Oregon, State of	6.00	Driving Record Notifications
3/10/2016	80690	Paramount Pest Control Inc	106.00	Pest Control - City Hall & Police Dept
3/10/2016	80691	Pitney Bowes	1,696.66	Reserve Account - Postage Used
3/10/2016	80692	Rackspace Email & Apps	952.30	March Email Service
3/10/2016	80693	Service Master of Oregon	1,096.00	Jannitorial Service - Library
3/10/2016	80694	Sierra Springs	83.26	Water & Cooler Rental - Admin
3/10/2016	80695	Stein Oil Co., Inc	153.71	Gasoline - Fire Dept
3/10/2016	80696	Tualatin Valley Fire & Rescue	2,221.50	Fleet Maintenance Contract
3/10/2016	80697	Union Security Insurance	151.02	Life Insurance
3/10/2016	80698	US Bank	2,555.38	Visa Card - Police Dept & Admin
3/10/2016	80699	Verizon	244.83	Cell Phones - Fire Dept
3/10/2016	80700	Washington County Consolidated Comm	482.65	Motorola Repair
3/16/2016	80701	United States Post Office	1,262.66	Newsletter Postage
3/16/2016	80702	Sara Chesney	874.18	Final Pay

Check Date	Check Number	Vendor	Amount	Line Item Description
3/18/2016	80703	Air Filter Exchange	348.00	Filter replacement - City Hall & Library
3/18/2016	80704	American Medical Response	200.00	Blood Draw for Police Dept
3/18/2016	80705	Batteries Plus	44.00	6V Lead - Fire Dept
3/18/2016	80706	BBC Steel Corp	129.05	Alum - Laser Cut & Pre-Cut - Public Works
3/18/2016	80707	Beery, Elsner & Hammond LLP	13,271.82	February Legal Fees
3/18/2016	80708	Clackamas Auto Parts, Inc	196.68	Supplies - Fire and Public Works
3/18/2016	80709	Clackamas, County of	65.00	County Telecom Services
3/18/2016	80710	Comcast Cable	111.91	Internet - Senior Center & Public Works
3/18/2016	80711	Daily Journal of Commerce	98.90	RFP Notice of Bid for Master Plan - Parks
3/18/2016	80712	Ecolab Inc	215.29	Supplies - Senior Center
3/18/2016	80713	Extreme Products	95.96	Mag Lite Batteries - Police Department
3/18/2016	80714	Fowler, H.D. Co. Inc	51.77	Supplies - Public Works
3/18/2016	80715	Gold Wrench	486.85	Mechanic Services - Police Department
3/18/2016	80716	Graves, Eric	56.08	Graves - Meals Reimbursement
3/18/2016	80717	Home Depot	34.32	Sawsall Blades- Fire Department
3/18/2016	80718	Home Depot Credit	298.56	Modular work - Public Works
3/18/2016	80719	Honey Bucket	334.20	Dahl Park - Restroom; Public Works
3/18/2016	80720	Melissa Jones PLLC	3,000.00	Prosecuting Attorney Services
3/18/2016	80721	Susan LeDoux	12.00	Reimbursement forparking @ workshop
3/18/2016	80722	Local Government Personnel Institute	1,661.00	Compensation Analysis - PD
3/18/2016	80723	Mark's Quality Repair Service	3,754.15	Truck Repair - Public Works
3/18/2016	80724	Richard McConnell	1,500.00	Reimb - Sewer repairs - Public Works
3/18/2016	80725	Net Transcripts	113.43	Transcription Services - Police Dept
3/18/2016	80726	Northwest Safety Clean	43.40	Replacement for lost check issued 11/2015
3/18/2016	80727	Nursery Connection	4,551.20	Nursery supplies & Seed grass - PW Dept
3/18/2016	80728	NW Association of Fire Trainers	198.00	Training for Brenner & Newton
3/18/2016	80729	Office Depot	407.09	Office Supplies
3/18/2016	80730	Office Max	31.61	Office Supplies
3/18/2016	80731	One Call Concepts Inc	139.64	Utility Notifications -Public Works Dept

Check Date	Check Number	Vendor	Amount	Line Item Description
3/18/2016	80732	Pacific Mobile Structures, Inc	431.00	Portable Structure Rent - Public Works
3/18/2016	80733	Pacific Office Automation	45.83	Copier Usage - Police Dept
3/18/2016	80734	Petty Cash - Gladstone Public Library	96.53	Reimburse Petty Cash - Library
3/18/2016	80735	Portland General Electric	5,014.91	Street Lights
3/18/2016	80736	Kelley Price	10.18	GMC Witness Fee - Court
3/18/2016	80737	Providence Occupational Health	85.00	Health Services
3/18/2016	80738	Satcom Global	42.75	Iridium SIM Card - Police Dept
3/18/2016	80739	Sierra Springs	179.18	Water - Police Department
3/18/2016	80740	Sisul Engineering	977.50	Plan Reviews - Public Works
3/18/2016	80741	Scott Tabor	18.00	Reimb for cut keys - Library
3/18/2016	80742	Traffic Safety Supply Co. Inc	1,030.20	Street Signs & Posts - Public Works
3/18/2016	80743	US Bank	224.46	Copier Lease - Admin
3/18/2016	80744	Verizon	880.26	Telecommunications
3/18/2016	80745	Water Environment Services	242.76	2015-16 MS4 Permit Annual DEQ Fees - PW
3/18/2016	80746	Wilsonville Lock & Security	155.70	Monitoring - Library & Public Works
3/24/2016	80747	Baker & Taylor Inc	2,330.24	New Books
3/24/2016	80748	Tami Bannick	139.97	Reimbursement for Easter Egg Hunt
3/24/2016	80749	Battery Xchange	169.69	Battery Core for Solar Speed Signs
3/24/2016	80750	Beloof & Haines	3,000.00	Municipal Court Judge
3/24/2016	80751	Cintas First Aid Lockbox	339.16	First Aide Supplies
3/24/2016	80752	Clark's Lawn & Garden Equipment	66.93	Woodcutter Bar & Chain - Fire Dept
3/24/2016	80753	Comcast Cable	43.82	Cable - Fire Department
3/24/2016	80754	Cycle Express	12.00	Reflective Name Stickers - Fire Department
3/24/2016	80755	Jal Duncan Photography	45.00	Photography - Fire Department
3/24/2016	80756	Mike Funk	296.80	Reimbursements
3/24/2016	80757	Honey Bucket	476.40	Park Restrooms
3/24/2016	80758	Integra Telecom	1,109.49	Telecommunications
3/24/2016	80759	Austin Krieger	10.00	Reimbursement - Dry Cleaning
3/24/2016	80760	Maverick Welding Supply Inc	80.65	Welding Supplies - Public Works

Check Date	Check Number	Vendor	Amount	Line Item Description
3/24/2016	80761	Midwest Tape	2,183.43	Non Print Items - Library
3/24/2016	80762	Municipal Emergency Services	145.00	Air Sample - Fire Department
3/24/2016	80763	Walter E Nelson Co	203.04	Supplies - Public Works
3/24/2016	80764	Tom O'Connor	130.00	Reimbursement for Duty Boots - Fire Dept
3/24/2016	80765	Office Depot	367.29	Office Supplies
3/24/2016	80766	Oregon City Scuba	13.00	Warranty Service - Fire Department
3/24/2016	80767	Oregon, State of	104.50	License Fee 2016 Durango - Police Dept
3/24/2016	80768	Our Designs Inc	57.75	Nametags - Fire Department
3/24/2016	80769	Pitney Bowes	403.26	Postage Meter Rental
3/24/2016	80770	Ricoh USA Inc	157.61	Copies - Fire Department
3/24/2016	80771	Righteous Clothing	20.00	Patch personalization - Fire Dept
3/24/2016	80772	Stein Oil Co., Inc	579.64	Gasoline Purchases
3/31/2016	80779-80791	Payroll Checks	5,958.45	March Payroll
3/31/2016	Direct Deposit	Payroll Direct Deposit	178,738.52	March Payroll
3/30/2016	80792	Maria Aikin	80.23	GPD Oral Boards & Kassab swearing in
3/30/2016	80793	Anderson Roofing Co Inc	2,854.71	Roof Repairs - Senior center
3/30/2016	80794	AXA Equi-Vest	7,705.00	Deffered Comp annuities
3/30/2016	80795	Axa EVLICO	194.06	UL Premiums
3/30/2016	80796	Axa Ria	2,843.25	Retirement Contributions
3/30/2016	80797	CIS/EBS Trust	59,241.61	Health Benefits
3/30/2016	80798	Clackamas 800 Radio Group	16,290.00	2015-16 C-800 Radio Sys shared cost - PD
3/30/2016	80799	Clackamas Community College	85.00	Cross Connection Workshop - PW
3/30/2016	80800	Clackamas County Benevolent Foundation	50.00	March 2016 Contributions
3/30/2016	80801	Clackamas Federal Credit Union	993.32	Union Dues - GPA
3/30/2016	80802	Clackamas, County of	413.00	Feb 2016 Ammo Draw - Police Dept
3/30/2016	80803	Comcast Cable	120.20	Internet & Voice - Police
3/30/2016	80804	Extreme Products	1,368.04	Uniforms - Police Dept
3/30/2016	80805	General Automotive Supply Co	773.28	Road Flares - Police Dept
3/30/2016	80806	Gladstone Fire Department	875.00	GVF House Dues

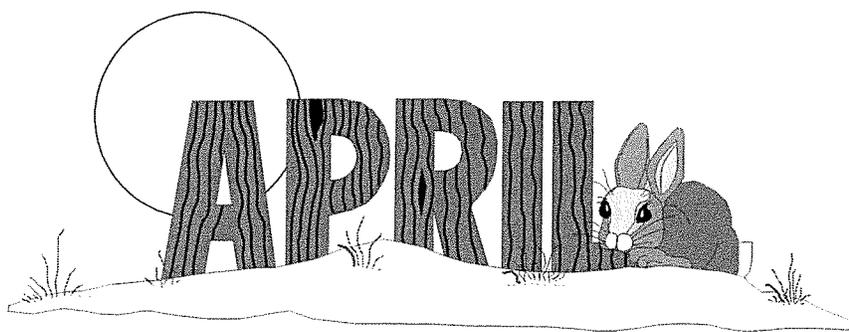
Check Date	Check Number	Vendor	Amount	Line Item Description
3/30/2016	80807	Gold Wrench	563.70	Vehicle Repairs -Police Dept
3/30/2016	80808	Hogan, Tom	38.97	Reimbursemt -GEMS Meeting - PD
3/30/2016	80809	Houston, Marc R	940.00	March 2016 Physician Advisor & EMS Lead - FD
3/30/2016	80810	In and Out Auto Care LLC	2,014.91	Vehicle Repairs -Public Works
3/30/2016	80811	League of Oregon Cities	336.00	Citation Forms - Police Dept
3/30/2016	80812	Millar's Point S Tire and Auto Service	140.13	Street Sweeper Service - Public Works
3/30/2016	80813	Molina, Geneva	200.00	Interpreter Services - Court
3/30/2016	80814	Mr. Beveledere's Janitorial Service Inc	1,755.00	March 2016 Janitorial Services
3/30/2016	80815	Net Transcripts	141.29	Transcription Services - Police Dept
3/30/2016	80816	North Clackamas County Water Commission	14,249.09	Water Purchases - Public Works
3/30/2016	80817	Office Depot	66.22	Office Supplies - Police Dept & Admin
3/30/2016	80818	Office of the Trustee	640.00	March Misc Payroll Deduction
3/30/2016	80819	Oregon AFSCME Council #75	924.80	March 2016 Union Dues
3/30/2016	80820	Oregon Association Chief of Police	475.00	Annual Membership - Police Department
3/30/2016	80821	Oregon, State of	23.00	Suspension Packages - Police Dept
3/30/2016	80822	Shred-it USA LLC	96.90	On Site Shredding Service - Police Dept
3/30/2016	80823	Stein Oil Co., Inc	1,568.35	Gasoline - Police Department
3/31/2016	80824	VOID CHECK	0.00	VOID CHECK
3/31/2016	80825	S Tabor	1,845.23	Final Paycheck
<b>Total March 2016 Checks</b>			<b>1,018,797.20</b>	
<b>Total Check Total</b>			<b>1,018,797.20</b>	



Current City Project Status

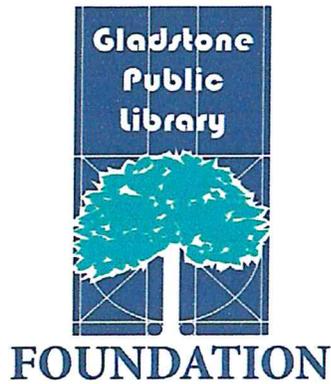
Responsibility (R1-R3)& Authority A1-A3)												
PROJECT STATUS REPORT FOR APRIL 1												
R1 - CA / ACA	R2 - City Staff	A1 - Voters	A2 - City Council	A3 - Advisory Com.	R3 - Proj. Lead	Department	Project Type	PROJECT STATUS REPORT FOR APRIL 1	Start Date	Current Est. for Comp. Date	Initial Due Date	Status
<b>In Going Projects</b>												
			CC		CA	Admin	Misc. Projects	Inter-Government Agencies:- Negotiating IGA with Oak Lodge Sanitary District		4th Q 2016	Sept. 2015	Met with Oak Lodge working the Project
			CC		JW	Public Works	Capital Projects	Managing Rinearson Pond Project	2013	Q1 2017	Sept. 2015	Project Underway timelines established
			CC		JW	Public Works	Misc. Projects	Developing Update for the Transportation System.		4th Q 2016	Nov 2015	The TSP will not initiate until Q2 2016
			CC		TO	Fire Dept.	Council Requirement	Fire Department Operations and Public Policy Plan.	11/12/13	4th quarter 2016	Decem ber 2015	New Fire Chief Project
			CC		CA	Library	Facility Upgrade	2011 IGA - Library	Novemb er 2014	Dec. 16	June 2015	County Commission requesting Task Force
			CC		CA	Library	Facility Upgrade	2009 IGA - Library	Novemb er 2014	Jul-16	August 2015	County Commission requesting Task Force
			CC		CA	Police	Staffing	Hire New Police Chief	March 2015	Jul-16	August 2015	Process to select Chief in July 2016
			CC		JW	Public Works-Misc.	Council Requirement	Public Works Operations and Public Policy Plan that includes All Public Works Operations	11/12/13	4th Q 2016	June 2015	Not yet started. Not sure, but this sounds like goals and objectives? Is that what this is. I would like to work on this once PW's gets it's operations in order.
			CC		JW	PW Sanitary	Master Plan	Sanitary Sewer Master Plan		Sept. 16	Novem ber 2015	Currently capturing data. Nothing has changed here.
			CC	AC	JW	PW-Park & Recre.	Support	BMX Bike Track Proposal for Meldrum Bar Park - Reviewing with Park And Recreation Committee	2013	Oct-17	Sept 2015	City received one proposal for Parks Master Plan, under review
CS			CC		JW	PW-Park & Recre.	Support	Dog Park	04/12/11	Oct-17	Sept 2015	City received one proposal for Parks Master Plan, under review
			CC		RB	Senior Center	Council Requirement	Senior Center Operations and Public Policy Plan.	11/12/13	Nov. 16	June 2015	Senior Center Director on Leave will determine status when Director returns
			CC		CC	Admin	Retreat	Strategic Planning (City Council and Department Heads)	Jan 2016 (City Council) Feb 2016 (Dept Heads)	May-16	July 2016	We plan to present draft to All City Staff Mtg. on 4/7; CC Adoption In June 2016
CA	N	Y	Y		JW	Public Works	Master Plan	Create a Parks Master Plan	Aug. 15	Oct-17	Jul. 16	Received one response to RFP
A		N	Y	N	ACA	Admin	Admin	Administrative Policy Process - Personnel Manual Updates, Policy for FMLA, Policy Process Job Solicitations, Drug testing	Aug. 15	Sept. 16	Sept. 15	Initial draft received from Attorney to be utilized for upcoming Collective Bargaining Process
A		N	Y	N	CA	Admin	Capital Projects	Build a new library & City Hall	2014	2018		Project on hold, working with CCC
A		N	Y	N	CA	Admin	Capital Projects	Police Station	2014	2018		Land Acquisition in process
A		N	Y	N	CA	Admin	Capital Projects	Changes to new Urban Renewal District	Jun 2016	4th Qtr 2016		Reviewing options to fund Civic Building projects in Down Town redevelopment including Metro Grant for the planning portion.
		N	Y	N	CA	Admin		Built fiber to connect City Campus	4th Q 2015	4th Q 2016		Part of IT plan city council approved in March 2016
		N	Y	N	CA	Admin		Oberson Property prep	4th Q 2015	4th Q 2016		Industrial Realtor Contacted and reviewing. Sisul Engineering completed property evaluation.
		N	Y	N	CA	Admin		Tri City Sanitary Collection Governance	4th Q 2015	4th Q 2016		This project is ongoing and changes daily.
		N	Y	N		Public Works		Paving Addie Street NW Infrastructure CDCBG	4th Q 2015	4th Qtr 2016		Block grant received engineer on board.
		N	Y	N		Public Works		Bicycle Signage for Trolley trial Pilot Signage	Nov. 2015	April 2016		Metro has stated they will be installing signs in March/April 2016
		N	Y	N		Public Works		Oatfield Road / 205 Bad intersection	Nov. 15	July 2016	Nov. 15	This is in the ODOT Right of Way. PW's will contact ODOT about fixing the issue. More to follow.
		N	Y	N		Admin		Upgrade City Planning Services	4th Q 2015	1st Qtr 2016		Discussions with Oregon City in process. ROW IGA in process.
		N	Y	N		Admin		Get Customers that are served by Oaklodge to be billed by Oaklodge.	4th Q 2015	July 2016		Working Water service Billing update
		N	Y	N		Admin		Boardman Wetlands Storm water runoff	3rd Q 2016	3rd Q 2016		Will be part of Sanitary Master Plan
		N	Y	N		Admin		Oak Lodge Sanitary dumping Storm water on Gladstone	3rd Q 2016	3rd Q 2016		Discuss in contract negotiation. May need to wait for Sanitary MP
		N	Y	N	CG	Admin	Admin	Purchasing Cards for City of Gladstone staff	Jan-16	April 2016		Completing the detail forms of the staff to receive a card and payment options
		N	Y	N	CG	Admin	Admin	Decision of New Accounting Software	Jan-16	March 2016		Complete - Working Implementation.
		Y			CG	Admin	Admin	2016-17 Proposed Budget Documents (City of Gladstone & Urban Renewal)	Jan-16	June 2016		Receiving information from Department Heads for their section(s) of the budget. First Budget Committee meeting April 19, 2016
		N	Y	N		Rec.		Parks Master Plan RFQ	Oct. 2015	JUN 2016		Received 1 Response to RFQ. Recommendation to Council in May.
<b>Projects added this Report</b>												
<b>Completed Projects</b>												





# **CORRESPONDENCE**





Gladstone City Council  
Mayor Mersereau  
City Councilors Johnson, Sieckmann, Reisner, McMahon  
525 Portland Avenue  
Gladstone, OR 97027

March 23, 2016

Dear Council Members,

We are writing this letter to you to encourage your continued efforts to build a new library. We were very, very disappointed in the new direction taken by the County Commissioners after years of working towards a new library, and under the mutual understanding regarding the funds they agreed to give the city towards this endeavor. We have watched while they have set conditions on return of the funds, and are now setting new conditions which have been raised by a small group of unincorporated citizens who seem intent on keeping their existing county library.

However, in order to meet the demands of this group and of the latest letter threatening to rescind the IGA with Gladstone, we urge you to develop a plan to address these demands, including holding more meetings with "proportional" representation from the unincorporated area. It is critical that the County return the funds that were committed to this project, and if the only way forward is by meeting these latest demands then we hope that our city leaders will at least meet them half way. We would hope that the county would see clear to provide funds to the city for these meetings, as they will need professional facilitation given the subject matter.

We realize how difficult this whole process has been, and continues to be, and appreciate anything that the Council can do to move forward on building a new library for Gladstone and the surrounding service area. Our citizens deserve better and we believe our joint goal is to provide them with the library services and programs that will enhance their lives and enrich our community.

Thank you again for your support and continued efforts on behalf of the citizens of Gladstone.

Gladstone Public Library Foundation

Lani Saunders, President  
Moma Escriva, Vice President  
Colette Umbras, Secretary  
Dru Weiland, Treasurer

Mary Accettura, Director  
Veronica Reichle, Director  
James Doyle, Director  
Beverly Chase, Library Board Liaison

Cc: Eric Swanson, City Administrator  
Clackamas County Commissioners



April 1, 2016

City Council of Gladstone Oregon  
525 Portland Avenue  
Gladstone OR, 97027

I am writing this letter to let this Council know that our family is in complete support of the Dahl Beach project by the Port of Portland and can't understand why this council would think for one moment any different. Dahl Beach is an eye-sore and in desperate need of cleaning up. Your vote on this project should be for the betterment of this city and this project is just that, better.

Dahl Beach, in time could be restored, replanted and rebuilt into a beautiful natural habitat that our City could be proud of. Please do not let this chance for natural restoration pass us by.

Steve & Mindy Garlington  
7000 Debbie Court  
Gladstone, OR 97027



April 4, 2016

City Council of Gladstone Oregon  
525 Portland Avenue  
Gladstone OR, 97027

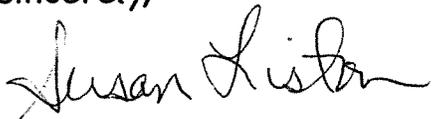
Susan Liston  
550 E Exeter St.  
Gladstone, OR 97027  
503-657-3929

Thank you for working diligently with the Port of Portland to develop the Dahl Beach/Bulkhead project. It would be unfortunate if the Port withdraws their generous offer of \$450,000-\$500,000 to remove our dangerous bulkhead and restore an important part of our watershed and salmon habitat. Please adopt and sign the IGA with the Port of Portland so they may begin working on this project for the City of Gladstone.

The PowerPoint presentations and handouts, including maps, at the Park & Recreation Board meeting and the Gladstone City Council meeting were informative. I left with a better understanding and appreciation for both the problems and future possibilities regarding the property at the confluence of the Clackamas and Willamette Rivers--part of a watershed and eco system we all share.

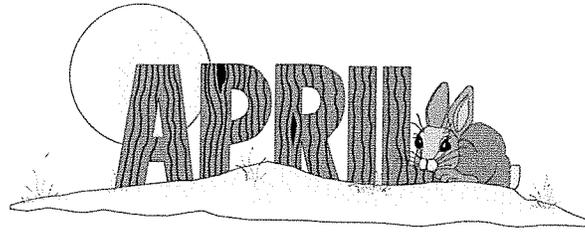
On a recent visit to Dahl Beach area, the rusting bulkhead seemed to me to be a dangerous nuisance. I hope no young people climbing or messing around the bulkhead, or boaters passing by, will suffer an injury due to the height and angle at which it juts out into the river. The habitat restoration part of the project will help salmon survival rates, and hopefully lessen the impact of future flooding and high water in the area.

Sincerely,

A handwritten signature in cursive script that reads "Susan Liston".

Susan Liston

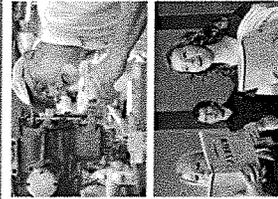




## **REGULAR AGENDA**



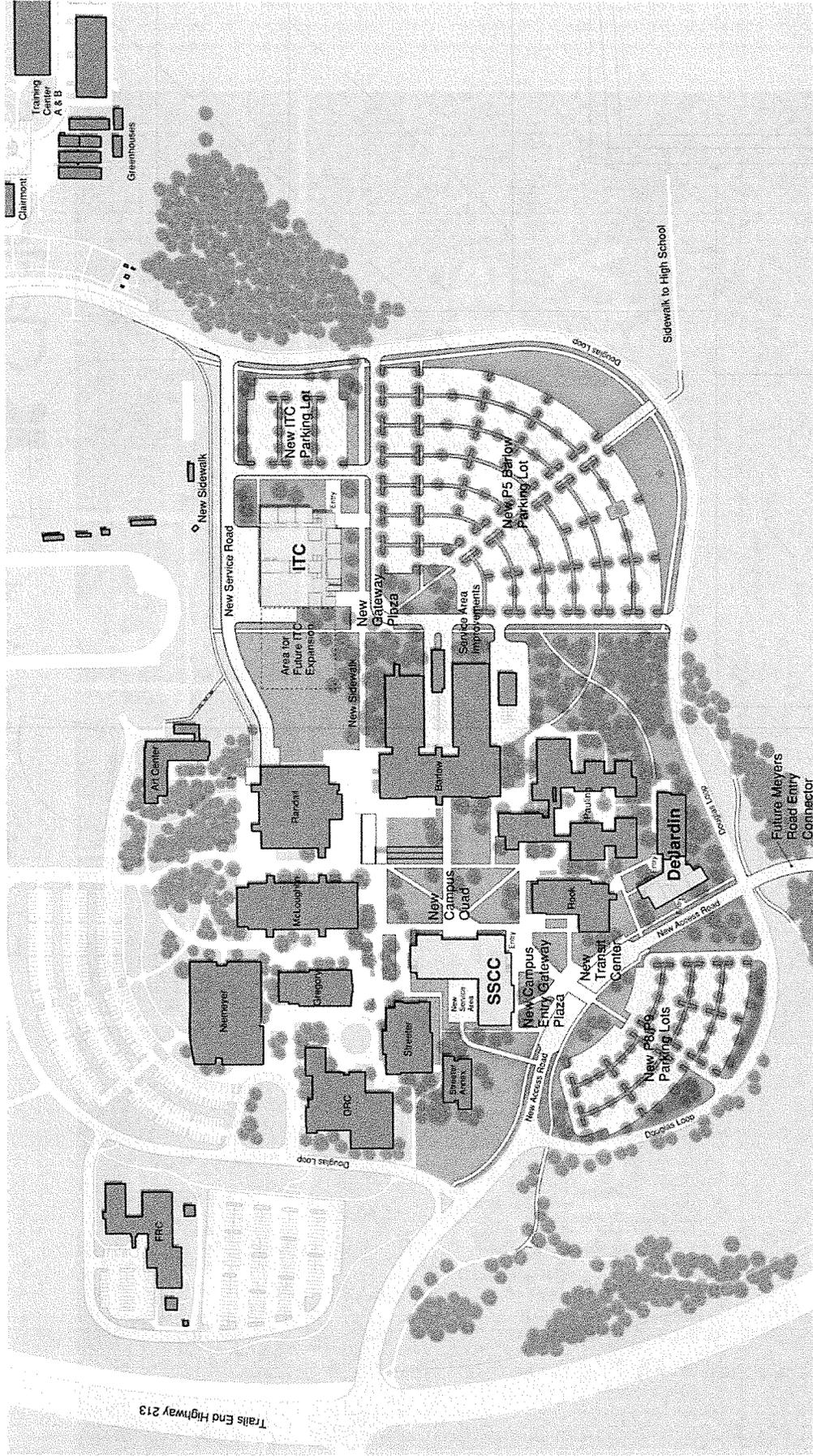
# Clackamas Community College Bond Projects



Education That Works



# Oregon City Campus Master Plan



Education That Works



# Industrial Technical Center

- December 2015**  
Architect approved
- January 2016**  
Programming/planning begins
- February 2016**  
Schematic designs
- May 2016**  
Design development
- August 2016**  
Construction document
- December 2016**  
Bidding/permitting
- March 2017**  
Construction begins
- Spring 2018**  
Occupancy & project completion



Education That Works

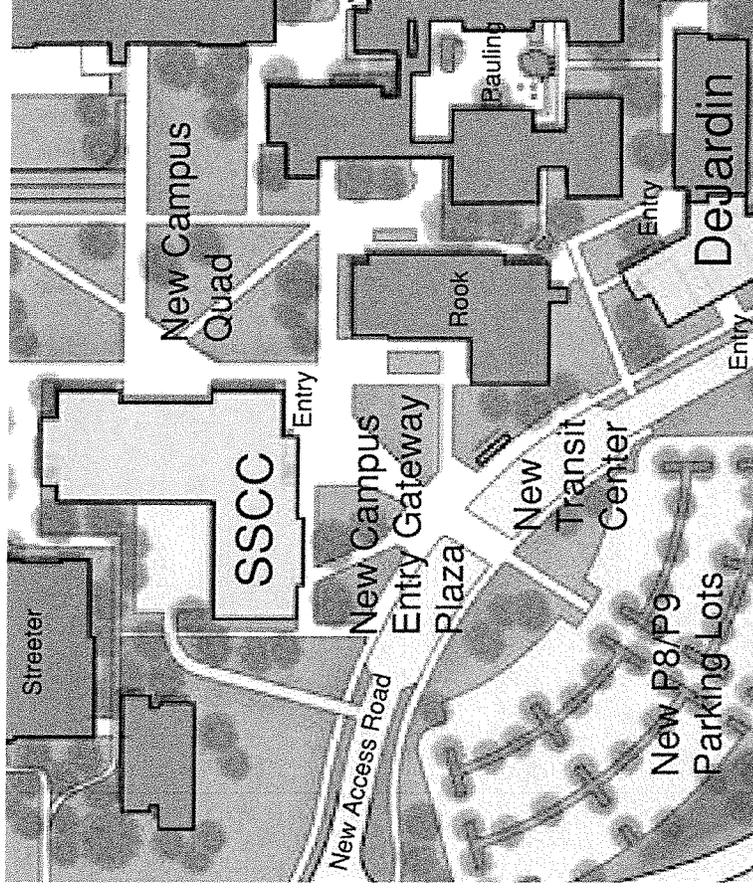




# Student Services/Community Center

## Site Selection

- Defines campus front door
- Defines heart of campus
- Becomes crossroads for many ways through campus
- Highest service need
- Co-locates Student Services
- Multi-use space accessibility for both the public and our students

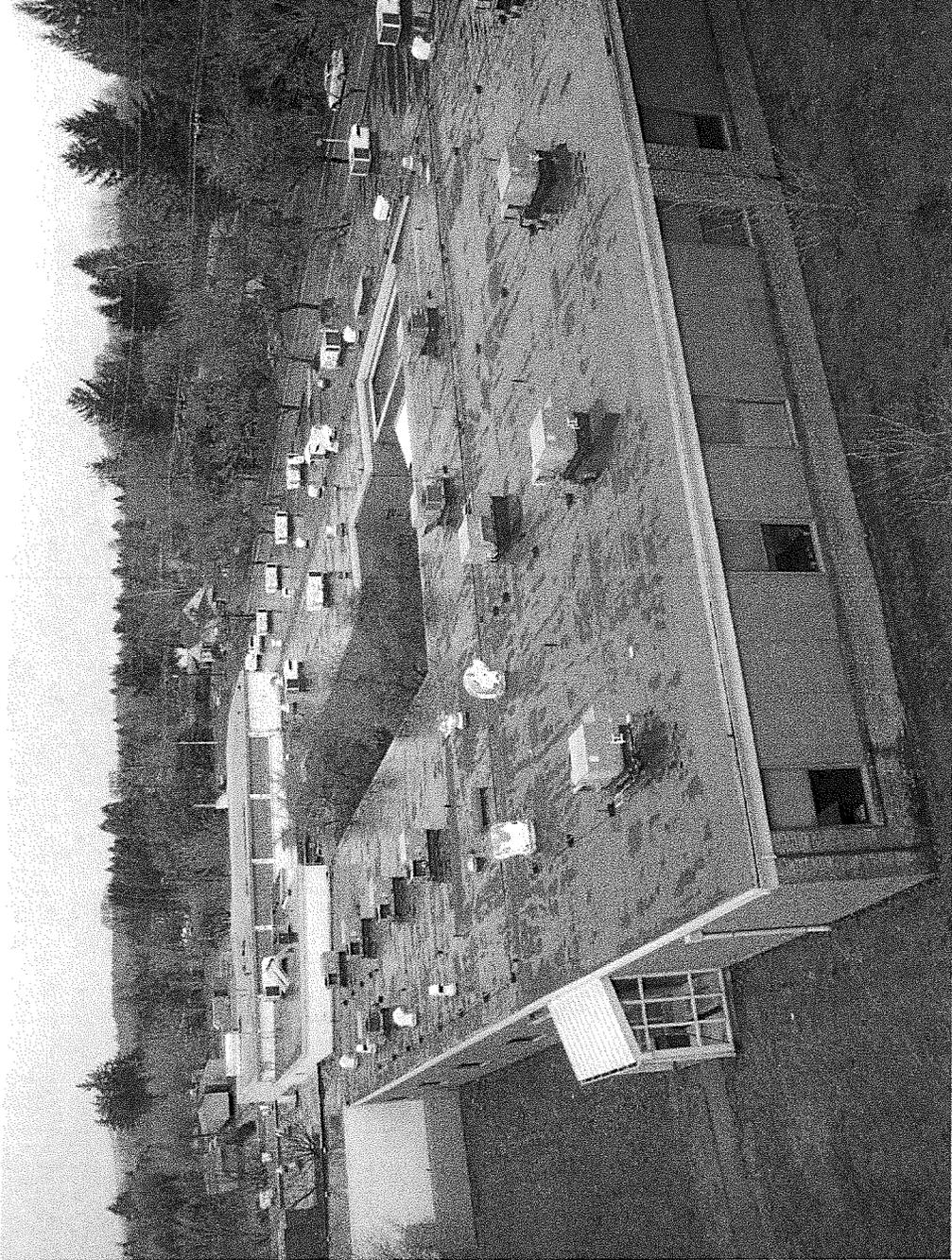


Education That Works





# Former OIT Building



Education That Works



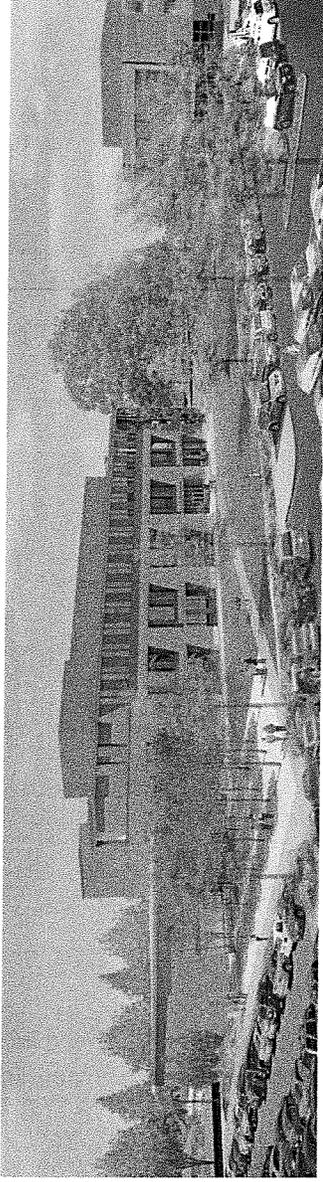
# Harmony Phase I Programs



Education That Works



# Harmony Phase II Design



From parking lots



From Harmony  
Phase I front door

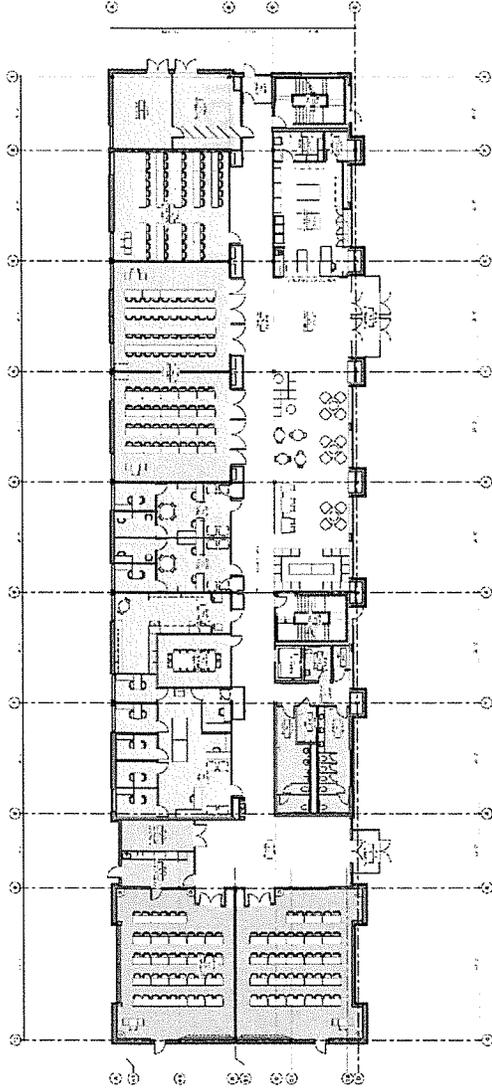


From Harmony Rd

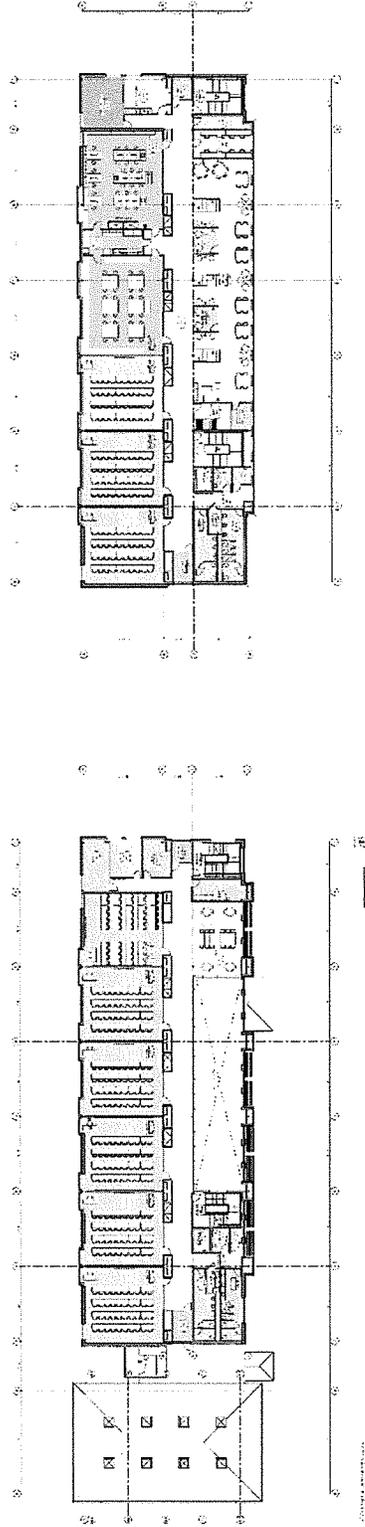
Education That Works



# Harmony Phase II Floorplan



Main floor



2nd / 3rd floors

Education That Works



# Harmony Phase II Timeline

**April 2015:** Project kickoff

**June 2015:** Hennebery Eddy selected as building architects

**Fall 2015:** Design/Development

**Winter 2016:** Construction documentation begins

**March 2016:** General contractor selection

**March 28, 2016:** Final day of classes held in former OIT building

**Spring 2016:** Abatement/Demolition of former OIT building

**Summer 2016:** Construction begins

**Summer 2017:** Move-in process begins

**Fall 2017:** Occupancy & project closeout

Education That Works |



# Other Bond-Related Projects

## **Meyers Road Extension**

- Adds third entrance to the Oregon City campus
- Improves connection to Oregon City High School

## **School District Partnerships**

- Provide one-time \$40,000 investments in each of the service area School Districts to strengthen their partnerships with the college

## **Newell Creek Headwaters**

- Storm water improvements across campus strengthen headwaters of Newell Creek Canyon

Education That Works



Clackamas  
Community College

# Thank You

## Questions? Comments?

<http://www.clackamas.edu/bondinformation/>

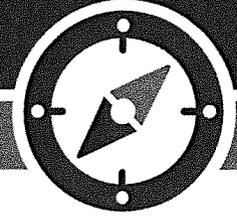
## Save The Date

**May 21, 2016** | CCC's 50<sup>th</sup> Birthday Party  
Oregon City Campus

Education That Works |







**CCC IN GLADSTONE**



**High School  
Connections**

- Out of 25,793 CCC students (total for 2014-15) **926** were from the Gladstone area.
- **136 students** graduated from Gladstone High School in 2012 and 46% enrolled at CCC in fall 2013.
- **145** Advanced College Credit students from Gladstone High School in 2014-15 earned a total of 1,670 credits, a tuition value of \$134,435.

