



**CITY COUNCIL AGENDA
AUGUST 17, 2015, 7:00 PM**

PUBLIC SAFETY BUILDING TRAINING ROOM (401 EAST THIRD STREET)

Mission Statement

The City of Newberg serves its citizens, promotes safety, and maintains a healthy community.

Vision Statement

Newberg will cultivate a healthy, safe environment where citizens can work, play and grow in a friendly, dynamic and diverse community valuing partnerships and opportunity.

I. CALL MEETING TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. PRESENTATIONS

1. Bond Sale Report by Finance Director Matt Zook
2. Abby Bingham, LOC "If I were Mayor" contest winner

V. CITY MANAGER'S REPORT

VI. PUBLIC COMMENTS

(30 minutes maximum, which may be extended at the Mayor's discretion, with an opportunity to speak for no more than 5 minutes per speaker allowed)

VII. CONSENT CALENDAR

1. Minutes for July 6, July 20 Emergency Session, July 20 Regular Session and July 23 Special Session Pages 1-18
2. Resolution 2015-3191, A Resolution to adopt the revised Public Works Design and Construction Standards Pages 19-322
3. Resolution 2015-3208, A Resolution amending the City Council Guidelines and Rules (G & R's) from April of 2011 Pages 323-376
4. Resolution 2015-3210, A Resolution to authorize the City Manager Pro Tem to enter into a Professional Services Agreement with Murray Smith and Associates to complete the update to the Water Master Plan in the amount of \$296,343.00 Pages 377-378
5. Resolution 2015-3211, A Resolution amending policies and procedures for administration of the City of Newberg's Affordable Housing Trust Fund Pages 379-406

Agenda continued on next page

The Mayor reserves the right to change the order of items to be considered by the Council at their meeting. No new items will be heard after 11:00 p.m., unless approved by the Council.

CONSENT CALENDAR, CONTINUED

6. Resolution 2015-3219, A Resolution to authorize the City Manager Pro Tem to enter into a small Enterprise License Agreement with Environmental Systems Research Institute, Inc. (ESRI) in the amount of \$75,000 Pages 407-408
7. Resolution 2015-3220, A Resolution authorizing the City Manager Pro Tem to appoint recommended candidates to positions in multiple departments Pages 409-412
8. Establishment of Newberg Downtown Improvement Plan Advisory Committee Pages 413-415
9. Acceptance of Affordable Housing Commission NOFA & Noticing Pages 416-440

VIII. PUBLIC HEARING

1. Ordinance 2015-2785, Amend Ordinance 2012-2749 to correct language for Housing Trust Fund Pages 441-444

IX. NEW BUSINESS

1. Resolution 2015-3217, A Resolution initiating a Comprehensive Plan amendment to adopt the Yamhill County Coordinated Population forecast and associated employment forecast Pages 445-446
2. Resolution 2015-3212, A Resolution recommending that Yamhill County approve the proposed conditional use permit for a bed & breakfast at 28900 NE Bell Road, Yamhill County Tax Lot 3209-900 Pages 447-448
3. Resolution 2015-3209, A Resolution approving a Street Seat Pilot Program in the Downtown C-3 Zone Pages 449-502

X. EXECUTIVE SESSION

1. Executive Session pursuant to ORS 192. 660 2 (d) Labor Negotiator Consultations

XI. NEW BUSINESS

1. Resolution 2015-3205, A Resolution approving the Collective Bargaining Agreement between the City and the Newberg-Dundee Public Safety Association; and authorizing the City Manager Pro Tem to execute the agreement Pages 503-546

XII. COUNCIL BUSINESS

Pages 547-548

XIII. ADJOURNMENT

ACCOMMODATION OF PHYSICAL IMPAIRMENTS: In order to accommodate persons with physical impairments, please notify the City Recorder's Office of any special physical or language accommodations you may need as far in advance of the meeting as possible and no later than two business days prior to the meeting. To request these arrangements, please contact the City Recorder at (503) 537-1283. For TTY services please dial 711.

Council accepts comments on agenda items during the meeting. Fill out a form identifying the item you wish to speak on prior to the agenda item beginning and turn it into the City Recorder. Speakers who wish the Council to consider written material are encouraged to submit written information in writing by 12:00 p.m. (noon) the day of the meeting.

The Mayor reserves the right to change the order of items to be considered by the Council at their meeting. No new items will be heard after 11:00 p.m., unless approved by the Council.

CONSENT CALENDAR:

MOTION: McKinney/Bacon moved to adopt the Consent Calendar, including June 15, 2015 meeting minutes, approving a noise variance request from ODOT for the OR99W Bypass Project from July 7, 2015 to October 16, 2015 that would allow for nighttime work as needed during the hours of 7:00 p.m. and 7:00 a.m., and approve Resolution 2015-3196, a resolution authorizing the city manager to amend the professional services agreement with Kennedy/Jenks Consultants to provide additional design services for the Newberg water reservoir seismic and hydraulic improvements. Motion carried (7 Yes/ 0 No).

NEW BUSINESS:

Resolution 2015-3197: City Engineer Kaaren Hofmann presented on the Villa Road project. She said the current Transportation Master Plan identified the Villa Road improvements as a priority project. The project would provide significant pedestrian, bicycle, and vehicular mobility, safety improvements, replacement improvements to existing culverts as identified in the Stormwater Master Plan, and significant grade changes to address site distance and safety. The construction of these projects would likely be in phases. After reviewing the proposals received, Murray Smith & Associates was identified as the most qualified consultant. The fee for the design services was \$520,938, 15% of the estimated total project cost. Staff recommended adoption of Resolution 2015-3197.

Councilor Rourke asked about 30 versus 100 percent. CE Hofmann said 30% of the project would lay out the alignment and profile to determine the amount of right-of-way that might be necessary to fulfill the project. There were many properties close to the road and the City was unsure how much right-of-way would need to be acquired. They would do 30%, and then re-evaluate to see if they could move forward with construction or if it would need to be done in phases. Councilor Rourke asked if this amount was for the 30%, and what was the total cost to develop the project. CE Hofmann answered the construction costs were estimated at \$3.3 million dollars which included the 100% going forward with the construction.

Councilor Essin asked about the RFP process versus an RFQ. CE Hofmann clarified this was an RFQ where firms submitted their qualifications and preliminary proposals and after choosing a contractor, negotiated a scope and fee. She explained how the hours and deliverables would work.

Mayor Andrews asked about how much of the cost would be able to be financed by SDCs. CE Hofmann did not know until a more detailed cost estimate was done. Staff was guessing 80% of the project could be funded by SDCs. There was discussion on SDC financing the constraints on the road and how the project might take a long time to complete or possibly could not go further after the 30% study was done.

MOTION: Rourke/Bacon moved to adopt Resolution 2015-3197, A Resolution authorizing the City Manager to enter into a Professional Services Agreement with Murray Smith & Associates to design the City's Villa Road improvement project in the amount of \$520,938.00. Motion carried (7 Yes/ 0 No).

A five minute recess was held from 7:20-7:25 p.m.

PUBLIC HEARING: Ordinance 2015-2782:

Mayor Andrews opened the public hearing. He called for any abstentions, conflicts of interest, or objections to jurisdiction. There were none.

Associate Planner Steve Olson explained staff was requesting a continuance of the hearing. He gave a background on the changes to the Sign Code for temporary and portable signs and discussed the recommendations of the Planning Commission. Staff was waiting to get feedback from the County and ODOT on these recommendations.

MOTION: Rourke/Woodruff moved to continue the hearing for Ordinance 2015-2782 to September 8, 2015. Motion carried (7 Yes/ 0 No).

Order 2015-0037:

Mayor Andrews opened the public hearing at 7:30 p.m. He called for any abstentions, conflicts of interest, or objections to jurisdiction. Councilor Essin had driven by the project and had done an extensive inspection of it. Councilor Woodruff had received one email urging a no vote for traffic safety and neighborhood feel issues. Councilor Bacon had a newspaper interview in answer to a Facebook post regarding the project, but her statement was about housing and the availability of rental property in Newberg. Mayor Andrews said in January he had a meeting with Jeff Curran, the project applicant, about the neighborhood meeting they had held about the project and Mr. Curran gave details about the project and the traffic study engineer.

City Attorney Truman Stone read the quasi-judicial hearing statement.

AP Olson presented the staff report (Exhibit A). This was an application for a proposed Comprehensive Plan Map and Zoning amendment for 1317 Villa Road. The proposal was to change the property from low density residential to high density residential and zoning from R-1 to R-3. This would change the map designations, but was not a detailed design review. They would not be approving a concept plan that night. If the Comprehensive Plan and Zone Change occurred, the applicant intended to apply for a multi-family apartment design review.

He explained the surrounding area and existing site conditions. There was a stream corridor that had strong restrictions on development. He reviewed the approval criteria. The first step was to see if there was a need for high density residential housing. The applicant did a housing needs analysis using 2012 population projections and it showed a significant deficit of high density housing. There was also a public infrastructure analysis and one issue was the sanitary sewer line was currently at capacity. This Comprehensive Plan change would not change the situation, as it was only a 1.4% increase in demand from low density to high density. The pipes would need to be upsized no matter what type of development would come in. The existing water lines appeared adequate in size and there was an existing stormwater line that could serve the site. He explained the streets in the area. With any development half street improvements would be done on Park Lane and Villa Road and there would be right-of-way dedication.

AP Olson said the City would be improving Villa Road from Haworth to Crestview. The traffic study showed that a multi-family apartment would increase the traffic by 74 trips in the p.m. peak hours. The intersections would still operate to City standards except for Villa Road and 99W. ODOT reviewed this analysis and said the impact on 99W was slight and did not recommend any mitigation. The proposal complied with the Transportation Planning Rule. Traffic would increase. The site was suitable for multi-family development as it had access on Villa Road, which was a major collector and was in walking distance of many services. One of the goals of the Comprehensive Plan was not to have high density in one location, but spread throughout the City. Many of the public comments received were about the speeding on Villa Road, the design of Villa Road and use by pedestrians and bicycles, anticipated parking concerns, building height of an apartment building, deer in the area, and the stream corridor. This project would not cause a large increase of traffic and ODOT had not recommended mitigation for any of the intersections. Villa Road was a collector and intended to handle higher volume of traffic.

He said apartments were required to have a certain number of parking spaces and visitor parking. The Code required if there was high density next to low density, within 50 feet of the border the height was limited to the same as low density, which would be a two story height limit. The stream corridor area would restrict development, which would keep some of the habitat along the stream. The Planning Commission found the proposal met the need for more high density development, public infrastructure was or could easily be made available to serve the site, it complied with the Transportation Planning Rule, and the site was suitable for high density development. The Planning Commission recommended approval of the changes to the Comprehensive Plan Map from LDR to HDR and Zone Change from R-1 to R-3. He entered all of the exhibits into the record for the hearing.

Councilor Rourke asked about the policies for placement of R-1, R-2, and R-3 in the City.

AP Olson explained high density should be next to an arterial or collector street to handle the traffic and it should not be concentrated in any one area but disbursed throughout the City and had to be based on need for the change. He then discussed what was allowed in the various residential zones.

Councilor Rourke asked about any recent examples of Comprehensive Plan or Zone changes from low to high density residential. AP Olson said the most recent was Deskin Commons. It was affordable housing subsidized by the Housing Authority whereas this application was market rate housing. The end result of this project would be more like the Oak Grove apartments. There had been three apartment projects within the last 10 years that involved a Comprehensive Plan and zoning change. There was an apartment complex under development now, Springbrook Ridge, but it was originally designated high density.

Councilor Rourke asked for clarification on the status of the Villa Road/99W intersection. AP Olson said even without development on this site, it was still over ODOT's volume to capacity ratio standards. With development, it would not change the ODOT rating of the intersection. The problem was the high volume of east/west traffic on 99W and not the traffic going north on Villa Road, which was much smaller.

Councilor Corey asked about the applicant's responsibility for improving street frontage. AP Olson said the basic requirements were street frontage improvements and payment of SDCs. Councilor Corey asked about the train trestles. AP Olson said there was no anticipation the train trestle would move anytime soon. There would be a lot of coordination of the City's project on Villa Road and the development of this property. The applicant was planning to do apartments on the property, not townhomes. They did not yet know how many units would be able to be put on the site.

Councilor Bacon asked about adding traffic to a major collector whether it would increase the chance of traffic accidents. CE Hofmann said the average would not necessarily change, as when traffic was added there was also mitigation to improve the safety of the roadway. In general the average did not change. As part of the Villa Road project, they would be looking at traffic calming options.

Councilor McKinney questioned ODOT's figures due to the significant increase in traffic from other new developments and the railroad not being willing to work with the City. AP Olson said the traffic study looked at all the new development in the area and ODOT looked at the study and agreed that no mitigation was necessary. The only mitigation that would lower traffic was putting in the overpass on 99W. To require mitigation there needed to be some specific proposed improvement in the traffic study. There was nothing staff could specifically recommend at Villa and 99W currently.

Mayor Andrews clarified in an R-3 designation, it did not have to be fully built out. AP Olson said that was correct. Mayor Andrews asked about mitigation on other streets and whether those issues were being packaged to be sent forward to the Traffic Safety Commission. AP Olson said it was not a condition at this time but it was something on the action plan for down the road. Councilor Essin said the design concept showed 200 parking spaces, what were they projecting to be the increased amount of cars. AP Olson said the traffic study was comparing 30 single family homes and multi-family development. It focused on the p.m. peak hour, adding 74 trips. The project was estimated to add 795 daily trips.

APPLICANT: Mimi Doukas of AKS Engineering was representing the applicant, DJ2 Holdings. The request was to change a six acre property from low density residential to high density residential in the Comprehensive Plan and change the zoning designation from R-1 to R-3. There was no development proposed at this time. A sketch had been included on what could happen on the property. They did plan to develop an apartment complex, which would go through a design review process and would meet all of the standards. The stream corridor would form the southern boundary of the property, George Fox University was to the south, the boundary to the east was Villa Road and Park Lane was to the north, and the property abutted R-1 to the west.

She explained the three criteria they needed to be in compliance with. They had to prove there was a need for the proposed use and that this was an appropriate location. There needed to be a variety of mobility options, needed to be located near support services, and needed low and moderate income housing and diverse housing disbursed throughout the City. These would be market rate apartments, not an affordable housing project. There were schools, churches, parks, medical facilities, and commercial services nearby and it was fairly close to downtown. The property was flat and abutted Villa Road for good access.

The City's greatest housing need was for high density residential as the City only had 11% of the land needed. There were adequate public facilities as there was adjacent water, stormwater and sanitary sewer. The capacity for sanitary sewer was solvable through upsizing the existing pipe. The application was in compliance with the Transportation Planning Rule. Street improvements would be done, there would be right-of-way dedications, and design standards would be met. The primary concern of citizens was transportation. There were existing struggles with Villa Road and this

project would be part of the solution. The project would be responsible for frontage improvements and payment of SDCs. The applicant suggested the City spend the SDCs in the vicinity of the project. They would rather see physical improvements there than banking the money for future improvements in the same corridor. She believed the project met the criteria, agreed with the Planning Commission's recommendation, and asked for approval.

Mayor Andrews asked if there were any questions for the applicant. There were none.

PROPONENTS: George Couuts, a realtor with ReMax, was representing the Martell Family that owned the property in the application. He had approached both George Fox and Chehalem Parks and Rec about buying the property, and neither had the funds available. George Fox did indicate there was a need for off-campus student housing within walking distance of the campus and were enthusiastic about this project. He had families who wanted to buy off-campus housing for their students, but anything affordable was often too far away from the campus. This project would be used by George Fox students and was in a location that was walkable to the university. The property had been on the market for two and a half years and the price of real estate had gone up, which also affected affordability. This project would help meet that need.

OPPONENTS: Barbara Falbey, Newberg resident, was concerned about the proposed change in zoning. The development would bring change to the neighborhood. When she bought her home in 1990, this property was a neighborhood farm. Others in the neighborhood had lived there longer than she had. They had anticipated that it would be changed and developed, but not at R-3. Villa Road and 99W was not being addressed and this project would add over 700 cars per day. There were other areas zoned R-3 in the City that had not been developed. She did not see a benefit to changing the density on this piece of property at this time. There would be an impact on the neighborhood park, Sierra Vista, and Villa Road. She requested Council not approve the application.

Jennifer Meyers, Newberg resident, had lived in Newberg for 14 years. She moved here for the small town feel. She realized Newberg had to grow, but it needed to grow in the right way. The growth being proposed was not right. It would destroy the feel of the community in the neighborhood. She did not want an apartment building in her neighborhood. This was not an R-3 community. There were no other apartment buildings in the area. It would destroy property values. The Council needed to listen to what the neighborhood wanted.

Scott Phoenix, Newberg resident, said he and his wife had been residents since 1984. They anticipated some sort of change in the neighborhood when Mr. Martell died. He and his wife were opposed to R-3 development. The neighborhood's atmosphere and character would be severely impacted. The neighborhood park was only one acre and already busily used. He did not anticipate an elevation change on Villa Road and in inclement weather the road had been known to be shut down. When that happened, it would cause traffic overflow into the adjacent neighborhoods. They knew development would occur on the property, but discouraged R-3 as it would be a severe disruption to the character of the neighborhood.

Nancy Stone, Newberg resident, said she lived in Newberg for 18 years. She bought her house nine years ago because it was a wonderful place to raise a family and she could live in the quiet, closely connected neighborhood for the rest of her life. She thought similar houses for single family use would be built on the vacant site. She never considered high density for the property. She was concerned about the lack of parking and people parking on the side streets of the neighborhood. She did not want to have to search for parking to visit family or have to pull into the middle of the intersection to see around the parked cars to pull out onto the street. Ms. Stone was concerned about the safety of the neighborhood and park and traffic on the road. There was traffic congestion currently at Villa Road and 99W and many close calls for car accidents. The deer that travel along the stream corridor used this property for feeding and resting and there should be protection of some grassy area and the apple trees so the deer could continue to use the area. Deskin Commons was only two blocks from this property, and she did not think that was spreading out the high density. This site was not a good place for apartments, and would be better as townhomes or duplexes.

Laura Hancock, Newberg resident, understood Newberg needed to grow and that the need for high density housing would increase as time went on. However this was not the place for that. Villa Road was narrow and the bottom flooded in the winter. To add over 700 trips to that road was ridiculous. This was a greenway in Newberg and needed to be protected. If many college students moved in, there was the possibility for more accidents due to the student drivers. High density housing was not appropriate here.

Ms. Hancock said the sewer issue should be addressed before the zoning was changed. If the road was on the list of roads going to be improved, that should happen first before changing the zoning. This was a small, wooded neighborhood and other places in Newberg were more conducive for the density.

Spencer Samuels, Newberg resident, moved to Newberg in 1994. If apartments went in here, it would drastically change the feel of the neighborhood and 70 year old trees. He thought the other R-3 areas should be developed first. They did not know what could be done on Villa Road yet and if a high density development went in and they could not make changes to the road, it would go from a bad situation to a much worse situation with high volume traffic and no improvements.

Kevin App, Newberg resident, used Villa Road almost every day, which was a nice drive in a nice little neighborhood. He understood why R-3 was needed and knew the property would be developed. He did not know it would be rezoned for high density. Had an apartment complex been there before he bought his house, he would have looked elsewhere. It would impact property values as it would add to the noise and congestion in the neighborhood. His favorite thing about his property was the quiet evenings. He asked if anyone had approached the Newberg School District to ask if the district could absorb the hit from the additional children coming in from this development.

REBUTTAL: Ms. Doukas said there was only seven acres of HDR currently in Newberg. It was only one other project. This project was important in terms of housing supply. She clarified the roadway improvements on Villa Road which were not dependent on coordination with the railroad. It was a design challenge to thread the improvements through the trestle and the timing was in the control of the City.

Brian Dunn of Kittelson & Associates spoke about the impacts on the intersection of Villa Road and 99W. ODOT provided evidence in the record stating this application did not have significant effect on the transportation system as the amount of increased trips was so small. The traffic study was prepared using the updated forecasts of the 2035 Transportation System Plan and the trip generation for the high density scenario was conservative as they would not be able to build as many apartments as originally thought and the proximity of the development to George Fox was not considered. Students could walk or bike to George Fox instead of using their cars. The build out would actually be 128 apartments, and the study assumed 168 apartments. Ms. Doukas confirmed they were currently planning to build around 128 apartments.

Councilor Woodruff suggested putting the parking around the outside and the apartments inside so it was a commons for the residents and the parking would provide a buffer to the neighborhood. Ms. Doukas was open to different design concepts. The buildings would provide better sound and light buffering than a parking lot. Councilor Essin asked about the facilities that would be on site. Jeff Curran of DJ2 Holdings answered there would be a club house, open space, and commons area. Ms. Doukas said there would be activities that allowed residents to stay within the complex, have a sense of community, and not be dependent on the car for every need.

Mayor Andrews reminded the Council that tonight they were doing a Comprehensive Plan/Zone Change and not considering Site Design Review.

Councilor Bacon asked about traffic routes from the site to Highway 99W. Kittelson Engineer Dunn said the traffic patterns were analyzed in the area and the distribution of the site trips was modeled on those traffic patterns. There were other routes, but the primary one was Villa Road.

Mayor Andrews called on staff regarding new communications on this item. AP Olson said there were no public agency communications but a few additional letters that had come in for the record.

MOTION: Bacon/McKinney moved to accept the additional letters into the record. Motion carried (7 Yes/ 0 No).

Mayor Andrews closed the public testimony portion of the hearing at 9:15 p.m.

City Attorney Stone said the applicant who had the burden of proof had at least seven days after the record was closed to submit final written argument. The applicant had to decide whether or not they would submit further written argument. If they did want to submit testimony, the hearing would be continued, but if they did not the Council could proceed to

deliberation. If the Council decision was continued, the record could be re-opened at that time by motion of the Council. If the decision was made that night, Council could reconsider the decision following proper procedure.

Ms. Doukas said they waived the right to submit additional testimony into the record.

AP Olson would distribute the additional letters to the Council. The Planning Commission recommended Council adopt the proposed Comprehensive Plan Map and Zoning amendments.

DELIBERATION: Mayor Andrews asked if the Council wanted to move forward with deliberation that night or continue the hearing.

There was consensus to move forward with deliberation. The meeting would be recessed for Council to read the new communications they just received. The meeting was recessed at 9:20 p.m. and reconvened at 9:35 p.m.

Mayor Andrews opened discussion for deliberations or other questions for staff.

Councilor Woodruff had traffic and development questions. She asked what was the difference between an apartment, a townhouse, and a condo ? AP Olson explained that apartments could be built in many different forms, but were all rented out. Condos were similar to apartments, but could be sold, and townhouses were two story attached homes or duplexes and had property lines between the units.

Councilor Woodruff asked if there was other R-3 land available and why was it not being developed first. AP Olson said there was not much R-3 land available. This was an application from an applicant to build on a specific site. Even if there were many other R-3 sites, they didn't get to consider whether they had another site that was better. The question was whether this was a good site or not.

Councilor Woodruff asked about how the elevation would change on Villa Road. CE Hofmann said the preliminary design was for the grade at the bottom of the hill to be raised three to five feet. Councilor Woodruff asked if Villa Road needed to be improved before this apartment building could be built. CE Hofmann said no, these projects were happening separately but simultaneously. Councilor Essin said if he didn't believe the trestle issue could be resolved, he questioned that this should be a high density area. If the improvements to Villa Road could not be improved, how would it affect the high density zoning? CE Hofmann said it would not affect it. The zone change would still go forward. CDD Rux said if these changes were approved, the applicant would have to do street frontage improvements on Villa and Park Lane as part of the development and work with staff on the design.

Councilor Rourke discussed the percentages of housing land. He asked where the other R-3 was located. AP Olson said the land zoned R-3 was south of the railroad tracks. There was no other R-3 land proposed except for this application. Council could initiate a zone change for other sites to be changed to R-3. There was no scientific study to show how R-3 developments affected property values.

Mayor Andrews asked about the stories allowed for the different structures. AP Olson said R-1 and R-2 zones were limited to two stories, 30 feet tall, and R-3 was limited to three stories, 45 feet tall.

Mayor Andrews asked for any further questions from staff at this time. There were none.

Mayor Andrews said if this was approved, he recommended a condition be added to the findings that the Site Design Review go to the Planning Commission before it was approved. He had empathy for what was being said that night and thanked all for their comments. There was a profound need for R-3 housing in Newberg and he thought with the condition he recommended he was leaning towards approving the proposed changes.

Councilor Essin said they did not want urban sprawl and wanted to build up the land currently in the Urban Growth Boundary. He would not want this development in his neighborhood and he did not think the neighbors could have known this high density would be proposed. He was not in favor of this high density. He thought many issues needed to be resolved before this change was made.

Councilor Corey thought fewer units needed to be put in. With two stories, there was potential for the units looking into people's backyards, but that could also happen if it was a two story home. Some development would go in there, and farm land within the City would be developed. One of the goals of Council was to have more affordable housing, and R-3 zoning was not available. This was a prime opportunity to have some R-3, although fewer units needed to be put in. He also agreed the condition the Mayor suggested should be added. He did not have a big concern about the road. The trestle was a problem, but he thought it would be resolved. Closing the road due to inclement weather might happen, but this should not be a reason to deny the application. They needed to plan for what was usual, not what might happen. He was in favor of approving the application with conditions.

Councilor Bacon felt sympathy for the neighbors. The findings did not allow them to take the neighborhood changing into consideration. It met the criteria and the City needed the R-3 land. There were traffic issues and they were being worked on to be resolved. The infrastructure was available or could be made available. There was not a lot of room to put in personal feelings about the neighborhood, and while she was sympathetic towards the neighborhood, it met the criteria.

Councilor McKinney was not convinced the traffic study was correct and the plans for development of Villa Road would be successful. The railroad had rights above the City's rights and he questioned if the trestle would be moved. He voted against the zone change for Deskin Commons and he would vote against this project as well because changing it from R-1 to R-3 was not in the best interest of the citizens who lived there.

Councilor Rourke said there was a deficiency of buildable land; however, there were a lot of other areas better suited for high density. A lot of work would have to go in to changing the zoning of those properties. He thought that was something the City should do. Property owners should be able to do things on their property within the rules, and this was a question of changing those rules. The application met the criteria to change the rules, but he did not think that was good enough. He was leaning against it as he was not convinced Villa Road was solvable for this much more density and there were better areas for the high density.

Councilor Woodruff said the City did not want to expand the Urban Growth Boundary and needed more in-fill. High density would be good near George Fox and they wanted to be a diverse community. Many people who came as students did stay in Newberg. The property owner was asking to change the zoning and wanted to do the project. She was still undecided.

Mayor Andrews said if this was an R-1, would it have an impact on Villa Road? AP Olson answered any development would increase traffic. If this project was not built, the intersection of Villa and 99W would still not meet the standards. While traffic would increase, it would not worsen the intersection. The difference between R-1 to R-3 was 74 trips during the peak p.m. hour. For R-1 it was assumed to be 300 trips per day.

MOTION: Essin/Rourke moved to deny Order 2015-0037.

Deliberation on the motion: Councilor Woodruff asked if it was denied tonight what happens next? Mayor Andrews said the property would remain as low density, R-1. Councilor Bacon said there was a need for this type of housing. What findings could they make that supported the motion?

CA Stone reminded the Council this was a quasi-judicial hearing. The Council would have to make findings that would support a denial to disapprove the zone change.

Councilor Essin said the finding would be the Council did not think the transportation system would support what was being proposed. He was not sure what other findings he would make. CDD Rux said if the consensus of the Council was to disagree with the current findings, they would have to make findings on the criteria and how the applicant did not meet them in order to deny the application.

Mayor Andrews asked CDD Rux to explain about the 120-day rule. CDD Rux said they were on day 71 of the 120 day rule and if the Council came back with direction to staff for July 20 that would be day 86. The next Council meeting was August 17, and that would be day 113.

Councilor McKinney said he believed the application was not in compliance with the Transportation Planning Rule as he did not believe the figures in the traffic study were correct.

Councilor Essin also did not think the application was in compliance with public facilities and services are or could be easily made available. Villa Road was at least a year out before improvements would be made and it was questionable if the railroad trestle would be moved. They did not know if the improvements could be done, and he was uncomfortable approving this change until they knew.

CA Stone reminded the Council the decision needed to be based on other compelling evidence or findings that there was insufficient evidence. They could not make a decision based on feelings or non-evidentiary reasons.

CDD Rux said the design review would look at street improvements on Villa Road from the trestle to Park. But this was not design review. The transportation analysis looked at the volume to capacity and level of service at intersections. If it had shown that there was a significant impact to the TPR process, it could be a finding and improvements would have to be made. However, they did not have the information that would require the developer to do the linking street piece on Villa. They had to be careful about combining the City's project and this project. He explained the three criteria the Council had to evaluate this request.

Councilor Corey thought the motion was not proper if it was based on not believing or agreeing with the findings.

Councilor Essin clarified one criterion was public facilities and services are or could be easily made available. They did not know if the improvements could be made on Villa Road. Councilor Bacon asked were the findings based on the current Villa Road setup or what might be changed in the future. AP Olson reviewed the findings. The decision the Council was making would have to have findings to support the decision. CDD Rux said if the majority of the Council did not think the application met the criteria, staff needed guidance on where it did not meet the criteria so they could craft findings in alignment with the majority of the Council.

CA Stone reminded the Council the information before them was the only information they could consider in making the decision. They were not bound by the proposed findings of staff, but Council must make findings and they must point to evidence that supported the findings. If the Council found the criteria had not been met, then the staff needed specific direction on where it did not occur. The findings must be based on the evidence submitted into the record.

Councilor Essin said there was no finding that would allow him to deny the application except for the testimony received. He did not believe the traffic study, but did not know how to direct staff to change the findings. Councilor Rourke thought this was a planning issue, an ODOT issue, and a Comprehensive Plan issue with a lack of high density in the City. The application met the criteria, but the City of Newberg had planning issues that they needed to solve outside of this application. If these were not tackled soon then they would have the same issues for the next application.

MOTION DECISION: Councilor Essin withdrew his motion. Councilor McKinney withdrew his second.

There was discussion regarding what would happen if this was voted down. CA Stone said if the Council denied the application without findings, the decision would most likely be overturned on appeal.

Councilor Essin said if staff had no suggestion as to what findings to change, then they had no way to make findings and could vote it down and let it be appealed.

CA Stone said if the Council said a certain criterion was not met because of specific compelling evidence, they could instruct staff to rewrite the findings. They could not say we don't like the findings and come back with opposite findings and look for evidence to support them. That would be beyond the role of staff.

Councilor Corey suggested tabling the discussion.

MOTION: Essin moved to continue deliberations on this matter to the July 20, 2015, Council meeting. Motion died for lack of a second.

MOTION: Bacon/Andrews moved to adopt Order 2015-0037, An Order amending the Comprehensive Plan Map designation from Low Density Residential (LDR) to High Density Residential (HDR) and amending the Zoning Designation from R-1 (Low Density Residential) to R-3 (High Density Residential) for a property located at 1317 Villa Road, Yamhill County Tax Lot 3217BC-800 with the amendment that the Site Design Review was required to go to the Planning Commission. Motion carried (6 Yes/ 1 No [McKinney]).

The Council took a brief recess before entering Executive Session.

EXECUTIVE SESSION:

Executive Session # 3 – Pursuant to ORS 192.660 (2) (d) Labor Negotiator Consultations

The Council entered into Executive Session on Fire Association Collective Bargaining Agreement amendment at 11:25 p.m. and exited Executive Session at 11:40 p.m. Staff present during the Executive Session included City Manager Jacques Betz and City Attorney Truman Stone.

NEW BUSINESS:

Resolution 2015-3199:

CA Stone presented the staff report. He, the Fire Chiefs, and the HR Manager negotiated with the Association for contract wages for Fiscal Year 2015-16 and 2016-17. It would be a 1% wage increase and 1% COLA in the first year and no wage increase and COLA based on CPI with a maximum of 3% in the second year. The Association unanimously approved this.

MOTION: Bacon/Rourke moved to adopt Resolution 2015-3199, A Resolution approving amendments to Article 10 (Compensation) of the Collective Bargaining Agreement between the City and the International Association of Firefighters, Local 1660; and authorizing the City Manager to execute the agreement. Motion carried (7 Yes/ 0 No).

COUNCIL BUSINESS:

Mayor Andrews said the Resolution for the CM evaluation would be held over to July 20.

ADJOURNMENT: The meeting was adjourned at 11:42 p.m.

ADOPTED by the Newberg City Council this 17th day of August 2015.

Sue Ryan, City Recorder

ATTESTED by the Mayor this ____ day of August, 2015.

Bob Andrews, Mayor

**NEWBERG CITY COUNCIL MINUTES
EMERGENCY SESSION
JULY 20, 2015, 7:00 AM
PUBLIC SAFETY BUILDING (401 E. THIRD STREET)**

CALL MEETING TO ORDER

The Mayor called the meeting to order at 7:00 a.m.

ROLL CALL

Members Present: Mayor Bob Andrews Scott Essin Stephen McKinney
Lesley Woodruff Denise Bacon

Staff Present: Truman Stone, City Attorney/City Manager Pro-Tem

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was performed.

Mayor Bob Andrews asked City Attorney Truman Stone to give a statement of purpose for the meeting.

City Attorney Truman Stone said pursuant to Council Rules, the Council can call an emergency meeting, the Mayor has the power to do that or three council members. Council President Bacon called this emergency meeting to discuss the developments that occurred yesterday in relation to the City Manager and the announced criminal investigation by Yamhill County District Attorney Brad Berry.

Mayor Andrews said you see the issue that is before us and the concerns that we have. I believe Councilor Bacon has a comment that she would like to make.

Councilor Bacon said as a City Council we've always been fortunate to make decisions with a lot of information. She said now you have this kind of decision where you have every bit of information, like if you witnessed a car crash you would have the traffic flows, the weather conditions, the driving records, maybe even witnessed it. She said or you might have up here, pictures and a dialogue, to make the decision. She said but today we're working up here where we have almost no information at all. She said it's difficult but it's important and it has to be done anyway. She said so for me this kind of started a week ago when we found out the City Manager was going to put our police chief on administrative leave. She said we don't know why, we have no more information than you have. She said Chief Casey has been a vital touchpoint for me for information about the Police Department and he is a trusted colleague in my opinion. Councilor Bacon said this was challenging, we went on information given to us by our insurance company and City Manager Betz. She said I as a manager may have handled the situation differently without taking it to this level. She said we were told the Chief would be treated respectfully and as you all probably know that is not how he would view what has happened to him.

Councilor Bacon said on Sunday morning when I received a courtesy phone call, from Yamhill County District Attorney Brad Berry. She said when he called he told me that there was an investigation into Jacquie Betz with criminal charges and that he had passed the information because he felt the evidence was compelling enough, and sent it to the Oregon State Police. She said I would have handled the Chief Casey incident much differently by working with him independently prior to him being put on administrative leave. I would like to do that with my employee but she has kind of set a precedent of how this should be handled so I am here today to ask the Council to put City Manager Jacquie Betz on administrative leave and take away all her privileges to the City, trespass her from the City, her card, her e-mail and all the other things that were done for Chief Casey.

Mayor Andrews asked if that was in the form of a motion.

MOTION: Bacon/McKinney moved that we put City Manager Jacque Betz on administrative leave with pay pending the outcome of the investigation and remove her, trespass her from the City.

Deliberation:

Mayor Andrews asked if there were any questions.

Councilor Essin asked City Attorney Stone that allegations are not anything other than allegations as I understand it and as there are currently no charges against our City Manager what would the purpose be of putting her on administrative leave.

City Attorney Stone said standard protocol when there is an investigation is to remove the individual from the circumstances being investigated. He said so it would be typical protocol in this sort of circumstance to place someone on paid administrative leave, which is not seen as a specific action against somebody in their job. He said they are still employed, they have not been demoted, they are still receiving pay, they are just temporarily suspended from that position during the pendency of that investigation. He said and that would apply from the top of the organization to the bottom of the organization.

Councilor Essin said is this also true of Police Chief Casey? City Attorney Stone said it would be from the top of the organization, from the City Manager, down through all the department heads down to line people in the organization. Councilor Essin said so that means this action is a standard protocol we would follow for every position. City Attorney Truman Stone said that was his understanding of how the City has traditionally handled these types of matters. I believe that is consistent with other cities in Oregon.

Mayor Andrews asked for any further questions. He said you've heard the motion, we have had a situation that came up already and we have established a procedure and a process. He said our City Attorney has given clarification on that, has established that as a reasonable policy. Mayor Andrews said under the circumstances the situation has elevated itself to where we must consider the City Manager in the same category as any other staff member in this particular case pending the outcome of the investigation that is ongoing at this time. He said I will be voting in favor of the motion to place City Manager Jacque Betz on paid administrative leave and trespassed from the City Hall, until such things are resolved, until the conclusion of the investigation.

Motion carried (5 Yes [Andrews, Bacon, Essin, McKinney, Woodruff] /0 No/ 2 Absent [Corey, Rourke]).

Mayor Andrews said the motion has been carried, we will notify the City Manager of that. He said at this time is there anything else to come before the Council?

Councilor Bacon said we need to put the City Attorney in charge.

Mayor Andrews said the question has been raised based on the action of this Council that some months back we established a succession in the absence of our City Manager of the officers that our Council hires. He said as I recall in the absence of the City Manager, the City Attorney is then the City Manager Pro Tem.

City Attorney Truman Stone said the Resolution that the Council passed on succession has that in place, on a short-term basis, if it stretches and I can't off the top of my head remember the timeframe but if it stretches on for more than a certain time and it may be 30 days that then the Council needs to take additional action and determine who would be the most appropriate person for the longer term.

Mayor Andrews said do you see based on our previous resolution that we need to take another action to place you as Pro Tem at this time or does the resolution take care of that ? City Attorney Stone said yes sir, I believe the resolution takes care of that. Mayor Andrews said at this time, with the action of the Council, you are now City Manager Pro Tem. He said and we will be looking to you on an interim basis to fill that capacity.

Councilor McKinney said there has been some discussion about Nancy McDonald, Human Resources Director, at this time. Mayor Andrews said I'm not prepared to get into that particular discussion at this time, that is a personnel issue that is beyond the Council that will be discussed. Councilor McKinney said won't be discussed. Mayor Andrews said the City Manager Pro Tem will be evaluating that. He said anything else ?

Councilor Bacon moved to adjourn. Mayor Andrews said is there a second. Inaudible on recording as to who made the second. Mayor Andrews said the question has been called for and called for a vote. The motion passed 5-0-2 [Corey/Rourke].

Mayor Andrews said thank you all for being here, we sincerely appreciate it. He said it's an unfortunate action that we've had to take but we will continue to be in business and we are in business, thank you.

ADJOURNMENT: The meeting was adjourned at 7:11 a.m.

ADOPTED by the Newberg City Council this 17th day of August, 2015.

Truman Stone, City Attorney

ATTESTED by the Mayor this ____ day of August, 2015.

Bob Andrews, Mayor

**NEWBERG CITY COUNCIL MINUTES
REGULAR SESSION
JULY 20, 2015, 7:00 PM
PUBLIC SAFETY BUILDING (401 E. THIRD STREET)**

The work session was held at 6:00 p.m. preceding the meeting. Present were Mayor Bob Andrews, Councilors Lesley Woodruff, Stephen McKinney, Scott Essin, and Denise Bacon. Also present were Pro-Tem City Manager/ City Attorney Truman Stone, City Recorder Sue Ryan, City Engineer Kaaren Hofmann, Public Works Director Jay Harris, IT Director Dave Brooks, Community Development Director Doug Rux, Associate Planner Steve Olson, and Environmental Specialist Sonja Johnson.

REVIEW OF COUNCIL AGENDA:

Mayor Andrews said on the amended agenda, the term City Manager Pro Tem was used, and he asked the Council to apply the term to all of the Resolutions being considered that evening. There was consensus to use that term on the items being adopted that night.

Public Works Director Jay Harris introduced Sonja Johnson, Environmental Specialist for Newberg, who would give the presentation.

ES Johnson discussed the reasons for the Water Conservation Management Plan. This was a State requirement, the City was in a limited ground water area, there was public perception that they should conserve water, and they were currently in a drought year. A water supply assessment was done in May and it showed abnormally low levels. The US drought monitor had them at low water levels in April and they were now in extreme drought conditions. She explained the requirements of the Water Conservation Management Plan and four stage Curtailment Plan and ways staff had been decreasing demand. Staff looked for water losses, billed for all water use, gave public education, and looked for departmental reductions. She discussed monthly water production and demand. Changes staff and technology had made created a permanent reduction of water use. She explained the volume trends by user. In terms of system-wide use, the volume was close to the national average. The Water Conservation Management Plan was working and was aided by the efficiency standards and the fact that people thought twice before irrigating their lawn.

Councilor Essin asked about ways the homes around the golf course could tie into the reuse system at the golf course. PWSD Harris explained there was an RFQ for a consultant to prepare a Water System Master Plan and included in the work would be a reuse study and looking at developing additional users on the system.

Associate Planner Steve Olson gave a presentation on the Street Seats concept and pilot program. These were temporary platforms extending from sidewalks in an on-street parking space to give additional outdoor seating for adjacent businesses. This would be private seating and would require a City permit. It would be paid for, designed, and built by the applicant. Several large cities had been using these for years and he gave examples. For Newberg, it would be a two year draft pilot program, in the Downtown C-3 zone only, and would use no more than six on-street parking spaces. He defined what the City would be responsible for versus the applicant. He then explained some of the design constraints for the Street Seats including being easily removable for street maintenance, allowing for storm water drainage, ADA accessible, not blocking a fire hydrant, adjacent to the applicant's business, and located on side streets.

Councilor McKinney said it looked like there could be successful implementation of the Street Seats design that would work with the proposed "road diet" under the upcoming changes to Highway 99W. AP Olson said staff would bring this back to the Council on August 17 for adoption of the concept.

There was discussion regarding downtown parking and enforcement. CDD Rux said part of the Downtown Improvement Plan was to evaluate all of the on-street parking to see how the parking was currently utilized and how to better manage on-street parking for future redevelopment.

Mayor Andrews adjourned the work session at 6:45 p.m.

CALL MEETING TO ORDER

The Mayor called the meeting to order at 7:00 p.m.

ROLL CALL

Members Present: Mayor Bob Andrews Scott Essin Stephen McKinney
Lesley Woodruff Denise Bacon

Staff Present: Truman Stone, City Attorney/City Manager Pro-Tem
Sue Ryan, City Recorder Kaaren Hofmann, City Engineer
Doug Rux, Community Development Director
Dave Brooks, IT Director Brittney Jeffries, Public Affairs Officer
Steve Olson, Associate Planner Chris Bolek, Captain/Acting Police Chief
Leah Griffith, Library Director Matt Zook, Finance Director

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was performed.

Mayor Andrews explained the amended agenda and the items that would be covered that night.

CITY MANAGER'S REPORT:

City Manager Pro Tem Truman Stone reported that the Department Head directors met this morning following the emergency meeting of the City Council placing the City Manager on administrative leave. They reviewed the work load and had covered all of the immediate needs. That afternoon he met with the Oregon State Police, Interim HR Director Nancy McDonald, and Mayor Andrews. Any news or press releases on this issue would come from the Marion County District Attorney's office. He had retained independent counsel to take over the Police Department assessment process. He said the City had met this morning on the Police Association contract and they had reached tentative agreement on the new contract. The contract would come to Council on August 17.

PUBLIC COMMENTS:

Mayor Andrews said any request for information should be made in writing and submitted to the City Recorder and it would be forwarded to the Mayor and appropriate staff. Staff responses would be reviewed by the Mayor and City Council before sending the responses by email or mail.

Nathalie Hardy, Newberg resident, thanked the Mayor and Council for their work and let them know citizens supported them as they worked through this issue. A group of citizens talked with County Commissioners about getting a life jacket kiosk at Roger's Landing and they approved moving forward with the idea.

Mark Wilcutts, Newberg resident, supported Chief Casey and thought he should be immediately reinstated and City Manager Betz should be immediately relieved of her duties.

Michael Gunn, Newberg resident, also supported Chief Casey. He was appalled at the circumstances of Chief Casey being put on administrative leave. He asked if the Council knew about the administrative leave before it happened or was it a unilateral move by the City Manager. What was the reason for his removal and what did the City Council do subsequent to his removal? Why didn't the City Council call an emergency meeting to ask the City Manager to justify the Police Chief's removal? Who authorized the hiring of the outside consultant by the City for assessment of the Police Department? What was the consultant supposed to do, who was the consultant, how much was the consultant going to cost, and what was the end result supposed to be? He did not think there was anything wrong with the Police Department. He knew Brad Berry professionally for 25 years and he would not issue a press release unless there was credible evidence. He agreed Chief Casey should be reinstated immediately.

Chris Casey, Newberg resident, discussed the leadership qualities of his brother, Brian Casey. He gave examples of how Chief Casey had good relationships with members of the community. He asked the Council to base the decision to reinstate Chief Casey on principle.

Colleen Casey and Julie Clark, Newberg residents, were there to support Brian Casey. Newberg was lucky to have him as Chief of Police.

Darlyn Adams, Newberg resident, was also in support of Chief Casey. She was appalled at the City Manager's actions and how she had tarnished the Police Chief's reputation. Chief Casey should be reinstated as soon as possible and he was owed an apology.

Timothy J. Casey, Newberg resident, said he got into law enforcement because of his brother, Brian Casey. For the past 24 years he had watched Brian serve the City with an unblemished record. He loved Newberg and his job. He looked forward to Brian serving as Chief for many more years to come. He was proud of his brother and stood beside him. He thought the Chief should be reinstated immediately.

Nikki Bowes, Newberg resident, had known Brian Casey for several years. He was a man of great integrity. The City Manager's action put the City at great risk legally without any true reason given for the action. It also put the City in a poor light. The Council should come forward with as much information as possible to counter the rumors and slanderous statements on social media. She urged reinstatement of the Chief immediately.

Al Le May, McMinnville resident, also supported Chief Casey. He thought reinstating him as soon as possible was in the City's best interest. Some people were questioning if the Council was asleep at the wheel and not involved with the City Manager they hired two years ago. He thought as much information as possible needed to go out to the public. Part of the leadership of the Council was to take time to know what staff was doing.

Roger Currier, Newberg resident, said Brian [Police Chief Casey] was an outstanding person and friend. It appeared to him the Council didn't know anything about it, but Councilor Bacon had stated that the Council was assured he would be treated fairly. Councilor Bacon said she and Mayor Andrews both knew about it moments before the press release was sent out. She was assured that the Chief would be treated fairly. Mr. Currier thought it was odd only two people on Council knew about it. There were personnel rules that governed what you could and could not do and it should have been discussed with Council. He thought the rules might have been violated on the emergency meeting held that morning as there had not been 24 hour notice. He also brought up the issue of the rumors that the City Manager had been bringing TVF & R to Newberg to replace the Newberg Fire Department. The way this had taken place was rude and crude.

Fred Casey, Newberg resident, was Chief Casey's father. He had moved here 57 years ago and they valued their name, reputation, and integrity. The Council were the elected officials and he asked that they find out what it was Chief Casey was supposed to have done. His son had spent 24 years working for the City and had never gotten in trouble for anything before. He was proud of his children and this was their community. The Council worked for and represented the citizens. He and the community wanted to know what was going on.

Mayor Andrews applauded the citizens for coming to the meeting and giving testimony in the way that they did. Council would not be taking any action that night, but he thanked them for sharing their concerns. Written questions would be answered. Councilor Bacon said the Council was as concerned as the citizens were and were diligently looking into this for a fast resolution. Councilor Essin asked CA/CMPT Stone to explain what had happened that morning.

CA/CMPT Stone explained that morning the Council placed City Manager Jacque Betz on administrative leave pending the investigation. The City Council under the Charter hired three employees, City Manager, City Attorney, and Municipal Court Judge. All other hiring and firing and discipline was done through the City Manager and the Council was not allowed to interfere with employment decisions or make employment decisions. In the temporary absence of a City Manager, the City Attorney would act as City Manager Pro Tem per the City's succession plan. If it was necessary for a City Manager to be acting for a longer period of time, the Council would choose an Interim City Manager.

CONSENT CALENDAR:

MOTION: Essin/Bacon moved to adopt the Consent Calendar, including Resolution 2015-3204, A Resolution to authorize the City Manager Pro Tem to execute an Intergovernmental Agreement with the State of Oregon that provided a marked crosswalk across Highway 219 at the Foothills Drive intersection, and Resolution 2015-3203, A Resolution to authorize the City Manager Pro Tem to enter into a construction contract with K & E Excavating, Inc. for the Pavement Rehabilitation, Wastewater Pipeline Replacement and the City owned parking lot located on Second Street Maintenance Project in the amount of \$942,915. Motion carried (5 Yes/ 0 No/ 2 [Corey/Rourke]).

NEW BUSINESS:

Resolution 2015-3190: CDD Rux said staff had been working with ODOT through the Transportation Growth Management Grant Program to obtain funding for a study on land use and transportation improvements in downtown Newberg. The scope of work had been discussed including the bypass and truck traffic reduction downtown and the concept of a “road diet.” Because federal funds were part of the program, there were Title 6 civil rights acts requirements to be inclusive of all citizens on the opportunity to participate. He outlined the tasks in the scope of work including gathering the data and forming an advisory committee, holding stakeholder interviews, community visioning process, and drafting the downtown improvement plan. Part of the study would also look at parking downtown and result in a Parking Management Plan. There was a contingent task for traffic analysis on intersections that had not been studied as part of the Transportation System Plan process. Staff recommended adoption of the resolution.

MOTION: **Essin/Bacon** moved to adopt Resolution 2015-3190, A Resolution authorizing the City Manager Pro Tem to enter into an Intergovernmental Agreement with the State of Oregon, acting through the Oregon Department of Transportation, for a Transportation Growth Management Grant for the Newberg Downtown Improvement Plan in the amount of \$259,630. Motion carried (5 Yes/ 0 No/ 2 Absent [Corey/Rourke]).

COUNCIL BUSINESS:

The Mayor reminded everyone of the Newberg Old Fashioned Festival.

CA/CMPT Stone thanked the department heads for attending the meeting that night. The Fire Chief was in an important meeting with the Firefighters Volunteer Association and could not be in attendance.

Mayor Andrews said there would be no Council meeting on August 3rd. There would be a promotions ceremony at the Fire Department that night at 6:00 p.m.

Councilor McKinney explained the meeting this morning was held as an emergency meeting. He asked CA Stone to address the validity of the meeting and that it had complied with State law.

CA/CMPT Stone read from the Attorney General’s Public Records and Meetings Manual regarding emergency meetings. An emergency meeting was a special meeting called on less than 24 hours’ notice. It had to be an emergency, and he thought the criminal investigation of a city executive constituted an emergency. The law required that it be noticed as appropriate to the circumstances. He had sent an email to all interested media at 9 p.m. last night. He thought Council had complied with the statute.

Councilor McKinney thanked the Council for their dedication to the community. He was anxious for the resolution of this situation. He cautioned people to make sure their statements were truthful, honest, and fair and to resist speculation. He wanted the community to come together and hoped that all the parties involved would be left whole and happy and that their futures would be protected.

Mayor Andrews thanked Mr. Stone for stepping up into the City Manager role.

ADJOURNMENT: The meeting was adjourned at 8:05 p.m.

ADOPTED by the Newberg City Council this 17th day of August, 2015.

Sue Ryan, City Recorder

ATTESTED by the Mayor this ____ day of August, 2015.

Bob Andrews, Mayor

**NEWBERG CITY COUNCIL MINUTES
SPECIAL SESSION
JULY 23, 2015, 7:00 PM
PUBLIC SAFETY BUILDING (401 E. THIRD STREET)**

CALL MEETING TO ORDER

The Mayor called the meeting to order at 7:00 p.m.

ROLL CALL

Members Present: Mayor Bob Andrews Scott Essin Stephen McKinney
Lesley Woodruff Denise Bacon

Staff Present: Truman Stone, City Attorney & City Manager Pro Tem
Sue Ryan, City Recorder Jay Harris, Public Works Director
Doug Rux, Community Development Director
Maya Benham, Paralegal Les Hallman, Fire Chief
Matt Zook, Finance Director Dave Brooks, Information Technology Director
Chris Bolek, Interim Police Chief

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was performed.

NEW BUSINESS:

Resolution 2015-3216: City Manager Pro Tem Truman Stone said he was speaking as the City Attorney. He said it became clear to him since Tuesday that it was impossible for one person to fill both positions due to the inherent conflicts between the two roles. He said it was not wise for one person to be giving the city advice and the same person executing that advice. He said his recommendation was for Council to appoint Terrence D. Mahr as City Manager Pro Tem for up to four weeks and if there was a necessity for an Interim City Manager past that the City Council would have to take separate action to name someone on a long term basis.

Discussion: Mayor Andrews said he would be voting for it. He said he appreciated the concerns the City Attorney had brought to their attention and appreciated both CA Stone and Terry Mahr filling in.

MOTION: Bacon/McKinney moved to adopt Resolution 2015-3216, A Resolution Repealing Resolution 2014-3159 and appointing Terrence D. Mahr as City Manager Pro Tem. Motion carried (5 Yes/ 0 No/2 Absent [Corey/Rourke]).

COUNCIL BUSINESS:

Mayor Andrews said the coronation for Newberg Old Fashioned Festival was at 8:00 p.m. this evening.

Terry Mahr said he was glad to come back to the City and work with the City employees and officials. He said it was an honor to be asked to come back to the City and fill in.

There was a discussion about when Mr. Mahr would begin work. He said he would be in the next day, Friday, July 24.

ADJOURNMENT: The meeting was adjourned at 7:09 p.m.

ADOPTED by the Newberg City Council this 17th day of August, 2015.

Sue Ryan, City Recorder

ATTESTED by the Mayor this ____ day of August, 2015.

Bob Andrews, Mayor

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: August 17, 2015

Order ___ No.	Ordinance ___ No.	Resolution <u>XX</u> No. 2015-3191	Motion ___	Information ___
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SUBJECT: A resolution to adopt the revised Public Works Design and Construction Standards

**Contact Person (Preparer) for this Motion: Kaaren Hofmann, City Engineer
Dept.: Engineering Services Department
File No.:**

RECOMMENDATION:

Adopt Resolution No. 2015-3191

EXECUTIVE SUMMARY:

The Engineering Department Design Standards Manual and associated Standard Drawings have been in use by the City Engineering, Operations, and Maintenance Departments for many decades. Since the manual is used by the Public Works and Engineering Departments, the name of the manual is changing from the Engineering Standards Manual to the Public Works Design and Construction Standards. The most significant modification to the proposed manual is the incorporation of construction and acceptance testing requirements to the document.

Because, these standards will apply to all work on public water, storm, wastewater and transportation systems whether constructed by private development or City projects, the Maintenance and Operations Divisions within the Public Works Department and the Community Development Department were consulted in the process of revising the manual. Some specific additions to the proposed manual include:

- Adding reference to Newberg Municipal Code Chapter 13 that requires the reduction of Fats, Oils and Grease (FOG) into the public collection system and then ultimately to the wastewater treatment plant.
- Requirement for a contractor to be pre-qualified and provide performance bonds with the City before they begin work on public systems.
- Requirement for acceptance testing on the constructed work prior to acceptance by the City for maintenance.

One of the Engineering Services Department goals is to be fair and upfront about the requirements to work on the public systems. Another important goal is to protect the public health, safety and welfare. These standards will allow for both of these goals to be met.

At the May 18, 2015 City Council meeting, the Council requested that the proposed revisions go through a public involvement process. Staff provided a Summary of Changes (Exhibit A) on the website and sent invitations to a public meeting on June 17, 2015. Three individuals attended the meeting, and one other provided comments in writing. The responses to the comments are attached as Exhibit B. The revised standards were posted on the website again on August 3, 2015 for any last minute comments.

FISCAL IMPACT:

The proposed amendments to the Standards Manual do not have a fiscal impact to the City.

STRATEGIC ASSESSMENT:

The revised Public Works Design and Construction Standards will provide guidance to all City departments and private development within the City to meet the requirements. These standards will provide consistency and transparency in the design and construction of public systems.



RESOLUTION No. 2015-3191

A RESOLUTION TO ADOPT THE REVISED PUBLIC WORKS DESIGN AND CONSTRUCTION STANDARDS.

RECITALS:

1. The Public Works Design and Construction Standards will provide a guide for private development and City projects to meet the requirements outlined in the Newberg Municipal and Development Codes.
2. The Standards also include Standard Drawings that have been updated to be consistent and have been consolidated into the document.
3. Engineering Services Department Staff solicited input on the manual from other departments within the City and other neighboring jurisdictions to formulate the construction standards. Staff also solicited input from interested parties on the proposed revisions. This input was considered and incorporated in the final manual, as deemed appropriate by the City Engineer.
4. Minor changes in the future to the Design Standards Manual and Standard Drawings may occur when deemed necessary by the City Engineer and/or Public Works Director, and will be approved using the City's Executive Order process. Major changes in the future, as identified by the City Manager, will be adopted by the City Council.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. The Newberg City Council hereby adopts the revised Public Works Design and Construction Standards as attached in Exhibit "A", which is hereby adopted and by this reference incorporated.
2. Minor changes in the future to the Design Standards Manual and Standard Drawings may occur when deemed necessary by the City Engineer and/or Public Works Director, and will be approved using the City's Executive Order process.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: August 18th, 2015.

ADOPTED by the City Council of the City of Newberg, Oregon, this 17th day of August, 2015.

Sue Ryan, City Recorder

ATTEST by the Mayor this 19th day of August, 2015.