*High school graduation and credit data is based on figures provided by the Oregon Department of Education.*



**Business  
Connections**

- **12 Gladstone businesses and 1 Oak Grove business** were served by the Small Business Development Center in 2014.

**Connections with Business and Industry (CBI)** is a one-stop business support network serving Clackamas County and beyond.

Our services include:

- Customized Training • Workforce Services  
Small Business Development
- Training on the Job

**Contact the CBI Concierge today!**

Online: [www.clackamas.edu/CBI](http://www.clackamas.edu/CBI)

Phone: 503-594-3201

Email: [cbi@clackamas.edu](mailto:cbi@clackamas.edu)



**Clackamas Community College is governed by a Board of Education and has an elected representative for each of the seven zones that make up the college district. Joanne Truesdell (CCC class of 1982) serves as college president.**

**CCC has three campuses:** Oregon City Campus, Harmony Community Campus, and Wilsonville Campus. We also provide community education classes at many locations across our service district. At CCC, we provide affordable, accessible education and training that leads to jobs.



**I represent Zone 3, which serves Gladstone, Oak Grove and Jennings Lodge areas.**

My name is Dave Hunt, Board Member at Clackamas Community College, and I welcome your feedback.

For questions or comments, please call 503-594-3000 or email [dave@pndc.us](mailto:dave@pndc.us)

## ABOUT OUR CAMPUSES

**Clackamas Community College is committed to serve the people of the college district with high quality education and training opportunities that are accessible to all students, adaptable to changing needs, and accountable to the community we serve.**

In addition to transfer degree programs that pave the way for an easy transition to a four-year public university, CCC offers certificates and degrees in more than 90 career and technical programs; essential skills classes to prepare students for college; and diverse special events, enrichment programs, and continuing education opportunities.



### Student Profile

- **Student Headcount:** 25,793 for 2014-15
- **Total Full-time Equivalence:** 7,071.71 for 2014-15
- **Course offerings:** associate degrees and certificates, college transfer degrees, career technical education, literacy/basic skills, community education, business training, job training, distance learning and partnerships for four-year degree completion programs.
- **Total degree and certificates completed in 2014-15:** 1,547.

### Tuition Comparison



Starting a four-year degree at Clackamas Community College can save students thousands of dollars on the cost of their education.

#### 2015-16 Average Cost of Tuition and Fees Comparisons:

- Average Oregon **four-year private university** tuition and fees \$31,791
- Average Oregon **four-year public university** tuition and fees \$8,871
- **Clackamas Community College** tuition and fees \$4,269

*Annual tuition and fees at CCC and Oregon four-year public and private universities is based on figures provided by the Oregon Student Access Commission*



### Student Access

- **Tuition for the 2015-16 school year** is \$87 per credit for in-state students.
- **Financial Aid:** For 2014-15 the total federal and state aid our students received was \$26,269,392. Student loan borrowing decreased by 30% from 2012 to 2014.
- **Scholarships:** For 2014-15 the total in scholarships and waivers our students received was \$1,835,236.
- The **CCC Foundation provided \$623,088** to students, funded through private donations, in 2014-15.

### Veterans Services



- An all-Inclusive Veterans Education and Training (VET) Center with dedicated staff & full-time veteran advocates
- Counseling, resources, advising and disability services
- Emergency need-based grants, textbook exchange
- Military transcript & training evaluation for CCC credit
- Co-located with the only Army Strong Community Center in the West
- Student Veterans Club focused on service and peer support
- Military Families Scholarship Endowment



### Workforce

- Over the last five years, CCC has offered 907 customized training sections, enrolling 12,900 students, an average of 2,580 annually (course enrollment). In a given year, we serve 50+ area employers.
- In 2014, the Small Business Development Center (SBDC) served 1,369 clients from Clackamas County and veterans in the Portland Metropolitan area. Additionally, the center provided 1,453 free hours of business counseling and assisted with 26 new business start-ups.



The new Harmony Building will be 43,634 square feet with 10 classrooms. RENDERING: COURTESY HENNEBERY EDDY ARCHITECTURE

## Board of Education approves Harmony Campus Conceptual Plan

Last fall, the Clackamas Community College Board of Education approved the conceptual plan for the second phase of CCC at Harmony Community Campus in Milwaukie.

In November 2014, the voters of the district approved a \$90 million capital improvement bond. Within that package was the design and development of the Harmony Phase II building. With the purchase of the Oregon Institute of Technology Building in June, it was decided that the Phase II building would be best located within that building's footprint. This placement will increase pedestrian accessibility, improve vehicle access, add parking and have a potential for a transit stop.

### The Phase II building plan features include:

- Building: 3 floors, 43,634 square feet
- 10 classrooms
- Chemistry lab and biology lab
- 2,600-square-foot multipurpose space/community event space
- Bookstore

### PLAN TIMELINE

- **Sept. 2015** – Schematic Design completed
- **Nov. 2015-Jan. 2016** – design development/construction drawings
- **Spring 2016** – Partner, program, class relocation
- **Spring & Summer 2016** – OIT demolition/begin construction
- **Fall 2017** – Occupancy



Plans are in the works to have a live Web cam on the site during demolition and construction to record the construction process. The footage will be accessible on the bond projects website: [clackamas.edu/bondinformation](http://clackamas.edu/bondinformation).

In other related bond news, the Board of Education approved a con-

tract extension with the inici group to continue providing project coordination project management services for bond-related projects through December. The board also approved a contract with Hennebery Eddy Architects to provide detailed design, construction drawings, plans and specifications for the Harmony Phase II project.

# Oregon City Campus master plan adopted

In October 2015, the Clackamas Community College Board of Education passed the second reading of a resolution adopting the Oregon City Campus master plan.

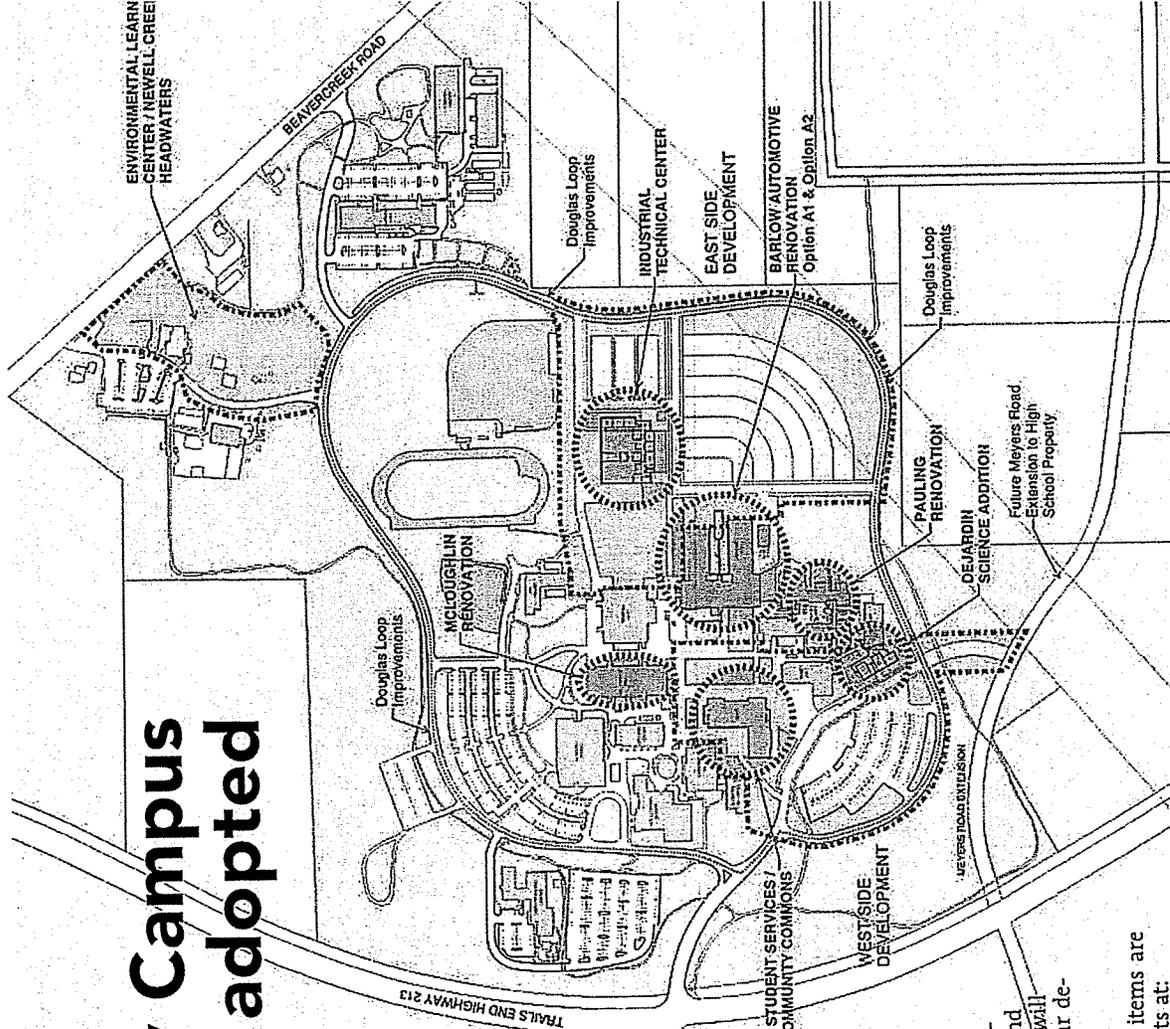
The bond package includes three buildings on the Oregon City Campus (a science building expansion, Student Services Community Commons replacement and the new Industrial Technical Center), infrastructure improvements and major maintenance. Since the passage of the bond, the college hired an architect for the master plan.

The master plan identifies the location of the Industrial Technical Center, DeJardin science addition and the Student Services Community Commons building, along with options for Automotive Science and remodels in Barlow Hall, McLoughlin Hall and Pauling Science Building C.

These buildings will allow CCC to grow and will ensure students will have opportunities for in-demand, living-wage jobs and to pursue transfer degrees. The projects will also allow students to complete a two-year degree at any of the three CCC campuses.

Infrastructure and major maintenance items are also identified. The plan lists improvements at:

- Environmental Learning Center
- Potential partnerships resulting in a wrestling facility
- An arboriculture facility
- Clackamas County Fire District training area



## MEYERS ROAD EXTENSION

In the 2008 conditions of approval by the Oregon City Planning Commission, it was noted that the college's main entrance on Highway 213 and Molalla Avenue was often congested. To remedy the congestion, CCC staff has worked with Oregon City to develop the Meyers Road Concept Plan, which was approved by the city in 2015.

RENDERING: COURTESY OF PSIS ARCHITECTURE

# Citizen Oversight Committee Update

The purpose of the Clackamas Community College Citizen Oversight Committee (COC) is to provide oversight on the implementation of Bond Measure 3-447, approved by voters Nov. 4, 2014. Members represent all areas of the college service district, serve two-year terms and are appointed by the college's Board of Education.

**The committee's charge is to:**

- Receive regular reports on all bond-related projects
- Ensure the bond projects reflect the community's input and needs
- Advise on and help implement public engagement strategies
- Act as key communicators to constituencies, communities, businesses and civic organizations

The COC first met in April 2015 to discuss its role, affirm the charter and confirm the two co-chairs of the com-

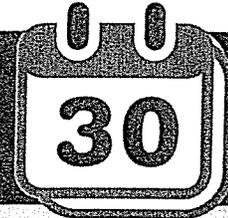
mittee, Jane Reid and Jamie Damon. The COC also formed two subcommittees, one for the Oregon City Campus and one for the Harmony Community Campus, which are comprised of COC members and other community leaders in those areas.

In September 2015, the COC received reports on the Oregon City Master Plan and the Harmony Community Campus Conceptual Plan, as well as other bond-related projects across the three campuses. The two subcommittees also met to receive more detailed reports on those two campuses.

All Citizen Oversight Committee meetings are held in accordance with public meeting law. For the most current information on the COC and future meetings, visit [Clackamas.Edu/BondInformation](http://Clackamas.Edu/BondInformation).

## Save the date

*Upcoming bond related community events*



### Harmony Phase II Bond Project Update Saturday, Jan. 16

9-11 a.m.  
CCC, 7738 SE Harmony Road

Join us for a conversation about the Harmony Community Campus. There will be a light breakfast and reception 9-9:30 a.m., followed by discussion. Learn about the CCC bond projects and how we are working to grow workforce programs, career pathways and increased general education offerings while reducing transportation barriers.

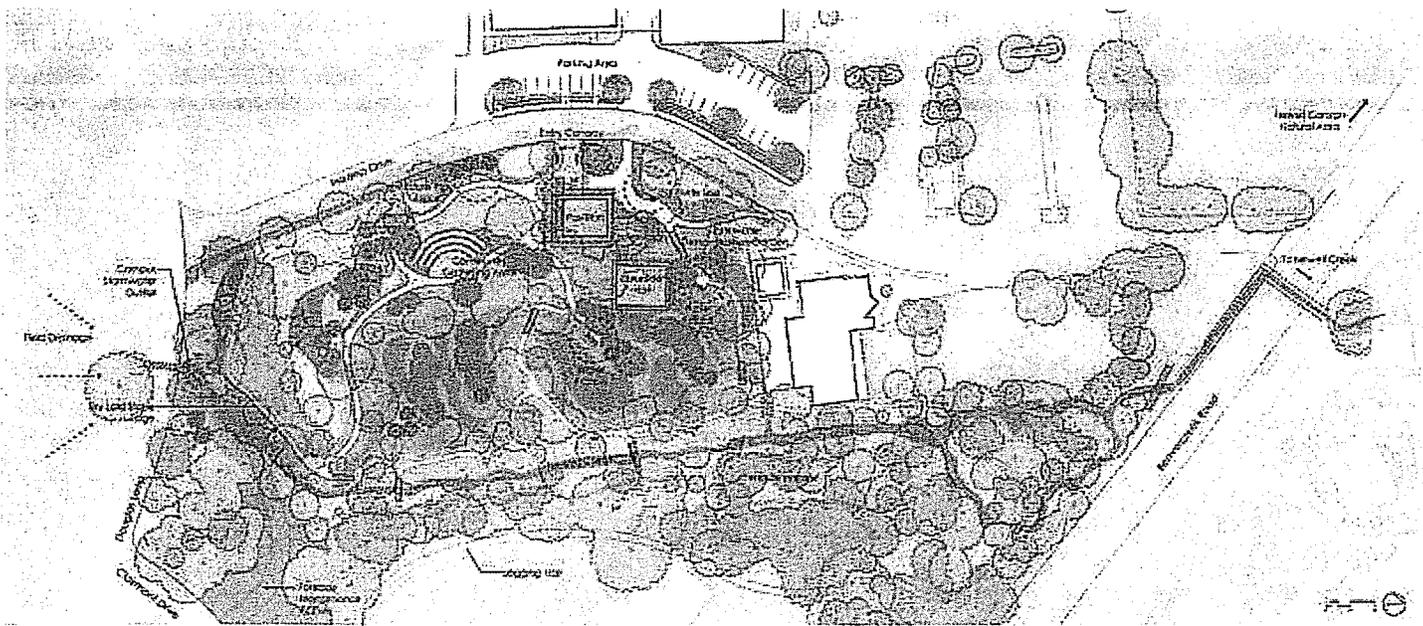
This is an opportunity to learn more about what is happening from current and future campus stakeholders. Your input and time is appreciated.

### Harmony Community Campus Open House Wednesday, March 16

4-7 p.m.

For more information, contact CCC PIO Lori Hall at 503-594-3162 or [lori.hall@clackamas.edu](mailto:lori.hall@clackamas.edu).

***Come learn how we are partnering together and the services we provide. We hope you will join us and continue to be a part of this exciting project!***



Groundbreaking for ELC will be May 21, 2016. RENDERING: COURTESY LANGO HANSEN LANDSCAPE ARCHITECTS

## ELC/Newell Creek Restoration moves forward

As a part of the bond Projects, storm water improvements will be required across the Oregon City Campus. These improvements will strengthen the vitality of the headwaters of Newell Creek Canyon, which flow through the Environmental Learning Center (ELC). Concurrent with these improvements, Clackamas Community College will undertake a restoration

project of the ELC that will be funded partially by a grant secured from Metro as well as \$1.7 million in funds to be raised by the CCC Foundation.

These renovations will include community space improvements, parking lot renovations, native plant restoration, walking trail adjustments and many other college and community

initiatives. Yost Grube Hall Architecture was selected as the firm designing aspects of these projects.

The groundbreaking ceremony for the ELC restoration as well as guided natural area tours will kick off CCC's 50th Birthday celebration May 21, 2016, with completion anticipated in 2017.

## Industrial Technical Center design contract awarded

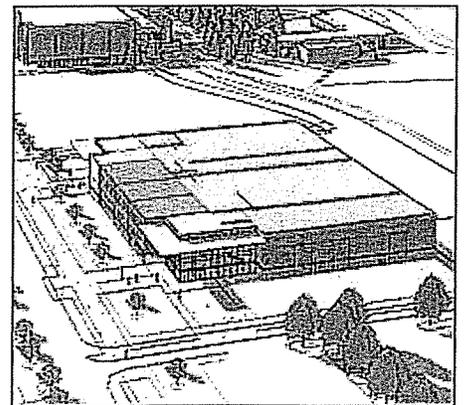
The first bond project on the Oregon City campus will be the Industrial Technical Center (ITC), which will benefit electronics, automotive, manufacturing, skilled trade and apprenticeship programs. The Board of Education awarded the contract of the design work for the ITC building to Opsis Architecture on Dec. 9, 2015.

The building will feature high-ceiling bays to accommodate specialized training equipment, industry partner spaces, advanced computer labs, general classroom spaces, a designat-

ed parking lot and flexibility to meet changing training needs for regional partnership programs. The building will also be designed for potential expansion as the college grows.

### Anticipated Timeline

- Design and development: winter/spring 2016
- Construction preparations: summer/fall 2016
- Construction: begins spring 2017
- Occupancy: spring/summer 2018



RENDERING: COURTESY OPSIS ARCHITECTURE

# GLADSTONE HIGH SCHOOL

## Class of 2016 Senior Graduation Party



February 1, 2016

Dear Community Supporter:

Preparations are underway for Gladstone High School's, parent-sponsored, Substance Free Graduation Party, to be held June 15<sup>th</sup> 2016. The funds for the graduation party come from a variety of fundraising activities, and we are asking for your support. The goal of the planning committee is to provide a safe and fun environment for the all night celebration that follows the graduation ceremony.

We are writing to request your financial support, by making a tax deductible donation. We will use the funds to help offset the cost of the event. Any amount will make a difference!

The graduation ceremony and graduation party will be the very last events of our seniors' secondary education and you can help us to create good memories that will last for years to come. The Committee relies on the generosity of the community to help make the event a success.

If you wish to donate, please make checks payable to GHS 2016 Grad Party and mail or drop off to: Gladstone High School, Attn: GHS 2016 Grad Party, 18800 Portland Avenue, Gladstone, OR 97027.

We thank you in advance for your support and truly appreciate any donation you can make. **Our sponsors will be recognized in our end of year school newsletter, which is sent to all Gladstone High School families.**

Sincerely,

Stephanie Gross, 2016 Committee Co-Chair  
(503) 314-6959  
ghs2016gradparty@gmail.com

Cherie Tierney, 2016 Committee Co-Chair  
(503) 513-5799

Tax I.D. #93 6000287 for charitable deduction



City of Gladstone  
Staff Report

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Report Date: April 12, 2016  
Meeting Date: April 12, 2016  
To: City Council  
From: Eric Swanson

AGENDA ITEM:

Approval of Intergovernmental with Metro for a Metro Community Planning and Development Grant for City of Gladstone's *Downtown Revitalization Plan* project.

History/Background:

On January 31, 2015 at the City Council retreat, a Downtown Revitalization Plan was discussed as a priority for the City of Gladstone. In the May 26, 2015 Council meeting the City Council agreed to support an application to Metro for a grant.

June 2015, Gladstone applied to Metro for a Community Planning and Development Grant to fund the development of a plan for the revitalization of downtown Gladstone.

September 2015 Gladstone was awarded a grant for \$162,700 for the revitalization plan project.

During January, February, March and April 2016 the intergovernmental agreement has been reviewed and approved by Gladstone staff, City Attorney and Metro.

Proposal:

Approval of an intergovernmental Agreement between Metro and the City of Gladstone to fund the Downtown Revitalization Plan

Options:

Two options exist.

- Sign the Intergovernmental agreement and accept the grant or
- Do not accept the grant

Cost Impact:

Grant award stipulates a \$17,000 in kind contribution from the City of Gladstone.

Recommended Staff Action:

Staff recommends approval of the Intergovernmental Agreement with Metro.

Department Head

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

City Administrator

Signature: Eric Swanson

Date: 4/5/16



**RESOLUTION 1075**

**A RESOLUTION AUTHORIZING THE APPROVAL OF AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF GLADSTONE AND METRO FOR THE GLADSTONE DOWNTOWN REVITALIZATION PLAN**

**WHEREAS**, the City of Gladstone applied for and was awarded a Community Planning and Development Grant in the amount of \$162,700 to provide fund for a Downtown Revitalization Plan; and

**WHEREAS**, the City of Gladstone has the \$17,000 available for the in-kind funding; and

**WHEREAS**, the City Administrator and Metro project liaison have reviewed and agreed upon the terms of the Intergovernmental agreement; and

**WHEREAS**, City Council and Staff have identified a Downtown Revitalization Plan as a high priority need; and

**WHEREAS**, the City of Gladstone has available local matching funds to fulfill its share of obligation related to this grant; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GLADSTONE AS FOLLOWS:**

Section 1: The City Council approves the Intergovernmental Agreement between the City of Gladstone and Metro which provides funding for the Gladstone Downtown Revitalization Plan

Section 2: This Resolution shall be effective following its adoption by the City Council.

Passed by the City Council this 12th day of April, 2016

ATTEST:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Assistant City Administrator



**CONSTRUCTION EXCISE TAX GRANT  
INTERGOVERNMENTAL AGREEMENT  
Metro – City of Gladstone  
Gladstone Downtown Revitalization Plan Project**

This Construction Excise Tax Grant Intergovernmental Agreement (“Agreement”) is effective on the last date of signature below, and is entered into by and between Metro, a metropolitan service district organized under the laws of the state of Oregon and the Metro Charter, located at 600 Northeast Grand Avenue, Portland OR, 97232 (“Metro”), and the City of Gladstone (“City”), located at 525 Portland Avenue, Gladstone, OR, 97027, collectively referred to as “Parties.”

WHEREAS, Metro has established a Construction Excise Tax (“CET”), Metro Code Chapter 7.04, which imposes an excise tax throughout the Metro regional jurisdiction to fund regional and local planning that is required to make land ready for development after inclusion in the Urban Growth Boundary; and

WHEREAS, the CET is collected by local jurisdictions when issuing building permits, which the local jurisdictions then remit to Metro pursuant to Construction Excise Tax Intergovernmental Agreements to Collect and Remit Tax entered into separately between Metro and the local collecting jurisdictions; and

WHEREAS, the City has submitted a CET Grant Request (“Grant Request”) for the Gladstone Downtown Revitalization Plan Project (“Project”); and

WHEREAS, Metro has agreed to provide the City CET Grant funding for the Project in the amount of \$162,700, subject to the terms and conditions set forth herein, and the parties wish to set forth the funding amounts, timing, procedures and conditions for receiving grant funding from the CET fund for the Project.

NOW THEREFORE, the Parties hereto agree as follows:

1. Metro Grant Award. Metro shall provide CET grant funding to the City for the Project as described in the Grant Request, attached hereto as Exhibit B and incorporated herein, in the amounts and at the milestone and deliverable dates as set forth in Exhibit A attached hereto and incorporated herein, subject to the terms and conditions in this Agreement.
2. City Responsibilities. The City shall perform the Project described in the Grant Request and as specified in this Agreement and in Exhibit A, subject to the terms and conditions specified in this Agreement and subject to the “funding conditions” recommended by the Metro Chief Operating Officer and adopted by the Metro Council in Resolution No. 15-4640. The City shall obtain all applicable permits and licenses from local, state or federal agencies or governing bodies related to the Project, and the City shall use the CET funds it receives under this Agreement only for the purposes specified in the Grant Request and to achieve the deliverables and/or milestones set forth in Exhibit A.
3. Payment Procedures. Within 30 days after the completion of each deliverable/milestone as set forth in Exhibit A, the City shall submit to Metro an invoice describing in detail its expenditures as may be needed to satisfy fiscal requirements. Within 30 days of receiving the City’s invoice and supporting documents, and

subject to the terms and conditions in this Agreement, Metro shall reimburse the City for its eligible expenditures for the applicable deliverable as set forth in Exhibit A. Metro shall send CET payments to:

City of Gladstone  
Finance Department  
Attention: Finance Director  
525 Portland Avenue, Gladstone, OR 97027

4. Funding Provisions.

(a) CET Funds. Metro's funding commitment set forth in this Agreement shall be fulfilled solely through the programming of CET funds; no other funds or revenues of Metro shall be used to satisfy or pay any CET Grant funding commitments. The parties recognize and agree that if the CET is ever held to be unenforceable or invalid, or if a court orders that CET funds may no longer be collected or disbursed, that this Agreement shall terminate as of the effective date of that court order, and that Metro shall not be liable in any way for funding any further CET grant amounts beyond those already disbursed to the City as of the effective date of the court order. In such case the City shall not be liable to Metro for completing any further Project deliverables as of the date of the court order.

(b) Waiver. The parties hereby waive and release one another for and from any and all claims, liabilities, or damages of any kind relating to this Agreement or the CET.

5. Project Records. The City shall maintain all records and documentation relating to the expenditure of CET Grant funds disbursed by Metro under this Agreement, as well as records and documentation relating to the financial match being provided by the City for the Project. The City shall provide Metro with such information and documentation as Metro requires for implementation of the CET grant process. The City shall establish and maintain books, records, documents, and other evidence in accordance with generally accepted accounting principles, in sufficient detail to permit Metro or its auditor to verify how the CET Grant funds were expended, including records demonstrating how City matching funds were expended. Metro and its auditor shall have access to the books, documents, papers and records of the City that are directly related to this Agreement, the CET grant moneys provided hereunder, or the Project for the purpose of making audits and examinations.

6. Audits, Inspections and Retention of Records. Metro and its representatives shall have full access to and the right to examine, during normal business hours and as often as they deem necessary, all City records with respect to all matters covered by this Agreement and Exhibit A. Such representatives shall be permitted to audit, examine, and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls and other matters covered by this Agreement. All documents, papers, time sheets, accounting records, and other materials pertaining to costs incurred in connection with the project shall be retained by the City and all of their contractors for three years from the date of completion of the project, or expiration of the Agreement, whichever is later, to facilitate any audits or inspection.

7. Term. This Agreement shall be effective on the date it is executed by both parties, and shall be in effect until all deliverables/milestones have been achieved, all required documentation has been delivered, and all payments have been made as set forth in Exhibit A, unless terminated earlier pursuant to this Agreement.

8. Amendment. This Agreement may be amended only by mutual written agreement of the Parties.

9. Other Agreements. This Agreement does not affect or alter any other agreements between Metro and the City.

10. Authority. City and Metro each warrant and represent that each has the full power and authority to enter into and perform this Agreement in accordance with its terms; that all requisite action has been taken by the City and Metro to authorize the execution of this Agreement; and that the person signing this Agreement has full power and authority to sign for the City or Metro, respectively.

Metro

City of Gladstone

By: \_\_\_\_\_  
Martha J. Bennett

By: \_\_\_\_\_

Title: Metro Chief Operating Officer

Title: City Manager

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to Form:

Approved as to Form:

By: \_\_\_\_\_  
Alison R. Kean

By: \_\_\_\_\_

Title: Metro Attorney

Title: City Attorney

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attachments:

Exhibit A – Milestones and Deliverables Schedule

Exhibit B – City’s Grant Request

## Exhibit A

### IGA for Community Planning and Development Grants funded with CET City of Gladstone Downtown Revitalization Plan

#### Milestone and Deliverables Schedule for Release of Funds

Milestone	Major Tasks/Deliverables	Due Date*	Grant Payment
<b>1</b>	<b>Execution of Grant IGA</b>	<b>May 2016</b>	<b>\$7,500</b>
<b>2</b>	<b>Project Initiation</b>	<b>May 2016</b>	<b>\$7,500</b>
	A. RFP for consultant selection		
	B. Hire consultant		
	C. Manage consultant team		
	D. Create final project scope, timeline and schedule		
	E. Create and manage stakeholder group(s)		
	F. Consultant management services (City Staff Consultant)		
<b>3</b>	<b>Identify Outreach Strategy and Community Issues</b>	<b>July 2016</b>	<b>\$25,700</b>
	A. Develop and implement a comprehensive outreach strategy for the Action Plan, including ongoing communication with the NGRAB, Agency Board, neighborhood, business groups, and other key stakeholders.		
	B. Conduct public outreach and open houses/charrettes		
	C. Conduct stakeholder meetings		
	D. Understand the community's vision for the future of the Portland Avenue corridor		
	E. Identify and prioritize issues and recommendations defined by property owners, businesses and residents. Issues may include but are not limited to safety, connectivity, visual appearance, and desired business types.		
	F. Conduct stakeholder meeting		
	G. Mid-point summary report for project to date		
	H. Consultant management services (City Staff Consultant)		
<b>4</b>	<b>Economic Assessment and Opportunities Analysis</b>	<b>August 2016</b>	<b>\$55,600</b>
	A. Summarize existing conditions and prior plans/studies, existing zoning and land uses, and existing transportation facilities		
	B. Summarize existing environmental regulations (local, regional, state) that downtown Gladstone must operate within		
	C. Residential opportunities and constraints analysis		
	D. Government, commercial, and professional business opportunities and constraints analysis		
	E. Identify opportunity sites, possible partners, and catalytic development concepts		

	F. Conduct stakeholder meeting		
	G. Consultant management services (City Staff Consultant)		
<b>5</b>	<b>Identify and Prioritize Needed Pedestrian/ Bike Facility Improvements</b>	<b>September 2016</b>	<b>\$23,700</b>
	A. Review pedestrian and bike priorities identified in the adopted Transportation System Plan, the existing streetscape plan, and transportation issues identified within and adjacent to the Portland Road corridor		
	B. Identify needed pedestrian/ bike connections, facilities and amenities in the corridor		
	C. Consultant management services (City Staff Consultant)		
<b>6</b>	<b>Identify financial incentive programs and creative funding to opportunities to encourage redevelopment</b>	<b>October 2016</b>	<b>\$14,600</b>
	A. Identify and recommend financial incentives that can be developed to address needs/opportunities identified through the Revitalization Plan and to spur redevelopment		
	B. Pro-forma modeling to see what design types or building forms that are possible under current or expected market and regulatory conditions, particularly prevailing and likely market rents and sales prices on the corridor		
	C. Conduct stakeholder meeting		
	D. Consultant management services (City Staff Consultant)		
<b>7</b>	<b>Technical Advisory Committee and Planning Commission Review and Comments</b>	<b>November 2016</b>	<b>\$22,100</b>
	A. Technical Advisory Committee recommends final product to the Planning Commission		
	B. Planning Commission recommends final product to the Gladstone City Council		
	C. Prepare a Draft and Final report that summarizes the above tasks and findings, along with key recommendations, including any recommended amendments to the city's development code		
	D. Conduct public outreach and open houses/charrettes		
	E. Conduct stakeholdermeeting		
	F. Prepare report and any necessary staff reports for presentation to the City Council for formal adoption		
	G. Consultant management services (City Staff Consultant)		
<b>8</b>	<b>Final Downtown Revitalization Plan</b>	<b>December 2016</b>	<b>\$11,000</b>
	A. Adoption of the final Downtown Revitalization Plan by the Gladstone City Council		
	B. Final progress report with performance measures and method of sharing best practices / lessons learned		
	C. Consultant management services (City Staff Consultant)		
<b>Total</b>			<b>\$ 162,700</b>

\*If the Grant contained any Funding Conditions, Grantee shall demonstrate satisfaction with those conditions at the applicable milestone or deliverable due dates. Conditions related to financing and transportation choices shall be met in Milestones 5 & 6 respectively.

\* Due dates are intended by the parties to be hard estimates of expected milestone completion dates. If the City anticipates that a due date cannot be met due to circumstances beyond its control, it shall inform Metro in writing no later than ten (10) days prior to the due date set forth above and provide a revised estimated due date; and Metro and the City shall mutually agree upon a revision to the milestone due dates set forth in this Agreement.

NOTE: Project cost is \$179,700; Consultant Management Services approved by Metro Council is \$12,000; Total Metro reimbursement is \$162,700.

City of Gladstone match:

- Financial match = \$0.
- In-kind match = \$17,000.

**PROJECT RECOMMENDED FOR FULL FUNDING INSIDE THE UGB**

Applicant/Project City of Gladstone / Gladstone Downtown Revitalization Plan	Recommendation	\$150,700
Requested Grant	\$150,700	
Total Project Cost	\$167,700	Financial Match: 0 In-kind Match: \$17,000
Category of Eligible Project and Outcome	Strategy for Policy Development; <i>Downtown Revitalization Plan</i>	
Project Description	Create a master plan and implementation strategy that identifies economic and developmental challenges and opportunities facing the City. The plan will utilize community input to develop supported strategies for implementation of the identified opportunities.	
Project Location	Downtown core --- Portland Avenue from the Clackamas River to the south and Gladstone High School to the north	
Scale	Downtown core	

**Proposed Conditions for Funding**

- Work with Metro to develop the scope of work associated with project management, which will be funded through a \$12,000 increase in the grant by Metro.
- Include a public engagement strategy and specific tasks for its implementation.
- Identify specific performance measures appropriate for evaluating success of the project.
- Adoption of the final product of this project by the City Council.

## Community Planning and Development Planning Grant Cover Sheet

Check one:  
 Letter of Intent  
 Full Application

Project Name	Gladstone Downtown Revitalization Plan	Applicant Organization	City of Gladstone
Contact Name	Martha Fritzie	Address	150 Beaver Creek, Oregon City 97045
Phone	503-742-4529	Fax	503-742-4550
Email	mfritzie@clackamas.us	Fed. Tax ID #	

Fiscal Agent Organization (if different from applicant)

Contact Name	Dominick Jacobellis, Mayor	Address	525 Portland Avenue, Gladstone 97027
Phone	503-557-5225	Fax	503-557-2768
Email	jacobellis@ci.gladstone.or.us		

Project Location Description (25 words or less)

Focus of the project will be our downtown core which is Portland Avenue from the Clackamas River (south) to Gladstone High School (north).

Project Summary (50 words or less)

Create a master plan and implementation strategy that identifies economic and developmental challenges and opportunities facing the City. The plan will utilize community input to develop supported strategies for implementation of identified opportunities.

CPDG funding request	\$	150,700	If submitting more than one proposal, please rank this proposal in order of priority	<input type="checkbox"/>	Metro Council District of Project	2
Total project cost	\$	167,700				

*We, the undersigned, attest that to the best of our knowledge the information in this application is true and that all signatories have authorization to submit this grant application to Metro's Community Planning and Development Grants Program.*

<b>Applicant</b>	Organization Name	City of Gladstone
	Printed Name	Dominick Jacobellis
	Signature	_____ Date 6/1/2015
<b>Fiscal Agent</b>	Organization Name	City of Gladstone
	Printed Name	Pete Boyce
	Signature	_____ Date 6/1/2015

**To ensure complete letter of intent or full application, please see section 2 of the CPDG Application Handbook for a complete list of necessary documents for submittal.**

# City of GLADSTONE

June 1, 2015

Metro  
Attn: Gerry Uba  
Community Development and Planning Grants  
600 NE Grand Ave  
Portland, OR 97232

RE: Metro Community Planning and Development Grant  
Application for City of Gladstone's *Downtown Revitalization Plan* project

Dear Metro Chief Operating Officer,

Thank you for the opportunity to submit an application for a Metro Community Planning and Development (CPDG) grant for our proposed *Downtown Revitalization Plan*.

The goals of this project are to develop strategies to remove development barriers and to maximize the potential of this under-performing Metro 2040 Town Center. The *Downtown Revitalization Plan* is timely and necessary to take advantage of the progress and infrastructure investments already made in the surrounding communities of Milwaukie and Oregon City, as well as the community's desire to develop a new library/community center on Portland Avenue. The project will engage the local community, business interests, developers and other stakeholders.

We believe that there is great potential along the Portland Avenue to create dramatic positive change for the entire City of Gladstone and the region. This corridor can also provide an important bicycle and pedestrian connection between Milwaukie and the two new light rail stations, via the Trolley Trail and Oregon City (both the planned Cove and Legacy Falls projects).

On January 31, 2015 at the City Council retreat, a Downtown Revitalization Plan was discussed as a priority for the City of Gladstone. In their May 26, 2015, meeting the City Council, agreed to support this application.

Again, thank you for the opportunity to present our project for consideration of grant funding. If you have any questions, please contact me at 503-557-2273 or Martha Fritzie, Senior Planner at Clackamas County, at (503)742-4529.

Sincerely,



Dominick Jacobellis  
Mayor of Gladstone

**City Hall**  
525 Portland Avenue  
Gladstone, OR 97027  
(503) 656-5223  
FAX: (503) 650-8938  
E-Mail: (last name)@  
ci.gladstone.or.us

**Municipal Court**  
525 Portland Avenue  
Gladstone, OR 97027  
(503) 656-5224 ext. 1  
E-Mail: municourt@  
ci.gladstone.or.us

**Police Department**  
535 Portland Avenue  
Gladstone, OR 97027  
(503) 656-4253  
E-Mail: (last name)@  
ci.gladstone.or.us

**Fire Department**  
555 Portland Avenue  
Gladstone, OR 97027  
(503) 557-2776  
E-Mail: (last name)@  
ci.gladstone.or.us

**Public Library**  
135 E. Dartmouth  
Gladstone, OR 97027  
(503) 656-2411  
FAX: (503) 655-2438

**Senior Center**  
1050 Portland Avenue  
Gladstone, OR 97027  
(503) 655-7701  
FAX: (503) 650-4840

**City Shop**  
18595 Portland Avenue  
Gladstone, OR 97027  
(503) 656-7957  
FAX: (503) 722-9078

## **GLADSTONE DOWNTOWN REVITALIZATION PLAN: PROJECT NARRATIVE**

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The City of Gladstone is requesting funding for a *Downtown Revitalization Plan* for the Portland Avenue area that makes up the city's historic downtown core. This area includes the commercial portion of the Gladstone Town Center designated in the Metro 2040 Growth Concept and is currently suffering under-development and under-utilization. The City is seeking to foster an improved economic and residential climate and create a more pedestrian- and bicycle-friendly downtown while preserving the area's existing commercial base and character.