Bob Andrews, Mayor

SUMMARY OF CHANGES

CHAPTER 1 (General Requirements)

1. Name change throughout the document
2. Requires pre-qualification with the City (good for 3 years) vs. ODOT
3. Notes that the City Engineer should interpret
4. Sets order of precedence if there is a conflict
5. Added definitions for GIS and pretreatment terms
6. Lays out process for private development permits
7. Updated the forms that as-builts are submitted in
8. Requires performance assurances and contractor's insurance before permit issuance
9. General construction conditions are noted
10. Project Closeout procedures are spelled out

CHAPTER 2 (Wastewater)

1. Specifies materials such as aggregate, concrete, manholes, fittings, etc.
2. Noted minimum slope of sewer pipe - .004
3. Noted that FSE are required to install a GRD
4. Clarified when manholes are required/allowed – there was an inconsistency between sections
5. Requires pre-treatment of wastewater for industrial users per the NMC
6. Added construction, workmanship and testing requirements
7. Specified when the City will 'accept' wastewater pipe

CHAPTER 3 (Water)

1. Removed the ability to have 4 and 6 inch mainlines as they can't provide adequate service (domestic and fire)
2. Provided specifications for appurtenances
3. Added construction, workmanship and testing requirements
4. Specified when the City will 'accept' water pipe

CHAPTER 4 (Stormwater)

1. Clarified impervious surface area for single family homes
2. Changed the WQ facility hierarchy to allow for regional facilities at the same level as LIDA
3. Specifies materials such as aggregate, concrete, manholes, fittings, etc.
4. Added construction, workmanship and testing requirements
5. Specified when the City will 'accept' stormwater pipe

CHAPTER 5 (Streets)

1. Specifies materials such as aggregate, concrete, etc.
2. Changed concrete specifications to 3300 psi from 3000 psi (industry standard)
3. Added construction, workmanship and testing requirements
4. Require consistent compaction results on aggregate and asphalt throughout standards and drawings
5. Specified when the City will 'accept' streets

CHAPTER 6 (Trench Ex & Backfill)

1. New section that covers trench excavation and backfill requirements

STANDARD DRAWINGS

1. Made consistent with document

DESIGN AND CONSTRUCTION STANDARDS 2015 RESPONSES TO COMMENTS RECEIVED

1.10 As-Built Plan Requirements: The city no longer will allow for a disclaimer by the design engineer and requires certification of work to plan and specification.

We revised this language to address the concern.

2.5 Manholes: Why has the goal of the city to reduce the number of structures possible in order to reduce inflow and infiltration been eliminated?

The City's goal is still to reduce inflow and infiltration. This statement was removed for clarity because it can conflict with other code requirements.

2.6 Cleanouts: Why does staff feel that the use of a cleanout at the end of a non-extendable sewer line of short length no longer acceptable? Overall, a cleanout is a more stable structure than a manhole over time when it comes to limiting settlement and degradation thus allowing for inflow and infiltration.

A manhole is a structure that is more easily accessed for both cleaning and maintenance of the wastewater mainline

4.13.5 and 3.8.2 Locate Wires. What is the purpose of adding locate wire to storm and water lines? No similar condition exists for sanitary sewer lines.

The City is required to locate all of these lines or face significant impacts. Depending on the type of pipe, they may not be locatable without the tracer wire. It is a requirement for sanitary sewer lines also, see 2.12.1.

5.17 Street Lighting: A) Why did the City decide to change to Option C program? Was there an economic analysis of short-term savings versus long-term operation and maintenance?

The City decided to change to Option C due to the desire to install LED lights. There was an economic analysis done to show the cost-benefit of this decision.

Although the following comments are related to requirements are already adopted in the code and the City was not proposing any revisions, the responses are provided.

4.4.2 Storm Inlets: This standard has a default requirement for storm inlets at the upstream side of curb return. There are many instances for which the accumulated storm volume at the curb will not adversely affect the use of an ADA ramp resulting in additional structures and pipe that will need to be maintained and eventually replaced by the city.

This is the default requirement. In most cases this is required for safety reasons for both vehicles and pedestrians. In an instance where it is not necessary (such as a high point on the curb line in the near vicinity upstream of the ramp), there is a modification request process that can be used.

4.5.7 Why is the requirement that the Hydraulic Grade Line (HGL) be 2' minimum from finish grade?

This requirement is to keep the stormwater from surcharge from exiting the system and to allow stormwater to enter the inlet grates. The minimum cover over the pipe is 3'.

4.5.7 Why are manmade ditches not allowed?

The City is developing in a more urban format. All street sections include curb and gutter which makes a ditch un-feasible to accept stormwater. Additionally, as the wetland rules at the state and federal levels become more stringent, ditches may be designated as regulated waterways and/or wetlands (such as the ditch on the west side of College Street near Jaquith Park), instead of storm drainage conveyance.

4.5.1 Flow Determination: What is the justification for increasing the design storm recurrence interval for the design of local streets from 10-year in the 2010 Design standards to 25-year? I have yet to see a local street system designed for 10-yr event fail at events higher than 10-yr. The 25-year requirement will result in larger pipe sizes, construction costs and future maintenance expense.

The 25-year design storm for public streets is an industry standard region-wide. The 25 year storm allows for a larger storm event to be accommodated in the

pipng system and will reduce flooding of public streets. The only place that a 10 year storm is used in by the Building Code on private property.

4.7.1 Water Quantity Design Standards: I would appreciate knowing the need to add the requirement to detain the ½ of the 2-year post-development runoff rate.

There is significant evidence that this is the storm event that causes the most amount of erosion and down cutting in streams. The detention of this event will help prevent additional downcutting of our stream channels, which can reduce landslide potential on public/private property, improve water quality, and increase the wildlife habitat in the riparian corridor.

4.7.4 Walls in Water Quantity Facilities.

A) Paragraph I calls for an engineered design for any retaining regardless of height. It is has been standard practice to not require this unless a wall is taller than four feet, which is a Building Codes standard.

The reason for this is that these walls are in facilities that are holding water and in many cases supporting roadways and nearby private structures. Staff will develop a standard drawing over the next year or so to remove this requirement.

B) Paragraph II.b. states the city will not maintain a wall used in a facility, yet 4.6.7 states that the city will maintain detention ponds. It does not make sense to segregate portions of a system.

Staff agrees. This was revised in the standards.

C) The requirement that 25% of a pond perimeter be vegetated with a 3:1 slope for maintenance access is excessive.

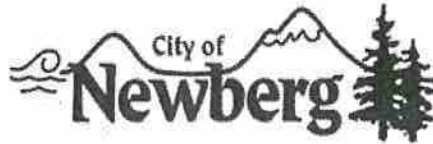
The 3:1 side slope is the maximum slope that a person can walk down with equipment to maintain the facility. Plantings will help make the facilities more attractive than a big hole in the ground.

Resolution 2015-3191
Exhibit A

2015

Public Works Design and Construction Standards





PUBLIC WORKS DESIGN AND CONSTRUCTION STANDARDS - 2015

Revised August 2015



These Standards were compiled by information obtained from
or input received from the following sources:

- American Association of State Highway and Transportation Officials
- American Public Works Association
- American Water Works Association
- Asphalt Institute
- City of Tualatin Public Works Standards
- City of Wilsonville Public Works Standards
- Clean Water Services Agency of Washington County
- Oregon Department of Environmental Quality
- Oregon Department of Transportation
- Oregon Health Division
- Portland Cement Association
- Portland General Electric
- Stormwater Management Manual for Western Washington

FOREWORD

The 2015 edition of the City of Newberg Public Works Design and Construction Standards will provide the technical engineering design and construction information standards for all Public Works transportation projects, storm system projects, sanitary sewer projects, and water distribution system projects in the interest of health, safety and welfare of the residents of the City of Newberg. These Public Works Design and Construction Standards - 2015 will supersede all previously issued Standard Specifications.

Interpretation and enforcement of these standards shall be the responsibility of the City of Newberg Engineering Services Department.

All federal, state, county (Yamhill) or local laws and ordinances are to be adhered to. If there is any conflict between the Standard Specifications and pertinent laws and ordinances, the laws and ordinances shall prevail.

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Section 1 General

1.0 Authority and Purpose

The purpose of these Public Works Design and Construction Standards is to provide a consistent policy under which certain physical aspects of public facility design will be implemented. Most of the elements contained in this document are Public Works oriented and it is intended that they apply to both public improvements under City contract and public improvements under private contract designated herein.

These Standards cannot provide for all situations. They are intended to assist but not to substitute for competent work by design professionals. It is expected that engineers will bring to each project the best of skills from their respective disciplines.

The Public Works Design and Construction Standards are also not intended to limit unreasonably any innovative or creative effort which could result in better quality, better cost savings, or both. Any proposed departure from the Public Works Design and Construction Standards will be judged on the likelihood that such departure will produce a compensating or comparable result in every way adequate for the user and the public.

Interpretation and enforcement of these standards shall be the responsibility of the City of Newberg Engineering Services Department.

1.1 Engineering Policy

It shall be the policy of the City of Newberg to require compliance with Oregon Revised Statute 672 for professional engineers.

All engineering plans, reports, or documents shall be prepared by a registered professional engineer, or by a subordinate employee under the engineer's direction, and shall be signed by the engineer and wet stamped with the engineer's seal to indicate the engineer's responsibility for them. It shall be the engineer's responsibility to review with the City any proposed public facility extension, modification, or other change prior to any proposed design work to determine any special requirements or to determine whether the proposal is permissible. A "Preliminary Review" and/or a "Plans Approved for Construction" stamp of the City on the plans for any job does not in any way relieve the engineer of responsibility to meet all requirements of the City or obligation to protect life, health, and property of the public. The plan for any project shall be revised or supplemented at any time it is determined that the full requirements of the City have not been met.

Public improvement permit application(s) for any work within current or future right-of-way and/or easements including but not limited to; public street, storm drainage, waterworks, and/ or wastewater improvements shall be approved/ issued by the City before commencement of any onsite building, grading, or construction activities.

1.2 Contractor Qualifications

All contractors performing work in the Public Right of Way and/ or on City owned infrastructure shall be pre-approved with the City of Newberg, and shall apply and possess a current City Business License. The contractor shall submit the City's Pre-Qualification Application to the Engineering Services Department at least 10 calendar days prior to any proposed construction.

1.3 Fees

Reference the Engineering Services Department Fee Schedule, for the most current and updated rates. Fees are based on the Engineer's Estimate of Contractor's Bid for the public work. A two percent plan review fee is due upon the initial plan submittal for review. Applicant may incur additional plan review fees for plans/ submittals and/ or length review periods considered unacceptable by the City. A three percent inspection fee is due upon completion of the plan review process. Additional inspection fees may be incurred due to items such as failed inspections e.g. unprepared at the time of City arrival, unacceptable construction practices/timeframes, etc.

1.4 Intent of Public Works Design and Construction Standards

These standards for constructing public facilities in the City of Newberg are intended to protect the public health, safety, and welfare by:

- I. Setting forth uniform material and workmanship standards
- II. Supplementing and completing the public health and safety requirements of Chapter 13 of the Newberg Municipal Code.
- III. Streamlining the administration and construction of public facilities in the City and minimizing repairs and allowing for the long term maintenance of the public facilities

1.4.1 Interpretation

Where situations arise that are not clearly covered by these Standards, the City's authorized representative will review the issue on a case by case basis to determine the design and/or construction methodology acceptable to the City.

1.4.2 Order of Precedence

All federal, state, county or local laws and ordinances are to be adhered to. If there is any conflict between the Standard Specifications and pertinent laws and ordinances, the laws and ordinances shall prevail.

If there is a conflict between approval documents, the document highest in precedence shall control. The order of precedence shall be:

- I. Permits from other agencies or jurisdictions, as may be required by law.
- II. City of Newberg Planning and Land Development Ordinance, Chapter 15 of the Newberg Municipal Code.
- III. Land use decision-making authority's Conditions of Approval.
- IV. City of Newberg master plans (latest editions): Transportation Systems Plan, Storm Water Master Plan, Wastewater Collection System Master Plan, Water System Master Plan.
NOTES: *Permits, Land Use Conditions of Approval, and Master Plans are intended to provide the authority for what public facilities are to be constructed; the below public works Drawing No. drawings and standards and the various standards that follow describe how public facilities are to be constructed through the use of the approval component materials equipment, and methods set forth.*
- V. City of Newberg Public Works Design and Construction Standards.

- VI. City of Newberg Standard Drawings.
- VII. Erosion and Sedimentation Control Manual.
- VIII. Oregon Standard Specifications for Construction (current edition).
- IX. ODOT, Oregon APWA and any reference specifications and standard practices adopted by nationally recognized professional societies such as ASCE, AWWA, APWA, ACI, ASTM, and AASHTO, and any reference specifications or guidelines as presented in the latest edition of the MUTCD.
- X. ODOT Pavement Design Guide.
- XI. Uniform Fire Code.
- XII. Uniform Building Code and City-issued building, mechanical, electrical, and plumbing permits.
- XIII. Americans with Disabilities Act latest approved standards or guidelines as referenced in the Standard Drawings of these standards.
- XIV. Plans and drawings prepared by the design engineer.
- XV. Supplemental written agreements, franchise agreements, and approved revision to plans and specifications by the appropriate jurisdictions and conforming to local, state, and federal law will take precedence over documents listed above.

Specific plans shall have precedence over general plans. In any event, the determination of the City Engineer shall be final.

1.5 Revisions to Public Works Design and Construction Standards

This standards may be amended or updated periodically to protect the public health, safety and welfare. The City Engineer shall have the authority to modify the Standard Drawings as needed to maintain conformance with national and state design requirements, guidelines, and specifications and industry standards.

The date appearing on the title page is the date of the latest revision. Users shall apply the latest edition to the work contemplated at the time of actual construction and design, and it shall be each user's responsibility to maintain his/her copy of these Public Works Design and Construction Standards with the latest changes.

1.6 Definitions

Alley: A public way not over 30 feet wide providing a secondary means of access for vehicular or service access to property.

Applicant: The owner or authorized agent acting on behalf of the owner.

Approved Backflow Prevention Device: A device that has been investigated and approved by the City and the Oregon State Health Division for preventing backflow.

Arterial Street: A major facility for moving intra-area traffic and for moving traffic to and from the freeway/expressway system.

As built Plans: Plans signed, dated, and stamped by the project engineer indicating that the plans have been reviewed and revised, if necessary, to accurately show all as-built construction drawings of the public facilities.

Backflow: The reverse of flow from its normal or intended direction of flow. Backflow can be caused by back-pressure or back-siphonage.

Backflow Preventer: An approved device or means to prevent backflow into the potable water system.

Back-siphonage: Backflow that results from negative or reduced pressure (partial vacuum) in the supply piping system.

Bike Lanes: A designated travel way for bicyclists that is established within the roadway directly adjacent to the outside vehicular lane or on the shoulder.

Bike Path: A designated travel way for bicyclists which is completely separated from the vehicular travel lanes and is within independent rights of way.

Bike Route: A designated travel way for bicyclists that is shared with vehicular traffic. The roadway is designated with signs for bicycling (no pavement markings for the bike route or delineation of parking spaces used).

Building Service Lateral: A public wastewater or stormwater sewer beginning at the property line or public easement line and extending to the collector sewer.

Building Sewer: A private wastewater sewer beginning five (5) feet outside the building and extending to the property line or public easement line connecting to the building service lateral.

Building Supply: The pipe carrying potable water from the water meter or other source of water supply to a building or other point of use or distribution on the lot. Building supply shall also mean customer line.

Channel Morphology: The stream channel type and the physical characteristics of the streambed.

City: The City of Newberg, Oregon.

City Engineer: The individual designated by the City Manager to have the authority for review and approval on all projects subject to these Public Works Design and Construction Standards. The Public Works Director may act in this role when the City Engineer position is not filled.

Collection Systems: Facilities maintained by the City of Newberg for the collecting, pumping, conveying, and controlling of wastewater.

Collector Sewer: The portion of the public wastewater conveyance system which is primarily installed to receive wastewater directly from individual residences and other individual public or private structures.

Collector Street: A facility that allows traffic within an area or neighborhood to connect to the arterial system.

Common Development Plan: All lands included within the boundary of a certified survey map or subdivision plat created for the purpose of development or sale of property where integrated, multiple, separate and distinct land developing activity may take place at different times by future owners.

Control Vault: a chamber used for pretreatment to reduce/eliminate the amount of pollutants or alter the nature of pollutants to a less harmful state or concentration prior to discharge.

Core: To cut and remove a portion of pipe, manhole, or pavement with a circular hollow drill.

Cross Connection: Any actual or potential physical connection between a potable waterline and any pipe or vessel containing a non-potable or potable (i.e., well) fluid (suspended solid or gas) so that it is possible to introduce the non-potable fluid into the potable fluid by backflow.

Cul-de-sac: A dead end street that has a vehicular turnaround area at the end.

Cut Sheets: Sheets of tabulated data, indicating stationing, structures, fittings, angle points, beginning of curve, points on curve, end of curves, storm drain slope, staking offset, various elevations, offset cuts, and storm drain depths for streets, waterlines, wastewater sewers, and storm drains.

Datum: The vertical elevation control for the City of Newberg is "The North American Vertical Datum of 1988."

Dead end Street: A street or series of streets which can be accessed from only one point. Dead end streets can be either temporary (intended for future extension as part of a future street plan) or permanent. New construction of permanent dead end streets (including cul-de-sacs) must provide adequate turnaround capability, and be publicly maintained.

Definition of Words: That, whenever, in these Standards, the words "directed", "required", "permitted", "ordered", "designated", or words of like importance are used, they shall be understood to mean the direction, requirement, permission, or order of designation of the City Engineer. Similarly, the words "approved," "acceptable," or "satisfactory," shall mean approved by, acceptable to, or satisfactory to the City Engineer.

Demolition: Any act or process of wrecking or destroying a building, improvement, or structure.

DEQ: Oregon Department of Environmental Quality

Designated Arterial or Collector Street: A street designated as an arterial or collector in the Comprehensive Plan or the Newberg Transportation System Plan.

Public Works Design and Construction Standards Manual: The current version of the City of Newberg Public Works Design and Construction Standards manual and specifications.

Design Storm: A hypothetical discrete rainstorm characterized by a specific duration, temporal distribution, rainfall intensity, return frequency and total depth of rainfall.

Detention: Area used to temporarily contain stormwater and reduce the peak velocity and volume of runoff to provide additional system capacity and to reduce erosion in surface and/or conveyance facilities.

Director: The City of Newberg's director of public works or their authorized representative.

Development: Residential, commercial, industrial or institutional construction, alteration, or other improvement which alters the characteristics of a property or properties.

Domestic Wastewater: The liquid and water borne waste derived from the ordinary living processes, free from industrial wastes, and of such character to permit satisfactory disposal without special treatment into the public sewer or by means of private wastewater disposal system.

Double Check Valve Assembly: An assembly composed of two single, independently acting, approved check valves, including tightly closing shut off valves located at each end of the assembly and fitted with properly located test cocks.

Double Detector Check Valve Assembly: A line sized, approved, double check valve assembly with a parallel meter and meter sized, approved, double check valve assembly. The purpose of this assembly is to prevent backflow contamination to the distribution system and, at the same time, provide a metering of the fire system showing any system leakage or unauthorized use of water.

Drainage Facilities: Pipes, ditches, detention basins, creeks, culvert bridges, etc., used singularly or in combination with each other for the purpose of conveying or storing storm water runoff.

Driveway: A vehicular connection between private on-site parking and the public right-of way.

Driveway Apron: A portion of the driveway connecting a street to the right-of-way; also known as driveway approach or driveway ramp.

Easement: Areas located outside of dedicated right-of-way, which are granted to the City for special uses. Easements may also be granted to non-City entities such as franchise utility companies for their uses.

Engineer: The engineer, including the City's engineer, licensed by the State of Oregon as a Professional Engineer under whose direction plans, profiles, and standards for the work are prepared and submitted to the City for review and approval, or who is in charge of and responsible for construction of the improvement.

Expansion Joint: A joint to control cracking in the concrete surface structure. Felt or fabric type expansion joint is not allowed.

Fill: A deposit of soil or other earth material placed by artificial means.

Fire Hydrant Assembly: The fire hydrant, with restraint devices, spool and attached auxiliary valve in valve box. Refer to 300 series drawings. Mechanical joint restraint shall be made using Field Lok® Gaskets and/or Megalugs® (no thrust blocks in new construction).

Fire Protection Service: A backflow protected connection to the public water main intended only for the extinguishment of fires and the flushing necessary for its proper maintenance. All fire services shall have a detector check assembly.

Food Service Establishment (FSE): means any place where food and/or drink that is intended for individual service and consumption is routinely provided completely prepared. The term includes any such place regardless of whether consumption is on or off the premises and regardless of whether there is a charge for the food and/or drink. The term includes a restaurant, commercial kitchen, food stand, food cart, beverage shop, caterer, hotel, school, religious institution, hospital, prison, correctional facility, or care installation. The term does not include private home where food is prepared for individual family consumption, and it does not include the location of food vending machines.

Georeference: To associate with location in physical space, containing spatial information – coordinate system (Coordinate System: NAD83 Oregon North; Datum: North American 1983).

GIS: Geographic Information System

GPS: Global Positioning System

Grade: The degree of inclination of a street or slope.

Grading: Any act by which soil is cleared, stripped, stockpiled, excavated, scarified, filled, or any combination thereof.

Gravity Grease Interceptor (GGI): A plumbing appurtenance or appliance that is installed in a sanitary drainage system to intercept nonpetroleum fats, oils, and greases (FOG) from a wastewater discharge and is identified by volume, thirty (30) minute retention time, baffle(s), not less than two (2) compartments, a total volume of not less than three-hundred (300) gallons, and gravity separation. Gravity grease interceptors are generally installed outside.

Grease Interceptor: A plumbing appurtenance or appliance that is installed in a sanitary drainage system to intercept nonpetroleum fats, oil and greases from a wastewater discharge.

Grease Removal Device (GRD): means any hydro-mechanical or gravity grease interceptor that automatically, mechanically removes non-petroleum fats, oils and grease from the interceptor, the control of which are either automatic or manually initiated.

Half-Street: Means a minimum 50 percent portion of the ultimate width of the street (but not less than 22 feet with no parking on either side, or 28 feet with parking on one side.) Usually along the edge of a subdivision where the remaining portion of the street shall be provided when adjacent property is developed per the Newberg Development Code.

Hydrant Spool: The waterline connecting the fire hydrant to the auxiliary valve on the City distribution main.

Hydro-mechanical Grease Interceptor (HMI): A plumbing appurtenance or appliance that is installed in a sanitary drainage system to intercept nonpetroleum fats, oil, and grease (FOG) from a wastewater discharge and is identified by flow rate, and separation and retention efficiency. The design incorporates air entrainment, hydro-mechanical separation, interior baffling, and/or barriers in combination or separately, and one of the following: A – External flow control, with air intake (vent): directly connected; B – External flow control, without air intake (vent): directly connected; C – Without external flow control, directly connected; D – Without external flow control, indirectly connect. Hydro-mechanical grease interceptors are generally installed inside.

Illicit Connections: A situation that the director determines would cause harm to the public, environment, or downstream stormwater facilities before the situation can be alleviated or repaired.

Illicit Discharge: Any direct or indirect non-stormwater discharge to the stormwater system except discharges regulated under NPDES permit or exempted by this chapter.

Immediate Threat: A situation that the director determines would cause harm to the public, environment, or downstream stormwater facilities before the situation can be alleviated or repaired.

Impervious: The hard surface area either prevents or greatly retards infiltration and causes water to runoff the surface in greater quantities or at an increased rate of flow from that present in undeveloped conditions. Surfaces which would ordinarily be considered pervious are considered impervious if they do not allow natural infiltration of stormwater.

Industrial Waste: Solid, liquid, or gaseous waste resulting from any industrial, manufacturing, trade, or business processes; or development, recovery, or processing of natural resources.

Infiltration: The passage or movement of water into the soil subsurface.

Interceptor Sewer: The primary public wastewater sewer line which conveys wastewater directly into the Wastewater Treatment Plant.

Irrigation Service: A metered connection intended for seasonal use and delivering water which is not discharged to the wastewater collection and treatment system.

Lateral Sewer: A building sewer service line.

Local or Residential Street: A facility designated to serve primarily direct access to abutting land and offers the lowest level of traffic mobility. Through traffic movement is deliberately discouraged.

Longitudinal Joint: A joint that follows a course approximately parallel to the centerline of the roadway.

Low Impact Development Approaches (LIDA): A stormwater management approach that mimics pre-development hydrology through design techniques that infiltrate, filter, store, evaporate, or detain runoff close to its source.

Maintenance Agreement: An agreement between the City and a maintenance organization for private stormwater facilities specifying the operation and maintenance requirements of the facilities.

Maintenance Organization: The person(s), company, or nonprofit organization(s) responsible for long-term operation and maintenance of stormwater facilities recorded in the maintenance agreement.

Major Trees: Trees within the right-of-way which have a 12" caliper or larger. Street improvement plans should identify major trees by location, caliper, and species.

Major tree species are those that contribute to the landscape character of the area to include: e.g. Douglas fir, cedar, redwood, sequoia, oak, ash, birch, walnut, and maple. The identification of major trees should distinguish species generally suitable for retention adjacent to streets and those species with growth habits that create nuisances, unusual maintenance problems, or hazards to the public. Major trees exist in clusters, groves, or rows within the right-of-way. Check with City's Planning Department for a list of approved tree planting species.

Manager: The City Manager (or designee) of the City of Newberg acting either directly or through authorized representatives.

Manufacturer's Name: Any manufacturer's name, specification, catalog, number or type used herein is specified by make and order to establish the standard requirements of the City. Other equivalent makes will be considered for approval, providing they are comparable with this established standard.

Natural Grade: The grade of the land in an undisturbed state.

Net Impervious Area: The increase in impervious area on a property after a project is completed.

Non-Stormwater Discharge: Any discharge to the stormwater system that is not composed entirely of stormwater.

Owner: The owner of record of real property as shown on the latest tax rolls or deed records of Yamhill County, and includes a person who purchases a parcel of property and furnishes evidence of the purchase under a written recorded land sale contract.

Partition: To divide an area or tract of land into two or three parcels within a calendar year when such area or tract of land exists as a unit or contiguous units of land under a single ownership at the beginning of such year. Partition does not include divisions of land resulting from the creation of cemetery lots; and partition does not include any adjustment of a lot line by the relocation of a common boundary where an additional parcel is not created and where the existing parcel reduced in size by the adjustment is not reduced below the minimum lot size established by any applicable code. Partition does not include the sale of a lot in a recorded subdivision, even though the lot may have been acquired with other contiguous lots or property by a single owner.

Peak Run Off: The maximum stormwater runoff rate (in cubic feet per second) as determined for the design storm.

Person: Individual firm, corporation, association, agency, or other entity.

Plans: Construction plans, including any applicable system plans, sewer plans, profiles, cross sections, elevations, project specific standard drawings, standard drawings, etc., or reproductions thereof, signed by the Engineer of Record, approved or to be approved by the City Engineer, which show the location, character, dimensions, and standards of the work to be performed, and which constitute part of the construction contract documents for privately financed development projects or publicly financed infrastructure improvement projects.

Potable Water: Water which is satisfactory for drinking, culinary, and domestic purposes and meets the requirements of the health authority having jurisdiction over it.

Pretreatment: means the reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties in wastewater to a less harmful state or concentration prior to or in lieu of discharging or otherwise introducing such pollutants into the city wastewater system.

Private Wastewater Collection System: A privately owned and maintained lateral wastewater conveyance system installed to serve multi-unit structures on single ownership properties which cannot legally be further divided.

Private Storm Drain: A storm drain located on private property or serving private parking lot catch basins.

Project: An activity that creates impervious area.

Project Summary: A narrative that includes the project description, location, emergency contacts, and other information determined by the public works director such that the project can be located and a determination made regarding methods of stormwater management.

Public Wastewater System: Any sewer in public right-of-way or easement operated and maintained by the City for carrying wastewater and industrial wastes.

Public Storm Drain: Any storm sewer in public right-of-way or easement operated and maintained by the City.

Reclaimed Water: Wastewater that is treated sufficiently for reuse but not for drinking purpose.

Record Survey Monument: Any physical marker, such as an iron rod with a plastic, brass, or aluminum cap, set in place by a professional land surveyor to indicate the location of a land boundary, street centerline, elevation, or other legal or physical land features as noted on a survey recorded in the County Surveyor's Office.

Regional Water Quality Facility: A water quality facility that treats more than 15,000 square feet of impervious area runoff.

Release Rate: The controlled rate of release of drainage, storm, and runoff water from property, storage pond, runoff detention pond, or other facility during and following a storm event.

Responsible Party: A person or entity holding fee title to the property, tenant, lessee, or a person or entity who is acting as an owner's representative including any person, company, nonprofit organization or other entity performing services that are contracted, subcontracted, or obligated by other agreement to meet the requirements of this code.

Right-of-Way: All land or interest therein which (by deed, conveyance, agreement, easement, dedication, usage, or process of law) is reserved for or dedicated to the use of the public for sidewalk, utility, and/or roadway purposes.

Roadway: That portion of the right-of-way used or to be used for vehicular traffic, which exists typically between curbs, proposed curb lines or ditches.

Sediment: Soil or other surficial materials held in suspension in surface water or stormwater.

Sedimentation: The process or action of sediment being deposited as a result of decreased surface water or stormwater velocity.

Sidewalk: A walk or raised path along the side of a street for pedestrians. A right-of-way deeded, dedicated, and designated for the use of non-motorized vehicles (as allowed) and pedestrians.

Silt: Fine clay and silt textured soil particles, including clay that is easily erodible and remains in suspension even at low stream velocities.

Site: Any property or combination of properties where a project is being proposed or completed.

Slope: The change in elevation of a ground surface expressed as a ratio of horizontal distance to vertical distance, e.g. 3H:1V.

Standard Drawings: The drawings of structures and/or devices commonly used on public improvements and referred to on construction plans.

Stop Work Order: An order issued by the director or Building Official which requires all project activity, except those specifically stated in the stop work order, to cease on the site.

Stormwater: Water that originates as precipitation on a particular site, basin, or watershed and flows over land or impervious surfaces without infiltrating into the ground.

Stormwater Facility: A location to filter, retain, or detain stormwater for the purpose of water quality or quantity management. The facility may be structural or non-structural, has been designed and constructed according to city Public Works Design and Construction Standards, and has been required by the city to control post-construction stormwater.

Stormwater Facility Operations and Maintenance Plan: The required steps to be undertaken by an owner or maintenance organization to ensure proper functioning of a stormwater facility.

Stormwater Management: Techniques or structures intentionally used to temporarily or permanently reduce or minimize the adverse effects of stormwater velocities, volumes, and water quality on receiving watercourses. A series of techniques or structures constitute a stormwater system or treatment train.

Stormwater System: The combination of both artificial and natural system of drains, ditches, canals, culverts, detention ponds, retention ponds, dams, and other water control facilities used for collecting and transporting stormwater.

Storm drain: Inlets, outlets, manholes, catch basins, pipes, and other structures used to convey stormwater to its ultimate discharge point.

Stormwater: Water that originates as precipitation on a particular site, basin, or watershed and flows over land or impervious surfaces without infiltrating into the ground.

Streets or Roads: Any public highway, road, street, avenue, boulevard, lane, alley, way, easement, or right-of-way used or to be used for vehicle movement.

Structures: Anything constructed or built, an edifice or building of any kind, or any piece of work artificially built up or composed of parts joined together in some definite manner.

Subdivision: To divide an area or tract of land into four or more lots within a calendar year when such area or tract of land existed as a unit or contiguous units of land under a single ownership at the beginning of such year.

Super elevation: The tilting of the pavement that helps vehicles travel around a horizontal curve is measured as a vertical distance between the heights of the inner and outer edges of pavement surface. Design of super elevation shall follow the latest AASHTO (American Association of State Highway and Transportation Officials) design guide

Three-Quarter Street: Means a minimum 75 percent portion of the ultimate width of the street (but not less than 24 feet with no parking on either side, 28 feet with parking on one side.) Usually along the edge of a subdivision where the remaining portion of the street shall be provided when adjacent property is developed (per Newberg Development Code).

TMDL: Total Maximum Daily Load

Transverse Joint: A joint which follows a course approximately perpendicular to the centerline of the roadway.

Traveled Way: That portion of the roadway for the movement of vehicles, exclusive of shoulder and auxiliary lanes.

Trunk Sewer: A wastewater sewer which is primarily intended to receive wastewater from a collector sewer, another trunk sewer, an existing major discharge of raw or inadequately treated wastewater, or water pollution control facility.

Turnaround Area: A paved area of sufficient size and configuration that a motor vehicle may maneuver so as to travel in the opposite direction. The City Fire Marshall may require the turnaround to be sized to accommodate turning movements of their specified design vehicle.

Uniform Plumbing Code: The Uniform Plumbing Code adopted by the International Association of Plumbing and Mechanical Officials (current edition), as revised by the State of Oregon, called the "Oregon State Plumbing Specialty Code."

Wastewater: The total fluid flow in the conveyance and treatment system which includes industrial waste, water carried wastes from residences, business buildings, institutions, and industrial establishments, or any other waste (including that which may be combined with any ground water, surface water, or stormwater) that may be discharged into the conveyance and treatment system.

Water Distribution System: Water distribution pipelines, pumping stations, reservoirs, valves, and ancillary equipment used to transmit potable water from the supply source to the service line.

Water Main: The water supply pipe for public or community use.

Water Service Line: The pipe connection from the City water main to the users' water meter, hydrant, backflow prevention device, or fire sprinkler double check valve.

Watercourse: Any natural or artificial stream, river, creek, ditch, channel, canal, conduit, culvert, drain, gully, ravine, swale, wetlands, or wash in which water flows either continuously or intermittently. The width of the watercourse includes any adjacent area that is subject to inundation from overflow or floodwaters from the design storm

Wetlands: Transitional lands where the water table is usually at or near the land surface or the land is covered by shallow water. Wetlands have one or more of the following attributes:

- I. Support, at least periodically, plants that thrive in saturated conditions,
- II. Contains predominately un-drained hydric soil, or
- III. The area is saturated or covered with shallow water at some time during the growing season of each year.

1.7 Private Development Process Requirements

1.7.1 Pre-Application Conference

The City of Newberg will hold a pre-application conference with the applicant (owner/developer), before formal application for public improvement permits and review of site design and construction plans. The pre-application process allows the applicant and the City to discuss the proposed project and the standards and regulations that will apply while the project is still in a preliminary stage. Any specific development standards, regulations, or problem areas can be discussed before the applicant makes a substantial investment in the project or proceeds with a formal application unaware of the issues.

1.7.2 Plan Check and Permits

- I. Permit required: No work shall be performed, nor materials stored, nor encroachment made on or within a Right-of-Way, Public Easement, or Public Utility Easement without first acquiring a permit from the City's Engineering Services Department, except as provided by City Ordinance.
- II. Plan checks and/or permits are required and issued on all construction projects within public rights-of-way, or easements, or on public infrastructure, which will eventually be maintained and operated by the City of Newberg. Any permits required by federal, state, and other local jurisdictions shall be obtained by the person proposing the improvements, prior to issuance of the City's permit.
- III. Public Improvement Permit: Projects requiring Public Improvement Permits shall include, but not necessarily be limited to, improvements or upgrades to publicly owned and maintained streets, sidewalks, curbs, driveway approaches, water systems, sanitary sewer systems, and storm drainage systems. Projects that also require plan checks and permits include all private storm drainage, sanitary sewer, and water systems that will be connected to or that will discharge into a system under the jurisdictional control of the City of Newberg.
- IV. Right of Way Permit: The construction, repair, maintenance, or replacement of all other utilities located within a public right-of-way or public easement, including, but not exclusively, power, telephone, gas, and cable television, shall be required to submit for plan check and obtain a Right of Way Permit.

1.8 Construction Plans

Construction plans shall follow the outline of plan submittal checklist. Prior to any construction work and plan approval, complete construction plans, specifications and all other necessary submittals shall be submitted to the City Engineer for review.

Construction plans and specifications shall be prepared by a professional engineer licensed in the State of Oregon. All construction plans shall be based on the current vertical datum for the City of Newberg, NAVD 88. City benchmark locations are available from the City Engineering department.

1.8.1 Sheet Size

All construction plans shall be clearly and legibly drawn in ink on sheets measuring 22 x 34 inches (11x17", half-size reduction). Sheets shall have a 1½ inch clear margin on the left edge and a ½ inch margin on all other edges.

1.8.2 Scale of Plans

When plans are prepared for developer financed projects, the following scale of full-sized drawings is suggested.

Plan/Scale	Horizontal	Vertical
Street	1" = 20'*	1" = 2'
Wastewater	1" = 40'	1" = 4'
Storm	1" = 40'	1" = 4'
Water	1" = 20' or 40'***	1" = 4'
Demolition	1" = 40'	N/A
Erosion Control	1" = 40'	N/A
Grading	1" = 40'	N/A
Landscape	1" = 40'	N/A
Signing & Striping	1" = 40'	N/A
Street Lighting	1" = 40'	N/A
Topographic Survey	1" = 40'	N/A

- Subdivision street plans, when combined with other proposed facilities listed above, may be drawn at 1" = 40' scale.
- When a scale is used which is smaller than 1" = 20' (i.e., 1" = 40') intersection drawings showing fittings and valves shall be provided at a larger scale.
- A horizontal scale of 1" = 20' (or 1" = 30') for all drawings is recommended when half-sized drawings are utilized for bid solicitation or for field reference.
- Architectural scales (e.g., 1/4" = 1'0") are not permitted.

1.8.3 Required Plans

Construction plan submittals shall contain the following minimum sheets: title sheet (unless not required by the City Engineer), plan and profile sheet(s) for street, storm sewer, water, and wastewater sewer, overall utility plan (existing and proposed), proposed grading, temporary and permanent erosion control, and Drawing No. sheet(s) plus any other relevant construction standards.

1.8.4 Title Sheet

All subdivision projects and multiple sheet improvement projects shall have a title sheet as the first page of the construction plans. This sheet shall contain the following minimum information:

- I. Site plan of entire project with street right-of-way and/or subdivision layout at a 1" = 100' scale. A 1" = 200' scale may be used if project size is too large. The site plan shall also be a composite utility plan showing all properties served by proposed sewer, water, and storm facilities, in addition to the proposed facility.
- II. Vicinity map at a 1" = 1000' scale or greater.
- III. Index of sheets.
- IV. Complete legend of symbols used.
- V. General and construction notes pertinent to project, including one-call locate note.
- VI. Temporary and/or permanent benchmarks used along with their descriptions, elevations of benchmark, and datum. (When topographic survey is presented separately, show this information on that sheet.)
- VII. Engineer's name, address, phone number including emergency contact information, fax number, email, and seal.

- VIII. Developer/owner's name, address and phone number including emergency contact information.
- IX. Statement referencing City of Newberg Standard Specifications.
- X. Provide contact phone number for all affected utility companies including the City.
- XI. Show tax lot numbers or lot and block designations, land use designations, gross site area, and site address.
- XII. Date of last plan revision (large/bold).
- XIII. Land Use Planning case file number(s).

1.8.5 Plan Sheet

The plan view of each sheet shall be drawn at the appropriate scale showing the following minimum information:

- I. Adjacent street curbs, property lines, right-of-way lines, utility easements referenced to property lines, street centerlines, and intersections. Show property corner and curb elevations to determine water service level, serviceability of lot/property for wastewater sewer, points of disposal for building storm drains, and how new curbs will join to existing curbs.
- II. Location of all underground utilities within 100 feet of project (if they are affected by the project), existing power/telephone poles and guy anchors, valves, manholes, catch basins, fire hydrants, meter boxes and vaults, signs, etc. location of nearest street light(s) and fire hydrant(s) (distance could be greater than 100').
- III. Location of all water courses, railroad crossings, culverts, bridges, large water transmission pipes and gravity sewers, and/or storm drains within 200 feet of proposed gravity sewer and storm drain extensions if they affect the design of the project. All water courses shall show the 100 year flood plain as indicated on the U.S. Army Corps of Engineers and Federal Emergency Management Agency (FEMA) maps, any current or proposed wetlands and the City's Stream Corridor.
- IV. On sewer and storm drain plans, each manhole, catch basin, and cleanout shall be numbered and stationed. Stationing shall tie to existing street monuments, property corners, or manholes. Stationing for each line shall increase from left to right on the plan sheet and shall be consistent throughout the plan set. This should result in north pointing to the top or to the left of the sheet. Each separate line shall be separately designated (e.g., sewer line 'A', storm line 'A', etc.).
- V. On street plans, horizontal stationing shall show points of tangency and curvature for centerline; curve data shall show tangent length, radius distance, centerline curve length, and delta angle. Centerline intersection stationing, in both directions, shall be shown. Provide ¼ point elevations for curb returns.
- VI. Where streets are being widened, edge of pavement elevations shall be shown to determine pavement cross slope to new curb or pavement edge.
- VII. On water plans, all fittings and valves shall be shown and identified by type (i.e., MJ x MJ, FLG x MJ, etc.); fire hydrants shown; intersection drawings for valves and fittings are required when scale of plans is smaller than 1" = 20' (i.e., 1" = 40').

1.8.6 Profile Sheet

Profiles for construction plans shall be the same horizontal scale as the plan sheet. Profiles are drawn on the same sheet as the plan view and shall be immediately below the plan view. Stationing shall increase from left to right with lower stations to the left.

The following minimum information shall be shown:

- I. For sewers and storm drains, show locations of manholes, catch basins, and cleanouts, with each numbered and stationed.
- II. Existing profile at centerline of proposed utility or street.
- III. Proposed profile grade, as appropriate, for all sewers, storm drains, and waterlines, giving pipe size, length between structures or fittings, slope, backfill and pipe material, sewer inverts, rim elevations, etc.
- IV. Existing underground utility that crosses the alignment of the proposed facility.
- V. Beginning of all vertical curves, points of vertical intersection, end of vertical curve, low point of sag curve, and length of vertical curve. Profiles of existing centerline grade shall extend a minimum of 250 feet beyond the end of the improvement.
- VI. Clearly show all potential conflicts with existing public and private utilities (i.e., pipes, conduits, vaults, cathodic protection systems, etc.) that impact proposed design.
- VII. Future street extensions to undeveloped sites shall be designed/profiled a minimum of 150' off-site.

NOTE: *City of Newberg as-built records are only to be used as an aid to the engineer. The engineer shall field locate, or cause to be located, and verify the alignment, depth, and inverts of all existing facilities shown on the plans that will be crossed by the proposed facility.*

1.8.7 Erosion Control Plans

The erosion control plan shall address the measures as required by the Department of Environmental Quality (DEQ) erosion control standards and policies and the Willamette Total Maximum Daily Load (TMDL) Implementation Plan. Construction activity is assumed as "active" until all permanent vegetation and/or erosion protection is established.

Refer to the City of Newberg Erosion & Sedimentation Control Manual for additional information.

1.8.8 Standard Drawing Sheets

Specific drawings shall be included with all construction plans where City of Newberg Standard Specifications and Standard Drawings do not exist. If a Standard Drawing, such as sewer manholes, must be modified to fit existing or unique conditions, the modified drawing shall be shown on the plans. When appropriate, due to required Drawing No. complexity, a separate Drawing No. sheet shall be drawn. When City Standard Drawing appurtenances or construction installations are to be used, a reference to the specific Standard Drawing number shall be made on the relevant sheet.

1.8.9 Supporting Information

The engineer shall submit sufficient supporting information to justify the proposed design. Such information shall include, but not be limited to, the following:

- I. Design calculations.
- II. Storm drainage report with all hydrology and hydraulic calculations, storm water quantity and quality calculations, basin maps and downstream analysis as required in Section 4, Storm Drainage.
- III. Alternate materials specifications including manufacturer's design application recommendation.
- IV. Intersection sight distance certification as outlined in Section 5, Streets.
- V. Grading plan support information to include as appropriate:
 - a. Soils engineering report
 - b. Hydrology report
 - c. Engineering geology report
 - d. Arborist report
- VI. Water model calculations and fire flow calculations for waterline systems.
- VII. Documentation of proper protection and/or replacement of Record Survey Monuments. If, in the course of construction of the proposed development, a record survey monument shall be removed, disturbed, or destroyed, the Engineer shall cause a registered professional land surveyor to reference and replace the monument within 90 days in accordance with ORS 209.

1.9 Plan Submittal

Construction plans for all privately financed public works facility improvements shall be submitted to the City Engineer or the designee. The City Engineer will coordinate the plan review and approval of all construction plans which will include review for compliance with all Newberg Specifications, the Newberg Development Code, and other City Codes and Ordinances.

All plan submittals shall include information required in these Public Works Design and Construction Standards along with all other information requested by the City Engineer. This information is to include, but not be limited to, construction cost estimates, intersection sight distance certifications, easement documents, right-of-way dedications, executed agreements, and a plan check and inspection fee. All submittals will be reviewed for completeness and the engineer notified if required information is missing. Submittals should be made in a timely manner as lack of information to the City may impede the review process.

Plans deemed incomplete by the City's authorized representative may be returned without a full plan review being completed. An explanation will be provided by the City indicating sections of the plans deemed incomplete. Once all items are addressed, plans may be resubmitted for review.

1.10 As-built Plan Requirements

For all public works facility improvements the engineer shall submit a record drawing of as-built drawings for all plans that were approved for construction. As-built drawings shall meet the requirements of these Public Works Design and Construction Standards and shall be of archival quality.

At the time of the final as-built plan approval submittal, the applicant shall provide the City with as-built drawings of the public improvements as follows:

- I. 3 mil mylar of the complete construction plan set(s).
- II. Georeferenced .dwg and/or .dxf complete plan set on CD/DVD.

- III. Georeferenced .pdf format on CD/DVD of the complete plan set.
- IV. Shapefiles containing all of the infrastructure, structure, underground and/or any visible asset to be compatible with the City's GIS and asset management system.
- V. As-built drawings must show actual design numbers, "~~crossed-out~~", and updated with actual as-built numbers.

The words "As-built Drawing" shall appear as the last entry in the revision block of the plans, along with the month, day, and year the as-built drawing was prepared.

NOTE: *Actual location and depth from finish grade of any other utilities encountered during construction shall be shown and noted on both plan and profile of the as-built plans.*

The following minimum information shall be noted on as-built drawings:

Street

- I. Change in horizontal alignment, curve data, and stationing of primary control points (e.g., PC, PI, PT, PRC, and PCC).
- II. Vertical curve or grade changes; change in location of low point in sag vertical curve.
- III. Change to approved thickness for street structural section components. Show station limits where changes in structural section have occurred including subgrade stabilization rock section.
- IV. Change to driveway locations or widths, or construction materials.
- V. Other change(s) altering the approved plans.

Storm Drains

- I. Station of wye or tee connection into main line; tie end of branch line to nearest property corner at right-of-way line and distance back from the face of curb.
- II. Show alignment changes, grade changes, and changes in construction materials. If changed alignment results in station changes, a station equation shall be shown as appropriate at a manhole.
- III. Other change(s) altering the approved plans.
- IV. Actual location and depth, from finish grade of street and City datum, of any other utilities encountered during construction.

Wastewater

- I. Station of wye or tee into main line. Tie end of service lateral to nearest property corner at right-of-way line and distance back from the face of curb.
- II. Depth at the end of service lateral measured from existing ground to invert of pipe. When required by the City Engineer, invert elevations shall be noted.
- III. Length of service lateral measured from centerline of sewer main to end of pipe.
- IV. Show alignment changes, grade changes, and changes in construction materials. If changed alignment results in station changes, a station equation shall be shown as appropriate at a manhole.
- V. Other change altering the approved plans.
- VI. Type of pipe, backfill material and location.

- VII. Actual location and depth, from finish grade of street and City datum, of any other utilities encountered during construction.

Water Main

- I. Station and/or property line/corner to valves (not at standard location), all fittings, blow-offs, and dead ended lines.
- II. All changes from standard 36 inch depth cover. Limits shall be shown on plan with annotated reason for change. Actual pipe elevation shall be specified at regular intervals by engineer of record.
- III. Show alignment changes, grade changes, and changes in construction materials. If changed alignment results in station changes, a station equation shall be shown as appropriate at a valve.
- IV. Provide manufacturer of all valves and hydrants; identify types of fittings (i.e., MJ x MJ, FLG x MJ, etc.).
- V. Other change altering the approved plans.

Actual location and depth, from finish grade of street and City datum, of any other utilities encountered during construction.

[1.11 Approval of Alternate Materials, Methods, or Design](#)

Any substitute material or alternate method not explicitly approved herein will be considered for approval as set forth in this section. Persons seeking such approvals shall make application in writing. Approval of any major deviation from these Public Works Design and Construction Standards will be in written form. Approval of minor matters will be made in writing if requested.

Any alternate must meet or exceed the minimum requirements set in these Public Works Design and Construction Standards.

The written application for an alternate approval is to include, but is not limited to, the manufacturer's specifications and testing results, Public Works Design and Construction Standards, design drawings, calculations, and other pertinent information.

[1.11.1 General](#)

The City Engineer may approve a design exception request so long as it does not conflict with the City Development and/or Municipal Codes, the County or City Land Development Permit Decision, or any other relevant approvals, except as expressly provided herein. If the requested exception involves public safety, the City will rule in the direction of safety.

[1.11.2 Submittal](#)

All requests shall state the applicable standard, the desired exception, the reason for the request and a comparison between the applicable specification or standard and the exception as to function, performance and safety. If an exception is requested due to economic hardship, the request shall contain a statement on the impact to project cost with and without the exception. The request for exception shall be prepared by an Engineer and shall be stamped and signed by the Engineer. Multiple

design exception requests shall be separated, individually prepared, and submitted to the City as separate requests.

Any approved exception to these Standards shall be documented and should reference nationally accepted guidelines, specifications, or standards. The approval of an exception shall not compromise public safety or the intent of these standards. An exception shall be approved only if the City Engineer finds that the alternative proposed by the Engineer meets the criteria addressed in this section and will provide equivalent or better function, performance, and safety.

Each exception shall be reviewed on a case by case basis and approved or denied by the City Engineer. All exception requests granted are considered unique to each request and project, do not set a precedent, and are not uniformly applicable.

When requested by the City, complete full size plans and design calculations shall be submitted for review with the request for approval.

1.11.3 Special Facility Designs

These standards are not intended to address the requirements for all possible public or private facilities. Facilities not addressed in these standards are considered unique and must be designed to meet site specific criteria. For these types of facilities, the design engineer must request a pre-design meeting to review the appropriate design, operating and maintenance criteria that will apply to the specific project prior to submittal any design reports or plans.

The following are examples of facilities that will require special review and approval:

- Sewer Force Mains
- Water Distribution Pump Stations
- Relining of Existing Sewers
- Relining of Existing Water Mains
- Internal Sealing of Existing Sewers
- Water Pressure Regulating Devices
- Wastewater Regulatory Devices
- Energy Dissipaters
- Wastewater Pump Stations
- Water Reservoirs
- Sewer Siphons
- Water Treatment Plants
- Wastewater Treatment Plants
- Water Flow Measurement/Monitoring/Telemetry Devices
- Wastewater Flow Measurement/Monitoring Devices

1.11.4 Review

The request for design exception will be reviewed by the City Engineer who will make one of the following decisions within fourteen days:

- I. Approve as requested;
- II. Approve with changes; or
- III. Deny with an explanation

Approval of a request in one project shall not constitute a precedent for other projects.

1.11.5 Appeal

The Applicant may appeal the City Engineer's decision to deny an exception to the Director. The appeal shall be submitted in writing within fourteen (14) days of the City Engineer's decision.

The appeal shall be in writing, state the relevant facts, applicable provisions of these Standards, specific grounds for appeal, the relief sought, and shall include all information on which the applicant relies. The applicant shall have the burden of proving that an error was committed, or that the requested exception meets the criteria and equals or exceeds the applicable standard as to function, performance, and safety.

The Director shall review all the information submitted with an appeal. The Director may request additional information from the Engineer, the City Engineer, or both, and may meet with the parties. The Director shall render a decision in writing. The Director's decision shall be final.

1.11.6 Responsibility for Exceptions

The Engineer shall be responsible for requesting, in writing, any anticipated exceptions to these standards at the time of submittal of plans. Only those exceptions so noted and expressly approved by the City Engineer, shall be lawful and permitted, notwithstanding approval of the overall "red-line" or "as-builts".

1.12 Permit and Assurances

Before any public construction begins, a letter of commitment, letter of credit, assignment of deposit, bond, or cash deposit in form and substance satisfactory to the City shall be submitted by the applicant as a performance assurance for such construction. The amount of the performance assurance for private development projects shall be 150% of the design engineer's estimate or bid total on public improvements and shall be conditional on the performance of all terms and conditions of the permit and these standards. The guarantee shall include, but not be limited to, restoration of settled fills, trenches, pavement, and surfaces.

When all requirements stipulated here are met and the construction plans are stamped and signed by the City's authorized representative, a Public Improvement or Right of Way Permit can be issued on payment of the permit fee.

The Permit shall be valid for one year from the date of issuance. If time elapses on the permit, the applicant can request, in writing, a permit extension from the City Engineer or the City's authorized representative. If the request is approved, the permit holder then has 180 calendar days to begin

construction on permitted projects and shall show substantial progress during this permit extension, as determined by the City. If no substantial progress is made within the allotted time, no further permit extension will be granted, the permit will expire, and the permit fees will be forfeited to the City. Plans may be resubmitted, subject to payment of new fees. Resubmitted plans shall be reviewed to determine compliance with the Public Works Design and Construction Standards, including any newly approved codes and/or regulations.

1.12.1 Insurance Requirements

The City requires additional assurances from the applicant/contractor including, but not limited to, Certificates of Insurance from insurance companies or entities acceptable to the City. The Certificate shall specify all of the parties who are Additional Insured. The contractor shall be responsible for paying all deductibles, self-insured retentions and/or self-insurance included under these provisions. For City financed projects, a Certificate of Insurance shall be executed by the successful bidder and their insurance company prior to the execution of the contract by the applicant.

1.12.2 Indemnification

The applicant/contractor shall indemnify and hold harmless the City of Newberg and its officers, agents, and employees; Newberg City Council; from and against all claims, demands, penalties, damages, losses, expenses, including attorney's fees, and causes of action of any kind or character, including the cost of defense thereof, arising or alleged to have risen in favor of any person on account of personal injury, death, or damage to property arising out of or resulting from, or alleged to have risen out of or resulted from, in whole or in part, any act or omission of the applicant, the applicant's design engineer, the applicant's contractor, or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

1.13 Inspection and Scheduling

1.13.1 Inspection

The City's authorized representative shall inspect the project as necessary and shall check materials, equipment, and the construction of the project to determine whether the work is proceeding in accordance with the City's standards. The contractor shall notify the City's authorized representative at least 24 hours (one working day) to request City inspection. No such inspection, however, shall relieve the contractor of their duties under these standards.

The City's authorized representative shall have the authority to direct replacement of defective material and uncovering work not inspected as required. Material rejected by the City's authorized representative shall be removed from the job site by the contractor immediately after its rejection and shall not be used on the project.

Instructions given by the City's authorized representative shall be respected and executed by the contractor. The City's authorized representative, however, shall not have the power to waive the obligations of the contractor to furnish high-quality equipment, supplies, and materials, or to perform good work.

Should a contractor encounter a condition different than that indicated by the construction documents, the contractor shall notify the City's authorized representative in writing of the changed

condition and shall not precede with any work associated with the changed condition until a written response is received from the City. The City's authorized agent shall review the change with the contractor and the Project Engineer and issue a written directive to the contractor. Any work commenced prior to the issuance of a written directive from the City will be at the contractor's risk.

1.13.2 Scheduling

The contractor shall not undertake nor instruct the subcontractor(s) to undertake any portion of the work without notifying the City's authorized representative 24 hours in advance of beginning work. At the time of this notice to the City, unless otherwise specifically waived, in writing, by the City, the applicant shall have submitted to the City, as applicable, a performance, payment, and/or completion assurances (in the form of cash deposit, a letter of credit, or bonds approved as to form, content and issuer by the City), construction contract, development agreement, and/or public works permit, appropriate plan check and permit fee, certificate of insurance, and any necessary off-site easements.

Contractor shall conduct construction activities only during the hours of work established by the City. The contractor shall plan construction work and execute operations with a minimum of interference to the operation of existing City facilities and the traveling public. It may be necessary to do certain parts of the construction work outside normal working hours to avoid undesirable conditions, and it shall be the obligation of the contractor to make this change to the work schedule. Such scheduling, however, is subject to approval of the City's authorized representative, and does not relieve the contractor from making their work available for inspection.

1.14 Interferences and Obstructions

- I. Utility Notification: The contractor shall comply with the rules and regulations of the Oregon Utility Notification Center: OAR 952-001-0010 through 952-001-0090 and ORS 757.993. At least 48 hours' notice shall be given to all utility offices that may be affected by the construction operation.
- II. General: Various obstructions may be encountered during the course of the work. Maps and information regarding underground utilities shall be obtained from the utility owning and operating such utilities, but the location of such utilities is not guaranteed. If the services of any utility are interrupted because of the construction operation, the contractor shall notify the utility owner and the City's authorized representative immediately.
- III. Protection: The contractor shall exercise all due care in protecting existing underground and surface facilities and property along the route of the project. This protection shall include, but not be limited to, trees, yards, fences, drainage lines, mailboxes, driveways, shrubs, and lawns. Any existing facilities not specifically designated for alteration or removal that are damaged during construction shall be restored or replaced to an "in kind" or better condition, at the expense of the contractor.
- IV. Access: The contractor shall maintain access to all mail boxes and access to all property.
- V. Abandoned Utilities: All abandoned utilities shall be properly removed, grouted, or plugged at the discretion of the City's authorized representative.