The City is excited about this opportunity to begin to create a more livable and vibrant downtown and looks forward to working with the citizens of Gladstone, Clackamas County, and our neighbors in Oregon City and Milwaukie, and Metro on this project.

### **PROJECT DESCRIPTION**

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The goals of this project are to develop strategies to remove development barriers and to maximize the potential of this under-performing Metro 2040 Town Center. The *Downtown Revitalization Plan* is timely and necessary to take advantage of the progress and infrastructure investments already made in the immediately surrounding communities of Milwaukie and Oregon City, as well as the community's desire to develop a new library/community center on Portland Avenue. The project will engage the local community, business interests, developers and other stakeholders.

The City of Gladstone is at an important turning point. New, energetic and enthusiastic leadership is working hard to begin the difficult process of creating dynamic and positive change for the city. The proposed *Downtown Revitalization Plan* will work in conjunction with and provide vital background information for three other projects the City plans to complete in the near future, including:

1. An audit of the city's entire development code, with assistance from the Department of Land Conservation and Development (DLCDC). Findings and recommendations for the downtown area that result from the *Downtown Revitalization Plan* will be incorporated into any code changes proposed through that audit.
2. A refinement of the Portland Avenue Streetscape Plan. Although recently completed (2008, David Evans and Associates) this plan was never implemented, largely due to complications related to old trolley tracks in the street and other financial reasons, and is now in need to refinement to make it a more usable document. Grant funding from a separate source is being sought for that project.
3. An update to the city's Transportation System Plan (TSP), a plan which has not been updated in over 20 years (1995). Grant funding from a separate source is also being sought for that project.

#### Project Scope and Outcomes

The 2008 Streetscape Plan did identify some of the challenges and opportunities for Portland Avenue area. The CPDG grant would enable the City to build upon those findings and develop a Master Plan and Implementation Strategy, which would include both land use and certain transportation considerations.

The scope of work for the proposed project would include the seven major tasks and three major outcomes listed below. More detail and description about the scope is provided in the Milestones and Budget sections of this application.

**Task 1. Project/Grant Management.** Manage grant billing, timing and deliverables, managing consultant team and reviewing all products produced by the team.

**Task 2. Public Outreach.** Understand the community's vision for the future of the Portland Avenue corridor. Provide the public an opportunity to participate in the process of reshaping the future of downtown Gladstone through advisory group(s) and public outreach and open houses.

**Task 3. Existing Conditions Report and Regulatory Review.** Summarize existing conditions and prior plans/studies, existing zoning and land uses, and existing transportation facilities and the current regulatory environment in downtown Gladstone.

**Task 4. Market/ economic assessment and opportunities analysis. Identification of key opportunity sites/ catalytic developments.** Analyze market conditions, opportunities, barriers, and needs in and adjacent to the Portland Avenue corridor, for all types of residential and commercial land uses. Recommend opportunity sites where the City or private developer may trigger catalytic projects, including potential sites for the location of a new library/community center.

**Task 5. Prioritize Pedestrian/Bicycle Facility and other needed transportation system improvements.** Review pedestrian and bicycle facility priorities identified in the adopted Transportation System Plan, the existing Streetscape Plan, and related transportation issues identified within and adjacent to the Portland Road corridor. Identify key priority projects that could realistically be achieved on Portland Avenue.

**Task 6. Identify potential financial incentives and other creative funding to encourage redevelopment.** Identify and recommend financial incentives that could be used to address needs/opportunities identified through the Revitalization Plan and to spur redevelopment. Conduct pro-forma modeling to see what design types or building forms that are possible under current and future market and regulatory conditions, particularly prevailing and likely market rents and sales prices on the corridor.

**Task 7. Draft & Final Downtown Revitalization Plan Recommendations and Report.** Prepare a draft and (after sufficient feedback opportunities) a final report that summarizes the above tasks, findings, and key recommendations, including any recommended amendments to the city's development code. The final report will include an implementation strategy for the recommendations.

The three major outcomes would be:

1. A *Master Plan* for the Portland Avenue corridor that delineates the type, scale, and intensity of appropriate land uses, including the location and type of public spaces and amenities;
2. Identification of needed street alignments and configurations to facilitate pedestrian, bike, and vehicular access and amenities needs to support pedestrians and bicyclists on Portland Avenue; and
3. An *Implementation Strategy* that would identify and prioritize potential funding and economic development strategies, catalytic public investments, public-private partnerships, and amendments to city plans and codes that would enable and spur appropriate new development.

## PROJECT SITE DESCRIPTION

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The Portland Avenue area is an approximately 10-block corridor that runs north to south, bounded by Abernathy Lane and Gladstone High School to the north and the Clackamas River to the South. See attached maps for proposed project location.

Currently, Portland Avenue, identified as the Downtown of Gladstone, is an area that is mired in the past. It is a mix of commercial, residential, has overlapping zoning, and is visually unappealing. This current condition hinders the marketability of the Downtown as a viable option for new small businesses and multi-purpose development necessary for growth. It also suffers from a lack of identified multi modal transportation option, limiting accessibility for all.

Despite the fact that the study area suffers from a lack of recent private investment and aging commercial structures, it remains the center for important functions of the city. Portland Avenue serves many purposes. It is a retail center for surrounding neighborhoods; it is the heart of the City. It provides a connection to the Clackamas River. It is a civic center and includes the high school, post office, city hall, fire station, and library.

This area can also provide an important bicycle and pedestrian connection between Milwaukie and the two new light rail stations, via the Trolley Trail and Oregon City (both the planned Cove and Legacy Falls projects) and has the potential for creating dramatic positive change for Gladstone and the region.

## PROJECT BACKGROUND

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This proposed project is timely and necessary for a number of reasons, one of the most important of which is the fact that in November 2014, the citizens of Gladstone voted and approved funding for the construction of a new \$6 million, 13,000-16,000 sq. ft. library that would serve both the Oak Lodge and Gladstone communities. The approved ballot measure mandates library construction in the Portland Ave area between Gladstone High School and the Clackamas River (within the project study area). The entire Portland Avenue corridor will benefit greatly if the *Downtown Revitalization Plan* can help guide the location; design type; and type of supporting infrastructure for a library/community center that will best meet the city's needs. That project may then become an important catalyst for continued investment in and redevelopment of the area.

In addition, a private developer has recently been working with the City to try to develop an attractive mixed-use residential/commercial project on the corner of Portland Ave and Arlington St, an intersection which serves as an important gateway for this entire corridor. It is uncertain whether this visionary and important project can be developed under current zoning regulations. Consideration of issues this developer has been grappling with will be an integral part of the analysis that goes into the *Downtown Revitalization Plan*.

While seeking to maximize the potential of the Portland Avenue corridor, the *Downtown Revitalization Plan* will also complement a number of plans completed by nearby jurisdictions/agencies that are already in place, as well as the Trolley Trail, a bicycle and pedestrian trail running from Milwaukie and ending on Portland Avenue. The following factors underline the importance of having a plan in place to guide the redevelopment of the study area.

- Excellent transportation accessibility
- Direct connection to and views of the Clackamas River
- Broad community support for redevelopment and revitalization

- Political readiness with new Mayor and city council identifying the area as a priority in 2015 Council Retreat
- Voter approval in November 2014 to construct new library on Portland Avenue
- Significant local and regional investments in the area
  - Oregon City streetscape improved on its Main Street
  - Oregon City's recent planning and development on the Blue Heron site (Legacy Falls project)
  - Oregon City issuing building permits for the Cove project
  - Milwaukie downtown redevelopment
  - The Portland-Milwaukie light rail line, to be opened July 2015
- Infrastructure replacement Master Plans identify Portland Avenue as a priority
- Gladstone is currently engaged in conversations with stakeholders to replace the fallen Trolley Bridge reconnecting Portland Avenue and Gladstone to Oregon City for use by bicycles and pedestrians.

There have been a very limited number of planning projects completed in recent years within the City of Gladstone, as noted in the list below, which only reiterates the critical need for this and the three other previously mentioned projects the City is seeking to complete in the next few years. With the exception of a retail analysis completed, all recent planning efforts have focused on transportation issues. The most recent Downtown Plan in the City was completed in 1979.

- City of Gladstone Comprehensive Plan, April 1979; minor amendments, October 2006
- Gladstone Downtown Improvement Plan, Technical Memorandum, 1979
- City of Gladstone Transportation System Plan, 1995
- Gladstone Downtown Parking Plan, Oregon Downtown Development Association, 2006
- Downtown Retail Market Analysis, 2007. Marketek
- Portland Avenue Streetscape Plan, Davis Evans and Associates, Inc., 2008

## **EVALUATION CRITERIA**

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This proposed *Downtown Revitalization Plan* project meets the intent of the Community Planning & Development Grant (CPDG) grant program and addresses the identified evaluation criteria as follows.

Expected Development Outcomes: This project will increase the ability to achieve on-the-ground development, in part, by providing a guide to achieve a more vibrant and active downtown core and by identifying opportunities for developers to realistically complete desirable redevelopment projects in the area. This redevelopment would serve to change the character of the corridor, help meet the vision of Metro's 2040 plan, and attract needed jobs and higher-quality housing to this corridor.

The *Downtown Revitalization Plan* would also identify barriers to development in the area, and, where feasible, the city will work to remove the barriers and increase the ability for this area to reach its envisioned development potential. To help overcome the obstacles, changes may need to be made to the city's development code, which is also undergoing a completed audit with the assistance of DLCD staff.

a) The proposed project could be the catalyst for more public/private partnerships capitalizing on growth potential and potential public investments in a new library/community center, all leading to new business opportunities and housing in the area. The *Downtown Revitalization Plan*, combined with the two likely developments occurring in the near future – the library/community center and a

private development on the corner of Arlington St/Portland Ave – will provide compelling evidence to potential developers that this area is ripe for additional investment.

b) The realistic desired outcomes for this project would be an Implementation Strategy that would lead to new development permits for new commercial and mixed-use development in 3-5 years. That time frame would allow the city to actively engage citizens and stakeholders thus enabling a comprehensive and cooperative project. Measuring outcomes from this project will be relatively easy because the desired outcome is to spur new private investment and development/ redevelopment along the Portland Avenue corridor. Success will be evident in on-the-ground changes.

c) Gladstone citizens are very engaged and excited for change. The planning grant would allow the input and energy necessary to complete the vision and the long-term prospects. During the planning phase, citizens of Gladstone will have to opportunity to complete surveys regarding redevelopment and improvements they are excited about making. Involving citizens in the planning process will create a more engaged community overall.

The planning grant would enable the community to incorporate a multi-modal transportation concept, which would connect to an already existing multi-modal path currently ending at the project area. The City is also moving forward on securing property within the project area, for the construction of a new library/community center and is committed to bringing stakeholders together to investigate the feasibility of the Portland Avenue to Oregon City pedestrian bridge.

d) The project area is in need of redevelopment. Several decades of stagnation of new development has led to aging building and significantly under-utilized lots along this important corridor. The city has identified this area as a priority for investments and is actively seeking a site to design and construct a new library/ community center and is therefore committed to working closely with its planning staff to manage the project and collaborate with other services and agencies to ensure the project meets the stated goals.

Regional Significance: The study area for this project (Portland Avenue corridor) is a large component in a designated “Town Center” which, based on the 2011 State of the Centers report, currently lacks many of the private and public amenities needed to make it successful. The proposed project would benefit the region by furthering the vision of Metro’s 2040 plan of achieving the six Desired Outcomes adopted by the region to guide future planning in the following ways:

a) The *Downtown Revitalization Plan* will give the residents of Gladstone a better sense of community. The Plan will identify and potentially help alleviate barriers to redevelopment and mixed-use development in the area, thus increasing small business and job opportunities as well as housing options. The area currently provides a number of essential public services – education, police, city government - but lacks many of the essential personal services, access to everyday needs, and jobs that would make this community more vibrant and make necessary goods and services more accessible to all the city’s residents.

b) The Plan would create an opportunity for economic clustering with adjacent cities. With connections to Oregon City via plans for a new bicycle and foot bridge and the new Milwaukie Light Rail, Gladstone would become a more desirable location for small businesses. Easier non-vehicular transportation between the cities would create a platform for a new consumer populace.

c) Completing and implementing the *Downtown Revitalization Plan* would help ensure the connectivity between Oregon City and Milwaukie by use of pedestrians or bicyclists once the new bridge is built. It would close the loop on several trails that end in the project area, leading to increased usage of the existing trails, enhancing access to open space along the Clackamas River and

to the north along the Trolley Trail. The Plan would also lead to increased safety for pedestrians and bicyclists and the connectivity by way of pedestrian and bicycle paths would also support the current Intertwine project within the region, promoting further park and city connection.

d) The *Downtown Revitalization Plan* would positively affect both climate change and air and water quality. The project area plan would also allow bicyclists to access the Trolley Trail to the Milwaukie Light Rail Hub. It would allow better access to the Clackamas River and its views and open space and better connectivity to the light-rail stations. By identifying and working to eliminate barriers to redevelopment, especially of mixed-use buildings, the Plan would spur development that would allow citizens more opportunities to live and work in close proximity. Both these results would help reduce city residents' reliance on automobiles.

e) Creating an active, sustainable mixed-use corridor will reduce degradation of the environment and allow for future generations to enjoy clean air, water and healthy ecosystems.

f) The proposed *Downtown Revitalization Plan* would be developed with an understanding that removing barriers to create a vibrant Town Center, as envisioned by Metro, includes consideration of barriers specific to under-served populations, not just as regulatory, transportation and land use barriers. The stakeholder advisory group for this project will include at least one member representing low-income or other typically underserved/ underrepresented groups. The Regional Equity Atlas and Opportunity maps will also be used as resources throughout the development of the Plan to ensure that the needs of all Gladstone's diverse citizenry are considered.

2040 Growth Concept

The proposed project area has been identified as a Town Center in the 2040 Growth Concept. The purpose of this project is to address the issues and barriers that are preventing this area from fully developing to the potential intended by that designation. As noted in the 2011 State of the Centers report, this area lack many essential services and public and private amenities needed to make this Center successful and meets its full envisioned potential.

a) The area included in this proposal represents the core of the Gladstone Town Center. The Town Center boundaries have been previously defined. This project would not seek to change that boundary; rather it would address some fundamental issues, barriers and opportunities that exist related to spurring more desirable and mixed-use development along this central corridor. Staff will ensure the standards in Metro's Urban Growth Management Functional Plan (UGMFP) are considered and complied with throughout the project.

b) The *Downtown Revitalization Plan* would include an assessment of the physical and market conditions, physical and regulatory barriers, development code that applies to the area, and existing and potential incentives with the goal to encourage mixed-use, pedestrian-friendly and transit-supportive development within the study area, which, as noted, represents the central core of the Gladstone Town Center.

c) The *Downtown Revitalization Plan* would be developed based largely on actions to overcome regulatory, market and other barriers and will likely include recommended changes to the city development code.

Best Practices Model

One of the visions for this plan is to make the historical reconnection between Gladstone and surrounding cities by reestablishing non-vehicular transit routes. Creating a pedestrian and family-friendly main street is an integral part of strengthening the community. This plan could serve as a

solution model for other cities experiencing the similar modern day transit issues. In addition, many historic small downtowns have been facing similar issues of lack of investment and deterioration. The findings and recommendations in this plan could be used to assist revitalization in other similar downtown corridors.

#### Leverage

The proposed planning grant will leverage outcomes across jurisdictions and create opportunities for additional private and public investments. The Oregon City Cove project is located directly across the Clackamas River, creating spillover potential for the *Downtown Revitalization Plan*. The Milwaukie Light Rail Hub will provide additional capacity for this plan to attract new residents and consumers.

#### Matching Funds

Staff time will serve as an in-kind match for the project. Staff time will primarily be spent managing the grant, the consultant and the quality of the work product. A limited amount of technical background work may be completed by staff.

#### Equity

The proposed plan and strategy are likely to result in additional development plans. Additional bicycle and pedestrian facility improvements and general improvements to the livability of the City's downtown core will promote equity in the community by creating safer access for all citizens to connect people to where they need to go - such as work, school and to access essential services.

#### Public Involvement

For the proposed project the City would use an advisory committee, neighborhood outreach, broad community outreach through signs and banners, online surveys, and city council office hours, during which citizens are free to come discuss the planning process with Staff, the Mayor and other City Council members. Surveys would be distributed to citizens in order to gauge community interest and desires. One-on-one interviews would also be held with key city stakeholders and business community members. Driving public involvement and creating an engaged community would be a key aspect of the planning grant.

### **COLLABORATIONS**

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The *Downtown Revitalization Plan* project would actively collaborate with local jurisdictions, service providers, agencies, and other citizen groups with interests in the community and development standards and programs. The project would utilize an advisory group made up of representatives from local businesses, residents and developers and interested agencies.

The City has been in communication with Clackamas County Planning and Zoning Department as well as Clackamas County Business and Economic Development Department, which are very supportive of a Gladstone *Downtown Revitalization Plan*.

### **PROPOSED MILESTONES AND DELIVERABLES**

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Project milestones include completion of the tasks numbered 2 through 8 in the Project Description and will include a robust public outreach program that will include both the utilization of a stakeholder advisory group and open houses/ charrettes with the larger community. Major milestones and anticipated deliverables are summarized in the table below:

***Milestone 1. Project Scoping and Set-up***

***Deliverables:***

1. Final scope of work and IGA with Metro
2. Contract with consultant team
3. Public outreach program outlining expected schedule of open house and other public engagement opportunities including open house(s), mailings, website and opportunities to provide feedback to the draft plan
4. Formation of the stakeholder advisory group

***Milestone 2. Completion of Background Reports for Inclusion in Downtown Plan***

***Deliverables:***

1. Summary report of all public outreach and resulting recommendations
2. Existing Condition Report
3. Market/Economic Analysis and Opportunities Report and Recommendations, including identification of identified opportunity sites
4. Report summarizing recommended pedestrian/bicycle transportation priorities
5. Summary of potential financing incentives and funding sources and financial analysis of development types

***Milestone 3. Completion of Draft Downtown Plan***

***Deliverables:***

1. Draft *Downtown Revitalization Plan*
2. Comments and feedback from staff, stakeholders, public

***Milestone 4. Final Downtown Plan Complete for Adoption***

***Deliverables:***

1. Final *Downtown Revitalization Plan*
2. Adoption materials for the City Council

The project will take approximately 16 months to complete:

- Execution of CPDG IGA, project setup and consultant selection: 4 months
- Completion of all background reports: 7 months
- Public involvement: 11 months (throughout development of Plan)
- Draft & Final Plan: 4 months
- City Council adoption: 1 month

**PROJECT MANAGEMENT**

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The project will be managed by the city in conjunction with planning staff from Clackamas County, which is on contract to provide such services to the city. Staff contact for this project will be Martha Fritzie at (503) 984-0993 or mfritzie@clackamas.us.

## **GLADSTONE DOWNTOWN REVITALIZATION PLAN: BUDGET**

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The preliminary budget for the proposed Downtown Revitalization Plan is \$167,700. The grant request is for \$150,700; the remaining \$17,000 in match will be provided by in-kind services of City staff (including contract planning staff).

Matching sources for in-kind services are from the City of Gladstone and have been approved by the City Council (see attached letter). The grant request is to fund 39% of staff services and 100% of consultant services, which calculates as 90% grant funding and 10% City match for the total project cost.

### **BUDGET NARRATIVE**

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#### **Costs**

The project scope, outcomes and costs are based on similar projects that other small Oregon jurisdictions have recently completed (e.g. King City, Pendleton, North Gateway/Salem) and that Clackamas County has recently completed with similar-sized scopes of work (e.g. Fuller Rd Station Area), including consultant services for market research, financial analysis, Plan development, and broad public involvement and outreach throughout the projects. A more detailed budget is attached with this application.

Staff hourly rates are \$65/hr and reflect an average FY 2014/2015 salary plus benefits rate for a Senior Planner at Clackamas County (contract planners for the City) and do not include overhead costs. The vast majority of the work will be completed by consultants; Staff will primarily manage the project, review deliverables, participate in the public involvement process, and prepare documents for the City Council's formal adoption. Estimated costs for consultant tasks are based on the total costs for similar consultant-led jobs rather than on a consultant hourly rate. The final assignment of tasks and costs will be made during the County's consultant selection process, but will remain within the limits of any grant award.

#### **Project Approach**

- Involve the community and stakeholders (business owners, developers, property owners and service providers) early on in the project by hosting a kick-off meeting to engage people in the project. Public outreach will include open house events, on-line and mailed information, and presentations to interest groups. A stakeholder committee (advisory group) will be formed and meet at least four times to review progress and make recommendations.
- Effectively manage the budget by producing monthly progress reports to gauge timely progress on agreed-upon tasks and to ensure that standards in Metro's Urban Growth Management Functional Plan (UGMFP) are addressed throughout the project.
- Employ an experienced and proven-successful consultant team
- Gain public support for the components of the proposed *Downtown Revitalization Plan* by ensuring they respond to issues raised by the community, reflect results from the market study and other analyses, and support economically feasible development.

### **Applicant Personnel**

The table on page 11 (Line Item Budget: Table 2) indicates which of the expected project tasks will be completed by Staff; as noted earlier, the majority of the work on this project will be completed by a team of consultants.

Staff will primarily be responsible for managing the grant and managing the project, including reviewing all deliverables and participating in all public involvement. Staff time will primarily be that of a Senior Planner from Clackamas County (contract planners for the City). The Senior Planner(s) will bring a minimum of eight years of experience in managing and successfully completing similar long-range planning projects and will work closely with City Staff to ensure the project meets the needs and expectations of both city officials and the city's residents and businesses.

### **Consultant and other partners**

An experienced consultant team will be selected for this project, including:

*Consultant(s) to complete all the Background Reports and the Draft & Final Downtown Revitalization Plan:* The consultant or consultants will prepare the Existing Conditions Report; Market/Economic Assessment and opportunities analysis; assessment of needed pedestrian/bicycle facility improvements; financial incentive analysis and proforma modeling for this project area. After conducting market research, reviewing demographic forecasts and economic trends, and working with the stakeholders, the consultant will identify opportunities for mixed-use and/or other types of desired development, and focus on potential redevelopment sites, and economic development opportunities and strategies. The consultants will also identify potential financial incentives to help spur redevelopment and model potential development types/ scenarios for return on investment.

The results from all these analyses will be incorporated into the *Downtown Revitalization Plan*. See Tasks 2-7 listed in Table 2 (page 11) for more details about expected consultant work related to these reports.

The scope and cost of the consultants' work are based on similar projects completed by other small jurisdictions or by Clackamas County in similar locations. The consultants' work scope will adhere to that model and be reflected in the IGA for their services. The estimated cost of \$114,940 for these tasks would be grant funded.

*Consultant for Public Involvement Program:* The consultant will work with City and County Staff, the stakeholder committee, and other members of the public to create recommendations for the development of the *Downtown Revitalization Plan*. The consultant will facilitate four to five meetings with the stakeholders, manage general public outreach, and facilitate at least two open houses to create recommendations for potential development types/ scenarios for evaluation for return on investment calculations. The consultant will also ensure these groups are given the opportunity to review and provide feedback on the draft *Plan*. The estimated cost of \$25,700 for this consultant would be grant funded.

### **Overhead/indirect costs**

Overhead costs, estimated at \$1,000, are for printing and mailing costs associated with notifying interested persons of meetings and to complete required notification for hearings. This estimated cost will be funded 100% by local match.

## LINE ITEM BUDGET

The following two tables provide the line item budget for the *Downtown Revitalization Plan* project. In Table 1-Project Budget Form, the breakdown of costs between In-Kind Match and the CPDG Grant request for Staff is indicated. Other costs include estimated costs for consultant services (paid by 100% grant) and overhead costs to cover expected mailing and postage (100% Match funded).

**Line Item Budget: Table 1 – Project Budget Form**

Personnel Costs	Financial Match	In-Kind Match	CET Grant Request	TOTAL
Agency staff*		\$16,000	\$10,060	\$26,060
Consultants			\$140,640	\$140,640
Non-profit staff				
Other, please list				
<b>Total for Planning Services</b>		<b>\$16,000</b>	<b>\$150,700</b>	<b>\$166,700</b>

\* Refers to County planning staff, who are on contract to provide planning services to the City and City staff who will be managing the project.

Other Costs				
Overhead/Indirect costs - these can only be used as match		\$1,000		
<b>Total for Other Costs</b>		<b>\$1,000</b>		<b>\$1,000</b>

<b>TOTAL PROJECT COSTS</b>		<b>\$17,000</b>	<b>\$150,700</b>	<b>\$167,700</b>
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The second table (below) provides the estimated costs for the major Tasks and lists the subtasks to be completed for each. The percentage of each task expected to be completed by Staff and Consultants is also noted in the table.

**Line Item Budget: Table 2 – Preliminary Scope and Budget**

<i>Gladstone Downtown Revitalization Plan</i>		
Major Tasks/Deliverables	Est. Budget	Staff/ Consultant
<b>Task 1. Project/Grant Management</b>	\$20,800	100% Staff
<ul style="list-style-type: none"> <li>· Negotiate grant IGA with Metro</li> <li>· Manage grant billing, timing and deliverables</li> <li>· Select and negotiate contracts for consultant services</li> <li>· Manage consultant team</li> <li>· Create final project scope, timeline and schedule</li> <li>· Create and manage stakeholder group(s)</li> <li>· Assist in public outreach and involvement plan</li> <li>· Review all draft products produced by consultant team</li> </ul>		

<p><b>Task 2. Public Outreach</b></p> <p><b>A. Identify and prioritize ways to improve neighborhood livability</b></p> <ul style="list-style-type: none"> <li>· Understand the community's vision for the future of the Portland Avenue corridor</li> <li>· Identify and prioritize issues and recommendations defined by property owners, businesses and residents. Issues may include but are not limited to safety, connectivity, visual appearance, and desired business types.</li> </ul> <p><b>B. Develop and implement an outreach strategy</b></p> <ul style="list-style-type: none"> <li>· Develop and implement a comprehensive outreach strategy for the Action Plan, including ongoing communication with the NGRAB, Agency Board, neighborhood, business groups, and other key stakeholders.</li> <li>· Conduct public outreach and open houses/charettes</li> <li>· Conduct stakeholder meetings (4-5 meetings)</li> </ul> <p><b>DELIVERABLE: Summary report of all public outreach and resulting recommendations</b></p>	<p>\$25,700 100% Consultant</p>
<p><b>Task 3. Existing Conditions Report and Regulatory Review</b></p> <ul style="list-style-type: none"> <li>· Summarize existing conditions and prior plans/studies, existing zoning and land uses, and existing transportation facilities</li> <li>· Summarize existing regulatory environment (local, regional, state) that downtown Gladstone must operate within</li> </ul> <p><b>DELIVERABLE: Existing Condition Report (to be used as background information for the Plan)</b></p>	<p>\$13,300 100% Consultant</p>
<p><b>Task 4. Market/ economic assessment and opportunities analysis</b></p> <p><b>A. Residential opportunities and constraints analysis</b></p> <ul style="list-style-type: none"> <li>· Analyze market conditions, opportunities, and needs in and adjacent to the Portland Avenue corridor, for new housing including single-family homes and multi-family homes that may or may not be a part of mixed-use development</li> </ul> <p><b>B. Government, commercial, and professional business opportunities and constraints analysis</b></p> <ul style="list-style-type: none"> <li>· Analyze market conditions, opportunities, and needs in and adjacent to the Portland Avenue corridor, for commercial and retail development and opportunities for the relocation of public buildings</li> </ul> <p><b>C. Identify opportunity sites, possible partners, and catalytic development concepts</b></p> <ul style="list-style-type: none"> <li>· Recommend opportunity sites where purchase/assembly by the Agency or private developer may trigger catalytic projects, including potential sites for the location of a new library/community center</li> </ul>	<p>\$42,300 100% Consultant</p>

<ul style="list-style-type: none"> <li>· Identify development concepts that could be utilized</li> </ul> <p><b>DELIVERABLE: Market/Economic Opportunities Report and Recommendations (to be used as background information for the Plan)</b></p>		
<p><b>Task 5. Identify and Prioritize Needed Pedestrian/ Bike Facility Improvements</b></p> <ul style="list-style-type: none"> <li>· Review ped/bike priorities identified in the adopted Transportation System Plan, the existing streetscape plan, and transportation issues identified within and adjacent to the Portland Road corridor</li> <li>· Identify needed pedestrian/ bike connections, facilities and amenities in the corridor</li> <li>· Transportation issues will be prioritized based on how they address market challenges and neighborhood and community needs</li> </ul> <p><b>DELIVERABLE: Report summarizing recommended priorities (to be used as background information for the Plan)</b></p>	\$23,700	100% Consultant
<p><b>Task 6. Identify potential financial incentives and other creative funding to encourage redevelopment.</b></p> <ul style="list-style-type: none"> <li>· Identify and recommend financial incentives that can be developed to address needs/opportunities identified through the Revitalization Plan and to spur redevelopment</li> <li>· Pro-forma modeling to see what design types or building forms that are possible under current or expected market and regulatory conditions, particularly prevailing and likely market rents and sales prices on the corridor</li> </ul> <p><b>DELIVERABLE: Summary of potential financial incentives and funding sources (to be used as background information for the Plan)</b></p>	\$14,600	100% Consultant
<p><b>Task 7. Draft &amp; Final Downtown Revitalization Plan Recommendations and Report</b></p> <ul style="list-style-type: none"> <li>· Prepare a Draft and Final report that summarizes the above tasks and findings, along with key recommendations, including any recommended amendments to the city's development code.</li> <li>· Include review and feedback opportunities for stakeholder group(s) and the public</li> <li>· Prepare report and any necessary staff report for presentation to City Council for formal adoption</li> </ul> <p><b>FINAL DELIVERABLE: Gladstone Revitalization Plan</b></p>	\$26,300	20% Staff 80% Consultant
<b>TOTAL BUDGET</b>	<b>\$166,700</b>	

**STATEMENT OF MATCHING FUNDS**

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Matching funds will be provided as In-Kind services of City administrative and planning staff. The services proposed are included in the scope outlined in the current IGA between the City and Clackamas County Planning & Zoning Division to provide planning services.

A letter of support from the Gladstone City Council is included with this application. The Council has agreed to support this project and the matching funds needed from the City.

Community Planning & Development Grant Program  
 F2 - Match Form

**Submit Form**

**Instructions:** If your "Match Source" is a professional or technical service received as "In Kind," use the market average or actual salary or bid for that individual or service. Use the "Notes" field to document methodology.

Match Source	Choose One		Choose One		Amount	Notes
City of Gladstone	<input type="radio"/> Financial	<input checked="" type="radio"/> In Kind	<input type="radio"/> Pending	<input checked="" type="radio"/> Secured	\$ 17,000.00	Services fall within scope outlined in IGA between City and County
	<input type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input type="radio"/> Secured	\$	for Planning services.
	<input type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input type="radio"/> Secured	\$	
	<input type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input type="radio"/> Secured	\$	
	<input type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input type="radio"/> Secured	\$	
	<input type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input type="radio"/> Secured	\$	
	<input type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input type="radio"/> Secured	\$	
	<input type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input type="radio"/> Secured	\$	
	<input type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input type="radio"/> Secured	\$	

Total \$ 17,000.00

**SUPPLEMENTAL ATTACHMENTS**

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1. Map 1: Vicinity map
2. Map 2: Site map
3. Letter of support and commitment for match from Gladstone City Council

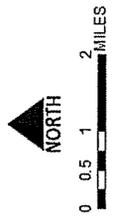


Map 1: Proposed Project Vicinity

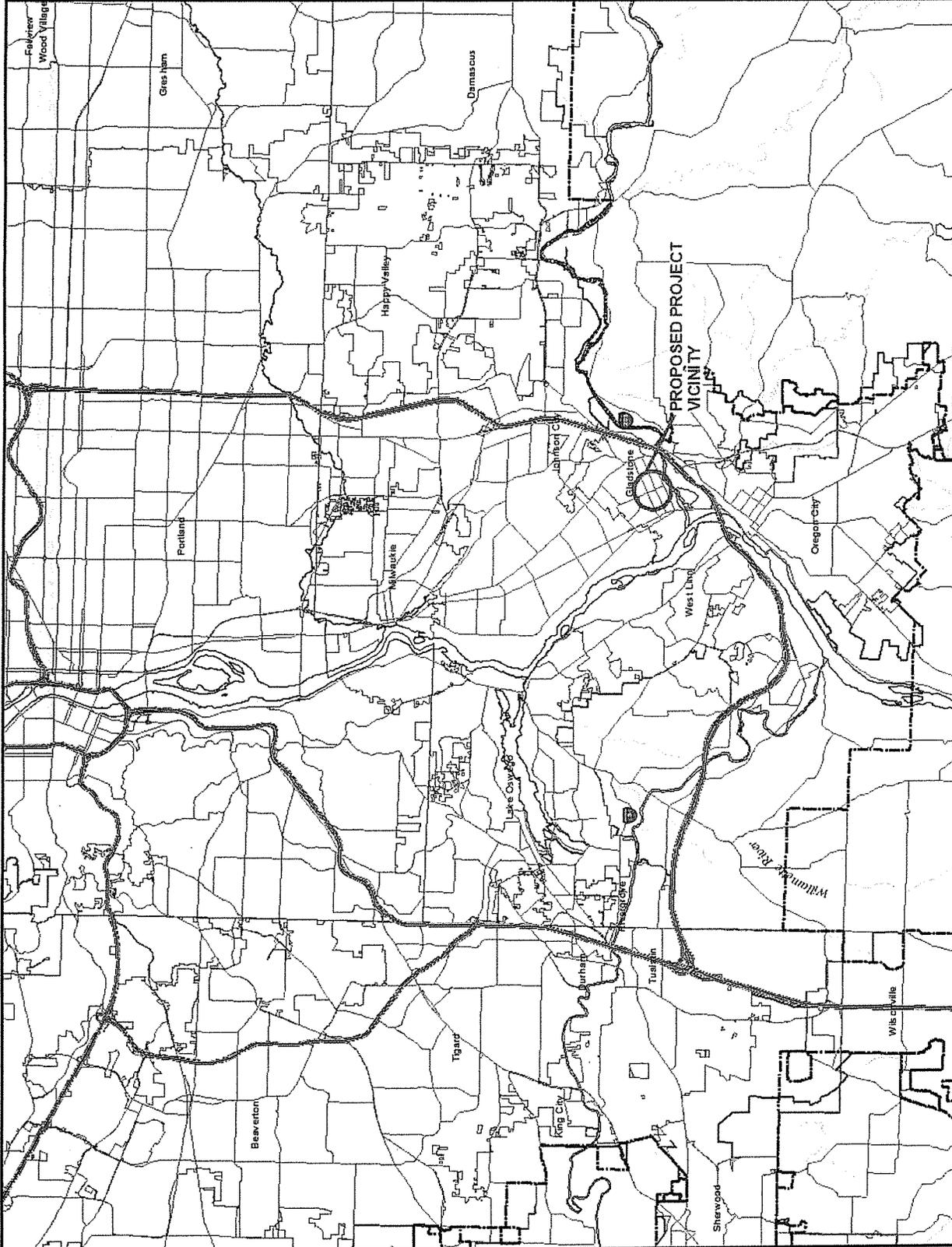
City of Gladstone  
PORTLAND AVENUE  
MASTER PLAN &  
IMPLEMENTATION  
STRATEGY PROJECT

April 2015

-  Metro boundary
-  Metro UGB
-  City
-  County



Department of Transportation & Development  
150 Beaver Creek Rd. Oregon City, OR 97045







Map 2: Proposed Project Area

**City of Gladstone - PROPOSED DOWNTOWN REVITALIZATION PLAN**

June 2015



# City of GLADSTONE

June 1, 2015

Metro  
Attn: Gerry Uba  
Community Development and Planning Grants  
600 NE Grand Ave  
Portland, OR 97232

RE: Metro Community Planning and Development Grant  
Application for City of Gladstone's *Downtown Revitalization Plan* project

Dear Metro Chief Operating Officer,

Thank you for accepting our application for the Metro Community Planning and Development Grant Application for the City of Gladstone's Downtown Revitalization Plan project. The Gladstone City Council supports this grant application as well as the required in-kind match.

Gladstone is on the precipice of making great things happen. We want to let you know that this isn't the same City as in the past. The leadership is new, energetic, enthusiastic and excited to see positive change. This plan will be the beginning of many amazing things to come for our City. Thank you for your help and support.

Sincerely,



Mayor Dominick Jacobellis for  
The Gladstone City Council

**City Hall**  
525 Portland Avenue  
Gladstone, OR 97027  
(503) 656-5223  
FAX: (503) 650-8938  
E-Mail: (last name)@  
ci.gladstone.or.us

**Municipal Court**  
525 Portland Avenue  
Gladstone, OR 97027  
(503) 656-5224 ext. 1  
E-Mail: municourt@  
ci.gladstone.or.us

**Police Department**  
535 Portland Avenue  
Gladstone, OR 97027  
(503) 656-4253  
E-Mail: (last name)@  
ci.gladstone.or.us

**Fire Department**  
555 Portland Avenue  
Gladstone, OR 97027  
(503) 557-2776  
E-Mail: (last name)@  
ci.gladstone.or.us

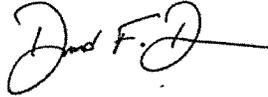
**Public Library**  
135 E. Dartmouth  
Gladstone, OR 97027  
(503) 656-2411  
FAX: (503) 655-2438

**Senior Center**  
1050 Portland Avenue  
Gladstone, OR 97027  
(503) 655-7701  
FAX: (503) 650-4840

**City Shop**  
18595 Portland Avenue  
Gladstone, OR 97027  
(503) 656-7957  
FAX: (503) 722-9078

MEMORANDUM

TO: Council President Mersereau  
Gladstone City Councilors

FROM: David Doughman, City Attorney's Office 

SUBJECT: Final Version of Dahl Beach Intergovernmental Agreement ("IGA")

DATE: April 6, 2016

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The council will consider approving the final version of the Dahl Beach IGA with the Port of Portland at its April 12, 2016 meeting. Attached to the IGA are an easement, a right of entry, a map of the site and the mitigation plan for the Dahl Beach area. This memo summarizes the changes to the IGA and its associated attachments since the council's consideration of the IGA in March. Note that the parties made no changes to the easement, other than to fill in missing contact information, etc.

**IGA Changes**

1. Recital D. The parties agreed to amend this section to refine what constitutes a "material and substantial change" that would require the Port to return to council to seek approval of the change. A "material and substantial change" means a change to the footprint of the work area such that the easement, right of entry or mitigation plan must also be changed. See section 4.4 of the IGA for how the city will monitor any such changes.
2. Section 2.2. This section clarifies that the city is not approving any land use approvals that may be required before the Port begins the work. The city has an independent legal obligation under state law to process such approvals in accordance with its development code and relevant state laws.
3. Section 4.1.1. The Port has agreed to increase the fee it will pay the city to access the park. This fee was initially set at \$30,000. Through subsequent discussions and negotiations, the Port has agreed to pay the city \$72,000 to access the park. Approximately \$22,000 of this amount is intended to assist the city in repaving and restriping the parking lot that will be reduced in size by the project. However, there are no specific restrictions on how the city ultimately uses this money.
4. Section 4.2.1. The Port's obligation to reimburse the city for its costs in negotiating this Agreement (not to exceed \$15,000) now survives termination of the IGA. In essence, if

the Port decided to not proceed with the project and it terminated the IGA, the city would still be entitled to reimbursement.