1.15 Preservation and Restoration

1.15.1 Site Restoration and Cleanup

- I. The contractor shall keep the premises clean and orderly at all times during the construction

period and leave the project free of rubbish or excess materials of any kind on completing the work. The contractor shall immediately replace mailboxes and signposts disturbed by construction activities.

- II. During construction, the contractor shall stockpile the excavated trench materials so as to do the least damage to adjacent lawns, grassed areas, gardens, shrubbery, trees, or fences, regardless of the ownership of these areas. These surfaces shall be left in a condition equivalent to their original condition or better and free from all rocks, gravel, boulders, or other foreign material.
- III. If damaged or altered during construction, existing trenches, drainage ditches, and culverts shall be re-graded, and original drainage tiles and sewer laterals shall be repaired expeditiously. Within 500 feet of pipe-laying and backfilling operations in any trench section, the contractor shall rake and drag all disturbed areas and leave them free of rocks, gravel, clay, or any other foreign material and ready, in all respects, for seeding. The finished surface shall conform to the original surface, and shall be free-draining and free from holes, rough spots, or other surface features detrimental to a seeded area.
- IV. After backfilling the trenches, the contractor shall restore all public and private irrigation and/or utility systems that were destroyed, damaged, or otherwise modified during construction to their original condition or better.
- V. All areas disturbed by the contractor's operations inside dedicated rights-of-way or easements shall be returned to their original condition or better. Areas outside the easements or rights-of-way that are disturbed by the contractor's operations shall be returned to their original condition or better.
- VI. All site restoration and cleanup work as described above shall be performed by the contractor within 5 working days of substantial completion of the work associated with the disturbance.

1.15.2 Street Cleanup

- I. The contractor shall clean spilled soil, mud, rock, gravel, or other foreign material caused by construction operations from all sidewalks, gutters, streets, and roads at the conclusion of each day's operation.
- II. Cleaning shall be by grader and front-end loader, power brushing, vacuuming, and hand labor, unless otherwise approved by the City's authorized representative. At no time shall any such material be washed or flushed into any part of the stormwater and surface water system. If the contractor does not follow these standards, the City may exercise its option to have the street(s) cleaned and bill the contractor for such service.
- III. When directed by the City's authorized representative, the contractor shall, within 5 working days of notice, remove all erosion-control materials and thoroughly remove all dirt, mud, rock, gravel, and other foreign material from sidewalks, gutters, catch basins, curb inlets, area drains, manholes, and paved surfaces.

1.15.3 Preservation of Irrigation and Drainage Ditches

- I. The contractor shall arrange schedules so that construction will not interfere with the irrigation of cultivated lands or pasturelands. Construction may proceed during the irrigation season provided the contractor constructs, at their own expense, temporary irrigation ditches, turnouts, and miscellaneous structures acceptable to the owner of the land in question that shall permit the land to be irrigated by others during construction.
- II. After backfilling the trenches, the contractor shall restore all irrigation and storm drain ditches destroyed, damaged, or otherwise modified during construction to a condition equivalent, in the opinion of the City's authorized representative, to the condition of the ditches before construction. Ditches shall be built in their original locations, unless specified otherwise on the construction plans.

1.16 Easements

Mains placed in easements along a property line, shall have a minimum easement width of ten feet (10') on the side of the property line where the main is placed (the remaining required easement width may be on the adjacent property) and the main shall be offset 36 inches from the property line. Mains placed in easements along a right-of-way line shall be offset a minimum 3 feet from the right-of-way line. For mains placed in easements located other than along a property or right-of-way line, the main shall be placed in the center of the easement. Easements, when required, shall be exclusive and conform to the dimension specified in Standard Drawing No. 109. The conditions of the easement shall be such that the easement shall not be used for any purpose that would interfere with the unrestricted use for water main purposes. Under no circumstances shall a building or structure be placed over a water main or water main easement. This includes overhanging structures with footings located outside the easement.

Easement locations for public mains serving a PUD, apartment complex, or commercial/industrial development shall be in parking lots, private drives, or similar open areas which will permit unobstructed vehicle access for maintenance by City personnel.

1.17 Project Closeout

At the conclusion of the project, the applicant shall notify the City's authorized representative in writing that the project is ready for final inspection. On receipt of this notice, the City's authorized representative will request the following:

- I. Record Drawings
- II. Final Inspection: Once the City's authorized representative receives the initial set of paper and electronic PDF format record drawings, a final inspection of the project will be conducted by the City's authorized representative.
- III. Project Correction List: After this inspection, a project correction/repair list (punch-list) will be issued by the City's authorized representative to the applicant and contractor. The project correction/repair list will include any items either damaged or improperly placed during construction, and any item(s) that, in the opinion of the City's authorized representative, need repair.
- IV. Project Corrections: Contractor shall perform correction/repair work as required on the project correction/repair list. The City encourages the contractor to complete all correction/repair work as expeditiously as possible, the City will retain the performance assurance until the project correction list has been completed, and inspected and approved

by the City's authorized representative, and the contractor submits all maintenance and landscape maintenance assurances to the City.

The City's authorized representative will consider the project complete and shall so state in writing when all of the following items are complete:

- I. All items of the project correction list are completed, inspected and approved by the City's authorized representative.
- II. Final set of Mylar, AutoCAD, and digitally signed PDF record drawings are submitted to the City and approved by the City's authorized representative.
- III. Confirmation that all easements and legal documents have been recorded with the County Recorder.
- IV. Contractor submits approved maintenance assurances and warranty as specified in Section 1.16.1.

At this time, the warranty period will go into effect on written notice from the Engineering Division.

1.17.1 Maintenance and Warranty

- I. **Maintenance Assurance Required:** Contractor shall fully warrant all work from defect, for a period of time as determined by the type of work. The warranty shall be required for work to ensure post-construction quality and landscape survivability. If defective or negligent work is discovered and repaired, this warranty will automatically be extended from the date the repair is made and accepted by the City. This warranty by the Contractor is in addition to and not in lieu of any other warranties provided by various suppliers or manufacturers. Such warranty shall be guaranteed in the form of maintenance assurance. Assurances shall be in the form of a letter of commitment, letter of credit, assignment of deposit, bond, or cash deposit, in form and substance satisfactory to the City. Assurances shall remain in place until a written release is issued from the City. This provision of the Maintenance Assurance is to help secure the Contractor's performance of any corrective work that may need to be performed within the warranty period of the Project, but in no way limits the Contractor's liability therefore.
- II. **Construction Maintenance Assurance:** Maintenance assurance shall be required for all public improvements constructed by the Contractor. The construction maintenance assurance shall be for 10% of the cost to construct the public improvements and be in place for a period of not less than 2 years from the date of Final Acceptance. Prior to the end of the two-year assurance, the City will provide contractor with a maintenance project corrections list; the City reserves the option to video inspect the sanitary and/or storm sewer lines, if any were constructed, repaired or installed as part of the contract. Contractor shall make all necessary repairs and replacements to remedy any and all defects, breaks, or failures of the public improvements as identified by the City and having occurred within two years following the date of Final Acceptance due to faulty or inadequate materials or workmanship, in a manner satisfactory to the City's authorized representative and at no cost to the City. Contractor shall repair damage or disturbances to other improvements under, within, or adjacent to the public improvements, whether or not caused by settling, washing, or slipping, when such damage or disturbance is caused, in whole or in part, from activities of the Contractor in performing his/her duties and obligations when such defects or damage occur within the warranty period.

Construction maintenance assurance shall be released two years after acceptance of any corrective work performed during the maintenance assurance period.

- III. Landscape maintenance assurance: Landscape maintenance assurance shall be for 100% of the cost to install all required landscaping in water quality/quantity facilities, plus 100% of the cost to maintain the landscaping in these areas and be in place for a period of not less than 2 years from the date of Final Acceptance. The assurance shall be released two years after acceptance of construction, providing the landscaping meets the 90% survival level.
- IV. Prompt Compliance: If Contractor, after written notice, fails within 10 days to proceed to comply with the terms of this section, Owner may have the defects corrected, and Contractor and Contractor's Surety shall be liable for all expenses incurred. If the assurance is in the forms of cash or letter of credit, the City may immediately draw upon such amount. In case of an emergency where, in the opinion of the Engineer, delay would cause serious loss or damage, repairs may be made without notice being given to Contractor and Contractor or Surety shall pay the cost of repairs. Failure of the Engineer to act in case of an emergency shall not relieve Contractor or Surety from liability and payment of all such costs.

Section 2 Wastewater

2.1 Performance Standards

Wastewater system design shall meet the policies and guidelines of the current City of Newberg Wastewater Master Plan and the Oregon Department of Environmental Quality wastewater design guidelines and shall be designed with a 75 year life expectancy.

Public wastewater systems within the public right of way shall be designed to provide gravity service to all areas of development.

Wastewater system capacity shall be designed for ultimate development density of the tributary area. The system shall allow for future system extension and for future development.

Stormwater, including street, roof, or footing drainage, shall not be discharged into the wastewater system but shall be removed by a system of storm drains or by some other method separate from the wastewater system.

Unpolluted or non-contact cooling waters shall not be discharged into wastewater systems. The overflow drains and filter backwash lines of swimming pools and "hot tubs" shall drain into a wastewater sewer.

As a condition of wastewater service, all developments will be required to provide public wastewater lines to adjacent upstream parcels in order to provide for an orderly development of the drainage area. This shall include the extension of waste mains in easements across the property to adjoining properties, and across or along the street frontage of the property to adjoining properties when the main is located in the street right-of-way. This shall include trunk sewers that are oversized to provide capacity for upstream development.

All wastewater lines shall be located within the public right-of-way for ease of maintenance and access, control of the facility, operation of the facility, and to provide required replacement and/or repair. Exceptions may be made on a case by case basis as approved by the City Engineer.

2.2 Pipe Materials and Size

2.2.1 General

It is not intended that the materials listed herein are to be considered equal or to be generally interchangeable for all applications. The material suitable for project conditions shall be determined by the Engineer of Record and approved by the City's authorized representative.

Generally, sanitary sewer mains and laterals shall be Polyvinyl Chloride Pipe (PVC) pipe, ASTM D-3034, SDR 35 or lower, unless otherwise recommended by the Engineer of Record and directed by the City's authorized representative.

Pipe and fittings shall consist of one type of material throughout and no interchanging of pipe and fitting material is allowed.

Sanitary sewer pipe shall have flexible gasket joints. Joints on all fittings shall be the same as the joints used on the pipe. Caps or plugs shall be furnished with each fitting, outlet, or stub, as required, and shall have the same type of gasket or joint as the pipe.

Each piece of pipe and fitting shall be clearly identified as to strength, class, and date of manufacture.

2.2.2 Aggregate and Cement

Aggregate shall meet the standards set forth in ODOT SSC Section 02690, "PCC Aggregates"; Portland cement shall meet the standards set forth in ODOT SSC Section 02001, "Portland Cement."

2.2.3 Concrete

PCC for poured in place manholes and structures shall conform to ODOT Class 3000 - DA, Commercial Grade Concrete. Slump shall be between 2 and 4 inches.

2.2.4 Manhole Frames and Covers

Casting shall be of new material, tough, close-grained gray iron conforming to ASTM A-48, Class 30B and AASHTO M 105, Class 30B. Where the ASTM and AASHTO specifications differ, the more stringent shall apply. Casting shall be smooth and clean, free of blisters, blowholes, and all defects. Bearing surfaces shall be planed or ground to ensure flat, true surfaces. Covers shall be true and set within rings at all points.

Rings shall be grouted in place and made watertight with a high-strength, non-shrink grout meeting ODOT SSC Section 02080.40, "Non-Shrink Grout," such as Alcrete Twenty Minute Fast Setting Grout®, or approved equal. Unused grout shall be discarded after 20 minutes and shall not be used. Rings shall not be brought to grade with lumber.

Frames and covers shall be standard or suburban, depending on the manhole location and as approved by the City's authorized representative. Suburban style manhole frames shall not be installed in PCC streets or arterial roadways and shall be pre-approved by the City Engineer.

Manholes installed outside of paved street or sidewalk areas shall be installed with a tamperproof frame and cover as shown in Drawing 209 of these standards and 18" above finish grade.

2.2.5 Manhole Types

Manholes shall be pre-formed rubber O-ring gasket design only and conform to the following:

- I. Precast 48-Inch-Diameter Manholes
 - a. Materials shall conform to the requirements of ASTM C-478. Minimum wall thickness shall be 5 inches.
- II. Precast Large-Diameter (60-inch or larger) Manholes
 - a. Materials shall conform to the requirements of ASTM C-478. Manhole structural dimensions shall be reviewed and approved on a case by case basis.
- III. Precast Manhole Tops
 - a. Standard eccentric cone, and short eccentric cone tops shall be provided. Eccentric cones shall conform to all requirements of ASTM C-478, with the exception of the

steel reinforcement requirement. Precast manhole tops shall be designed to withstand AASHTO H-20 loadings.

IV. Precast Bases

- a. Precast manhole bases shall be used, except when placing a manhole over existing pipe. Precast bases shall conform to the requirements of ASTM C-478. The base riser section shall be integral with the base slab.

V. Poured-in-place Bases

- a. Poured-in-place manhole bases may only be used when placing a manhole over an existing pipe.

VI. Manhole Pipe Connectors

Connections to manholes shall be made with an approved flexible connector specifically manufactured for the intended use, conforming to ASTM C923, and in accordance with Drawing 204, 205, & 206 of these standards. Field fabricated water stops or improvised adapters, such as gaskets stretched over the pipe, will not be allowed.

VII. Pipe Stub outs for Future Sewer Connections

Pipe stub outs shall be the same type as approved for use in the lateral, main, or trunk sewer construction.

VIII. Gaskets

Manhole sections shall be installed with preformed rubber O-ring gaskets only. Rubber gaskets shall conform to AASHTO M 315 and ASTM C- 443.

IX. Manhole Steps

Steps shall be required and shall be constructed as specified and shown in Drawing 204, 205, & 206 of these standards, unless otherwise approved by the City's authorized representative. When pipe is 24 inches in diameter or smaller, steps shall be located as indicated in Drawing 206 of these standards. For pipe larger than 24 inches in diameter, steps shall be located over a bench and above the inlet side of the manhole as coordinated with the City's authorized representative.

2.2.6 Pipe Materials

Materials shall be the following types or approved equal:

- I. Polyvinyl Chloride Pipe: Polyvinyl Chloride Pipe (PVC) pipe and fittings shall conform to ASTM D- 3034 (SDR 35 or lower) and ASTM F-679. Where added pipe strength is required, PVC pipe shall conform to AWWA C-900 and AWWA C-905.
- II. Ductile Iron Pipe (D.I.) shall be cement mortar lined with push-on joints conforming to the requirements of AWWA C-151/ ANSI A21.51 and AWWA C-104/ANSI A21.4. The minimum thickness class shall be Class 50 (up through 12-inch diameter pipe) and Class 51 (for 14-inch diameter and larger pipe).

NOTE: *Fittings shall be mechanical or push-on and be of a class at least equal to that of the adjacent pipe. Mechanical joint ductile iron fittings shall conform to AWWA C-110/ANSI A21.10. Push-on joint fittings shall be gray iron, with body thickness and radii of curvature conforming to ANSI A-21.10. Rubber gasket joints shall conform to AWWA C-111/ ANSI A-21.11.*

2.2.7 Fittings

Manufactured tee fittings shall be provided in the sewer main for laterals. Fittings shall be of sufficient strength to withstand all handling and load stresses encountered.

Fittings shall be of the same materials as the pipe. Material joining the fittings shall be of the same material as the pipe.

Material joining the fittings to the pipe shall be free from cracks and shall adhere tightly to each joining surface.

All fittings shall be capped or plugged, and shall be gasketed with the same gasket material as the pipe joint, fitted with an approved mechanical stopper, or have an integrally cast knockout lug. The plug shall be able to withstand all test pressures without leaking. When later removed, the plug shall permit continuation of piping with jointing similar to joints in the installed line.

2.2.8 Mechanical Couplings

Mechanical couplings shall be wrought steel. Installation procedures must meet the manufacturers' recommendations.

2.2.9 Line Tap Saddle

PVC Tee Saddle

Manufactured in accordance with ASTM D-3034 (SDR 35 or lower) with minimum cell classification of 12454B-C or 12364-C as defined in ASTM D-1784. Elastomeric seals shall meet ASTM F-477 specifications; locate seals at both the lead and skirt ends of the saddle. Saddles shall be banded to pipe with #316 Stainless Steel bands, 9/16-inch wide. This saddle is allowed on PVC, clay, IPS, concrete, asbestos cement, and PE pipe.

Romac Style "CB" Saddle shall be made of casting of ductile iron, which meets ASTM A-536, grade 65-45-12. Rubber gaskets shall conform to AWWA C-111/ANSI A21.11. The band shall be stainless steel with Teflon coated nuts and bolts. This saddle is not allowed on plastic pipe except C- 900.

2.3 Minimum Design Criteria

2.3.1 Velocity

All wastewater lines shall be designed on a grade which produces a mean velocity, when flowing half full or full, of no less than two feet (2') per second and a minimum slope of .004.

2.3.2 Manning Equation

When calculating minimum pipe slopes and velocities, the engineer shall use the Manning pipe friction formula.

2.3.3 Pipe Coefficient

The minimum pipe roughness coefficient for wastewater sewers shall be 0.013.

2.3.4 Inflow and Infiltration

An allowance of 1,000 gallons/acre/day shall be added for all land area in the basin being served for calculation purposes.

2.3.5 Fats, Oils and Grease (FOG)

All Food Service Establishments (FSE) are required to install a grease removal device (GRD) for the kitchen or food/beverage preparation area. GRD's should be cleaned and maintained on a regular basis in order to insure proper functioning and insect free performance.

2.4 Alignment and Cover

2.4.1 Right-of-Way Location

Wastewater lines shall be located north and west from the right-of-way centerline as defined in Standard Drawing No. 103. All changes in direction of pipe shall be made at a manhole.

Sewers shall be located in the street right-of-way. If streets have curved alignments, the center of the manhole shall not be less than six feet (6') from the curb face on the outside of the curve, or the wastewater centerline less than six feet (6') from the curb face on the inside of the curve. Curved alignments in wastewater lines are not permitted.

Utility infrastructure may not be placed within one foot of a survey monument location noted on a subdivision or partition plat per ORS 92.044 (7).

2.4.2 Minimum Cover

In new residential hillside subdivisions, mainline and lateral sewers shall be placed in the street at a depth sufficient to drain building sewers on the low side of the street.

Wastewater sewers in residential areas shall be placed in the street with the following minimum cover, Standard Drawing No. 211 & 212:

- Building Service Lateral Six feet (6')
- Trunk and Collector Sewer
- In the roadway - Eight feet (8')
- In easements - Eight feet (8')

Where the topography is relatively flat and existing sewers are shallow alterations to the coverage may be approved by the City Engineer.

2.4.3 Relation to Watercourses

Generally, the top of all wastewater sewers entering, crossing or adjacent to streams shall be at a sufficient depth below the natural bottom of the stream bed to protect the sewer line. One foot (1') of cover is required where the sewer is in rock; three feet (3') of cover is required in other materials. In paved channels, the top of the sewer line shall be placed at least six inches (6") below finish grade of the bottom of the channel, except as provided above.

Sewers located along streams shall be located outside of the stream bed and sufficiently removed there from to provide for future, possible stream channel widening. All manhole covers shall be watertight at or below the 100 year flood elevation.

Sewers crossing streams or drainage channels shall be designed to cross the stream as nearly perpendicular to the stream channel as possible, and shall be free from change of grade. The minimum cover shall be thirty-six inches (36") from the bottom of the stream bed or drainage channel.

Pipe material shall be Class 52 ductile iron or ASTM C-900 PVC with a 20 foot length of pipe centered on the stream or drainage channel centerline. The pipe shall extend to a point where a one to one slope begins at the top of the bank and slopes down from the bank away from the channel centerline and intersects the top of the pipe. (No tees are allowed in DI runs).

Concrete encasement will be required when the above cover requirements cannot be met. Each deviation from the above requirements will be reviewed on a case by case basis, subject to the approval of the City Engineer.

2.5 Manholes

Manholes shall conform to ASTM C 478.

Manholes shall be located at all changes in slope, alignment, pipe size, pipe material, and at all pipe junctions with present or future wastewater sewers. Manhole spacing shall not be greater than 500 feet.

Designs for manholes are shown in Standard Drawing No.204-208. They are suitable for most conditions. New designs or revisions should not be shown on the construction drawings unless the standard designs are not suitable.

New or revised designs may be necessary if:

- I. One or more of the sewers to be connected to the manhole is over 36 inches in diameter (smaller diameters may require a special design if the manhole is at an alignment change.)
- II. Several sewers will be connected to the manhole.
- III. There is less than 90° between the incoming and outgoing sewer.
- IV. The manhole will be subject to unusual structural loads.
- V. Diversion or other flow control measures are required.

Where one or more of conditions I, II or III is encountered, a drawing of the manhole base should be made to determine if it is feasible to use designs shown in the Standard Drawings. It may be necessary to restrict the options to a specific Standard Drawing specified by a note on the construction drawings. If a special design is required for any reason, it will be necessary to show the Drawing Nos on the construction drawings and to provide structural calculations as needed and be approved by the City Engineer.

2.5.1 Alternate Manhole Features

Some alternate manhole features are shown in the Standard Drawings. Where these features are required, they must be specified by a note on the construction drawings. Some examples are:

- I. Short cones must be used in lieu of standard cones where there will be less than five (5) feet between the lowest pipe invert elevation and the top of the manhole lid. Flat top manholes may not be used on a case by case basis if a standard frame can be used. Pre-approval required.

- II. Watertight manhole frames and covers are to be used if flood waters are expected to cover the manhole top or be below 100 year flood elevation. Such conditions should be avoided wherever feasible. For manhole joint seal, apply wrap-around heat-shrink protection sleeves as approved by City Engineer. In remote locations, the finish grade of the manhole casting needs to be 2 feet above existing grade.
- III. Tamperproof manhole frames and covers are required in all areas outside the paved public right-of-way.

Standards for elevation differences at manholes have been established to compensate for normal energy losses and to prevent surcharging of a sewer by a larger sewer. For purposes of slope calculation and for establishing elevation differences, the elevations are given at the intersection of the sewer center lines (usually the center of the manhole). The rules for elevation differences at manholes are:

- I. The crowns of incoming sewers shall be at least as high as the crown of the outgoing sewer.
- II. If the incoming and outgoing sewers are of equal size and are passing straight through the manhole, there shall be 0.20 ft. difference in elevation.
- III. If sewers intersect or the alignment changes at the manhole, the invert elevation difference shall be at least 0.20 feet for 0° 45° of horizontal deflection angle, and at least 0.20 feet for over 45° of horizontal deflection angle. Horizontal deflection angles greater than 90° are not allowed.
- IV. The slope of a sewer within a manhole shall be no less than the slope of the same sewer outside of the manhole.
- V. Drop connections are required when the vertical distance between flow-lines exceeds two (2) feet. The diameter of the drop connection must be specified on the construction drawings. Smooth flow-lines with vertical distances of less than one foot must be provided wherever feasible.
- VI. All connections must enter the manhole through a channel in the base. This includes drop connections and connections to existing manholes. Inside drop connections can be constructed per Drawing No. 206.
- VII. Channels shall be installed in the base of all manholes to maintain minimum velocity of no less than 2 feet per second. Channels shall also allow for insertion of televised sewer inspection equipment into the pipe from outside of the manhole. All connections shall be made with an approved Rubber Boot. Where conditions make compliance with these rules impractical, exceptions will be permitted. It will be necessary, however, for the designer to provide a complete analysis of the need for such designs and be pre-approved by the City Engineer.

2.6 Cleanouts

Cleanouts will not be approved as substitutes for manholes on public sewer lines. Cleanouts are permitted at the upper end of a sewer that will be extended during a future construction phase. If future extension requires a change in sewer alignment or grade, a manhole will be required at the cleanout location. A manhole or clean out is required between public and private property.

2.7 Service Laterals

Service laterals are those public wastewater lines to which a private building sewer connects. See Drawing No. 211 & 212.

Each individual building site shall be connected by a separate, private, building wastewater service line connected to the public sewer. Multifamily, commercial and industrial service laterals shall connect into the public mainline at a manhole. Combined wastewater service lines will be permitted only when the property cannot legally be further divided. An example of this is a residential lot with a house and an unattached garage or shop with plumbing facilities.

The minimum inside diameter of a wastewater service lateral shall be four inches (4") and shall be equal to or greater than the building sewer diameter. Service laterals shall be built to the same construction standards and of the same materials as the wastewater mainline. Laterals must be green colored pipes. Service laterals in general shall be placed at 90 degrees to the main wastewater line to avoid excessive exposure to other utilities during excavation for construction or maintenance of the service lines. Angles other than 90 degrees (45 degrees minimum) may be approved for special conditions such as cul-de-sac lots. Service line connections may be made at manholes if such placement would not interfere with other present or future connections to the manhole.

The minimum slope of wastewater service lines shall be 2.00 percent (1/4 inch per foot). Except that for unusual conditions, a slope of 1.00 percent (1/8 inch per foot) may be approved. It will be necessary, however, for the designer to provide a complete analysis of the need for any wastewater service lateral slope less than 2.00 percent. The maximum slope shall be 100.00 percent (45 degrees or one foot per foot).

Tees for service laterals, with a slope greater than 100 percent, shall have 1/16th or 1/8th bend to provide proper grade for service laterals. Service laterals shall be installed to the street right-of-way line or easement line. A water tight plug shall be installed in end of the lateral with a 2" x 4" standard wood marker placed from pipe invert to 12 inches above finish grade. The 2" x 4" top to be painted green and marked with the depth of the lateral measured from ground to invert of pipe. Curb line and concrete gutter surface shall have an "S" branded into both surfaces at lateral crossing.

2.8 Connection to Existing Sewers

Connections to, and extensions of, existing sewers will occur to facilitate new development. Certain requirements will be placed on the design engineer as to the permitted methods and/or locations.

Connections to existing manholes shall be made with the following guidelines:

- I. All manhole wall holes and base channels shall be cored; approved Rubber Boots shall be used.
- II. Where the invert of the connecting pipe is two feet (2') or less above the invert out elevation, an inside drop (beaver slide) will be constructed utilizing Portland cement concrete. The wastewater entering the manhole will follow a smooth concrete channel transitioning evenly from the invert of the inlet pipe into main channel. Wastewater will not be allowed to fall freely to the manhole base.

- III. Where the invert of the connecting pipe is more than two feet above the manhole shelf, the contractor will be required to construct an inside drop per Standard Drawing No. 206 with the inlet pipe invert being located at the manhole shelf. The wastewater entering the manhole will follow a smooth concrete channel transition from the inlet pipe into the main channel. Plastic pipe inserted thru manhole needs to cored with Rubber Boot.
- IV. Where the invert is required to enter below the shelf of the manhole, the inlet pipe will not enter below a point where the crown of the new inlet pipe is below the crown of the outlet pipe. The base of the manhole shall be rebuilt if damaged in this process. The wastewater will enter the main flow in a smooth channel transitioning from the inlet pipe to the main channel.
- V. No pipe will enter an existing manhole where the angle between the incoming flow and the outgoing flow is greater than 90°.

When sewers are extended from cleanouts, the entire cleanout assembly, including the wye, shall be removed.

New building service laterals will be made at existing tees where possible.

When tees do not exist on the Public Wastewater Conveyance System, the new lateral sewer will enter the collection system through a "cored" opening with an approved connector saddle tap, or 'cut in' tee. This connection shall be done in conformance with City standards.

2.9 Waste Control from Industrial Developments

Where necessary and as determined by the City, any user of the sewer system shall provide, at their own expense, such preliminary treatment as may be necessary to reduce objectionable characteristics or constituents within the City's prohibited discharges, that may cause pass through or interference, or to comply with water quality standards.

Plans, specifications, and any other pertinent information relating to proposed preliminary treatment facilities shall be submitted for the approval of the Public Works Director or designee.

The approval of the plans and inspection of construction shall not relieve the owner from complying with the discharge limitations.

Some industrial facilities shall install a control vault to facilitate the observation, measurement, and sampling of the process wastewater from the facility. Such a control vault, when required, shall be 24 hour accessible and constructed in accordance with plans approved by the City. The control vault shall be installed and maintained by the owner at his/her expense. After installation is complete, the owner shall provide the City with keys necessary to access the vault.

Industries that may be required to install a control vault, but not limited to:

Adhesive Manufacturing	Aluminum Forming	Any Industry Requiring Pretreatment
Asbestos Manufacturing	Battery Manufacturing	Black Carbon Manufacturing
Brewery	Coil Coating	Copper Forming
Dye Manufacturing/Processing	Electrical and Electronic Components Manufacturing	Electroplating
Feedlots	Ferrous Alloy Manufacturing	Fertilizer Manufacturing
Food Processing	Foundries (Metal Molding/Casting)	Glass Manufacturing
Frain Mills	Hospitals	Ink Formulation
Inorganic Chemical Manufacturing	Iron and Steel Manufacturing	Laboratories
Laundries	Leather tanning and finishing	Mechanical Product Manufacturing
Metal Finishing	Nonferrous Metal Manufacturing	Paint Formulation
Pesticide/Chemical Manufacturing	Petroleum Refining	Pharmaceutical Manufacturing
Porcelain Enameling	Printing and Publishing	Pulp, Paper and Paperboard Manufacturing
Rubber Manufacturing	Soap/Detergent Manufacturing	Steam Electric Power Generation
Sugar Processing	Tars, Asphalt Paving, and Roof Material Manufacturing	Textile Mills
Timber Products Processing	Wineries	

If the development will discharge 25,000 gpd or more they will be considered a Significant Industrial User (SIU) and an additional permit will be required. This permit will be issued by the Director or designee.

2.10 Workmanship

2.10.1 Line and Grade

Survey control hubs for both line and grade shall be provided by the design engineer.

Variance from the established line and grade shall not be greater than 1/4 inch for grade and 1/2 inch for line, provided that such variation does not result in a level or reverse-sloping invert.

The contractor shall check line and grade as necessary. If the limits prescribed in these standards are not met, the work shall be immediately stopped; the City's authorized representative notified, and the cause remedied before proceeding with the work.

Variation in the invert elevation between adjoining ends of pipe, due to non-concentricity of joining surface and pipe interior surfaces, shall not exceed 1/64 per inch of pipe diameter, or 1/8 inch maximum.

2.10.2 Pipe Handling

The contractor shall unload pipe only by approved means. Pipe shall not be unloaded by dropping it to the ground and shall not be dropped or dumped into trenches.

The contractor shall inspect all pipe and fittings before lowering them into trenches to ensure that no cracked, broken, or otherwise defective materials are used.

The contractor shall clean the ends of pipe thoroughly, remove foreign matter and dirt from inside the pipe, and keep it clean during laying and joining.

The contractor shall lower the pipe into the trench in such a manner as to avoid any physical damage to the pipe.

The contractor shall remove all damaged pipe from the job site.

2.10.3 Tying in

Where poured-in-place manhole bases are installed, the contractor shall not break into an existing sewer line until just before the project is finalized and the manhole has been tested and approved by the City's authorized representative.

When a contractor ties into a "live" line, the contractor shall keep the new line plugged at the downstream end of the construction to prevent groundwater from entering the City's sewage system.

2.10.4 Foreign Material

The contractor shall take all necessary precautions to prevent excavated or other foreign material from entering the pipe during the laying operation.

At all times, when laying operations are not in progress, the contractor shall use a mechanical plug at the open end of the last laid section of pipe, to prevent entry of foreign material or creep of the gasketed joints.

2.10.5 Pipe Laying

Trench excavation shall be in accordance with Section 6.

Pipe laying shall proceed upgrade, with the spigot ends pointing in the direction of flow.

At the location of each joint, dig bell (joint) holes of ample dimensions in the bottom of the trench and at the sides, where necessary, to permit the joint to be made properly.

The joint shall be assembled according to the recommendations of the manufacturer. The contractor shall provide all special tools and appliances required for the jointing assembly. The contractor shall take care to properly align the pipe before forced entirely home.

Upon completion of pipe laying, all pipe joints shall be in the "home" position, which is defined as the position where the least gap (if any) exists when the pipe components that comprise the joint are fitted together as tightly as the approved joint design will permit. Gaps at pipe joints shall not exceed that allowed by the manufacturer's recommendations.

Joints that exceed the manufacturers allowed gap shall be repaired as required by the City's authorized representative at no cost to the City.

Where 3 or more joint gaps between two structures exceed that recommended by the manufacturer, then all pipe from the first gap to the structure shall be properly re-laid at the Contractor's sole expense.

After the joint is made, the pipe shall be checked for alignment and grade.

The trench bottom shall form a continuous and uniform bearing and support for the pipe at every point between joints.

After installation, the contractor shall backfill the trench to the extent necessary to prevent pipe movement from any cause, including uplift or floating. Upon inspection and approval by the City's authorized representative, the contractor shall complete backfill of the trench.

Do not lay pipe in water or when, in the opinion of the City's authorized representative, trench conditions are unsuitable.

2.10.6 Cutting Pipe

When cutting or machining the pipe is necessary, the contractor shall use only the tools and methods recommended by the pipe manufacturer and approved by the City's authorized representative. The contractor shall cut ductile iron pipe using a method approved by the City's authorized representative; all burrs or rough edges shall be removed before joining pipe. The contractor shall not flame-cut the pipe.

2.10.7 Transition Fittings

When joining different types of pipes, the contractor shall use approved ridged fittings. Where ridged fittings are not available, flexible fittings with No. 305 stainless steel bands, such as Fernco, Caulder, or approved equal, may be considered upon approval of the City's authorized representative; flexible fittings may require additional support under the coupling. Bell type couplings are considered flexible.

- I. Shear ring/ridge transition couplings meeting the ASTM C-564 or equal shall be used.
- II. PVC couplers or adapters shall meet the specifications for ASTM D-3034, SDR 35 pipe fittings.
- III. Ductile iron transition couplings shall be manufactured from ductile iron conforming to ASTM A-536, grade 65-45-12, for center and end rings. Rubber gaskets, bolts, and nuts shall conform to AWWA C-111/ANSI A21.11.

2.10.8 Concrete Closure Collars

The contractor shall pour closure collars against undisturbed earth, remove all water from the excavation, and construct suitable forms to create shapes that will provide full bearing surfaces against undisturbed earth.

Closure collars shall be used only when approved by the City's authorized representative, and then only to make connections between dissimilar pipe and where standard rubber-gasketed joints are impractical.

Before the closure collars are installed, the contractor shall wash the pipe to remove all loose material and soil from the surface where they will be placed.

2.10.9 Trench Backfill

The contractor shall place trench backfill in accordance with Section 6.

2.10.10 Sanitary Sewer Laterals and Tees

Lateral sewers shall be connected to new sanitary sewer mains with manufactured tee fittings or manholes. Lateral pipe and fittings shall consist of one type of material throughout and no interchanging of pipe and fitting material is allowed. Line taps in new mains are not permitted.

2.10.11 Line Taps

Line taps are allowed on existing sanitary lines only and shall be core drilled unless approved otherwise by the City's authorized representative. Core drilled holes shall be done using a cylinder-style hole saw for only plastic pipe material or a diamond core bit for concrete and D.I. pipes.

Line tap connections to sanitary lines shall be located a minimum 12" from the sanitary mainline pipe bell.

Line tap connections to existing sanitary lines may be done using saddle tees as per PVC Tee Saddle.

PVC tee saddles shall be installed in accordance with these standards. The area around the line tap installation site shall be cleaned and free of all rough edges before installing fittings.

While installing the connection, no rock, dirt, or debris shall be allowed to enter the main sewer line from the core hole.

The contractor shall install 3/4"-0" crushed aggregate in the pipe zone around the line tap, from 6 inches below the pipe to 12 inches above the pipe.

Laterals shall have tracer wire installed beside the pipe.

2.10.12 Concrete Bases (Poured-in-Place)

Poured-in-place bases shall be used over existing pipelines in accordance with Drawing No. 203 of these standards for 48" diameter manholes. For manholes greater than 48" in diameter, poured-in-place bases shall be provided in accordance with Drawing No. 203 of these standards. The contractor shall remove water from the excavated area, place the compacted, aggregate base, construct the concrete base, and set the first precast manhole section before the concrete has set. The first precast manhole section shall be properly located and plumb and have a uniform bearing throughout the full circumference. The contractor shall deposit sufficient concrete on the base to assure a watertight seal between base and manhole wall. Twenty-four hours shall be allowed to elapse before the remaining manhole sections are placed on the base, unless otherwise approved by the City's authorized representative.

2.10.13 Drop Manholes

The maximum free drop in a manhole shall be 24 inches.

When more than 18 inches of drop exists, a drop manhole shall be provided in accordance with Drawing No. 206.

2.10.14 Placing Manhole Section

The contractor shall clean the end of each sections of foreign material. Manholes shall be installed with watertight rubber O-ring gaskets only. The inside seams shall be grouted with a high-strength, non-shrink grout meeting ODOT SSC Section 02080.40, "Non-Shrink Grout," such as Alcrete Twenty Minute Fast Setting Grout®, or approved equal. Unused grout shall be discarded after 20 minutes and shall not be used. All grouted joints and pick holes shall be troweled smooth. Manholes will be visually inspected for water leakage by the City's authorized representative. Any leakage observed shall be repaired at the contractor's expense, and the manhole re-inspected.

2.10.15 Manhole Inverts

The contractor shall construct manhole inverts in conformance with these standards. Inverts shall have smooth transitions to ensure an unobstructed flow through the manhole. The contractor shall remove all sharp edges or rough sections that tend to obstruct flow.

2.10.16 Manhole Stub-outs

The contractor shall install stub outs from manholes for sewer extensions, as shown in these standards or as required by the City's authorized representative. A watertight flexible connection shall be provided in all new manholes. The contractor shall construct invert channels in accordance with Drawing 204, 205 & 206 of these standards. The minimum length of stub outs in existing manholes shall be 24 inches outside the manhole wall. Pipes shall be grouted in precast walls or the manhole base to create a watertight seal around the pipes. The contractor shall install compacted base rock, as specified in these standards, over undisturbed earth under all stub outs.

2.10.17 Manhole Extensions, Rings, and Covers

The contractor shall install rings and covers on top of manholes to positively prevent all infiltration of surface water or groundwater into manholes. Rings shall be set in a bed of high-strength, non-shrink grout meeting ODOT SSC Section 02080.40, "Non-Shrink Grout," such as Alcrete Twenty Minute Fast Setting Grout®, or approved equal, with the grout carried over the flange of the ring, and shall be set so that tops of covers are flush with the surface of the adjoining pavement, or 18 inches above the natural ground, unless otherwise directed by the City's authorized representative. Unused grout shall be discarded after 20 minutes and shall not be used. Grouted surfaces shall be troweled smooth. Total thickness of grade rings shall not exceed 12 inches; rings shall be grouted watertight. Drop from rim to first manhole step shall not exceed 24 inches above the pipe crown as shown in Drawing 204 and 205.

2.11 Construction Specifications

2.11.1 General Provisions

The specifications, together with the standards established by the Oregon DEQ, the U.S. Environmental Protection Agency, and any other applicable requirements of the City, shall govern the

character and quality of material, equipment, installation, and construction procedures for mainline sanitary sewer work of gravity-flow systems.

2.11.2 Scheduling

The contractor shall plan their construction work in conformance with Section 1.13.

Newly installed sanitary sewer lines shall not be placed in service until necessary testing is complete and system has been approved by the City's authorized representative.

2.11.3 Interferences and Obstruction

Various obstructions may be encountered during the course of the work. The contractor shall follow the guidelines established in Section 1.14, "Interferences, Obstructions, and Abandoned Utilities."

2.11.4 Abandon Sewer Facilities

I. Sanitary Sewer Pipe

Sanitary sewer pipe facilities to be abandoned shall be cut off and completely removed at 48-inches minimum below finish grade, unless specifically stated otherwise. Sanitary sewer pipe to be abandoned shall be removed or completely filled with a flowable, Controlled Low-Strength Material (CLSM) as directed by the City's authorized representative.

II. Manholes

Manholes to be abandoned shall have manhole frame, cover, grade rings, cone section or flat slab top removed and manhole sections cut and removed at 48-inches minimum below finish grade, unless specifically stated otherwise. The manhole base shall be rubberized or perforated to prevent the entrapment of water. The remaining portion of manhole shall be backfilled with Class B material in accordance with Section 6.

2.11.5 Trench Excavation, Preparation, and Backfill

Trench excavation, preparation, and backfill shall conform to the requirements of Section 6.

2.11.6 Preservation, Restoration, and Cleanup

Cleanup of all construction debris, excess excavation, and excess materials and complete restoration of all fences, mailboxes, ditches, culverts, signposts, and similar items shall be completed according to Section 1.15, "Preservation, Restoration, and Cleanup."

2.12 Testing Procedures

2.12.1 General

I. Locate Wire Testing

Prior to paving, the contractor shall notify the City's authorized representative that the sanitary sewer locate wire is ready for testing. City personnel shall connect to the locate wire and attempt to locate sanitary sewer main line and services. The sewer main line and sewer services shall be located from at least two connection points to be considered to have adequate coverage. The contractor will be required to locate and repair any gaps in the locate wire coverage. Failed sections shall be retested until adequate coverage is obtained.

II. Testing Order

Prior to the start of sanitary system testing, all manholes shall be numbered as assigned by the City's authorized representative. All testing shall reference the City assigned manhole numbers. Sanitary systems and appurtenances shall pass a deflection test and an air test before acceptance, and shall be free of visible leakage. Information about air testing may be obtained from the City's authorized representative. Individual joints on pipe 54 inches in diameter or larger may be tested by an approved joint-testing device. All revisions to the testing procedure shall be subject to approval of the City's authorized representative.

III. Testing of sanitary systems

Shall be conducted in the following order:

- a. Deflection testing of pipelines
- b. Air pressure testing of pipelines.
- c. Video-inspection of pipelines.
- d. Vacuum testing of manholes

If repair work is required on a section of the system, that portion of the system shall be retested in the testing order given above.

Deflection testing, air pressure testing, and video-inspection shall be done only after backfill has passed the required compaction test(s) based on AASHTO T-180 and roadway base rock has been placed, compacted, and approved.

The sanitary system must pass deflection testing, air pressure testing, and video inspection before paving of overlying roadways will be permitted.

Vacuum testing of manholes shall be performed only after paving is completed and approved, or finish grading is completed and approved for manholes installed outside of paved areas. If paving occurs around existing manholes, those manholes shall be vacuum tested and repaired, as needed, in accordance with Section 2.11.3.I, "Vacuum Testing" after paving is completed and approved.

2.12.2 Gravity System Testing

I. Cleaning Before Test

Before testing and City inspection of the system, the contractor shall plug the closest downstream manhole, ball and flush, and clean all parts of the system. The contractor shall remove all accumulated construction debris, rocks, gravel, sand, silt, and other foreign material from the system at the plugged manhole using a vacuuming process. At no time, shall any material be flushed into the downstream city sewer system. When the City's authorized representative inspects the system, any foreign matter still present shall be removed from the system by repeating the cleaning process.

II. Test Equipment

The contractor shall furnish all necessary test equipment and perform the tests in a manner satisfactory to the City's authorized representative. Any arrangement of test equipment shall be permitted that will provide observable and accurate measurements of air leakage under the specified conditions. Gauges for air testing shall be calibrated with a standardized test gauge.

III. Deflection Test for Flexible Pipe

Sanitary sewers constructed of flexible pipe shall be deflection-tested by pulling an approved mandrel through the completed pipeline. The diameter of the mandrel shall be 95% of the nominal pipe diameter, unless otherwise specified by the City's authorized representative. The mandrel shall be a rigid, nonadjustable, odd-numbered leg (9 legs minimum) mandrel having an effective length of not less than its nominal diameter. Testing shall be done manhole- to-manhole or manhole-to-cleanout after the line has been completely balled and flushed with water and after compaction tests of backfill have been completed and accepted. Testing shall be conducted in the presence of the City's authorized representative. The contractor will be required to locate and repair any sections that fail the test and to retest those sections. All repairs shall follow, and be in compliance with, the manufacturer's recommendations.

IV. Air Pressure Testing

After the system is complete, including service connections and backfilling, the contractor shall conduct a low-pressure air test. The contractor shall provide all equipment and personnel for the test. The method, equipment, and personnel shall be subject to approval of the City's authorized representative. Testing shall be conducted in the presence of the City's authorized representative. The City's authorized representative may, at any time, require a calibration check of the instrument used. The pressure gauge shall have minimum divisions of 0.10 psi and an accuracy of 0.0625 psi (one ounce per square inch). All air shall pass through one control panel.

Check the average height of groundwater over the line. Add air slowly to the section of the system being tested until the internal air pressure is 3.5 psi higher than the average pressure of groundwater (0.433 psi for each foot of average water depth over the line).

After the internal test pressure is reached, allow at least two minutes for the air temperature to stabilize, adding only the amount of air required to maintain pressure.

After the temperature stabilization period, disconnect the air supply.

Determine and record the time (in seconds) required for the internal air pressure to drop from 3.5 psi to 2.5 psi.

Compare the time recorded in step (g) above with the time required, as determined below.

V. Passing test

A passing test shall be based on meeting or exceeding the requirements below. The test method depends on the type of pipe material. If a line fails to meet the requirements, the contractor shall repair or replace all defective materials or workmanship.

a. PVC, HDPE, and ductile iron pipe

- i. The minimum duration for the prescribed low-pressure exfiltration pressure drop between two consecutive manholes shall not be less than that shown in Table 4.7. The Tables list test duration values for pressure drops of 1.0 psi and

0.5 psi in excess of groundwater pressure above the top of the sewer pipe.
 Values accommodate both an allowable average loss per unit of surface area
 and an allowable maximum total leakage rate.

Record the diameter (inches), length (feet), end manhole number, time, pressure drop, and
 groundwater level of the test on an inspection form. The form shall become part of the
 permanent record for the project.

Table 4.7. AIR TESTING OF PVC, HDPE, AND DUCTILE IRON PIPE - 0.5 PSIG PRESSURE

Specification Time Required for a 1.0 psig Pressure Drop for Size and Length of Pipe Indicated for
 Q = 0.0015*

Pipe Diameter	Minimum Time	Length for minimum Time	Time for Longer Length	Specified Minimum for Length (L) Shown (min:sec)								
				100ft	150ft	200ft	250ft	300ft	350ft	400ft	450ft	
(Inches)	(min:sec)	(feet)	(sec)									
4	3:46	597	0.380L	3:46	3:46	3:46	3:46	3:46	3:46	3:46	3:46	
6	5:40	398	0.854L	5:40	5:40	5:40	5:40	5:40	5:40	5:42	6:24	
8	7:34	298	1.520L	7:34	7:34	7:34	7:34	7:36	8:52	10:08	11:24	
10	9:26	239	2.374L	9:26	9:26	9:26	9:53	11:52	13:51	15:49	17:48	
12	11:20	199	3.418L	11:20	11:20	11:24	14:15	17:05	19:56	22:47	25:38	
15	14:10	159	5.342L	14:10	14:10	17:48	22:15	26:42	31:09	35:36	40:04	
18	17:00	133	7.692L	17:00	19:13	25:38	32:03	38:27	44:52	51:16	57:41	
21	19:50	114	10.470L	19:50	26:10	34:54	43:37	52:21	61:00	69:48	78:31	
24	22:40	99	13.647L	22:47	34:11	45:34	56:58	68:22	79:46	91:10	102:33	
27	25:30	88	17.306L	28:51	43:16	57:41	72:07	86:32	100:57	115:22	129:48	
30	28:20	80	21.366L	35:37	53:25	71:13	89:02	106:50	124:38	142:26	160:15	
33	31:10	72	25.852L	43:05	64:38	86:10	107:43	129:16	150:43	172:21	193:53	
36	34:00	66	30.768L	51:17	76:55	102:34	128:12	153:50	179:29	205:07	230:46	
42	39:48	57	41.883L	69:48	104:42	139:37	174:30	209:24	244:19	279:13	314:07	
48	45:34	50	54.705L	91:10	136:45	182:21	227:55	273:31	319:06	364:42	410:17	

*Q is the allowable leakage rate in cubic ft/min/ft² of inside surface area of pipe. 1. Data from the
 UNI-Bell® PVC Pipe Association.

Specification Time Required for a 0.5 psig Pressure Drop for Size and Length of Pipe Indicated for
 Q = 0.0015*

Pipe Diameter	Minimum Time	Length for minimum Time	Time for Longer Length	Specified Minimum for Length (L) Shown (min:sec)							
				100ft	150ft	200ft	250ft	300ft	350ft	400ft	450ft
(Inches)	(min:sec)	(feet)	(sec)								
4	1:53	597	0.190L	1:53	1:53	1:53	1:53	1:53	1:53	1:53	1:53
6	2:50	398	0.427L	2:50	2:50	2:50	2:50	2:50	2:50	2:51	3:12
8	3:47	298	0.760L	3:47	3:47	3:47	3:47	3:48	4:26	5:04	5:42
10	4:43	239	1.187L	4:43	4:43	4:43	4:57	5:56	6:55	7:54	8:54
12	5:40	199	1.709L	5:40	5:40	5:42	7:08	8:33	9:58	11:24	12:50
15	7:05	159	2.671L	7:05	7:05	8:54	11:08	13:21	15:35	17:48	20:02
18	8:30	133	3.846L	8:30	9:37	12:49	16:01	19:14	22:26	25:38	28:51
21	9:55	114	5.235L	9:55	13:05	17:27	21:49	26:11	30:32	34:54	39:16
24	11:20	99	6.837L	11:24	17:57	22:48	28:30	34:11	39:24	45:35	51:17
27	12:45	88	8.653L	14:25	21:38	28:51	36:04	43:16	50:30	57:42	64:54
30	14:10	80	10.683L	17:48	26:43	35:37	44:31	53:25	62:19	71:13	80:07
33	15:35	72	12.926L	21:33	32:19	43:56	53:52	64:38	75:24	86:10	96:57
36	17:00	66	15.384L	25:39	38:28	51:17	64:06	76:55	89:44	102:34	115:23
42	19:54	57	20.942L	34:54	52:21	69:49	87:15	104:42	122:10	139:37	157:04
48	22:47	50	27.352L	45:35	68:23	91:11	113:58	136:46	159:33	182:21	205:09

*Q is the allowable leakage rate in cubic ft/min/ft² of inside surface area of pipe. 1. Data from the UNI-Bell® PVC Pipe Association.

VI. Video Inspection of Gravity Systems

All sanitary systems shall be video-inspected and approved prior to City acceptance. Video inspection shall take place after trench backfill and compaction has been completed and accepted, and channels have been poured in manholes. All pipes shall be thoroughly cleaned in accordance with Section 2.11.2.I, "Cleaning Before Test" immediately prior to the video inspection; only that water remaining from cleaning shall be present in the system. Video inspection shall be continuous from manhole to manhole without breaks or interruptions in the recording. The camera shall have the ability to tilt up to 90 degrees and rotate 360 degrees on the axis of travel. An inspection of all lateral connections shall be conducted using the tilt capabilities of the camera. A 1/2-inch target ball shall be placed in front of the camera. There shall be no observed infiltration and observed sags must be less than 0.5 inch.

The City's authorized representative shall be notified and shall be present during video-inspection of the system, unless otherwise approved by the City's authorized representative. A copy of the video and a written video inspection report, on a City- approved form, shall be supplied to the City's authorized representative. The video shall be recorded in color CD or DVD format. Video shall include a visual footage meter recording. Problems revealed during the inspection shall be noted on the video and in the written report. After repairs have been made, the line shall be re-inspected and re-tested. If excessive foreign material, in the opinion of the City's authorized representative, is encountered during video inspection, the line shall be cleaned in accordance with Section 2.11.2.I, "Cleaning Before Test" and re-video inspected.

2.12.3 Manhole Testing

Sanitary sewer manholes shall be tested for acceptance after the trench is backfilled, compaction requirements are met, the road base rock is installed and the street paved, and chimney seals or

concrete manhole closure collars are installed. If the manholes pass the tests but the castings were disturbed by construction and must be reinstalled, the manholes shall be retested.

I. Vacuum Testing

All manholes being constructed or rehabilitated shall be vacuum- tested. The test shall consist of plugging all inlets and outlets. The test head shall be placed at the inside of the top of the cone, and shall include grade rings and casting. The seal shall be inflated in accordance with the manufacturer’s recommendations. A vacuum of 10 inches of mercury shall be drawn and the vacuum pump shut off. With the valves closed, the time shall be measured for the vacuum to drop to 9 inches. The manhole shall pass if the time for the vacuum reading to drop to 9 inches meets or exceed the values listed in Table 4.8. The contractor shall repair all manholes that fail to pass the vacuum test; manholes shall be retested to verify the repair.

Depth of Manhole (Feet)	Diameter of Manhole		
	48 Inch	60 Inch	72 Inch
	Allowable Time (Seconds)		
8	20	26	33
10	25	33	41
12	30	39	49
14	35	46	57
16	40	52	65
18	45	59	73
20	50	65	81
22	55	72	89
24	59	78	97
26	64	85	105
28	69	91	113
30	74	98	121

II. Hydrostatic Testing

When, in the opinion of the City’s authorized representative, the groundwater table is too low to visually detect leaks, manholes may be hydrostatically tested. The test shall consist of plugging all inlets and an outlet, then filling the manhole with water to a height determined by the City’s authorized representative. Leakage in each manhole shall not exceed 0.2 gallons per hour per foot of head above the invert. Leakage will be determined by refilling to the rim using a calibrated or known volume container. A manhole may be filled 24 hours before the test, if desired, to permit normal absorption into the pipe walls to take place. The contractor shall repair all manholes that fail to pass the leakage test; manholes shall be retested to verify the repair.

2.13 Sanitary Sewer Line Acceptance Policy

The City of Newberg will accept new sanitary installations or systems built to the “Public Works Design and Construction Standards,” providing that the following conditions are met.

- I. Legal Recordings
Dedication of any required easements or rights-of-way have been recorded with the County Recorder and the Engineering Department receives a reproducible copy of the recorded documents.
- II. Project Completion
After completion of construction of the total project, and after all testing has been satisfactorily completed, project closeout shall proceed as outlined in Section 1.16.
- III. Maintenance Period
The Contractor or Applicant shall be responsible for providing Maintenance Assurance for Public Improvements as outlined in Section 1.16.1. Public sanitary improvements shall be warranted for a minimum of two years.

At any time during the warranty period, the City's authorized representative has reason to believe the public sanitary improvements have defects that were the result of faulty workmanship or flaws in construction material, the responsible party shall be required, at that party's own cost, to video-inspect the sewer line and repair any defects.

Section 3 Water Systems

3.1 Performance Standards

Water distribution systems shall be designed to meet Oregon Administrative Rules Chapter 333 and Oregon Revised Statutes 448, AWWA Standards, and guidelines of the current Newberg Water System Master Plan.

Water system design shall provide adequate flow for fire protection and ultimate water system demand. Required water system demands shall be met by maintaining the minimum operating pressures required by the City. For single family residential areas the minimum pressure shall be 40 PSI measured at the meter, and the minimum fire flow shall be 1,000 GPM with a 20 psi residual. For all other developments, the required fire flow shall be as determined by the Fire Marshall.

Water system design shall meet distribution needs for ultimate water system demand within a given service area. New water systems shall allow for future extensions beyond present development that are consistent with the Master Plan.

All waterlines shall be located within the public right-of-way or as directed by the City Engineer. Waterlines are placed within the public right-of-way for ease of maintenance and access, control of the facility, operation of the facility, and to permit required replacement and/or repair. The City Engineer, under special conditions, may allow a public waterline to be located within a public water easement as referenced in Section 3.2.5.

Utility infrastructure may not be placed within one foot of a survey monument location noted on a subdivision or partition plat, per ORS 92.044 (7).

3.2 Pipe Materials and Size

3.2.1 Materials

All public water distribution systems shall be constructed with ductile iron pipe, minimum thickness Class 52. All such pipe shall be cement mortar lined pipe with push-on or mechanical type joints meeting manufacturer and AWWA standards.

3.2.2 Minimum Pipe Size

Water distribution main sizes shall generally conform to the following:

- I. 8 inch
Minimum size for permanently dead ended mains supplying fire hydrants with a fire flow less than 1,500 GPM and for primary feeder mains in residential subdivisions.
- II. 10-inch and larger
As required for distribution mains and primary feeder lines in larger subdivisions, industrial areas, and commercial areas. Trench dam shall be provided for the 24" diameter water transmission pipeline Standard Drawing No. 319. Placement and number of trench dams shall be determined by the engineer.

3.2.3 Alignment and Cover

I. Grid System

The distribution system mains shall be looped at all possible locations. All developments will be required to extend mains across existing or proposed streets for future extensions of other developments by the City. All terminations shall be planned and located such that new or existing pavement will not have to be cut in the future when the main is extended. The installation of permanent dead end mains greater than 250 feet, upon which fire protection depends and the dependence of relatively large areas on single mains, will not be permitted.

II. Dead End Mains

Dead end mains, which will be extended in the future, shall be provided with end of line gate valve and a properly sized blow-off (see Standard Drawing No. 311) assembly. Permanent dead end mains shall terminate with a standard blow-off assembly see Standard Drawing No. 311.