5. Section 4.3. The Port has agreed to maintain the improvements for at least twenty years. Previously, the Port proposed to transfer maintenance responsibilities to the city after the performance standards for the work were met (a period anticipated to be five years). New language in this section also clarifies that the Port is not responsible for maintaining any city property outside the work area.
6. Section 4.4. This is a new section to the IGA. The Port has agreed to compensate the city for its costs in hiring a third-party technical consultant to review and monitor the project as it proceeds. The amount the Port will pay the city will be determined based upon a mutually accepted scope of work for the consultant.
7. Sections 5.1 and 5.2. These sections have been revised to clarify that the Port is solely responsible for any reconstruction or clean-up of the improvements if an “act of god” damaged or destroyed them in the future.
8. Section 5.3. This is a new section, obligating the Port to sign a letter of intent to address certain matters that are related to the IGA and the restoration work.
9. Section 6. The responsible party for the city in this section has been changed to “City Administrator” instead of the “Mayor” as previously designated.

### **Permit / Right of Entry Changes**

1. Section 3. This section has been modified to require the Port to provide the city with a staging and construction plan as soon as possible after the IGA is executed and for the city to make timely approvals of same in order for the Port to accomplish the work during the summer construction season.
2. Section 6.1. Because it is not yet clear how the Port will specifically access the work area, this section has been revised to require the parties to mutually agree on access after they execute the IGA.
3. Section 7. This section has been updated to reflect the \$72,000 payment the Port will make to the city for access to the work area in the park.

Finally, please note that Attachment B to the IGA (the EPA approved “Mitigation Work Plan”) is a several hundred-page document. The parties agreed it was most logical to include only a portion of the plan in the council’s packet in the interest of space, the environment and cost. I understand staff will provide a link to the full document for anyone who would like to review it in its entirety.

After recording return to:

The City of Gladstone

525 Portland Avenue

Gladstone, OR 97027

Attention: City Administrator

Send tax statements to:

Same.

## EASEMENT & EQUITABLE SERVITUDE

**GRANTOR**      **THE CITY OF GLADSTONE**, a municipality of the State of Oregon, whose address is 525 Portland Avenue, Gladstone, OR, 97207.

**GRANTEE**      **THE PORT OF PORTLAND**, a port district of the State of Oregon, whose address is 7200 N.E. Airport Way, 8<sup>th</sup> Floor, Portland, OR 97218

### RECITALS

A. Grantor is the owner of certain real property located in the City of Gladstone, Clackamas County, Oregon.

B. Grantor and Grantee are parties to an *Intergovernmental Agreement for Restoration Work at Dahl Beach Park*, effective March \_\_, 2016 (Port Agreement No. \_\_\_\_ ) ("Agreement"), attached hereto as **Exhibit A**.

C. Pursuant to the Agreement, the Port will perform certain construction and ecological restoration work at Meldrum Bar Park and Dahl Beach Park.

D. Consequently, as agreed to in the Agreement, Grantor wishes to convey to Grantee a perpetual easement and equitable servitude over the area described in Section 2, to insure that the property will remain in an undeveloped state, serving the environmental mitigation and ecological restoration purposes of the Port's work while continuing to allow the historical recreational activities (e.g. fishing) that have occurred within the area described in Section 2.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein and for the consideration stated herein, the receipt of which is hereby acknowledged, the parties agree as follows.

#### 1. RECITALS

The Recitals above are true and are incorporated into and are a part of this instrument.

#### 2. TERM

This Easement & Equitable Servitude ("Easement") shall commence on the date of full execution ("Effective Date") and shall continue in perpetuity, unless terminated pursuant to the provisions of this Easement.

### **3. GRANT OF EASEMENT & EQUITABLE SERVITUDE**

Grantor hereby grants to Grantee a perpetual easement over, under, upon and across a portion of Grantor's property as described in **Exhibit B**, attached hereto ("Easement Area") for the purpose of performing the construction and mitigation work identified in the Agreement. This Easement does not grant or convey to Grantee any fee ownership interest in the Easement Area.

Grantor shall maintain the Easement Area as a natural area and use the Easement Area only for park, open space, recreational or conservation uses, free of development, subject to an express prohibition of: (i) any industrial or commercial activity; (ii) any placement or construction of any buildings, structures or other improvements of any kind, other than the maintenance, renovation or replacement of any existing improvements; or (iii) any material alteration of the surface of the land, including without limitation the excavation or removal of soil, sand, gravel, rock, minerals, or other native materials, other than as needed, in the judgment of Grantor, to restore and maintain the land as a natural area (collectively, "Permitted Uses"). In the interest of clarity, recreational uses permitted in the Easement Area include fishing. The Parties agree that Permitted Uses include those that have historically occurred in the Easement Area, unless expressly prohibited in (i) through (iii) above. Grantor declares that the Property legally described in **Exhibit B** is now subject to and shall in the future be conveyed, transferred, leased, encumbered, occupied, or otherwise used, in whole or in part, subject to this easement and equitable servitude. Each condition and restriction set forth in this easement and equitable servitude shall run with the land for all purposes, shall be binding upon all current and future owners of the Property and shall inure to the benefit of the Grantee. All conditions and restrictions contained in this easement and equitable servitude shall be recited in any deed conveying the Property or any portion of the Property and shall run with the land so burdened until such time as the conditions and restrictions are removed by written certification by the Grantor and recorded in the Deed Records of the county in which the Property is located certifying that the conditions and restrictions are no longer required. Upon recording this easement and equitable servitude, all future owners shall be conclusively deemed to have consented and agreed to every condition and restriction contained in this easement and equitable servitude, whether or not any reference to this easement and equitable servitude is contained in an instrument by which such owner occupies or acquires an interest in the Property.

### **4. GRANTEE'S USE**

#### **4.1 Permitted Uses**

Grantee shall use the Easement Area to implement and complete the Mitigation Work Plan, as that term is defined in the Agreement. Grantee shall use only that portion of the Easement Area reasonably needed for the Permitted Uses. Grantee shall have the right of access to the Easement Area to enable Grantee to exercise its rights hereunder. Grantee's right of access is specifically described in that "Permit and Right of Entry" between the Parties, dated \_\_\_\_\_, 2016.

#### **4.2 Limits on Use**

In conjunction with Grantee's use of the Easement, Grantee shall not: (a) violate any noise law, ordinance or regulation or cause substantial noise, vibration, fumes, debris, or electronic interference on or adjacent to the Easement Area; (b) create any condition that is a safety hazard; (c) unreasonably interfere with Grantor's underground or above ground utilities or

structures, if any, within the Easement Area; or (d) unreasonably interfere with Grantor's use of Grantor's adjacent property.

## **5. CONSIDERATION**

Consideration comprises the payments and mutual obligations recited in the Agreement.

## **6. COMPLIANCE WITH LAWS**

Grantee shall conduct its activities under this Easement in compliance with all applicable state, federal and local laws, regulations, agency guidance documents, Grantor's rules and regulations, and terms of any permits applicable to this Easement. Without limiting the generality of the previous sentence, Grantee must obtain and comply with all state, federal and local permits related to the Permitted Uses.

## **7. GRANTEE'S OBLIGATIONS**

### **7.1 Maintenance of the Easement Area**

Until such time as the construction and mitigation work described in the Agreement has been completed, Grantee shall be responsible for maintaining the Easement Area in good and safe condition. All work within the Easement Area shall be done in a safe and workmanlike manner, in accordance with all laws and codes, and Grantee shall maintain all necessary permits. Any area disturbed by the Permitted Uses shall be promptly restored to its prior original condition, as soon as the work is complete, consistent with the objectives of Agreement. Grantee shall use its best efforts to perform any work in the Easement Area in a manner which minimizes interruption to the operations of Grantor or Grantor's tenants.

### **7.2 Restoration of Easement Area**

In the event that the Easement Area or any landscaping or other improvement located within or outside the Easement Area is disturbed or destroyed by the exercise of any rights granted herein or any associated construction, Grantee shall promptly restore the Easement Area, including any disturbed or destroyed landscaping or other improvement, to a condition not less than the condition prior to the exercise of such rights. Any work performed by Grantee will be performed so as not to obstruct, injure or prevent the free use and operation of any of the Easement Area.

### **7.3 Hazardous Substances**

Grantee may use, handle or store on the Easement Area, for their intended purposes and in accordance with manufacturers' instructions, only those hazardous substances reasonably and necessarily used in the course of the Permitted Uses. In the event of any release of substances, pollutants, materials, or products defined or designated as hazardous, toxic, radioactive, dangerous or regulated wastes or materials or any other similar term in or under environmental law, including fuels and petroleum derived products, on the Easement Area or other Port properties, in the air or in adjacent or nearby waterways (including groundwater), which results from or occurs in connection with Grantee's occupancy or use of the Easement Area, Grantee shall be responsible for such release, shall promptly notify Grantor, and shall clean up and restore the Easement Area and other affected Port properties to the extent required by law and compatible with Grantor's current and intended future use of the Easement Area and other affected Port properties.

## **8. RESERVATION OF USE**

Grantor reserves the right to use the Easement Area for any purpose not inconsistent with the rights of Grantee under this Easement and the Mitigation Work Plan, including for landscaping and vehicular access so long as Grantor does not unreasonably interfere with the Permitted Uses. In the event that Grantor, or any person or entity authorized by Grantor to use the Easement Area, causes damage to the Easement Area or the trail, then Grantor shall promptly restore the Easement Area, including any damaged improvements, to a condition not less than the condition existing before the damage occurred.

## **9. INDEMNIFICATION**

Subject to the Oregon Constitution, Article XI, Section 9, and the *Oregon Tort Claims Act* (ORS 30.260 to ORS 30.300), Grantee agrees to indemnify, hold harmless and defend Grantor, its commissioners, officers and employees from and against, and to reimburse Grantor for all claims, actions, damages, injuries, costs, loss, or expenses incidental to the investigation and defense thereof, arising out of the acts, omissions, or use of the Easement Area by Grantee, its agents, or employees.

Subject to the Oregon Constitution, Article XI, Section 9, and the *Oregon Tort Claims Act* (ORS 30.260 to ORS 30.300), Grantor agrees to indemnify, hold harmless and defend Grantee, its commissioners, officers and employees from and against, and to reimburse Grantee for all claims, actions, damages, injuries, costs, loss, or expenses incidental to the investigation and defense thereof, arising out of the acts, omissions, or use of the Easement Area by Grantor, its agents, or employees.

## **10. TERMINATION**

This Easement will terminate as a matter of law if Grantee terminates the Agreement because it has not received necessary permits and approvals to implement the Mitigation Work Plan. Otherwise, this Easement shall terminate only upon the mutual agreement, in writing, of Grantor and Grantee.

## **11. BINDING**

This Easement shall be and hereby is made a part of each conveyance of all or any part of the Easement Area and shall run with the land as to all property burdened by this Easement. As used in this Easement, the terms Grantee and Grantor shall include the above named Grantee and Grantor, and such parties' successors and assigns.

## **12. CAPACITY TO EXECUTE**

Grantor and Grantee each warrant and represent to one another that this Easement constitutes a legal, valid and binding obligation of that party. The individuals executing this Easement personally warrant that they have full authority to execute this Easement on behalf of the party for whom they purport to be acting.

## **13. ENTIRE AGREEMENT**

This Easement represents the entire agreement between Grantor and Grantee relating to Grantee's use of the Easement Area. It is understood and agreed by Grantee that neither Grantor nor Grantor's agents or employees have made any representations or promises with respect to this Easement or the making of or entry into this Easement, except as expressly set forth in this

Easement. No claim for liability shall be asserted based on any claimed breach of any representations or promises not expressly set forth in this Easement. All oral agreements, if any, are void and expressly waived by Grantee. This Easement has been thoroughly negotiated between the parties; therefore, in the event of ambiguity, there shall be no presumption that such ambiguity should be construed against the drafter.

**14. GOVERNING LAW**

This Easement shall be governed, construed and enforced in accordance with the laws of the State of Oregon. Jurisdiction shall be with Clackamas County Courts or the Federal Court located in Portland, Oregon.

**15. MEDIATION**

All disputes arising out of or related to this Easement shall be subject to mediation as a condition precedent to arbitration or the institution of legal proceedings. The parties shall endeavor to resolve any disputes initially by mediation. The mediator shall be an individual mutually acceptable to the parties. A request for mediation shall be filed in writing with the other party. The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in Portland, Oregon at a location mutually acceptable to the parties. The mediation hearing shall occur within thirty (30) calendar days of the request for mediation. Notwithstanding the foregoing, the parties shall not be required to submit to mediation any claims in equity, such as claims for injunctive relief.

**16. MODIFICATION**

This Easement may not be modified or amended except by a written instrument duly executed by the authorized signatories for Grantor and Grantee.

**17. NOTICES**

All notices required under this Easement shall be deemed to be properly served if sent by certified mail, return receipt requested, or delivered by hand to the last address previously furnished by the parties hereto. Until hereafter changed by the parties by notice in writing, notices shall be sent as follows:

to Grantor at:

The City of Gladstone

The City of Gladstone  
525 Portland Avenue  
Gladstone, OR 97027  
Attention: City Administrator

to Grantee at:

The Port of Portland  
7200 NE Airport Way, 8<sup>th</sup> Floor  
Portland, OR 97218  
Attention: Property Manager

The date of service of such notice by mail is agreed to be three (3) calendar days after the date such notice is deposited in a post office of the United States Postal Service, postage prepaid, return receipt requested, certified mail or, if delivered by hand, then the actual date of hand delivery.

**18. PARTIAL INVALIDITY**

Any provision of this Easement which shall prove to be invalid, void or illegal shall in no way affect, impose, or invalidate any other provision hereof and such other provisions shall remain in full force and effect.

IN WITNESS HEREOF, the parties have subscribed their names hereto effective as of the year and date first written above.

**THE CITY OF GLADSTONE**

**THE PORT OF PORTLAND**

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

As Its: \_\_\_\_\_

As Its: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED FOR LEGAL SUFFICIENCY  
FOR THE CITY OF GLADSTONE:

APPROVED FOR LEGAL SUFFICIENCY  
FOR THE PORT OF PORTLAND:

By: \_\_\_\_\_  
Counsel for The City of Gladstone

By: \_\_\_\_\_  
Counsel for The Port of Portland

**INTERGOVERNMENTAL AGREEMENT FOR  
RESTORATION WORK AT DAHL BEACH PARK**

This INTERGOVERNMENTAL AGREEMENT FOR RESTORATION WORK AT DAHL BEACH PARK ("Agreement") effective \_\_\_\_\_, 2016 ("Effective Date") is between **THE PORT OF PORTLAND**, a port district of the State of Oregon ("Port"), and **THE CITY OF GLADSTONE, OREGON**, a municipal corporation ("City").

**RECITALS**

A. The Port and the City (the "Parties") are authorized to enter into intergovernmental agreements with other local governments pursuant to the terms of ORS 190.003 to 190.010.

B. The property referred to herein as Dahl Beach Park (or the "Park") is municipal property, and includes a shoreline bulkhead area in the adjacent Meldrum Bar Park. The Park is described in the Map included as **Attachment A**. The Park lies at the confluence of the Clackamas and Willamette Rivers. The Park facilities include parking areas, beaches, and shoreline used by anglers. The area affected by the work described in this Agreement is approximately 0.82 acres.

C. The Port is under an obligation to perform certain mitigation work in connection with remedial action it performed at Terminal 4 on the Willamette River. Specifically, The Port's mitigation obligation derives from two sources: NMFS's July 22, 2008 Biological Opinion (BiOp) on the remedial action, that analyzed the potential impact on listed fish species and habitat, and EPA's June 30, 2008 Supplemental 404(b)(1) Evaluation (the "Evaluation"). The BiOp identified a loss of shallow water habitat associated with the early action, and acknowledged the Port's commitment to create or preserve an equivalent area in the Lower Willamette or Columbia Slough (pages 7, 32). The BiOp required the Port to submit a mitigation plan for review and approval and to execute mitigation according to a timeline (pages 35, 39). The Evaluation found that the 404(b)(1) Guidelines would be satisfied, provided that mitigation is completed, and noted that EPA would work in consultation with NMFS to ensure completion (page 12-1) Through subsequent dialog with EPA, the quantum of required mitigation was established as 0.41 acres of shallow water habitat.

D. The Port proposes to perform certain work at the Park in order to satisfy its mitigation obligation. The mitigation work, which is described more fully in the *Final Mitigation Work Plan – February 2016* (approved March 10, 2016) (**Attachment B**) ("Mitigation Work Plan" or "Plan"), includes the following: ecological shoreline restoration, partial removal of the lower parking area, and removal of the shoreline bulkhead. The Port is bound to perform the mitigation work as described in this Plan. The Port may not make a material and substantial change to the Plan without EPA approval. The Parties acknowledge that if EPA approves or directs changes to the Plan that materially and substantially change the nature and scope of work, the Port will be required to obtain City Council approval to amend this Agreement. A "material and substantial change" is one that alters the work area footprint such that the Plan (Attachment B) or the Right of Entry (Attachment C) or the Easement (Attachment D) must be amended.

E. The City would benefit from the proposed mitigation work at the Park in the following respects: Improving habitat and native vegetation will improve the environment while

also enhancing the Park's safety and reducing long-term maintenance; A partnership between the Port and City offers an opportunity to provide resources to address infrastructure and safety improvements at no cost to the City; Ecological restoration at the site will improve habitat benefits while still providing parking and recreational access; Removing a portion of the parking area will provide the City with a reduction in impervious surface and stormwater runoff that can help meet the City's DEQ stormwater management requirements while still providing access to the river for fishing and recreation; Reducing the parking area, which floods annually, will help to minimize maintenance related to flooding; and Bulkhead removal will address an area that has steep, unstable slopes, will continue to erode if not fixed, and could over time threaten the parking area above the shoreline bulkhead.

F. The Parties recognize that the Port's ability to complete the proposed work is dependent on approvals from regulatory agencies, including EPA, and that in the absence of these approvals, this Agreement will terminate.

NOW, THEREFORE, in consideration of the promises and covenants contained in this Agreement, and for other good and valuable consideration, the receipt of which is hereby acknowledged, the Port and the City agree as follows.

## **AGREEMENT**

### **1. RECITALS**

The Recitals above are true and are incorporated into and are a part of this Agreement.

### **2. TERM & CONTINUING OBLIGATIONS**

This Agreement shall be effective from execution until the Port's maintenance duties have ended in accordance with Section 4.3, PROVIDED that the City's obligations relating to maintenance of the mitigation site shall survive the Agreement's termination. Notwithstanding any other deadlines described herein, the Port's obligations set forth in this Agreement are contingent upon final EPA approval of the terms of this IGA and the related Mitigation Work Plan.

#### **2.1 Review of Agreement on Expiration; Extension; Continuing Obligations**

The Port and the City agree to meet within the year preceding the expiration of this Agreement to comprehensively review accomplishments, and to discuss whether the term of the Agreement should be extended, revised on mutually agreeable terms, or allowed to terminate.

#### **2.2 Land Use Approvals**

The Port's ability to complete the Mitigation Work Plan depends upon on approvals from regulatory agencies, including possible land use approval from the City. Notwithstanding any language expressed or implied to the contrary in this Agreement, the City acting in its governmental capacity is not obligated to approve any application or permit within its regulatory jurisdiction that is necessary to complete the Mitigation Work Plan. City has a legal duty to review such applications and permits in an objective and impartial manner according to state law and the City's relevant ordinances and regulations.

### **3. RIGHT OF ENTRY & DEED RESTRICTION**

#### **3.1 Right of Entry**

**3.1.1** In order to facilitate the Port's completion of mitigation work at the Park site(s), the City will issue a Right of Entry, in substantially the form contained in **Attachment C**.

**3.1.2** The Right of Entry shall secure to the Port the ability to access City real estate, buildings, and infrastructure as may be necessary to accomplish the purposes of this Agreement.

#### **3.2 Deed Restriction**

**3.2.1** Upon completion of the mitigation work, the City agrees to issue a deed or other appropriate instrument, in substantially the form contained in **Attachment D**, insuring that the affected property will be used only for conservation and related purposes as more specifically described in Attachment D, in perpetuity.

### **4. PAYMENT**

#### **4.1 Site Access Payment**

**4.1.1** The Port will pay the City \$72,000.00 for access to the Park, for purposes of conducting the mitigation work. Payment in full will be made at least 10 days prior to the initiation of construction work.

#### **4.2 IGA Negotiation Costs**

**4.2.1** The Port will pay the City's direct costs for negotiating this Agreement, in an amount not to exceed \$15,000.00. The Port will pay the City within 30 days of receiving an invoice from the City. The City will provide the Port with documentation of its expenses, upon request. The Port's obligation under this subsection will survive termination of this Agreement.

#### **4.3 Mitigation Area Maintenance Costs**

The Port is responsible for maintaining the mitigation area for a period of twenty (20) years or until performance standards described in the Mitigation Work Plan have been met, whichever is later. After that point, the City is responsible for maintaining the mitigation area as part of its routine park maintenance activities. In no event is the Port responsible for maintaining City property outside the bounds of the mitigation area, except as provided for in **Attachment C**.

#### **4.4 Third Party Oversight Costs**

The City will hire a third party consultant to provide a technical review of the Port's execution of the work provided for in the Agreement. The duties of the consultant will include reviewing design documents as they are developed to confirm their consistency with the Plan and monitoring the Port's execution of the work to ensure, in the opinion of the consultant, that the work is consistent with the Plan and this Agreement. The third party consultant will periodically update the City on the status of the Port's work, and will immediately notify the City if the consultant believes a "material and substantial change" (as that term is defined in Recital D) to the Plan is being proposed or has been approved. The Port will pay the City's direct costs for this third party consultant in an amount consistent with a mutually agreed upon scope of work.

The Port will pay the City within 30 days of receiving an invoice from the City. The City will provide the Port with documentation of its expenses, upon request. The City will also provide copies of any written product developed by the third party reviewer(s) under this paragraph, upon request.

## **5. OBLIGATIONS OF PORT AND CITY**

### **5.1 Port obligations**

The Port will make all payments provided for in this Agreement in a timely manner. The Port at its sole expense will comply with all applicable federal, state and local laws in carrying out the Mitigation Work Plan and its duties under this Agreement, including compliance with ORS Chapters 279A, 279B and 279C, as applicable. At its sole expense, The Port (or its contractors) will: a) perform all the required mitigation work described in the Mitigation Work Plan; b) upon request, provide the City with progress reports; c) obtain any permits or approvals necessary to perform the mitigation work; and d) perform maintenance of the mitigation areas for the period of time described in Section 4.3. If an act of God (a flood, seismic event or other natural disaster) damages the mitigation work, and a third-party governmental agency requires the Premises (as that term is used in Attachment C) to be restored or improved in any manner, the Port will carry out and complete such restorations or improvements at its sole expense.

### **5.2 City obligations**

The City will a) issue the right of entry provided for in Section 3; b) execute and record the deed restriction or other appropriate instrument as provided in Section 3; c) as may be requested from time to time by the Port, cooperate in permitting efforts and support the mitigation work provided for herein; d) issue and enforce the site protection instrument provided for in Section 3; and e) perform maintenance of the mitigation site in the course of routine park maintenance as provided for in Section 4. Unless expressly stated in this Agreement, City has no other obligations with respect to the Mitigation Work Plan, including no obligation to spend any City funds to assist in completing the Mitigation Work Plan and no obligation to spend any City funds to restore or improve the Premises in the event of an act of God.

### **5.3 Letter of intent**

Within a reasonable time after the Parties execute this Agreement, the Port will send City a letter signed by an authorized Port employee, committing the Port to working with the City on various issues related to this Agreement, including: a) assisting the City in its attempt to have the work qualify as a “retrofit” project under the City’s stormwater discharge permit; b) reducing the number of cottonwood trees used in the work to the lowest number possible while still complying with the Plan; c) providing relevant documentation to the City when construction is complete, including but not limited to “as-built” drawings; and d) any other matters the City Administrator and the Port’s project manager agree belong in the letter.

## **6. DISPUTE RESOLUTION**

In the case of a dispute under this Agreement, the Parties shall attempt to resolve the dispute informally. To this end, the Parties shall consult and negotiate with one another in good faith and, recognizing their mutual interests, attempt to reach an equitable and mutually satisfactory solution. If a dispute cannot be resolved between City and Port staff, the dispute shall be elevated to the City Administrator and Port Executive Director, who shall attempt to reach resolution. If the dispute cannot be resolved through this process the Parties shall submit their

dispute to intergovernmental arbitration pursuant to ORS 190.710 through 190.800. Each Party shall equally bear the costs an arbitrator may impose for its services, but shall otherwise bear its own expenses, costs and fees associated with resolving a dispute under this Agreement, including attorney fees.

**7. CAPACITY TO EXECUTE**

The Port and the City each warrant and represent to one another that this Agreement constitutes a legal, valid and binding obligation of that party. The individuals executing this Agreement personally warrant that they have full authority to execute this Agreement on behalf of the party for whom they purport to be acting.

**8. COUNTERPARTS**

This Agreement may be executed in counterparts, each of which shall be deemed to be an original, and such counterparts shall constitute one and the same instrument.

**9. DEFINED TERMS**

Capitalized terms shall have the meaning given them in the text herein.

**10. ENTIRE AGREEMENT**

This Agreement represents the entire agreement between the Port and the City relating to the proposed mitigation work. This Agreement has been thoroughly negotiated between the Port and the City; therefore, in the event of ambiguity, there shall be no presumption that such ambiguity should be construed against the drafter.

**11. GOVERNING LAW**

This Agreement shall be governed, construed and enforced in accordance with the laws of the State of Oregon. Jurisdiction shall be with Clackamas County Courts or the Federal Court located in Portland, Oregon.

**12. FURTHER ASSURANCES**

Each party agrees to execute and furnish to the other upon request and without delay such other and further documents as may be reasonably necessary to effect the term as and provisions of this Agreement.

**13. NO AGENCY**

Nothing in this Agreement shall be deemed or construed by any party or by any third party to create the relationship of principal and agent of or limited or general partners or of joint venturers or any other association between the parties.

**14. ASSIGNMENT**

This Agreement may not be assigned by either party without the written consent of the other, which consent shall not be unreasonably withheld, conditioned, or delayed; however, if Port seeks to assign, delegate or novate the Agreement or any part of it to a private (non-governmental) third-party, City may approve or withhold its consent in its sole discretion.

**15. NO THIRD PARTY BENEFICIARIES**

This Agreement and the rights and obligations of the parties hereunder are not intended, nor shall they be construed as creating, any rights in or for the benefit of any governmental body, person, entity or organization other than those expressly provided for herein.

**16. TERMINATION**

This Agreement may be terminated a) by the Port, if the permits or other approvals necessary to perform the work cannot be obtained within 24 (twenty-four) months, b) by either party upon default by the other party, or c) by mutual agreement. In the event of default, the terminating party shall give the other party written notice and a reasonable opportunity to cure. In the event of termination by the Port, the City shall return any funds not already committed or expended. Upon successful completion of the work, and after all required payments have been made, the requirement in this Agreement for a deed restriction may not be terminated.

**17. HEADINGS**

The section headings contained herein are for convenience in reference and are not intended to define or limit the scope of any provision of this Agreement.

**18. MODIFICATION**

Except as specifically set forth herein, this Agreement may not be modified or amended except by a written instrument duly executed by the authorized signatories for the Port and the City.

IN WITNESS HEREOF, the Port and the City have subscribed their names hereto effective as of the year and date first written above.

**THE CITY OF GLADSTONE**

**THE PORT OF PORTLAND**

By: \_\_\_\_\_  
Tom Mersereau, Council President

By: \_\_\_\_\_  
Bill Wyatt, Executive Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED AS TO FORM FOR THE CITY:

APPROVED FOR LEGAL SUFFICIENCY  
FOR THE PORT:

By: \_\_\_\_\_  
Counsel for the City of Gladstone

By: \_\_\_\_\_  
Counsel for The Port of Portland

**ATTACHMENTS:**

- ATTACHMENT “A” Map depicting site(s)
- ATTACHMENT “B” Final Mitigation Work Plan
- ATTACHMENT “C” Permit and Right of Entry form
- ATTACHMENT “D” Easement & Equitable Servitude form



**PERMIT AND RIGHT OF ENTRY**

Permit Number: \_\_\_\_\_

**THE PORT OF PORTLAND ("Permittee")**  
P.O. Box 3529  
Portland, OR 97208  
Attention: Kelly Madalinski  
Phone: (503) 415-6676  
E-mail: kelly.madalinski@portofportland.com

**THE CITY OF GLADSTONE ("City")**  
525 Portland Avenue  
Gladstone, OR 97027  
Attention: Eric Swanson, City Administrator  
Phone: (503) 557-2767  
E-mail: swanson@ci.gladstone.or.us

**RECITALS**

A. The City of Gladstone (the "City") is the owner of certain real property located in the City of Gladstone, Clackamas County, Oregon, more precisely described in Section 3 and in **Exhibit A**, attached hereto.

B. The Port of Portland ("Permittee") desires access to a portion of such real property for work described in an intergovernmental agreement ("IGA") between the Port and City dated \_\_\_\_\_, 2016. This work involves habitat restoration and bulkhead removal at Meldrum Bar and Dahl Beach Parks.

**PERMIT**

NOW, THEREFORE, in consideration of the promises and covenants contained in this Permit and Right of Entry ("Permit") and for other good and valuable consideration, the receipt of which is hereby acknowledged, the parties agree as follows.

**1. RECITALS**

The Recitals above are true and are incorporated into and are a part of this Permit.

**2. TERM**

The term of this Permit shall commence and be binding upon the City and Permittee as of the last date of signature below ("Effective Date") and end when the City assumes maintenance responsibilities in accordance with the IGA, unless otherwise extended or terminated pursuant to the terms of this Permit.

**3. PREMISES**

Upon City's approval of Permittee's staging plan and construction schedule, which the City may not unreasonably withhold, the City grants to Permittee the nonexclusive right to enter upon and use the Premises in accordance with the terms and conditions set forth below. The Permittee will provide the City its staging plan and construction schedule as soon as possible after the Effective Date. The City shall provide any approvals necessary to allow Permittee entry and use under this Permit sufficiently in advance of agency-imposed in-water work windows (currently July 15 to August 31 for the summer season). The "Premises" shall consist of those portions of Meldrum Bar and Dahl Beach Parks, with adjacent access, as may be necessary to accomplish the work described more fully in the IGA, and as shown on **Exhibit A**, attached hereto. The City may enter the Premises at all reasonable times.

#### **4. PERMITTED USE**

This Permit authorizes Permittee to enter upon the Premises to conduct construction activities as described in a mitigation work plan referenced in an intergovernmental agreement to which this Permit is an Exhibit, subject to the limitations and conditions described in this Permit ("Permitted Use"). These activities, referred to herein as the Work Scope, are described in **Exhibit B**, attached hereto. Permittee shall use the Premises solely for the Permitted Use and for no other use. Permittee shall not interfere with the operations or the use of property adjacent to the Premises or other City-owned property.

#### **5. PERMITTEE RESPONSIBLE FOR PERMITTEE'S REPRESENTATIVES**

Permittee shall be responsible for the acts or omissions of Permittee's employees, officers, members, partners, directors, agents, contractors, subcontractors, consultants, customers, licensees, and invitees ("Permittee's Representatives"), and shall ensure Permittee's Representatives comply with terms and conditions of this Permit.

#### **6. CONDITIONS**

The following conditions shall apply to Permittee's use of the Premises.

##### **6.1 Access to Premises; Port Contact for On Site Questions**

Permittee shall work with City staff to determine mutually agreeable ingress and egress routes for access to and from the Premises. Permittee shall contact Eric Swanson at (503) 557-2767 with any questions pertaining to access or any other on-site issues.

##### **6.2 Utilities**

The City provides no utility service to the Premises, and Permittee understands that no electricity, yard lighting, water or any other service will be available to Permittee.

##### **6.3 Security Services/Limitation of Liability**

The City provides no security services for the Premises. The Permittee agrees that it is using the Premises at its own risk, and the City shall have no liability to Permittee and Permittee shall have no claim against the City for any damage, theft, vandalism or injury caused by the condition of the Premises, or by lack of security services or acts or omissions of other people.

##### **6.4 Contractor and Scope of Work**

Prior to Permittee's entry onto the Premises, Permittee shall provide to the City and obtain the City's approval of Permittee's scope of work for the Permitted Uses under this Permit ("Work Scope"), attached and incorporated hereto as **Exhibit B**. The Work Scope shall include a schedule for the planned work and a map showing the location of all proposed surface and subsurface improvement. Concurrently with the Work Scope, Permittee will also notify the City of the name(s) of Permittee's contractors that will complete the Permitted Uses based on the Work Scope, as well as providing written assurances from such contractors that use of such contractors will not create a potential conflict with respect to other work performed by such contractors for the Port.

##### **6.5 Post-Construction Conditions**

Once construction is complete, Permittee will return the Premises to at least their pre-construction condition.

## **6.6 Prohibited Activities**

No washing, fueling, repair, maintenance, or modifications of vehicles or other equipment, or other activities other than the Permitted Uses listed in Section 4 is permitted on the Premises.

## **7. CONSIDERATION**

In consideration for this Permit, Permittee agrees to pay the City the amount of SEVENTY-TWO THOUSAND DOLLARS (\$72,000.00) as provided for in the IGA.

### **7.1 Payments; No Offset**

Permittee shall pay consideration due to the City on or before the Effective Date. Payment due under this Permit shall be made without offset, abatement or deduction, to the City at the address identified above or in person to Eric Swanson.

## **8. NO LIENS**

Permittee agrees to pay, when due, all amounts for labor, services, materials, supplies, utilities, furnishings, machinery, or equipment which have been provided to the Premises or ordered with Permittee's consent. Permittee shall not suffer or permit any liens to attach to all or any part of the Premises by reason of any work, labor, services, or materials done for, or supplied to, or claimed to have been done for or supplied to Permittee. If any lien is filed against the Premises, Permittee shall cause the lien to be discharged of record within thirty (30) calendar days after the date of filing of the same, by payment, deposit or bond. Failure to remove the lien or furnish cash or bond acceptable to the City within thirty (30) calendar days shall constitute a default under this Permit and the City shall automatically have the right, but not the obligation, to pay the lien off with no notice to Permittee and Permittee shall immediately reimburse the City for any amounts so paid to remove any such lien.

## **9. ENVIRONMENTAL MANAGEMENT AND COMPLIANCE**

### **9.1 Definitions**

For the purposes of this Permit, the following definitions shall apply.

#### **9.1.1 Best Management Practices**

"Best Management Practices" means those environmental or operational standards or guidelines specifying common and accepted practices appropriate for the types of businesses Permittee and Contractor engage in on the Premises or such standards or guidelines as have been articulated by pertinent trade associations, professional associations or regulatory agencies.

#### **9.1.2 Environmental Law**

"Environmental Law" means any and all federal, State of Oregon, regional and local laws, regulations, rules, permit terms, codes, ordinances, and legally enforceable guidance documents, now or hereafter in effect, as the same may be amended from time to time, and applicable decisional law, which govern materials, substances, regulated wastes, emissions, pollutants, water, storm water, groundwater, wellfield and wellhead protection, cultural resources protection, animals or plants, noise, or products and relate to the protection of health, safety or the environmental and natural resources, including land, sediments, water, groundwater, and stormwater.

## **9.2 General Environmental Obligations of Permittee**

Permittee shall manage and conduct all of its activities on or relating to the Premises in compliance with all applicable Environmental Law, the environmental provisions of this Permit, and in adherence with Best Management Practices applicable to Permittee's use of the Premises including, but not limited to, Best Management Practices used for erosion prevention and sediment control. Permittee shall be responsible for ascertaining which Environmental Laws govern its activities on or relating to the Premises and shall be responsible for maintaining a current understanding of such Environmental Laws throughout the Permit Term. Permittee shall manage and, as appropriate, secure the Premises and its occupation or use of the Premises so as to prevent any violation of Environmental Law on or relating to the Premises. Upon request from the City, Permittee will promptly provide the City with any permits, plans or submittals required by any regulatory agencies related to Permittee's occupation or operations on the Premises.

## **9.3 Environmental Inspection**

The City reserves the right, at any time and from time to time, after notice to Permittee, to inspect the Premises concerning environmental compliance.

## **10. INDEMNITY; REIMBURSEMENT FOR DAMAGE**

To the extent permitted by and subject to the limitations of the Oregon Constitution and the Oregon Tort Claims Act, the Port shall indemnify, defend and hold harmless the City, its managers, employees, agents and invitees, from all claims, suits, actions and proceedings by third parties (including reasonable attorneys' fees and expenses incurred in connection with such Claims) for personal injury, death or property damage occurring in, on or about the Premises, to the extent such injury or damage is caused by the Port's gross negligence or intentional or reckless misconduct.

## **11. NO BENEFIT TO THIRD PARTIES**

The City and Permittee are the only parties to this Permit and as such are the only parties entitled to enforce its terms. Nothing in this Permit gives or shall be construed to give or provide any benefit, direct, indirect, or otherwise to third parties unless third persons are expressly described as intended to be beneficiaries of its terms.

## **12. DUTIES UPON TERMINATION**

Upon the expiration or earlier termination of this Permit, Permittee shall restore those portions of the Premises not subject to modification under the Work Scope to their condition at the commencement of this Permit, to applicable codes, standards of the City and any requirements of the jurisdiction in which the Premises are located, unless otherwise directed by the City. In addition, Permittee shall remove any and all of Permittee's property including, but not limited to, fencing, equipment, materials, supplies and debris from the Premises; repair any damage to the Premises caused by Permittee's use thereof and return all keys, if applicable, to the City. Permittee's obligations and liability to the City shall survive termination. Any items of Permittee's property which remain on the Premises after the expiration or earlier termination of this Permit may be deemed abandoned, at the City's option. The City shall have the option of removing and disposing of any or all such abandoned property and recovering the cost thereof, plus interest from the date of expenditure as a Delinquency Charge, from Permittee upon demand.

**13. COMPLIANCE WITH LAW**

Permittee shall comply with all applicable state, federal, and local laws, including but not limited to, City of Gladstone zoning ordinances and laws, rules, regulations, and policies concerning equal opportunity, nondiscrimination, workers' compensation, and minimum and prevailing wage requirements.

**14. NOTICES**

All notices required under this Permit shall be deemed to be properly served if sent by certified mail, return receipt requested, or delivered by hand to the last address furnished by the parties hereto. Until hereafter changed by the parties by notice in writing, notices shall be sent to the following addresses:

to Permittee:

Port of Portland  
P.O. Box 3529  
Portland, OR 97208  
Attention: Kelly Madalinski

to the City:

The City of Gladstone  
525 Portland Avenue  
Gladstone, OR 97027  
Attention: Eric Swanson

The date of service of such notice by mail is agreed to be three (3) calendar days after the date such notice is deposited in a post office of the United States Postal Service, postage prepaid, return receipt requested, certified mail or, if delivered by hand, then the actual date of hand delivery.

**15. WARRANTY OF AUTHORITY**

The individuals executing this Permit warrant that they have full authority to execute this Permit on behalf of the City and Permittee respectively.