III. Right-of-Way Location

Water systems shall be located north and west from the right-of-way centerline as defined in Standard Drawing No. 103. All waterlines shall be located in the public right-of-way, unless otherwise approved by the City Engineer. All abrupt changes in vertical or horizontal alignment shall be made with a fitting and secured with Megalugs and/or Field Lok Gaskets. No concrete thrust blocks are allowed unless approved in unique circumstances.

IV. Curved Alignments

Curved alignment for waterlines or mains is permitted and shall follow the street centerline when practical. The minimum allowed radius shall be based on allowable pipe deflection for the pipe diameter and the pipe laying length, but not to exceed 3° joint deflection.

V. Minimum Cover

The standard minimum cover over buried water mains within the street right-of-way shall be thirty six inches (36") from finish grade.

The minimum cover for mains in easements across private property shall be thirty six inches (36") from finish grade.

Finish grade shall normally mean the existing or proposed pavement elevation. Where the main is located in the cut or fill side slope or where mains are located in easements, finish grade shall mean final ground elevation at the water main alignment.

Deviation from the above standards will be considered on a case by case basis. When there is underlying rock strata that prohibits placement of the water main thirty six inches (36") below finish grade, a written request must be submitted to the City Engineer for consideration, together with submission of a soils report, with a plan and profile certifying that bed rock exists less than three feet (3') below the undisturbed ground surface.

3.2.4 Separation with Wastewater and Other Utilities

Water mains shall be installed a minimum clear distance of ten feet (10') horizontally from wastewater sewers and shall be installed to go over the top of such sewers with a minimum of 18 inches of clearance at intersections of these pipes (in accordance with the requirements of OAR Chapter 333,

Public Water Systems). Exceptions shall first be approved by the City Engineer. In all instances the distances shall be measured edge to edge. The minimum spacing between water mains and storm drains, gas lines, and other underground utilities, excepting wastewater sewers, shall be three feet (3') horizontally when the standard utility location cannot be maintained.

Where water mains are being designed for installation parallel with other water mains, utility pipe, or conduit lines, the vertical location shall be twelve inches (12") below (or in such a manner which will permit future side connections of mains, hydrants, or services) and avoid conflicts with parallel utilities without abrupt changes in vertical grade of the above mentioned main, hydrant, or service. Where crossing of utilities are required, the minimum vertical clearance shall be six inches (6"). Check all crossings to avoid conflicts.

3.2.5 Easements

Any water main placed within a water main easement will be permanently marked with steel posts and metal signs at all angle points, and no less than every 100 feet. In addition, such posts and signs shall be placed where the waterline intersects the public right of way at the easement location. A monument cap set in the pavement of parking lots shall be an acceptable alternative to the sign. The City shall provide wording for the sign/monument.

All easements must be furnished to the City for review and approval prior to recording.

3.2.6 Relation to Watercourses

New water mains may cross over or under existing streams, ponds, rivers, or other bodies of water as follows:

- I. Above Water Crossings
The pipe shall be engineered to provide support, anchorage, and protection from freezing and damage, yet shall remain accessible for repair and maintenance. All above water crossings will require review and approval by the City Engineer.
- II. Underwater Crossings
 - a. Mains crossing stream or drainage channels shall be designed to cross as nearly perpendicular to the channel as possible.
 - b. Valves shall be provided at both ends of the water crossing so that the section can be isolated for testing and repair. The valves shall be easily accessible and not subject to flooding. The valve nearest to the supply source shall be in a manhole. Permanent taps shall be made on each side of the valve within the manhole to allow insertion of a small meter for testing, to determine leakage, and for sampling.
 - c. The following surface water crossings will be treated on a case-by-case basis:
 - i. Stream or drainage channel crossing for pipes twelve inches (12") inside diameter and grater.
 - ii. River or creek crossing requiring special approval from the Division of State Lands.
 - d. The minimum cover from the bottom of the stream bed or drainage channel to the top of pipe shall be thirty-six inches (36") except as noted below in (e).

- e. A scour pad centered on the waterline will be required for mains less than twelve inches (12") inside diameter when the cover from the top of the pipe to the bottom of the stream bed or drainage channel is thirty inches (30") or less. The scour pad shall be concrete, six inches (6") thick and ten feet (10') wide; reinforced with number four bars twelve inches (12") on center both ways; and shall extend to a point where a one-to-one slope begins at the top of the bank and slopes down from the bank away from channel centerline and intersects the top of the pipe. The upstream edge of the scour pad shall be thickened or protected with rip rap to a depth below the scour depth of bank full velocities.

3.3 Appurtenances

3.3.1 Valves

- I. Valve ends are to be flanged or mechanical joint by flanged, as shown on the plans, and conform to AWWA C-111 and ANSI Class 125. Buried service valves shall open with a counterclockwise rotation of a 2-inch operating nut.
- II. All internal parts shall be accessible without removing the body from the line. The one-piece wedge shall be completely encapsulated by resilient material. The resilient sealing material shall be permanently bonded to the wedge with a rubber tearing bond meeting the requirements of ASTM D-429.
- III. Valves shall have non-rising stems (NRS) and shall be cast bronze with integral collars in compliance with AWWA C-509 and C-515. The NRS shall have two O- ring seals above the thrust collar and one below. The two top O-rings are to be field replaceable (in the full open position) without removing the valve from service. Low- friction thrust bearings shall be placed above and below the stem collar. The stem nut shall be bronze and independent of the wedge.
- IV. Outside screw and yoke valves shall have a bronze stem attached to the disc assembly. An adjustable follower gland shall be incorporated to compress braided packing and seal the stem.
- V. The waterway in the seat area shall be smooth, unobstructed, and free of cavities.
- VI. The ductile iron body and bonnet shall be fully coated, both interior and exterior, with a fusion-bonded, heat-cured thermo setting material meeting all the application and performance requirements of AWWA C-550.
- VII. Gate valves shall meet the testing requirements as presented in AWWA C-509.
- VIII. Butterfly valves shall be the rubber-seated type, suitable for direct-burial service.
- IX. They shall withstand 250 psi working pressure and a 250 psi pressure differential across the valve. Except as noted, the butterfly valve shall conform to AWWA C-504 for Class 250B.
- X. Valve ends are to be flanged or flanged by mechanical joint, as shown on the plans, and conform to AWWA C-111 and ANSI Class 125.
- XI. All joint accessories shall be furnished with valves.
- XII. Valves shall be equipped with an ASTM A536 ductile iron body and 304 stainless- steel circular shaft. Shaft and disc seals shall be designed for a bubble-tight seal. The valve disc shall be ductile iron ASTM A536 and a stainless-steel edge with Buna N rubber seat bonded to the valve body.

- XIII. The butterfly valve shall be furnished with a totally enclosed, integral valve operator design to withstand a minimum of 300 foot-pound input torque without damage to the valve or operator. Operators shall be fully gasketed and greased-packed and designed to withstand submersion in water to a pressure of 10 psi. Valves shall open with a counterclockwise rotation of a 2-inch operating nut. A minimum of 30 turns of the operating nut shall be required to move the disc from a fully opened position to a fully closed position.
- XIV. Butterfly valves shall meet the testing requirements as presented in AWWA C-504.

3.3.2 Extension Stems for Valve Operators

Where the depth of the operating nut is more than 3 feet, operating extensions shall be provided to bring the operating nut to a point 18 inches below the surface of the ground or pavement (see Drawing Nos. 311 & 312 of these standards).

Where the depth of the operating nut is more than 6 feet, install a second rock guard plate equidistant between the first rock guard plate and the 2-inch operating nut.

The extension shall be constructed of solid steel rod and approved by the City's authorized representative. Cut extensions to the proper length so the valve box does not ride on the extension when set at grade.

3.3.3 Size

In general, valves shall be the same size as the mains in which they are installed. Valve types and materials shall conform to the City of Newberg Specifications.

Distribution system valves shall be located at the tee or cross fitting. There shall be a sufficient number of valves so located that not more than four (4), and preferably three (3) valves, must be operated to affect any one particular shutdown. The spacing of valves shall be such that the length of any one shutdown in commercial or industrial areas shall not exceed 500 feet or 800 feet in other areas.

In general, a tee intersection shall be valved in two branches and a cross intersection shall be valved in three branches. Transmission water mains shall have valves at not more than 800-foot spacing's. Hazardous crossings such as creeks, railroad and freeway crossings, shall be valved on each side per Drawing No. 313.

3.3.4 Valve Boxes

Shall be model 910 cast iron per ASTM A48 CL30 or equal (lug less) and placed at finished grade, centering vertically over operating wheel (2") or nut.

3.3.5 Fire Hydrants

- I. Materials
 - a. Hydrants shall have a nominal 5H-inch main valve opening with 6-inch bottom connections. The main valve shall be equipped with O-ring seals and shall open when turned counterclockwise.
 - b. The operating nut shall be a 1/2-inch national standard pentagon nut.

- c. Hydrants shall be equipped with two 2 ½ inch hose nozzles and one 4 1/2 inch pumper.
- d. Hydrants shall conform to AWWA C-502 and have a self-lubricating rising stem. The normal depth of bury shall be 4 feet. Nozzle threads shall be American National Standard. The inlet connection shall be mechanical joint, restrained by a mechanical joint restraint system such as Megalug® Series 1100 as manufactured by EBAA Iron, Inc., or approved equal.
- e. Hydrants shall be Mueller Centurion, or approved equal and painted Yellow per Drawing No. 312.

II. Design Requirements

- a. The public fire hydrant system shall be designed to provide up to a maximum of 3,500 GPM. The distribution system shall be designed in commercial/industrial areas to accommodate fire flows up to 4,500 GPM. Minimum fire flow in single-family residential areas shall be 1,000 GPM with a 20 psi residual pressure.
- b. The distribution of hydrants shall be based upon the required average fire flow for the area served. Design coverage shall result in hydrant spacing of approximately 500 feet in residential areas, approximately 250 feet in commercial or industrial subdivisions, or as approved by the Fire Chief and City Engineer. In addition, sufficient hydrants shall be available within 1,000 feet of a building in commercial/industrial areas to provide its required fire flow.
- c. Residential hydrants shall be located as nearly as possible to the corner of street intersections and not more than 600 feet from any cul-de-sac radius point.
- d. No fire hydrant shall be installed on a main of less than eight inches (8") inside diameter unless it is in a looped system of six inch (6") mains. The hydrant lead shall be a minimum six inch (6") inside diameter.
- e. All fire hydrants will be located behind the existing or proposed sidewalk or in the planter strip. If any public hydrant encroaches on private property, an easement will be provided as directed by the City Engineer.
- f. No hydrant shall be installed within five feet (5') of any existing aboveground utility nor shall any utility install facilities closer than five feet (5') from an existing hydrant.
- g. Hydrant installation shall conform to Standard Drawing No. 312. Full depth hydrants will be required in all installations. Installation of hydrant extensions will not be allowed in new construction, unless approved by the City Engineer.
- h. Each fire hydrant shall have an auxiliary valve and valve box which will permit repair of the hydrant without shutting down the main supplying to the hydrant. The auxiliary valve shall have mechanical flange joint ends as referenced in the Standard Drawing No. 313. The valve shall be connected directly to the water main using a flange joint tee, restrained spool full length using mega lugs and/or field loc gaskets.
- i. Hydrants shall not be located within twenty feet (20') of any building, nor will they be blocked by parking. The large hydrant port shall face the road or fire lane.
- j. Guard posts, a minimum of three feet (3') high, shall be required for protection from vehicles when necessary. Such protection shall consist of four inch (4") diameter steel pipes, six feet (6') long, filled with concrete, and buried a minimum of three (3') feet deep in concrete, and located at the corners of a six (6') foot square with the hydrant

located in the center. Use of posts other than at the four corners may be approved by the City Engineer.

3.3.6 Air Release Valves and Combination Air/Vacuum Release Valves

When designated by the City Engineer, air release valves shall be installed. Such valves will be required on main lines at all high points in grade.

3.3.7 Restrained Joints

Provide joint restraint (locked joints) to prevent movement of the pipe or fitting at all bends tees, crosses, plugs, and hydrants. All MJ fittings shall also be restrained.

I. Mechanical Joint Restraint

Mechanical joint restraint where incorporated into the design of the follower gland shall consist of individually actuated wedges that increase their resistance to pull-out as pressure or external forces increase. The device shall be capable of full mechanical joint deflection during assembly and flexibility of the joint shall be maintained after burial. The joint restraint ring and its wedging components shall be made of grade 60-42-10 to ductile iron conforming to ASTM A-536-84. The wedges shall be ductile iron heat-treated to a minimum hardness of 370 BHN. Dimensions shall be appropriate to match pipe materials being utilized. Torque limiting twist-off nuts shall be used to insure proper actuation of the restraining wedges.

The system shall be rated for working pressures of at least 350 psi for pipes 16 inches and smaller diameter and 250 psi for larger sizes. The devices shall be UL listed up through 24 inch diameters and FM approved through 12 inch diameters. The restraint systems and devices shall be Series 1100 Megalug restraint, as produced by EBAA Iron Sales, Inc., or approved equal. Contractor shall perform visual inspection of the restraint devices for flaws before installation. Faulty restraint devices shall not be used at all. Contractor shall bear all cost of repairing and subsequent retesting to correct the defect.

II. Gasket Joint Restraint

All pipes shall be Tyton joint gasket. Contractor shall use Tyton joint gasket Field-LOK, or approved equal, for pipe-to-pipe gasket joint restraint. Contractor shall perform visual inspection of the restraint devices for flaws before installation. Faulty restraint devices shall not be used at all. Contractor shall bear all cost of repairing and subsequent retesting to correct the defect. See Standard Drawing No. 306.

3.3.8 Railroad or Highway Crossings

All such crossings defined above, or as determined by the City to be of a hazardous nature, shall be valved on both sides of the crossing. Casing of railroad or highway crossings, if required, shall be as noted in the permit from the respective agency.

3.3.9 Water Service Line

The sizes of water service lines that may be used are 3/4", 1", 2", 4", 6", 8", 10", and 12". Water service lines will be reviewed for effects on the distribution system and shall not be greater in size than the distribution main. Meter box lids shall accommodate installation of touch read pad.

For two inch (2") and greater services, a design drawing must be submitted showing the vault and fitting requirements with the expected flow (normal and maximum day flow) requirements and proposed usage.

Domestic service lines 3/4" through 2" shall normally extend from the main to behind the curb, with a meter curb stop and meter box located at the termination of the service connection Standard Drawing No. 307, 308 & 309. Meter must be purchased from and installed by City. Meter boxes are to be provided by the developer. In general, individual service connections shall terminate in front of the property to be served and shall be located 18 inches each side of a common side property line.

When a corrosive potential condition is encountered and the copper service passes over or under an active cathodic protection system, the service will be installed in a Schedule 40 PVC conduit for a distance of 10 feet on each side of the active system. All conduit placements must be provided with as-built records.

3.3.10 Fire Service

The water fire service line shall normally extend from the main to the property line and end with a vault and an approved backflow prevention device.

A vault will be required when a development provides fire sprinklers. The vault drawing will be included on construction drawings submitted to the City. The vault shall contain all valves, fittings, meters, and appurtenances required for fire service to the development and be located on private property adjacent to the to the public right-of-way.

3.3.11 Backflow Prevention

Backflow prevention devices shall be required on all irrigation services, fire sprinkler system services and water services 1 1/2" and larger. All backflow prevention shall conform to OAR 333-061-0070 and 333-061-0071.

3.3.12 Operation of Valves in City

Contractor shall request City operation of valves at least 2 business days in advance. At no time shall the contractor undertake to close off or open valves or take any other action that would affect the operation of the existing water system, unless specifically approved by City's authorized representative.

3.4 Construction Specifications

3.4.1 General Provisions

All installation and testing of water system improvements shall conform to the latest adopted revision of the Oregon Administrative Rules, Chapter 333, "Public Water Systems," except where the City's provisions exceed those of the state.

3.4.2 Scheduling

- I. The contractor shall plan their construction work in conformance with Section 1.13.
- II. Newly installed water lines shall not be placed in service until necessary testing and sterilization are complete and system has been approved by the City's authorized representative.

3.4.3 Abandon Water Facilities

Water facilities to be abandoned shall be cut off and completely removed at 24-inches minimum below finish grade, unless specifically stated otherwise. Water valves shall be cut and completely removed from abandoned lines, unless otherwise directed by the City's authorized representative. Water mains to be abandoned shall be removed or completely filled with a flowable, Controlled Low-Strength Material (CLSM) as directed by the City's authorized representative.

3.4.5 Trench Excavation, Preparation, and Backfill

Trench excavation, preparation, and backfill shall conform to the requirements of Section 6.

3.4.6 Preservation, Restoration, and Cleanup

Cleanup of all construction debris, excess excavation, and excess materials and complete restoration of all fences, mailboxes, ditches, culverts, signposts, and similar items shall be completed according to Section 1.15.

3.4.7 Suitable Conditions for Laying Pipe

- I. Provide and maintain ample means and devices at all times to remove and dispose of water seepage and runoff entering the trench excavation during the process of laying pipe. Water in the trench shall not be allowed to enter the pipe and fittings.
- II. Do not lay pipe in water or when, in the opinion of the City's authorized representative, trench conditions are unsuitable.

3.5 Handling

- I. **Distributing Pipe**
Distribute material on the job from cars, trucks, or storage yard no faster than it can be used to good advantage. In general, distribute no more than one week's supply of material in advance of the laying.
- II. **Handling Pipe and Fittings**
Provide and use proper implements, tools, and facilities for safe and proper work. Lower all pipe, fittings, and appurtenances into the trench, piece by piece, by means of a crane, sling, or other

suitable tool or equipment, to prevent damage to the pipeline materials and protective coatings and linings. Do not drop or dump pipeline materials into the trench.

III. Cleaning Pipe and Fittings

Remove all lumps, blisters, and excess coating from the bell and spigot ends of each pipe. Wire-brush the outside of the spigot and the inside of the bell and wipe them clean, dry, and free from oil and grease before the pipe is laid. Wipe clean all dirt, grease, and foreign matter from the ends of mechanical joint and rubber gasket joint pipe and fittings.

IV. Placing Pipe in Trench

At the location of each joint, dig bell (joint) holes of ample dimensions in the bottom of the trench and at the sides, where necessary, to permit the joint to be made properly and to permit easy visual inspection of the entire joint. Unless otherwise directed, lay pipe with the bell end facing in the direction of the laying. For lines on slopes greater than 20%, face bells upgrade, unless otherwise directed by the City's authorized representative. Do not allow foreign material to enter the pipe while it is being placed in the trench. At the end of each work day or during suspension of the work, securely close the pipe ends by means of a secure plug or approved equivalent. Lay and join pipe with push-on, restrained type joints in strict accordance with the manufacturer's recommendations. Provide all special tools and devices, such as jacks, chokers, and similar items required for the installation. Lubricant for the pipe gaskets shall be furnished by the pipe manufacturer, and no substitutes shall be permitted under any circumstances. After the first length of push-on, restrained joint pipe is installed in the trench, secure the pipe in place with approved backfill material that is tamped under and along the spring line to prevent movement. Keep the ends clear of backfill. After each section is joined, place backfill as specified in Section 6, "Trench Excavation and Backfill" to prevent movement. Mechanical joint fittings vary slightly with different manufacturers. Install the furnished fittings in accordance with the manufacturer's recommendations. In general, the procedure shall be as specified here.

- a. Clean the ends of the fittings of all dirt, mud, and foreign matter by washing with water and scrubbing with a wire brush.
- b. Slip the gland and restraining gasket on the plain end of the pipe. If necessary, lubricate the end of the pipe to ease sliding the gasket in place.
- c. Guide the fitting onto the spigot of the laid pipe.

V. Cutting Pipe

- a. Cut pipe for inserting valves, fittings, or closure pieces in a neat and workmanlike manner, without damaging the pipe or lining and leaving a smooth end at right angles to the axis of the pipe.
- b. The contractor shall cut ductile iron pipe using a method approved by the City's authorized representative; all burrs or rough edges shall be removed before joining pipe. The contractor shall not flame-cut the pipe.
- c. Dress cut ends of push-on joint pipe by beveling with a heavy file or grinder as recommended by the manufacturer.

3.5.1 Permissible Deflection of Joints

Wherever it is necessary to deflect the pipe from a straight line either in a vertical or horizontal plane, to avoid obstructions, or where long-radius curves are permitted, the amount of deflection allowed

shall not exceed the values shown in Table 5.1 or the manufacturer’s recommendations, whichever is less.

Mechanical Joint			Push-On Joint	
Diameter (Inches)	Max. Defl. Angle	Deflection	Max. Defl. Angle	Deflection
<i>(Inches)</i>	<i>(Degrees-Minutes)</i>	<i>(Inches)</i>	<i>(Degrees)</i>	<i>(Inches)</i>
4	4 [®] - 09'	15	3 [®]	10
6	3 [®] - 33'	13	3 [®]	10
8	2 [®] - 40'	10	3 [®]	10
12	2 [®] - 40'	10	3 [®]	10

Note: Maximum deflection shall be the lesser value between the deflection table and recommendations by the pipe manufacturer.

Pipelines intended to be straight shall not deviate from the straight line at any joint in excess of 1 inch horizontally or 1 inch vertically.

3.5.2 Anchorage and Restraint

All pipelines 4 inches in diameter or larger shall be secured with a suitable mechanical joint restraint system (such as Megalug[®] Series 1100 as manufactured by EBAA Iron, Inc or approved equals) at all tees, plugs, caps, and bends, and at other locations where unbalanced forces exist. Gaskets shall be installed in accordance with Drawing No. 306.

3.5.3 Construction of Blow-offs

Blow-offs shall be constructed as shown in Drawing No. 311 of these standards and sized per Table 5.3.

3.5.4 Locating Wire Specifications

- I. Install tracer wire beside the pipe and plastic caution tape 1-foot above the pipe crown.
- II. Tracer wire connections shall occur at all junctions and be connected using a solderless connection kit suitable for direct burial that joins wires mechanically and electrically and seals out moisture, GelCap or approved equal.
- III. Surface tracer wire at fire hydrants, blow-offs, and water services only. Tracer wire shall not be accessed through water valves.
- IV. Tracer wire shall be 12-gauge stranded or solid copper insulated High Molecular Weight Polyethylene (HMW-PE) with a blue insulated cover a minimum 45 mil in thickness and the wire UL rated for 140°F.

3.5.5 Valves

Valves shall be installed in accordance with Drawing No. 303, 313 & 304 of these standards. Valves shall be flanged by mechanical joint; valves shall be flanged to all tees and crosses.

Before installation, the valves shall be thoroughly cleaned of all foreign material. Valves shall be inspected for proper operation, both opening and closing, and to verify that the valves seat properly.

Valves shall be installed so that the stems are vertical, unless otherwise directed.

Joining shall conform to AWWA C-600 or AWWA C-603, whichever applies.

Joints shall be tested with the adjacent pipeline. If joints leak under test, valves shall be disconnected and reconnected, and the valve or the pipeline or both shall be retested.

3.5.6 Valve Boxes

Valve boxes shall be installed in conformance with Drawing No. 303 & 304 of these standards.

Center the valve boxes and set plumb over the operating nut of the valves. Set valve boxes so they do not transmit shock or stress to the valves. Set the valve box covers flush with the surface of the finished pavement, as shown in Drawing No. 303 of these standards or to another level as may be required.

Where the depth of the operating nut is more than 3 feet, operating extensions shall be provided in accordance with Drawing No. 303.

Valve boxes shall be cast iron "Vancouver" pattern with 18-inch tall casting. The letter W shall be cast into the top of the lid. Valve riser pipe from the valve to the cast iron top shall be 6-inch PVC sewer pipe ASTM D3034, SDR35. The valve riser pipe shall be one-piece and have sufficient length depending on the depth to the operating nut.

Backfill shall be the same as specified for the adjacent pipe. Place backfill around the valve boxes and thoroughly compact it to a density equal to that specified for the adjacent trench and in such a manner that will not damage or displace the valve box from the proper alignment or grade. Misaligned valve boxes shall be excavated, plumbed, and backfilled at the contractor's expense.

In non-paved areas, the valve box shall be set in a concrete collar as shown in Drawing No. 303 of these standards.

3.5.7 Installation of Fire Hydrants

Fire hydrants shall be located in compliance with Newberg Fire requirements. Improperly located hydrants shall be disconnected and relocated at the contractor's expense.

When the hydrant is placed behind the curb or sidewalk, set the hydrant barrel so that no part of the pumper or hose nozzle cap is less than 24 inches from the face of the curb or the backside of the sidewalk.

Set all hydrants plum with nozzles parallel with the curb, or at right angles to it. With the pumper nozzle facing the curb, set hydrants so that the safety flange is at least 3 inches and at most 6 inches above the finished ground or sidewalk level, to clear bolts and nuts.

No concrete, fencing, or other obstructions interfering with the hydrant operation shall be installed in the hydrant clear zone. The clear zone is a triangular area that extends 3 feet behind a hydrant, 5 feet on each side.

Install an approved blue bi-directional, reflectorized button in the center of the near travel lane using an approved fast-setting bonding agent.

Fire hydrants shall be connected to the main with 6-inch ductile iron pipe in accordance with per the same requirements for water main pipe of Section 5. The connecting pipe shall be continuous piping with no sleeves allowed.

Fire hydrants installed on existing mains shall be installed with a standard wet tapping sleeve and gate valve per Drawing No. 312 of these standards. Tapping sleeve shall be flange x MJ gate valve and shall match hydrant line size.

Fire hydrants installed with new main construction shall be connected to the main with MJ x MJ x flange tee fitting and flange x MJ gate valve.

Place the hydrant carefully on the base block to prevent the base block from breaking. After the hydrant is in place and is connected to the pipeline, place temporary blocks to maintain the hydrant in a plumb position during subsequent work.

3.5.8 Excavation

Do not carry excavation below the sub-base grade. Refill over excavated areas with Class "B" Backfill material in accordance with Section 6 compact to create a firm foundation.

3.5.9 Base Rock

Place Class "B" Backfill material in accordance with Section 6 on a firm, level sub-base or subgrade to assure uniform support.

3.5.13 Gravel for Drainage

Gravel for drainage shall be washed 2" aggregate or graded river gravel free of organic matter, sand, loam, clay, or other small particles that will restrict water flow through the gravel. Place gravel around the base block and hydrant bottom after the hydrant is blocked in place. Top of gravel shall be not less than 6 inches above the hydrant drain opening. Do not connect the drainage system to the sewer.

3.5.14 Thrust Blocking and Restraint

Mechanical joint fittings at all hydrants, valves, and bends shall be restrained by a joint restraint system such as Megalug® Series 1100 retainers as manufactured by EBAA Iron, Inc., or approved equal.

Push-on joints shall utilize restraining gaskets in accordance with Section 3.3.7

3.6 Testing

3.6.1 Hydrostatic Testing

- I. Contractor shall make pressure and leakage tests on all newly laid pipe; follow the procedures specified in AWWA C-600, Section 5.2. The new mains being tested shall remain isolated from the existing water system.
- II. Contractor shall furnish all necessary equipment and material, make all taps in the pipes as required, and conduct the tests.

- III. Contractor shall notify the City’s authorized representative a minimum of 2 business days prior to testing. The City’s authorized representative will monitor the tests and assure that all taps are installed and service pipe extended.
- IV. Furnish equipment and materials for the tests as shown in Table 5.2.

Table 5.2 Hydrostatic Testing Equipment & Materials

Amount	Description
2	Pressure Gauges
1	Hydraulic force pump approved by the City’s authorized representative
1	Suitable hose and suction, as required

- V. Conduct the tests after the trench is backfilled and compacted to required specifications and approved by the City’s authorized representative. Where any section of pipe has concrete thrust blocking, do not take the pressure tests until at least five days elapse after the concrete thrust blocking is installed. If high-early cement is used for the concrete thrust blocking, the time may be cut by two days.
- VI. Conduct pressure tests in the following manner, unless otherwise approved by the City’s authorized representative. After the trench is backfilled or partially backfilled as specified here, fill the pipe with water, expelling all air during the filling. The minimum test pressure shall be 150 psi. For lines working with operating pressures in excess of 100 psi, the minimum test pressure shall be 1 ½ times the operating pressure at the point of testing. The test pressure shall not exceed pipe or thrust-restraint design pressures. The duration of each pressure test shall be 1 hour, unless otherwise directed by the City’s authorized representative.
 - a. Procedure

Fill the pipe with water and apply the specified test pressure by pumping, if necessary. Then valve off the pump and hold the pressure in the line for the test period. Test pressure shall not vary by more than ±5 psi for the duration of the test. At the end of the test period, operate the pump until the test pressure is again attained. The pump suction shall be in a barrel or similar device, or metered so that the amount of water required to restore the test pressure can be measured accurately.
 - b. Leakage

Leakage shall be defined as the quantity of water necessary to restore the specified test pressure at the end of the test period. No pipe installation will be accepted if the leakage is greater than the number of gallons per hour, as determined by the following formula:

$$\frac{L=SD(P)^{1/2}}{133,200}$$

Where: L = allowable leakage (gallons per hour).
 S = length of pipe to be tested (Feet).
 D = nominal diameter of pipe (inches).
 P = average test pressure during the leakage test (psi).

- c. **Correction of Excessive Leakage:** Should any test of laid pipe disclose leakage greater than that allowed, locate and repair the defective joints or pipe until leakage in a subsequent test is within the specified allowance.
- d. **Valve Testing:** Once the system has passed the pressure test, the Contractor shall proceed testing each individually closed valve within the tested system. Individually closed valves shall be pressure tested for a minimum of 15 minutes using the same rate of loss criteria stated above. If any valves are found to not hold pressure, they shall be operated, repaired or replaced, and retested until they pass.

3.7 Sterilization

Pipeline intended to carry potable water shall be sterilized before it is placed in service. Disinfection by chlorination for pipelines shall be accomplished according to AWWA C-651, as modified or expanded below, and City requirements. Disinfection of water-storage facilities, water treatment plants, and wells shall be accomplished according to the appropriate sections of AWWA C-652, AWWA C-653, and AWWA C-654.

I. Flushing

Before sterilizing, flush all foreign matter from the pipeline. Contractor shall provide hoses, temporary pipes, ditches, etc., as required to dispose of flushing water without damaging adjacent properties. The Contractor shall provide the minimum temporary blow-off/inlet sizes as shown in Table 5.3 to adequately flush the pipeline. If flushed into a sewer system, the contractor shall provide screening and remove all accumulated construction debris, rocks, gravel, sand, silt, and other foreign material from the system at or near the closest downstream manhole; no material shall be flushed into the downstream city sewer system. Flushing velocities shall be at least 2.5 feet per second (fps). For large-diameter pipe that is impractical or impossible to flush at 2.5 fps, clean the pipeline in place from the inside by brushing and sweeping, then, flush the line at a lower velocity.

Table 5.3 Required Openings to Flush Pipelines

Normal Pipe Size	Flow Required to Produce 2.5 FPS Velocity	Minimum Inlet & Outlet Pipe Size Required
(inches)	(GPM)	(inches)
4	110	2
6	240	2
8	430	4
12	950	4
18	2140	6
24	3800	6

II. Sterilizing Mixture

Sterilizing mixture shall be a chlorine-water solution having a free chlorine residual of 40 to 50 parts per million (ppm). The sterilizing mixture shall be prepared by injecting (a) a liquid chlorine-water mixture or (b) a calcium sodium hypochlorite and water mixture into the pipeline at a measured rate, while fresh water is allowed to flow through the pipeline at a measured rate so that the chlorine-water solution is of the specified strength.

- a. The liquid chlorine-water mixture shall be applied by means of an approved solution- feed chlorinating device. Chlorinating devices for feeding solutions of the chlorine itself must provide a means of preventing the backflow of water.
- b. If the calcium hypochlorite procedure is used, first mix the dry powder with water to make a thick paste, then, thin to approximately a 1% solution (10,000 ppm chlorine). If the sodium hypochlorite procedure is used, dilute the liquid with water to obtain a 1% solution. Add the 1% solution to water to obtain a final sterilizing solution of 40 to 50 ppm. Table 5.4 shows the correct proportions of hypochlorite to water.

Table 5.4 Ratio of Hypochlorite to Water

Product	Quantity	Water
Calcium hypochlorite¹ (65% - 70% Cl)	1lb.	7.5 gal
Sodium hypochlorite² (5.2% Cl)	1 gal	4.25 gal

¹ Comparable to commercial products known as HTH®, Perchloron®, and Pittchlor®.

² Liquid laundry bleach, such as Clorox® or Purex®.

III. Point of Application

- a. Inject the chlorine mixture into the pipeline to be treated within 5 feet of the beginning of the line through a corporation stop or a suitable tap in the top of the pipeline. Water from the existing system or other approved source shall be controlled to flow slowly into the newly laid pipeline during the application of chlorine. The proportion of the flow rate of the chlorine mixture to the rate of water entering the pipe shall be such that the combined mixture shall contain 40 to 50 ppm of free available chlorine.
- b. Valves shall be manipulated so that the strong chlorine solution in the line being treated will not flow back into the line supplying the water. Use check-valves if necessary.
- c. Operate all valves, hydrants, services and other appurtenances during sterilization to assure that the sterilizing mixture is dispersed into all parts of the line, including dead ends, new services, and similar areas that otherwise may not receive the treated water.
- d. Do not place the concentrated quantities of commercial sterilizer in the line before it is filled with water.
- e. After chlorination, flush the water from the line (see Section 501.9.05, “Disposal of Flushing and Sterilizing Water”) until the water through the line is equal chemically and bacteriologically to the permanent source of supply.

NOTE: When testing and sterilizing procedures are complete, remove the testing corporation stop and replace it with a threaded brass plug.

NOTE: The practice of adding a small amount of chlorine powder or tablets at each joint as the main is being laid is not an acceptable method of chlorinating a pipeline. The procedure does not permit preliminary flushing, nor does it distribute chlorine uniformly.

IV. Retention Period

Treated water shall be retained in the pipeline long enough to destroy all non-spore-forming bacteria. With proper flushing and the specified solution strength, 24 hours is adequate. At the

end of the 24-hour period, the sterilizing mixture shall have a strength of at least 10 ppm of chlorine. To minimize damage to cement mortar lining in ductile iron pipe and fittings, chlorine solution contact time shall not exceed 60 hours.

V. Disposal of Flushing and Sterilizing Water

- I. Dispose of flushing and sterilizing water in a manner approved by the City's authorized representative. If the volume and chlorine concentration is such as to pose a hazard to the City's Wastewater Treatment Plant operation, the sterilizing water shall be metered into the system per direction of the City's authorized representative. Notify the City of Newberg Utility Division 2 business days before disposing of sterilizing water into the City sanitary system.
- II. Do not allow sterilizing water to flow into a waterway or storm line without reducing the chlorine to a safe level via adequate dilution or another neutralizing method, as approved by the City's authorized representative.
- III. Bacteriological Testing
City Utility staff, with the assistance of the contractor's representative, will obtain water samples for the bacteriological samples after the contractor flushes the water line.
 - a. The water samples must pass the bacteriological tests before the water facilities will be accepted.
 - b. Contractor shall request the City Utility staff to sample lines at least 2 business days in advance. Applicant shall reimburse the City for the cost of collecting and testing each water sample. Fee for water collection and testing is provided on the Engineering Department's Public Works Permit.

3.8 Water Line Acceptance Policy

3.8.1 Water Line Activation

The City of Newberg will provide water to the project when the following are complete:

- I. Compliance with these standards
- II. Installation of the materials and workmanship as described herein.
- III. A successful hydrostatic pressure tests, as witnessed and approved by the City's authorized representative.
- IV. Adequate flushing and chlorination of mains, as witnessed and approved by the City's authorized representative.
- V. Acceptable results of samples taken for bacteriological examination by an Oregon Environmental Laboratory Accreditation Program (ORLAP) accredited drinking water laboratory.

3.8.2 Locate Wire Testing

Prior to paving, the contractor shall notify the City's authorized representative that the water system locate wire is ready for testing. Contractor personnel shall connect to the locate wire and attempt to locate water main line, services, and connections to water system appurtenances. All points of the water system shall be located from a least two connection points to be considered to have adequate coverage. The contractor will be required to locate and repair any gaps in the locate wire coverage. Failed sections shall be retested until adequate coverage is obtained.

Section 4 Storm Drainage

4.0 General Design Requirements

The City's Public Works Design and Construction Standards define the requirements for development to treat and detain stormwater runoff. Stormwater is the runoff from impervious surfaces such as streets, roofs and parking lots that flows to storm drains, ditches and culverts, and then to the nearest river, stream or wetland. When it rains, stormwater runoff may pick up oil, sediment, bacteria, grease and chemicals that can pollute local waterways.

4.1 Performance Standards

All storm drain system designs shall make adequate provisions for collecting, treating, detaining and conveying all storm water runoff. The system shall accommodate all runoff from upstream tributary areas whether or not such areas are within the proposed development. The amount of runoff to be accommodated shall be based upon ultimate development of all upstream tributary areas.

New or modified existing storm drain systems shall not adversely impact any inadequate downstream system.

Utility infrastructure may not be placed within one foot of a survey monument location noted on a subdivision or partition plat, per ORS 92.044 (7).

Storm drainage design shall comply with the required ESC Measures (see City of Newberg Erosion and Sediment Control Manual). The development area must include provisions to adequately control runoff from all public and private streets and the roof, footing, and area drains of residential, multi-family, commercial, or industrial buildings. The design must ensure future extension of the drainage system to the entire drainage basin in conformance with the adopted Storm Drainage Master Plans and these Public Works Design and Construction Standards. These provisions include:

- I. Surface and/or subsurface drainage, caused or affected by the alteration of the natural grade, removal of natural ground cover/vegetation, or placement of impervious surfaces, shall not be allowed to flow over adjacent public or private property in a volume, velocity or location materially different from that which existed before development occurred. Surface and/or subsurface drainage shall be managed, treated, and infiltrated or collected, and conveyed in an approved manner, to an approved point of discharge.
- II. Surface water entering the subject property shall be received at the naturally occurring locations and surface water exiting the subject property shall be discharged at the natural locations with adequate flow control and energy dissipation, to prevent adverse impacts from flooding, erosion, or sedimentation.
- III. Approved points of discharge for storm water may include but not be limited to a storm drain, existing open channel, creek, low impact development approach facility, detention pond, or retention pond, as approved by the City Engineer. Acceptance of suggested facilities will depend upon the prevailing site conditions, capacity of existing downstream facilities, and feasibility of alternate designs. Curb weep hole drainage systems shall only be utilized for single home developments.

- IV. A drainage report with the required analysis of downstream system conditions is required with all plan submittals. Planning applications shall include a draft\ preliminary report.
- V. When private property must be crossed in order to reach an approved point of disposal, it shall be the developer's responsibility to acquire a recorded public drainage easement on city form prior to commencement of construction. The drainage facility installed must be a closed conduit system. Temporary drainage ditch facilities, when approved, must be engineered to contain the storm water without causing erosion or other adverse effects to the public and/ or private property.
- VI. Drainage from roofs, footings, and downspouts may drain directly to a street through the curb under the following circumstances:
 - a. The building pad ground elevation is at least 12 inches above the existing street curb.
 - b. The existing street is adequately crowned to avoid sheet flow across the street.
 - c. Storm water quantity and quality facility provisions have been satisfactorily addressed.
 - d. Springs/ sump pumps shall connect to a piping system, unless approved by the City Engineer.

4.2 Private Storm Drains

Properties that slope and drain away from the public storm drain systems may need to provide a private drainage system in private easements. This system shall be for collection of roof drains, footing drains, and surface runoff. This system shall be designed to meet the Uniform Plumbing Code requirements. For multifamily, commercial and industrial laterals, a manhole is required at the connection between private and public storm systems.

Mainlines crossing multiple lots may be required to be public, such as rear lot drain lines as approved by the City Engineer on a case by case basis. A clean-out shall be installed at the lateral connection between private and public storm system. When required by the City Engineer, a backflow preventer shall be installed on the private side at the lateral connection between private and public storm systems.

Site designers shall consider potential drainage from sump pumps and/ or flow from perennial flowing wall/ building footing drains. Such drainage systems shall not connect to curb weep holes and will be connected to a storm drain piping system.

4.3 Alignment, Location and Cover

4.3.1 Alignment

All pipes shall run in straight lines, with a constant slope, material and diameter from manhole to manhole.

4.3.2 Right-of-Way Location

Public storm lines shall be located within the public right-of-way as directed by the City Engineer. These lines are placed in the public right-of-way for ease of maintenance and access, control and operation of the facility, and to facilitate replacement and/or repair. Please reference Standard Drawing No. 103.

4.3.3 Cover

For stormwater cover requirements reference Standard Drawing No. 110.

4.4 Structures

4.4.1 Manholes

The City preference is for the use of inlet manholes Standard Drawings No. 407, 409, & 410, behind the curb piping systems. Manholes and inlet manholes shall be located at all changes in slope, alignment, pipe size, and at all pipe junctions with existing or future storm drain connections.

Manhole spacing shall not exceed 500 feet and spacing for manholes used as inlets, shall not exceed 400 feet.

When standard manholes are required at pipe junctions, short cone manholes shall be used when rim to lowest pipe invert elevation is less than five feet (5'). Flat tops with a standard frame may be approved on a case by case basis.

When the downstream pipe size increases, the crown of all upstream pipes shall not be lower than the crown of the larger downstream pipe.

All manholes shall be designed with a minimum drop of 0.2 feet from the inlet and outlet invert elevations.

4.4.2 Inlet Manholes and Catch Basins

All structures shall be located in streets at the curb line to receive storm water runoff and provide conveyance to the main storm drain.

Structures shall be located at the following locations, but in no case be spaced further than 400 feet:

- I. At curb returns on the upstream side of an intersection.
- II. At the end of all dead end streets with a descending grade.
- III. At intermediate locations so that storm flows at the curb line do not exceed three feet (3') in width (measured from the curb face) or three inches (3") in depth (measured at the curb face), whichever is less, refer to Table 4-1 for design storm.
- IV. An oversized inlet manhole at low point (sag) of all vertical curves. Street and or vertical curves with flat slopes may require installation of additional inlets.
- V. All structures shall be capable of intercepting completely the design storm flow at the curb.

4.4.3 Culverts

Culverts at road crossings in natural, perennial channels shall be designed to pass the peak discharge for the specified design storm such that the headwater:

- I. Does not exceed 0.8 times the culvert diameter; or
- II. Remains at least 1 foot below the roadway subgrade, whichever is less.
- III. Bottomless or fish friendly culverts shall be installed in wetland and/or water quality sensitive areas. Final designs shall be permitted by applicable regulatory agencies. Approved permits shall be submitted to the City.

- IV. Culvert material shall have a minimum design life of 75 years.

4.4.4 Bridges

New and replacement bridges over natural, perennial channels shall be designed to pass the 100 year peak discharge from the tributary area assuming full development. Vertical clearance between the design water surface and the bottom of any part of the bridge shall be a minimum of two feet.

4.4.5 Walls

When sizing walls, the designer will consider the surcharge caused by vehicles, soil and/ or future building construction on facility walls. All walls in public facilities shall be cast in place reinforced concrete, with a decorative surface finish, designed by a registered professional engineer.

4.5 Drainage Report

A final drainage report containing the information listed below shall be submitted at the time of initial construction plan review by the City. An abbreviated preliminary drainage report shall be prepared and submitted during the land use approval process that is an outline/draft form of the final report requirements listed below. The City may waive some or all of these report requirements for single-family residential partition projects and projects where post-development impervious surfaces constitute less than 25% of the parcel. In order to apply for a waiver, the applicant must submit a written request to the City and the applicant or applicant's Engineer must participate in a pre-design meeting to discuss the proposed project and its stormwater impacts prior to the land use approval process submittal.

- I. Narrative, with tables where appropriate, describing
 - a. Areas and flows used for design calculations per this design manual.
 - b. Results of downstream analysis.
 - c. How water quality and quantity requirements of these rules are met by the project.
- II. Maps showing the following information
 - a. Upstream basin flowing through the site with contours.
 - b. Downstream basin to the point where analysis is required in the downstream analysis, with contours.
 - c. Site plan showing development layout with contours.
 - d. Existing stormwater facilities on and adjacent to the site.
 - e. Stormwater facilities proposed to be constructed by the project.
 - f. Delineated basins contributing to the stormwater facility including labels and area calculations.
- III. Calculations for
 - a. Hydrological calculations for both existing and post development conditions.
 - b. Conveyance system sizing, including calculations showing portions of existing conveyance system that are not proposed to be altered have adequate capacity according to the criteria in these rules.
 - c. Sizing of water quality and quantity facilities.
- IV. Downstream Analysis

- a. A stamped certificate of investigation stating that the design engineer has taken downstream impacts into consideration is required for each development constructing, collecting or discharging more than 2877 square feet of new impervious area.
 - b. Projects that receive approval for a fee in lieu of construction and/or install partial or no storm water quantity facilities, the analysis shall extend downstream to a point in the drainage system where the additional flow from the proposed development site constitutes 10 percent or less of the total tributary drainage flow.
 - c. When the downstream analysis does not continue for at least one-quarter (1/4) mile, the design engineer shall provide a stamped certification of investigation that states the design Engineer has visually investigated the downstream system for at least one-quarter (1/4) mile downstream and is aware of no observable downstream impacts to the conveyance system.
- V. For privately maintained water quantity or quality facilities or conveyance systems, a maintenance plan that clearly identifies maintenance activities and frequency in a form that can be easily provided to and understood by the people responsible for maintenance.

The maintenance plan is to be included with the City standard private facility maintenance agreement form and submitted to the City for review. Upon approval of the maintenance agreement by the City, the applicant shall record the agreement with Yamhill County and return one fully executed original to the City Recorders office.

4.5.1 Flow Determination

Design Event/Storm Frequency

All public storm drain systems shall be designed for the storm recurrence interval and 24 hour rainfall depths as in the following Table 4.1 & 4.2:

Table 4.1: Drainage System Design Requirements

Drainage System Design Requirements	
Drainage System Elements	Design Storm Recurrence Interval (years)
Facilities: Water Quantity & Quality Control	See Sections 4.8.5 & 4.7.1
Minor: Minor Collector Streets, Local Streets, Curbs, Gutters, Inlets Manholes and Mainlines up to 250 Tributary Acres	25
Major: Major Collector, Arterial Streets, the Drainage System in or under Arterial Streets, and anything greater than 250 Tributary Acres	50
Watercourses: Without FEMA Designated Floodplain	50
Watercourses: FEMA Designated Floodplain	100
Bridges:	100

Table 4.2 Rainfall Depths

24 Hour Rainfall Depths Newberg, Oregon	
Recurrence Interval (years)	Total Precipitation Depth (inches)
2	2.5
5	3.0
10	3.5
25	4.0
50	4.2
100	4.5

4.5.2 Computational Methods for Runoff Calculations

Design of conveyance systems shall be based on full build-out of the upstream basin based upon the most recent approved City comprehensive Land Use Plan and realistic estimates of development densities in areas included in recent additions to the Urban Growth Boundary.

Unless an alternative method is approved by the City in writing, calculation of storm runoff used for conveyance design shall be based on one of the following methods with the limitations on use of each listed. A maximum overland distance for sheet flow used in calculations shall be 100 feet.

4.5.3 Rational Method

The rational method is allowed with the following limitations:

- I. Drainage sub-basin area cannot exceed 1 acre for a single calculation without approval from the City.
- II. The time of concentration shall be a minimum of five minutes.
- III. The calculation methodology shall conform to the procedures outlined in Chapter 7 and Appendix A & F of the 2011 Oregon Department of Transportation (ODOT) Hydraulics Manual. The City of Newberg Intensity, Duration, and Frequency (IDF) recurrence interval curves to be used in the calculations shall be ODOT Zone 7.

4.5.4 Santa Barbara Urban Hydrograph (SBUH)

SBUH methods shall be based on the following information:

- I. The rainfall distribution to be used within the City is the design storm of 24-hour duration based on the standard NRCS Type 1A rainfall distribution using the chart included herein.
- II. Curve numbers shall be derived from the National Resources Conservation Service's (NRCS) runoff curve numbers contained in Technical Release 55 (TR-55)-Urban Hydrology for Small Watersheds.
- III. Soil types shall be derived from the NRCS Soil Survey for Yamhill County.

4.5.5 TR-55

The TR-55 method developed by NRCS when used for runoff calculations shall be based on the following information:

- I. A standard NRCS Type 1A storm shall be assumed.
- II. Curve numbers shall be derived from the National Resources Conservation Service’s (NRCS) runoff curve numbers contained in Technical Release 55 (TR-55)-Urban Hydrology for Small Watersheds.
- III. Soil types shall be derived from the NRCS Soil Survey for Yamhill County.

4.5.6 Stormwater Management Model (SWMM)

The SWMM method developed by EPA may be used on medium to large projects for computing runoff volumes for conveyance.

Table 4.3: 24 – Hour NRCS Type 1a Rainfall Distribution

Time From Start of Storm, Minutes	% Rainfall	Cumu- lative %	Cumu- lative Rainfall	Time From Start of Storm, Minutes	% Rainfall	Cumu- lative %	Cumu- lative Rainfall	Time From Start of Storm, Minutes	% Rainfall	Cumu- lative %	Cumu- lative Rainfall	Time From Start of Storm, Minutes	% Rainfall	Cumu- lative %	Cumu- lative Rainfall
0 - 10	0.40	0.40		360 - 370	0.95	22.57		720 - 730	0.72	87.40		1080 - 1090	0.40	86.00	
10 - 20	0.40	0.80		370 - 380	0.95	23.52		730 - 740	0.72	88.12		1090 - 1100	0.40	86.40	
20 - 30	0.40	1.20		380 - 390	0.95	24.47		740 - 750	0.72	88.84		1100 - 1110	0.40	86.80	
30 - 40	0.40	1.60		390 - 400	0.95	25.42		750 - 760	0.72	89.56		1110 - 1120	0.40	87.20	
40 - 50	0.40	2.00		400 - 410	1.34	26.76		760 - 770	0.57	70.13		1120 - 1130	0.40	87.60	
50 - 60	0.40	2.40		410 - 420	1.34	28.10		770 - 780	0.57	70.70		1130 - 1140	0.40	88.00	
60 - 70	0.40	2.80		420 - 430	1.34	29.44		780 - 790	0.57	71.27		1140 - 1150	0.40	88.40	
70 - 80	0.40	3.20		430 - 440	1.80	31.24		790 - 800	0.57	71.84		1150 - 1160	0.40	88.80	
80 - 90	0.40	3.60		440 - 450	1.80	33.04		800 - 810	0.57	72.41		1160 - 1170	0.40	89.20	
90 - 100	0.40	4.00		450 - 460	3.40	36.44		810 - 820	0.57	72.98		1170 - 1180	0.40	89.60	
100 - 110	0.50	4.50		460 - 470	5.40	41.84		820 - 830	0.57	73.55		1180 - 1190	0.40	90.00	
110 - 120	0.50	5.00		470 - 480	2.70	44.54		830 - 840	0.57	74.12		1190 - 1200	0.40	90.40	
120 - 130	0.50	5.50		480 - 490	1.80	46.34		840 - 850	0.57	74.69		1200 - 1210	0.40	90.80	
130 - 140	0.50	6.00		490 - 500	1.34	47.88		850 - 860	0.57	75.26		1210 - 1220	0.40	91.20	
140 - 150	0.50	6.50		500 - 510	1.34	49.02		860 - 870	0.57	75.83		1220 - 1230	0.40	91.60	
150 - 160	0.50	7.00		510 - 520	1.34	50.36		870 - 880	0.57	76.40		1230 - 1240	0.40	92.00	
160 - 170	0.60	7.60		520 - 530	0.88	51.24		880 - 890	0.50	76.90		1240 - 1250	0.40	92.40	
170 - 180	0.60	8.20		530 - 540	0.88	52.12		890 - 900	0.50	77.40		1250 - 1260	0.40	92.80	
180 - 190	0.60	8.80		540 - 550	0.88	53.00		900 - 910	0.50	77.90		1260 - 1270	0.40	93.20	
190 - 200	0.60	9.40		550 - 560	0.88	53.88		910 - 920	0.50	78.40		1270 - 1280	0.40	93.60	
200 - 210	0.60	10.00		560 - 570	0.88	54.76		920 - 930	0.50	78.90		1280 - 1290	0.40	94.00	
210 - 220	0.60	10.60		570 - 580	0.88	55.64		930 - 940	0.50	79.40		1290 - 1300	0.40	94.40	
220 - 230	0.70	11.30		580 - 590	0.88	56.52		940 - 950	0.50	79.90		1300 - 1310	0.40	94.80	
230 - 240	0.70	12.00		590 - 600	0.88	57.40		950 - 960	0.50	80.40		1310 - 1320	0.40	95.20	
240 - 250	0.70	12.70		600 - 610	0.88	58.28		960 - 970	0.50	80.90		1320 - 1330	0.40	95.60	
250 - 260	0.70	13.40		610 - 620	0.88	59.16		970 - 980	0.50	81.40		1330 - 1340	0.40	96.00	
260 - 270	0.70	14.10		620 - 630	0.88	60.04		980 - 990	0.50	81.90		1340 - 1350	0.40	96.40	
270 - 280	0.70	14.80		630 - 640	0.88	60.92		990 - 1000	0.50	82.40		1350 - 1360	0.40	96.80	
280 - 290	0.82	15.62		640 - 650	0.72	61.64		1000 - 1010	0.40	82.80		1360 - 1370	0.40	97.20	
290 - 300	0.82	16.44		650 - 660	0.72	62.36		1010 - 1020	0.40	83.20		1370 - 1380	0.40	97.60	
300 - 310	0.82	17.26		660 - 670	0.72	63.08		1020 - 1030	0.40	83.60		1380 - 1390	0.40	98.00	
310 - 320	0.82	18.08		670 - 680	0.72	63.80		1030 - 1040	0.40	84.00		1390 - 1400	0.40	98.40	
320 - 330	0.82	18.90		680 - 690	0.72	64.52		1040 - 1050	0.40	84.40		1400 - 1410	0.40	98.80	
330 - 340	0.82	19.72		690 - 700	0.72	65.24		1050 - 1060	0.40	84.80		1410 - 1420	0.40	99.20	
340 - 350	0.95	20.67		700 - 710	0.72	65.96		1060 - 1070	0.40	85.20		1420 - 1430	0.40	99.60	
350 - 360	0.95	21.62		710 - 720	0.72	66.68		1070 - 1080	0.40	85.60		1430 - 1440	0.40	100.00	

4.5.7 Conveyance Design

- I. Design for Full Build Out
Storm drainage and conveyance facilities shall be designed and constructed to accommodate all future full build-out flows generated from the upstream drainage basin. Conveyance system adequacy shall be demonstrated by performing a backwater analysis. The calculated hydraulic grade line shall in all cases be lower than a 2 foot minimum from finished grade at all structure locations. The hydraulic grade line for shallow conveyance systems shall be determined by the City Engineer on a case by case basis.
- II. Velocity and Slope
All storm drains shall be on a grade that produces a mean velocity, when flowing full, of at least three feet (3') per second.
- III. Pipe Roughness Coefficient
The manning's roughness coefficient to be used in conveyance calculations shall be a minimum of 0.013.
- IV. Open Channels
Open channel systems shall be designed for minimum 1 foot freeboard from bank full provided no structures are impacted by the design water surface elevation.
- V. Natural Channels
Control of discharge from developed areas to natural channels shall be such that the average velocity resulting from all design storms less than or equal to the 10 year event remains below the erosive velocity of the channel.
- VI. Manmade Channels (Ditches)
Ditches are only allowed as temporary facilities; rock lining is required when flows are in excess of 3 ft/s. Manmade channels shall be designed for a 10 year storm with a maximum depth of 2 feet and 3:1 side slopes. Water Quality Facilities are not considered ditches.
- VII. Overflow Analysis
Overland/Overflow analysis shall be performed for all conveyance, water quality & water quantity systems that demonstrate that the 100-year event will not impact or inundate any buildings. Designer shall submit documentation indicating the overland/ overflow path during the permitting process to the City.

4.5.8 Upstream Impacts

Modifications to the existing on-site storm drainage facilities shall not restrict flows thereby creating backwater onto off-site property to levels greater than the existing situation, unless approved by the impacted off-site Property Owners and the City. When approved, the off-site Property Owner(s) shall agree to and sign a permanent easement legally describing the location of the backwater storage and authorizing the use of their property for stormwater drainage and detention purposes. The easement shall be in a form approved by the City.

4.5.9 Downstream Impacts

Downstream restrictions that create backwater during the 25-year design storm in the current or post-development condition may be required to be removed by the developer, at the discretion of the City. The engineer of record shall evaluate downstream impacts per Section 4.5.

Removal of downstream obstructions shall not be allowed if the removal will cause, contribute, or exacerbate flooding and/or erosion damages to existing buildings, dwellings or properties in the 100-year design storm.

When downstream restrictions are not removed, an on-site detention facility shall be required.

4.5.10 Cross-Lot Drainage

Developments shall accommodate existing off-site drainage entering the site so as to not impact upstream property owners or negatively impact the new development.

4.5.11 Outlet Protection/Dissipation of Runoff

Runoff exiting a development site shall be discharged with adequate energy dissipation to prevent downstream damage. Storm drain lines shall enter a creek or drainage channel at 90° or less to the direction of flow. The outlet shall have a head wall and appropriate scour protection to prevent erosion of the existing bank or channel bottom. The size of pipe or channel being entered will govern which protective measures are required. All protective measures must conform to the erosion control requirements of these Public Works Design and Construction Standards and the City's Erosion and Sediment Control Manual.