**16. WARRANTIES; GUARANTEES**

Permittee acknowledges that it has inspected the Premises and has found them to be completely acceptable and safe for Permittee's intended use. The City makes no warranty, guarantee, or averment of any nature whatsoever concerning the physical condition of the Premises or the suitability of the Premises for Permittee's intended uses, and it is agreed that the City will not be responsible for and Permittee hereby releases the City, its commissioners, directors, officers, employees, agents and contractors from any loss, damage or costs which may be incurred by Permittee by reason of the Premises' unsuitability for the intended uses or by reason of any such physical condition. Permittee shall be responsible for securing the Premises as necessary or appropriate for Permittee's use of the Premises.

**17. LIMITATION ON PORT LIABILITY**

The City shall have no liability to Permittee for, and Permittee hereby releases the City from, any loss, damage or injury suffered by Permittee on account of theft or any act or omission of any

third party, including other tenants or users of City property. In addition, in all events whether relating to the foregoing sentence or otherwise, the City shall only be liable to Permittee for the City's own willful misconduct or gross negligence, and then only to the extent of actual and not consequential, special, or punitive damages. Permittee hereby waives any other rights or remedies to which it might otherwise be entitled pursuant to applicable statutory or common law.

**18. SURVIVAL**

Any covenant or condition (including, but not limited to, indemnification and reimbursement agreements), set forth in this Permit, the full performance of which is not specifically required prior to the expiration or earlier termination of this Permit, and any covenant or condition which by its terms or nature is to survive, shall survive the expiration or earlier termination of this Permit and shall remain fully enforceable thereafter.

**19. GOVERNING LAW; VENUE**

This Permit shall be governed and construed according to the laws of the State of Oregon, without regard to its choice of law provisions. Venue for any suit, action or other proceeding shall be in the Clackamas County Circuit Court of the State of Oregon, or the federal courts, located in Portland, Oregon.

**20. TIME OF THE ESSENCE**

Time is of the essence in the performance of and adherence to each and every covenant and condition of this Permit.

**21. PARTIAL INVALIDITY**

If any provision of this Permit is held to be invalid or unenforceable, the remainder of this Permit, or the application of such provision to persons or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby, and each provision of this Permit shall be valid and enforceable to the fullest extent permitted by law.

**22. COUNTERPARTS**

This Permit may be executed in counterparts, each of which shall be deemed to be an original, and such counterparts shall constitute one and the same instrument.

**23. ENTIRE AGREEMENT**

This Permit represents the entire agreement between the parties with respect to the subject matter of this Permit, and supersedes all prior agreements, written or oral with respect to the subject matter of this Permit. No amendment to this Permit shall be effective unless in writing and signed by the parties hereto.

**24. EXHIBITS**

All Exhibits attached to this Permit are incorporated herein for all purposes.

IN WITNESS HEREOF, the parties have subscribed their names hereto effective as of the Effective Date.

**THE PORT OF PORTLAND**

**THE CITY OF GLADSTONE**

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

As Its: \_\_\_\_\_

As Its: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED FOR LEGAL SUFFICIENCY  
FOR THE PORT:

APPROVED FOR LEGAL SUFFICIENCY  
FOR THE CITY:

By: \_\_\_\_\_  
Counsel for Port of Portland

By: \_\_\_\_\_  
Counsel for City of Gladstone



# City of Gladstone Staff Report

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**Report Date:** 4/5/2016  
**Meeting Date:** 4/12/2016  
**To:** City Council  
**From:** Gladstone Traffic Safety Committee and Jim Whynot, Public Works Director

**AGENDA ITEM:**

Speed reduction on HWY 99E through Gladstone city limits.

**History/Background:**

Gladstone Traffic Safety Committee has discussed and voted to ask Council to direct staff to start the process with ODOT to have the speed reduced on 99E from the Clackamas River Bridge and Glen Echo Ave.

**Proposal:**

Give staff direction to start the process with ODOT to study reducing the speed on 99E from 40 mph to 30 mph.

**Options:**

1. Direct staff to start the process with ODOT to study reducing the speed on 99E from 40 mph to 30 mph. Parks and Recreation Board recommended option.
2. Do nothing and leave speed as is at 40 mph.

**Cost Impact:**

There is no cost impact for ODOT to study the potential for reducing the speed.

**Recommended Staff Action:**

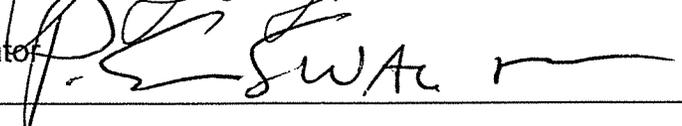
Staff and Gladstone Traffic Safety Committee recommends Council approval by making the following motion: "I make a motion to have staff start the process with Oregon Department of Transportation to study having the speed reduced on 99E through Gladstone city limits from 40 mph to 30 mph."

Department Head  
Signature: \_\_\_\_\_



Date: 4/5/16

City Administrator  
Signature: \_\_\_\_\_



Date: 4/5/16



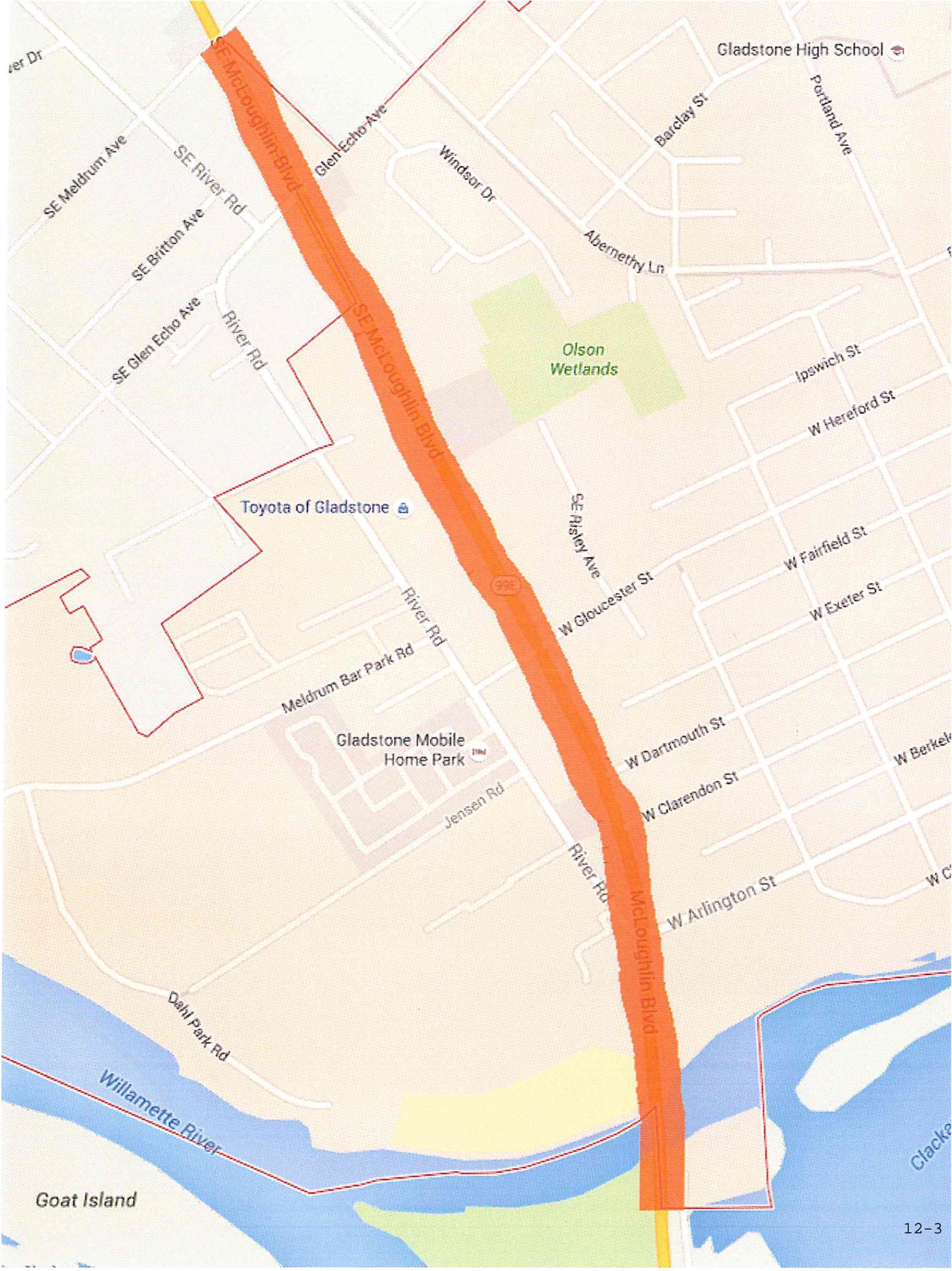
# Speed Zone Request

To request a Speed Zone Investigation by ODOT personnel, City or County Engineering Department staff should complete this form and email it - with a map of the roadway - to:

**ODOTSpeedZoning@odot.state.or.us**

1. AGENCY NAME <b>City of Gladstone</b>		2. DATE <b>2/24/2016</b>	
3. CONTACT NAME AND TITLE <b>Jim Whynot, Public Works Director</b>		4. TELEPHONE NUMBER <b>503-656-7957</b>	
5. E-MAIL ADDRESS <b>whynot@ci.gladstone.or.us</b>		6. FAX NUMBER <b>503-722-9078</b>	
7. ADDRESS (POSTAL) <b>525 Portland Ave. Gladstone, Or 97027</b>			
8. NAME OF ROADWAY. <b>McLoughlin Boulevard/Pacific Hwy East (OR 99E)</b>			
9. FROM <b>0.13 mile South of Glen Echo Ave. (MP 10.43)</b>		10. TO <b>0.18 mile South of River Rd. (rt.) Arlington St. (It.) (MP 11.20)</b>	
11. REQUESTED SPEED - MPH <b>30</b>	12. EXISTING POSTED SPEED - MPH <b>40</b>	13. EXISTING SPEEDS OF ROADWAY ABUTTING THIS SECTION	
15. AVERAGE DAILY TRAFFIC VOLUME <b>31,200</b>		14a. ENTERING - MPH:	
		14b. EXITING - MPH:	
16. ROADWAY CLASSIFICATION: <input type="checkbox"/> LOCAL <input type="checkbox"/> COLLECTOR <input checked="" type="checkbox"/> ARTERIAL			
17. Speed recommendation from City or County Engineering Department ( <i>required per ORS 810.180</i> ): <b>30</b> MPH			
18. Reasons for this recommendation: <b>The City of Gladstone Traffic Safety Committee and Gladstone City Council is requesting this speed reduction because they feel the current speed is unsafe.</b>			
19. Are curves in this section of roadway signed appropriately? <input type="checkbox"/> YES <input type="checkbox"/> NO Not Applicable			
20. Is the recommended speed consistent with the speeds of similar roadways in the surrounding area? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
21. Speed Recommendation from enforcement: <b>30</b> MPH			
22. Reasons for this recommendation: <b>This request comes from an elected body and an appointed body of Gladstone residents.</b>			
23. Are there special plans to enforce the proposed speed zoning? (explain): <b>Gladstone Police Department will enforce. No specific plan.</b>			
24. Speed Recommendation from local residents: <b>30</b> MPH			
25. Reasons for this recommendation: <b>See 18 above</b>			
26. If more than one jurisdiction is involved, describe below (or furnish a map showing) where the city limits lines cross the roadway and where maintenance jurisdictional boundaries change. If there is more than one jurisdiction involved, this information must be furnished before the speed zone investigation can be done. <b>No other jurisdiction is involved. Within City of Gladstone limits only.</b>			

If you have questions on speed zones, contact the ODOT Traffic-Roadway Section in Salem at 986-3609, FAX 986-3749, or your local ODOT Region Traffic Office (see reverse for addresses).



Gladstone High School

Olson Wetlands

Toyota of Gladstone

Gladstone Mobile Home Park

Willamette River

Goat Island



## Tami Bannick

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**From:** Linda Cosgrove  
**Sent:** Thursday, February 25, 2016 7:54 AM  
**To:** Neal Reisner; Kenneth Moore; Neal Reisner; Michael Villanti; Yvonne McNeil; Tami Bannick; Mary Pace-Wentz; Linda Cosgrove; Linda Neace; Scott Tabor; Kirk Stempel; Jeff Jolley; Jim Whynot; Eric Swanson  
**Cc:** Linda Cosgrove  
**Subject:** Re: Speed Zone on 99E in Gladstone.

Thank you Neal for doing this.

Linda

**From:** Neal Reisner  
**Sent:** Wednesday, February 24, 2016 7:48 AM  
**To:** Eric Swanson ; Jim Whynot  
**Cc:** Linda Cosgrove ; Michael Villanti ; Linda Neace  
**Subject:** RE: Speed Zone on 99E in Gladstone.

Eric,

As I mentioned last night at the CC meeting, the Traffic Safety Committee reaffirmed their desire for the City to request a change of the speed limit on Hwy 99E/McLoughlin Blvd. from 40mph to 30mph within the city limits of Gladstone. I know the CC has previously approved this request in 2014. Would you please submit the paperwork to the State of Oregon regarding this request. Thank you and have a great day.

*Neal Reisner*

Gladstone City Council  
503-657-8331

---

**From:** Eric Swanson  
**Sent:** Monday, February 22, 2016 2:48 PM  
**To:** Jim Whynot  
**Cc:** Neal Reisner; Linda Cosgrove  
**Subject:** RE: Speed Zone on 99E in Gladstone.

Thanks!

**Eric Swanson**

City Administrator  
Direct Line: 503-557-2767  
Fax: 503-557-2761  
E-mail: [swanson@ci.gladstone.or.us](mailto:swanson@ci.gladstone.or.us)  
525 Portland Avenue  
Gladstone, OR 97027  
Website: <http://www.ci.gladstone.or.us>



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**From:** Jim Whynot  
**Sent:** Monday, February 22, 2016 2:28 PM  
**To:** Eric Swanson  
**Subject:** FW: Speed Zone on 99E in Gladstone.

Hey there Eric,

Got in touch with Sue from ODOT.

She sent me a link that has all the information on how to request the speed change on HWY 99E.

She said she has heard about this request but has not received an official request from the city.

I will need to spend a little time looking at the link she sent and get the appropriate form printed off.

In a nut shell once we submit a formal request it will take approximately 6 months for study and review then if approved another month or so to make the change.

I'll let the Traffic Safety Committee know about this tonight.

**Jim Whynot**

Public Works Director

City of Gladstone

525 Portland Ave.

Gladstone, Or 97027

Office:503-656-7957

Fax: 503-722-9078

Website: <http://www.ci.gladstone.or.us>



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**From:** DAGNESE Susanne L [<mailto:Susanne.L.DAGNESE@odot.state.or.us>]

**Sent:** Monday, February 22, 2016 1:57 PM

**To:** Jim Whynot

**Cc:** MCCONNELL Kathleen E

**Subject:** Speed Zone on 99E in Gladstone.

Hi Jim, nice talking to you just now. Here is a link to our speed zoning program. It contains lots of good information for you. The request form I mentioned is in the changing a speed zone section and the brochure I mentioned in at the top of the page.

I have cc'd Kathy McConnell on this email as she is our Speed Zoning Coordinator and will be dealing with your request and is a great resource to answer questions.

[http://www.oregon.gov/ODOT/HWY/TRAFFIC-ROADWAY/pages/speed\\_zone\\_program.aspx](http://www.oregon.gov/ODOT/HWY/TRAFFIC-ROADWAY/pages/speed_zone_program.aspx)

*Sue D'Agnese*

ODOT Region 1 Traffic Manager

123 NW Flanders

Portland, OR 97209

503 731 3427

PUBLIC RECORDS LAW DISCLOSURE

# City of Gladstone Staff Report

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Report Date: March 24, 2016  
Meeting Date: April 12, 2016  
To: City Council  
From: Jolene Morishita

## AGENDA ITEM

Proposal for an online ordinance and resolution program.

## History/Background

At our February 26 Council Meeting during Business from the Audience, we had two requests/suggestions to place resolutions/ordinances online. This would create an ease of obtaining information.

## Proposal

Two companies were contacted and requested to provide rough quotes for the purposes of offering the Council information. Should the Council wish to offer this service via our webpage, the staff would work with the vendors developing a contract with the selected vendor.

## Options

1. Direct staff to proceed forward obtaining online coverage.
2. Decline offering this service maintaining things status quo.

## Cost Impact

There will be an initial set-up charge to load all past ordinances/resolutions and then a monthly maintenance fee to keep the information up-to-date.

## Recommended Staff Action

Council to direct the staff if this is a service you would like the City to offer and authorize the staff to negotiate for the service. No formal motion is required.

Department Head  
Signature \_\_\_\_\_

Date 3/30/16

City Administrator  
Signature \_\_\_\_\_

Date 4/4/16



## Tami Bannick

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**From:** Margaret Bustion <mbustion@codepublishing.com>  
**Sent:** Friday, March 18, 2016 4:20 PM  
**To:** Jolene Morishita  
**Subject:** Ordinance and resolution online hosting  
**Attachments:** gladstoneonlinehostingproposal.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Good Afternoon Jolene,  
Thank you for your inquiry about our services.

Attached is a proposal which provides a cost estimate for text recognition and online hosting of the city's resolutions and ordinances. We have also included costs for codification services and online hosting for the code. You requested "code alert" which we refer to as "ord alert".

The following use our ordinance and resolution hosting services:

<http://www.codepublishing.com/CA/Seaside/> (click the plus (+) sign by "Municipal Code" and scroll down to Resolutions or Ordinances. To search, click the Advanced Search button and choose "Resolutions" or "Ordinances" (or click both) to search.

<http://www.codepublishing.com/OR/Newberg/> ((click the plus (+) sign by "Municipal Code" and scroll down to Tables and click the plus sign. Each ordinance has its own link to a PDF file. To search, click the Advanced Search button and choose "Ordinances" to search.

Please call me with any questions. We would be pleased to provide a web demo of our services.

**Margaret Bustion, President, MBA**  
206-527-6831 / 800-551-2633  
Code Publishing Company  
9410 Roosevelt Way NE / Seattle, WA 98115  
[www.codebook.com/codetalk](http://www.codebook.com/codetalk)





March 2016



**Proposal for Online Hosting of Ordinances  
and Resolutions  
and Codification Service**

**Submitted by  
Code Publishing Company**

**Contact:**

Margaret Bustion  
mbustion@codepublishing.com  
Phone: 800-551-2633  
9410 Roosevelt Way NE  
Seattle, WA 98115



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## EXECUTIVE SUMMARY

### Overview of our firm:

- Code Publishing is the largest codifier in the west through our dedication to thorough, accurate editing, innovative online development, and outstanding customer service for the past 27 years. All work is done in our Seattle office, providing excellent quality control and efficient, responsive turnarounds. Our narrow range of work combined with a broad range of municipal clients creates a unique blend of expertise, innovation and service.
- More than 490 cities, counties, service districts, towns, villages and Native American tribes across the continental U.S., Alaska, and Canada use our codification services. Their populations range from 150 to 1.5 million.
- Our highly trained and experienced editors and proofreaders provide the most accurate codification available. Our efficiency ensures that all ordinances are edited within the week and codified on line, on schedule, every time.
- CPC is a streamlined company of about 20 employees and we are poised to grow quickly. We monitor the work volume and projected increases as closely as we track our projects, and so are able to forecast when to hire and train additional personnel. Seattle's talent pool offers a wealth of highly educated editorial, technical and legal expertise.
- The key to our success has been to treat our customers exceptionally well, with exemplary customer service and well-designed products which make the codes accessible, both in print and online. We will make you look good.

### Support:

- We are available to answer your questions from 7:00 am to 6:30 pm every day.
- We can answer any question your staff has about codification, help with technical issues and problem solving, and research older versions of the code (we archive everything: print supplements, full code, online files).

### Innovation:

- We lead the industry in providing new features and options for online municipal codes because we are constantly searching for new ways to serve you.
- Our online offerings are second to none, designed to make browsing and searching the code easy, and we tailor the look and feel of the online code to meet your needs.
- Our format allows constant innovation; it is text-based and frameless, ADA compatible, working seamlessly with all browsers and mobile devices.

### Pricing:

- Refer to Price Proposal.

### Contact information and location of work:

Margaret Bustion, President  
Code Publishing Co.  
9410 Roosevelt Way NE  
Seattle, WA 98115-2844

Telephone: (206) 527-6831  
Email: [mbustion@codepublishing.com](mailto:mbustion@codepublishing.com)  
Web site: [www.codebook.com](http://www.codebook.com)  
Product tour: <http://www.codebook.com/tour>

## SUPPLEMENT MAINTENANCE and ONLINE HOSTING PROPOSAL

**Online Access:**

Code Publishing Company shall convert the Gladstone Municipal Code to an HTML format for searching and browsing on the Internet.

Convert Municipal Code files	No charge
Internet hosting fee	40.00 per month

*See Online Features and Enhancements and Municipal Document Hosting sheets following.*

**Municipal Document Hosting:**

Provide text recognition of PDF files of ordinances and resolutions	225.00
Split single PDF files (ordinances and resolutions) into individual files*	325.00

\* Price is based on 5 hours at 65.00 per hour. The number of hours will determine the final price.

**Supplement Service:**

Code Publishing Company shall codify the ordinances of Gladstone into its municipal code. The editorial function includes organizing, editing, proofreading, adding new ordinances, and indexing. The complete text of the new ordinances will be edited and proofread word-for-word and checked for typographical errors, incorrect section references, obsolete or conflicting text, and inconsistencies.

Editorial* (includes online updates)	20.50 per page
Graphics, maps, tables, diagrams	15.00 per page
OrdAlert	15.00 per ordinance
Printing and shipping	0.10 per impression
PDF file for in-house printing/archival	Included

\* Includes non-substantive editorial changes to include proper style, grammar, and numerical consistency; comprehensive subject matter index; proofreading; maps, diagrams, charts, etc.; statutory references.

**Included Services:**

Telephone support	No charge
Subscription service	No charge
Sample ordinance service	No charge
Archival (full code and supplements, PDF files and HTML files)	No charge

*All prices are estimates; final invoice is based on actual number of pages supplemented.*

## MUNICIPAL DOCUMENT HOSTING

Code Publishing Company can host many types of municipal documents, using the same user-friendly interface and search engine. Following are just a few of the possibilities:

- **Municipal Codes (includes Zoning / Development Codes)**
- **Comprehensive Plans / General Plans**
- **Area Plans**
- **Ordinances**
- **Resolutions**
- **Council or Commission Minutes**
- **Agendas**
- **Policies**
- **Engineering Standards**
- **Other Municipal Documents**

**Extra Document Hosting:** As many documents as you want hosted along with or separately from the Municipal Code. Includes the same interface as the code. Online options are separate for each file set. (See Online Features and Enhancements sheet.)

**75/hour setup;**

**100/fileset/year**

See <http://www.codepublishing.com/wa/olympia/>

- **Call us for more information!**

## ONLINE FEATURES AND ENHANCEMENTS

### A Current, Up-to-Date Online Code 24/7

- **Standard Online Hosting Package, 40 per month**

**Online On-Demand (OLOD)** – Ordinances codified online in 3 to 5 days. Save countless hours processing record requests and updating unwieldy codebooks. A great way to transition to a paperless code.

**Our Standard Features** – Robust searching (including Boolean, advanced and saved searches); fastest loading and navigation; synchronized table of contents; mobile/ADA access.

**Print/Save Selections** – Print or save sections as RTF, PDF, Kindle, iPad, HTML, text.

**Bookmark and SHARE** – Share links to sections via email, Facebook, Twitter, etc.

**Continuous Table Headers** – Headers remain fixed while scrolling through a long table. View [video](#) with comparisons.

**OrdSearch** – Click the ordinance number to find all sections where it is codified.

Links to **internal** and **state** code section citations, and to **Uncodified Ordinances**.

**Scope Searching** – Search one or more titles or documents.

**Custom Interface** – Customized look and feel, with banner, menus, colors and photos to match your website.

[www.codepublishing.com/ca/berkeley](http://www.codepublishing.com/ca/berkeley)

[www.codepublishing.com/ca/hermosabeach](http://www.codepublishing.com/ca/hermosabeach)

- **Additional Features and Enhancements, 65 per month\***

**Archival and Compare Versions** – View and search previous versions of the code, with:

**Side-by-Side** – Compare previous or current sections, OR

**Redlined** – Compare sections with markup (redlining) of changes.

**CodeTips** – Hover over section cites to display pop-up text previews.

**eNotes** – Add a “sticky note” to any code section and share with others.

**Zoning Definitions** – Hover over terms to display pop-up box definition. Preferred by planners.

**OrdTrak** – From the ordinance table or history note to the original ordinance on your website. Price applies when ordinance filenames are consistent and programmatic (e.g., ord1658.pdf, ord1689.pdf, etc.).

- **Tracking Ordinances and Updates**

**OrdAlert** – Highlights sections affected by ordinances pending codification with an “Amended” yellow alert in the table of contents and the code. Alerts are hyperlinked to PDF files of new ordinances. PDF files and alerts are removed after codification. No searching for ordinances in a “Pending Ordinances” folder.

**15 per ordinance**

**CodeTrak** – Highlights sections containing recently codified ordinances with a “Revised” yellow alert in the table of contents and the code. Alerts are removed when the next supplement is printed. Pairs well with OLOD.

**15 per month**

*\*A la carte options available.*

**• Don't see it here? Call us to learn what our web team can do for you!**

## SCOPE OF SERVICES – SUPPLEMENTS AND ONLINE HOSTING

### Summary

Over the next 10 years, the content, organization and process of amending municipal codes will remain largely the same. How people use and view the code will change dramatically. Code Publishing has consistently led the codification industry in technological innovation and is committed to maintaining that advantage.

As a result of the better online options we offer, many jurisdictions have reduced the number of print copies required. The city of Phoenix, Arizona embraced Code Publishing's capabilities to create a fluid, communicable code that is rapidly updated and easy to share. Instead of 100 print copies, they now need only 10.

### Starting Service

Codification is a highly technical and detailed process, and we have completed hundreds of codification projects in our 26 years in business. We manage codes in five different time zones from one office. All of our staff works closely with your staff so questions are resolved quickly and easily, and we consistently deliver good quality.

Our telephones are always answered by a real person during business hours (6 a.m. to 6 p.m. PST), and the editors and proofreaders assigned to your project will be available to provide service during that time. Teleconferences can always be arranged. All editorial work is guaranteed; in the event any errors are discovered, we will correct the online code on the same day.

Once the contract and any required materials are received, we create a project in our database for tracking purposes. A project sheet is printed out and stays with the project folder as it moves among departments. Weekly project reports ensure all projects are followed and tracked.

## Conversion Process

The conversion process from your electronic files to the HTML files hosted on our public server is straightforward. We take your files and convert them to our publishing system for print-ready files. We then convert these files to HTML, and then, using scripting software, add the various features (e.g., links to state statutes, scrolling table headers, mouseover definitions, codetips, print/save selections, etc.). We then provide you with the URL to access the code from the Internet. You do not need to have a web site to access your code on the Internet.

## Supplement Services

Services include, but are not limited to, codification of new ordinances, publishing and printing of supplements to the printed code, subscription services, creation of electronic files, setup of an online code, Internet hosting, and code archiving.

Code Publishing offers Online On-Demand updates to all of our clients, meaning new ordinances will be incorporated into the online code on their effective date or within a week of our receiving them.

Other schedules are available, e.g., monthly, quarterly, etc. We are also able to host the new ordinances separately with links from the sections they will be affecting with OrdAlert, or highlight recently updated sections using CodeTrak. With us, you can be certain your ordinances are always up-to-date online.

Supplements include updates to the preface, statutory references, cross-references, disposition table, and index. Insertion guides provide instructions for inserting new pages and removing obsolete ones. Formatting and editorial styles are kept consistent. We match your existing page style to make supplement service seamless and to provide continuity for the reader. Other codifiers might not match page styles. We guarantee delivery of printed supplements in two to six weeks, depending on the number of pages revised.

There are no annual fees, storage fees, or minimums. The supplement process also includes validating internal cross references and citations to state statutes.

As new ordinances are passed, a municipal staff member will upload new ordinances to a unique web site managed by CPC. Receipt is confirmed through email, and then the project is assigned to an editor. After checking with the municipality to ensure all ordinances have been received, the editor selects the affected areas of the code, changes the text, updates the index and ordinance table, assigns the revised code pages to a proofreader, notifies the municipality of issues (if any) and provides a supplement proof copy if requested. At least three editors and proofreaders will have reviewed the ordinances and amended code by the end of this process, ensuring against mistakes. Any issues will be brought to your attention before there is a problem. Your staff can continue comfortably with its work knowing the code has been modified to reflect the new ordinance.

For print updates, we will create an instruction sheet, detailing how to add and remove the new pages to reflect the changes. Turnaround time for a print supplement is two to four weeks, including shipping, and while it is not as fast as our online updates, your printed books will be kept accurate.

### **Tracking Ordinances**

Our project management system provides for ordinances to be logged into your project schedule with applicable effective dates. If ordinances are not to be codified at time of upload, appropriate hyperlinks to the PDF files of pending ordinances are listed at the end of the ordinance table and marked as "Not codified" or "Pending codification." Future projects are created for ordinances with unique circumstances (e.g., a sunset clause) requiring changes to the code. Please see [www.codepublishing.com/wa/Bellevue/?BellevueOT.html#newords](http://www.codepublishing.com/wa/Bellevue/?BellevueOT.html#newords) for an example.

### **Archiving Services**

CPC archives each version of the code as it is supplemented. If a print volume is provided, a PDF file is archived each time a print supplement is provided. There is no additional charge for this service. Full code PDF files are also created after each supplement.

## Subscriptions and Public Access

Code Publishing Company does not assert the right to generate revenues by selling any part of our client codes, printed, electronic or otherwise, to outside subscribers unless a client so requests. Most CPC clients ask that we handle outside subscriptions, which are priced at \$0.10 per impression for copies. It is a service we provide for our customers; we do not make a profit from these sales. CPC provides the online version of the codes we publish free of charge to the public.

Recent trends in the publishing industry indicate that most users of local jurisdiction codes are using the Internet version, rather than relying on a printed copy. For that reason, we provide immediate updates to the online code, thus reducing the need for printed copies. Additionally, since printed copies tend to become obsolete quickly, lose their pages due to negligent users who remove pages without replacing them, and require precious staff time for updating, we are now providing online users with the ability to print all or selected portions of the code directly from the Internet.

## Electronic Publishing and Internet Services

CPC can post changes to the municipal code on the internet at the same time we send printed supplements or on a much faster schedule. Our Print/Save Selections feature, described in this section, allows users to print or save (as PDF, MS Word and more) any sequential or nonsequential code portions. We feature the most user-friendly browsing and allow users to search by keyword(s) and using Boolean technology. Search results are ordered by relevance. Search terms are highlighted in the results.

All CPC online codes are available at: <http://www.codebook.com/listing>

Online enhancements are available at: <http://www.codebook.com/enhancements>

An online tour of features is available at: <http://www.codebook.com/tour>

# ONLINE CODE

## Desktop Version

Code Publishing currently provides web hosting for over 450 clients, and their web-based codes are always available. Our web services are based in the Amazon Web Services (AWS) cloud, where several separate facilities in the Pacific Northwest provide redundancy and off-site backup. We can match the look and feel of your website to create a seamless transition when accessing the code. In addition, we will also take into consideration any ideas you have to improve the web interface, and offer a full selection of unique tools. This means your code is easier to access, navigate and share.

The screenshot shows the desktop version of the Pierce County Code website. At the top, there is a navigation bar with icons for Government, Safety & Judicial, Community Services, Doing Business, and Visit & Play. The main header includes the Pierce County logo, the title "Pierce County Code", a search bar, and a "SHARE" button. A "Contents" sidebar on the left lists various titles with expand/collapse symbols and checkboxes. The main content area features the Pierce County seal, the title "PIERCE COUNTY CODE", a subtitle "A Codification of the General Ordinances of Pierce County, Washington", and the publisher information "CODE PUBLISHING COMPANY | Seattle, Washington". Below this, there are navigation arrows and a disclaimer: "The Pierce County Code is current through 2015-25S, passed May 29, 2015." Further down, there is a disclaimer about the official version, contact information for the County Website and Telephone, and a link to the Code Publishing Company. A "Mobile Version" link is also present.

## Mobile and Frameless Versions

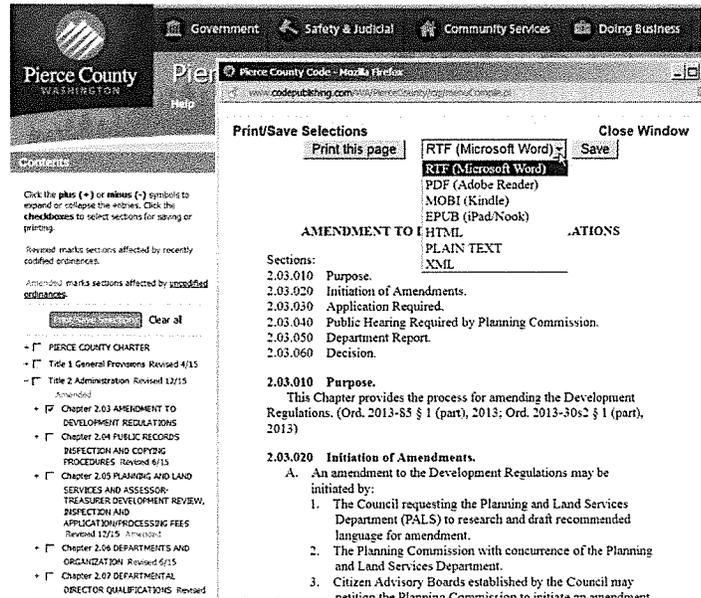
The frameless and mobile versions are designed specifically for touch screens, and include all of the best features from our regular desktop version. In addition, we recently developed a frameless version for desktops. Our mobile version is ADA compliant.

We also include the ability to download selected sections of the code in any format for any device, including native file types for all major tablets and eReaders. This makes it easier for staff, enforcement officers, and professionals to access the code on the go.



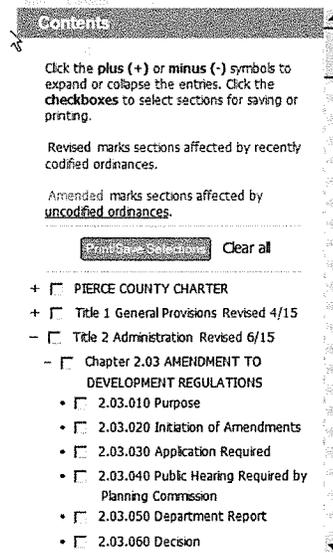
**Features**

We include Print/Save Selections, which helps users to download or print custom nonsequential titles, chapters and sections of your code with our regular webhosting. Since these printouts are generated from the Internet, they will differ from the printed book. However, we are able to include PDF titles of the book for printing or archival purposes online. Our SHARE feature allows sections of the code to be sent through email or posted on social media, and we will link any state code citations directly to the state code. We have developed several special features at the request of our clients. For a full list of Code Publishing features, please refer to the Enhancements page 2.



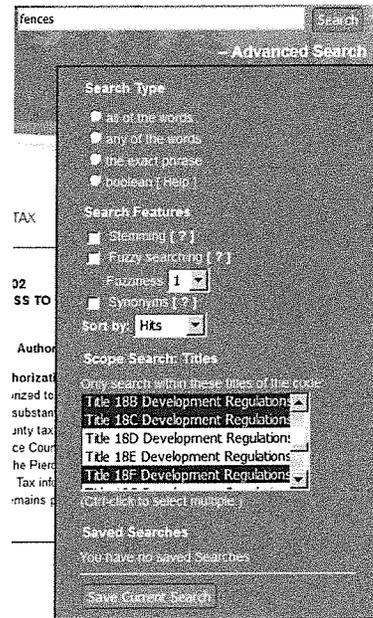
**Navigation**

Our online interface has been refined over the years to help you find the answers you need quickly and easily. An expanding table of contents of all titles, chapters, sections, tables and indexes is located on the left side of the screen, and can help you easily find anything you want. In addition, you can quickly scroll between documents or search results using the navigation bar at the top of the screen. A highlighted table of contents follows as you browse, and we can provide code location information at the top of the screen, so you can easily move among levels of the code. In addition, we provide locked table headers (especially useful for large zoning tables) for easy scrolling and linked cross-references.



**Searching**

Our interface includes dtSearch, a powerful search engine, enabling many different customization options for searching. Along with basic keyword and phrase searches, we also offer full Boolean capabilities, scope searching to specific sections within titles, and stemming and synonym searching, so anything relating to your topic can be easily found. Along with improving the search itself, we also find ways to improve the display of results. While the default result list is the 10 most relevant hits, we can also sort by code section number, or show only those code sections with hits.



**Quality Control and Team Organization**

Codification is not just a method of cutting and pasting new material into an existing book. In fact, the process of supplementing municipal codes has not fundamentally changed in the past 40 years although online access has changed dramatically. Skilled editors and proofreaders are at the core of what we do, with support from modern desktop publishing systems. There are hundreds of details that comprise the printed and electronic versions of the code. Our job is to make sure these details are not overlooked, ever. We use custom software for repetitive work which is why we are so efficient in our deliveries, and why our products are of such high quality.

The individuals we hire, whose attention to detail is very keen, scrutinize the codes and ordinances, making sure the ordinances have been codified correctly. Even so, errors are made. Our guarantee is that when a correction is necessary, no matter the cause, we will make the correction that same day.

CPC’s organizational structure is flat and employees work closely together. The project manager for your code will be Steven Jones. He will coordinate our proofreaders, editors, technical experts and attorneys to best serve the municipality. Margaret Bustion, the President of Code Publishing, is closely involved in all operations. Bill Ferensen, Vice President, handles billing, shipping and financial operations. All team members will respond to calls or emails within the day.

## TIMELINES AND WORKFLOW

<b>Conversion</b>	<b>Delivery</b>
<b>Initial Setup</b>	
<ul style="list-style-type: none"> <li>The municipality uploads electronic files (in both word processing format and scanned PDF) of the existing code and each signed original ordinance/resolution to CPC. The municipality receives confirmation of receipt from CPC by email. Files converted to publishing system for print and online versions.</li> </ul>	5 weeks
<b>Preparation</b>	
<ul style="list-style-type: none"> <li>CPC provides page layout and formatting style to be approved by the municipality.</li> </ul>	One week
<ul style="list-style-type: none"> <li>Any new files or ordinances are converted to CPC's publishing system. CPC editorial staff reviews entire code for formatting and missing material.</li> </ul>	4 weeks
<b>Internet Hosting: HTML Files Created</b>	
<ul style="list-style-type: none"> <li>Code converted to HTML and uploaded to public server. Requested enhancements are added. Online code is proofed and client is notified. Electronic files sent to client if requested.</li> <li>A client relation contacts the municipality to ensure client satisfaction.</li> </ul>	4 weeks (concurrent with initial setup)
<b>Updates and Traditional Supplements</b>	
<b>Preparation</b>	
<ul style="list-style-type: none"> <li>The municipality uploads electronic files (in both word processing format and scanned PDF) of each new signed original ordinance/resolution or other document to CPC. Receipt of files is confirmed by CPC via email to the municipality prior to codification.</li> </ul>	One day
<b>Updates</b>	
<ul style="list-style-type: none"> <li>New ordinances are edited, proofed, codified into the online code as they are passed.</li> </ul>	3 - 5 days of receipt or on effective date
<b>Traditional Supplements</b>	
<ul style="list-style-type: none"> <li>Editorial updates to the printed code version are prepared, including indexes, tables, history notes and cross-references. Scheduled per customer request.</li> <li>Requested copies printed, shipped and invoiced to the municipality. Online updates published.</li> </ul>	2 - 4 weeks

## PERSONNEL ROSTER

**Code Publishing maintains a lean structure and is dedicated to training every employee to service our clients. Below is a list of the senior representatives who will be assigned to the codification project. All employees work out of our Seattle, Washington office.**

**Margaret O. Bustion, Owner and President, 1989 – present.**

*B.A., University of Washington, Latin; M.B.A., C.P.A., Seattle University. 1975 – 1985, Managing Editor and Systems Manager, Book Publishing Company, Seattle, WA.*

Margaret founded CPC in 1989 in response to local jurisdictions' need for electronic options for codes and improved customer service. She manages all operations and employees and is available to address any of your needs or concerns. She personally calls each client annually to ensure complete satisfaction with our services.