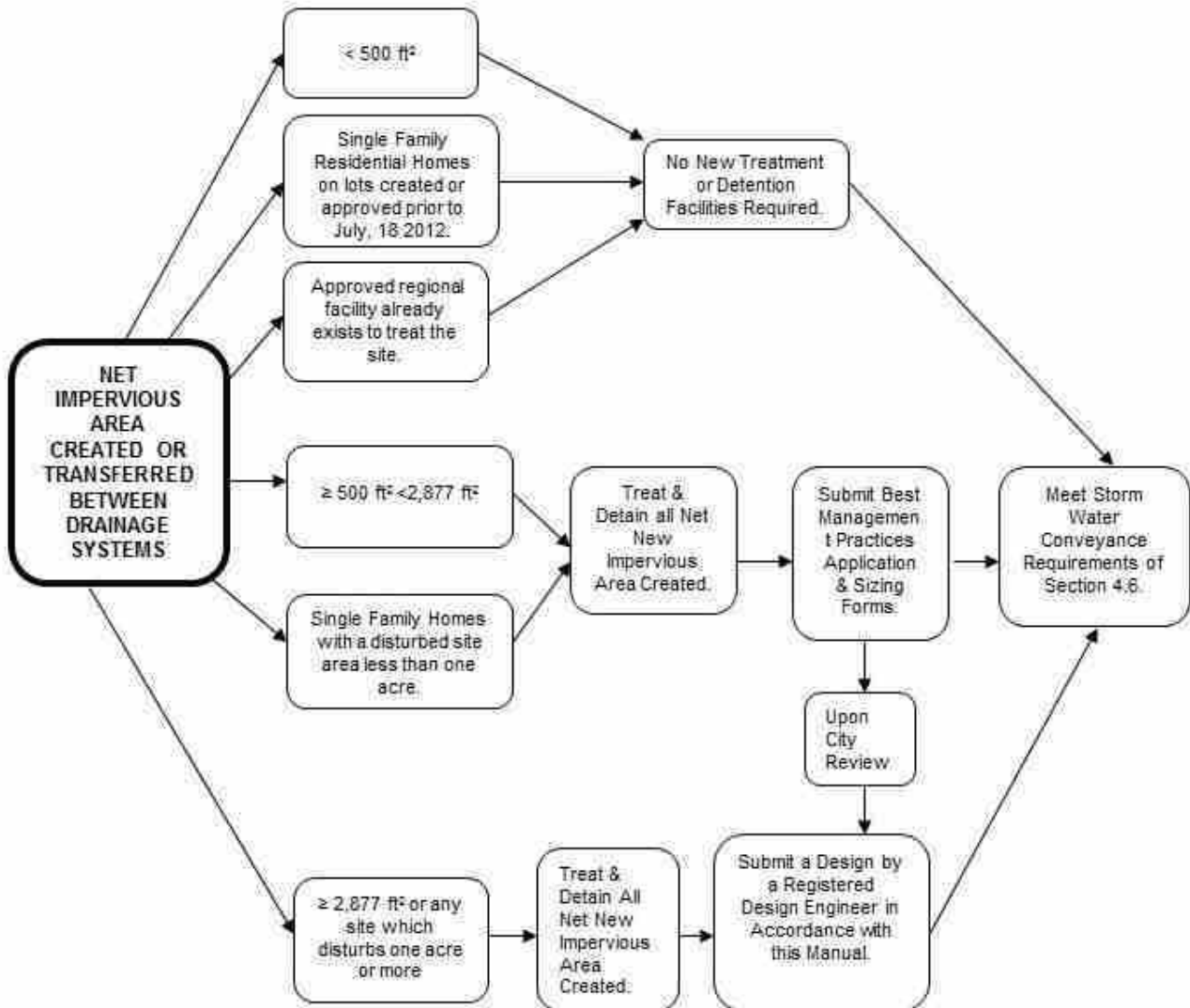
4.5.12 Subsurface Drains

Subsurface drains (under drains) shall be provided at the following locations:

- I. For all existing springs and field tile intercepted during construction activity for other facilities; i.e., wastewater, water, mains, street excavations, foundations, etc.
- II. Where high ground water exists or when it is necessary to reduce the piezometric surface to an acceptable level to prevent land slippage or under floor flooding of buildings.
- III. Subsurface drainage shall not discharge into a street or a street gutter.

4.6 Water Quantity and Quality Facilities

Figure 4.4 Storm water Quality & Quantity Design Flow Chart



4.6.1 Impervious Surface Area

- I. For all sites, the threshold and approach for the design of water quality and quantity facilities shall be based on Figure 4-4 (above).
- II. For single family and duplex residential subdivisions, stormwater quality and quantity facilities shall be sized for all net impervious area created by the subdivision. For design purposes, the impervious area on an individual single family lot may be estimated at the rate of 2877-square feet of impervious surface area per dwelling unit. If design approach for the subdivision included private LIDA facilities on individual lots, actual impervious area shall be used at the time of the building permit. Concept facility design shall be shown on the subdivision plan.
- III. Except as noted in Section (I) above, for all developments other than single family and duplex, including row houses and condominiums, the sizing of stormwater quality facilities shall be based on the net impervious area created by the development, including structures, roads, and other impervious areas. Impervious areas shall be determined based upon building

permits, construction plans, or other appropriate methods of measurement deemed reliable by the City.

4.6.2 Erosion Protection

- I. Inlets to water quality and quantity facilities shall be protected from erosive flows through the use of an energy dissipater or rip rap stilling basin of appropriate size based on flow velocities. Flow shall be evenly distributed across the treatment area.
- II. All exposed areas of water quality and quantity facilities shall be protected using coconut or jute matting. Coconut matting or high density jute matting (Geojute Plus or approved equal) shall be used in the treatment area of swales and below the water quality volume levels of ponds. Low density jute matting (Econoject or approved equal) may be used on all other zones.

4.6.3 Planting/Vegetation

Planting/vegetation shall be in accordance with Appendix A: Planting Requirements. No invasive species shall be planted or permitted to remain within a facility which may affect its function, including, but not limited to the following:

- I. Himalayan blackberry (*Rubus discolor*)
- II. Reed canarygrass (*Phalaris arundinacea*)
- III. Teasel (*Dipsacus fullonum*)
- IV. English Ivy (*Hedra helix*)
- V. Nightshade (*Solanum sp.*)
- VI. Clematis (*Clematis ligusticifolia* and *C. vitifolia*)
- VII. Cattail (*Typhus latifolia*)
- VIII. Thistle (*Cirsium arvense* and *C. vulgare*)
- IX. Scotch Broom (*Cytisus scoparius*)

4.6.4 Fencing

Any facility with the potential of storing (18) inches or more at any time shall require delineation fencing around facilities and/or tracts containing facilities. The fence shall be 4-foot high, black or brown vinyl-clad chain link fence in conformance with the City Standard Drawing No.419.

- I. When a facility is fenced, the fence shall include a 12-foot wide lockable gate for maintenance access conforming to the City Standard Drawing No. 419.
- II. If a facility is located adjacent to a riparian corridor, wildlife friendly fencing shall be utilized, as approved by the City Engineer and Planning Division.

4.6.5 Access

Access roads shall be provided for maintenance of all water quality and quantity facilities. The following criteria are considered to be the minimum required for facilities maintained by the City. If the design Engineer anticipates that any of the requirements will not be met due to the configuration of the proposed development, the design Engineer is advised to meet with the City Engineer to gain approval for the deviation prior to submittal.

4.6.6 Standard Road Design

- I. The road section shall be designed according to Standard Drawing No. 513; the subgrade shall be compacted to 91-percent AASHTO T-180; or, the design Engineer may submit an alternate design certified as capable of supporting a 30-ton maintenance vehicle in all weather conditions.
- II. Strengthened sidewalk and driveway sections according to Standard Drawing No. 510.
- III. Maximum grade shall be 10-percent with a maximum 3-percent cross-slope.
- IV. Minimum width shall be 12 feet on straight runs and 15 feet on curves. Minimum gravel shoulder width shall be 1-foot, matching the cross slope of the access road.
- V. Curves shall have a minimum 40-foot interior radius.
- VI. Access shall extend to within 10-feet of the center of all structures unless otherwise approved by the City.
- VII. The City may require a curb or other delineator at the edge of the road for drainage, a curb stop, or to demarcate the road where the road edge is not apparent.
- VIII. The side slope for road embankments shall be 2H:1V or flatter, as approved by the Geotechnical Engineer for the project.
- IX. A vehicle turnaround shall be provided when the access road exceeds 150' in length, reference Standard Drawing No. 529.
- X. The road shall provide access to within 10' of all structures.

4.6.7 Maintenance Responsibilities

Public Facilities

- I. Unless otherwise approved by the City Engineer, newly constructed water quality or quantity facilities serving public roads shall be publicly maintained to City Standards.
- II. The developer, or other legally bound party, shall be responsible for Public facility bonding and maintenance, two years from the date of the acceptance of the public facility improvements. The maintenance period may extend beyond the two year period if facility plant die off is greater than 20-percent at the end of the two year period.
- III. Publicly maintained water quality or quantity facilities shall be contained within a tract with an approved access road provided and encumbered by a surface/ stormwater management easement dedicated to the City. The City will retain ownership of the tract.
- IV. Irrigation shall be provided to all public facilities. The system development fees and associated costs are the responsibility of the developer.

Private Facilities

Private facilities shall be maintained by the owner. The owner or responsible party shall complete the City standard private maintenance agreement forms and submit to the City for review/approval. The maintenance agreement shall be approved by the City and recorded with Yamhill County before the issuance of building occupancy permits.

A maintenance plan is required for all privately maintained stormwater facilities, it shall:

- I. Be composed of an agreement to be signed by the owner of the stormwater facilities and the City and an explanation of the operation, maintenance, and preservation of the stormwater

facility including a schedule of required maintenance activities. The maintenance plan will be appended to the property deed. Operations and maintenance manuals will be provided by the developer to all present and subsequent owners of the facility that describes the stormwater facility, maintenance procedures including methods of waste disposal, maintenance schedule, and the location of the installation and maintenance records of previous years.

- II. Components
 - a. Inspection schedule including storm- related inspections
 - b. Description of facility components, the observable trigger for maintenance, and the method of maintenance including appropriate waste disposal method
 - c. Type of maintenance for plants and other landscaping material required for proper functioning of the stormwater facility and to maintain a 75% vegetative cover
- III. Contain the location for stormwater installation records. The installation records will be kept until the facility is dismantled and no longer discharges to the City’s stormwater system. They include at a minimum, the design calculations and assumptions and the construction drawings that show the individual components and the entire system.
- IV. Provide requirements for maintenance records. Annual reports will be submitted to the City by the owners of the stormwater facility attesting to the proper maintenance, safety, and functioning of the stormwater facility. The maintenance records will be kept with the facility installation records and be available for inspection by the City for at least five (5) years. Installation records will be kept until the stormwater facility is dismantled and no longer discharges to the City’s stormwater system.

4.6.8 Facility Selection Hierarchy

The hierarchy of preference for public and or private water quantity and/or water quality facilities is listed below in the order of preference by the City Engineer and Public Works Maintenance Department. The highest technically feasible option must be used (1=highest, 4=lowest). Applicants must provide the appropriate technical analysis and evaluation and demonstrate the need to move from a higher option to a lower option as reviewed & approved by the City during the land use application or permit review application process.

Detention Facilities	Water Quality Facilities
LIDA Facilities/Regional Facility	LIDA Facilities/Regional Facility
Surface Pond	Swale
Underground Tanks/Pipes	Proprietary Treatment Systems
Fee in lieu of construction payment	Fee in lieu of construction payment

4.6.9 Private and Public Proprietary Treatment Systems

Proprietary treatment systems shall meet the removal efficiency requirements of the City’s Willamette TMDL implementation plan. Proprietary treatment systems shall be allowed in situations meeting one of the following criteria:

Private

- I. Treatment of runoff from a single parcel.
- II. Treatment of runoff from an adjoining commercial, industrial, or multi-family, or condominium parcels which share a common parking lot.
- III. Treatment of runoff from high-density zoning classifications where the development is primarily single family residential and the average lot size is 3000 or less square feet.
- IV. Proprietary treatment systems shall be maintained by private parties, except for systems that are approved by the City Engineer on a case by case basis, to treat runoff from a public street.
- V. Proprietary systems require a long-term maintenance plan identifying maintenance techniques, schedule, and responsible parties. This maintenance plan shall be submitted and approved with the drainage report for the project.
- VI. All proprietary treatment systems shall be subject to maintenance responsibilities as stated under 4.7.2.

Public

Treatment of runoff from new and expanded collector and arterial roadways where no other opportunities exist for treatment without necessitation of the removal of homes or businesses.

All public and private water quality proprietary treatment systems shall be in conformance with Contech Stormwater Management Storm Filter system or approved equivalent.

4.6.10 Small Developments

Two and three parcel single family home partitions that can demonstrate (storm report required) adequate downstream conveyance capacity are eligible for a fee in lieu of construction of stormwater quality/quantity facility payment. Large parcel single family home partitions with the potential for additional dwelling units and/or future subdividing/partitioning are not considered small developments.

4.6.11 Fee in Lieu of Construction Payment

Refer to the Engineering Services Department fee schedule for the fee in lieu of construction payment schedule. The payment shall be made to the City before recording of the final partition or subdivision plat for single family home construction, or the issuance of building permits for all other projects.

Fee in lieu of construction payments for water quantity and quality facilities will be collected by the City and used to fund the enhancement/upsizing of existing facilities and development of regional facilities when feasible.

4.7 Water Quantity Facility Design & Control Standards

4.7.1 General Requirements

- I. Each new development shall incorporate techniques for mitigating its impacts on the public stormwater system in accordance with Chapter 13 of the Municipal Code by the construction of permanent on-site stormwater quantity detention facilities designed in accordance with this chapter.
- II. All water quantity facilities shall be designed in accordance with City guidance documents and be consistent with this Chapter.

- III. When required, stormwater quantity on-site detention facilities shall be designed to capture runoff so the post-development runoff rates from the site do not exceed the pre-development runoff rates from the site, based on 24-hour storm events ranging from the ½ of the 2-year return storm to the 25-year return storm. Specifically, the ½ of the 2, 2, 10, and 25-year post-development runoff rates will not exceed their respective ½ of the 2, 2, 10, and 25-year pre-development runoff rates; unless other criteria are identified in an adopted watershed management plan or storm drainage basin master plan.
- IV. Applicable low impact development approaches, designed in accordance with this Chapter, can be utilized to meet all or part of any detention requirements on a site.
- V. For all sites, the threshold and approach for the design of water quantity facilities shall be based on Figure 4-4.

4.7.2 Hydraulic Design Criteria

- I. Detention design shall be assessed by dynamic flow routing through all the conveyance components within the basin. Documentation of the proposed design shall be included in the drainage report. Acceptable analysis programs include those listed below, as well as others using the SBUH or TR-55 methodology.
 - a. HEC-1
 - b. HEC-HMS
 - c. SWMM
 - d. HYDRA
 - e. Others as approved by the City Engineer
- II. A pond overflow system shall provide for discharge of the design storm event without overtopping the pond embankment or exceeding the capacity of the emergency spillway.
- III. Provide an emergency spillway sized to pass the 100-year storm event or an approved hydraulic equivalent. Emergency spillway shall be located in existing soils when feasible and armored with riprap or other approved erosion protection extending to the toe of the embankment. The emergency spillway shall direct flows away from proposed or existing structures.

4.7.3 Facility Design Criteria

- I. The facility can be a combined water quality and quantity facility provided it meets all relevant criteria.
- II. Provide an approved outlet structure for all flows and an approved secondary flow route/path if the primary outlet and or conveyance system fails.
- III. Certain situations require use of multiple orifice plates to achieve desired outflow rates.
- IV. All water quality/ quantity facilities shall have a maximum depth of 5 feet unless approved by the City Engineer.

4.7.4 Walls in Water Quantity Facilities

- I. Retaining walls may serve as pond walls if the design is prepared and stamped by a registered professional engineer and a fence is provided along the top of the wall. At least 25% of the pond perimeter shall be vegetated with a side slope of 3H:1V or flatter allowing for maintenance access. All retaining walls in publicly maintained facilities, shall be cast in place concrete with a decorative surface finish, unless otherwise approved by the City Engineer.

- II. Walls that are 4 feet or higher that are surcharged and/ or are periodically inundated shall meet all of the following criteria:
 - a. Permitted through the City Building Division.
 - b. The party responsible for maintenance of the walls within the water quantity tract or easement area shall be clearly documented on the final plat, or in alternate form, both with review and approval by the City Attorney and City Engineer.

4.8 Water Quality Facility Design and Treatment Standards

4.8.1 Water Quality Treatment Requirements

Owners of new development and other activities which create new impervious surfaces or increase the amount of stormwater runoff or pollution leaving the site are required to construct permanent water quality facilities per Chapter 13 of the Municipal Code to reduce contaminants entering the storm and surface water system.

4.8.2 Required Treatment Design Efficiency

The following approaches are available for meeting the treatment design efficiency standards of the pre-development vs. post development reduction of wind/ rain deposited organic & inorganic sediments, automotive wastes, bacteria, mercury, and temperature control, as follows:

- I. Pretreatment as specified in the following sections in combination with a facility listed below:
 - a. Low impact development approaches and regional water quality/ detention facilities that can be demonstrated, to the satisfaction of the City, to meet treatment efficiency standards.
 - b. Proprietary treatment systems meeting the requirements of Section 4.6.9.

4.8.3 Design Considerations

- I. If an onsite water quality facility cannot be constructed to treat the runoff from the development's impervious surface, then with City Engineer approval, an off-site water quality facility may be designed to treat runoff from an equivalent area of adjacent untreated impervious surfaces.
- II. Facilities shall be designed such that flow from the development is treated off-line from the storm conveyance system and reconnected to upstream flows following treatment.
- III. Discharges to riparian and/or wetland sensitive areas shall maintain the flows of pre-development site conditions to the extent necessary to protect the characteristic functions of the sensitive area. Conversely, discharge of flows that may be damaging to downstream water quality sensitive areas into other catchments will not be permitted.
- IV. The maximum drawdown time shall be 48 hours.

4.8.4 Water Quality Volumes and Flows

Water quality volumes and flow rates are calculated using section 4.7.2 computational methods for runoff calculations.

4.8.5 Water Quality Storm

The storm defines both the volume and rate of runoff. The stormwater quality only facilities shall be designed for a dry weather storm event totaling 1.0 inches of precipitation falling in 24 hours with an average storm return period of 96 hours using Figure 4-3, rainfall distribution.

4.8.6 Water Quality Pretreatment

Incoming flows to a regional water quality facility shall be pretreated using a water quality manhole or other pre-treatment methods such as forebays, or other methods, as approved by the City.

4.8.7 Water Quality Manholes

- I. Hydraulic Criteria:
 - a. Minimum Design Flow: Water Quality Flow
 - b. Upstream flow splitter may be used to bypass conveyance flows in excess of the Water Quality flow.
- II. Design Criteria:
 - a. Shall conform to City Standard Drawings
 - b. Minimum Manhole Diameter: 60-inch
 - c. Maximum size of incoming pipe: 18-inch (high flow splitter may be required.)
 - d. Sump Depth: No deeper than 5 feet from invert out to bottom of sump
 - e. Volume of sump: 20 cubic feet/ 1.0 cfs of flow into the water quality manhole, up to the 25-year flow. Flow calculations shall include the effect of an upstream flow splitter.
 - f. Maintain a 3-foot clear access zone between the inside structure.
 - g. Orient access to structure in a clear zone.

4.9 Low Impact Development Approaches (LIDA)

LIDAs offer options to comply with stormwater management requirements. The five objectives of LIDA are to:

- I. Conserve Existing Resources
- II. Minimize Disturbance
- III. Minimize Soil Compaction
- IV. Minimize Imperviousness
- V. Direct Runoff from Impervious Areas onto Pervious Areas

4.9.1 LIDA Design Considerations

- I. LIDA may be used in combination with standard water quantity and quality facilities to meet the requirements of this Chapter. The engineer shall maximize LIDA to the extent practicable.
- II. The applicant shall provide an analysis in the drainage report of the ability of any proposed LIDA to meet the water quantity and quality requirements for a project.
- III. For developers creating less than 2877 square feet of impervious surface Drawing No. 451, LIDA Sizing Form may be used. Projects creating more than 2877 square feet of impervious area shall be designed by registered design professional in accordance with the Standards.

- IV. The applicant shall provide a report from a registered design professional providing infiltration rates of existing soils for LIDA facilities that are proposed to fully discharge into existing soils.
- V. Maintenance access shall be provided for all LIDA facilities adjacent to collector or arterial roadways as approved by the City Engineer.
- VI. Approval of use of a LIDA by the City does not eliminate the need for the applicant to secure approval from other appropriate agencies for use of LIDA on their project. A potential example maybe DEQ's underground injection control (UIC) permit.
- VII. LIDA facility planting shall follow the guidelines in Appendix A of this Design Manual.

4.9.2 LIDA Approvable by the City:

- I. Figure 4-5 identifies acceptable LIDA facilities to meet the requirements of this chapter. Designers are also encouraged to consult the City of Portland's stormwater management manual, Clean Water Services LIDA Handbook, and/or Oregon State University Extension Service LID facility design drawings for additional specific designs and other considerations.
- II. LIDA facilities not included in Figure 4-5 may be approved by the City Engineer if the applicant can demonstrate that the LIDA can meet the requirements of this Chapter.
- III. LIDA facilities require a long-term recorded maintenance plan identifying maintenance techniques, schedule, and responsible parties. This requirement shall be noted in a maintenance plan and the City private maintenance agreement template shall be completed and approved with the drainage report for a project, before building permit and or site development permit is finalized for a project.
- IV. All private LIDA Facilities shall be designed and constructed in locations that are approved by the building department.

Figure 4.5 Approvable Low Impact Development Approaches

Application	Green Roof	Porous Pavement/Pavers	Flow-through Planter	Infiltration Planter ¹ / Rain Garden	Vegetated Filter Strip	Swale
Quantity Control	✓	✓	✓	✓		
Quality Control	✓	✓	✓	✓	✓	✓
Impervious Area Reduction	✓	✓				
Infiltrate		✓		✓	✓	✓
Private Property	✓	✓	✓	✓	✓	✓
Public Street/ROW			✓		✓	✓
Steep Slope	✓		✓			
Soils with Low Infiltration Rate ²	✓	✓	✓		✓	✓
High GW Table	✓		✓		✓	✓
Contaminated Soils	✓		✓			

¹ Water proofing maybe required for the building, foundation or a crawlspace.

² Infiltration testing is required to determine rate.

4.10 Materials

4.10.1 Aggregate and Cement

Aggregate shall meet the standards set forth in ODOT SSC Section 02001, "PCC Aggregates"; Portland cement shall meet the standards set forth in ODOT SSC Section 02010, "Portland Cement."

4.10.2 Concrete

PCC for poured in place manholes and structures shall conform to ODOT Class 3000 - 12, Commercial Grade Concrete. Slump shall be between 2 and 4 inches.

4.10.3 Manhole Frames and Covers

- I. Casting shall be of new material, tough, close-grained gray iron conforming to ASTM A-48, Class 30B and AASHTO M 105, Class 30B. Where the ASTM and AASHTO specifications differ, the more stringent shall apply. Castings shall be smooth and clean, free of blisters, blowholes, and all defects. Bearing surfaces shall be planed or ground to ensure flat, true surfaces. Covers shall be true and set within rings at all points.
- II. Rings shall be grouted in place and made watertight with a high-strength, non-shrink grout meeting ODOT SSC Section 2080.40, "Non-Shrink Grout," such as Alcrete Twenty

Minute Fast Setting Grout[®], or approved equal. Unused grout shall be discarded after 20 minutes and shall not be used. Rings shall not be brought to grade with lumber.

- III. Frames and covers shall be standard or suburban, depending on the manhole location and as approved by the City's authorized representative. Suburban style manhole frames shall not be installed in PCC streets or arterial roadways. Manholes covers shall clearly designate it as a storm line, using the approved manhole cover with message as per Drawing 411.
- IV. Manholes installed outside of paved street or sidewalk areas shall be installed with a tamperproof frame and cover as shown in Drawing No. 411 of these standards. In remote areas, manhole casting finish grade shall be 18" above existing grade.

4.10.4 Manhole Types

Manholes shall conform to the following.

- I. Precast 48-Inch-Diameter Manholes
Materials shall conform to the requirements of ASTM C-478. Minimum wall thickness shall be 5 inches.
- II. Precast Large-Diameter (60-inch or larger) Manholes
Materials shall conform to the requirements of ASTM C-478. The manufacturer or design engineer shall submit supporting calculations, stamped by a Professional Engineer registered in the State of Oregon, documenting the structural integrity of the manhole.
- III. Precast Manhole Tops
Standard eccentric cone, short eccentric cone, and flat slab tops shall be provided in accordance with Drawing 412. Eccentric cones shall conform to all requirements of ASTM C-478, with the exception of the steel reinforcement requirement. Precast manhole tops shall be designed to withstand AASHTO H-20 loadings.
- IV. Permeability Testing
Before precast manhole sections of any size are delivered to the job site, the sections shall meet the permeability test requirements of ASTM C-14 and ASTM C-497.
- V. Precast Bases
Precast manhole bases shall be used, except when placing a manhole over existing pipe. Precast bases shall conform to the requirements of ASTM C-478. The base riser section shall be integral with the base slab.
- VI. Poured-in-place Bases
Poured-in-place manhole bases may only be used when placing a manhole over an existing pipe.

4.10 Manhole Pipe Connectors

Connections to manholes shall be made with an approved flexible connector specifically manufactured for the intended use, conforming to ASTM C923, and in accordance with Drawing No. 412 & 413. Field fabricated water stops or improvised adapters, such as gaskets stretched over the pipe, will not be allowed.

Connections to existing manholes may be made with a sand collar fabricated of the same material as the connecting pipe by an approved manufacturer in accordance with these

standards. Sand collars shall be constructed with a gasketed joint located within 12" or half the pipe diameter, whichever is greater, from the manhole wall. Sand collars shall not be fabricated in the field.

4.10.6 Pipe Stub-outs for Future Sewer Connections

- I. Pipe stub-outs shall be the same type as approved for use in the lateral, main, or trunk sewer construction. Strength classifications shall be the same class as in adjacent trenches. Where two or more different classes of pipe exist at a manhole, the City's authorized representative shall determine the strength classification. Rubber-gasketed, watertight plugs shall be furnished with each stub-out and shall be adequately braced against air test pressures.
- II. Gaskets
Manhole sections shall be installed with reformed rubber gaskets manholes. Rubber gaskets shall conform to AASHTO M 315 and ASTM C-443. See Drawing 412.
- III. Steps shall be required and shall be constructed as specified and shown in Drawing No. 412 of these standards, unless otherwise approved by the City's authorized representative. When pipe is 24 inches in diameter or smaller, steps shall be located as indicated in Drawing No. 412 of these standards. For pipe larger than 24 inches in diameter, steps shall be located over a bench as coordinated with the City's authorized representative.

4.10.7 Catch Basins and Inlets

- I. Frames, Grates, and Covers: All materials shall be flat bar steel (standard grade), cast iron or ductile iron complying with the requirements of ASTM A-36, A-663, or A-709.
- II. Forms: All exterior surfaces shall be formed with steel or plywood. Other surfaces shall be formed with matched boards, plywood, or other approved material. Trench walls, rock, or earth will not be acceptable as form material on interior sides.
- III. Metal Reinforcement: All metal reinforcement shall conform to the requirements of ASTM A-615, Grade 60, deformed bars.
- IV. Precast Concrete Units: All precast units shall conform to the same requirements as manholes (ASTM C-478).

4.10.8 Storm Pipe

Storm sewer pipe installed by open trenching shall have a minimum pipe stiffness at 5% deflection of at least 45 psi. Materials shall be the following types or approved equal:

- I. Reinforced Concrete Pipe
 - a. Reinforced concrete, non-pressure pipe shall conform to the requirements of ASTM C-76 and shall be of the class specified. Unless otherwise specified, pipe shall meet the design requirements of Wall B.
 - b. Gaskets shall conform to the requirements of ASTM C-443.
 - c. All steam-cured concrete pipe must be at least seven days old before it can be used. If the pipe has not been steam-cured, it must not be used before it has cured for 28 days.
 - d. Fittings shall be manufactured integrally and be of a class at least equal to that of the adjacent pipe. Field taps shall be machine-drilled.

- e. Mortar used shall be standard non-shrink premixed mortar conforming to ASTM C-387 or in a proportion of one part Type II Portland cement to two parts clean, well-graded sand that will pass a /-inch screen. Mortar mixed for longer than 30 minutes shall not be used.
- II. Ductile Iron Pipe (D.I.P.)
 - a. Ductile iron pipe shall be cement mortar lined with push-on joints conforming to the requirements of AWWA C-151/ANSI A21.51 and AWWA C- 104/ANSI A21.4. The minimum thickness class shall be Class 50 (up through 12-inch diameter pipe) and Class 51 (for 14-inch diameter and larger pipe).
 - b. Fittings shall be mechanical or push-on and be of a class at least equal to that of the adjacent pipe. Mechanical joint ductile iron fittings shall conform to AWWA C-110/ANSI A21.10. Push-on joint fittings shall be gray iron, with body thickness and radii of curvature conforming to ANSI A-21.10. Rubber gasket joints shall conform to AWWA C-111/ANSI A-21.11.
- III. Polyvinyl Chloride Pipe (PVC)
 - a. PVC pipe and fittings shall conform to ASTM D-3034 (SDR 35 or lower) and ASTM F-679. Where added pipe strength is required, PVC pipe shall conform to AWWA C-900 and AWWA C-905.
 - b. A2000 (PVC): All A2000 PVC pipe and fittings shall conform to ASTM F- 949 specifications.
- IV. Fittings
 - a. General
 - i. Manufactured tee fittings shall be provided in the sewer main for side sewers. Fittings shall be of sufficient strength to withstand all handling and load stresses encountered.
 - 1. Fittings shall be of the same materials as the mainline pipe. Material joining the fittings shall be of the same material as the mainline pipe.
 - 2. Material joining the fittings to the pipe shall be free from cracks and shall adhere tightly to each joining surface.
 - 3. All fittings shall be capped or plugged, and shall be gasketed with the same gasket material as the pipe joint, fitted with an approved mechanical stopper, or have an integrally cast knockout lug. The plug shall be able to withstand all test pressures without leaking. When later removed, the plug shall permit continuation of piping with jointing similar to joints in the installed line.
 - ii. Mechanical Couplings: Mechanical couplings shall be wrought steel. Installation procedures must meet the manufacturers' recommendations.
- V. Line Tap Saddle
 - a. All saddles approved for sanitary sewer tap installation (see Section 2) shall be allowed on storm taps.

4.11 Workmanship

4.11.1 Foundation Stabilization

If, in the opinion of the geotechnical engineer or the City's authorized representative, unstable subgrade material exists that will not support the manhole or other structure, the contractor shall excavate below grade and backfill with foundation-stabilization material in accordance with the standards of Section 6.

4.11.2 Pipe Connections

All rigid pipes, such as concrete, entering or leaving the manhole shall be provided with flexible joints within 1 foot or half the pipe diameter, whichever is greater, of the manhole structure and shall be placed on firmly compacted bedding. All flexible pipe, such as PVC, shall connect to manholes using connectors. Special care shall be taken to see that the openings through which pipes enter the structure are completely watertight.

4.11.3 Flexible Joints

At rigid pipe connections, such as concrete,, where a flexible joint cannot be provided within the greater of 1 foot or half the pipe diameter from the manhole, a 6-inch concrete encasement shall be constructed around the entire pipe, from the manhole base to within 1 foot of the pipe joint, at the discretion of the City's authorized representative. The pipe encasement shall be constructed integrally with the manhole base. Pipes laid out of the manhole shall be shortened to ensure that the first flexible joint is no more than 1 foot from the manhole base.

4.11.4 Manhole Connections

The contractor shall connect sewer pipe to manholes as specified in Section 2.8.

4.11.5 Concrete Bases (Poured-in-Place)

Poured-in-place bases shall be used over existing pipelines in accordance with Drawing No. 203 of these standards. The contractor shall remove water from the excavated area, place the compacted aggregate base, construct the concrete base, and set the first precast manhole section before the concrete has set. The first precast manhole section shall be properly located and plumb and have a uniform bearing throughout the full circumference. The contractor shall deposit sufficient concrete on the base to assure a watertight seal between base and manhole wall. Twenty-four hours shall be allowed to elapse before the remaining manhole sections are placed on the base, unless otherwise approved by the City's authorized representative. Where poured-in-place concrete bases are used to construct manholes over existing storm lines, comply with Section 2.8

4.11.6 Drop Manholes

The maximum free drop in a manhole shall be 24 inches. When more than 24 inches feet of drop exists, a drop manhole shall be provided.

4.11.7 Placing Manhole Section

The contractor shall clean the end of each sections of foreign material. Manholes shall be installed with either watertight rubber O- rings, preformed flexible joint sealant or preformed plastic gaskets. Manholes will be visually inspected for water leakage by the City's authorized representative. Any leakage observed shall be repaired at the contractor's expense, and the manhole re-inspected.

4.11.8 Manhole Inverts

The contractor shall construct manhole inverts in conformance with these standards. Inverts shall have smooth transitions to ensure an unobstructed flow through the manhole. The contractor shall remove all sharp edges or rough sections that tend to obstruct flow.

4.11.9 Manhole Stub-outs

The contractor shall install stub-outs from manholes for sewer extensions, as shown in these standards or as required by the City's authorized representative. A watertight flexible connection shall be provided in all new manholes. The contractor shall construct invert channels in accordance with these standards. The minimum length of stub-outs in existing manholes shall be 12 inches outside the manhole wall. Pipes shall be grouted in precast walls or the manhole base to create a watertight seal around the pipes. The contractor shall add compacted base rock, as specified in these standards, over undisturbed earth under all stub-outs.

4.11.10 Manhole Extensions, Rings, and Covers

The contractor shall install rings and covers on top of manholes to positively prevent all infiltration of surface water or groundwater into manholes. Rings shall be set in a bed of high-strength, non-shrink grout meeting ODOT SSC Section 02440.50(b), "Non-Shrink Grout," such as Alcrete Twenty Minute Fast Setting Grout®, or approved equal, with the grout carried over the flange of the ring, and shall be set so that tops of covers are flush with the surface of the adjoining pavement, or 18" above natural ground, unless otherwise directed by the City's authorized representative. Unused grout shall be discarded after 20 minutes and shall not be used. Grouted surfaces shall be troweled smooth. Total thickness of grade rings shall not exceed 12 inches; rings shall be grouted watertight. Drop from rim to first manhole step shall not exceed 24 inches. In designated floodplain areas, all manholes shall be at an elevation of at least 2 feet greater than the 100-year storm event.

4.11.11 Types of Connections

I. Connections to New Manholes

The contractor shall connect storm sewers to new manholes at the locations shown on the plans. All pipes entering or exiting the manhole shall be water tight. Connection shall be done using a rubberized, core-seal boot. The connection shall be grouted smooth on both the interior and exterior of the manhole.

II. Connection to Existing Manholes

The contractor shall connect storm sewers to existing manholes at the locations shown on the plans. Contractor shall submit a plan for diversion control and receive written approval from the City's authorized representative before proceeding with construction. The contractor shall provide all diversion facilities, and shall perform all work necessary to maintain sewage flow in existing sewers while connections are being made to the manholes. Connections to existing manholes shall be core-drilled, and the bases shall be grouted as necessary to allow a smooth flow into and through the existing manholes.

III. Manholes Over Existing Sewers

- a. The contractor shall construct manholes over existing operating storm sewer lines at the locations shown on the plans.
- b. Manholes constructed over existing storm sewers shall have all portions of the pipe to be in contact with the manhole cleaned and:

- i. Concrete Pipe Connections: An approved commercial concrete bonding agent shall be applied to the pipe prior to placement of concrete.
 - ii. PVC Pipe Connections: A dense coating of clean mortar sand shall be applied to the pipe using PVC solvent cement. After the cement has cured, an approved commercial concrete bonding agent shall be applied to the sand prior to placement of concrete. Water as a substitute for commercial bonding agent will not be allowed.
 - c. The contractor shall construct a poured-in place base under the existing sewer and the precast sections as specified.
 - d. The contractor shall not cut into any existing lines until the new manhole(s) are grouted and the new lines are balled, cleaned, and deflection tested and all portions of the storm line have been approved and accepted by the City's authorized representative.
 - e. After acceptance, the contractor shall saw cut into the existing line; cut edges of concrete pipe shall be covered with grout and troweled smooth; with ductile iron or plastic pipe, grout shall be applied up to cutout and troweled smooth.
- IV. Shallow Inside Drop Manhole
Where the invert of the connecting pipe is above the manhole shelf and less than 18 inches above the outlet, an inside drop shall be constructed utilizing Portland cement concrete. The stormwater entering the manhole shall follow a smooth concrete channel transitioning evenly from the invert of the inlet pipe into the main channel. Stormwater shall not be allowed to fall freely to the manhole base.

4.11.12 Catch Basins

- I. Excavation and backfill shall conform to the requirements of Section 6.
- II. Bedding: The contractor shall remove all water and debris from the excavation area, and shall install an 8-inch-minimum layer of compacted 3/4 "-0" crushed aggregate for a base.
- III. Cast-in-Place: Cast-in-place catch basins shall have a minimum of 18 inches of concrete between the compacted crushed aggregate and the lowest invert. The forms used for cast-in-place catch basins shall be tight and well-braced. The storm pipe material shall extend into the poured concrete of the catch basin. All corners shall be chamfered. Immediately after placement, the concrete shall be consolidated with an approved vibrator. The top surface shall be screed, and exposed surfaces shall be troweled to a smooth finish, free from marks or irregularities. After forms are removed, the contractor shall patch any defects in the concrete with approved material.
- IV. Precast: After the base is prepared, the contractor shall set the precast catch basin to the proper line and grade. The storm pipe material being used shall connect to the precast catch basin.
- V. Inverts, Stub-outs, and Sections: Contractor shall clean the ends of all pipes and sections that contact the catch basin. All inverts, stub-outs, and sections shall be installed according to these standards, using a high-strength, non-shrink grout meeting ODOT SSC Section 0208.40, "Non-Shrink Grout," such as Alcrete Twenty Minute Fast Setting Grout®, or approved equal, making sure all sharp edges or rough sections are removed, to prevent obstruction of the flow. Unused grout shall be discarded after 20 minutes and shall not be used.
- VI. Catch Basin Steps: All catch basins deeper than 5 feet, measured from the top of the frame to the flow-line, shall be oversized and have steps.

4.11.13 Line and Grade

- I. Survey control hubs for both line and grade shall be provided by the design engineer.
- II. Variance from the established line and grade shall not be greater than 1/4 inch for grade and 1/2 inch for line, provided that such variation does not result in a level or reverse-sloping invert.
- III. The contractor shall check line and grade as necessary. If the limits prescribed in these standards are not met, the work shall be immediately stopped, the City's authorized representative notified, and the cause remedied before proceeding with the work.
- IV. Variation in the invert elevation between adjoining ends of pipe, due to non-concentricity of joining surface and pipe interior surfaces, shall not exceed 1/64 per inch of pipe diameter.

4.11.14 Pipe Handling

- I. The contractor shall unload pipe only by approved means. Pipe shall not be unloaded by dropping it to the ground and pipe shall not be dropped or dumped into trenches.
- II. Pipe shall not be unloaded or stored within the public right-of-way unless approved by the City's authorized representative.
- III. The contractor shall inspect all pipe and fittings before lowering them into trenches to ensure that no cracked, broken, or otherwise defective materials are used.
- IV. The contractor shall clean the ends of pipe thoroughly, remove foreign matter and dirt from inside the pipe, and keep it clean during laying and joining.
- V. The contractor shall lower the pipe into the trench in such a manner as to avoid any physical damage to the pipe.
- VI. The contractor shall remove all damaged pipe from the job site.

4.11.15 Foreign Material

- I. The contractor shall take all necessary precautions to prevent excavated or other foreign material from entering the pipe during the laying operation.
- II. At all times, when laying operations are not in progress, the contractor shall use a mechanical plug at the open end of the last laid section of pipe to prevent entry of foreign material or creep of the gasketed joints.

4.11.16 Pipe Laying

- I. Trench excavation shall be in accordance with Section 6.
- II. Pipe laying shall proceed upgrade, with the spigot ends pointing in the direction of flow.
- III. After a section of pipe is lowered into the prepared trench, the contractor shall clean the end of the pipe to be joined, the inside of the joint, and the rubber ring (if required) immediately before joining the pipe.
- IV. At the location of each joint, dig bell (joint) holes of ample dimensions in the bottom of the trench and at the sides, where necessary, to permit the joint to be made properly.
- V. The joint shall be assembled according to the recommendations of the manufacturer. The contractor shall provide all special tools and appliances required for the joint assembly. The contractor shall take care to properly align the pipe before forced entirely home.
- VI. Upon completion of pipe laying all pipe joints shall be in the "home" position, which is defined as the position where the least gap (if any) exists, when the pipe components that comprise

- the joint are fitted together as tightly as the approved joint design will permit. Gaps at pipe joints shall not exceed that allowed by the manufacturer's recommendations.
- VII. Joints that exceed the manufacturers allowed gap shall be repaired as required by the City's authorized representative at no cost to the City. Where 3 or more joint gaps between two structures exceed that recommended by the manufacturer, then all pipe from the first gap to the structure shall be properly re-laid at the Contractor's sole expense per direction from the City.
 - VIII. After the joint is made, the pipe shall be checked for alignment and grade.
 - IX. The trench bottom shall form a continuous and uniform bearing and support for the pipe at every point between joints.
 - X. After installation, the contractor shall backfill the trench to the extent necessary to prevent pipe movement from any cause including uplift or floating. Upon inspection and approval by the City's authorized representative, the contractor shall complete backfill of the trench.
 - XI. Do not lay pipe in water or when, in the opinion of the City's authorized representative, trench conditions are unsuitable.

4.11.17 Movable Shield

When pipe is laid in a movable trench shield, the contractor shall take all necessary precautions to prevent the pipe joints from pulling apart when the shield is moved ahead. The bottom of the shield shall not extend below the springline of the pipe without re-compacting the pipe zone.

4.11.18 Cutting Pipe

When cutting or machining the pipe is necessary, the contractor shall use only the tools and methods recommended by the pipe manufacturer and approved by the City's authorized representative. The contractor shall cut ductile iron pipe using a method approved by the City's authorized representative; all burrs or rough edges shall be removed before joining pipe. The contractor shall not flame-cut the pipe.

4.11.19 Concrete Closure Collars

- I. The contractor shall pour closure collars against undisturbed earth, remove all water from the excavation, and construct suitable forms to obtain shapes that will provide full bearing surfaces against undisturbed earth.
- II. Closure collars shall be used only when approved by the City's authorized representative, and then only to make connections between dissimilar pipe or where standard rubber-gasketed joints are impractical.
- III. Before the closure collars are installed, the contractor shall wash the pipe to remove all loose material and soil from the surface where they will be placed.

4.11.20 Trench Backfill

The contractor shall place trench backfill in accordance with Section 6.

4.11.21 Storm Sewer Laterals and Tees

- I. Lateral storm sewers shall be connected to new storm sewer mains with manufactured tee fittings.
 - a. Install storm sewer laterals and tee fittings in accordance with Drawing No. 423 of these standards.

- b. Lateral pipe and fittings shall consist of one type of material throughout and no interchanging of pipe and fitting material is allowed.
- II. Line Taps
- a. Line taps are allowed on existing storm sewer lines only and shall be core- drilled unless otherwise approved by the City’s authorized representative. Core-drilled holes shall be made using a cylinder-style hole saw for plastic pipe material only, or a diamond core bit for concrete and ductile iron pipes.
 - b. Line tap connections to storm lines shall be located a minimum 12” from the storm mainline pipe bell.
 - c. PVC tee saddles shall be installed in accordance with these standards.
 - d. Line taps shall be centered on the spring line of the pipe being tapped.
 - e. The area around the line tap installation site shall be cleaned and free of all rough edges before installing the fittings.
 - f. While installing the connection, no rock, dirt, or debris shall be allowed to enter the main sewer line from the core hole.
 - g. The contractor shall install 3/4”-0” crushed aggregate in the pipe zone around the line tap, from 6 inches below the pipe to 12 inches above the pipe.
 - h. Laterals shall have tracer wire installed beside the pipe and the pipe crown.

4.12 Construction Specifications

4.12.1 General Provisions

The specifications outlined here, together with the standards established by the Oregon DEQ, the U.S. Environmental Protection Agency, and any other applicable requirements of the City, shall govern the character and quality of material, equipment, installation, and construction procedures for gravity-flow portions of public storm systems.

4.12.2 Scheduling

- I. The contractor shall plan their construction work in conformance with Section 1.13.
- II. Newly installed storm sewer lines shall not be placed in service until necessary testing is complete and system has been approved by the City’s authorized representative.

4.12.3 Interferences and Obstructions

Various obstructions may be encountered during the course of the work. The contractor shall follow the guidelines established in Section 1.14.

4.12.4 Abandon Storm Facilities

- I. Storm Sewer Pipe
Storm sewer pipe facilities to be abandoned shall be cut off and completely removed at 48- inches minimum below finish grade, unless specifically stated otherwise. Storm sewer pipe to be abandoned shall be removed or completely filled with a flow-able, Controlled Low-Strength Material (CLSM) as directed by the City’s authorized representative.
- II. Manholes
Manholes to be abandoned shall have manhole frame, cover, grade rings, cone section or flat slab top removed and manhole sections cut and removed at 48- inches minimum below finish

grade, unless specifically stated otherwise. The manhole base shall be rubberized or perforated to prevent the entrapment of water. The remaining portion of manhole shall be backfilled with Class B material in accordance with Section 6.

4.12.5 Preservation, Restoration, and Cleanup

I. Cleanup

Cleanup of all construction debris, excess excavation, and excess materials and complete restoration of all fences, mailboxes, ditches, culverts, signposts, and similar items shall be completed according to Section 1.15.

II. Preservation of Drainage Ditches

After backfilling the trenches, the contractor shall restore all public and private storm drain ditches that were destroyed, damaged, or otherwise modified during construction to the condition of the ditch before construction. Ditches shall be built in their original locations unless otherwise redesigned as part of the project.

4.13 Testing

4.13.1 General

- I. The contractor shall furnish all necessary testing equipment and perform the tests in a manner satisfactory to the City's authorized representative.
- II. All gravity storm systems shall be inspected and tested after backfill has passed the required compaction test(s) based on AASHTO T-180 and roadway base rock has been placed, compacted, and approved. All details of testing procedures shall be subject to approval of the City's authorized representative.
- III. If repair work is required on a section of the system, that portion of the system shall be retested.
- IV. Deflection testing shall be done in the presence of the City's authorized representative.
- V. All testing shall be completed and accepted by the City's authorized representative before paving of overlying roadways will be permitted.
- VI. Prior to the start of storm system testing, all manholes shall be re-numbered as assigned by the City's authorized representative. All testing shall reference the City assigned manhole numbers.

4.13.2 Line Cleaning

- I. Before testing and City inspection of the system, the contractor shall plug the closest downstream manhole, ball and flush, and clean all parts of the system. The contractor shall remove all accumulated construction debris, rocks, gravel, sand, silt, and other foreign material from the system at the plugged manhole using a vacuuming process. At no time, shall any material be flushed into the downstream city storm sewer system.
- II. When the City's authorized representative inspects the system, any foreign matter still present shall be removed from the system by repeating the cleaning process. No material shall be flushed into the downstream city storm sewer system.

4.13.3 Deflection Test for Flexible Pipe

Storm systems constructed of flexible pipe shall be deflection-tested by pulling an approved mandrel through the completed pipeline. The diameter of the mandrel shall be 95% of the nominal pipe

diameter, unless otherwise specified by the City's authorized representative. The mandrel shall be a rigid, nonadjustable, odd-numbered-leg (9 legs minimum) mandrel having an effective length of not less than its nominal diameter. Testing shall be done manhole-to-manhole and after the line is completely balled and flushed with water, and after compaction tests of backfill are completed and accepted. Testing shall be conducted in the presence of the City's authorized representative. The contractor shall be required to locate and repair any sections that fail the test and to retest those sections. All repairs shall follow and be in compliance with the manufacturer's recommendations. Any mechanical device meant or intended to come into contact with the pipe material in an attempt to re-round the pipe is strictly prohibited.

4.13.4 Video Inspection of Gravity Systems

- I. All storm systems shall be video-inspected and approved prior to City acceptance. Video inspection shall take place after trench backfill and compaction has been completed and accepted, and channels have been poured in manholes. All pipes shall be thoroughly cleaned immediately prior to the video inspection; only that water remaining from cleaning shall be present in the system. Video inspection shall be continuous from manhole to manhole without breaks or interruptions in the recording. The camera shall have the ability to tilt up to 90 degrees and rotate 360 degrees on the axis of travel. An inspection of all lateral connections shall be conducted using the tilt capabilities of the camera. A 1/2-inch target ball shall be placed in front of the camera. There shall be no observed infiltration and observed sags must be less than 0.5 inch.
- II. The City's authorized representative shall be notified and shall be present during video inspection of the system, unless otherwise approved by the City's authorized representative. A copy of the video and a written video inspection report, on a City- approved form, shall be supplied to the City's authorized representative. The video shall be recorded in color CD or DVD format. Video shall include a visual footage meter recording. Problems revealed during the inspection shall be noted on the video and in the written report. After repairs have been made, the line shall be re-inspected and re-tested. If excessive foreign material, in the opinion of the City's authorized representative, is encountered during video inspection, the line shall be cleaned and re-video inspected.

4.13.5 Locate Wire Testing

Prior to paving, the contractor shall notify the City's authorized representative that the storm sewer locate wire is ready for testing. Contractor personnel shall connect to the locate wire and attempt to locate storm sewer system piping, including services. All points of the storm sewer system piping shall be located from at least two connection points to be considered to have adequate coverage. The contractor will be required to locate and repair any gaps in the locate wire coverage. Failed sections shall be retested until adequate coverage is obtained.

4.14 Acceptance

The City of Newberg will accept new stormwater and surface water installations or systems built to the "Public Works Standards and Section 1.16.

Section 5 Streets

5.1 Performance Standards

All street designs shall provide for the safe and efficient travel to the motoring public. Streets shall be designed to carry the recommended traffic volumes identified for each street classification. Street classifications are set forth in the City of Newberg Transportation System Plan (2005) and the Newberg Development Code.

Streets shall be designed to meet or exceed the minimum guidelines set forth in the "AASHTO Policy on Geometric Design of Highways and Streets" (latest edition). Traffic Control Devices shall conform to the "Manual on Uniform Traffic Control Devices for Streets and Highways," Federal Highway Administration, with Oregon Supplements, Oregon Department of Transportation (latest edition).

All vertical and horizontal curves shall meet the guidelines of the AASHTO Policy and the design speed for each street classification.

5.2 Right-of-way and Pavement Width

Please refer to City of Newberg Development Code.

5.3 Access

Please refer to City of Newberg Development Code.

5.4 Traffic Analysis

The City Engineer will require a traffic analysis report as determined by the type of development and its potential impact to existing street systems. A traffic analysis will generally be required for a development:

- I. When it will generate in excess of 40 trips per p.m. peak hour, or
- II. When a development's location, proposed site plan, and traffic characteristics could affect traffic safety, access management, street capacity, or known traffic problems or deficiencies in a development's study area.

The report shall be prepared by a licensed traffic engineer in the State of Oregon. At a minimum, the report shall contain the following:

- I. Purpose of Report and Study Objectives

A discussion of key traffic issues to be addressed and the transportation system and development objectives related to a specific development.

General transportation system objectives are:

- I. To provide safe and effective transfer of vehicle traffic between the site and the street system;
- II. To maintain easy and safe traffic flow on surrounding street system;
- III. To provide convenient, safe and efficient on site and off site movement of vehicles, pedestrians, transit, service and delivery vehicles, and bicycles;

- IV. To effectively mitigate adverse site generated traffic impacts on affected streets and intersections. Site specific objectives may be established by the City for each study.

5.4.1 Executive Summary

A concise summary of the study purpose/objectives, site location and study area, development description, key assumptions, findings, conclusions and recommendations.

5.4.2 Description of Site and Study Area Roadways

Anticipated nearby development and committed roadway improvements, which would affect future traffic in the study area.

5.4.3 The study area will be defined by

All roads, ramps, and intersections through which peak hour site traffic composes at least 5% of the existing capacity of an intersection approach, or roadway sections on which accident character or residential traffic character is expected to be significantly impacted.

5.4.4 On site Traffic Evaluation

An evaluation of the proposed (and alternative) site access locations, the adequacy of access drive depth, driveway lanes, and queuing storage, the safety and efficiency of proposed vehicular circulation, parking layout, pedestrian and service vehicle routes/facilities, together with recommendations for onsite traffic markings and controls.

5.4.5 Technical Appendix

A technical appendix including worksheets, charts, and drawings to support findings described in the body of the report.

5.4.6 Recommendations for Public Improvements

Recommendations should be made for external roadway improvements, such as additional through lanes and turn lanes, and traffic control devices necessitated as a result of the development. Recommended improvements to transit facilities, and pedestrian and bike circulation should also be reported.

The recommendations should specify the time period within which improvements should be made, particularly if improvements are associated with a phased development, the estimated cost of improvements, and any monitoring of operating conditions and improvements that may be needed. If needed street improvements unrelated to the development are identified during the analysis, such improvements should be reported.

5.4.7 Access Management

On sites with arterial and major collector street frontages, the report shall evaluate and recommend the use of access management plans or techniques:

- I. To separate basic conflict areas (reduce number of driveways or increase spacing between driveways and intersections).

- II. To remove turning vehicles or queues from the through lanes (reduce both the frequency and severity of conflicts by providing separate paths and storage area for turning vehicles and queues).

These techniques may include turn restrictions, striping, medians, frontage roads, channelization of lanes or driveways, shared driveways and access between similar uses, access consolidation, lanes for left or right turns, and other transportation system management (TSM) actions.

5.4.8 Offsite Traffic Evaluation

Offsite traffic should include:

- I. Existing daily and P.M. peak hour counts by traffic movements at intersections effected by generated traffic from the development (use traffic flow diagrams).
- II. Projected daily and P.M. peak hour volumes for these same intersections and proposed access points when the development is in full service. (Use traffic flow diagrams)
- III. A determination of the existing levels of service and projected levels of service at each intersection and access points studied.
- IV. A discussion of the need for traffic signals. This should include a traffic warrant computation based on the latest edition of National Manual on Uniform Traffic Control Devices.
- V. The recommendations made in the report should be specific, and should be based on a minimum level of service "D" with maximum volume to capacity (v/c) ratio of 0.90 when the development is in full service. As an example, if a traffic signal is recommended, the recommendation should include the type of traffic signal control and what movements should be signalized. If a storage lane for right turns or left turns is needed, the recommendation should include the amount of storage needed. If several intersections are involved for signalization and an interconnect system is considered, specific analysis should be made concerning progression of traffic between intersections.
- VI. The report should include a discussion of bike and pedestrian usage, safe route to schools, and the availability of mass transit to serve the development.

5.5 Intersections

Connecting street intersections shall be located to provide for traffic flow, safety, and turning movements, as conditions warrant. Where signalized, design shall provide for optimal signal phasing. Consideration for arterial street progression, protected/permitted and permitted left turn phasing shall occur. New signal proposals in remote locations shall first include an evaluation of alternate applications such as roundabouts.

5.5.1 Arterial Intersections

Exclusive left and right turn lanes will be provided; bus turnouts will be provided if traffic flow and safety conditions warrant; designated crosswalks will be provided at controlled locations; street alignments across intersections shall be continuous.

5.5.2 Minor Collector and Local Street Intersections

Street and intersection alignments should facilitate local circulation but avoid alignments that encourage non local, through traffic.

Streets shall be aligned so as to intersect at right angles (90°). Angles of less than 75° will not be permitted. Intersection of more than two streets at one point will not be permitted.

New streets shall intersect with existing street intersections so that center lines are not offset, except as provided below. Where existing streets adjacent to a proposed development do not align properly, conditions may be required of the development to provide for proper alignment.

For intersections which are not directly aligned with street center lines, the centerline spacing must meet the following minimum separation distance:

Street Class	Intersection Spacing (FT.)*
3 Lane Major/Minor Arterial	300
Major Collector	200
Minor Collector	150
Local/Cul-de-sac	100

*The City Engineer may permit a lesser spacing when comprehensive findings are made to establish that:

- I. Without the change, there could be no public street access from the parcel(s) to the existing street, and
- II. All other provisions of the street design requirements can be met.

5.6 Half Street Construction

Half street construction is generally not acceptable. Where such a street is justified, the City Engineer will approve the right-of-way and pavement width. In no case shall the pavement width required be less than that required to provide two lanes of traffic to pass at a safe distance. For a 34 foot local street, the half street pavement width will be 22 feet. Half streets will only be approved when the abutting or opposite frontage property is undeveloped and the full improvement will be provided with development of the abutting or opposite (upon right-of-way dedication) frontage property. Half street shall be signed “No Parking” until the full width of the street is improved. A clear 20 feet for travel shall be maintained at all times.

A development on an unimproved street shall be responsible for constructing a continuous, City standard street to a connection with the nearest standard (publicly maintained) street.

5.7 Street Classification

All streets within the City shall be classified as listed in Newberg Transportation System Plan. The classification for any street not listed shall be that determined by the City Engineer.

5.8 Design Speed

Design speeds for classified streets shall be as follows*:

3 Lane Major/Minor Arterial	35 – 45 mph
Major Collector	25 – 35 mph
Minor Collector	25 – 35 mph
Local/Cul-de-sac	25 mph

*Where existing traffic conditions identify speeds in excess of design speeds listed, then the higher speed will be used for design purposes.

5.9 Horizontal/Vertical Curves and Grades

5.9.1 Horizontal Curves

Horizontal curve radius (on centerline) for each street classification shall be designed according to the roadway design speed. The radius shall not be less than the following:

Design Speed (MPH)	Radius (Feet)
25	180'
30	300'
35	450'
40	670'

All horizontal curves shall be designed to the current version of the American Association of State Highway and Transportation Officials (AASHTO) Manual.

5.9.2 Vertical Curves

Vertical curve length shall be based on the design criteria which include:

- I. Design speed
- II. Crest vertical curve
- III. Sag vertical curve - stopping sight distance for crest and sag vertical curves shall be based on sight distance and headlight sight distance, respectively.

All vertical curves shall be parabolic and the length shall be computed for each location and shall be designed to the current version of the American Association of State Highway and Transportation Officials (AASHTO) Manual.

5.9.3 Grades

Maximum grades for each street classification shall be as follows:

Arterial	0.060 ft/ft	(6%)
Major Collector	0.080 ft/ft	(8%)
Minor Collector	0.100 ft/ft	(10%)
Local/Cul-de-sac	0.120 ft/ft	(12%)

Local and cul-de-sac streets may exceed 12%, but in no case permitted to exceed 15%. The City Engineer may approve a grade greater than 12% when all of the following conditions exist:

- I. Topographic constraints do not allow the development to be served by a street with a maximum grade of 12% without causing destabilization of soils by excessive cuts and fills.

- II. There is no access to the property being developed through adjacent properties at a maximum 12% grade.
- III. The section of local street will not exceed a combination of length, horizontal alignment, and/or grades exceeding 12% which will create hazardous traffic conditions.
- IV. In no case shall the maximum street grade exceed 15%.

Minimum grade for all streets shall be 0.0050 feet per foot (0.50%) however, in all cases street grades shall allow for proper and adequate drainage. Cul-de-sac "bulbs" shall have a minimum slope of 0.0060 feet per foot (0.60%).

Street cross slopes shall be as shown in street typical section Standard Drawing No. 513.

5.10 Pavement Design

In general, all streets shall be constructed with asphaltic concrete; however, Portland Cement Concrete (PCC) streets are permitted as approved by the City Engineer.

Typical flexible pavement thicknesses will be as shown in Standard Drawing No. 513. This will apply only to local streets and lower classifications.

The Design Engineer will provide a street structural design section for all roadways classified as "Minor Collector" and higher, and for local streets in industrial zones. Minimum standards for roads classified as "Minor Collector" and higher shall be as shown in Standard Drawing No. 527.

5.11 Concrete Curb

All development projects will be required to construct street improvements with concrete curbs. Monolithic curb and gutter, as shown in the Standard Drawings, shall be used on all streets. Curb exposure for monolithic curb and gutter shall be six inches (6") and eight inches (8") at catch basins. Joint spacing in curbs shall be 15 foot maximum for contraction joints and 45 foot maximum for expansion joints. In addition, expansion joints shall be located at all curb return points and at driveway curb-drop transition points.

A minimum of two drainage block outs to accommodate 3" drain pipe shall be provided for each lot. Typically these block outs are located five feet (5') from each side of property line.

5.12 Curb Return Radius

Please refer to City of Newberg Development Code.

5.13 Parking

Street Class	Parking Lanes	Parking Required
3 Lane Major/Minor Arterial	None	Not Allowed
Major Collector	None	Variable (1) (2)
Minor Collector	2	Yes
Local/Cul-de-sac	2	Yes (3) (4)

1. Where bike lanes exist, parking may be prohibited.
2. No parking within 45' of curb return.
3. No parking within 30' of curb return.

4. Local Streets and Cul-de-sacs in areas of steeper topography, which are approved for reduced 32 feet pavement width, will be required to have one parking lane; to assure that on street parking is adequate for adjacent uses, a reduced street design will consider clustered parking bays adjacent to the street, if needed. Parking will not be allowed in reduced radius cul-de-sacs.

For streets designated as “Major Collector” and below, the City Engineer may consider design modifications to conserve major trees in the public right-of-way. Subject to approval by the City Engineer, parking lanes may be removed on one or on both sides of a street.

5.14 Sidewalks

In general, new sidewalks are required for all development requiring a development permit. Where planter strips are required, sidewalks shall be one (1) foot off the right-of-way line (except cul-de-sacs). Where no planter strips are required, sidewalks shall abut curbs. Minimum sidewalk width is five feet.

For streets designated as “Major Collector” and below, the City Engineer may modify design of sidewalk to conserve major trees in the public right-of-way. Include handrails or fences to protect pedestrians when there is a vertical drop of 30-inches or greater adjacent to sidewalk.

5.14.1 Sidewalk Ramps

All new street intersections shall provide sidewalk ramps (for access) that meet the requirement of the Americans with Disabilities Act (ADA). In residential areas the ramp will be located at the midpoint of the curb return. On streets classified above local or cul-de-sac, ramps may be required at different locations within the curb return. It may also be required to construct two (2) ramps at a curb return when a different location is required. Retrofit of existing ramps within the project limit may be required.

Locations of sidewalk ramps shall be designed with regard to storm water flows, street grades, and pole locations. Other factors may also dictate sidewalk ramp location.

See Standard Drawing No. 505 for standard locations.

5.15 Bikeways

The City has adopted the "Newberg Bicycle/Pedestrian Plan." This plan summarizes the City's policy and implementation strategies for bikeways within the City. Follow AASHTO and ODOT standards and criteria as the minimum guidelines for bikeway design, construction, and control.

Use the following guidelines for bikeway improvements:

- I. ODOT, “Oregon Bicycle & Pedestrian Plan” (latest edition.)
- II. AASHTO, “Guide to Development of Bicycle Facilities” (latest edition.)
- III. Manual on Uniform Traffic Control Devices with Oregon supplements by Oregon Transportation Commission (latest edition.)

Bikeway Location, Width

Bikeway Location	Width	Comments
Public Street (Designated bike lane)	6'	Each direction of travel at shoulder/curb

5.15.1 Design Criteria

In general, bikeway design shall meet the adopted standards referred to in Section 5.11.

All bikeways shall have a minimum cross slope of two percent (2%) and a maximum cross slope of five percent (5%). On curved alignments, the cross slope shall be to the inside of the curve.

Bikeway curvature will be based on a minimum design speed of 20 MPH.

Bikeway grades shall be limited to a maximum of five percent (5%). Where topography dictates, grades over five percent (5%) are acceptable when a higher design speed is used and additional width is provided.

5.16 Driveways

Access to private property shall be permitted with the use of driveway curb cuts. The access points with the street shall be the minimum necessary to provide access while not inhibiting the safe circulation and carrying capacity of the street.

On Major Collector streets and above, one driveway per site frontage will be the normal maximum number. Double frontage lots and corner lots on these streets may be limited to access from a single street, usually the lower classification street. If additional driveways on a frontage are approved by the City Engineer, a finding shall be made that no eminent traffic hazard would result and impacts on through traffic would be minimal; restrictions may be imposed on additional driveways, such as limited turn movements, shared access between uses, closure of existing driveways, or other access management actions. Please refer to City of Newberg Development Code.

Driveway approach types shall generally be limited to those shown in the Standard Drawings for residential driveways, and commercial/industrial driveways. Residential driveways shall conform to Standard Drawing No. 508 & 509; commercial/industrial driveways shall conform to Standard Drawing No. 510 & 511. Curb return driveway approaches must be approved by the City Engineer.

Table 5.1 Driveway Widths (Minimum/Maximum in Feet)

Street Classification	Residential Zone	Commercial Zone	Industrial Zone
3 Lane Major/Minor Arterial	NA (1)	NA (1)	NA (1)
Major Collector	12/24 (2)	12/36 (5)	12/40 (5)
Minor Collector	12/24 (2)	12/36 (3)	12/40(3)
Local/Cul-de-sac	12/24 (2)	12/36	(4)

NOTES:

1. Special conditions may warrant access.
2. 28' maximum with 3-car garage (measured at low curb cut)
3. Frontage greater than 130/ft. permitted one additional curb cut.
4. Build to Minor Collector standard.
5. Certain businesses may warrant one additional curb cut for service driveway.

For classification of Major Collector and above, driveways adjacent to street intersections shall be located beyond the required queue length for traffic movements at the intersection. If this requirement prohibits access to the site, a driveway with restricted turn movements may be allowed.

Within commercial, industrial, and multi-family areas, shared driveways and internal access between similar uses are encouraged to reduce the access points to the higher classified roadways; to improve internal site circulation; and to reduce local trips or movements on the street system. Shared driveways or internal access between uses will be established by means of common access easements at the time of development.

Driveway grades shall not exceed twelve percent (12%) from the curb line to the front edge of setback (Type "A") sidewalk.

5.17 Street Lighting, Trees, Names and Signage

5.17.1 Street Lighting

Utility infrastructure may not be placed within one foot of a survey monument location noted on a subdivision or partition plat, per ORS 92.044 (7).

- I. General Design
 - a. All street lighting shall be designed using the American National Standards Institute (ANSI), Illuminating Engineering Society of North America (IESNA), National Electrical Code, Oregon Amended (NEC) and Portland General Electric (PGE) unless otherwise amended by these Standards or City Engineer.
 - b. All electrical components shall be lab approved from labs accepted by the State of Oregon or Underwriter's Laboratories, Inc. (UL).
 - c. All street light plans shall include model number for intended material used which includes but not limited to; conduit, wire, junction box, precast foundation, transformer/unmetered distribution panel/controller, pole, LED Luminaire, photoelectric control, and shall also include plan layout with all electrical components included. Plans may require P.E. Certification. All materials shall be on the latest PGE Approved Materials List, be approved by the City Engineer.
 - d. The Contractor shall be responsible to provide all required traffic control during system installation and follow workmanship conforming to the National Electrical Safety Code (NESC), and Standards for the American Society for Testing and Materials (ASTM).
 - e. The Contractor shall be responsible for making arrangements with PGE for installation and connecting the street lighting system to the local distribution system, and following all installation requirements specified by PGE.
 - f. For installation of new street lighting on an existing street lighting system, contact the City Engineer.
 - g. All street light poles should be located near property lines and at least 25 feet from any street trees, unless otherwise approved in writing by the City Engineer.
 - h. The Design Engineer shall submit a copy of the approved lighting plan to the City before commencement of any onsite or offsite work.
 - i. The Contractor shall submit a copy of the final electrical inspection to the City prior to City acceptance of the street light system. This shall include City inspections and a specified burn in test.
 - j. The City and the appropriate natural resource agencies shall determine whether or not

lighting shall be provided for shared-use paths in designated natural resource and wildlife areas.

- k. All street lights shall be Option “C” as defined below unless otherwise approved in writing by the City Engineer. The Public Works Director will have to approve any alternative street illumination options (A or B) with PGE prior to approving site work construction plans.

Lighting Levels Illumination On The Horizontal

Roadway Classification	Minimum Average Maintained Foot Candles		
	Low Pedestrian Usage (Residential)	Medium Pedestrian Usage (Mixed-use)	High Pedestrian Usage (Commercial)
Local	0.5	0.7	1.0
Collector	0.7	0.9	1.2
Arterials	1.0	1.4	2.0

*Intersections shall be double the levels shown above.

II. Conduit

- a. Schedule 40 PVC or better shall be used on all raceways.
- b. All conduit shall be mandrel tested prior to conductor placement.
- c. All conduit shall be a minimum 2 inches.
- d. Plug or cap all conduit ends until wiring is installed. After wiring is installed install duct seal compound or precut closed cell polyethylene foam that will prevent debris from entering the conduit system.
- e. Conduit shall be between 4 and 6 inches below the bottom of the junction box. All conduit shall enter through the bottom of the junction box and enter the box from the direction of the raceway.

III. Wire

Streetlight Wire: Underground or In Pole	
Streetlight Wire	Description
#10 CU 3-Conductor (00036) (Contact PGE for Suppliers)	#10 AWG, 600 Volt. 3-Conductor, Class B Stranding, Type TC. With Sunlight-Resistant 45-mil PVC Jacket. Suitable for direct burial installations. Insulation to be black, red, and green per NEMA WC-7 for NEC applications (TFN, THWN, THHN), with fillers or binding tape added to produce round outer jacket rated 90 C dry and 75 C wet 1,000 ft NR reels. Jacket to display sequential footage markings, 2 reel labels, one attached to the outside flange surface, one attached to the drum wrapping: each to detail total footage, inside or starting footage.

- a. Pull all wire by hand and on a straight line with the conduit opening to prevent damage to insulation. If pulls are made with poles or cabinet in place, use a pulley device to achieve a straight pull or conduit end bells.
- b. Clearly label all conductors with associated circuits in the junction boxes, panels, and all splice points. Color coding of each conductor shall remain consistent throughout the entire system per NEC. All splices shall be moisture and water proof by using either a heat shrink tubing with pre-applied sealant or electrical insulating rubber

tape overwrapped with electrical vinyl tape. Each splice shall be sealed separately.

- c. All poles, metal junction boxes, and cabinets shall be grounded. Grounding rods shall be driven into native dirt material at least 6 inches. Placement of grounding rods into granular aggregate instead of native dirt is not acceptable.

IV. Junction Box

- a. All junction boxes shall be reinforced precast concrete with tamper resistant fasteners, and shall be stamped "Street Lighting."
- b. All boxes shall be flush with finished grade and no more than 3 feet from the pole it serves. Boxes may serve more than one pole.
- c. All junction boxes shall have a base of 3/8-inch – 0-inch pea gravel in the bottom of the junction box for water drainage 6 inches deep minimum; ¾-inch – 0-inch crushed rock is acceptable for a sub-base under the pea gravel. Any contaminated pea gravel shall be removed prior to City final approval.
- d. Feet of slack shall be coiled up neatly inside junction boxes.

V. Foundation

- a. A precast lamp pole footing shall be provided that meets or exceeds that of the Oldcastle Precast "20R-LB-5" specifications.
- b. Cast in place footings shall be pre-approved by City Engineer and be stamped by a PE in that trade. A City inspection shall be required of every concrete pour.

VI. Transformer / Unmetered Distribution Panel / Controller / Distribution

- a. A single phase, 3 - #10 AWG, 240 volt, dedicated unmetered service shall be provided by the developer for street lighting.
- b. In systems with lights on both sides of the street, the circuitry shall be designed such that the lights on one side of the street can be "de-energized" without affecting the operation of the lights on the opposite side of the street.
- c. Drawing No's of the street lighting controller cabinet and system shall be submitted to the City Engineer for approval prior to fabrication.

VII. Pole

- a. All poles shall pre-approved by City Engineer and have a hand hole 4 feet above finished grade and be at 90 degrees from the mast arm.
- b. All poles shall be "Valmont" model number "1MA0632S-220840705T4" or approved equal with similar manufacture's specifications.

VIII. LED Luminaire

- a. LED Luminaire shall be approved by City Engineer.
- b. Luminaire shall be a "cobrahead" style.
- c. LED Luminaire shall have no less than a 7000 Lumens and no less than 30 LEDs.
- d. City Preference is "Leotek" GC1 series.

IX. Photoelectric Control

- a. All street light circuits shall be controlled by a single photocell installed on the street light fixture closest to the controller cabinet.
- b. Photocontrol shall be pre-approved by the City Engineer and be brand "Dark to Light" or approved equal.

5.17.2 Street Trees

Please refer to City of Newberg Development Code.

5.17.3 Street Names and Traffic Control Signage

Signs will conform to current City Sign Standards.

The City's Planning Division, prior to recording of any maps or plats will approve street names for all new development. The city planner shall refer proposed street names to the Newberg Fire Department for their consideration.

Street names and building numbers shall conform to the established grid system(s) in the City and metropolitan area. No new street name shall be used which will duplicate or be confused with the name of existing streets within the Newberg Fire District.

5.18 Permanent Dead-end Streets

A standard cul-de-sac turnaround shall be provided at the end of a permanent dead end street that does not provide looped circulation. Permanent dead end streets shall be limited to serving no more than twenty five dwellings and shall not exceed four hundred feet in length from the point of the nearest centerline/centerline intersection.

A permanent dead end street is measured from the right-of-way line at the nearest intersecting street which has at least two points of access, to the right of way line at the furthest end of the dead end street. Exceptions to the dead end street standard must comply with the Newberg Development Code.

An existing dead end street system which is more than 600 feet long or which serves more than 25 dwelling units may be terminated in a cul-de-sac if no Future Street Plan has been adopted and the following criteria are met:

- I. Alternative emergency vehicle access or fire protection is provided satisfactory to the Manager; and,
- II. Neighborhood traffic circulation needs are not adversely impacted by the proposed cul-de-sac termination of the street.

5.19 Alleyways and Private Residential Streets/Access ways

5.19.1 Alleyways

Alleyways may be provided in commercial and industrial developments with approval by the City Engineer. When approved, alleyways shall be dedicated to the City. The right-of-way width shall be 20 feet with a 20 foot pavement width.

Design for alleyways shall meet the same criteria as other public streets. The exception to those criteria may be centerline radius and design speed. Generally, alleyways shall be designed for one way operation.

5.19.2 Private Streets

Private streets are not allowed, refer to Newberg Municipal Code.

5.19.3 Limited Residential Streets

Design for limited residential streets shall meet the same criteria as other public streets including structural section and materials.

The conditions for usage as set forth in the Newberg Development Code specify factors that will be reviewed by the governing body in determining feasibility.

5.20 Local Street Design for Adverse Topography

Local streets shall have a minimum cross section slope of 2.5% ("crown") in accordance with Standard Drawing No. 513, except in situations of adverse topography. The Design Engineer may utilize an "offset" or unequal crown section when the existing ground slope exceeds 8.00% across the roadway section.

The offset crown design shall meet the following conditions:

- I. Minimum distance from "crown" to (one) face of curb is 10 feet.
- II. Maximum cross slope of pavement is 5.00%.
- III. Maximum differential in top of curb elevation from one side to the other is 1 foot.

The existing ground "side slope" criteria are based on the relationship of the slope of the ground to the transverse slope of the roadway profile. This relationship shall be met for the entire length of the roadway alignment utilizing an offset.

5.21 Five Year Moratorium Street Cut Replacement Guidelines

The City of Newberg has enacted a five-year moratorium on all new pavement surfaces. This will include overlays, inlays, reconstruction, and new construction of at least a half street or greater.

Anyone applying to open cut a moratorium street for utility connections, upgrading/repair of subsurface facilities or new street connection shall apply for the appropriate permit through the City of Newberg Engineering Services Department.

If the permit is approved, the applicant shall adhere to strict reconstruction guidelines to achieve the following goals per Section 5.22:

- I. Minimize pavement degradation
- II. Maintain structural integrity of street
- III. Maintain a smooth riding surface
- IV. Limit visual impact and perceptions

5.22 Trench Restoration Requirement

The actual trench cut shall be repaired as per standard drawing number 517. Asphaltic concrete shall be replaced in a minimum of 2 lifts and be at least 91% of rice theoretical maximum density as determined in conformance with AASHTO T-209.

5.22.1 Moratorium Repair

After performing trench cut restoration, a 2” grind/inlay for a distance of 1’ per posted mile per hour (mph) each direction from the cut is required. The extent of surface grind/inlay width will be as follows:

- I. A single lane that is impacted will have full restoration for the width of the lane
- II. If multiple lanes, the full width of those lanes shall be restored
- III. If impact extends past the centerline, all lanes curb to curb shall be restored
- IV. All inlayed asphaltic concrete shall be placed with a self-propelled slip form paver. Drag boxes shall not be used
- V. All tie-in joints to existing asphaltic concrete surfaces shall be sealed with rubberized asphalt emulsion (hot or cold)
- VI. All striping removed by grinding shall be replaced with thermoplastic. All symbols, emblems, arrows, letters and bars shall be pre-formed thermoplastic

5.22.1 Striping Restoration

All striping removed by grinding shall be replaced with thermoplastic. All symbols, emblems, arrows, letters and bars shall be performed thermoplastic

5.23 Intersection Sight Distance

It is the policy of the City to have the applicant’s Project Engineer evaluate safe intersection sight distance using the principles and methods recommended by the current edition of AASHTO. This policy shall apply to the design of new streets and driveways, and to the placement of any object in the public right-of-way, including landscaping features. Unless superseded by the current version of AASHTO, the following minimum standards shall apply:

- I. Intersection (and Driveway) Sight Distance: The following table is for intersection and driveway sight distances:

Intersection Sight Distance Design Speed (MPH)	Minimum Intersection Sight Distance (Feet)
15	145
20	195
25	240
30	290
35	335
40	385
45	430

Source: American Association of State Highway and Transportation Officials, A Policy of Geometric Design of Highways and Streets 2001, Fourth Edition, (based on AASHTO Case B2 and B3).

Sight distance shall be determined for each street approach to an intersection. A driver on the approach street should be able to see each vehicle on the intersecting street from the time that the vehicle is the sight distance from the intersection until the time that the vehicle reaches the intersection. Poles, trees, and similar obstructions will be allowed within the sight distance area only if it can be shown that such obstructions do not prevent the continuous view of the vehicle approaching on the intersecting street.

For purposes of this calculation, the driver's eye is assumed to be 15 feet from the near edge of the nearest lane of the intersecting street, and at a height range of 3.5 feet to 7.6 feet above the approach street pavement. The sight distance criteria should be met throughout the range of driver's eye heights. The top of the vehicle on the intersecting street is assumed to be 3.5 feet above the cross-street pavement.

The traffic speed used in the calculation shall be the highest of the following:

1. The design speed of the intersecting street;
2. The posted speed of the intersecting street; or
3. The measured 85th percentile speed of the intersecting street. Where the intersecting street is controlled by a stop sign or yield sign, a design speed of zero may be assumed.

Where traffic signal control exists at an intersection or where a traffic signal is likely to be installed in the future, adequate sight distance shall be provided for potential right turns on red. In some locations, maintenance of the required sight distance may require restrictions to potential development outside the public right-of-way. The Project Engineer shall demonstrate that adequate restrictions are in place (and enforceable by the City such as sight distance easements) to assure that the required sight distance can be maintained in the future.

At the time of construction plan submittal, the project engineer shall submit a stamped intersectional sight distance report for each new or modified intersection by a development which generally includes a sketch, calculations, narrative, and photographs, for review by the City.

No modifications or exceptions to these standards shall be allowed unless approved by the City Engineer.

5.24 Material Specifications

5.24.1 Granular Fill

- I. Crushed aggregate for base rock, leveling course, and surface replacement shall consist of an aggregate base as specified by the design engineer, with approval of the City's authorized representative, and shall be in conformance with ODOT SSC Section 02630, "Base Aggregate," for gradation, fractured faces, and durability.
- II. The leveling course shall consist of 3/4"-0" grade crushed aggregate material, and be a minimum thickness of 2 inches when compacted.
- III. The aggregate shall consist of uniform-quality, clean, tough, durable fragments of rock or gravel, free from flat, elongated, soft, or disintegrated pieces, and other objectionable matter occurring either free or as a coating on the stone.
- IV. Gradation requirements of the crushed aggregate shall be in conformance with Table 5.3. Sieve analysis shall be determined according to AASHTO T-27.

5.24.2 Asphalt Concrete

- I. Courses of asphalt concrete pavement shall consist of the following unless otherwise specified by the design engineer and approved by the City Engineer.
- II. The wearing surface of AC pavement shall consist of 1 1/2" Hot Mixed Asphalt Concrete (HMAC), conforming to ODOT SSC Section 00745; "Asphalt Concrete Pavement (ACP)".
- III. The base courses for AC pavement shall consist of 1 1/2" Hot Mixed Asphalt Concrete (HMAC) conforming to ODOT SSC Section 00745, "Asphalt Concrete Pavement (ACP)".
- IV. The AC pavement shall be either Level 2 or Level 3 ACP, as determined by Section 5.10.

- V. Asphalt cement shall be 85-100 penetration paving asphalt conforming to ASTM D- 946.
- VI. Liquid asphalt for use as a prime coat under AC shall be RC-70 rapid-curing liquid asphalt conforming to AASHTO M-81, or MC-70 medium-curing liquid asphalt conforming to AASHTO M-82.
- VII. Warm Mix Asphalt Concrete (WMAC) shall incorporate the additives or processes listed in Table 5.4.

Table 5.3 Gradation Requirements for Granular Fill

Sieve Size	2 ½" – 0	2" – 0	1 ½" – 0	1" – 0	¾" – 0
	Percent Passing				
2 ½"	95 – 100	100			
2"	--	95 – 100	100		
1 ½"	--	--	95 – 100	100	
1 ¼"	55 – 75	--	--	--	
1"	--	55 – 75	--	90 – 100	100
¾"	--	--	55 - 75	--	90 – 100
½"	--	--	--	55 – 75	--
3/8"	--	--	--	--	55 – 75
¼"	30 – 45	30 – 45	35 – 50	40 – 55	40 – 60
U.S. No.10 sieve	12 – 27	12 – 27	14 – 30	16 – 33	16 – 36
U.S. No. 40 sieve	0 -16	0 – 16	3 - 18	8 – 24	8 – 24
U.S. No. 200 sieve (wet sieving)	0 - 9	0 – 9	0 - 8	0 - 8	0 – 10

Note: All percentages are by weight. Material passing the U.S. No. 200 sieve shall have a maximum plasticity index of 6 when tested according to AASHTO T-90.

Table 5.4 WMAC Additives and Processes

WMAC Technology	Process Type	Supplier
Advera (Synthetic Zeolite)	Foaming Process	PQ Corporation
Aspha-min (Synthetic Zeolite)	Foaming Process	Aspha-Min
Evotherm	Chemical Additive	Mead Westvaco Asphalt Innovations
Redie-Set WMX	Chemical Additive	Akzo Nobel Surfactants, Inc.
Sasobit	Organic Additive	Sasol Wax Americas, Inc.
Plant Foaming Equipment	Foaming Process	Various Suppliers

5.24.3 Portland Cement Concrete

Concrete shall have a minimum compressive strength of 3300 psi, 28 days after placement. An air-entraining admixture shall be used. Entrained air (percent of volume) range shall be 4% to 7% (ASTM C138, C173 or C231). The maximum water/cement ratio shall be 0.52 and the slump range shall be

between 3 and 5 inches (ASTM C143). Temperature of the concrete at time of placement shall range from 50°F to 90°F (ASTM C1064). Concrete aggregates shall conform to ASTM C33 requirements.

All forms for curbs and sidewalks shall be 2-inch dimensioned lumber, plywood, or metal forms. Forms for curb and sidewalk radii shall consist of bender board as approved by the City's authorized representative. Forms on the face of the curb shall have no horizontal form joints within 7 inches of the top of the curb. All forms shall be approved by the City's authorized representative.

Reinforcement steel shall conform to ASTM A-615, Grade 40, deformed bars.

5.25 Construction Specifications

5.28.1 General Provisions

The specifications in this chapter and any other applicable requirements of the City shall govern the character and quality of material, equipment, installation, and construction procedures for roadway construction or improvements.

5.25.2 Scheduling

The contractor shall plan their construction work in conformance with Section 1.13.

5.25.3 Interferences and Obstructions

Various obstructions may be encountered during the course of the work. The contractor shall follow the guidelines established in Section 1.14.

5.25.4 Trench Excavation, Preparation, and Backfill

Trench excavation, preparation, and backfill shall conform to the requirements of Section 6.

5.25.5 Steel Plates

Where excavated trenches located in the right-of-way are not backfilled at the end of the construction day, the trench shall be covered with Steel Plates.

5.25.6 Preservation, Restoration, and Cleanup

Cleanup of all construction debris, excess excavation, and excess materials and complete restoration of all fences, mailboxes, ditches, culverts, signposts, and similar items shall be completed according to Section 1.15.

5.26 Workmanship

5.26.1 Demolition

Debris from the demolition of pavement, sidewalks, curbs, or gutters shall be ground and recycled or hauled off site and disposed of in a manner approved by the City's authorized representative.

5.26.2 Clearing and Grubbing

Brush shall be cut as near to the ground surface as practicable and removed to a disposal site approved by the City's authorized representative. Under no condition shall excavated materials be permitted to cover brush before the brush is cleared and disposed of. Ground surface shall be stripped of all organic soil and unsuitable material as recommended in the Street Design Report. Stripping operations shall be approved by the City's authorized representative prior to proceeding with any construction activity.

Erosion-prevention and sediment-control measures shall be installed before the start of clearing and grubbing. The applicant shall call the City's authorized representative for inspection and approval of all erosion-prevention and sediment-control measures before beginning any site clearing, grubbing, or grading.

5.26.3 Subgrade

Subgrade shall be prepared according to the recommendations in the Street Design Report and must be approved by the City's authorized representative.

- I. The subgrade shall be firm and free of roots and deleterious materials.
- II. A proof-roll of the subgrade using a 10 cubic yard dump truck, fully loaded with rock, or equivalent loaded vehicle shall be observed by the City's authorized representative and the geotechnical engineer of record. Soft areas shall be repaired or replaced and re-proof rolled until the subgrade is deemed satisfactory by the City's authorized representative and approved by the geotechnical engineer of record. During periods of wet weather, the proof-roll shall occur after placement of the base course material in accordance with Section 5.29.4.

5.26.4 Base and Leveling Course

Base and leveling course shall consist of crushed aggregate as specified in Section 6.2.3.

- I. Base and leveling aggregate material shall be placed and compacted to the required depth of finished pavement and for proper matching with the adjacent existing pavement.
- II. Material shall be compacted to 91% of the maximum dry density, as determined by AASHTO T-180 and acceptable testing reports provided to the City.
- III. A proof-roll of the base and leveling courses using a 10 cubic yard dump truck, fully loaded with rock, or equivalent loaded vehicle shall be observed by the City's authorized representative. Soft areas shall be repaired or replaced and re-proof rolled until the base and leveling courses are deemed satisfactory by the City's authorized representative.

5.26.5 Construction Procedure

- I. The geotechnical engineer reserves the right to vary the classes of backfill and the type of resurfacing as best serves the interest of the City, with the approval of the City's authorized representative. Subgrade shall be approved in conformance to Section 6.2.3. Base rock shall be approved by the City's authorized representative prior to placement of asphalt concrete, Portland cement concrete or Segmental Concrete Pavers.

- II. A state approved mix design for asphalt concrete or Portland cement concrete shall be submitted to the City's authorized representative for approval a minimum of seven calendar (7) days prior to placement taking place.
- III. PCC for concrete pavement shall conform to Section 5.24.3.
- IV. Portland cement concrete whose batch time exceeds 90 minutes and has not yet been placed may be refused by the City's authorized representative.

5.26.6 Curb and Gutter

- I. Curb and gutter shall be installed as per Drawing No. 501 of these standards with asphalt pavement.
- II. When medians are specified, curb and gutter shall be installed as per Drawing No. 502 of these standards.
- III. At no time shall construction equipment or traffic be allowed on new curb and gutter until laboratory tests indicate that at least 90% specified design strength has been attained; this includes installation of adjacent asphalt pavement.
- IV. Curb and gutter jointing shall match adjacent PCC street pavement jointing. Joint locations shall be installed per Drawing No. 501.

5.26.7 Asphalt Pavement

- I. Prime Coat
After the leveling course is compacted, an asphalt prime coat shall be applied to the edges of the existing pavement and curb and gutter. Also, cast iron manhole frames and cleanout frames shall be tack-coated below grade.
- II. Temperature
The temperature of the HMAC during mixing, placement, or while in storage shall not exceed 350 F and shall not be less than 240°F. For Warm Mix Asphalt Concrete (WMAC), complete breakdown and intermediate compaction before the WMAC temperature drops below the threshold recommended by the additive supplier or equipment manufacturer. The temperature of the WMAC shall not be less than 215°F.
- III. Thickness
Minimum total thickness of AC shall be 3 inches placed in two 1 1/2-inch lifts. Place AC after the prime coat has set. If the thickness is greater than 6 inches, place the asphalt in three lifts. Maximum lift thickness shall be 3 inches. Spread and level the AC with use of a self-propelled machine or hand tools, depending on the size of the area to be paved. Bring the AC to the proper grade and compact by rolling, or use hand tampers where rolling is not possible.
- IV. Placement
Asphalt concrete shall be placed according to the following minimum requirements.
 - a. Prior to placing asphalt concrete, all cold edges of existing asphalt concrete shall be saw cut to provide a clean joint to pave against.
 - b. Lay the AC mixture in strips of such width as to hold to a practical minimum the number of longitudinal joints required. Joints shall not be located in wheel paths.
 - c. The longitudinal joints in any layer of pavement shall be offset from those joints in layers below by not less than 1-foot.
 - d. The lateral joints in any layer of pavement shall be offset from those joints in layers below by not less than 3 feet. Where new AC ties into existing asphalt concrete, the

existing AC shall be ground the thickness of the new AC lift along the lateral joint a minimum of 3 feet in width for each lift of new AC installed.

V. Compaction

Compact asphalt concrete in accordance with the following minimum requirements.

- a. Roll asphalt concrete with power rollers capable of providing compression of 350 pounds per linear inch.
- b. Begin rolling from the outside edge of the replacement and progress toward the existing surfacing, lapping the existing surface at least half the width of the roller. If the existing surfacing bounds both edges of the replacement, begin rolling at the edges of the replacement, lapping the existing surface at least half the width of the roller and progressing toward the center of the replacement area. Overlap each proceeding track by at least half the width of the roller and make sufficient passes over the entire area to produce the desired result.
- c. AC pavement shall be compacted to a minimum of 91% relative density, based on the theoretical maximum density determined in accordance with ASTM D-2041, "Rice Gravity."

VI. Finished surface

The finished surface of the new compacted paving shall be flush with the existing surface and shall conform to the grade and crown of the adjacent pavement.

5.26.8 Driveways

- I. Construct residential driveways in accordance to Drawing No. 508 & 509 of these standards.
- II. Construct commercial driveways in accordance to and Drawing No. 510 or 511 of these standards.
- III. At no time shall construction equipment or traffic be allowed on the new concrete driveway until laboratory tests indicate that at least 90% specified design strength has been attained; this includes installation of adjacent asphalt pavement.

5.26.9 Sidewalks

- I. Construct new sidewalks in conformance with Drawing No. 503 & 504 of these standards.
- II. Sidewalk repairs, replacement or reconstruction shall be in conformance with Drawing No. 503 & 504 of these standards.
- III. ADA ramp repairs, replacement or reconstruction shall be in conformance with Drawing No. 505, 506 & 507 of these standards.
- IV. At all intersections adjacent to the curb radius, curb-tight sidewalks and sidewalk ramps shall be constructed with a similar section as shown for a residential driveway.
- V. Barriers shall be installed in conformance with Drawing 108.

5.26.10 Testing

- I. Asphalt pavement
Asphalt pavement shall have minimum density testing performed every 100 ft. of each lift and panel width installed. The pavement shall be compacted to a minimum of 91% relative density, based on the theoretical maximum density determined in accordance with ASTM D-2041, "Rice Gravity."
- II. Curb, gutter, and driveways

Portland cement concrete shall be tested a minimum of once per 4 hours of work. Testing shall include temperature, slump, air content, and minimum of 4 test cylinders. If water or other additives are added to the concrete load after the testing samples have been taken, an additional 4 test cylinders of the modified concrete mix shall be taken and tested. The 28-day compressive strength shall exceed 3,300 psi. A minimum compressive strength of 2,970 psi is required to allow traffic.

III. Testing Frequency

City reserves the right to direct testing agency on frequency of testing.

5.26.11 Weather Conditions

- I. AC pavement shall not be placed during periods of rainfall, sand or dust storms, or any imminent storms that might adversely affect the finished pavement quality. AC material shall not be applied over frozen surfaces or standing water. AC shall be placed at 40F and rising.
- II. Provide whatever protective coverings may be necessary to keep oil or asphalt from splashing on the exposed parts of bridges, culverts, curbs, gutters, posts, guardrails, road signs, and any other structures during paving operations. Remove any oil, asphalt, dirt, or any other undesirable matter from these structures that resulted from the paving operations.
- III. Where water valve boxes, manholes, catch basins, or other underground utility appurtenances are situated in the area to be surfaced, the resurfacing shall be level with the top of the existing finished elevation of the appurtenances. If it is evident that an appurtenance does not match the proposed finished grade, notify the proper authority to have the item altered before proceeding with the resurfacing around the obstruction, unless otherwise approved by the City's authorized representative. Protect all covers during asphalt application and ensure all pick holes are clean after paving.

5.26.12 Excess Materials and Trench Settlement Repair

Contractor shall dispose of excess materials. Contractor shall be responsible for repairing all settlement of pavement over trenches for a 2-year period.

5.26.13 Rock Surfacing

Where gravel shoulders have been disturbed, place 3/4"-0" crushed aggregate backfill as surfacing material for the full width of all streets, driveways, parking areas, street shoulders, and other areas disturbed by the construction. Spread the material by "tailgating" and supplement by hand labor when necessary. Level and grade the aggregate to conform to existing grades and surfaces.

5.26.14 Surface Restoration

I. Scope

This section covers the work necessary for all required replacement of pavement, curbs, sidewalks, rock surfacing, and drainage facilities that were removed during construction. Replacement pavement and base course thickness design shall conform to current City standards.

II. Asphalt Concrete Replacement

Base, sub-base, or subgrade material that has been removed shall be replaced with 1 1/2" - 0" base and 3/4" - 0" leveling crushed aggregate backfill or control density fill (CDF, minimum 28 day compressive strength shall be 200 psi). Bring the trench or excavation to a smooth, even

grade at the correct distance below the top of the existing pavement surface so as to provide adequate space for AC pavement. Crushed aggregate trench backfill placed within 3 feet of finished grade shall be compacted to 95% of the maximum dry density, as determined by AASHTO T-180. Crushed aggregate backfill placed below 3 feet of finished grade shall be compacted to 95% of the maximum dry density. Place the leveling course for the full width of the trench where pavement was disturbed, including bituminous surface shoulders.

Compact the base rock and leveling course material to 95% of the maximum dry density, as determined by AASHTO T-180. At the conclusion of each day's operation, the contractor shall patch or place steel plates over all trench or excavation areas. No open cuts shall be left overnight. Cold-patch asphalt mix may be used as a temporary patch.

The contractor shall grind edges and make a minimum 1-foot T-cut in the existing pavement surrounding a trench or excavation as shown on Drawing No. 517 of these standards. Trim existing pavement to a straight line to remove any pavement that has been damaged or that is broken and unsound to create a smooth, sound edge for joining the new pavement.

Within 5 working days, weather permitting, after completion of all paving or utility work, the contractor shall repair all trench or excavation areas with asphalt concrete. AC pavement thickness shall be a minimum of 5 inches or match existing pavement depth, whichever is greater. AC pavement shall be compacted to a minimum of 91% relative density, based on the theoretical maximum density determined in accordance with ASTM D-2041, "Rice Gravity."

- a. When the pavement surface has been cored, the area shall be repaired as follows: At the conclusion of each day's operation, the contractor shall patch all cored areas. Cold-patch asphalt mix may be used as a temporary patch.
- b. Within 5 working days after completion of all paving or utility work, the contractor shall repair all cored areas with hot-patch asphalt mix.

All joints and saw-cuts shall be sand sealed within 24 hours of trench and excavation areas repaired with asphalt concrete. Seal material shall consist of hot-applied emulsified rubber slurry seal, supplied and installed in accordance with ODOT SSC Section 00706, "Emulsified Asphalt Rubber Seal Surfacing."

III. Portland Cement Concrete Replacement

a. Trenching or Excavation in Pavement and Driveways

The City Engineer encourages directional boring under existing concrete streets and discourages trenching or excavation work in streets or driveways. When this is unavoidable, the contractor shall remove and replace all panels that have been cut or damaged within 5 working days, weather permitting, after completion of all paving or utility work.

b. Coring

- i. When the pavement surface has been cored, the area shall be repaired as follows:
 1. Base, sub-base, or subgrade material that has been removed shall be replaced with 3/4"-0" crushed aggregate backfill or CLSM. Bring to a

smooth, even grade at the correct distance below the top of the existing pavement surface so as to provide adequate space for PCC pavement.

2. At the conclusion of each day's operation, the contractor shall patch all cored areas within roadways with concrete having a minimum 4,000-psi compressive strength at 28 days (concrete with a minimum 3,300-psi compressive strength may be used in driveways).

c. Surface Smoothness

The surface smoothness of the replaced pavement shall be such that when a straightedge is laid across the patched area between the edges of the old surfaces and the surface of the new pavement, the new pavement shall not deviate from the straightedge by more than 1/8 inch.

d. Curbs and Gutters

Remove existing damaged curbs and gutters to the nearest joint, unless otherwise directed by the City's authorized representative. Replace concrete curbs and gutters to the same section, width, depth, line, and grade as that removed or damaged. Cut the ends of existing curb to a vertical plane. Before replacing the sections, properly backfill and compact the trench to prevent subsequent settlement.

e. Catch Basins

Reinstall catch basins as a curb inlet in their original locations and reconnect them to the drainage system in a manner equal to the original. If the existing catch basins are damaged beyond repair by operations, construct new basins in accordance with these specifications. The new basin shall have a volume equal to or greater than the damaged catch basin, unless otherwise approved by the City's authorized representative.

IV. Sidewalk Replacement

- a. Construct sidewalks in accordance with Drawing No. 503 & 504 of these standards
- b. Match finish work to existing panels; re-compact base rock if disturbed. Replace base rock if insufficient depth or contaminated with soil.
- c. Replacement ADA ramps shall meet current standards as per Drawing No. 506 & 507 of these standards.

5.27 Street Names and Traffic Control Signage and Striping

5.27.1 Street Name Signs and Posts

All newly platted streets shall be signed with the name as shown on the approved or proposed county plat; proposed county plats shall show street names as approved. Signs are to conform to Drawing No. 523, 524A, 524B, 525A, and 525B.

5.27.2 Traffic Control Signage and Striping

Traffic control signing and striping shall be in conformance with the MUTCD. A "Signage and Striping Plan" shall be included with plan submittals for new street construction and street improvements.

5.28 Street Acceptance Policy

The City of Newberg will accept new public street installations or systems built to the “Public Works Design and Construction Standards,” providing that the following conditions are met.

5.28.1 Legal Recordings

All plats are recorded with the County Surveyor, all easements and dedications are recorded with the County Recorder and the Engineering Department receives a reproducible copy of the recorded documents.

5.28.2 Project Completion

After completion of construction of the total project, and after all testing has been satisfactorily completed, project closeout shall proceed as outlined in Section 1.16.

5.28.3 Maintenance Period

- I. The Contractor or Applicant shall be responsible for providing Maintenance Assurance for Public Improvements as outlined in Section 1.16.1.
- II. At any time during the warranty period, the City’s authorized representative has reason to believe the public street improvements have defects that were the result of faulty workmanship or flaws in construction material, the responsible party shall be required, at that party’s own cost, to repair any faults to the public street improvements deemed necessary by the City’s authorized representative.

Before the end of the Construction Maintenance period, the City's authorized representative shall inspect the project for any remaining deficiencies. If the deficiencies that remain are determined to be the responsibility of the contractor or the applicant, the contractor or applicant shall then make such repairs.

Section 6 Trench Excavation and Backfill

6.1 Definitions

Trench Excavation: Trench excavation is the removal of all material encountered in a trench to the depths shown on the plans or as directed by the City’s authorized representative. Trench excavation shall be classified as either common or rock excavation.

- I. “Common excavation” is defined as the removal of all material that is not classified as rock excavation. The term “rock excavation” shall be understood to indicate a method of removal and not a geological formation.
- II. “Rock excavation” is defined as the removal of material that cannot, in the City Engineer’s judgment, be reasonably excavated with equipment comparable in machine weight and rated horsepower to a hydraulic hoe excavator with a minimum weight of 45,000 pounds and a net horsepower rating of 130 to 140. Rock excavation is also the removal of material by drilling and blasting or power-operated rock breaking equipment. Boulders or concrete pieces larger than 1 cubic yard encountered in the trench excavation shall be classified as rock excavation if removing them requires any of the above excavation methods, in the opinion of the City’s authorized representative.

Trench Foundation: The bottom of the trench where the pipe bedding will lie. The trench foundation supports the pipe bedding.

Pipe Bedding: The furnishing and placing of specified materials on the trench foundation to uniformly support the barrel of the pipe, from the trench foundation to the spring line of the pipe.

Pipe Zone: The full width of the trench, from 12 inches above the top outside surface of the barrel of the pipe to the spring line of the pipe.

Spring Line: Halfway up the sides of the pipe (horizontal centerline) when the pipe is laid on the pipe bedding.

Haunch: That portion of the pipe below the spring line.

Trench Backfill: The furnishing, placing, and compacting of material in the trench between the top of the pipe zone material and the bottom of the pavement base rock, ground surface, or surface materials.

Native Material: Earth, gravel, rock, or other common material free of humus, organic matter, vegetative matter, frozen material, clods, sticks, and debris, isolated points or areas, or larger stones that would fracture or dent the structure or subject it to undue stress.

6.2 Materials

6.2.1 Trench Foundation

Trench foundation (as defined in Section 6.1) shall be native material in all areas except where groundwater or other conditions exist and, in the opinion of the City’s authorized representative, the native material cannot support the bedding and pipe. Under those conditions, geotextile fabrics approved by the City’s authorized representative shall be installed, or the unsuitable material shall be

removed, as determined by the City’s authorized representative, and the trench foundation backfilled with Class B backfill in accordance with Drawing No. 201A and 201B.

6.2.2 Aggregates

Aggregate shall be crushed gravel or crushed rock conforming to the following:

I. Grading Requirements:

The determination of sizes and grading of aggregate shall conform to AASHTO T27.

Sieve Size Passing	Base 1 ½”	Leveling ¾”
2”	100	
1 ½”	95-100	
1”		100
¾”	55-75	90-100
3/8”		55-75
¼”	35-50	40-60
Fraction Pass ¼”		
#10	40-60	40-60

II. Liquid Limit and Plasticity Index

Test	Test Method	Requirements
Liquid Limit	AASHTO T89	NP or 33 max
Plasticity Index	AASHTO T90	NP or 6 max

% Passing #40 Sieve	Liquid Limit	Plasticity Index
0.0 to 5.0	33	6
5.1 to 10.0	30	5
10.1 to 15.0	27	4
15.1 to 20.0	24	3
20.1 to 25.0	21	2
Over 25.0	21	0 or NP

III. Fracture of Rounded Rock:

Fracture of rounded rock will be determined according to ODOT TM 213. Provide at least one mechanically fractured face based on the following percentage of particles retained on the ¼” sieve for the designated size:

Designated Size	Minimum % Retained on the ¼” Sieve
1 ½” – 0 and larger	50
Smaller than 1 ½” - 0	70

IV. Durability: Base aggregate shall meet the following durability requirements:

Test	Test Method	Requirements
Abrasion	AASHTO T96	30% max
Degradation Passing 850um sieve	ODOT TM 208	30% max
Degradation Sediment Height	ODOT TM 208	3" max

6.2.3 Pipe Area

Pipe Bedding: Pipe bedding material shall be Class B backfill in accordance with Section 6.2.4, or as approved by the City’s authorized representative.

6.2.4 Pipe Zone

The pipe zone material shall consist of Class B backfill in accordance with Section 6.2.4.

6.2.5 Trench Backfill

Above the pipe zone, trench backfill will be divided into the following classifications:

I. Class A Backfill

Class A backfill shall be native or common material, which in the opinion of the City’s authorized representative meets the characteristics required for the specific surface loading. Selected trench backfill material shall contain no frozen soil, gravel, or cobbles larger than 6 inches in diameter, and shall be free of organic or other deleterious material.

II. Class B Backfill

Class B backfill shall be 3/4”-0” granular grade crushed aggregate material, unless otherwise approved by the City’s authorized representative. The aggregate shall conform to the following.

- a. The aggregate shall consist of uniform-quality, clean, tough, durable fragments of rock or gravel and shall be free of flat, elongated, soft, or disintegrated pieces, or other objectionable matter occurring either free or as a coating on the stone.
- b. The aggregate shall meet the requirements for fractured faces and durability as specified in ODOT SSC Section 00640.
- c. Gradation and plasticity index requirements of the crushed aggregate shall be as shown for ¾”-0” rock in Table 2.15, “Gradation Requirements of Granular Fill.” Sieve analysis shall be determined according to AASHTO T-27.
- d. Class B backfill material shall be approved by the City’s authorized representative prior to placement.

III. Class D Backfill

Class D backfill shall be commercially mixed Controlled Low- Strength Material (CLSM) made up of a mixture of fly ash, cement, fine aggregate, water and admixtures, if necessary. Fine

aggregate shall consist of commercial quality concrete sand. CLSM shall attain a 28-day compressive strength of 100 psi - 200 psi.

6.3 Construction

6.3.1 Excavation

Clearing and Grubbing: When clearing the right-of-way is necessary, clearing shall be completed before the start of trenching. Under no condition shall excavated materials be permitted to cover brush before the brush is cleared and disposed of. Excavated material shall be stockpiled where and so it does not create a hazard to pedestrian or vehicular traffic; nor shall it interfere with the function of existing drainage facilities.

6.3.3 Interferences and Obstructions

Various obstructions may be encountered during the course of the work. The contractor shall follow the guidelines established Section 1.14.

6.3.5 Open Trench Limit

- I. Construction shall proceed in a systematic manner that will result in minimum inconvenience to the public. Construction staking for the work being performed shall be completed before the start of excavation.
- II. The contractor shall limit their operations to a small work area per crew. The length of the excavated trench shall always be kept to a minimum. At no time shall the trenching equipment be farther than 100 feet ahead of the pipe-laying crews, unless advance written permission is given by the City's authorized representative.
- III. Trenches shall be backfilled so that no section of trench is left open at the end of each work day, unless the trench is covered with Steel Plates.
- IV. Trenches with unstable trench walls shall be backfilled immediately upon verification by the City's authorized representative.
- V. Trenches located outside of an active right-of-way (e.g. roadways closed to all modes of access, subdivision construction), may be left open at the request of the City's authorized representative of a sufficient length of time to perform necessary inspections. Open trenches shall be protected with the use of an adequate number of cones, construction tape, and/or construction fencing.

6.3.6 Trench Width

- I. The trench width at the surface of the ground shall be kept to the minimum necessary to safely install the pipe. All aspects of excavation, trenching, and shoring shall meet current OSHA standards and regulations. In all cases, trenches must be wide enough to allow for shoring and to permit proper joining of the pipe and backfilling and compaction of material along the sides of the pipe.
- II. The trench width in the pipe zone must include a clear working space outside the maximum outside diameter of the pipe as follows:
 - a. For pipe less than and including a 12-inch interior diameter, the clear working space shall be 6 inches.

- b. For manholes and other structures, the clear working space shall be wide enough to provide 12 inches between the face of the structure and the sides of the excavation or shoring.
- III. Maximum width of the trench at the top of the pipe shall be 12 to 24 inches plus the width of the pipe bell. When required by the project design, the maximum trench width shall be shown on the plans.
- IV. Where circumstances require extending the trench width at ground surface beyond the right-of-way or easement boundary, the applicant shall obtain written agreements with the affected property owner(s), and provide them to the City's authorized representative before commencing excavation.

6.4 Grading

The bottom of the trench shall be graded to the line and grade to which the pipe is to be laid, with proper allowance for pipe thickness and bedding material, or for greater base when specified or indicated. Before laying each section of the pipe, check the aggregate grade and correct any irregularities.

The trench bottom shall form a continuous and uniform bearing surface and support the pipe on solid and undisturbed ground at every point between bell holes, except that the grade may be disturbed for removing lifting tackle.

6.5 Rock Excavation

Where the bottom of the trench encounters ledge rock, boulders, or large stones that meet the definition of "rock excavation," rock excavation shall be performed to create six inches of clearance on each side and below all pipe and accessories.

Excavations below subgrade in rock shall be backfilled to subgrade with Class B backfill material, in accordance with Section 6.2.4 and compacted to not less than 95% of its maximum dry density as determined by AASHTO T-180.

6.6 Explosives

Explosives shall not be used in the City of Newberg without prior written approval from the City Engineer.

6.7 Installation

6.7.1 Shoring

- I. The contractor shall provide all materials, labor, and equipment necessary to adequately shore trenches to protect the work, existing property, utilities, pavement, etc., and to provide safe working conditions in the trench.
- II. Cribbing or sheeting that extends below the spring line of rigid pipe or below the crown elevation of flexible pipe shall be left in place, unless a satisfactory means can be demonstrated for reconsolidating bedding or side support that would be disturbed by removing the cribbing or sheeting.

- III. If a movable box is used instead of cribbing or sheeting and the bottom cannot be kept above the spring line of the crown elevation of the flexible pipe, the bedding or side support shall be carefully reconsolidated behind the movable box before backfill is placed.
- IV. The use of horizontal strutting below the barrel of pipe, or the use of pipe as support for trench bracing, will not be permitted.

6.7.2 Dewatering

- I. The contractor shall provide and maintain ample means and devices for promptly removing and disposing of all water entering the trench excavation while the trench is prepared for pipe laying, during the laying of the pipe, and until the backfill is placed and compaction is complete.
- II. Groundwater shall be controlled to keep it from softening the bottom of the excavation. Dewatering systems shall be designed and operated to prevent removal of the natural soils and to keep the groundwater level outside the excavation from being reduced to an extent that would damage or endanger adjacent structures or property.
- III. Dewatering systems shall be discharged to a storm water detention/retention facility unless otherwise approved by the City's authorized representative and never through the pipe being installed.
- IV. Sediments shall be settled and filtered before discharge. All settling systems shall be engineered and adequately sized for site conditions. In general, settling and filtering options, which shall be approved by the City's authorized representative, include but are not limited to:
 - a. Containment in a pond structure until water is clear. Place the pump in a gravel bed at the bottom of the pond.
 - b. Pumping to a Baker tank or other settling tank with sampling ports.
 - c. Filtering through a sieve or other filter media.
 - d. Manufactured bags or other systems. These systems do not always work on fine clay soils and will be allowed for use only where approved.
 - e. Application of a polymer/flocculants where its use has been approved.
- V. Filtering devices need to be inspected frequently to make sure they are functioning properly.
- VI. Filtering devices shall be filled in or otherwise removed when they are no longer necessary.

6.7.3 Grade

The contractor shall excavate the trench a minimum of 6 inches plus the pipe wall thickness below the specified pipe grade, or as established by the geotechnical engineer. The subgrade on which the bedding is to be placed shall be firm, undisturbed, and true to grade.

6.7.4 Trench Foundation

- I. When in the judgment of the geotechnical engineer or the City's authorized representative, the existing material in the bottom of the trench is unsuitable to support the pipe, the contractor shall excavate below the pipe, as directed.
- II. The contractor shall backfill the trench to the subgrade of the pipe bedding with Class B backfill in accordance with Section 6.2.4, over the full width of the trench, and shall compact in layers not exceeding 6 inches deep.

- III. Fill material shall be compacted to not less than 95% of its maximum dry density, as determined by AASHTO T-180.

6.7.5 Pipe Bedding

- I. Class B backfill in accordance with Section 6.2.4, shall be placed under all pipes.
- II. Pipe bedding consists of leveling the bottom of the trench on the top of the foundation material and placing bedding material to the horizontal centerline of the pipe, unless otherwise specified.
- III. Granular base shall be placed in the trench to a depth of 6 inches, loose, for the full width of the trench. The contractor shall spread the bedding smoothly to the proper grade so the pipe is uniformly supported along the barrel.
- IV. The contractor shall excavate bell holes at each joint to permit proper assembly and inspection of the entire joint. Bedding under the pipe shall provide firm, unyielding support along the entire pipe length.
- V. Contractor shall be aware of the importance in proper placement and compaction of backfill material placed below the spring line of the pipe (haunch area). Proper backfilling ensures that adequate stability and support is provided to the pipe during final backfilling of the pipe zone. Backfill material shall be worked under the haunches by hand to ensure intimate contact between the backfill material and the pipe.

6.7.6 Backfill in Pipe Zone

After the pipe is in place and ready for backfilling, place Class B backfill, in accordance with Section 6.2.4, to a minimum depth of 12 inches over the top of the pipe. The material shall be placed at approximately the same rate on each side of the pipe, so that the elevation of the aggregate on each side of the pipe is always equal.

Particular attention shall be given to the backfilling and tamping procedure to assure that there are no unfilled or un-compacted areas around the pipe.

6.7.7 Trench Backfill

- I. Backfill shall be placed in the trench in such a way as to not permit material to freefall until the top of the pipe is covered by at least 2 feet of material. Under no circumstances shall the contractor allow sharp, heavy objects to drop directly onto the pipe or pipe zone material around the pipe.
- II. If the required compaction density cannot be obtained, the contractor shall remove the backfill from the trench and re-compact. The process shall be repeated until the contractor establishes a procedure that will provide the required density. The contractor will then be permitted to proceed with backfilling and compaction of the rest of the pipeline under the approved compaction procedure.
- III. Within the public right-of-way, trench backfill shall consist of Class B backfill.
- IV. The City's authorized representative may approve the use of Class D backfill, CLSM, material for trench backfill above the pipe zone.