**William Ferensen, Vice-President, 1989 – present.**

*B.S., Northern Illinois University, Marketing and Finance. 1970 – 1990, Federal Reserve Bank and Bank of America, Finance Officer. 1965 – 1969, U.S. Navy Pilot.*

Bill is the main point of contact for all accounting, subscription, and operations questions. He has managed these duties since the founding of the company and has decades of prior experience in finance and banking.

**Heidi Hanks, Lead Editor, Indexer, and Proofer, 2003 – present.**

*B.A., Carleton College, English, Magna cum Laude with Distinction in the Department. Editor and Proofreader, Book Publishing Company, 1994 – 1995; Editor, VersusLaw, Inc., 1996 – 1997; Amazon.com, 2000 – 2003, Copyeditor and Lead Copyeditor, Content Services Department.*

Heidi is our lead editor, assigned to train new proofreaders and to work on our most challenging projects. She has worked on codes across dozens of states and on codification projects of all kinds.

**Rosamund Hodge, Web and Custom Format Developer, 2007 – present.**

*B.A., University of Dallas, English, Summa cum Laude; M.St., University of Oxford, U.K., Medieval English Literature. Business IT Solutions World Wide, 2006 – 2007. Custom formats, custom features development, template development, formatting improvement, file conversion.*

Rosamund has developed many of the online features which set Code Publishing apart from the competition. She will be your main point of contact regarding any technical questions when it comes to the online code.

**Russell Joe, Legal Reviewer, 2014 – present.**

*B.A., Northwestern University; J.D., University of Colorado; Member, Washington State Bar Association.*

Russell brings 20 years of municipal experience to his role as legal reviewer. He has served on the city council of Issaquah, Washington (pop. 30,434), as a Judge Pro Tem, and as the prosecuting attorney for several cities. His experience brings unique insight into the legal issues facing municipalities.

**Steven Jones, Production Manager (since 2005); 1995 – present.**

*B.A., Rice University, English, Medieval Studies and Publishing. National Merit Scholar. Editor, IT Staff, and Proofreader.*

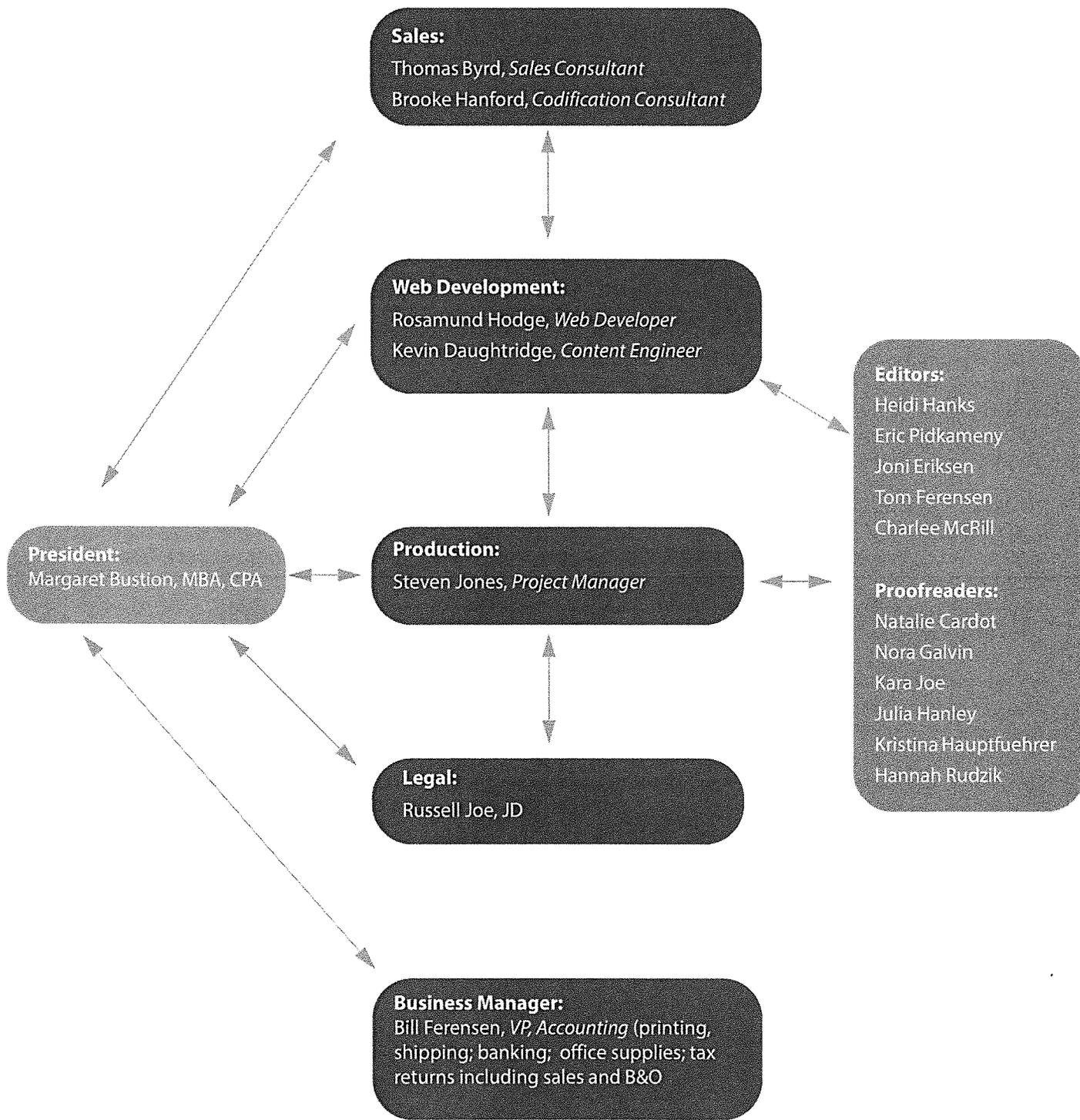
Steven is the project manager for all codification and supplement projects. All labor is delegated through him. He has two decades of experience in all aspects of codification. He is your main point of contact for all things related to your code and ordinances.

**Kevin Daughtridge, Content Engineer; 2013 – present.**

*B.A., University of Washington, Linguistics. Content Engineer, Editor, and Proofreader.*

Kevin designs, develops and maintains the technologies underlying Code Publishing's editorial process. He focuses on capturing and processing the information in codes in new ways to enable innovative web features and to maintain the speed and accuracy of our services.

# Code Publishing Company Organization Chart



**Key:**

↔ = Line of communication

OREGON CUSTOMERS

**City of Albany**

Contact: Mary Dibble,  
City Clerk  
Telephone: 541-917-7524

**City of Beaverton**

Contact: Carla Saunders,  
Legal Secretary  
Telephone: 503-526-2491

**City of Bend**

Contact: Robyn Christie,  
City Recorder  
Telephone: 541-388-5505

**City of Brookings**

Contact: Joyce Heffington,  
City Recorder  
Telephone: 541-469-1102

**City of Brownsville**

Contact: Scott McDowell,  
City Administrator  
Telephone: 541-466-5666

**City of Burns**

Contact: Dauna Wensenk,  
City Recorder  
Telephone: 541-573-5255

**City of Central Point**

Contact: Deanna Casey, MMC,  
City Recorder  
Telephone: 541-664-3321

**City of Coos Bay**

Contact: Susanne Baker,  
Asst. Finance Director  
Telephone: 541-269-8915

**City of Cornelius**

Contact: Debby Roth, MMC,  
City Recorder-Treasurer  
Telephone: 503-357-9112

**City of Cottage Grove**

Contact: Trudy Borrevik, CMC,  
City Recorder  
Telephone: 541-942-5501

**City of Creswell**

Contact: Roberta Tharp, CMC,  
City Recorder  
Telephone: 541-895-2531

**Crook County**

Contact: Eric Blaine,  
Assistant Legal Counsel  
Telephone: 541-416-3934

**City of Dundee**

Contact: Rob Daykin,  
City Administrator  
Telephone: 503-538-3922

**City of Eagle Point**

Contact: Cindy Hughes, CMC,  
City Recorder  
Telephone: 541-826-4212

**City of Fairview**

Contact: Devree Leymaster, CMC,  
Mayor's Office  
Telephone: 503-674-6211

**City of Garibaldi**

Contact: John O'Leary,  
City Administrator  
Telephone: 503-322-3327

**City of Halsey**

Contact: Hilary Norton,  
Assistant City Recorder  
Telephone: 541-369-2522

**City of Harrisburg**

Contact: Michele Eldridge, CMC,  
City Recorder  
Telephone: 541-995-6655

**City of Hermiston**

Contact: Amy Palmer,  
Finance Director  
Telephone: 541-667-5005

**City of Hubbard**

Contact: Vickie Nogle, MMC,  
City Recorder  
Telephone: 503-981-9633

**Jefferson County**

Contact: Barbara Andresen,  
Administrative Assistant  
Telephone: 541-475-2449

**Josephine County**

Contact: Beecher Ellison,  
Law Librarian/Legal Counsel Staff  
Telephone: 541-218-7886

**City of Junction City**

Contact: Kitty Vodrup,  
City Recorder  
Telephone: 541-998-2153

**City of Lake Oswego**

Contact: Evan Boone,  
Deputy City Attorney  
Telephone: 503-635-0225

**City of Lincoln City**

Contact: Cathy Steere, MMC,  
City Recorder  
Telephone: 541-996-1203

**Marion County**

Contact: Gloria Roy,  
Legal Counsel  
Telephone: 503-588-5220

**City of Monmouth**

Contact: Phyllis Bolman, MMC,  
City Recorder  
Telephone: 503-838-0722

**City of Myrtle Creek**

Contact: Carolyn Shields, CMC,  
City Recorder  
Telephone: 541-863-3171

**City of Newberg**

Contact: Sue Ryan,  
City Recorder  
Telephone: 503-537-1283

**City of North Bend**

Contact: Joann Thompson,  
City Recorder  
Telephone: 541-756-8529

**City of Philomath**

Contact: Ruth Post, MMC,  
City Recorder  
Telephone: 541-929-6148

**City of Phoenix**

Contact: Janette Boothe,  
City Recorder  
Telephone: 541-535-1955

**City of Pilot Rock**

Contact: Teri Porter, CMC,  
City Recorder  
Telephone: 541-443-2811

## CODE PUBLISHING COMPANY

### **City of Prineville**

Contact: Lisa Morgan,  
City Recorder/Sr. Admin. Asst.  
Telephone: 541-447-5627

### **City of Rainier**

Contact: Debra Dudley,  
Finance Director  
Telephone: 503-556-7301

### **City of Rogue River**

Contact: Mark E. Reagles,  
City Recorder  
Telephone: 541-582-4401

### **Rogue Valley Sewer Services**

Contact: Joan Pariani,  
Executive Secretary  
Telephone: 541-779-4144

### **City of Silverton**

Contact: Lisa Figueroa,  
Admin. Asst./City Clerk  
Telephone: 503-873-6117

### **City of Sisters**

Contact: Kathy Nelson,  
City Recorder  
Telephone: 541-549-6022

### **City of St. Helens**

Contact: Kathy Payne, CMC,  
Executive Secretary  
Telephone: 503-366-8217

### **City of Sutherlin**

Contact: Debbie Hamilton, MMC,  
City Recorder/HR Manager  
Telephone: 541-459-2856

### **City of Veneta**

Contact: Shauna Hartz,  
Finance & Admin. Services Dir.  
Telephone: 541-935-2191

### **City of West Linn**

Contact: Kathy Mollusky, CMC,  
City Recorder  
Telephone: 503-722-3430

### **City of Yoncalla**

Contact: Kathleen Finley,  
City Administrator  
Telephone: 541-849-2152

## TERMS AND CONDITIONS

### Terms

In consideration for services, customer shall compensate the Code Publishing Company (CPC) the sum(s) set forth in the written proposal or services addendum, attached to and made a part of this Agreement. Additional service(s) provided by CPC following the execution of this Agreement shall be compensated at the current price(s) in effect for CPC's services at the time of performance of the services, unless otherwise agreed to between the parties and set forth in this Agreement.

### Payment and Invoice Requirements

CPC shall invoice the customer upon delivery of the newly codified ordinances, printed supplements, and/or electronic services elected by the customer consistent with the terms set forth in the attached proposal or services addendum. Additional services agreed to between the parties shall be invoiced following service delivery. Payments shall be made by the customer to CPC within thirty (30) days of receipt of said invoice by the customer.

### Code to Remain Property of Customer

The code produced by CPC shall be the exclusive and sole property of the customer and the customer may use said code for any purposes it deems appropriate, including copying, distributing, or selling copies of said code.

### Indemnification

CPC shall indemnify, defend, and hold harmless the customer, its officers, employees, agents, assigns, and representatives from any and all costs, claims, judgments or awards of damages arising out of any negligent acts or omissions of CPC, its officers, employees and agents, assigns, and representatives in performing the terms of this Agreement.

The customer shall indemnify and hold harmless CPC, its officers, employees, agents, assigns, and representatives for any claims caused by delays to the codification process that may arise from the failure of the customer to supply CPC promptly with all necessary materials and/or information required for the completion of codification, supplementation, and webhosting services.

### Insurance

CPC shall procure and maintain, for the duration of this Agreement, general commercial liability insurance for the benefit of CPC and the customer against claims arising from or in connection with the performance of the terms of this Agreement by CPC, its officers, employees, agents, assigns, and representatives. The general commercial liability insurance policy limit amounts shall be no less than \$1,000,000 each occurrence and \$2,000,000 general aggregate coverage. Proof of insurance coverage shall be maintained by CPC and provided upon request by the customer.

### Termination of Agreement

This Agreement may be terminated by either party upon sixty (60) days' advance written notice. The customer is required to remunerate to CPC payment for all services performed by CPC up to the date that the services performed by CPC are to discontinue. The customer acknowledges that CPC shall have a lien against all materials provided by the customer to CPC for codification to secure payment for services due until full payment for services performed by CPC has been received.

### Effective Date

This Agreement is effective upon the signatures of both parties to this Agreement from the most recent date signed by either of them and shall remain in effect continuously until terminated by either party.

## **AUTHORIZATION/AGREEMENT**

The City of Gladstone, OR, hereby agrees to the procedures set forth in this proposal and authorizes Code Publishing Company to proceed with the conversion and codification project for the Gladstone Municipal Code which includes providing text recognition and online hosting for all resolutions and ordinances.

Initial project (text recognition for ordinances and resolutions)	550.00
Annual online hosting for ordinances and resolutions	150.00
Supplement service (per page)	20.50
Online hosting (per month)	40.00

The City agrees to submit ordinances and resolutions as they are passed.

**CODE PUBLISHING COMPANY**

**CITY OF GLADSTONE**

By: \_\_\_\_\_  
**Margaret O. Bustion, President**  
**9410 Roosevelt Way NE**  
**Seattle, WA 98115**

By: \_\_\_\_\_  
**525 Portland Ave.**  
**Gladstone, OR 97027**

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

Please sign and return two copies of this page (via USPS) or email this page to:

**Code Publishing Company**  
9410 Roosevelt Way NE  
Seattle, WA 98115  
OR  
mbustion@codepublishing.com

On execution by the company, a copy will be returned to the City.

*All prices are estimates; final invoice is based on actual number of pages supplemented in the code.*

## Tami Bannick

---

**From:** Nancy Helmer <nancyh@qcode.us>  
**Sent:** Friday, March 04, 2016 3:22 PM  
**To:** Jolene Morishita  
**Subject:** RE: resolution and ordinances  
**Attachments:** Gladstone Ordinance-Resolution project.docx

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Jolene,

Attached is information with some suggestions/options for adding links to ordinances & resolutions as part of the online code service. I suggest after you have had time to discuss the scope of the project with the City Administrator it might be a good idea to arrange a meeting to discuss the project. With little notice I can come down and meet or we could have a conference call.

In the attachment I said I would attach a link to the Santa Rosa code as they have their ordinances and resolutions posted on their site and we have provided a link on the left-hand side of the main code page to make it easy for code users to search ordinances/resolutions. <http://www.qcode.us/codes/santarosa/>

Regarding our CodeAlert service that you viewed on Happy Valley's website. I sent you a description and pricing for this service in my 2/26/16 email. Based on the City adopting 33 ordinances from 2012 – 2015 which is approximately 8 ordinances a year, the average annual cost for this service would have been.

CodeAlert monthly updating charge = \$25.00 or \$300.00 per year.  
CodeAlert per ordinance charge = \$30.00 per ordinance or \$240.00 based on 8 ordinances per year.  
**Average annual cost = \$540.00 per year.**

Please call or email me if you have additional questions etc.

I look forward to hearing from you.

Have a good weekend!

Thanks,

Nancy

---

**From:** Jolene Morishita [mailto:morishita@ci.gladstone.or.us]  
**Sent:** Friday, March 04, 2016 10:56 AM  
**To:** Nancy Helmer  
**Subject:** RE: resolution and ordinances

Hi Nancy,

I spoke to the City Administrator and he says he isn't sure what he wants so is requesting a price quote for all the different ways. Is that even possible? Jolene

---

**From:** Nancy Helmer [mailto:nancyh@qcode.us]  
**Sent:** Thursday, March 03, 2016 3:52 PM  
**To:** Jolene Morishita  
**Subject:** RE: resolution and ordinances



Hi Jolene,

I got your voice mail message and I completely understand. I will email my questions to you tomorrow morning and we will take it from there.

Have a good evening and try not to work so late!

Thank you for getting back to me.

Take care.

Nancy

---

**From:** Jolene Morishita [<mailto:morishita@ci.gladstone.or.us>]  
**Sent:** Friday, February 26, 2016 11:59 AM  
**To:** Nancy Helmer  
**Subject:** RE: resolution and ordinances

Nancy,

Please take a look at the attached under the resolution and ordinance table. It is what a neighboring City is doing and what we want.

<http://www.codepublishing.com/OR/WestLinn/>

We don't have the signed copies electronically, so we would have to scan them to accomplish this. Would we have to scan each ordinance and resolution separately or could we scan everything together and have you split them out and save them individually? We simply don't have the staff to scan and save each thing individually....

One last thing that someone mentioned is to also include an alert section for ordinances that are not yet updated in the code like this:

<http://qcode.us/codes/happyvalley/>

Jolene

---

**From:** Nancy Helmer [<mailto:nancyh@qcode.us>]  
**Sent:** Friday, February 26, 2016 11:18 AM  
**To:** Jolene Morishita  
**Subject:** RE: resolution and ordinances

Hi Jolene,

Yes we can probably help you with this but I need a little more information. Do you currently have electronic copies of all of your ordinances and/or resolutions? It might be best if we discussed this over the phone so that I have a better idea of what you are looking for. Please give me a call or let me know when would be a good time for me to call you.

I look forward to hearing from you.

Thanks,

Nancy  
206 216 9500



---

**From:** Jolene Morishita [<mailto:morishita@ci.gladstone.or.us>]

**Sent:** Friday, February 26, 2016 10:27 AM

**To:** [nancyh@qcode.us](mailto:nancyh@qcode.us)

**Subject:** resolution and ordinances

Hi Nancy,

We are looking into putting all of our resolutions and ordinances online with a table for each in a searchable format. Is this something your company does?

Jolene Morishita  
Assistant City Administrator  
City of Gladstone

PUBLIC RECORDS LAW DISCLOSURE

This email is a public record of the City of Gladstone and is subject to public disclosure unless exempt from disclosure under Oregon Public Records Law. This email is subject to the State Retention Schedule.

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## GLADSTONE MUNICIPAL CODE

### COST ESTIMATES

Here are some options/suggestions for:

**Adding links to ordinances.** Adding Links from the ordinance numbers in the Ordinance List & Disposition Table to PDF copies of the actual ordinances.

Initial Cost will depend on whether the city provides us with PDF copies of the ordinances each in a separate file or whether they provide the ordinances to us in one file. If we receive the ordinance in one file we will need to separate out and make a file for each ordinance. This will take extra time.

Secondly, the Ordinance List includes Ordinances 1 – 1463, of which:

766 are listed as “not codified” or “special”

251 are listed as “repealed” or “repealer”

22 are listed as “number not used” or “missing”

33 ordinances 1430 – 1463 we have PDF copies in our files.

Some of the ordinances listed as repealed/repealer, you may want to scan and include a link to the ordinance but for most of these I would suggest not including them.

This leaves approximately 400 to 500 codifiable ordinances that you may want to scan and have us link to the actual ordinances.

In order to give you a cost estimate for the above we need to know how many ordinances you want included and whether you will provide them to us in individual files or all in one large file.

**Creating a table and adding links to resolutions.** As with adding links to ordinances we need to know how many resolutions you want included and how the PDF files are provided to us before I can give you a cost estimate.

#### **Alternatives:**

1. Have QCP add links to Ordinances 1430 – 1463 and continue to add new ordinances as they are codified. The one-time cost would \$10 per ordinance.

2. **Ordinances stored on City’s site.** As time permits, the City can scan the ordinances into individual PDF files organized by year and store them on the City’s site similar to how the City stores the council meeting agendas, minutes etc. Then at no additional cost to the city we can add a quick link to the main code page for easy access to the actual ordinances stored on the City’s site. Since the signed ordinance is the law, my experience is that cities and counties want them stored on their site. I have included a link in my email to Santa Rosa, CA main code page as we provide this service to them for easy access to both their resolutions and ordinances. Link is on the left-hand side of the main code page as “City Ordinance Archive”.





SPECIAL EVENT BREWERY-PUBLIC HOUSE APPLICATION

COPY

This license allows an Oregon Brewery-Public House Licensee to sell wine, cider, and malt beverages for drinking within the special event licensed area, in sealed containers for taking out of the special event licensed area, and malt beverages, wine, or cider in a securely covered container (i.e. growlers) for taking out of the special event licensed area.

- Process Time: OLCC needs your completed application to us in sufficient time to approve it. Sufficient time is typically one to three weeks before the first event date listed in #10 below (some events may need extra processing time). OLCC may refuse to process your application if it is not submitted in sufficient time for the OLCC to investigate it.
License Fee: \$10 per license day or any part of a license day. Make payment by check or money order, payable to OLCC. A license day is from 7:00 am to 2:30 am on the succeeding calendar day.
License Days: In #10 below, you may apply for a maximum of five license days per application form.

1. Licensee Name (please print): METEORITE BREWERY LLC 2. E-Mail: rosalie@ochbeerco.co

3. Trade Name of Business: OREGON CITY BREWING COMPANY 4. Fax: N/A

5. Address of Annual Business: 1401 WASHINGTON STREET 6. City/ZIP: OREGON CITY, OR 970

7. Contact Person: ROSALIE MORROW 8. Contact Phone: 503-805-2150

9. Event Name: CUSTOMER APPRECIATION

10. Date(s) of event (no more than five days): APRIL 9th, 2016

1. Start/End hours of alcohol service: 12 AM PM to 2 AM PM

2. Address of Special Event Licensed Area: 870 E BERKELEY ST. GLADSTONE, 9702
(Street) (City/Zip)

3. Is the event outdoors? Yes No

13a. If no, in what area(s) of the building is the event located?

13b. If yes, submit a drawing showing the licensed area and how the boundaries of the licensed area will be identified.

4. List the primary activities within the licensed area: BEER GARDEN

5. Will minors and alcohol be allowed together in the same area? Yes No

6. What is the expected attendance per day in the licensed area (where alcohol will be sold or consumed)? 300-400

PLAN TO MANAGE THE SPECIAL EVENT LICENSED AREA: If your answer to #16 is 501 or more, in addition to your answers to questions 17, 18 and 19 you will need to complete the OLCC form, Plan to Manage Special Events, unless the OLCC exempts you from this requirement.

7. Describe your plan to prevent problems and violations. ONE POINT OF ENTRY, ID CHECKER, 2 ALCOHOL MONITORS

8. Describe your plan to prevent minors from gaining access to alcoholic beverages and from gaining access to any portion of the licensed premises prohibited to minors.

ID CHECKER AT ONLY POINT OF ENTRANCE, NO MINORS ALLOWED IN BEER GARDEN

19. Describe your plan to manage alcohol consumption by adults.

ONLY ONE 16OZ BEVERAGE WILL BE ALLOWED PER PERSON AT ANY TIME

20. List name(s) and service permit number(s) of alcohol manager(s) on-duty and in the licensed area:

ROSALIE MORROW

LIQUOR LIABILITY INSURANCE: If the licensed area is open to the public and expected attendance is 301 or more per day in the licensed area, you must have at least \$300,000 of liquor liability insurance coverage as required by ORS 471.168.

21. Insurance Company: LIBERTY MO INSURANCE 22. Policy #: 23. Expiration Date: 4/1/2017

24. Name of Insurance Agent: MAT BUNCH 25. Agent's phone number: 503-266-2210

FOOD SERVICE: You must provide at all times and in all areas where alcohol service is available at least two different substantial food items (see the attached sheet for an explanation of this requirement).

26. Name at least two different substantial food items that you will provide:

1 HOT DOGS 2 HAMBURGERS

GOVERNMENT RECOMMENDATION: Once you've completed this form to this point, you must obtain a recommendation from the local city or county named in #27 below before submitting this application to the OLCC.

27. Name the city if the event address is within a city's limits, or the county if the event address is outside the city's limits:

GLADSTONE, OR

I affirm that I am authorized to sign this application on behalf of the applicant.

28. Licensee Name (please print): ROSALIE MORROW

29. LICENSEE SIGNATURE: [Signature] 30. Date: 3/3/2016

CITY OR COUNTY USE ONLY
The city/county named in #27 above recommends:
[ ] Grant [ ] Acknowledge [ ] Deny (attach written explanation of deny recommendation)
City/County Signature: [Signature] - Chief of Police Date: 3/10/16

FORM TO OLCC: This license is valid only when signed by an OLCC representative. Submit this form to the OLCC office regulating the county in which your special event will happen.

OLCC USE ONLY
Fee Paid: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_
License is: [ ] Approved [ ] Denied
OLCC Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Current Problems with County

- No dedicated staff person to filter comments and ensure items/projects aren't dropped or fall through the cracks
- Departments are not receiving requests to provide comments to the Planning Commission packets. Staff cannot provide comments for the packet if they do not know.
- Unclear and incomplete requests for information. \*A recent request for comments was received that contained a cover page with: Date, place, file #, owner (all the standard stuff), with a proposal that said Watchman's quarters-manufactured home; page 2 was a grid map with an arrow pointing to a tax lot; page 3 was a Google Map style aerial picture with an X showing the proposed site; page 4 was a picture of a single wide mobile home. What was the question?
- Projects get built differently than approved by the Planning Commission.
- Projects get built without knowledge or input from Gladstone.
- There appears to be a disconnect between our pre-application meetings and the planning commission. Staff attends multiple pre-app meeting where we make comments and explain what is required to move a project forward. There is no standard procedure of the format comments are share with the Planning Commission (rewritten by the Planner or the original copied and handed out). It should be unnecessary to have the Gladstone participants send in comments that have already been shared at a pre-app meeting where the County Planner was present and heard them already - he should be taking notes.
- Information in one application is copy/pasted into a secondary application. This results in Planning Commission not seeing the correct information as well as the wrong information being entered into the public record.
- Assigned planner is generally unavailable.
- Responses to direct questions related to planning are often responded to with vague generalities that cause individuals to continue to contact the City complaining that they are not getting specific answers.
- As a point of contact for the City of Gladstone, the planner regularly fields inquires not applicable to his role as planner and he regularly makes referrals to the wrong department for these inquires. The Planner should be aware that Clackamas County performs building code services for the City of Gladstone. Instead of referring individuals appropriately, he continually refers people back to Gladstone's Code Enforcement Officer.

## Questions for Oregon City

- Overall review of projects is needed when complete, but before approval is given i.e. Inspection for things like bike racks, garbage enclosures, landscaping requirements, etc that were passed by Planning Commission.

- The need for professional representation from highly qualified staff with education in local and regional laws is needed to assist community board members to make sound decisions.
- Make sure Oregon City has the depth of experience and able to address work volume backlogs.
- Need to make sure we cover all areas of building, not just planning. Ex. inspections of concrete foundations, sprinkler systems, plumbing, grading, etc by certified personnel.
- Authority to issue stop work orders and levy fines.
- How will the workload get structured for jobs? For planning and inspections O.C. first priority and Gladstone second priority?
- Get treated appropriately in a timely manner.
- Answer questions precisely.
- Handle things in a cost efficient manner.
- Require pre-application meetings for most new development applications.
- Collect a fee from potential applicants to cover the cost of the pre-application meetings, as surrounding municipalities do.
- Adequate time for city staff (GPD, GFD, GPW) to “comment” or report “no issues” on all agenda items prior to planning packet printing and distribution. Maybe staff level decisions also?
- Comments from departments at any pre planning meetings need to be included in planning commission packet
- Communication and competent decision making as to what does and does not come before planning commission
- Follow up on planning decisions to make sure what is approved, is what is built, with attention to detail, if plans are revised after approval, or conceptual drawings were used for approval
- Enforcement (who does what)
- For planning code violations have an enforcement arm that accompanies.
- Gladstone’s best interest must be top priority (not the applicants)
- List of current staff level decisions
- Timely code update recommendations
- Master list of codes that need to be addressed. Code that planning commission come across when applying to applications and/or enforcement officer find difficult to enforce, need to be added to the list at the monthly meeting
- Future overall planning not just application review
- Adequate time allocation to Gladstone as a priority, not just squeezed in between other duties
- Professional services support (traffic engineer, telecom, etc.) Applicants supply reports from professionals and the city has to accept the report, as we have no professionals on staff to refute the report.
- List of noticed properties for each agenda item

- Permits/approvals not given if funds owed to any city dept.
- Need zoning enforcement coverage.
- A method of conflict resolution when a project may involve both Oregon City and Gladstone (ex. bridge and Ranney Collector).



# CITY OF OREGON CITY, OREGON

## BUILDING INSPECTION PROGRAM

### OPERATING PLAN



October 2015

## Introduction

### *OAR 918-020-0080 Delegation of Building Inspection Programs*

*The state Building Codes Division and every municipality that administers and enforces a building inspection program or desires to assume responsibility to administer and enforce a building inspection program shall prepare an operating plan that describes the manner in which the municipality or the division will do so. The operating plan shall establish specific goals, consistent with the program standards described in ORS 455.153 and OAR 918-020-0090.*

**This operating plan was developed to comply with the above statute and administrative rule. The plan is on file with the State of Oregon Building Codes Division, has been distributed to surrounding jurisdictions, and is available through this office upon request.**

**This plan reflects the standards, policies, procedures and services administered and offered through the City of Oregon City/Community Development Department. The plan will be updated as necessary to reflect service changes.**

**Any questions related to this plan should be directed to:**

**Michael G. Roberts M.C.P.  
Building Official  
221 Molalla Ave. Suite 200  
Oregon City, Oregon 97045  
MAILING ADDRESS:  
P.O. Box 3040  
Oregon City, Oregon 97045**

**Phone: (503) 496-1517  
Email: [mroberts@orccity.org](mailto:mroberts@orccity.org)**

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# ADMINISTRATIVE STANDARDS

## FUNDS

The Department operates through a dedicated fund. All plan review and permit revenues are deposited in this fund and all division expenditures are drawn from this fund.

## EQUIPMENT

All staff members are provided with the equipment and other resources needed to complete their work in an efficient and service oriented manner. Such equipment includes, but is not limited to, open office spaces, vehicles for inspections, cellular telephones, computers, personal protection equipment, flashlights, code and code-related publications, business and identification cards.

## STAFF AUTHORITY AND RESPONSIBILITIES

### **Building Official:**

Section 15.04.010 of the Oregon City Municipal Code states as follows

- 1) The building official is authorized to enforce all the provisions of this code.*
- 2) The building official shall have the power to render written and oral interpretations of this code and to adopt and enforce administrative procedures in order to clarify the application of its provisions. Such interpretations, rules, and regulations shall be in conformance with the intent and purpose of this code.*

### **Plans Examiners:**

As per OAR 918-098-1010, plans examiners review plans for compliance with the City of Oregon City Municipal Building Code ordinance at the level for which the plans examiner is certified by the International Code Council or the State of Oregon and possess a valid Oregon Inspector Certification.

### **Inspectors:**

As per OAR 918-098-1010 inspectors conduct and inspections of work covered by the specialty code and the level certified by the International Code Council or the State of Oregon and possess a valid Oregon Inspector Certification.

Detailed job descriptions for all staff members are available upon request.

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## **APPEALS PROCESS**

**Any appeal of a plans examiner decision is reviewed by the Building Official. The appeal may be verbal or in writing. There is no cost for this initial appeal. A decision is generally rendered within 24 hours of the request.**

**Any appeal of an inspector decision is reviewed by the Building Official. The appeal may be verbal or in writing. There is no cost for this initial appeal. A decision is generally rendered within 24 hours of the request.**

**As provided in ORS 455.475 an applicant for a building permit may appeal the decision of a building official on any matter relating to the administration and enforcement of the department. The appeal must be in writing. A decision by the department on an appeal filed under this subsection is subject to judicial review as provided in ORS 183.484.**

**An appeal of a decision of the Building Official unrelated to code provisions is reviewed by the Community Development Director.**

## **ACCOUNTING**

**All revenues collected are deposited in the Department's dedicated fund. These revenues are segregated by service area. See Attachment 1 for FY 2014-2015 year end revenues and revenue projections for the fiscal year.**

**All program expenditures are budgeted in the Department's dedicated fund. See Attachment 2 for FY 2014-2015 year end expenditures and expenditure projections for the fiscal year.**

**Administrative costs are assessed through the Finance Department's administrative service charge.**

## **RECORDS RETENTION AND RETRIEVAL**

**All City records are retained at least for the minimum time outlined by the Oregon State Archivist. Residential single-family plans are available to the homeowner after the required retention period.**

**Currently records are retained in their original "paper" format in file cabinets. The Department is currently converting existing files to electronic copies and expect completion of electronic files in 2016. This process will save space and enhance the ability to efficiently retrieve the records.**

### **AVAILABILITY OF OPERATING PLAN**

The City of Oregon City operating plan is available to any interested party upon request. A copy can be supplied in electronic format if desired.

### **PUBLIC COMMENT/COMPLAINT PROCESS**

Public comments or complaints may be submitted verbally (in person or via telephone) or in writing (via fax, mail, personal delivery) or electronically by email.

Comments or complaints related to code provisions are processed by the most appropriate staff member. If the comment or complaint becomes an appeal, procedures outlined above will be followed.

Comments or complaints related to employee behavior are processed by the employee's supervisor as per City of Oregon City personnel policies.

### **PUBLIC INQUIRY PROCESS**

The Department maintains office hours from 8:30 am to 3:30 pm. Telephones are answered by administrative staff between 7:00 am and 4:00 pm. Inspections requests are accepted via an inspection request line during work hours and an automated inspection request line between the hours of 4:00 p.m. to 7:00 a.m. on week days and 24 hours on Saturday and Sunday. The city uses an Integrated Voice Response (IVR) system for inspection requests. Inspection requests are also processed via fax or on the internet.

The Department's phone number is (503) 722-3789. The fax number is (503) 722-3880. The inspection request number is (503) 496-1551.

Customers may telephone to inquire on matters related to permitting, plan review, or inspection processes anytime between 7:00 am and 4:00 pm. Customers may visit our public service counter to inquire on matters related to permitting, plan review, or inspection processes anytime between 8:30 am and 3:30 pm. Customers may mail or fax inquiries of this nature at any time.

Responses to customer inquiries are generally conducted on the same day they are received, but not later than 48 hours of receipt.

### **CUSTOMER SERVICE INFORMATION**

The jurisdiction of this Department covers all areas within the City of Oregon City city limits. A map of the jurisdictional boundaries is maintained at the public service counter and is available on the City of Oregon City Website.

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The City of Oregon City is a “full service” jurisdiction. Permits for work governed by each specialty code are available through this office.

### NOTIFICATIONS

All notices issued pursuant to OAR 918-020-0070 through -0220 shall be sent to City of Oregon City, Michael Roberts, Building Official.

## PERMITTING STANDARDS

### OFFICE LOCATION AND HOURS OF OPERATION

The City of Oregon City Building Division is located at 221 Molalla Ave, Suite 200 Oregon City, Oregon. The Building Division is part of the Community Development Department which maintains office hours from 7:00 am to 4:00 pm Monday through Friday, excluding Holidays.

Telephones are answered by administrative staff between 7:00 am and 4:00 pm. Permit applications are accepted and permits are issued anytime between 8:30 am and 3:30 pm. Permit applications are also accepted via mail, fax or the e-permitting system.

### APPLICATION PROCEDURES

Applicants for permits are required to provide proof of licensing, registration and certification of any person who proposes to engage in any activity regulated by ORS Chapters 446, 447, 455, 479, 693, and 701. Issues which may arise from this verification process are referred to the Building Official for resolution.

Applications for permits are made on forms developed by the State of Oregon Building Codes Division to ensure uniformity for permit applications and submittals. Permit applications received in person are checked for completeness before the customer leaves. Permit applications received via mail are checked on the day of receipt for completeness, and, if some necessary information is lacking, the customer is contacted immediately.

### APPLICATION & PERMITTING TIME FRAMES

#### Oregon Residential Specialty Code Permits:

Permit applications for work regulated by the Oregon Residential Specialty Code are issued over-the-counter when possible. If the permit requires some in-depth review and cannot be issued over-the-counter, the Department will inform the applicant within three working days of receiving the application, whether or not the application is complete and whether or not it is for a simple residential plan, for the purpose of this operating plan and ORS 455. 467, a “complete application” shall be defined in OAR 918-090-0320. If deemed a simple residential plan, the department informs the applicant of the time period in which the plan review will generally be completed. Once plans are determined to be complete, they are entered in the plan

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review log. Plans are reviewed in the order that they were determined to be complete.

The Building Department has designated a list of three licensed plan reviewers (see enclosed) from which the department will accept plan reviews when the time period specified in the following section cannot be met.

The applicant may select a plan reviewer from the list to perform a plan review when the time period for review of a “simple one and two family dwelling plans” exceeds 10 days. For the purpose of this operating plan “simple one-or two-family dwelling plans” shall:

- (a) Comply with the requirements for prescriptive construction under the Oregon Residential Specialty Code; or
- (b) Comply with the Oregon Manufactured Dwelling Standard; and
- (c) Be a structure of three stories or less with an enclosed total floor space of 4,500 square feet or less, inclusive of multiple stories and garage(s).

“Simple one-and two family dwelling plans” may;

- (a) Include pre-engineered systems listed and approved by nationally accredited agencies as approved in accordance with the appropriate specialty code, or by state interpretive rulings approved by the appropriate specialty board, that require no additional analysis; and
- (b) Be designed by and architect or engineer and be considered a “simple one and two family dwelling plan”.