6.7.8 Native or Select (Class A) Backfill

Backfill the entire depth of the trench above the pipe zone with excavated trench materials placed in 12-inch layers. Remove all cobbles and stones 2 inches in diameter and larger from material used for backfill.

Compact each layer using mechanical tampers or vibratory compactors to 85% of its maximum dry density, as determined by AASHTO T-180. Bring the fill to the required surface grade, and compacted so that no settlement will occur.

6.7.9 Granular (Class B) Backfill

Granular backfill shall be tested at a minimum of every 200 feet of trench length and at depths specified by the City's authorized representative.

Compact the trench backfill material within 2 feet of road base rock grade to not less than 91% of its maximum dry density, as determined by AASHTO T-180. Compact trench backfill material placed more than 2 feet from road base rock grade to not less than 90% of its maximum dry density.

6.7.10 Controlled Low-Strength Material (Class D) Backfill

- I. Controlled Low-Strength Material (CLSM) shall meet the requirements Section 6.2.4.
- II. Backfill the trench above the pipe zone with CLSM to the bottom of the proposed surfacing. No compaction of the CLSM is allowed.
- III. Use steel plates to protect the CLSM from traffic a minimum of 24 hours. After 24 hours, the CLSM may be paved. Use of Steel Plates shall be preapproved and installed with proper signage per the MUTCD.

Appendix A

PLANTING REQUIREMENTS

A1.0 INTRODUCTION

A1.1 General

The City recognizes the need to improve water quality and preserve aquatic species. To meet the intent of both the federal Clean Water and the Endangered Species Acts, the City developed requirements for planting Stormwater Facilities.

Successful vegetation of Stormwater Facilities is key for the benefit of water quality and quantity management, and aquatic species preservation. This Appendix aids professionals, the development community, and field crews in planning, designing and implementing successful vegetation projects. This document guides design decisions to promote successful planting efforts, while allowing flexibility to address opportunities and constraints at each site.

A1.2 Jurisdiction

Most Sensitive Areas are regulated by the Department of State Lands (DSL) and/or the U.S. Army Corps of Engineers (Corps). Where the Corps and/or DSL permit mitigation, planting plans for these areas shall follow DSL and Corps guidelines and approved plans. Stormwater Facilities are regulated by the City and the plans and management strategies for these areas shall follow the steps outlined in this document. Alternative plans and management strategies may be approved by the City

A1.3 Professional Assistance

Vegetation in Stormwater Facilities should facilitate succession toward low-maintenance plant communities. Consultation with a professional landscape architect, ecologist, or horticulturist knowledgeable in native plants is highly recommended when preparing plans. Satisfying the landscaping requirements may require the services of a registered landscape architect. See ORS 671.310 through 671.459.

Non-native, invasive plant management and wildlife damage management strategies may need to be developed. Especially challenging management situations may require assistance from a landscape maintenance contractor or a wildlife biologist.

A2.0 PLANTING PLAN METHODS

Planting plans shall be required for development projects with Stormwater Facilities. When a planting plan is required, four major components shall be addressed: hydrology, soils, plant materials, and maintenance. When developing planting plans, the following steps should be used:

A2.1 Step 1: Assess Hydrologic and Hydraulic Conditions

- I. Determine the frequency and duration of water inundation, including appropriate elevations of the vegetation area. In some cases, current site conditions (i.e. wetland presence) will suffice. For Stormwater Facilities, the models used to design and size the facility shall be used to determine frequency, duration and surface water elevations within the facility.

- II. Assign appropriate hydrologic zones to the vegetation area and apply them to the plan. Most project sites include one or more of the following planting zones with respect to hydrology during the growing season:
 - a. Wet - standing or flowing water/nearly constant saturation; anaerobic soils
 - b. Moist - periodically saturated; anaerobic and/or aerobic soils
 - c. Dry - infrequent inundation/saturation, if any; aerobic soils

A2.2 Step 2: Assess Soil Conditions and Assign Appropriate Preparation

Specifications to Plans:

- I. Determine the organic content and non-native, invasive seed bank likely in the soil. For most Stormwater Facilities, the soil is often high in clay, gravel, or minerals devoid of topsoil and organic material, and/or high in non-native, invasive weed content. The conditions in Sensitive Areas and adjacent areas can vary greatly.
- II. For upland sites with at least one foot of native topsoil, but containing a non-native, invasive seed bank or plants, add notes to the plan to remove the undesirable plants, roots, and seeds prior to planting.
- III. For upland sites with either disturbed and compacted soils or less than one foot of topsoil and invasive, non-native seed bank or plants that have become established, the following notes shall be added to the plan:
 - a. Remove the undesirable plants, roots, and seeds prior to adding topsoil.
 - b. Till the sub-grade in these areas to a depth of at least four inches and add at least 12 inches of clean compost-amended topsoil. The compost-amended topsoil shall have the following characteristics to ensure a good growing medium:
 - i. Texture – material passes through one-inch screen
 - ii. Fertility – 35% organic matter
 - iii. In lieu amending onsite soils, the contractor can import a certified amended soil in the treatment area which is composed of equal parts of organic compost, gravelly sand and topsoil. Compost is weed-free, decomposed, non-woody plant material; animal waste is not allowed. Check with the City of Newberg or Clean Water Services for Seal of Testing Approval Program (STA) Compost provider.
 - c. In the event of floodplain grading, over-excavate the sub grade to ensure 12 inches of topsoil can be applied without impacting surface water elevations.
- IV. For wet areas in Sensitive Areas and Stormwater Facilities, the soil conditions shall be hydric or graded to hold sufficient water to promote hydric soil formation. The addition of organic muck soil will improve plant establishment for some bulbs and tubers.
- V. Where appropriate and necessary for erosion control or to enhance organic matter, leaf compost may be placed uniformly on topsoil. (Refer to the Erosion and Sediment Control Manual). Other amendments, conditioners, and bio-amendments may be added as needed to support the specified plants or adjust the soil pH. Traditional fertilization techniques (applying N-P-K) are not necessary for native plants.

A2.3 Step 3: Identify Plants to be Preserved

Select Re-vegetation Plant Materials, Quantities, Placement, and Assign Planting Zones and Specifications to Plans

- I. Preservation: Every effort shall be made to protect a site's existing native vegetation. Native vegetation along Sensitive Areas and adjacent areas shall be retained to the maximum extent practicable.
- II. Selection: Plant selection shall be from a native species palette and shall consider site soil types, hydrologic conditions, and shade requirements. Containerized or bare root plants may be used. A list of common native plant community types appropriate for planting Sensitive Areas, and Stormwater Facilities are provided in Planting Tables. Unless approved by the City Engineer, planting restrictions are limited to the following:
 - a. Deep rooting trees and shrubs (e.g. willow) shall not be planted on top of concrete pipes, or within 10 feet of retaining walls, inlet/outlet structures or other culverts; and
 - b. Large trees or shrubs shall not be planted on berms over four feet tall that impound water. Small trees or shrubs with fibrous root systems may be installed on berms that impound water and are less than four feet tall.
- III. Quantities:
 - a. Sensitive Areas
 - i. Trees and shrubs shall be planted using the following equations to achieve the specified densities:
 1. Total number of trees: 1 tree per every 200 square feet of area.
 2. Total number of shrubs: 1 shrub per every 100 square feet of area.
 3. Groundcover: plants and seeds to achieve 100% areal coverage
 - b. Stormwater Facilities
 - i. Stormwater Facilities in tracts or easements less than 30 feet wide shall be planted using the following equations to achieve the specified densities on a per acre basis:
 1. Total number of shrubs: 1 shrub per every 100 square feet of area.
 2. Groundcover: plant and seed to achieve 100% areal coverage
 - ii. Stormwater Facilities in tracts or easements 30 feet wide or more shall be planted using the following equations to achieve the specified densities on a per acre basis:
 1. Total number of trees: 1 tree per every 200 square feet of area.
 2. Total number of shrubs: 1 shrub per every 100 square feet of area.
 3. Groundcover: plant and seed to achieve 100% areal coverage
 - iii. Size: Potted plants shall follow size requirements outlined in (Planting Tables). Bare root plants shall be 12 to 16 inches long.
 - iv. Placement: Plant placement shall be consistent with naturally occurring plant communities. Trees and shrubs shall be placed in singles or clusters of the same species to provide a natural planting scheme. This arrangement may follow curved rows to facilitate maintenance. Distribution and relative abundance shall be dependent on the plant species and on the size of the re-vegetation

area. Plant placement and seeding shall promote maximum vegetative cover to minimize weed establishment.

A2.4 Step 4: Determine Plant Installation Requirements and Assign Specifications to Plans

I. Timing

Containerized stock shall be installed only from February 1 through May 1 and October 1 through November 15. Bare root stock shall be installed only from December 15 through April 15. Plantings outside these times may require additional measures to ensure survival which shall be specified on the plans.

II. Erosion Control

Grading, soil preparation, and seeding shall be performed during optimal weather conditions and at low flow levels to minimize sediment impacts. Site disturbance shall be minimized and desirable vegetation retained, where possible. Slopes shall be graded to support the establishment of vegetation. Where seeding is used for erosion control, an appropriate native grass, Regreen (or its equivalent), or sterile wheat shall be used to stabilize slopes until permanent vegetation is established. Biodegradable fabrics (coir, coconut or approved jute matting (minimum 1/4" square holes) may be used to stabilize slopes and channels. Fabrics such as burlap may be used to secure plant plugs in place and to discourage floating upon inundation. No plastic mesh that can entangle wildlife is permitted. Refer to the Erosion and Sediment Control Manual for additional information.

III. Mulching

Trees, shrubs, and groundcovers planted in upland areas shall be mulched a minimum of three inches in depth and 18 inches in diameter, to retain moisture and discourage weed growth around newly installed plant material. Appropriate mulches are made from composted bark or leaves that have not been chemically treated. The use of mulch in frequently inundated areas shall be limited, to avoid any possible water quality impacts including the leaching of tannins and nutrients, and the migration of mulch into waterways.

IV. Plant Protection from Wildlife

Depending on site conditions, appropriate measures shall be taken to limit wildlife-related damage.

V. Irrigation

Appropriate plant selection, along with adequate site preparation and maintenance, reduces the need for irrigation. However, unless site hydrology is currently adequate, a City approved irrigation system or equivalent (i.e., polymer, plus watering) shall be used during the two-year plant establishment period. Watering shall be at a minimum rate of at least one inch per week from June 15 through October 15. Other irrigation techniques, such as deep watering, may be allowed with prior approval by the City Engineer.

VI. Access

Maintenance access for plant maintenance shall be provided for Stormwater Facilities. Stormwater Facility access requirements are provided in the Chapter 4.

A2.5 Step 5: Determine Plant Monitoring and Maintenance Requirements

- I. Monitoring
Site visits are necessary throughout the growing season to assess the status of the plantings, irrigation, mulching, etc. and ensure successful re-vegetation.
- II. Weed Control
The removal of non-native, invasive weeds shall be necessary throughout the maintenance period, or until a healthy stand of desirable vegetation is established.
- III. Plant Replacement and Preservation
Installed plants that fail to meet site review inspections by the City Engineer shall be replaced during the maintenance period. Prior to replacement, the cause of loss (wildlife damage, poor plant stock, etc.) shall be documented by a landscape, arboriculture, and/or wildlife specialist with a description of the corrective actions taken.

A2.6 Step 6: Prepare Construction Documents and Specifications

- I. The construction documents and specifications shall include:
 - a. Sensitive Area boundaries that include limits of approved, temporary construction encroachment.
 - b. Site Preparation plan and specifications, including limits of clearing, existing plants and trees to be preserved, and methods for removal and control of invasive, non-native species, and location and depth of topsoil and or compost to be added to re-vegetation area.
 - c. Planting plan and specifications, including all of the following:
 - i. Planting table that documents the common name, scientific name, distribution (zone and spacing), condition and size of plantings
 - ii. Installation methods for plant materials
 - iii. Mulching
 - iv. Plant tagging for identification
 - v. Plant protection
 - vi. Seeding mix, methods, rates, and areas
 - d. Irrigation plan and specifications, including identification of water source, watering timing and frequency, and maintenance of the system.
 - e. Maintenance schedule; including responsible party and contact information, dates of inspection (minimum three per growing season and one prior to onset of growing season) and estimated maintenance schedule (as necessary) over the two-year monitoring period.
 - f. Good rated corridor notes i.e. invasive species removal resulting in cleared areas exceeding 25 square feet shall be replanted with native vegetation.
 - g. Access points for installation and maintenance including vehicle access if available.
 - h. Standard drawing (north arrow, scale bar, property boundaries, project name, drawing date, name of designer and Property Owner).

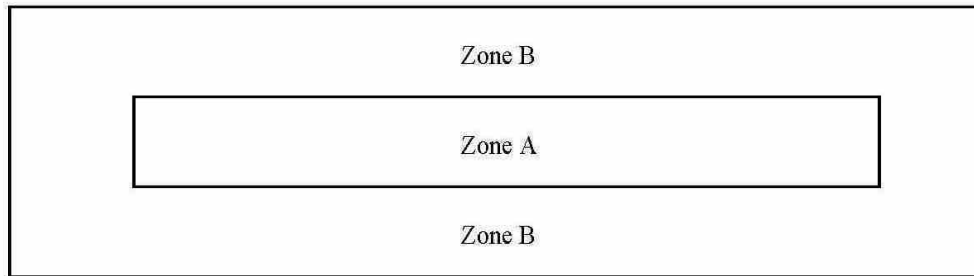
Facility Planting Shedule					
Facility Type	Number of Plants	Vegetation Type	Per Square Feet	Size	Spacing Density (on center)
Planters, Zone A, Option 1:	115	Herbaceous Plants	100	1 gallon	1 ft
Planters, Zone A, Option 2:	100	Herbaceous Plants	100	1 gallon	1 ft
	4	Small Shrubs	100	1 gallon	2 ft
Vegetated Filter Strip:	100 Percent cover by native grasses, native wildflower blends, native ground covers, or any combination thereof.				
Private Swales, Zone A-Option 1:	115	Herbaceous Plants	100	1 gallon	1 ft
Private Swales, Zone A-Option 2:	100	Herbaceous Plants	100	1 gallon	1 ft
	4	Small Shrubs	100	1 gallon	3 ft
Private Swales, Zone B, Option 1:	1	Evergreen Tree or (Deciduous Tree)	200	6 ft Min., (1 1/2" at 6" above base)	na
	3	Large Shrubs	100	3 gallons or equivalent	4 ft
	4	Medium to Small Shrubs	100	1 gallon or equivalent	2 ft
	70	Groundcover	100	1 gallon or equivalent	1 ft
Public Swales, Zone A, Option 1:	115	Herbaceous Plants	100	1 gallon	1 ft
Public Swales, Zone A, Option 2:	100	Herbaceous Plants	100	1 gallon	1 ft
	4	Small Shrubs	100	1 gallon	2 ft
Public Swales, Zone B, Option 1:	12	Small Shrubs	100	1 gallon or equivalent	2 ft
	70	Groundcover	100	1 gallon or equivalent	1 ft

PLANTING TEMPLATES AND PLANT LISTS

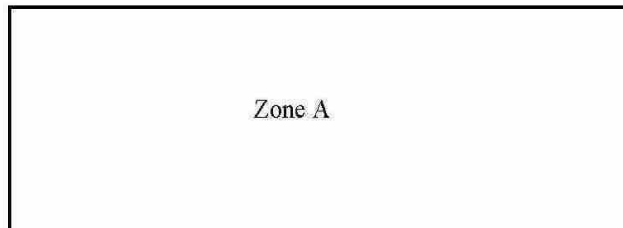
Zone A: Area of the facility defined as the bottom of the facility to the designed high water mark. This area has moist to wet soils and plants located here shall be tolerant of mild inundation.

Zone B: Area of the facility defined as the side slopes from the designed high water line up to the edge of the facility. This area typically has dryer to moist soils, with the moist soils being located further down the side slopes. Plants here should be drought tolerant and help stabilize the slopes.

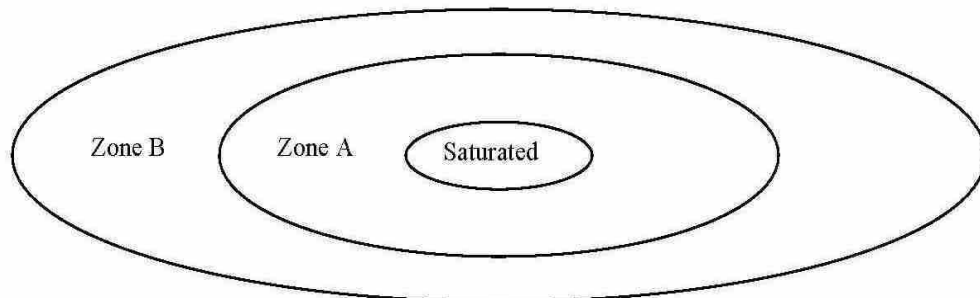
Swale Planting Zones



Planter Planting Zones



Basin Planting Zones



Public Streets Planting List

Plant Name	Zone	Facility Type			Characteristics				
		Swale	Curb Extension	Planter	NW Native	Evergreen	Potential Hgt.	O.C. Spacing	Under Powerlines
<i>Botanic name, Common Name</i>									

Herbaceous Plants

<i>Carex densa</i> , Dense Sedge	A	X	X	X	Y	Y	24"	12"	
<i>Carex morrowii</i> , Ice Dance	A	X	X	X	N	Y	24"	12"	
<i>Carex obnupta</i> , Slough Sedge	A	X	X	X	Y	Y	48"	12"	
<i>Deschampsia cespitosa</i> , Tufted Hair Grass	A/B	X	X	X	Y	N	48"	12"	
<i>Helictotrichon sempervirens</i> , Blue Oat Grass	B	X	X		N	Y	24"	12"	
<i>Juncus patens</i> , Spreading Rush	A	X	X	X	N	Y	36"	12"	

Shrubs

<i>Cornus sericea 'Kelseyii'</i> , Kelsey Dogwood	A/B	X	X	X	N	N	24"	24"	
<i>Euonymus japonicus</i> 'Microphyllus' Boxleaf Evergreen	B	X	X		N	Y	24"	24"	
<i>Mahonia nervosa</i> , Dull Oregon Grape	B	X	X		Y	Y	24"	24"	
<i>Spiraea betulifolia</i> , Birchleaf Spiraea	A/B	X	X	X	Y	N	24"	24"	
<i>Spiraea densiflora</i> , Sub-alpine Spiraea	A/B	X	X	X	Y	N	24"	24"	
<i>Spiraea japonica</i> , Japanese spirea cultivars: Dart's Red, Goldflame, Goldmound, Little Princess, Magic Carpet	A/B	X	X	X	N	N	24"- 36"	24"	

Groundcovers

<i>Arctostaphylos uva-ursi</i> , Kinnickinnick	B	X	X		Y	Y	6"	12"	
<i>Fragaria chiloensis</i> , Coastal Strawberry	B	X	X		Y	Y	6"	12"	

Public Streets Planting

Plant Name	Zone	Facility Type			Characteristics				
		Swale	Curb Extension	Planter	NW Native	Evergreen	Potential Hgt.	O.C. Spacing	Under Powerlines
<i>Botanic name, Common Name</i>									
<i>Mahonia repens, Creeping Oregon Grape</i>	B	X	X		Y	Y	12"	12"	
<i>Rubus calycinoides & pentalobus, Creeping Bramble</i>	A	X	X		N	Y	6"	12"	

Public Streets Planting

Plant Name	Zone	Facility Type			Characteristics				
		Swale	Curb Extension	Planter	NW Native	Evergreen	Potential Hgt.	O.C. Spacing	Under Powerlines
<i>Botanic name, Common Name</i>									

Accent Plants

<i>Camassia leichtlinii, Great Camas</i>	A/B	X	X	X	Y	N	24"	12"	
<i>Camassia quamash, Common Camas</i>	A/B	X	X	X	Y	N	24"	12"	
<i>Iris douglasiana, Douglas Iris</i>	B	X	X		Y	N	18"	12"	
<i>Iris tenax, Oregon Iris</i>	B	X	X		Y	N	18"	12"	

Street Trees

<i>Acer campestre 'Evelyn', Queen Elizabeth Hedge Maple</i>	A/B	X	X	X	N	N	30'		N
<i>Betula jacquemontii, Jacquemontii Birch</i>	A/B	X	X	X	N	N	60'		N
<i>Celtis occidentalis, Hackberry</i>	A/B	X	X	X	N	N	50'		N
<i>Koeleruteria paniculata, Goldenrain Tree</i>	A/B	X	X	X	N	N	30'		Y
<i>Nyssa sylvatica, Black Tupelo</i>	A	X	X	X	N	N	50'		N
<i>Prunus virginiana 'Canada Red', Canada Red Chokecherry</i>	A/B	X	X	X	N	N	25'		Y
<i>Quercus shumardii, Shumard Oak</i>	A/B	X	X	X	N	N	70'		N
<i>Rhamnus purshiana, Cascara</i>	A/B	X	X	X	Y	N	30'		Y

Facility Plant List

Plant Name Botanic name, Common Name	Zone	Proposed Facility Type				Public Basin	Characteristics			
		Private Swale	Private Planter	Private Basin	Public Basin		NW Native	Evergreen	Potential Hgt.	O.C. Spacing
Herbaceous Plants										
<i>Aster suspicatus</i> , Douglas' Aster	B	X		X			Y	N	36"	12"
<i>Athyrium felix-femina</i> , Lady Fern	B	X		X		X	Y	N	36"	24"
<i>Blechnum spicant</i> , Deer Fern	B	X		X		X	Y	N	24"	24"
<i>Bromus carinatus</i> , California Brome Grass	A			X		X	Y	Y	18"	12"
<i>Bromus sitchensis</i> , Alaska Brome	A			X		X	Y	Y	18"	12"
<i>Bromus vulgaris</i> , Columbia Brome	A			X		X	Y	Y	18"	12"
<i>Camassia leichtlinii</i> , Camas Lily	A	X	X	X			Y	N	24"	12"
<i>Camassia quamash</i> , Common Camas	A/B	X	X	X		X	Y	N	24"	12"
<i>Carex deweyana</i> , Dewey Sedge	A	X	X	X		X	Y	Y	36"	12"
<i>Carex densa</i> , Dense Sedge	A	X	X	X		X	Y	Y	24"	12"
<i>Carex obnupta</i> , Slough Sedge	A	X	X	X		X	Y	Y	4'	12"
<i>Carex rupestris</i> , Curly Sedge	A	X	X	X			N	Y	14"	12"
<i>Carex stipata</i> , Sawbeak Sedge	A	X	X	X			N	N	20"	12"
<i>Carex testacea</i> , New Zealand Orange Sedge	A	X	X	X		X	N	Y	24"	12"
<i>Carex vesicaria</i> , Inflated Sedge	A	X	X	X		X	Y	N	36"	12"
<i>Deschampsia cespitosa</i> , Tufted Hair Grass	A/B	X	X	X		X	Y	N	36"	12"
<i>Eleocharis acicularis</i> , Needle Spike Rush	A	X	X	X		X	Y	Y	30"	12"
<i>Eleocharis ovata</i> , Ovate Spike Rush	A	X	X	X		X	Y	Y	30"	12"
<i>Eleocharis palustris</i> , Creeping Spike Rush	A			X		X	Y	Y	30"	12"
<i>Elymus glaucus</i> , Blue Wild Rye	B	X		X		X	Y	Y	24"	12"

Facility Plant List

Plant Name <i>Botanic name, Common Name</i>	Zone	Proposed Facility Type				Characteristics				
		Private	Public							
		Swale	Planter	Basin	Basin	NW Native	Evergreen	Potential Hgt.	O.C. Spacing	
Herbaceous Plants (continued)										
<i>Festuca occidentalis</i> , Western Fescue Grass	A	X		X		X	Y	N	24"	12"
<i>Festuca rubra</i> , Red Fescue	B	X		X		X	Y	Y	24"	12"
<i>Glyceria occidentalis</i> , Western Manna Grass	A			X		X	Y	Y	18"	12"
<i>Hebe 'Autumn Glory'</i> , Hebe	B	X		X			N	Y	14"	12"
<i>Iris douglasiana</i> , Douglas Iris	B	X		X		X	Y	N	18"	12"
<i>Iris sibirica</i> , Siberian Iris	A	X	X	X			N	N	36"	12"
<i>Iris tenax</i> , Oregon Iris	B	X		X		X	Y	N	18"	12"
<i>Juncus balticus</i> , Baltic Rush	A	X	X	X			N	N	20"	12"
<i>Juncus effusus var. pacificus</i> , Soft rush	A	X	X	X		X	Y	Y	36"	12"
<i>Juncus ensifolius</i> , Dagger- leaf Rush	A	X	X	X		X	N	N	10"	12"
<i>Juncus patens</i> , Spreading Rush	A	X	X	X		X	N	Y	36"	12"
<i>Juncus tenuis</i> , Slender Rush	A	X	X	X		X	Y	Y	36"	12"
<i>Lupinus micranthus</i> , Small Flowered Lupine	B	X		X		X	Y	N	18"	12"
<i>Lupinus polyphyllus</i> , Large- leaved Lupine	A/B	X		X			Y	N	36"	12"
<i>Polypodium glycyrrhiza</i> , Licorice Fern	A	X	X	X			Y	Y	12"	12"
<i>Polystichum munitum</i> , Sword Fern	A/B	X		X		X	Y	Y	24"	24"
<i>Pteridium aquilinum</i> , Bracken Fern	B	X		X			Y	Y	5'	12"
<i>Scirpus acutus</i> , Hardstem Bulrush	A	X	X	X			N	N	10"	12"
<i>Scirpus americanus</i> , American Bulrush	A	X	X	X		X	Y	Y	30"	12"
<i>Scirpus microcarpus</i> , Small Fruited Bulrush	A			X		X	Y	Y	24"	12"
<i>Scirpus validus</i> , Softstem Bulrush	A	X	X	X			N	N	5'	12"

Facility Plant List

Plant Name <i>Botanic name, Common Name</i>	Zone	Proposed Facility Type				Basin	Characteristics			
		Private Swale	Planter	Basin			Basin	NW Native	Evergreen	Potential Hgt.

Herbaceous Plants (continued)

<i>Sedum oregonum</i> , Oregon Stonecrop	B	X						Y	Y	4"	12"
<i>Sisyrinchium californicum</i> , Yellow-eyed Grass	A/B	X	X	X				N	Y	6"	12"
<i>Veronica liwanensis</i> , Speedwell	A	X		X				N	N	2"	12"

Large Shrubs and Small Trees

<i>Acer circinatum</i> , Vine Maple	A/B	X	X	X			X	Y	N	15'	10'
<i>Amelanchier alnifolia</i> , Western Serviceberry	B	X		X			X	Y	N	20'	10'
<i>Ceanothus sanguineus</i> , Oregon Redstem Ceanothus	B	X		X			X	Y	Y	7'	4'
<i>Holodiscus discolor</i> , Oceanspray	B	X		X			X	Y	N	6'	4'
<i>Lonicera involucrata</i> , Black Twinberry	B	X		X			X	Y	N	5'	4'
<i>Oemleria cerasiformis</i> , Indian Plum	B	X		X			X	Y	N	6'	4'
<i>Philadelphu lewisii</i> , Wild Mock Orange	B	X		X			X	Y	N	6'	4'
<i>Ribes sanguineum</i> , Red-Flowering Current	B	X		X			X	Y	N	8'	4'
<i>Rubus parviflorus</i> , Thimbleberry	B	X		X			X	Y	N	8'	4'
<i>Rubus spectabilis</i> , Salmonberry	A	X	X	X			X	Y	N	10'	4'
<i>Salix fluviatilis</i> , Columbia Willow	A/B	X	X	X			X	N	N	13'	6'
<i>Salix lucida</i> var. 'Lasiandra', Pacific Willow	A	X	X	X			X	Y	N	13'	6'
<i>Salix purpurea nana</i> , Blue Arctic Willow	B	X		X				N	N	8'	6'
<i>Salix stichensis</i> , Sitka Willow	A	X	X	X			X	Y	N	20'	6'

Facility Plant List

Plant Name	Proposed Facility Type						Characteristics				
	Zone	Private			Public			NW Native	Evergreen	Potential Hgt.	O.C. Spacing
Botanic name, Common Name		Swale	Planter	Basin		Basin					

Large Shrubs and Small Trees (continued)

<i>Sambucus cerulea</i> , Blue Elderberry	B	X		X			X	Y	N	10'	10'
<i>Sambucus racemosa</i> , Red Elderberry	B	X		X			X	Y	N	10'	10'
<i>Spiraea douglasii</i> , Douglas Spiraea	A/B	X	X	X			X	Y	N	7'	4'
<i>Viburnum edule</i> , Highbush Cranberry	A/B	X	X	X			X	Y	N	6'	4'

Shrubs

<i>Ceanothus velutinus</i> , Snowbrush	B	X		X			X	Y	Y	4'	3'
<i>Cornus sericea</i> , Red-twig Dogwood	A	X	X	X			X	Y	N	6'	4'
<i>Cornus sericea</i> 'Kelseyii', Kelsey Dogwood	B	X		X			X	N	N	24"	24"
<i>Gaultheria shallon</i> , Salal	B	X		X			X	Y	Y	24"	24"
<i>Mahonia aquifolium</i> , Oregon Grape	B	X		X			X	Y	Y	5'	3'
<i>Mahonia nervosa</i> , Dull Oregon Grape	B	X		X			X	Y	Y	24"	24"
<i>Physocarpus capitatus</i> , Pacific Ninebark	A/B	X	X	X				Y	N	10'	3'
<i>Rosa gymnocarpa</i> , Baldhip Rose	B	X		X			X	Y	N	3'	3'
<i>Rosa nutkana</i> , Nootka Rose	B	X		X			X	Y	N	8'	3'
<i>Rosa pisocarpa</i> , Swamp Rose	A/B	X	X	X			X	Y	N	8'	3'
<i>Symphoricarpos alba</i> , Common Snowberry	B	X		X			X	Y	N	6'	3'

Groundcovers

<i>Arctostaphylos uva-ursi</i> , Kinnickinnick	B	X		X				Y	Y	6"	12"
<i>Fragaria chiloensis</i> , Coastal Strawberry	B	X		X				Y	Y	6"	12"

Facility Plant List

Plant Name <i>Botanic name, Common Name</i>	Zone	Proposed Facility Type					Characteristics				
		Private			Public		Basin	NW Native	Evergreen	Potential Hgt.	O.C. Spacing
		Swale	Planter	Basin							
Trees (continued)											
<i>Rhamnus purshiana</i> , Cascara	A/B	X	X	X			X	Y	N	30'	
<i>Salix hookeriana</i> , Hooker's Willow	A/B	X	X	X			X	Y	N	15'	
<i>Salix scouleriana</i> , Scouler's Willow	A/B	X	X	X			X	Y	N	15'	
<i>Thuja plicata</i> , Western Red Cedar	A			X			X	Y	Y	150'	
<i>Tsuga heterophylla</i> , Western Hemlock	A	X		X			X	Y	Y	125'	
<i>Tsuga mertensiana</i> , Mountain Hemlock	B	X		X			X	Y	Y	125'	

Facility Plant List

Plant Name <i>Botanic name, Common Name</i>	Zone	Proposed Facility Type				Basin	Characteristics				
		Private Swale	Planter	Basin			Public Basin	NW Native	Evergreen	Potential Hgt.	O.C. Spacing
Groundcovers (continued)											
<i>Fragaria vesca</i> , Woodland Strawberry	B	X		X			N	Y	10"	12"	
<i>Fragaria virginiana</i> , Wild Strawberry	B	X		X			N	Y	10"	12"	
<i>Helictotrichon sempervirens</i> , Blue Oat Grass	B	X		X			N	Y	24"	12"	
<i>Mahonia repens</i> Creeping Oregon Grape	B	X		X			Y	Y	12"	12"	
Trees											
<i>Abies grandis</i> , Grand Fir	B			X			X	Y	Y	150'	
<i>Acer griseum</i> , Paperbark Maple	B	X		X			N	N	30'		
<i>Acer macrophyllum</i> , Big Leaf Maple	B	X		X			X	Y	Y	60'	
<i>Alnus rubra</i> , Red Alder	A	X		X			X	Y	N	80'	
<i>Arbutus menziesii</i> , Madrone	B			X			X	Y	N	35'	
<i>Crataegus douglasii</i> , Black Hawthorn	A	X		X			X	Y	N	40'	10'
<i>Fraxinus latifolia</i> , Oregon Ash	A/B	X		X			X	Y	N	30'	
<i>Malus fusca</i> , Pacific Crabapple	A	X	X	X			X	Y	N	30'	10'
<i>Metasequoia glyptostroboides</i> , Dawn Redwood	B			X			X	N	N	80'	
<i>Populus tremuloides</i> , Quaking Aspen	A			X			X	Y	N	40'	
<i>Prunus emarginata var. mollis</i> , Bitter Cherry	A/B	X	X	X			X	Y	N	50'	
<i>Pseudotsuga menziesii</i> , Douglas Fir	B	X		X			X	Y	Y	200'	
<i>Quercus garryana</i> , Oregon White Oak	B	X		X			X	Y	N	100'	

Pond Plant List

Plant Name	Planting Zone			Characteristics			
	Wet to Saturated	Moist to Dry	Dry/Upland	NW Native	Evergreen	Potential Hgt.	O.C. Spacing
<i>Botanic name, Common Name</i>							
Herbaceous Plants							
<i>Alisma plantago-aquatica</i> , Water Plantain	X			Y	N	24"	12"
<i>Alopecurus geniculatus</i> , Water Foxtail		X		Y	Y	18"	12"
<i>Aster suspicatus</i> , Douglas' Aster	X	X		Y	N	36"	12"
<i>Bidens cernua</i> , Nodding Beggerticks		X		Y	N	24"	12"
<i>Blechnum spicant</i> , Deer Fern	X	X		Y	N	24"	24"
<i>Bromus sitchensis</i> , Alaska Brome		X	X	Y	Y	18"	12"
<i>Camassia quamash</i> , Common Camas		X		Y	N	24"	12"
<i>Carex deweyana</i> , Dewey Sedge	X	X		Y	Y	36"	12"
<i>Carex obnupta</i> , Slough Sedge	X			Y	Y	4'	12"
<i>Deschampsia cespitosa</i> , Tufted Hair Grass		X		Y	N	36"	12"
<i>Eleocharis ovata</i> , Ovate Spike Rush	X			Y	Y	30"	12"
<i>Eleocharis palustris</i> , Creeping Spike Rush	X			Y	Y	30"	12"
<i>Elymus glaucus</i> , Blue Wild Rye		X		Y	Y	24"	12"
<i>Glyceria occidentalis</i> , Western Manna Grass	X	X		Y	Y	18"	12"
<i>Lemna minor</i> , Common Lesser Duckweed	X						
<i>Juncus effusus var. pacificus</i> , Soft rush	X	X		Y	Y	36"	12"
<i>Juncus ensifolius</i> , Dagger- leaf Rush	X	X		Y	Y	24"	12"

Pond Plant List

Plant Name	Planting Zone			Characteristics			
	Wet to Saturated	Moist to Dry	Dry/Upland	NW Native	Evergreen	Potential Hgt.	O.C. Spacing
<i>Botanic name, Common Name</i>							

**Herbaceous Plants
(continued)**

<i>Juncus oxymeris</i> , Pointed Rush	X	X		Y	Y	24"	12"
<i>Juncus patens</i> , Spreading Rush	X	X		N	Y	36"	12"
<i>Juncus tenuis</i> , Slender Rush	X	X		Y	Y	36"	12"
<i>Lupinus polyphyllus</i> , Large-leaved Lupine		X		Y	N	36"	12"
<i>Myosotis laxa</i> , Small-flowered Forget-Me-Not	X			Y	N	18"	12"
<i>Polystichum munitum</i> , Sword Fern	X	X		Y	Y	24"	24"
<i>Sagittaria latifolia</i> , Wapato	X			Y	N	24"	12"
<i>Potamogeton natans</i> , Floating leafed Pondweed	X			Y	Y	18"	12"
<i>Scirpus acutus</i> , Hardstem Bulrush	X			N	N	10"	12"
<i>Scirpus microcarpus</i> , Small Fruited Bulrush		X		Y	Y	24"	12"
<i>Sisyrinchium idahoense</i> Blue-eyed Grass		X		N	Y	6"	12"
<i>Sparganium emersum</i> , Narrowleaf Bur-reed	X			Y	N	24"	12"
<i>Veronica liwanensis</i> , Speedwell	X	X		N	N	2"	12"
<i>Viola palustris</i> , Marsh Violet	X	X		Y	N	6"	6"

Large Shrubs and Small Trees

<i>Acer circinatum</i> , Vine Maple	X	X		Y	N	15'	10'
<i>Amelanchier alnifolia</i> , Western Serviceberry			X	Y	N	20'	10'
<i>Holodiscus discolor</i> , Oceanspray			X	Y	N	6'	4'
<i>Lonicera involucrata</i> , Black Twinberry			X	Y	N	5'	4'

Pond Plant List

Plant Name	Planting Zone			Characteristics			
	Wet to Saturated	Moist to Dry	Dry/Upland	NW Native	Evergreen	Potential Hgt.	O.C. Spacing
<i>Botanic name, Common Name</i>							

Large Shrubs and Small Trees (continued)

<i>Oemleria cerasiformis</i> , Indian Plum		X	X	Y	N	6'	4'
<i>Philadelphu lewisii</i> , Wild Mock Orange			X	Y	N	6'	4'
<i>Ribes sanguineum</i> , Red-Flowering Current			X	Y	N	8'	4'
<i>Rubus parviflorus</i> , Thimbleberry		X		Y	N	8'	4'
<i>Rubus spectabilis</i> , Salmonberry	X	X		Y	N	10'	4'
<i>Salix fluviatilis</i> , Columbia Willow	X	X		N	N	13'	6'
<i>Salix lucida</i> var. 'Lasiandra', Pacific Willow	X	X		Y	N	13'	6'
<i>Salix stichensis</i> , Sitka Willow	X	X		Y	N	20'	6'
<i>Sambucus racemosa</i> , Red Elderberry		X		Y	N	10'	10'
<i>Spiraea douglasii</i> , Douglas Spiraea		X		Y	N	7'	4'
<i>Viburnum edule</i> , Highbush Cranberry		X		Y	N	6'	4'

Shrubs

<i>Cornus sericea</i> , Red-twig Dogwood	X	X		Y	N	6'	4'
<i>Fragaria vesca</i> , Woodland Strawberry		X	X	N	Y	10"	12"
<i>Fragaria virginiana</i> , Wild Strawberry		X	X	N	Y	10"	12"
<i>Mahonia aquifolium</i> , Oregon Grape		X	X	Y	Y	5'	3'
<i>Mahonia nervosa</i> , Dull Oregon Grape		X		Y	Y	24"	24"

Pond Plant List

Plant Name	Planting Zone			Characteristics			
	Wet to Saturated	Moist to Dry	Dry/Upland	NW Native	Evergreen	Potential Hgt.	O.C. Spacing
<i>Botanic name, Common Name</i>							

Shrubs (continued)

<i>Physocarpus capitatus</i> , Pacific Ninebark	X			Y	N	6'	3'
<i>Rosa gymnocarpa</i> , Baldhip Rose	X			Y	N	3'	3'
<i>Rosa nutkana</i> , Nootka Rose		X		Y	N	8'	3'
<i>Rosa pisocarpa</i> , Swamp Rose	X			Y	N	8'	3'
<i>Spiraea betulifolia</i> , Birchleaf Spiraea		X		Y	N	24"	24"
<i>Symphoricarpos alba</i> , Snowberry		X		Y	N	3'	3'

Trees

<i>Abies grandis</i> , Grand Fir		X		Y	Y	150'	
<i>Acer macrophyllum</i> , Big Leaf Maple		X		Y	Y	60'	
<i>Alnus rubra</i> , Red Alder	X	X		Y	N	80'	
<i>Arbutus menziesii</i> , Madrone			X	Y	N	35'	
<i>Cornus nuttallii</i> , Western flowering Dogwood		X	X	Y	N	20'	
<i>Crataegus douglasii</i> , Black Hawthorn	X			Y	N	40'	
<i>Fraxinus latifolia</i> , Oregon Ash	X	X		Y	N	30'	
<i>Malus fusca</i> , Pacific Crabapple	X	X		Y	N	30'	
<i>Pinus ponderosa</i> , Ponderosa Pine			X	Y	Y	70'	
<i>Pinus monticola</i> , Western White Pine		X	X	Y	Y	90'	
<i>Prunus emarginata var. mollis</i> , Bitter Cherry	X			Y	N	50'	
<i>Pseudotsuga menziesii</i> , Douglas Fir		X		Y	Y	200'	

Pond Plant List

Plant Name	Planting Zone			Characteristics			
	Wet to Saturated	Moist to Dry	Dry/Upland	NW Native	Evergreen	Potential Hgt.	O.C. Spacing
<i>Botanic name, Common Name</i>							

Trees (continued)

<i>Quercus garryana</i> , Oregon White Oak		X		Y	N	100'	
<i>Rhamnus purshiana</i> , Cascara	X			Y	N	30'	
<i>Salix hookeriana</i> , Hooker's Willow	X	X		Y	N	15'	
<i>Salix scouleriana</i> , Scouler's Willow	X	X		Y	N	15'	
<i>Thuja plicata</i> , Western Red Cedar	X	X		Y	Y	150'	

City of Newberg Standard Drawings

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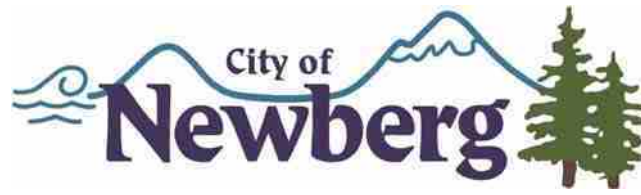
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Street

500 Series

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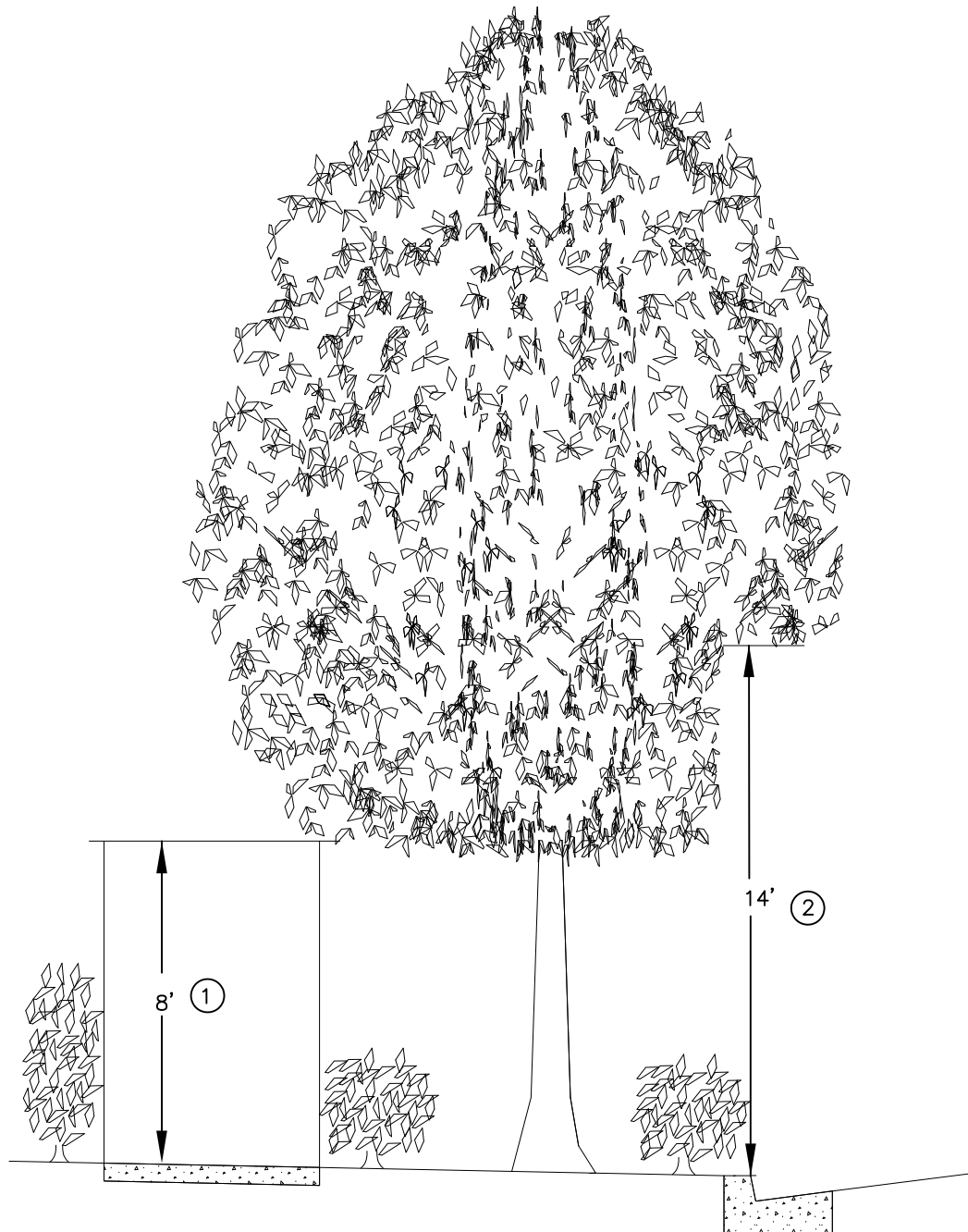
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ENGINEERING SERVICES DEPARTMENT

P.O. Box 970 • 414 E. First Street • Newberg, Oregon 97132 • 503.537.1273 • www.newbergoregon.gov

Standard Drawings

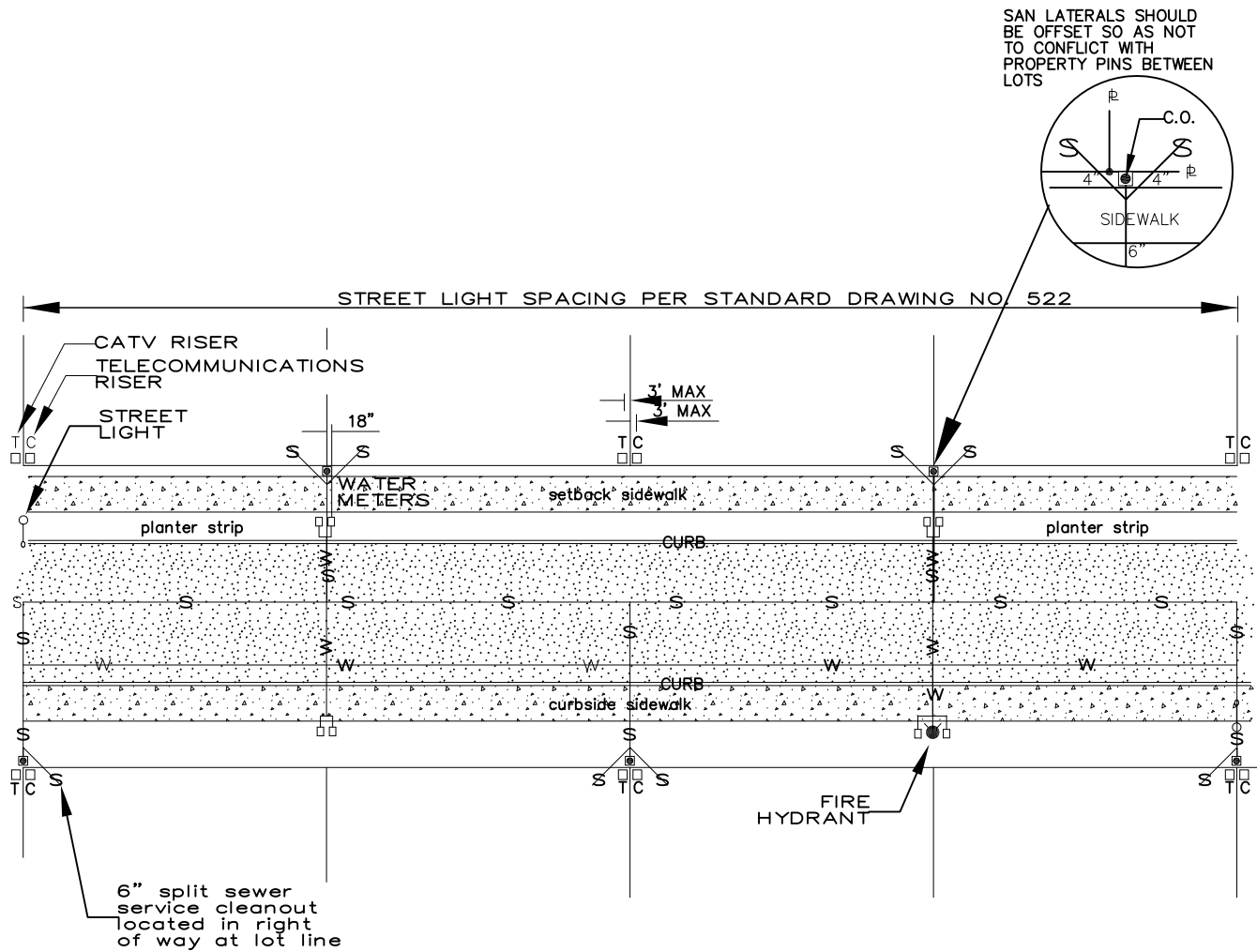


- ① MAINTAIN 8' OF CLEARANCE BETWEEN SIDEWALK AND TREE LIMBS. NO OBSTRUCTIONS MAY PROTRUDE INTO SIDEWALK TRAVEL AREA.
- ② MAINTAIN 14' OF CLEARANCE BETWEEN STREET GRADE AND TREE LIMBS.

REVISIONS:

TREE & SHRUB CLEARANCES

SCALE:	N.T.S.
DATE:	July 2013
APPROVED BY:	D. Danicic
STANDARD DRAWING	101



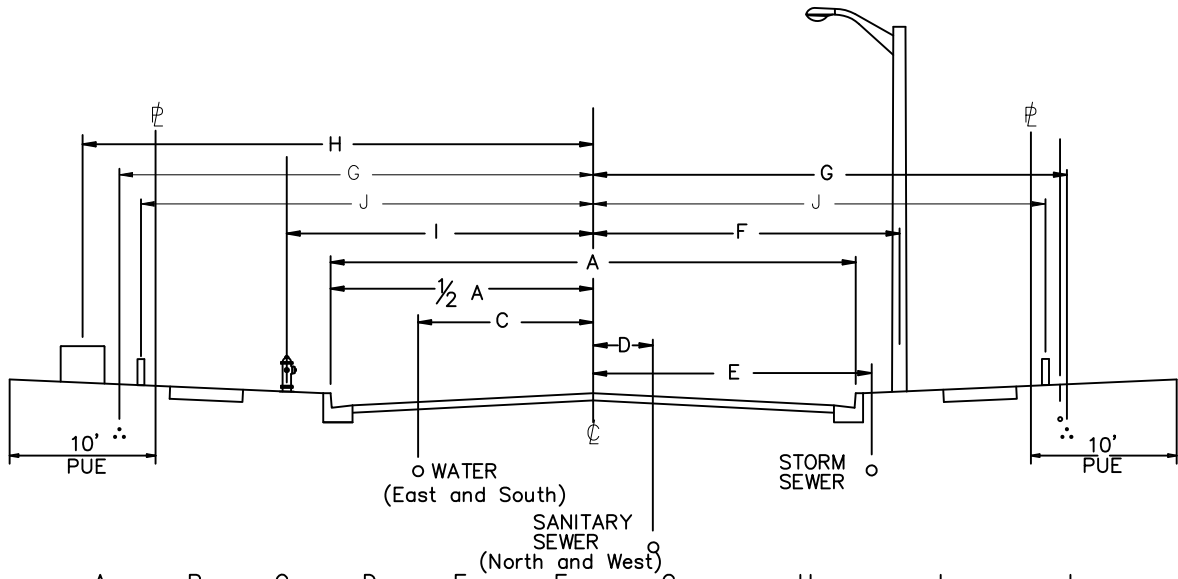
- NOTES
1. ALL ABOVE GROUND FIXTURES ARE TO BE ALIGNED WITH PROPERTY LINE WITHIN TOLERANCES SHOWN.
 2. VARIATION FROM THIS STANDARD ALLOWED ONLY WITH THE APPROVAL OF THE CITY ENGINEER.
 3. THE LOCATION OF UNDERGROUND UTILITIES IS SHOWN ON STANDARD DRAWING 103, UTILITIES PLAN.

City of Newberg
 PUBLIC WORKS ENGINEERING DIVISION
 414 E. FIRST STREET NEWBERG, OR 97132
 PHONE: 503-537-1240
 FAX: 503-537-1277

REVISIONS:

UTILITY SERVICE LOCATIONS

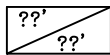
SCALE:	N.T.S
DATE:	July 2013
APPROVED BY:	D. Danicic
STANDARD DRAWING	102



	A	B	C	D	E	F	G	H	I	J
	STREET WIDTH	ROW WIDTH	WATER	SAN. SEWER	STORM SEWER	STREET LIGHT	PUBLIC UTIL'S.	TRANSFORMER	FIRE HYDRANT	PEDESTAL
1)	20'	38'-42'	6'	4'	*	18' 12.5'	23'	23'	18' 12.5'	22'
1)	24'	42'-46'	8'	4'	*	20' 14.5'	25'	25'	20' 14.5'	24'
1)	28'	46'-50'	10'	4'	*	22' 16.5'	27'	27'	22' 16.5'	26'
	32'	54'-60'	12'	4'	*	19'	32'	32'	19'	31'
	34'	60'	13'	4'	*	20'	32'	32'	20'	31'
	36'	60'	14'	4'	*	21'	32'	32'	21'	31'
	40'	70'	15'	4'	*	23'	37'	37'	23'	36'
	46'	80'	18'	4'	*	26'	42'	42'	26'	41'
	70'	100'	25'-30'	4'	*	38'	52'	52'	38'	51'

* STORM SEWER LOCATION TO MATCH PELICAN STYLE INLETS.
 LOCATION VARIES WITH PIPE SIZE.

ALL PRIVATE UTILITY CONDUITS SHALL BE PLACED IN UTILITY EASEMENT. ONLY PERPENDICULAR CROSSINGS AND STREET LIGHT CONNECTIONS ALLOWED IN PUBLIC RIGHT-OF-WAY.