The following shall be considered “simple one and two family dwelling plans”:

- (a) Master Plans approved by the department or under ORS 455.685, which require no additional analysis and plans that include an engineering soils report if the soil report allows prescriptive building construction and requires no special systems or additional analysis.

A plan that does not meet the definition of “simple” in this operating plan is deemed to be “complex”. In order to provide timely customer service, the department may accept a residential plan review performed by a licensed plan reviewer for a complex one and two family dwelling.

Issuance of the permit for “complex” residential plans is normally 3 weeks after submission from the date of application, subject to delays in receiving additional information as requested in the plan review process to resolve code issues.

The Department utilizes a process and procedure defined in OAR 918-050-0010 for deferred submittals.

#### **Manufactured Dwelling Permits:**

Permit applications for work regulated by the Oregon Manufactured Dwelling Standards are issued over-the-counter when possible. Plans that comply with the requirements for a simple residential plan are reviewed within the 10 day time period allowed by OAR and ORS requirements. If the plan is considered to be complex, staff generally issues the permit within two weeks from the date the complete application and plan information are received.

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## **Other Permits:**

Permit applications for work regulated by the Structural, Mechanical, Plumbing, and Electrical Codes are issued over-the-counter when possible. If the permit requires some in-depth review and cannot be issued over-the-counter, the Department will try to notify the applicant within three weeks of any plan deficiencies. Staff generally is ready to issue the permit within four weeks from the date that complete application and plans are received subject to delays in receiving any additional information as requested in the plan review process.

### **“OVER THE COUNTER” PERMIT PROCEDURES**

Permits not involving a plan review are generally issued over-the-counter. Emergency permits can be issued over-the-counter or, with the approval of the Building Official, via any reasonable means (i.e. via telephone).

Master permits are issued only after receiving a written application describing various aspects of the program.

All minor label programs are administered thru the State of Oregon Building Codes Division under OAR 918-309-0210 and 918-780-0130.

### **FAXED APPLICATIONS**

The Department accepts faxed applications with the condition that an application with an original signature will be submitted at a later date. Faxed applications are processed in the same manner as any other application. If the application with the original signature is not received within a reasonable period of time, the applicant is contacted.

## **STANDARDS**

### **COMPLIANCE WITH SPECIALTY CODES**

Plan review staff are certified by the State of Oregon in all codes administered by the Department. The plans examiners review and approve structural, mechanical, fire/life safety, energy, accessibility, and manufactured dwelling plans including any current interpretive rulings adopted pursuant to ORS 455.060 or 455.475(2). Plumbing plans, when required, are reviewed and approved by the City of Oregon City Plumbing Inspector. Electrical plans, when required to be reviewed, are reviewed by the City of Oregon City Electrical Inspector

The Building Department has designated a list of three licensed plan reviewers (see enclosed) from which the department will accept plan reviews when the time periods in the following section cannot be met.

The applicant may select a plan reviewer from the list to perform a plan review when the time period for review of a “simple one and two family dwelling plans” exceeds 10 days.

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A roster of the plan review staff, including current certifications and continuing education records, is available upon request to any interested party.

#### **AVAILABILITY OF CHECKLISTS/BROCHURES**

The Department is utilizing forms developed by the State of Oregon Building Codes Division to comply with Oregon Administrative Rules Division 50. To ensure uniformity for permit applications and submittals.

The Department also offers optional predevelopment at no cost to the applicant. Predevelopment meetings generally occur prior to the time of plan submittal and provide an opportunity for the applicant to summarize the project being submitted for review, discuss any requested alternate methods or materials, request interpretations, and hear a preliminary assessment of the project.

#### **VERIFICATION OF STAMP BY DESIGN PROFESSIONALS**

Staff verifies that plans are appropriately stamped by a registered design professional when required. Plans failing to meet this requirement are not approved until the appropriate stamp is provided.

#### **COMPLETE PLANS/ NOTICE TO APPLICANTS**

Plans are reviewed at the counter for completeness if delivered in person, and within 3 days after receiving them by other means. Whenever possible, plans are approved and permits issued at the time of application. Applicants are informed at the time of application whether we consider their plans as a simple residential plan as defined in OAR 918-020-0090 (4), (5), and (6). If determined to be a simple residential plan, the plan review will be completed in 10 business days or less. If it appears that we will be unable to meet that time period, we will inform the applicant that he has a right to seek a plan review from certain individuals licensed by the State of Oregon.

#### **AVAILABILITY AND LISTING OF PLAN REVIEW STAFF**

A roster of the plan review staff, including current certifications and continuing education records, is available to any interested party upon request.

### **STANDARDS**

#### **INSPECTION SCHEDULE**

Inspection staff provides inspection services between 8:30 am and 3:30 pm each working day. Inspections outside of these hours may be arranged through the Building Official.

## INSPECTION POLICIES AND PROCEDURES

The Department utilizes an inspection request telephone line. Inspections can also be requested by fax or the internet. Inspections which are requested prior to 7:00 am are conducted on the date requested; inspection requests received after 7:00 am will be accomplished the following day unless a later date is requested. Inspection requests that are received after 7:00 am but which are needed on the same day requested because of unforeseen issues may be accomplished as requested if approved by the Building Official.

Inspection requests are placed in the active permit file containing all information on the permit. These files are carried to the jobsite for the inspection.

A written report is issued by the inspector for each inspection. The report will reflect approval, conditional approval, or failure. A conditional approval allows the work to proceed while documented corrections are made and a re-inspection requested. In the case of a failed inspection, a list of needed corrections are provided in the report. A copy of the written report is left on the jobsite and entered into the Department's project file.

### ASSESSMENT OF A REINSPECTION FEE

In certain circumstances the inspector assesses a re-inspection fee. Policy outlines these circumstances; Inspection was requested before the work was ready for inspection; Failure to provide access on the date and time the inspection was requested; Permit card not posted; Approved plans not readily available on the job site; Deviating from the approved plans that require approval by the Building Inspection Office; Manufactured Dwelling blocking, installation of temporary or permanent stairs, plumbing, electrical and mechanical connections not completed prior to request for inspection. The specific reason is printed on the re-inspection fee notice, and posted on the job site. The re-inspection fee is typically not applied for the first occurrence on any single project of any item mentioned above.

### LISTING OF INSPECTION STAFF

A roster of the inspection staff, including current certifications and continuing education records, is available to any interested party upon request.

### STOP WORK ORDERS

Section 15.08.070 of the Oregon City Municipal Code states as follows:

*Whenever any work is being done contrary to the provisions of this code (or other pertinent laws or ordinances implemented through its enforcement), the building official may order the work stopped by notice in writing served on any person(s) engaged in the doing or causing of such work to be done. Such person(s) shall stop such work until specifically authorized by the building official to proceed thereafter.*

The authority to issue stop work orders is delegated to the inspection staff; however, Department policy requires that the inspector contact the Building Official to discuss the decision prior to

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issuance of the stop work order.

## INVESTIGATION OF ELECTRICAL AND PLUMBING VIOLATIONS

The City of Oregon City Inspectors require proof of compliance with the licensing, permitting, registration and certification requirements of persons engaged in any activity regulated by ORS Chapters 447, 455, 479, 693, and 701. Inspectors shall note any violation of a licensing, permitting, registration or certification requirement and file a report with the appropriate enforcement agency.

All inspectors conduct random spot checks to verify compliance with plumbing and electrical licensing and registration requirements. In cases of a suspected violation, the inspector is provided the discretion to stop the work and (a) issue a warning, (b) issue a "Citation, Notice of Proposed Assessment of Civil Penalty, and First Order of Corrective Action" (on forms supplied by the Building Codes Division) (c) complete a "Preliminary Compliance Report", or (d) discuss alternative options as may be available with the building official.

Complaints received by the Department related to alleged violations of plumbing or electrical licensing or registration requirements are investigated by the appropriate inspector.

## SUSPENSION / REVOCATION

The building official may, in writing, suspend or revoke a permit issued under the provisions of the Oregon City Code Section 15.04.020, whenever the permit is issued in error or on the basis of incorrect information supplied, or in violation of any ordinance or regulation of the jurisdiction.

# COMPLIANCE PROGRAMS

## PROCESS FOR RESPONSE TO REPORTED CODE VIOLATIONS

Reports of work being performed without permit, in violation of the City Building Code, and/or in violation of ORS 479.550, 479.620, 447.030, 447.040, 693.030, and 693.040 are accepted in person or via mail, telephone or fax. All reports are investigated by the inspection staff.

## INVESTIGATION OF REPORTED VIOLATIONS

Reports as described above are investigated to determine whether or not a violation exists. If no violation exists, the case is closed. If a violation exists, there are several possible actions that may be taken by the Department, including but not limited to stop work orders, assessment of investigation fees, citation into Oregon City Municipal Court, and referral to the Building Codes Division Compliance Section through the process identified in ORS and OAR.

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**DIVISION 20  
DELEGATION OF PROGRAMS TO LOCAL  
JURISDICTIONS**

**918-020-0010****Relationship of Delegation Rules to Statute**

These rules establish standards for:

(1) A procedure for cooperation between local municipalities and the Oregon State Fire Marshal; and

(2) The notice of assumption of any portion of the plan review program, required by ORS 455.148 and 455.150, and shall include a procedure for cooperation with the State Fire Marshal or the State Fire Marshal's designee, to consider a uniform fire code in the plan review process.

Stat. Auth.: ORS 455.150

Stats. Implemented: ORS 455.150

Hist.: BCD 14-1998, f. 9-30-98, cert. ef. 10-1-98; BCD 16-2002, f. & cert. ef. 7-1-02

**918-020-0015****Definitions**

For the purpose of these rules, "Full-service program" means a building inspection program that assumes administration and enforcement of all of the specialty code programs listed in ORS 455.148(1).

Stat. Auth.: ORS 455.148 & 455.150

Stats. Implemented: ORS 455.148 & 455.150

Hist.: BCD 16-2002, f. & cert. ef. 7-1-02

**918-020-0020****Cooperation with Other Agencies**

(1) Each municipality assuming any portion of the plan review program shall, with the notice of program assumption, include a procedure for communication and cooperation with the State Fire Marshal or the Fire Marshal's certified designee. The procedure shall provide the Fire Marshal an opportunity to examine construction plans for those buildings that the Fire Marshal inspects for occupancy standards under ORS 476.030. If a procedure is not adopted and signed by both the building official and the State Fire Marshal or the Fire Marshal's certified designee, the request for program assumption shall include the following minimum provisions for notice to the Fire Marshal:

(a) The time and place where construction plans and specifications will be available;

(b) The proposed type of building construction and occupancy;

(c) Any changes from the fire and life safety standards of the applicable code proposed as alternate methods of construction; and

(d) Any procedure or agreement which may shorten or eliminate the time the construction plans and specifications may be available for examination.

(2) The procedure shall establish a reasonable time limit for comment by the Fire Marshal.

Stat. Auth.: ORS 455.150

Stats. Implemented: ORS 455.150

Hist.: BCD 4-1994, f. 2-25-94, cert. ef. 3-1-94; BCD 14-1998, f. 9-30-98, cert. ef. 10-1-98

**918-020-0070****Purpose and Scope**

(1) OAR 918, division 020 interprets and applies ORS 455.148 to 455.210. ORS 455.148 and 455.150 provide that municipalities that administer and enforce building inspection programs may do so for a period of four years. A building inspection program is limited to the administration and enforcement of those specialty code programs assumed by a municipality under ORS 455.148, 455.150 and 479.855. 455.148 and 455.150 authorize the department to adopt rules to adjust time periods for administration of building inspection programs to allow for variations in the needs of the department and participants. ORS 455.148 and 455.150 authorize the department to adopt rules regulating municipal administration and enforcement of building inspection programs including, but not limited to:

(a) Creating building inspection program application and amendment requirements and procedures;

(b) Granting or denying applications for building inspection program authority and amendments;

(c) Reviewing procedures and program operations of municipalities;

(d) Creating standards for efficient, effective, timely and acceptable building inspection programs;

(e) Creating standards for justifying building inspection program fees adopted by a municipality; and

(f) Creating standards to determine whether a county or department building inspection program is economically impaired in its ability to reasonably continue providing the program or part of the program throughout the county, if another municipality is allowed to provide a building inspection program or part of a building inspection program within the same county.

(2) The purpose of these rules is to encourage municipalities to assume responsibility for the administration and enforcement of building inspection programs to the fullest possible extent. Each municipality is responsible for developing an independent operating plan that describes the manner in which the municipality will administer and enforce its building inspection program. Municipalities are encouraged to develop operating plans that meet the identified needs of their individual communities. The intent of the division is to cooperate with municipalities to obtain and maintain authority to administer and enforce efficient, effective, timely and acceptable building inspection programs.

(3) For the purpose of these rules, "reporting period" means a four-year period during which a municipality administers and enforces a building inspection program pursuant to an approved operating plan.

Stat. Auth.: ORS 455.030

Stats. Implemented: ORS 455.148, 455.150 & 455.210

Hist.: BCD 9-1996, f. 7-1-96, cert. ef. 10-1-96; BCD 14-1998, f. 9-30-98, cert. ef. 10-1-98; BCD 11-2000, f. 6-23-00, cert. ef. 7-1-00; BCD 10-2002(Temp), f. 5-14-02, cert. ef. 5-15-02 thru 11-10-02; BCD 16-2002, f. & cert. ef. 7-1-02; BCD 29-2002, f. & cert. ef. 10-1-02

**918-020-0080****Delegation of Building Inspection Programs**

The division and every municipality that administers and enforces a building inspection program or desires to

assume responsibility to administer and enforce a building inspection program shall prepare an operating plan describing the manner in which the municipality or the division will do so. The operating plan shall establish specific processes and goals, consistent with the program standards described in ORS 455.153 and OAR 918-020-0090.

Stat. Auth.: ORS 455.030

Stats. Implemented: ORS 455.150

Hist.: BCD 9-1996, f. 7-1-96, cert. ef. 10-1-96; BCD 14-1998, f. 9-30-98, cert. ef. 10-1-98; BCD 16-2002, f. & cert. ef. 7-1-02

### 918-020-0090

#### Program Standards

Every municipality that administers and enforces an approved building inspection program must establish and maintain the minimum standards, policies, and procedures set forth in this section.

(1) Administrative Standards. A building inspection program must:

(a) Provide adequate funds, equipment, and other resources necessary to administer and enforce the building inspection program in conformance with an approved operating plan;

(b) Document in writing the authority and responsibilities of the building official, plan reviewers, and inspectors based on an ordinance or resolution that authorizes the building official on behalf of the municipality to administer and enforce a building inspection program;

(c) Establish a local process to review appeals of technical and scientific determinations made by the building official regarding any provision of the specialty codes the municipality administers and enforces, to include a method to identify the local building official or designee and notify the aggrieved persons of the provisions of ORS 455.475;

(d) Account for all revenues collected and expenditures made relating to administration and enforcement of the building inspection program, and account for the electrical program revenues and expenditures separately when administered by the municipality.

(A) Prepare income and expense projections for each code program it will administer and enforce during the reporting period; and

(B) Describe how general administrative overhead costs and losses or surpluses, if any, will be allocated.

(e) Establish policies and procedures for the retention and retrieval of records relating to the administration and enforcement of the specialty codes it administers and enforces;

(f) Make its operating plan available to the public;

(g) Establish a process to receive public inquiries, comments, and complaints;

(h) Adopt a process to receive and respond to customers' questions regarding permitting, plan review, and inspections;

(i) Set reasonable time periods between 7 a.m. and 6 p.m. on days its permit office is open, weekends and holidays excluded, when it will receive and respond to customers' questions;

(j) Post its jurisdictional boundary, types of permits sold and hours of operation at each permit office it operates;

(k) Identify all persons in addition to the building official to whom notices issued pursuant to these rules should be sent;

(l) Return a completed data request form to and as provided by the division annually; and

(m) Execute a memorandum of agreement with and as approved by the division for initial building inspection program approval and assumption, for building program expansion approval and assumption, and thereafter when seeking approval to renew a program under OAR 918-020-0105.

(2) Permitting Standards. A building inspection program must:

(a) Provide at least one office within its jurisdictional boundary where permits may be purchased;

(b) Set reasonable time periods between 7 a.m. and 6 p.m. on days its permit office is open, weekends and holidays excluded, when it will make permits available for purchase;

(c) Establish policies and procedures for receiving permit applications, determining whether permit applications are complete and notifying applicants what information, if any, is required to complete an application;

(d) Set reasonable time periods within which the municipality will:

(A) Advise permit applicants whether an application is complete or requires additional information; and

(B) Generally issue a permit after an application has been submitted and approved.

(e) Establish policies and procedure for issuing permits not requiring plan review, emergency permits, temporary permits, master permits, and minor labels;

(f) Provide a means to receive permit applications via facsimile; and

(g) Require proof of licensing, registration, and certification of any person who proposes to engage in any activity regulated by ORS chapters 446, 447, 455, 479, 693, and 701 prior to issuing any permit.

(3) Plan Review Standards. A building inspection program must:

(a) Establish policies and procedures for its plan review process to:

(A) Assure compliance with the specialty codes it is responsible for administering and enforcing, including any current interpretive rulings adopted pursuant to ORS 455.060 or 455.475;

(B) Make available checklists or other materials at each permitting office it operates that reasonably apprises persons of the information required to constitute a complete permit application or set of plans;

(C) Inform applicants within three working days of receiving an application, whether or not the application is complete and if it is for a simple residential plan. For the purposes of this rule and ORS 455.467, a "complete application" is defined by the division, taking into consideration the regional procedures in OAR chapter 918, division 50. If deemed a simple residential plan, the jurisdiction must also inform the applicant of the time

period in which the plan review will generally be completed;

(D) Establish a process that includes phased permitting and deferred submittals for plan review of commercial projects for all assumed specialty codes, taking into consideration the regional procedures in OAR chapter 918, division 50. The process may not allow a project to proceed beyond the level of approval authorized by the building official. The process must:

(i) Require the building official to issue permits in accordance with the state building code as defined in ORS 455.010 provided that adequate information and detailed statements have been submitted and approved with pertinent requirements of the appropriate code. Permits may include, but not be limited to: excavation, shoring, grading and site utilities, construction of foundations, structural frame, shell, or any other part of a building or structure.

(ii) Allow deferred submittals to be permitted within each phase with the approval of the building official; and

(iii) Require the applicant to be notified of the estimated timelines for phased plan reviews and that the applicant is proceeding without assurance that a permit for the entire structure will be granted when a phased permit is issued.

(E) Verify that all plans have been stamped by a registered design professional and licensed plan reviewer where required;

(F) Verify for those architects and engineers requesting the use of alternative one and two family dwelling plan review program that all plans have been stamped by a registered professional who is also a residential plans examiner. This process must require the building official to:

(i) Establish policies and procedures in their operating plan for this process;

(ii) Waive building inspection program plan review requirements for conventional light frame construction for detached one and two family dwellings; and

(iii) Establish an appropriate fee for processing plans submitted under this rule.

(G) Establish a process for plan review if non-certified individuals review permit applications under OAR 918-098-1010.

(b) Employ or contract with a person licensed, registered, or certified to provide consultation and advice on plan reviews as deemed necessary by the building official based on the complexity and scope of its customers' needs;

(c) Maintain a list of all persons it employs or contracts with to provide plan review services including licenses, registrations, and certifications held by each plan reviewer and evidence of compliance with all applicable statutory or professional continuing education requirements;

(d) Designate at least three licensed plan reviewers from whom the municipality will accept plan reviews when the time periods in subsection (e) of this section cannot be met; and

(e) Allow an applicant to use a plan reviewer licensed under OAR 918-090-0210 and approved by the building official when the time period for review of "simple one- or

two-family dwelling plans" exceeds 10 days where the population served is less than 300,000, or 15 days where the population served is 300,000 or greater.

(4) For the purposes of these rules, "simple one- or two-family dwelling plans" must:

(a) Comply with the requirements for prescriptive construction under the **Oregon Residential Specialty Code**; or

(b) Comply with the **Oregon Manufactured Dwelling Installation Specialty Code** and the requirements in OAR chapter 918, division 500; and

(c) Be a structure of three stories or less with an enclosed total floor space of 4,500 square feet or less, inclusive of multiple stories and garage(s).

(5) "Simple one- or two-family dwelling plans" may:

(a) Include pre-engineered systems listed and approved by nationally accredited agencies in accordance with the appropriate specialty code, or by state interpretive rulings approved by the appropriate specialty board, that require no additional analysis; and

(b) Be designed by an architect or engineer and be considered a simple one- and two-family dwelling if all other criteria in this rule are met.

(6) The following are considered "simple one- or two-family dwelling plans":

(a) Master plans approved by the division or municipality or under ORS 455.685, which require no additional analysis; and

(b) Plans that include an engineering soil report if the report allows prescriptive building construction and requires no special systems or additional analysis.

(7) A plan that does not meet the definition of "simple" in this rule is deemed "complex". In order to provide timely customer service, a building official may accept a plan review performed by a licensed plan reviewer for a complex one- or two-family dwelling.

(8) Inspection Standards. A building inspection program must:

(a) Set reasonable time periods between 7 a.m. and 6 p.m. on days its permit office is open, weekends and holidays excluded, when it will provide inspection services or alternative inspection schedules agreed to by the municipality and permittee;

(b) Unless otherwise specified by statute or specialty code, establish reasonable time periods when inspection services will be provided following requests for inspections;

(c) Establish policies and procedures for inspection services;

(d) Leave a written copy of the inspection report on site;

(e) Make available any inspection checklists;

(f) Maintain a list of all persons it employs or contracts with to provide inspection services including licenses, registrations, and certifications held by persons performing inspection services and evidence of compliance with all applicable statutory or professional continuing education requirements;

(g) Vest the building official with authority to issue stop work orders for failure to comply with the specialty codes the municipality is responsible for administering and enforcing; and

(h) Require inspectors to perform license enforcement inspections as part of routine installation inspections.

(i) Where a municipality investigates and enforces violations under ORS 455.156 or in accordance with the municipality's local compliance program, the municipality's inspectors must require proof of compliance with the licensing, permitting, registration, and certification requirements of persons engaged in any activity regulated by ORS Chapters 446, 447, 455, 479, 693, and 701. Inspectors must report any violation of a licensing, permitting, registration, or certification requirement to the appropriate enforcement agency.

(9) Compliance Programs. A municipality administering a building inspection program may enact local regulations to create its own enforcement program with local procedures and penalties; utilize the division's compliance program by submitting compliance reports to the division; elect to act as an agent of a division board pursuant to ORS 455.156; or develop a program that may include, but not be limited to, a combination thereof. A building inspection program must establish in its operating plan:

(a) Procedures to respond to public complaints regarding work performed without a license or permit or in violation of the specialty codes the municipality is responsible for administering and enforcing;

(b) Procedures requiring proof of licensure for work being performed under the state building code utilizing the approved citation process and procedures in OAR 918-020-0091.

(c) Policies and procedures to implement their compliance program;

(d) Policies and procedures regarding investigation of complaints, where the municipality chooses to investigate and enforce violations pursuant to ORS 455.156; and

(e) Policies and procedures regarding issuance of notices of proposed assessments of civil penalties, where the municipality chooses to act as an agent of a board pursuant to ORS 455.156. Penalties under such a program are subject to the limitations set in 455.156 and 455.895.

(10) Electrical Programs. Municipalities that administer and enforce an electrical program must demonstrate compliance with all applicable electrical rules adopted pursuant to ORS 479.855.

[Publications: Publications referenced are available from the agency.]

Stat. Auth.: ORS 183.355, 455.030, 455.062, 455.148, 455.150, 455.156, 455.467, 455.469

Stats. Implemented: ORS 455.062, 455.148, 455.150, 455.156, 455.467, 455.469

Hist.: BCD 9-1996, f. 7-1-96, cert. ef. 10-1-96; BCD 14-1998, f. 9-30-98, cert. ef. 10-1-98; BCD 11-2000, f. 6-23-00, cert. ef. 7-1-00; BCD 10-2002(Temp), f. 5-14-02, cert. ef. 5-15-02 thru 11-10-02; BCD 16-2002, f. & cert. ef. 7-1-02; BCD 27-2002, f. & cert. ef. 10-1-02; BCD 6-2004, f. 5-21-04, cert. ef. 7-1-04; BCD 11-2004, f. 8-13-04, cert. ef. 10-1-04; BCD 16-2005(Temp), f. & cert. ef. 7-7-05 thru 12-31-05; BCD 24-2005, f. 9-30-05, cert. ef. 10-1-05; BCD 31-2005, f. 12-30-05, cert. ef. 1-1-06; BCD 1-2010, f. 3-1-10, cert. ef. 4-1-10; BCD 7-2013(Temp), f. 7-26-13, cert. ef. 8-1-13 thru 12-31-13; BCD 9-2013, f. 12-16-13, cert. ef. 1-1-14; BCD 13-2014(Temp), f. & cert. ef. 11-14-14 thru 5-12-15; BCD 4-2015(Temp), f. & cert. ef. 5-12-15 thru 11-1-15; BCD

9-2015(Temp), f. 10-30-15, cert. ef. 11-1-15 thru 1-1-16; BCD 10-2015, f. 12-11-15, cert. ef. 1-1-16

#### 918-020-0091

##### Citation Process for Licensing Violations

Municipalities must use the forms and procedures approved by the division.

Stat. Auth.: ORS 455.030 & 455.156

Stats. Implemented: ORS 455.156

Hist.: BCD 6-2004, f. 5-21-04, cert. ef. 7-1-04

#### 918-020-0094

##### Program Assumption for State-Administered Jurisdictions

A municipality that requests responsibility for the administration and enforcement of a building inspection program administered by the division must meet the requirements for assumption in ORS 455.148(7) and (11)(c).

Stat. Auth.: ORS 455.148

Stats. Implemented: ORS 455.148

Hist.: BCD 11-2007(Temp), f. & cert. ef. 11-15-07 thru 4-1-08; BCD 12-2007, f. 12-28-07, cert. ef. 1-1-08

#### 918-020-0095

##### Program Assumption Procedures

(1) Assumption of building inspection programs shall be approved only under ORS Chapters 455 and 479 and these rules, for municipalities meeting the following minimum standards. Municipalities requesting to assume new programs or additional parts of a program must provide a full-service program as described in ORS Chapter 455. The municipality shall prepare an assumption plan demonstrating its ability to:

(a) Administer the program for at least four years;

(b) Maintain or improve upon service levels presently provided to the area, including identifying proposed staffing, service contracts and intergovernmental agreements for at least the first two years;

(c) Operate a program that is financially feasible for at least two years without unduly increasing short-term and long-term costs of services to the public, in the areas administered by the municipality. Information showing how the program will be financially feasible shall include an estimate of anticipated revenues and expenditures, the assumptions on which the estimates are based, and an explanation of how losses, if any, will be funded; and

(d) Transition the program from the previous service provider including developing a method for:

(A) Transferring responsibility for existing buildings, open plan reviews, permits and inspections and corresponding revenues for completion of outstanding work;

(B) Transferring any pending enforcement actions;

(C) Informing contractors and others of the change of inspecting jurisdictions, jurisdictional boundaries and requirements for plan review, permits and inspections; and

(D) Transferring any affected employees consistent with ORS 236.605.

(2) A municipality requesting to administer and enforce a new full-service building inspection program under ORS 455.148, or part of a building inspection program to become full-service under ORS 455.148 and 455.150 shall, by October 1:

(a) Submit a completed division program request form describing the specialty codes the municipality intends to administer effective July 1 of the following year, and provide the following:

(A) An assumption plan as required in ORS 455.148 and Section (1) of this rule;

(B) An operating plan as described in OAR 918-020-0090;

(C) A schedule, including the date, time, place and subject matter, of any proposed meetings of public or advisory bodies, where public comments will be received concerning their proposal to assume a full-service program or part of a program;

(D) Evidence of compliance with the notice and consultation requirements of this section; and

(E) When a municipality reapplies to assume administration of a program that was previously revoked, the application shall include an explanation of how past deficiencies were corrected and how they will be prevented in the future, and it shall meet the requirements of ORS 455.148 and 455.150 including timelines and full-service coverage.

(b) Consult with the jurisdiction from whom the program will be assumed, to:

(A) Notify them of the intent to assume the program;

(B) Discuss with them any impacts on their existing program;

(C) Attempt to resolve any negative impacts; and

(D) Attempt to reach agreement on the method of providing services in the area.

(3) Upon receipt of an application for program assumption from a municipality, the division shall, by October 15, notify in writing all persons on the division maintained interested party mailing list.

(4) Objections to proposed program assumptions, including or related to, claims of economic impairment by the division or the municipality potentially losing the program, shall be received within 30 days of notice and shall include:

(a) An explanation of the objection to the proposed program assumption;

(b) Identification of the required program standard that is believed not to be met; and

(c) When related to economic impairment, the information provided shall include projected impact on the existing building inspection program revenues, expenses, and staffing levels and the ability to continue carrying out remaining portions of the affected program.

(5) When reviewing the objections, the division shall consider the criteria established in ORS 455.152 and whether the objections relate to the ability of the municipality to effectively carry out the program and meet the required standards of applicable statutes and rules.

(6) The municipality requesting administration of a program shall confirm its intent to proceed with its application and submit final information to the division by January 1.

(7) By April 1 the division shall approve or deny the request. A request may be denied when the municipality failed to meet any of the standards and timelines for assumption set forth in ORS Chapters 455 and 479 and the rules adopted thereunder, or when a claim of economic

impairment is not resolved to the satisfaction of the director.

(8) Municipalities approved to assume programs may do so effective July 1.

(9) By September 1, the municipality shall submit a final approved copy of all applicable ordinances and fee schedules.

Stat. Auth.: ORS 455.148, 455.150, 455.152 & 479.855

Stats. Implemented: ORS 455.148, 455.150, 455.152 & 479.855

Hist.: BCD 16-2002, f. & cert. ef. 7-1-02

#### **918-020-0105**

##### **Renewal of Existing Programs**

(1) Existing programs may continue to administer full-service or partial programs as permitted by ORS Chapter 455. Any municipality requesting to assume an additional program shall do so in accordance with ORS Chapter 455 and these rules.

(2) Depending on the respective reporting period outlined in OAR 918-020-0180 municipalities administering existing programs upon notification shall submit the following to the division by January 1:

(a) A completed division form describing the specialty codes the municipality will continue to administer and enforce beginning July 1 of the next reporting period;

(b) A list of current staff, including contract providers, and their applicable certifications;

(c) An updated copy of the municipality's operating plan as described in OAR 918-020-0090; and

(d) A narrative describing any changes to the plan.

(3) Requests to extend the January 1 date as authorized in ORS 455.148(4) and 455.150(4) shall be filed with the division no later than December 21.

Stat. Auth.: ORS 455.148 & 455.150

Stats. Implemented: ORS 455.148 & 455.150

Hist.: BCD 16-2002, f. & cert. ef. 7-1-02

#### **918-020-0180**

##### **Reporting Periods**

(1) All municipalities administering and enforcing a building inspection program on July 1, 1997, shall have four-year reporting periods. The division shall divide the municipalities administering and enforcing building inspection programs into four separate reporting groups identified as Group One, Group Two, Group Three and Group Four. Each reporting group shall contain approximately one quarter (25 percent) of the municipalities administering and enforcing building inspection programs on July 1, 1997. Reporting periods for each group shall begin on July 1 of the first year and shall end on June 30 of the fourth year, except as provided by Sections (2) to (5) of this rule.

(2) The first reporting period for municipalities in Group One shall start on July 1, 1997, and end on June 30, 1998. All subsequent reporting periods shall be four years. Municipalities in Group One shall submit a program administration request form but not be required to submit a second operating plan until after the division has completed a general review of the municipal building inspection program following the conclusion of the first reporting period.

(3) The first reporting period for municipalities in Group Two shall start on July 1, 1997, and end on June 30, 1999. All subsequent reporting periods shall be for four years.

(4) The first reporting period for municipalities in Group Three shall start on July 1, 1997, and end on June 30, 2000. All subsequent reporting periods shall be for four years.

(5) The first reporting period for municipalities in Group Four shall start on July 1, 1997, and end on June 30, 2001. All subsequent reporting periods shall be for four years.

(6) The first reporting period for municipalities authorized to administer and enforce new building inspection programs shall start July 1 of the first year the municipality is authorized to administer and enforce a new building inspection program and shall end on June 30 of the fourth year. All subsequent reporting periods shall be for four years.

(7) A municipality that amends an existing building inspection program through the assumption of a new code program shall not alter its reporting period.

(8) All municipalities enforcing building inspection programs shall amend their operating plan within 30 days when changes occur and submit a copy of the amended operating plan to the division.

Stat. Auth.: ORS 455.030

Stats. Implemented: ORS 455.150

Hist.: BCD 9-1996, f. 7-1-96, cert. ef. 10-1-96; BCD 14-1998, f. 9-30-98, cert. ef. 10-1-98

#### 918-020-0190

##### Program Review

(1) General Review. The division may conduct a general review of a municipal building inspection program during a municipality's reporting period to verify that the municipality is operating in conformity with the specific goals contained in the municipality's operating plan. The division may also review building inspection programs to verify compliance with any correction plans submitted by a municipality where a municipality is not operating in conformity with the specific standards contained in its operating plan. The division shall notify a municipality at least 21 days prior to beginning a general review.

(2) Interim Review. The division may perform an interim review of a municipal building inspection program any time the division receives a complaint or other information that reasonably suggests a municipality is not operating in conformity with its operating plan or has failed to comply with the minimum standards for the administration and enforcement of building inspection programs described in these rules. Prior to beginning an interim review the division shall notify the building official in writing by certified or registered mail of the standards to which the municipality is alleged to have failed to comply. The building official shall have 30 days to respond to the notice. If the building official fails to respond or does not adequately address the issues raised by the division in the notice, the division may conduct an interim review.

(3) Building inspection programs administered and enforced by the division shall be subject to a general review in the same manner prescribed for municipal

building inspection programs. The administrator shall prepare and deliver a final report to the director and interested persons for review.

Stat. Auth.: ORS 455.030

Stats. Implemented: ORS 455.150

Hist.: BCD 9-1996, f. 7-1-96, cert. ef. 10-1-96; BCD 14-1998, f. 9-30-98, cert. ef. 10-1-98

#### 918-020-0200

##### Review Procedures

(1) The administrator may appoint one active building official from a municipality similar in size to the municipality subject to review and one contractor from an area similar in size to the municipality subject to review to assist and advise division staff during a general or interim review. Prior to beginning any general or interim review the division shall conduct an initial interview with the building official.

(2) Review of Records. The division shall request that a municipality provide revenue and expense information prior to the actual site visit, and the opportunity to review documents and records, whether electronic or other media, regarding the administration and enforcement of a building inspection program.

(3) General Administration and Compliance Review. The division shall review and verify compliance with the general administration and compliance program requirements described in OAR 918-020-0090.

(4) Review of Prior Approved Construction Plans. The division may review a random selection of construction plans approved by the municipality during the subject reporting period and verify compliance with the minimum requirements of the applicable specialty codes.

(5) Review of Inspections. The division may review a random selection of inspections completed by the municipality during the subject reporting period and verify compliance with the applicable specialty codes.

(6) Post-Review Interview. At the completion of a general or interim review the division shall conduct a post-review interview with the building official or person designated by the building official. The reviewer shall describe the general results of the review, issue written notice regarding any failure to conform with an approved operating plan that requires immediate attention and generally respond to any questions.

(7) Final Report. The division shall prepare and deliver a final written report describing the results of the review to a municipality within 60 days of completing a review.

(8) The municipality being reviewed shall respond to the division's final report conclusions within 30 days after receipt of the report, or request an extension.

Stat. Auth.: ORS 455.030

Stats. Implemented: ORS 455.150

Hist.: BCD 9-1996, f. 7-1-96, cert. ef. 10-1-96; BCD 14-1998, f. 9-30-98, cert. ef. 10-1-98

#### 918-020-0210

##### Nonconformance Notice and Program Revocation

(1) Nonconformance Notice:

(a) Where required, the division shall issue a nonconformance notice to the building official and chief executive officer concurrently with the written report. A

nonconformance notice shall be served on the building official and chief executive officer by certified or registered mail. A nonconformance notice shall only be issued following a review where a municipality fails to comply with any of the general standards for the administration and enforcement of a building inspection program contained in these rules;

(b) Within 30 days of receiving a nonconformance notice a municipality shall file a proposed written correction plan with the division containing a detailed description of the actions and timeline the municipality proposes to correct each nonconformance noted in the final report;

(c) The division shall:

(A) Accept or deny a proposed correction plan within 30 days of receiving any plan;

(B) Advise a municipality in writing of the portions of the plan which do not adequately address any nonconformance noted. A municipality must submit a final correction plan within 30 days of receiving the division's response to a proposed correction plan; and

(C) Advise a municipality of any matters that require immediate attention where a review reveals an imminent risk of personal injury or threat to health and safety.

(2) Program Revocation. The division may revoke a municipality's authority to administer and enforce a building inspection program or part of a program following a review if the municipality fails to:

(a) Submit a proposed correction plan after receiving a nonconformance notice;

(b) Submit an acceptable final correction plan after receiving comments from the division regarding a proposed correction plan; or

(c) Comply with the specific correction requirements contained in an approved final correction plan.

(3) Review of Proposed Revocation.

(a) The administrator may appoint a five-person panel to review a recommendation to revoke a municipal building inspection program. The panel shall consist of two building officials from jurisdictions similar in size to the municipality subject to the proposed revocation, two contractors from areas similar in size and character to the municipality subject to the proposed revocation and one person to be determined by the administrator;

(b) The panel shall:

(A) Review the final report delivered to the building official together with any correction plans submitted by the municipality subject to the proposed revocation but may allow the municipality subject to the proposed revocation to submit additional materials in response to the proposed revocation; and

(B) Submit final recommendations to the administrator within 45 days of its program review.

(4) Final Decision. The administrator shall issue a written decision revoking a municipality's authority to administer and enforce a building inspection program. The decision shall be based on the final report delivered to the building official, any correction plans submitted by the municipality and recommendations, if any, submitted by a review panel appointed by the administrator. Judicial

review of the decision will be available as provided for in statute.

Stat. Auth.: ORS 455.030

Stats. Implemented: ORS 455.150

Hist.: BCD 9-1996, f. 7-1-96, cert. ef. 10-1-96; BCD 14-1998, f. 9-30-98, cert. ef. 10-1-98

#### 918-020-0220

##### Fee Adoption Standards

(1) In addition to the standards set forth in ORS 455.210 and 479.845, a municipality intending to adopt building inspection program fees for any specialty code administered and enforced by the municipality shall comply with all of the following standards:

(a) The municipality shall notify the division of such adoptions 45 days prior to the adoptive date. The notification shall include a summary of the following:

(A) The affected specialty code or program areas;

(B) A description of the proposed building inspection program fees including the approximate percentage increase when applicable;

(C) The proposed effective date;

(D) The date of the last fee increase in the specialty code or program area if applicable;

(E) The anticipated date, time and location of the local municipal hearing scheduled pursuant to ORS 294.160;

(F) The name, phone number and title of a contact person; and

(G) A narrative explaining the purpose of the proposed fee adoption.

(b) Upon notification from the division that an appeal request has been received under ORS 455.210 or 479.845, the municipality shall submit further documentation to be received by the division within 15 days following notification. This documentation shall include, but not be limited to:

(A) A narrative explaining why the building inspection program fees are necessary at the level proposed;

(B) The municipality's newly adopted fee schedule and, if applicable, the prior fee schedule;

(C) Revenue and expense information for the building inspection program including the current fiscal year, including a minimum of 12 months actual and 12 months projected revenues and expenses;

(D) An explanation of the municipality's cost allocation method(s) for expenses;

(E) An explanation of all reserve and ending fund balances;

(F) A determination of whether the fee is reasonable, including an analysis of whether the fee is:

(i) Comparable to fees charged by other municipalities of similar size and geographic location for the same level of service;

(ii) Established through the same or similar calculation methods used by other municipalities; and

(iii) The same type as those charged by other municipalities for similar services; and

(G) The identification of any potential building inspection program changes that are anticipated as a result of the proposed fee.

(c) The municipality shall update its operating plan on file with the division within 30 days of the adoption of a new building inspection program fee schedule including sufficient information for the division to determine the fee revenue will be used within the building inspection program.

(2) The division shall establish and maintain a list of all interested persons who wish to receive notice of all planned fee adoptions for building inspection programs. The division shall notify in writing all interested persons on the division's mailing list within 15 days of receiving a municipal notice of intent to adopt building inspection program fees.

(3) Upon a determination that the municipality failed to meet any of the fee adoption standards, the director may deny a fee adoption or require a municipality to rescind that portion of a local ordinance or regulation and readopt building inspection program fees. A municipality shall refund all building inspection program fees collected under the rescinded ordinance that exceed the prior building inspection program fee schedule, unless a waiver is approved by the director upon written request from the municipality. Copies of the waiver request shall be forwarded by the division to the interested parties list.

Stat. Auth.: ORS 455.030, 455.148 & 455.150

Stats. Implemented: ORS 455.148, 455.150, 455.210 & 479.845

Hist.: BCD 9-1996, f. 7-1-96, cert. ef. 10-1-96; BCD 14-1998, f. 9-30-98, cert. ef. 10-1-98; BCD 15-2002, f. & cert. ef. 7-1-02

#### 918-020-0370

##### Local Amendment Requests

(1) A local municipality may request under ORS 455.040 a local amendment relating to matters covered under the building code, by submitting to the division, in writing, a local amendment application. The application must include:

(a) The reason for the request;

(b) The name of, and contact information for, the building official responsible for submitting the request and enforcing and interpreting the local amendment if approved;

(c) A copy of the municipality's proposed local ordinance or administrative rule; and

(d) A copy of the report required by section (2)(b) of this rule.

(2) Prior to submitting a request for a local amendment under ORS 455.040, a municipality must:

(a) Provide for a public hearing or public meeting in the manner required by applicable municipal or state law; and

(b) Submit a report to the division. The report must:

(A) Summarize comments received;

(B) Outline the impacts of the local amendment;

(C) Explain how the municipality responded to the substantive concerns and issues raised during the public input period;

(D) Identify the financial or regulatory incentives provided by the municipality to businesses or contractors impacted by the local amendment request;

(E) Estimate the fiscal impact of the local amendment.

(i) If the proposed amendment impacts residential construction, identify the additional construction cost per

square foot to develop a 6,000 square foot parcel and to construct a 1,200 square foot detached single family dwelling on that parcel; or

(ii) If the proposed amendment impacts commercial construction, identify the additional construction cost per square foot to develop a 20,000 square foot parcel and to construct a 10,000 square foot B or M occupancy type. If the proposed amendment does not impact B or M occupancy structures, then the local jurisdiction shall identify the structure type and provide similar construction cost information for the impacted type of structure to the extent it applies to the above parameters.

(F) Describe the stakeholder outreach, summarize groups communicated with and the result of that communication; and

(G) Identify any other communities the municipality discussed the proposed amendment with and whether a regional solution was considered.

(3) Local amendments shall not contain a severance clause. The content of the local amendment as interpreted and approved by the division represents the terms and conditions of the approval. Where one or more provisions are deemed invalid, the entire local amendment is invalidated.

(4) Once the local amendment request is received, the division will review the request and the municipality's proposed amendment, and either approve the proposed local amendment in whole or in part, or deny the request. The division may approve the local amendment with conditions.

(5) Once the local amendment's provisions are approved by the division they cannot be changed. If a municipality wishes to change the provisions, they must submit a new amendment request for the division's approval.

(6) The building official for the municipality, identified in subsection (1)(b) of this rule, requesting the local amendment will be responsible for enforcing and interpreting the amendment once it is approved.

(7) The division may, upon written request, issue a directive to the building official to ensure that the local amendment is being administered according to the terms and conditions of the approval.

(8) A local amendment may be reviewed occasionally by the division to determine if it continues to be viable.

(9) The division reserves the right to terminate approval of the local amendment based on new information, including but not limited to, changes in technology, conflicts with model codes, changes in accepted practices under the applicable model codes, and failure of the building official to uphold the terms, conditions, or any directives related to the local amendment.

Stat. Auth.: ORS 455.030

Stats. Implemented: ORS 455.040

Hist.: BCD 28-2008, f. 12-31-08, cert. ef. 1-1-09; BCD 8-2013(Temp), f. 9-27-13, cert. ef. 10-1-13 thru 3-30-14; BCD 10-2013, f. 12-16-13, cert. ef. 1-1-14.

**Statewide Master Builder Program****918-020-0400****Application, Scope and Purpose**

The purpose of OAR 918-020-0400 to 918-020-0490 is to allow building officials to delegate plan review and verification authority to qualified builders. The division shall set statewide criteria to approve applications and administer testing for a master builder certification.

Stat. Auth.: ORS 455.805 & 455.810

Stats. Implemented: ORS 455.805 & 455.810

Hist.: BCD 6-2002, f. 3-25-02, cert. ef. 4-1-02

**918-020-0410****Definitions**

For the purpose of these rules, the following definitions apply:

(1) "Building trade committee" means a group, including, but not limited to, two local general contractors, one local building official and any other persons having substantial expertise in various aspects of one and two family dwelling construction.

(2) "General contractor" has the meaning given in ORS 701.005.

(3) "Master builder" means a person certified under the provisions of OAR 918-020-0420.

(4) "Qualified Construction Company" means a company that has been continuously licensed by the Construction Contractors Board during:

(a) The preceding five years as a general contractor; or

(b) At least the preceding two years as a general contractor and by one or more other states during the balance of the preceding five years in an occupation equivalent to that of a general contractor.

(5) "Regular employee" is someone who:

(a) Is continuously employed by, and on the regular payroll of, a qualified construction company;

(b) Has filed a withholding exemption certificate pursuant to ORS 316.182 for work performed for the qualified construction company; and

(c) Is available during working hours to supervise on-site dwelling construction including, but not limited to, supervising the installation through completion of:

- (A) Drywall;
- (B) Electrical systems;
- (C) Footings;
- (D) Foundations;
- (E) Framing;
- (F) Insulation;
- (G) Mechanical systems;
- (H) Plumbing systems; and
- (I) Stairs.

(6) "Whole dwelling remodel" means a project that includes the installation in an existing dwelling of all the following:

- (a) Footings;
- (b) Foundations;
- (c) Framing;
- (d) Work that includes the installation of plumbing, electrical and mechanical systems;
- (e) Insulation; and
- (f) Drywall.

Stat. Auth.: ORS 455.805 & 455.810

Stats. Implemented: ORS 455.805 & 455.810

Hist.: BCD 6-2002, f. 3-25-02, cert. ef. 4-1-02

**918-020-0420****Training and Experience Required of an Individual**

(1) An individual desiring to obtain or renew a master builder certificate shall have the following prerequisites prior to applying to the division:

(a) Be an owner or regular employee of a qualified construction company and be authorized by the company to provide assurance to the division that all state and local code requirements are met;

(b) In each of the five preceding calendar years, have either performed or supervised dwelling construction or whole dwelling remodel. In at least two of the five years, the construction or remodel shall have occurred in a geographic area that has or implements a master builder program; and

(c) Provide verification of completion of an approved training program on the current adopted **One- and Two-Family Dwelling Specialty Code**.

(2) An approved program shall include, but need not be limited to, 36 hours of instruction in:

- (a) Administration;
- (b) Chimneys and fireplaces;
- (c) Decay and termite protections;
- (d) Energy conservation;
- (e) Footings and foundations;
- (f) Roof-ceiling construction;
- (g) Roof coverings;
- (h) Site inspections or conditions;
- (i) Wall construction, assemblies and coverings; and
- (j) Wood and metal framing.

(3) Individuals desiring to be a master builder shall apply to the division using division supplied forms and pay an application fee of \$150. Examinations are approved and administered by the division and cover the provisions of the **One- and Two-Family Dwelling Specialty Code**, excluding electrical, plumbing and mechanical. Individuals must score a minimum of 75 percent to successfully pass the exam.

(4) Individual applications shall be denied if:

(a) The applicant is the subject of an adverse final order issued by the Construction Contractors Board or the division based upon acts committed within the 36 months preceding the application date that:

(A) Violated a specialty code, licensing or permit requirement; or

(B) Resulted in a claim being filed with the board or the division against the individual.

(b) If the individual is an owner of a qualified construction company, an adverse final order issued against the company is an adverse order issued against the individual;

(A) Completion of an approved training program cannot be verified; or

(B) The applicant fails to pass the division-approved examination.

(5) Upon determining that the applicant has successfully met all requirements for certification as a

master builder, the division shall issue a certificate to the individual applicant.

(6) The division shall maintain a list of master builders.

(7) The division may deny, refuse to renew, suspend or revoke certification as a master builder if the individual fails or ceases to meet the criteria for certification set forth in OAR 918-020-0420 or engages in actions resulting in a waiver revocation under OAR 918-020-0480. Pursuant to ORS Chapter 183, an applicant may request a contested case hearing upon a denial or refusal to renew or prior to a suspension or revocation of certification.

(8) Certification as a master builder expires on April 1 no later than three years after the date of issuance unless suspended or revoked. An individual may renew a certificate that is in good standing by:

(a) Providing evidence that the person continues to meet the requirements of subsections (1)(a) and (b) of this rule;

(b) Providing evidence of continuing education as required by attending a division-approved class covering recent code changes in the **One- and Two-Family Dwelling Specialty Code**, excluding electrical, plumbing and mechanical, no later than 12 months after the code effective date; and

(c) Paying a \$50 renewal fee.

[Publications: Publications referenced are available from the agency.]

Stat. Auth.: ORS 455.805 & 455.810

Stats. Implemented: ORS 455.805 & 455.810

Hist.: BCD 6-2002, f. 3-25-02, cert. ef. 4-1-02

#### 918-020-0430

##### Voluntary Establishment of a Master Builder Program

(1) Local jurisdiction establishment of a master builder program is voluntary. A local jurisdiction electing to establish a program shall notify the division through their operating plan. If terminating a program, the local jurisdiction shall give notice to the division 180 days prior to terminating the program.

(2) The division may implement a master builder program in one or more geographic areas for which the division provides plan review or inspection services.

(3) A jurisdiction may not allow an individual to perform the duties of a master builder unless the jurisdiction has a master builder program.

(4) The division shall maintain a list of jurisdictions that are participating in the statewide master builder program.

Stat. Auth.: ORS 455.805 & 455.810

Stats. Implemented: ORS 455.805 & 455.810

Hist.: BCD 6-2002, f. 3-25-02, cert. ef. 4-1-02

#### 918-020-0440

##### Inspection Requirements that May Be Waived

(1) Subject to OAR 918-020-0430 and 918-020-0450, a building official may waive certain jurisdictional responsibilities to a master builder on a project by project basis for the following inspections:

- (a) Drywall;
- (b) Footings and setbacks;
- (c) Foundation walls, concrete encased electrode;
- (d) Insulation;

- (e) Masonry fireplace pre-cover;
- (f) Masonry rebar;
- (g) Gutters, downspouts and foundation drains;
- (h) Roof sheathing nailing;
- (i) Suspended ceiling;
- (j) Underfloor structural; and
- (k) Wall sheathing nailing.

(2) A building official for a jurisdiction that has a master builder program shall conduct inspections of at least 10 percent of projects built under a master builder program.

Stat. Auth.: ORS 455.805 & 455.810

Stats. Implemented: ORS 455.805 & 455.810

Hist.: BCD 6-2002, f. 3-25-02, cert. ef. 4-1-02

#### 918-020-0450

##### Criteria to Waive Inspections or Plan Review

(1) Under a master builder program, a building official may waive on a project-by-project basis some plan review elements and one or more of the required inspections identified in OAR 918-020-0330, if:

(a) A master builder submits construction plans regulated by the **One- and Two-Family Dwelling Specialty Code**; and

(b) The building official determines that:

(A) The work is not of a highly technical nature; and

(B) There is no unreasonable potential risk to safety of the structure.

(2) A building official may not waive jurisdictional performance of plan review or required inspections for:

(a) Special design applications that are complex and highly technical engineered systems; or

(b) Unique building sites including, but not limited to, sites containing geologic hazards such as landslide hazard areas, floodplains and wetlands.

[Publications: Publications referenced are available from the agency.]

Stat. Auth.: ORS 455.805 & 455.810

Stats. Implemented: ORS 455.805 & 455.810

Hist.: BCD 6-2002, f. 3-25-02, cert. ef. 4-1-02

#### 918-020-0460

##### Verification Requirements

A master builder shall:

(1) Perform all plan review and required verifications that the building official has waived; and

(2) Maintain copies of all documents and reports required by the local jurisdiction granting the waiver and provide those copies to the building official upon request.

Stat. Auth.: ORS 455.805 & 455.810

Stats. Implemented: ORS 455.805 & 455.810

Hist.: BCD 6-2002, f. 3-25-02, cert. ef. 4-1-02

#### 918-020-0470

##### Assumption of Responsibility

(1) When waiving government performance of plan review or required inspections, a building official shall require the master builder to sign a form that specifically identifies each waiver and that states that the master builder accepts the duty of performing the review and verifications.

(2) A master builder who accepts the duty of performing a review or verification remains responsible for

that duty unless released by written and signed permission of the building official. A building official may release a master builder from a review or verification by a written and signed assumption of the review or inspection duty by the building official or written and signed assumption of the review and verification duty by another master builder.

Stat. Auth.: ORS 455.805 & 455.810

Stats. Implemented: ORS 455.805 & 455.810

Hist.: BCD 6-2002, f. 3-25-02, cert. ef. 4-1-02

#### 918-020-0480

##### Revocation of Waiver

A building official who has a master builder program:

(1) May revoke a waiver for a plan review or required inspection if the master builder fails to properly perform, or document performance of, plan review or verification duties as required by these rules; and

(2) Shall, within 90 days, notify the division when the building official revokes a waiver.

Stat. Auth.: ORS 455.805 & 455.810

Stats. Implemented: ORS 455.805 & 455.810

Hist.: BCD 6-2002, f. 3-25-02, cert. ef. 4-1-02

#### 918-020-0490

##### Effective Dates

(1) If an individual applies on or before January 1, 2006, to be a master builder, and the individual has performed or supervised a dwelling construction or whole dwelling remodel in each of the five preceding calendar years, the division may waive the geographical requirement of OAR 918-020-0420(b);

(2) Section (1) of this rule is repealed July 1, 2007. The repeal does not invalidate any certification granted prior to July 1, 2007.

(3) If an individual was certified under a master builder pilot program, the division may waive any requirement of OAR 918-020-0420(1)(b) and (c), in granting master builder certification to that individual. If an individual was certified under a pilot program and is in good standing under that pilot program, the division may grant the individual temporary certification that allows the

individual to act as a master builder in accordance with these rules for the purpose of completing a project commenced under the pilot program. The temporary certification shall expire 90 days following December 31, 2001. Notwithstanding OAR 918-020-0450, a waiver under a pilot program granted by a building official to a master builder on or before December 31, 2001, shall continue to be valid for an individual with a temporary certification under this section.

Stat. Auth.: ORS 455.805 & 455.810

Stats. Implemented: ORS 455.805 & 455.810

Hist.: BCD 6-2002, f. 3-25-02, cert. ef. 4-1-02

#### 918-020-0500

##### Reconstruction and Repair Code

(1) The division may authorize the use of a Dwelling Reconstruction and Repair Code that is different from the **Oregon Residential Specialty Code**. For the purpose of this rule, a "Dwelling Reconstruction and Repair Code" is the minimum code for construction, and can be applied only in areas of the state where dwellings or accessory buildings or structures associated with the dwelling were damaged or destroyed by natural disaster.

(2) Authorization by the division is subject to a satisfactory request for assistance and executed partnership agreement between the division and a municipality under ORS 455.185. A municipality may request authorization to use a Dwelling Reconstruction and Repair Code under this rule, notwithstanding OAR 918-020-0370.

(3) To be eligible for a permit under a Dwelling Reconstruction and Repair Code, a homeowner must be included on the Division's list of affected properties within the geographic area established through a partnership agreement under ORS 455.185, during the effective period of the applicable partnership agreement.

Stat. Auth.: ORS 455.015, 455.040, 455.100, 455.185 & 455.200

Stats. Implemented: ORS 455.015, 455.040, 455.100, 455.185 & 455.200

Hist.: BCD 7-2015(Temp), f. & cert. ef. 9-5-15 thru 3-22-16





# City of Oregon City

Community Development

Building Division Fee Schedule

Effective April 1, 2016

## BUILDING DIVISION

1.1 Building - Plan Review					
	Description	Fee	Unit		
1.1.01	Building Plan Review	65%	of building permit fee		
1.1.02	Electrical and Plumbing	25%	of applicable permit fee		
1.1.03	Fire and life safety plan review	65%	of building permit fee		
1.1.04	Plan review for manufactured dwelling or recreational park plan review	65%	of building permit fee		
1.1.05	Approval of additional set of plans	\$85.00	Per hour or portion thereof		
1.1.06	Additional Plan Review required by changes, addition or revisions to approved plans	\$85.00	Per hour or portion thereof		
1.1.07	Medical Gas Review	50%	of medical gas permit		
1.1.08	Mechanical Plan Review (commercial)	50%	of mechanical permit fee		
1.1.09	Deferred submittal review fee	\$300/65%	65% of structural permit fee calculated using deferred portions of the project with a minimum fee of \$300 per deferral		
1.1.10	Consultation fee	\$85.00	Per hour or portion thereof		
1.1.11	Phased construction review fee	10%	\$250.00 plus 10% of the total project building permit fee not to exceed \$1,500.00		
1.2 Building - Building Permits					
	Description	Fee	Unit		
1.2.01	The city may charge an investigation fee that is equivalent to the cost of the permit for work commenced prior to permit issuance				
1.2.02	Refunds: If a permit has been issued and no work has been done under the permit, and provided the city receives a request for a refund within 180 days of the permit issuance, shall be refunded, less any city service fees; billed at \$85/hr. No permit fees are refundable beyond 180 days of permit issuance. If a refund of plan review fees is requested and the plan review has not yet begun, the city shall refund the plan review fee minus any city service fees; billed at \$85/hr., provided the request is made in writing and the request is prior to the plan review starting and within 180 days of the submittal date.				
1.2.03	Building permit fees are determined based on construction valuation. All new commercial and residential valuations will be determined by ICC or submitted job value, whichever is greater. For remodels and repairs, the valuation shall be stated and includes all of the labor and materials. Valuation does not include the cost of the land.				
	Description	Fee	Unit		
	If the valuation is :		The structural, commercial fire suppression, and structural non-prescriptive photovoltaic permit fee is:		
2.03a	Permit fee up to \$500.00 valuation	\$85.00	Minimum Fee		
2.03b	Valuation \$500.00 to \$2,000.00	\$85.00	For first \$500.00	\$2.81	Each additional \$100.00 or fraction thereof
2.03c	Valuation \$2,001.00 to \$25,000.00	\$127.15	For first \$2,000.00	\$11.25	Each additional \$1,000.00 or fraction thereof
2.03d	Valuation \$25,001.00 to \$50,000.00	\$385.90	For first \$25,000.00	\$8.44	Each additional \$1,000.00 or fraction thereof
2.03e	Valuation \$50,001.00 to \$100,000.00	\$596.90	For first \$50,000.00	\$5.63	Each additional \$1,000.00 or fraction thereof
2.03f	Valuation \$100,001.00 and up	\$878.40	For first \$100,000.00	\$4.25	Each additional \$1,000.00 or fraction thereof

<b>1.6 Building - Mechanical</b>			
<b>R-3 and U Occupancies only</b>			
	<i>Description</i>	<i>Fee</i>	<i>Unit</i>
<b>Heating and Cooling</b>			
1.6.01	Minimum permit fee	\$85.00	
1.6.02	Air Conditioner	\$20.00	Each
1.6.03	Air Handling Unit of up to 10,000 CFM	\$20.00	Each
1.6.04	Air Handling Unit 10,001 cfm and over	\$30.00	Each
1.6.05	Appliance or piece of equipment regulated by code but not classified in other appliance categories	\$20.00	Each
1.6.06	Appliance vent installation, relocation or replacement not included in an appliance permit	\$20.00	Each
1.6.07	Attic/Crawl space fans	\$20.00	Each
1.6.08	Boiler/Compressor/Absorption system up to 30hp or 1,000,000 BTU	\$40.00	Each
1.6.09	Boiler/Compressor/Absorption system up to 50hp or 1,750,000 BTU	\$50.00	Each
1.6.10	Boiler/Compressor/Absorption system up to 15hp or 500,000 BTU	\$30.00	Each
1.6.11	Boiler/Compressor/Absorption system up to 3hp or 100,000 BTU	\$20.00	Each
1.6.12	Boiler/Compressor/Absorption system over 50hp or 1,750,000 BTU	\$60.00	Each
1.6.13	Barbecue	\$20.00	Each
1.6.14	Chimney/Liner/Flue/Vent	\$20.00	Each
1.6.15	Clothes Dryer Exhaust	\$16.00	Each
1.6.16	Decorative Glass Fireplace	\$20.00	Each
1.6.17	Evaporative Cooler other than portable	\$20.00	Each
1.6.18	Floor Furnace, including vent	\$20.00	Each
1.6.19	Flue Vent for water heater or gas fireplace	\$16.00	Each
1.6.20	Furnace - Greater than 100,000 BTU	\$30.00	Each
1.6.21	Furnace - up to 100,000 BTU	\$20.00	Each
1.6.22	Furnace/Burner including duct work/vent/liner	\$20.00	Each
1.6.23	Gas or wood fireplace/insert	\$20.00	Each
1.6.24	Heat pump	\$20.00	Each
1.6.25	Hood Served by mechanical exhaust, including ducts for hood	\$20.00	Each
1.6.26	Hydronic Hot water system	\$20.00	Each
1.6.27	Installation or Relocation domestic - type incinerator	\$20.00	Each
1.6.28	Oil Tank/Gas/Diesel Generators	\$20.00	Each
1.6.29	Pool or Spa heater, kiln	\$20.00	Each
1.6.30	Radon Mitigation	\$20.00	Each
1.6.31	Range Hood/Other kitchen equipment	\$20.00	Each
1.6.32	Repair, alteration, or addition to mechanical appliance including installation of controls	\$20.00	Each
1.6.33	Suspended heater, recessed wall heater or floor mounted unit heater	\$20.00	Each
1.6.34	Ventilation Fan connected to a single duct	\$16.00	Each
1.6.35	Ventilation system not a portion of heating or air-conditioning system authorized by permit	\$20.00	Each
1.6.36	Water heater	\$20.00	Each
1.6.37	Wood/pellet stove	\$20.00	Each
1.6.38	Other heating/cooling	\$20.00	Each
1.6.39	Other fuel appliance	\$20.00	Each
1.6.40	Other environment exhaust/ventilation	\$16.00	Each
<b>Fuel gas piping</b>			
1.6.41	Up to 4 outlets	\$5.00	
1.6.42	Additional gas piping for appliances	\$2.00	Each

<b>Commercial (other than R-3 and U Occupancies)</b>			
	<i>Description (based on valuation)</i>	<i>Fee</i>	<i>Unit</i>
1.6.43a	Up to \$5,000.00	\$85.00	Minimum
1.6.43b	\$5,001.00 to \$10,000.00	\$85.00	\$1.70 for each additional \$100.00 over \$5,000.00
1.6.43c	\$10,001.00 to \$100,000.00	\$170.00	\$12.50 for each additional \$1,000.00 over \$10,000.00
1.6.43d	\$100,000.00 and above	\$1,295.00	\$8.50 for each additional \$1,000.00 over \$100,000.00
<b>1.7</b>	<b>Building - Electrical</b>		
	Note: If inspection fees are not charged on an hourly basis, there shall be 2 inspections allowed per permit for all permits except those for residential single or multi-family dwelling units, other than manufactured or modular dwelling units and except those for renewable energy. 4 inspections shall be allowed per permit for residential single or multi-family dwelling units, other than manufactured or modular dwelling units. 3 inspections shall be allowed per permit for renewable energy permits, unless otherwise noted. Reconnect permits allow for 1 inspection.		
	Description	Fee	Unit
1.7.01	Single-family with service included 1,000 sq. ft. or less	\$270.00	Each dwelling unit
1.7.02	Each additional 500 sq. ft. or portion thereof	\$55.00	Each dwelling unit
1.7.03	Multi-Family		Using the valuation of single-family dwellings, buildings containing three (3) or more apartments shall be calculated based on the largest apartment by square footage as per the above rates and each additional apartment is 1/2 of that fee
1.7.04	Each manufactured or modular dwelling unit service or feeder	\$109.00	Each dwelling unit
	<b>Limited energy (low voltage)</b>		
1.7.05	Residential	\$109.00	Each dwelling unit
1.7.06	Commercial	\$109.00	Per panel
	<b>Services or feeders installation, alteration or relocation</b>		
1.7.07	200 amp or less	\$161.00	Each
1.7.08	201 amps to 400 amps	\$213.00	Each
1.7.09	401 amps to 600 amps	\$321.00	Each
1.7.10	601 amps to 1,000 amps	\$482.00	Each
1.7.11	Over 1,000 amps and up	\$882.00	Each
	<b>Temporary services or feeders installation, alteration or relocation</b>		
1.7.12	200 amp or less	\$94.00	Each
1.7.13	201 amps to 400 amps	\$200.00	Each
1.7.14	401 amps to 600 amps	\$270.00	Each
1.7.15	601 amps to 1,000 amps	\$420.00	Each
1.7.16	Over 1,000 amps and up	\$750.00	Each
	<b>Branch circuits - new, alteration or extension</b>		
1.7.17	Branch circuit with service or feeder	\$12.00	Each
1.7.18	Branch circuit without a service or feeder	\$90.00	First
1.7.19	Additional branch circuit	\$12.00	Each
	<b>Miscellaneous (service and feeder not included)</b>		
1.7.20	Reconnect	\$109.00	Each
1.7.21	Pump or irrigation circle	\$109.00	Each
1.7.22	Sign or signal lighting	\$109.00	Each
1.7.23	Renewable energy 5 kva or less	\$144.00	Each
1.7.24	Renewable energy 5.01 to 15 kva	\$168.00	Each
1.7.25	Renewable energy 15.0 to 25 kva	\$280.00	Each
1.7.26	Renewable energy in excess of 25 kva	\$350.00	Each
	<b>Master Electrical Program</b>		
1.7.27	Master electrical program permit	\$170.00	Each
1.7.28	Master electrical program inspection (includes report writing, travel time & inspection prep time)	\$85.00	Per hour or portion thereof
1.7.29	Master electrical program inspection cancellation w/o 24 hour notice	\$170.00	Each

1.8 Building - Manufactured Dwelling and Park									
Description			Fee		Unit				
Manufactured home placement permits are subject to a thirty dollar (\$30.00) state administration fee. (Subject to change at the State of Oregon discretion)									
1.8.01	Manufactured dwelling and cabana installation permit - individual lot (includes prescriptive slab, runners or foundation and utility connections within 30 lineal feet)			\$400.00	Each installation				
1.8.02	Manufactured dwelling and cabana installation in manufactured home park & temporary placement permit (includes prescriptive slab, runners or foundation and utility connections within 30 lineal feet)			\$400.00	Each Installation				
1.8.03	Manufactured dwelling Park and Development Valuation Table: Valuation is based upon building valuation data found in Oregon Administrative Rules (OAR 918.600)								
If the valuation is :									
1.8.03a	Up to \$500.00			\$25.37	Minimum				
1.8.03b	\$501.00 to \$2,000.00			\$25.37	For first \$500.00		\$2.42 for each additional \$100 or fraction there of		
1.8.03c	\$2,001.00 to \$25,000.00			\$61.67	For first \$2,000.00		\$14.49 for each additional \$1,000.00 or fraction there of		
1.8.03d	\$25,001.00 to \$50,000.00			\$394.94	For first \$25,000.00		\$10.57 for each additional \$1,000.00 or fraction there of		
1.8.03e	\$50,001.00 to \$100,000.00			\$659.19	For first \$50,000.00		\$7.25 for each additional \$1,000.00 or fraction there of		
1.8.03f	\$100,001.00 to \$500,000.00			\$1,021.69	For first \$100,000.00		\$5.74 for each additional \$1,000.00 or fraction there of		
1.8.03g	\$500,001.00 to \$1,000,000.00			\$3,317.69	For first \$500,000.00		\$5.32 for each additional \$1,000.00 or fraction there of		
1.8.03h	\$1,000,001.00 and up			\$5,997.69	For first \$1,000,000.00		\$3.32 for each additional \$1,000.00 or fraction there of		
1.8.4	To be used in conjunction with Building Fees								
M/H Space Fee Table: If park contains more than one class, figure spaces in each class and add together									
	Park Class	4 or less	5	6	8	9	10	11	12
1.8.04a	A Fee (spaces per acre)	\$6,948.83	\$6,489.71	\$6,112.54	\$5,512.63	5,294.10	\$5,239.47	\$5,184.83	\$5,130.20
1.8.04b	B Fee (spaces per acre)	\$6,494.96	\$6,030.59	\$5,649.21	\$5,048.25	\$4,819.22	\$4,803.46	\$4,748.83	\$4,694.19
1.8.04c	C Fee (spaces per acre)	\$6,249.12	\$5,922.37	\$5,430.68	\$5,020.94	\$4,595.43	\$4,448.35	\$4,421.03	\$4,366.40
Class A contains paved streets, curbs & sidewalks									
Class B contains paved streets, no curbs & sidewalks									
Class C contains no paved streets or curbs & sidewalks on one side of each street									
Recreation Park Space Fee Table: If park contains more than one class, figure spaces in each class together.									
	Park Class	6	8	10	14	16	18	20	22
1.8.04d	A Fee (spaces per acre)	\$3,110.90	\$2,903.24	\$2,728.47	\$2,541.00	\$2,384.92	\$2,292.46	\$2,237.83	\$2,183.20
1.8.04e	B Fee (spaces per acre)	\$2,919.69	\$2,728.47	\$2,565.63	\$2,292.46	\$2,237.83	\$2,183.20	\$2,073.93	\$1,828.09
1.8.04f	C Fee (spaces per acre)	\$2,128.57	\$1,910.04	\$1,746.14	\$1,501.34	\$1,364.76	\$1,310.13	\$1,255.50	\$1,200.86
Class A contains paved streets, electrical water & sewer to each RV or camping space									
Class B contains electrical water & sewer to each RV or camping space but do not have paved streets									
Class C contains a combination of no more than two services of electric water & sewer and do not have paved streets									

<b>1.9 Building - Signs</b>			
	Description	Fee	Unit
1.9.01	Temporary sign registration fee		Same as sign permit requirements
1.9.02	Structural Plan Review is required for all signs attached to a building that weight more than 20 lbs, (including the attachment device) all projecting signs, all free standing signs 6 feet or more in height, all freestanding signs 32 sq. ft. or more in area and all signs on a pitched or mansard roof.		65% of sign permit fee
1.9.03	Illuminated Signs: Buildings or freestanding electric, neon, LED, internal or changing electrical components require an electrical permit in addition to a building permit		
	Description	Fee	Unit
1.9.03a	Up to 8 sq. ft.	\$109.00	Plus 65% of base fee if 1.9.02 applies
1.9.03b	Over 8 sq. ft. and up to 20 sq. ft.	\$155.00	Plus 65% of base fee if 1.9.02 applies
1.9.03c	Over 20 sq. ft. and up to 40 sq. ft.	\$176.00	Plus 65% of base fee if 1.9.02 applies
1.9.03d	Over 40 sq. ft. and up to 60 sq. ft.	\$204.00	Plus 65% of base fee if 1.9.02 applies
1.9.03e	Over 60 sq. ft. and up to 80 sq. ft.	\$215.00	Plus 65% of base fee if 1.9.02 applies
1.9.03f	Over 80 sq. ft. and up to 100 sq. ft.	\$223.00	Plus 65% of base fee if 1.9.02 applies
1.9.03g	Over 100 sq. ft.	\$284.00	Plus 65% of base fee if 1.9.02 applies
1.9.04	Non-illuminated Signs: Buildings or freestanding signs without electric, neon, LED, internal or changing electrical components.		
	Description	Fee	Unit
1.9.04a	Up to 8 sq. ft.	\$56.00	Plus 65% of base fee if 1.9.02 applies
1.9.04b	Over 8 sq. ft. and up to 20 sq. ft.	\$112.00	Plus 65% of base fee if 1.9.02 applies
1.9.04c	Over 20 sq. ft. and up to 40 sq. ft.	\$136.00	Plus 65% of base fee if 1.9.02 applies
1.9.04d	Over 40 sq. ft. and up to 60 sq. ft.	\$151.00	Plus 65% of base fee if 1.9.02 applies
1.9.04e	Over 60 sq. ft. and up to 80 sq. ft.	\$160.00	Plus 65% of base fee if 1.9.02 applies
1.9.04f	Over 80 sq. ft. and up to 100 sq. ft.	\$168.00	Plus 65% of base fee if 1.9.02 applies
1.9.04g	Over 100 sq. ft.	\$223.00	Plus 65% of base fee if 1.9.02 applies
<b>1.10 Building - Moved Buildings</b>			
	Description	Fee	Unit
1.10.1	Moving permit (other than a U occupancy)	\$250.00	Each structure
1.10.2	Moving permit U / uninhabitable occupancy	\$125.00	Each structure
1.10.3	Pre-move inspection for structures moving within the City's jurisdiction	\$300.00	Each structure
1.10.4	Pre-move inspection for structures moving into the City's jurisdiction	\$300.00	Each structure, plus \$75.00 per hour after 4 hours including travel time and report preparation
1.10.5	Site inspection pre move	\$85.00	Per hour or potion there of minimum 2 hour
<b>1.11 Building - Re-roofs</b>			
	Description	Fee	Unit
1.11.01	Re-roof permit (residential) When replacing 30% or more of the roof sheathing	\$150.00	Each structure
1.11.02	Re-roof permit (commercial)	\$150.00	For the first 1,000 sq. ft. and \$37.50 for every additional 1,000 sq. ft. or portion there of
<b>1.12 Building - Demolition</b>			
	Description	Fee	Unit
1.12.01	Demolition residential	\$225.00	Each Structure
1.12.02	Demolition commercial	\$225.00	For the first 1,000 sq. ft. and \$37.50 for every additional 1,000 sq. ft. or portion there of
<b>1.13 Building - Administrative Charges</b>			
	Description	Fee	Unit
1.13.01	Copy and Printing charges black and white; 8.5 x 11 or 8.5 x 14 or 11 x 17	\$0.50	per sheet
1.13.02	Copy and Printing charges color; 8.5 x 11 or 8.5 x 14 or 11 x 17	\$0.75	per sheet
1.13.03	Copy or Printing larger than 11 x 17	\$5.00	Per sheet
1.13.04	Research fees / File review supervision	\$125.00	Per hour or potion there of
1.13.05	Inspection for which no fee is specifically indicated – all disciplines	\$85.00	Per hour or portion there of
1.13.06	Reinspection fees – all disciplines	\$85.00	Each occurrence
1.13.07	Inspection outside normal business hours – all disciplines	\$90.00	Minimum 2 hours charge
1.13.08	Plan Review outside normal business hours – all disciplines	\$90.00	Minimum 2 hours charge

1.13.09	Additional electrical inspections	\$85.00	Per inspection above the maximum allowed per the electrical permit
1.13.10	New Address	\$60.00	Per address
1.13.11	Address Change	\$60.00	Change Address
1.13.12	Quick start fee for all permits - Optional program if city can accommodate	\$225.00	For each 1,000 sq. ft. in addition to the building permit fees
1.13.13	Fence when exceeding 7 feet in height	\$225.00	First 200 lineal ft. \$75.00 for each additional 100 lineal ft. or portion there of
1.13.14	Poles over 10 high (flag, light, etc.)	\$150.00	Each
1.13.15	Change of Use or Occupancy	\$225.00 ea hour up to 2 hrs	\$75.00 per hour or portion there of after 2 hours
1.13.16	Temporary Certificate of Occupancy (residential)	\$150.00	Each 30 day period or portion there of
1.13.17	Temporary Certificate of Occupancy (commercial)	\$300.00	First 30 day period or portion there of \$150 for each additional 30 day period or portion there of
1.13.18	Permit reinstatement due to expiration	The fee for reinstated permits shall be proportional to the amount of review and inspection tasks remaining for the project as determined by the Building Official – subject to State Surcharge	
1.13.19	Presubmittal meeting	\$225.00	Per meeting not to exceed 2 hours
1.13.20	Presubmittal meeting (tenant improvement)	\$225.00	Per meeting not to exceed 2 hours
1.13.21	State Surcharge		As determined by State of Oregon



# Program Administration Request

New

Renewal

Department of Consumer & Business Services

Building Codes Division

1535 Edgewater St. NW, Salem, OR

Mailing address: P.O. Box 14470, Salem, OR 97309-0404

Phone: (503) 373-4133 • Fax: (503) 378-2322

Web: bcd.oregon.gov

Municipality: City of Oregon City

Building official: Michael G. Roberts, M.C.P.

Address: 221 Molalla Ave Suite 200

City: Oregon City

State: Oregon

ZIP: 97045

Office location: 221 Molalla Ave Suite 200

Phone: (503) 496-1517

Fax: (503) 722-3880

E-mail: mroberts@orccity.org

**Mark program choice by indicating level:**

X – Performed by municipality

C – Performed by county

S – Performed by state

Plans				Structural				Mechanical				Electrical			Plumbing				Manufactured Structures (MSI)	Park Camp (PCI)	Master Builder Program (optional)
A	B	C	F	A	B	C	M	A	B	C	M	A	B	M	A	C	S	M			
x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	

**Note:** Assumption of a structural A-level program includes the requirements for disabled access [ORS 447.233(5)]. MSI includes manufactured dwelling installations; alterations, accessory structures, buildings, and cabana installations; plan review; and inspections. Park/camp includes mobile home and manufactured dwelling parks, recreation parks, organizational camps, and picnic parks plan review and inspection.

**Attach the following:**

- Completed copy of municipality’s operating plan (OAR 918-020-0090)
- Electrical program requests (See requirements in OAR Chapter 918, Div. 308.)
- Changes of service areas (Include map or description.)
- Current fee schedules for all programs
- Name of a contact person for surcharge report of assumed programs

Name: Michael G. Roberts, M.C.P.

Phone: 503-496-1517

Address: 221 Molalla Ave Suite 200

City: Oregon City

State: Oregon

ZIP: 97045

List inspectors and others, as requested, on the back of this sheet. Attach additional pages as necessary.

Official delegation or assumption of the program(s) above is requested for the period beginning July 1, 20 16.

Authorized signature: \_\_\_\_\_ Title: Building Official Date: 10/16/15

**Request will not be accepted without signature.**