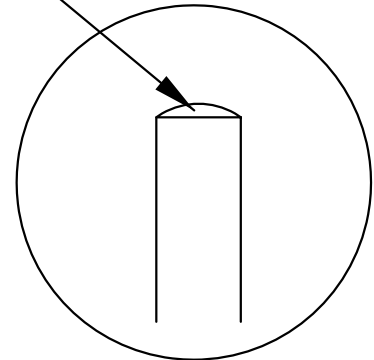
TOP NUMBER FOR CURB TIGHT SIDEWALK (TYPE "B")
 BOTTOM NUMBER SETBACK SIDEWALK (TYPE "A")

1) SIDEWALK WIDTH SHALL BE 6' WHEN CURB SIDE FOR LIMITED RESIDENTIAL

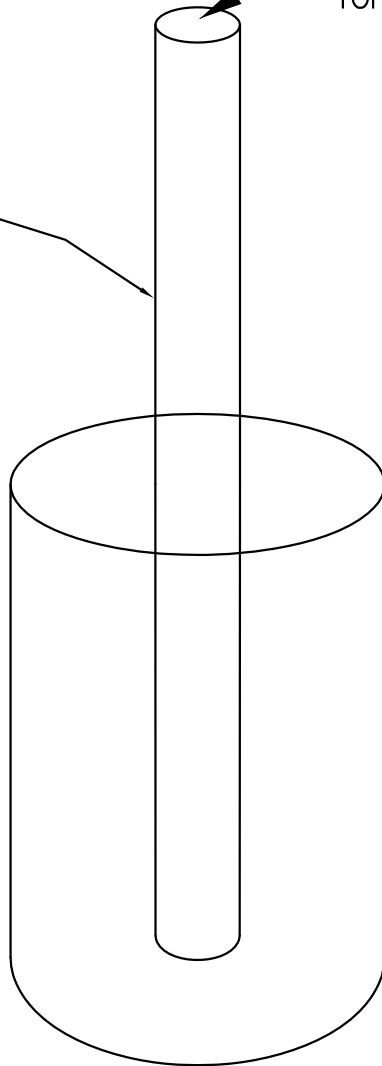
PAINT WITH HIGH GLOSS
 ENAMEL - CHROME YELLOW

FILL CENTER OF TUBING WITH
 CONCRETE; 1/2" CROWN AT
 TOP

3" MIN X 2 1/2" X 6'
 STEEL TUBING
 (4" DIP MUST BE
 USED IN ALL CASES
 WHERE BOLLARD IS
 PROTECTING FIRE
 HYDRANT)



MINIMUM OF 12" ROUND
 EXCAVATION

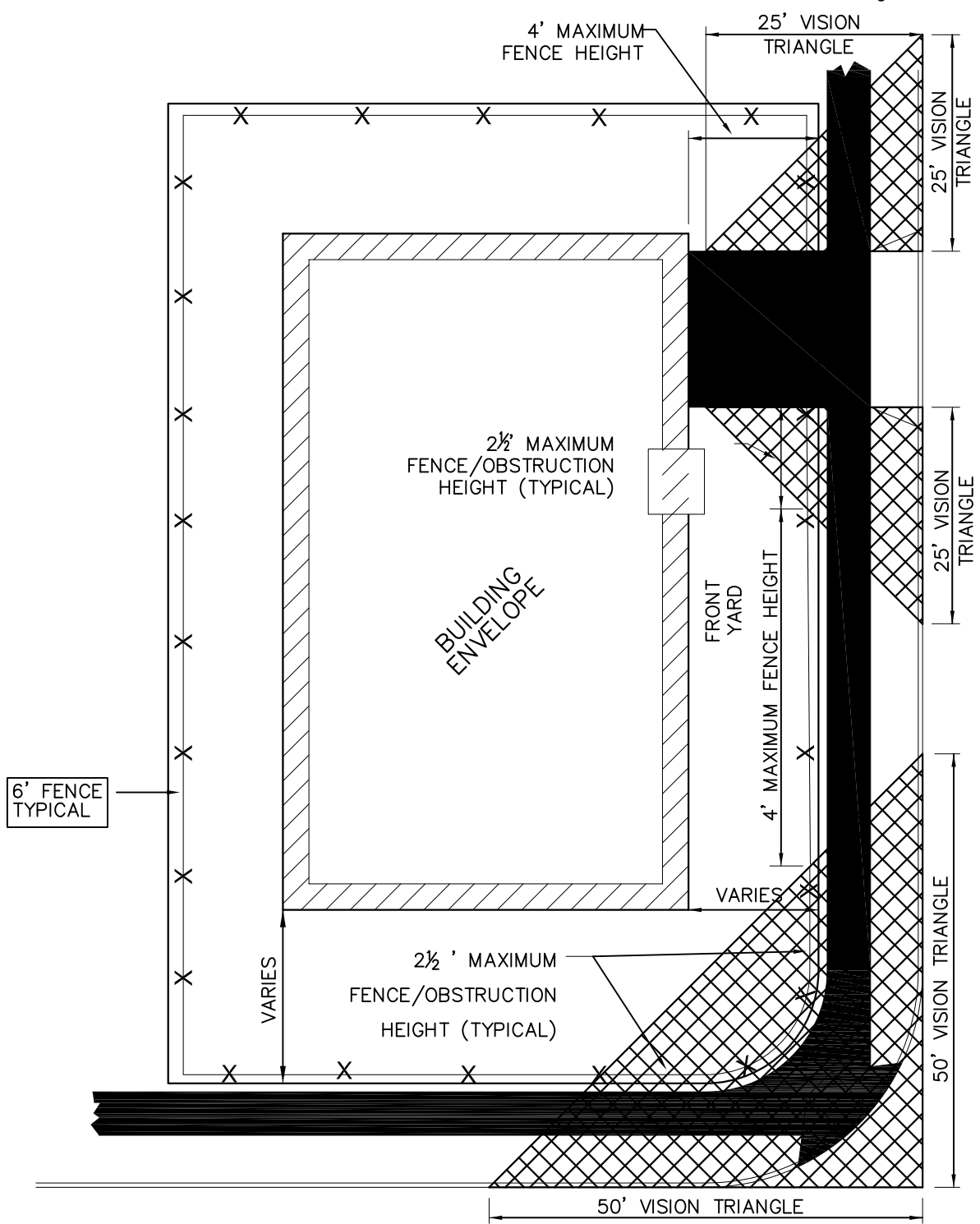


CONCRETE FILL AROUND TUBING
 BURY 3'-0"

REVISIONS:

BOLLARD

SCALE:	N.T.S.
DATE:	July 2013
APPROVED BY:	D. Danicic
STANDARD DRAWING	104

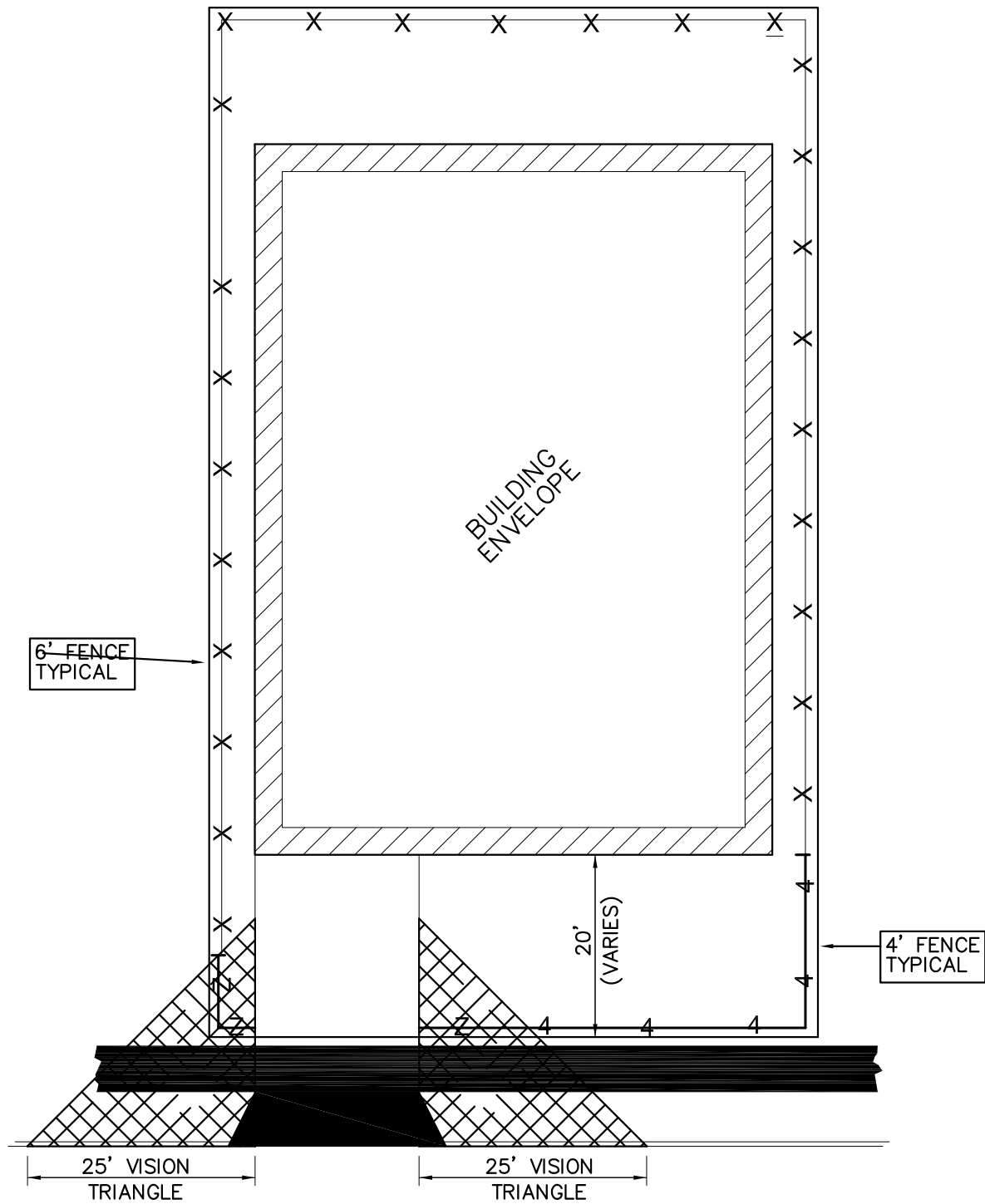


ALL FENCES AND/OR OBSTRUCTIONS
 WITHIN VISION TRIANGLES SHALL
 BE A MAXIMUM OF 30" (2½') HIGH.

REVISIONS:

RESIDENTIAL FENCES WALLS AND VISION CLEARANCE AREAS

SCALE:	N.T.S.
DATE:	July 2013
APPROVED BY:	D.Danicic
STANDARD DRAWING	105

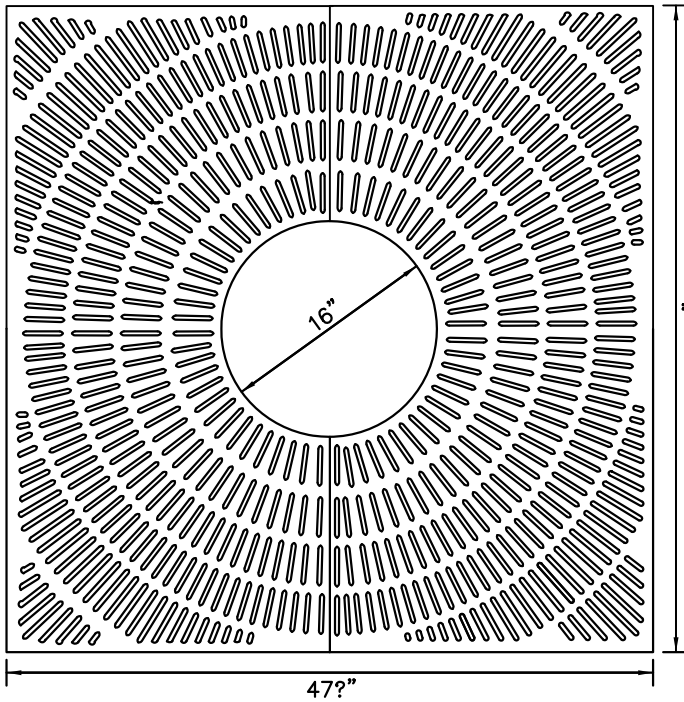


ALL FENCES WITHIN VISION TRIANGLES SHALL BE A MAXIMUM OF 30" (2'0") IN HEIGHT

REVISIONS:

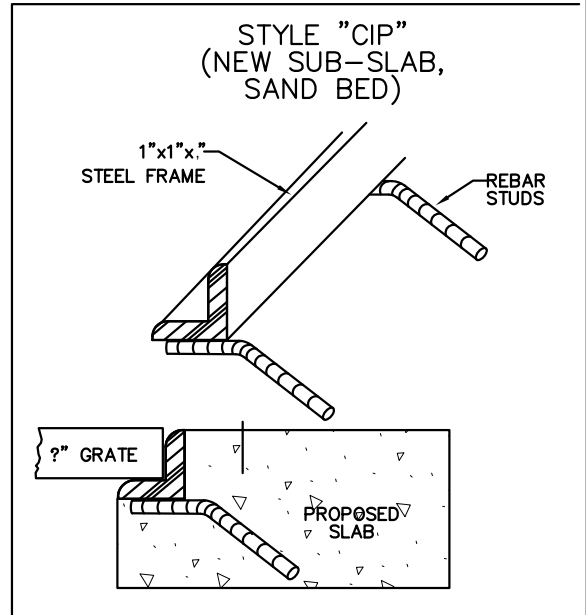
FENCES AND WALLS INTERIOR LOTS

SCALE:	N.T.S.
DATE:	July 2013
APPROVED BY:	D. Danicic
STANDARD DRAWING	106

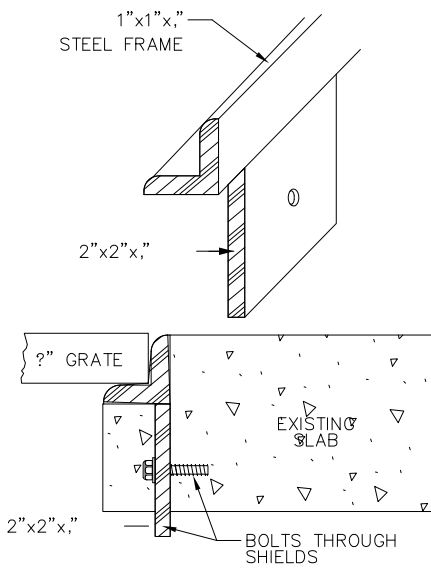


48" "STA" TREE GRATE:

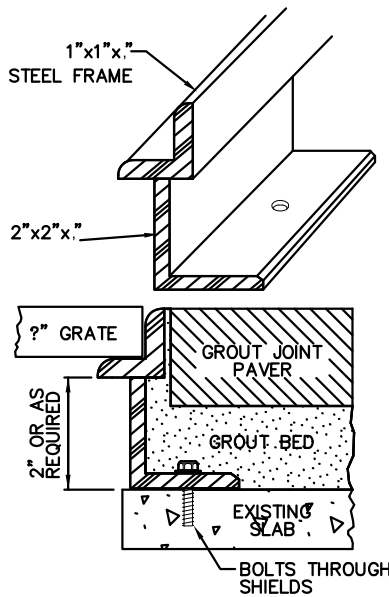
- ADA APPROVED, TWO PEICE SET
- DUCTILE CAST IRON ASTM, A536, CL80-55-06
- APPROXIMATE WEIGHT 226 lbs. PER SET
- OLYMPIC FOUNDRY PART NO. 80-2190 (OR EQUIVALENT)



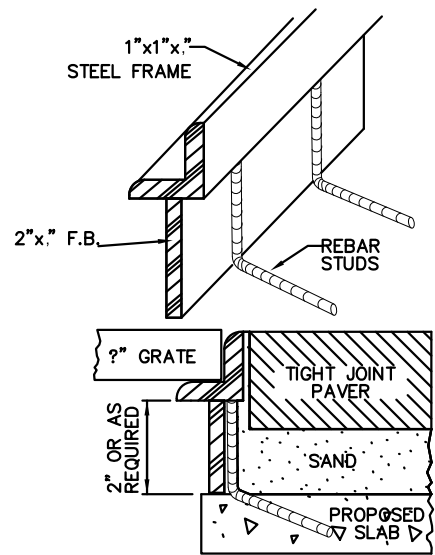
STYLE "RF" (EXTG. SLAB)



STYLE "AP" (EXTG. SUB-SLAB, GROUT BED)



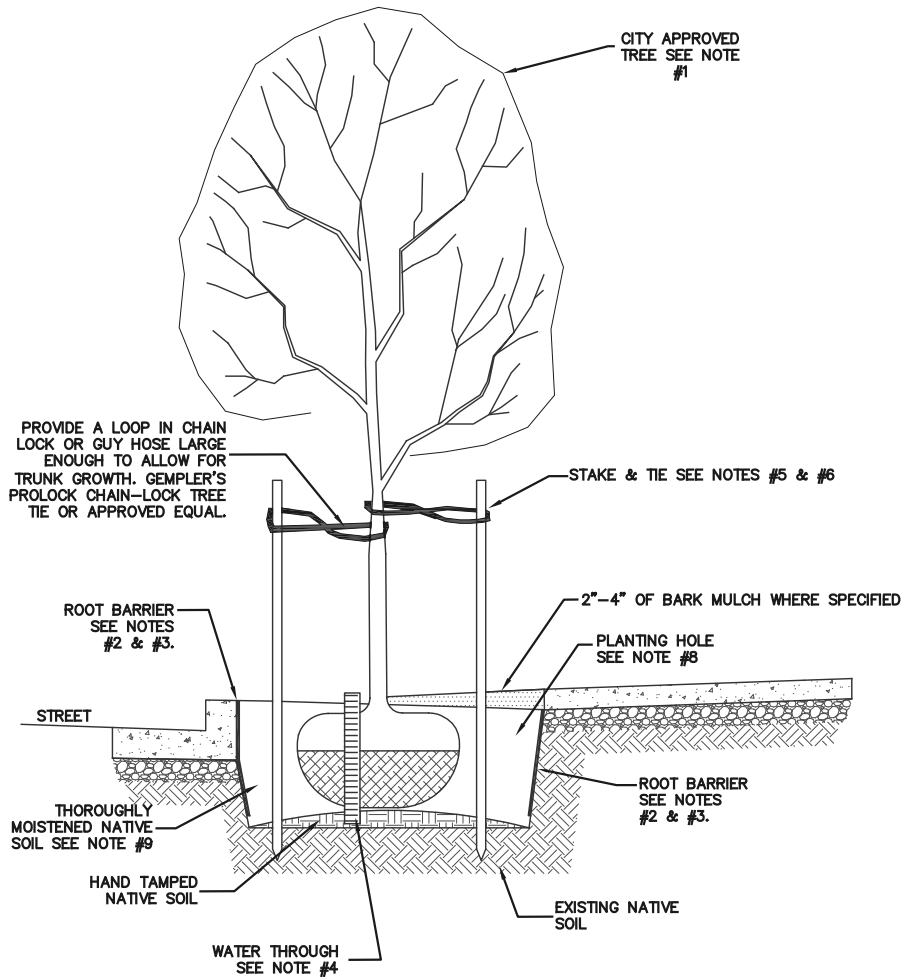
STYLE "CIP" (NEW SUB-SLAB, SAND BED)



REVISIONS:

TREE GRATE AND FRAME

SCALE:	N.T.S.
DATE:	July 2013
APPROVED BY:	D. Danicic
STANDARD DRAWING	107



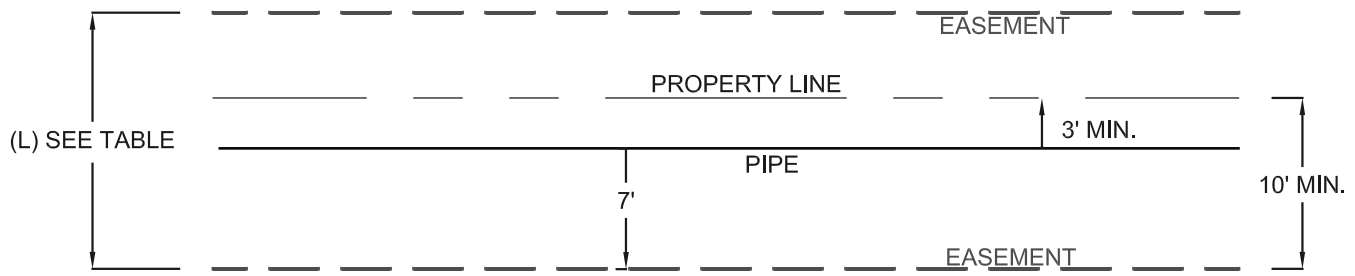
NOTES:

1. REFER TO THE CITY PLANNING DEPARTMENT APPROVED STREET TREE PLANTING LIST.
2. ROOT BARRIER REQUIRED WHEN HARDSCAPE OR STRUCTURE IS LOCATED WITHIN A 6' RADIUS FROM CENTER OF TREE. ROOT BARRIER TO BE 18" DEEP AND SHALL BE INSTALLED ALONG ALL BOUNDARIES WITH HARDSCAPE e.g. SIDEWALK & CURB.
3. LINEAR OR CIRCULAR APPLICATION OF ROOT BARRIER PERMITTED. ROOT BARRIER TO EXTENT AT MINIMUM 24" PAST CENTER OF TREE IN ALL DIRECTIONS OR HAVE A MINIMUM RADIUS OF 24" FOR CIRCULAR APPLICATION. USE CENTURY CP-SERIES ROOTBARRIER PANELS WITH INTERLOCKING JOINTS OR NDS RP SERIES ROOT BARRIER PANELS WITH INTERLOCKING JOINTS. ALL ROOT BARRIER INSTALLATIONS SHALL BE IN CONFORMANCE WITH MANUFACTURERS RECOMENDATIONS.
4. OPPOSITE TREE STAKES, PROVIDE TWO, 3" DIAMETER HDPE PERFORATED PIPE WATERING THROUGH, FILLED WITH CLEAN PEA GRAVEL.
5. REMOVE NURSERY STAKES & INSTALL 2" DIAMETER TREATED STAKES, SET OUTSIDE ROOTBALL AND DRIVE A MINIMUM OF 12" INTO UNDISTURBED SOIL BELOW PLANTING HOLE. TRIM STAKE 6" ABOVE HIGHEST TREE TIE TO AVOID INTERFERENCE WITH CANOPY.
6. FLEXIBLE NON-ABRASIVE TREE TIE SECURED TO STAKE WITH A NAIL. PLACE TIES 6" ABOVE THE LOWEST POINT ON THE TRUNK WHERE IT CAN BE HELD SUCH THAT THE TOP OF THE TREE SPRINGS BACK TO THE UPRIGHT POSITION WHEN BENT OR DEFLECTED.
7. SET CROWN OF ROOTBALL 1- $\frac{1}{2}$ " ABOVE FINISHED GRADE.
8. PLANTING HOLE TO BE TWICE THE DIAMETER OF ROOTBALL, WITH ROOTBALL RESTING ON FIRM SOIL. SCARIFY SIDES OF PLANTING HOLE.
9. BACKFILL WITH A MIXTURE OF $\frac{2}{3}$ NATIVE SOIL AN $\frac{1}{3}$ ORGANIC COMPOST. AREAS WITH POOR OR HEAVILY COMPACTED SOIL MAY REQUIRE ADDITIONAL AMENDMENT.

REVISIONS:
MAY 2014

STREET TREE & ROOT BARRIER

SCALE:	N.T.S.
DATE:	MARCH 2014
APPROVED BY:	JAY H.
STANDARD DRAWING	108



NOTES:

1. MAINLINES SHALL BE PLACED IN PUBLIC RIGHT OF WAY & MAY BE PLACED IN EASEMENTS WHEN NECESSARY & APPROVED BY THE CITY ENGINEER.

2. FOR MAINLINES PLACED IN EASEMENTS LOCATED OTHER THAN ALONG A PROPERTY LINE, THE MAINLINE SHALL BE PLACED IN CENTER OF EASEMENT.

3. LARGER EASEMENT WIDTHS MAY BE REQUIRED FOR SPECIAL CIRCUMSTANCES SUCH AS EXCESSIVELY DEEP PIPES, e.g. 1:1 SLOPE FROM BOTTOM OF FOUNDATION TO BOTTOM EDGE OF PIPE TRENCH.

4. OPEN CHANNELS SHALL HAVE EASEMENT WIDTHS SUFFICIENT TO COVER THE 100 YEAR FLOOD PLAIN LINE WHEN A 100 YEAR DESIGN STORM IS REQUIRED, OR 15' FROM THE WATERWAY CENTERLINE, OR 10' FROM THE TOP OF THE RECOGNIZED BANK, WHICHEVER IS GREATER. A 15' WIDE ACCESS SHALL BE PROVIDED ON BOTH SIDES OF THE CHANNEL FOR CHANNEL WIDTHS GREATER THAN 14' AT THE TOP OF THE RECOGNIZED BANK.

5. EASEMENT LOCATIONS FOR PUBLIC STORM DRAINS SERVING A PLANNED UNIT DEVELOPMENT, APARTMENT COMPLEX, OR COMMERCIAL/ INDUSTRIAL DEVELOPMENT SHALL BE IN PARKING LOTS, PRIVATE DRIVES, OR SIMILAR OPEN AREAS WHICH WILL PERMIT UNOBSTRUCTED VEHICLE ACCESS FOR MAINTENANCE.

5. ALL EASEMENTS MUST BE FURNISHED ON CITY FORM, TO THE CITY FOR REVIEW AND APPROVAL PRIOR TO RECORDING.

6. MULTIPLE PIPES IN A COMMON EASEMENT DETERMINED ON A CASE BY CASE BASIS.

MINIMUM EASEMENT WIDTH	
(L) EASEMENT WIDTH (ft.)	PIPE SIZE (in.)
15	18" OR LESS
20	OVER 18"
LARGER	WHEN REQUIRED



PUBLIC WORKS ENGINEERING DIVISION
 414 E. FIRST STREET NEWBERG, OR 97132
 PHONE: 503-537-1240
 FAX: 503-537-1277

REVISIONS:

EASEMENTS

SCALE:
DATE: 01/24/2014
APPROVED BY: JAY H.
STANDARD DRAWING 109

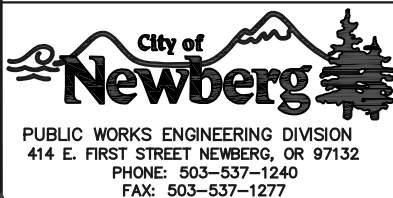
NOTES:

1. THE MINIMUM PIPE COVER SHALL BE ACCORDING TO TABLE 1, BELOW. WHEN CIRCUMSTANCES DICTATE, THEN A LESSER DESIGN COVER MAY BE CONSIDERED PER TABLE 2 BELOW.
2. PIPE COVER SHALL BE MEASURED FROM FINISHED GRADE TO THE UPPER MOST EXTERIOR SURFACE ELEVATION OF THE PIPE.
3. A PIPE UNDER A ROADWAY SHALL NOT INTRUDE INTO THE SUBGRADE AND SHALL BE PROTECTED DURING CONSTRUCTION.
4. SUFFICIENT DEPTH SHALL MEAN FROM THE TOP OF THE PIPE TO FINISHED GRADE. ALL STORM DRAINS SHALL BE LAID AT SUFFICIENT DEPTH TO PROTECT AGAINST DAMAGE FROM INTERIM CONSTRUCTION LOADS, FINAL TRAFFIC LOADS, AND TO DRAIN BUILDING FOOTINGS WHERE PRACTICAL. IN AREAS OF RELATIVELY FLAT TERRAIN, THE DESIGN ENGINEER MUST SHOW THAT SUFFICIENT DEPTH PROVIDED AT THE BOUNDARY OF THE DEVELOPMENT TO PROPERLY SERVE THE REMAINDER OF THE UPSTREAM BASIN AREA TRIBUTARY TO THE SITE.

TABLE 1 : MINIMUM COVER	
WATER	36 (in.)
STORM	48 (in.)
SEWER	8 (ft.)

TABLE 2: PIPE COVER		
TYPE OF PIPE	PAVED AREAS (in.)	UNPAVED AREAS (in.)
PVC C900	24	12
PVC 3034 SDR35	36	24
DUCTILE IRON	18	6
*RCP CLASS II	30	18
*RCP CLASS IV	24	12
*RCP CLASS V	18	6

* WHEN APPROVED

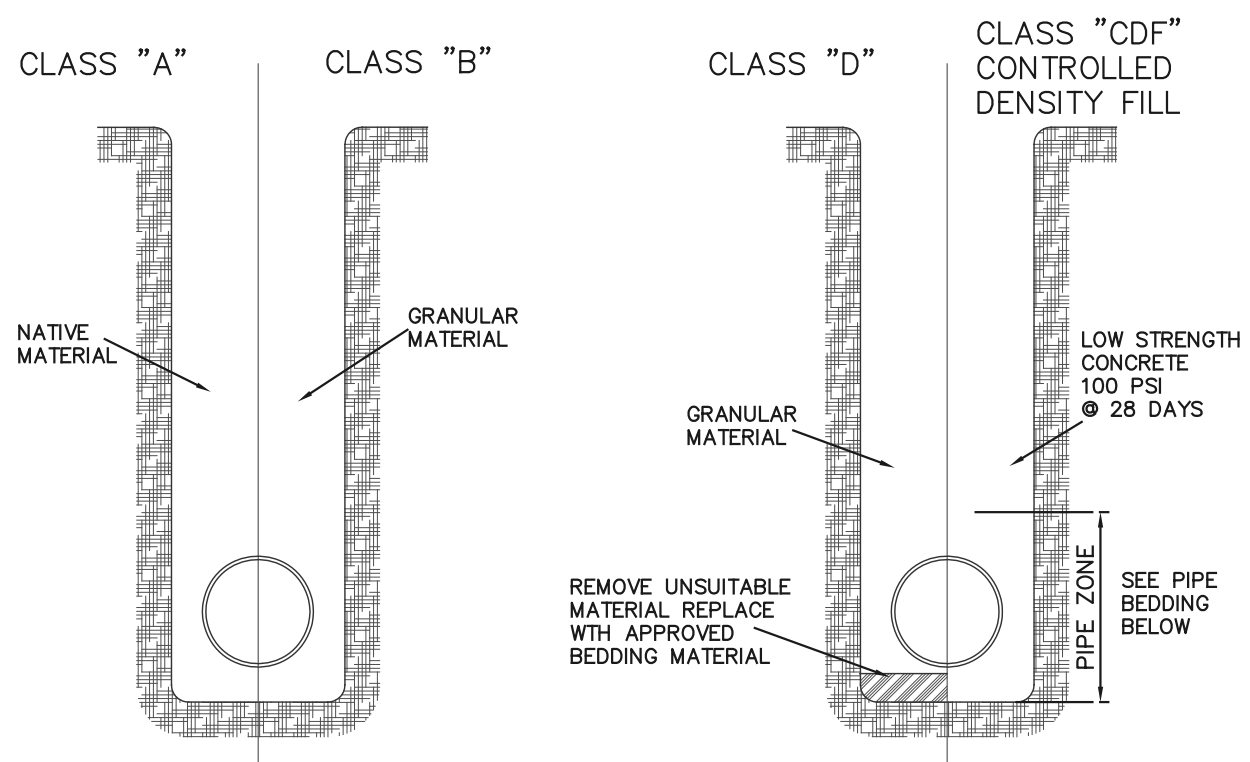


REVISIONS:

PIPE COVER

SCALE:
DATE: 01/24/2014
APPROVED BY: JAY H.
STANDARD DRAWING 110

201A TRENCH BACKFILL



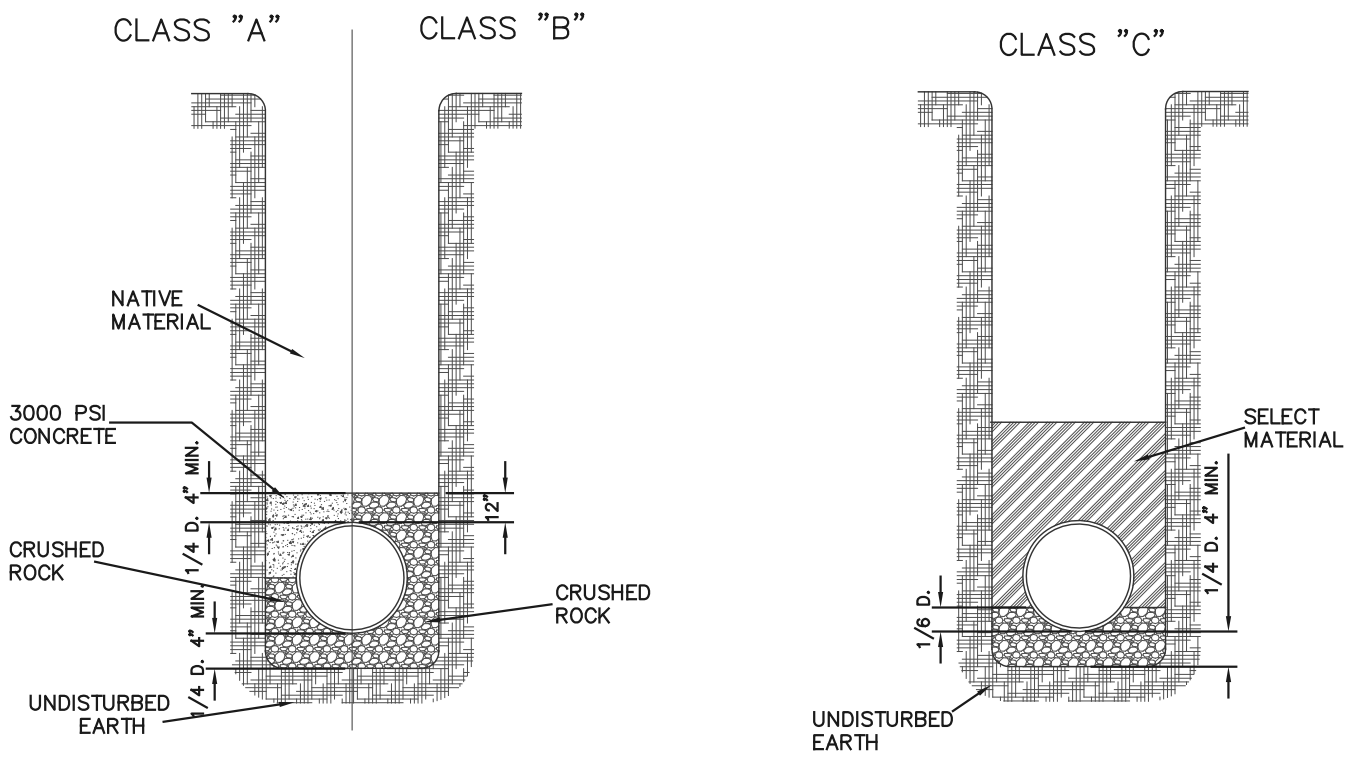
City of Newberg
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 414 E. FIRST STREET NEWBERG, OR 97132
 PHONE: 503-537-1240
 FAX: 503-537-1277

REVISIONS:
SEPT 2013- JAY H.

TRENCH BACKFILL

SCALE:	N.T.S
DATE:	MAY 2007
APPROVED BY:	D. DANICI
STANDARD DRAWING	201A

201B PIPE BEDDING



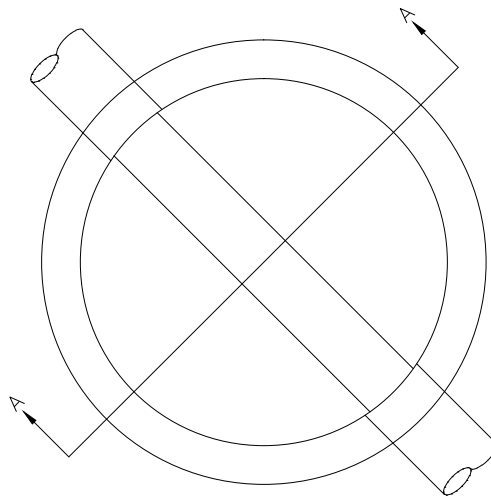
City of Newberg

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REVISIONS:
SEPT. 2013- JAY H.

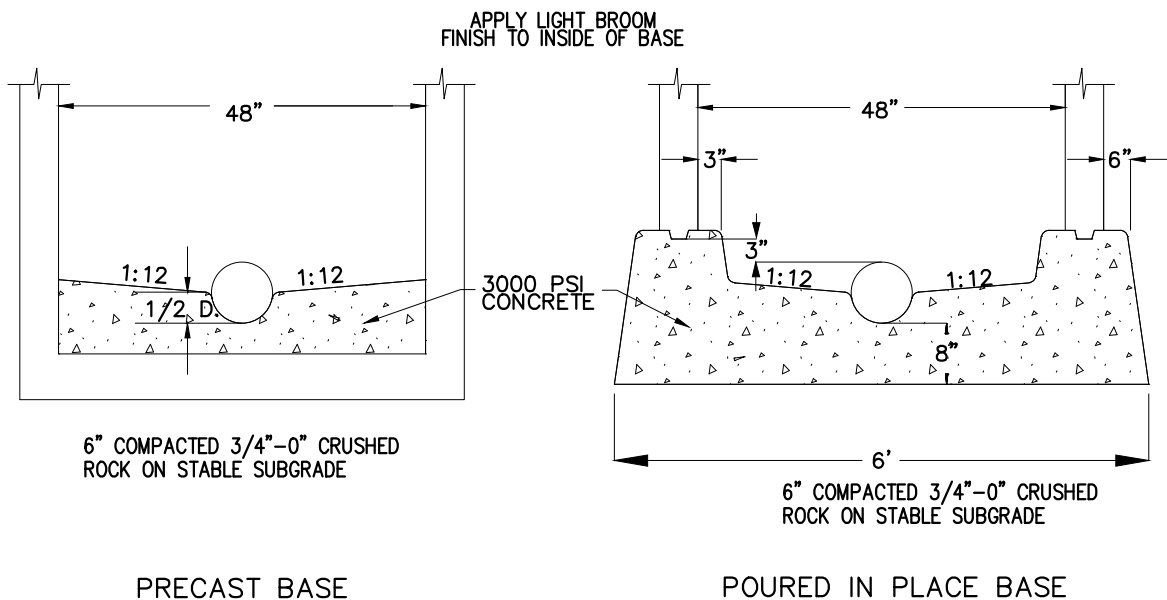
PIPE BEDDING

SCALE:	N.T.S
DATE:	MAY 2007
APPROVED BY:	D. DANICI
STANDARD DRAWING	201B



NOTES:

1. LAY PIPE THROUGH MANHOLE FOR CHANNEL IF THE SLOPE IN AND OUT OF THE MANHOLE ARE THE SAME.
2. RUBBER BOOT ONLY, SAND COLLAR PER PRE-APPROVAL BY CITY ENGINEER.

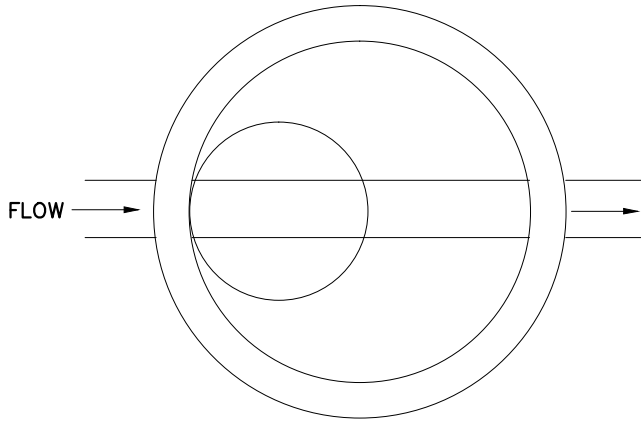


REVISIONS:
05/04/2015 - ASM

MANHOLE BASE

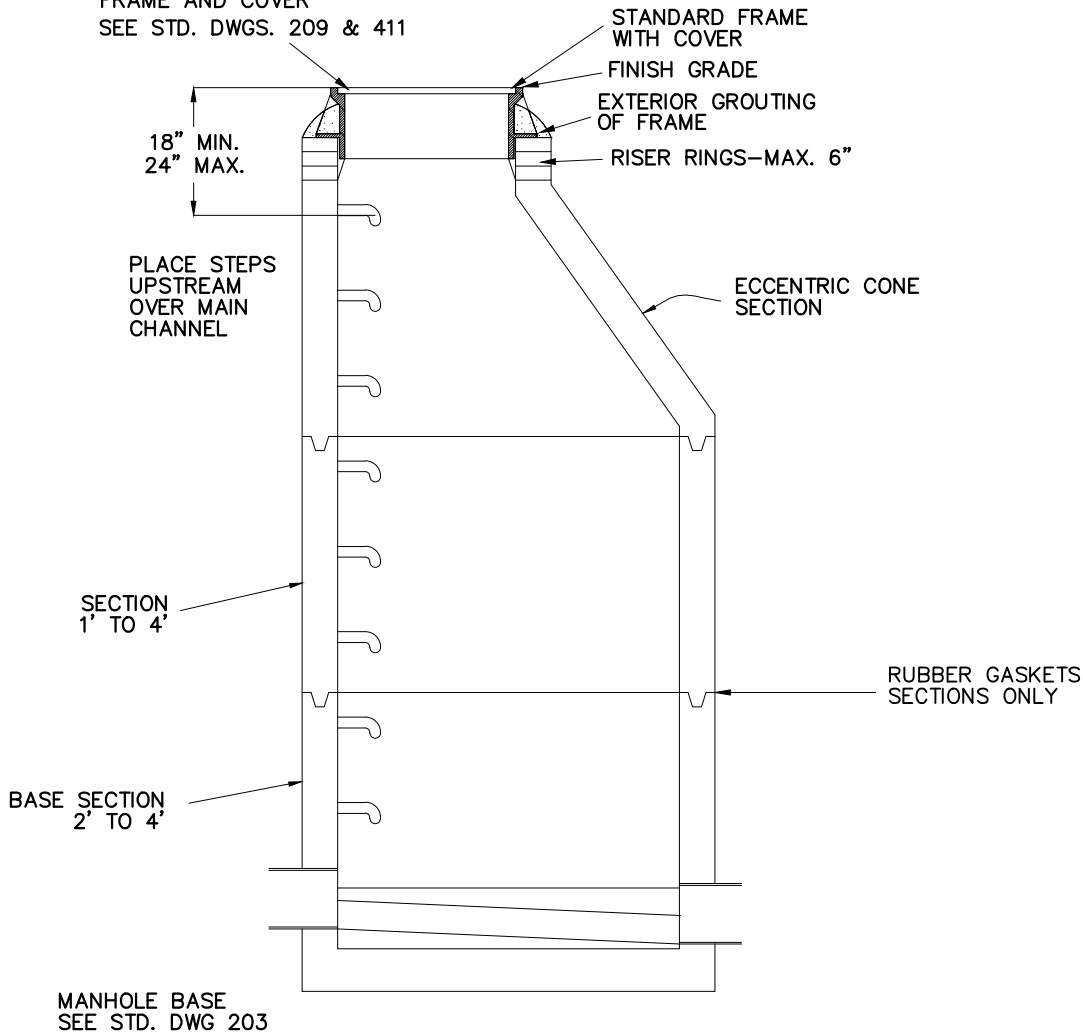
SCALE:	N.T.S
DATE:	May 2015
APPROVED BY:	K. Hofmann
STANDARD DRAWING	203

NOTES



1. Standard 48" Manhole to be used for pipes 24" and less.
2. Precast concrete structures shall have strength of 4000 PSI.
3. Standard Manhole Depth = 8' top of frame to invert.
4. Lateral lines to match top of inlet pipe at Manhole.
5. All interior joints and connections shall be water tight, and grouted with non-shrink grout.
6. All Manholes shall be vacuum tested prior to acceptance.
7. If end of line Manhole, step shall be located on downstream side and channel shall be constructed full width of interior.
8. Locate Manhole cover over upstream of mainline.
9. Gasket style Manholes only, Key-Loc style is for retrofit only and requires exterior joints to be sealed with Rapid Seal or interior coating with Raven Coating.

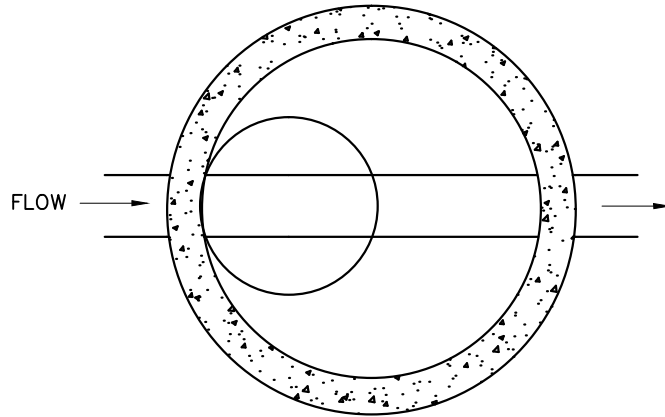
CAST IRON
 FRAME AND COVER
 SEE STD. DWGS. 209 & 411



REVISIONS:
12/28/12
11/27/2013-CHIU
05/01/2015 - ASM

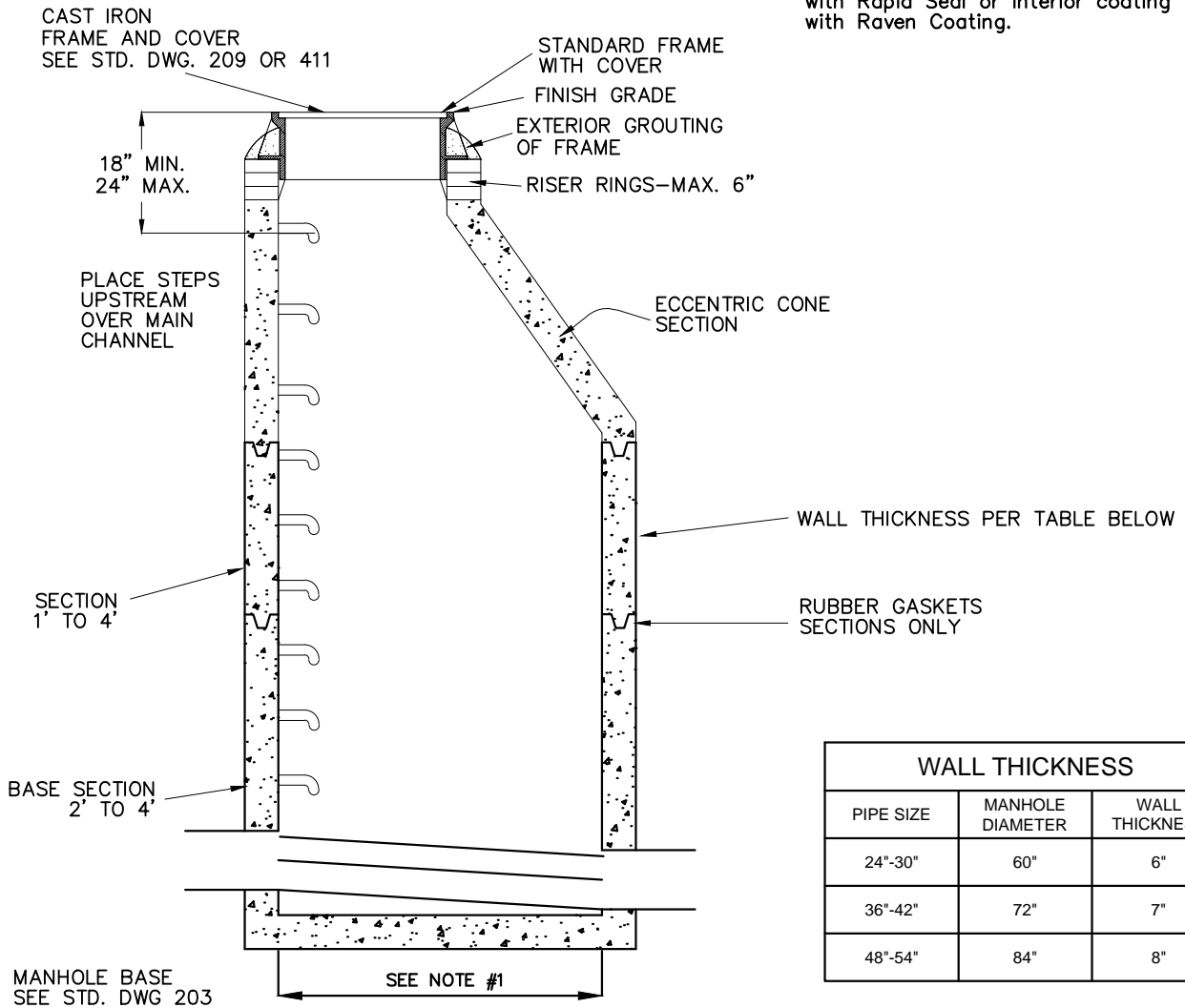
48"
 STANDARD MANHOLE

SCALE:	N.T.S
DATE:	May 2015
APPROVED BY:	K. Hofmann
STANDARD DRAWING	204



NOTES

1. Per City Engineer approval oversized Manhole can be 60", 72", or 84" in diameter. Design needs to specify size on construction plan.
2. Precast concrete structures shall have strength of 4000 PSI.
3. Standard Manhole Depth = 8' top of frame to invert.
4. Lateral lines to match top of inlet pipe at Manhole.
5. All interior joints and connections shall be water tight, and grouted with non-shrink grout.
6. All Manholes shall be vacuum tested prior to acceptance.
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9. Gasket style Manholes only, Key-Loc style is for retrofit only and requires exterior joints to be sealed with Rapid Seal or interior coating with Raven Coating.



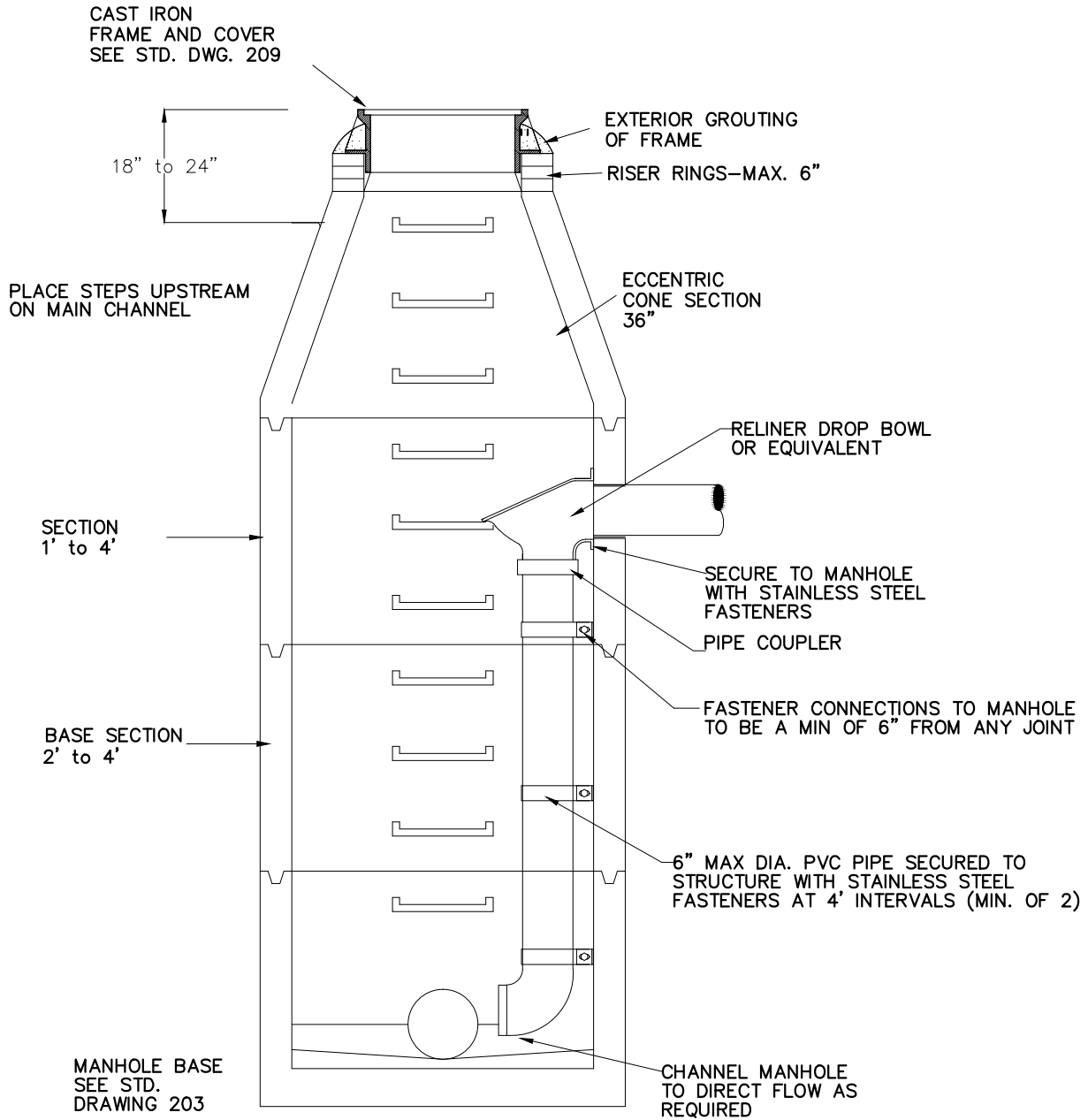
WALL THICKNESS		
PIPE SIZE	MANHOLE DIAMETER	WALL THICKNESS
24"-30"	60"	6"
36"-42"	72"	7"
48"-54"	84"	8"

REVISIONS:
05/01/2015 - ASM

SCALE:	N.T.S
DATE:	May 2015
APPROVED BY:	K. Hofmann
STANDARD DRAWING	205

NOTES

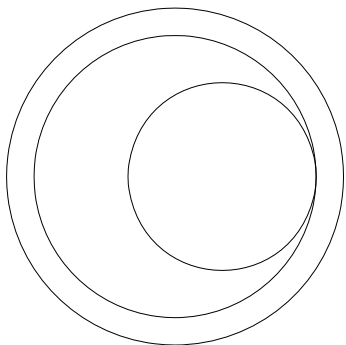
1. Standard 48" Manhole to be used for pipes 24" and less.
2. Precast concrete structures shall have strength of 4000 PSI.
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REVISIONS:
05/01/2015 - ASM

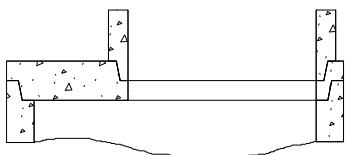
**INSIDE
 DROP MANHOLE**

SCALE:	N.T.S
DATE:	May 2015
APPROVED BY:	K. Hofmann
STANDARD DRAWING	206



NOTES

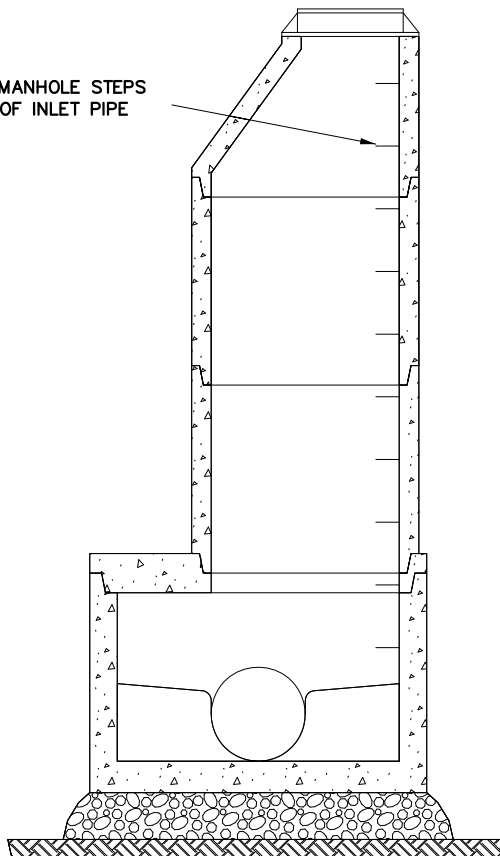
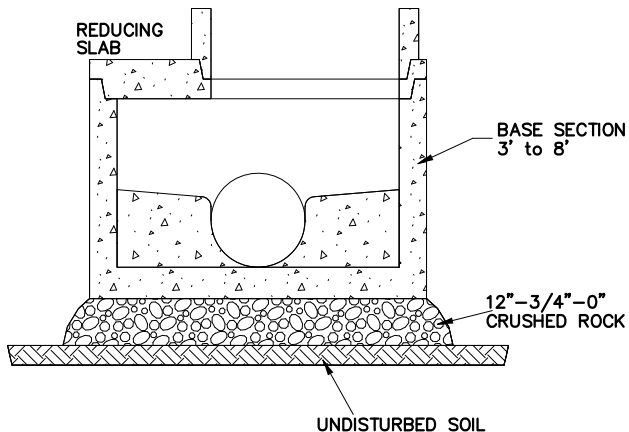
1. ALL CONCRETE SHALL HAVE STRENGTH OF 3000 PSI AT 28 DAYS.
2. MANHOLE TO BE USED FOR PIPE SIZES 24" AND GREATER.



72" to 48"
 REDUCING SLAB

MANHOLE FRAME & COVER
 AS SPECIFIED
 SEE STD. DRAWING 209

LOCATE MANHOLE STEPS
 TO LEFT OF INLET PIPE

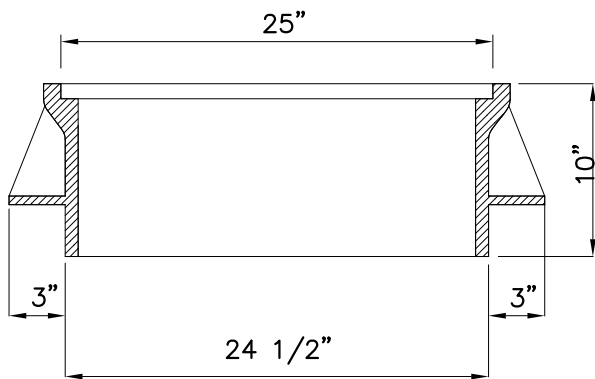
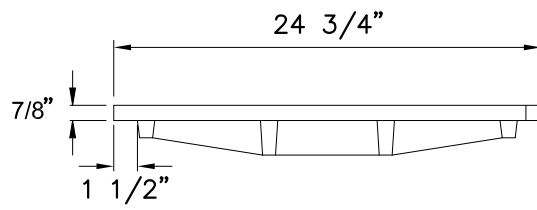
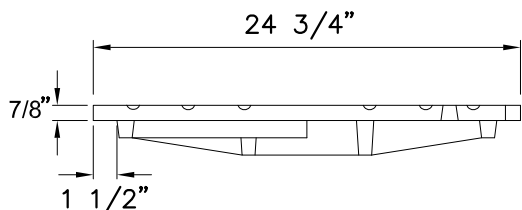
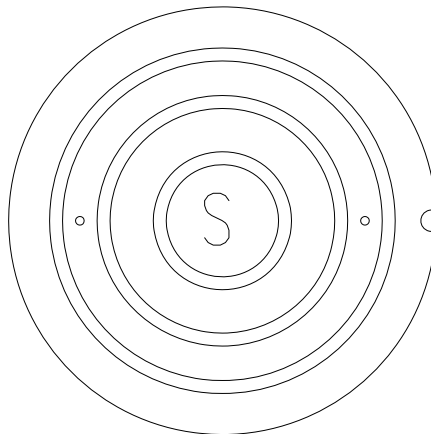


REVISIONS:

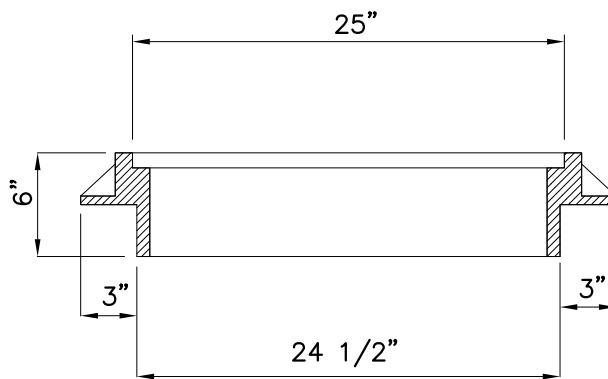
OFFSET MANHOLE

SCALE:	N.T.S
DATE:	May 2007
APPROVED BY:	D. Danicic
STANDARD DRAWING	208

SANITARY



STANDARD FRAME



SUBURBAN FRAME

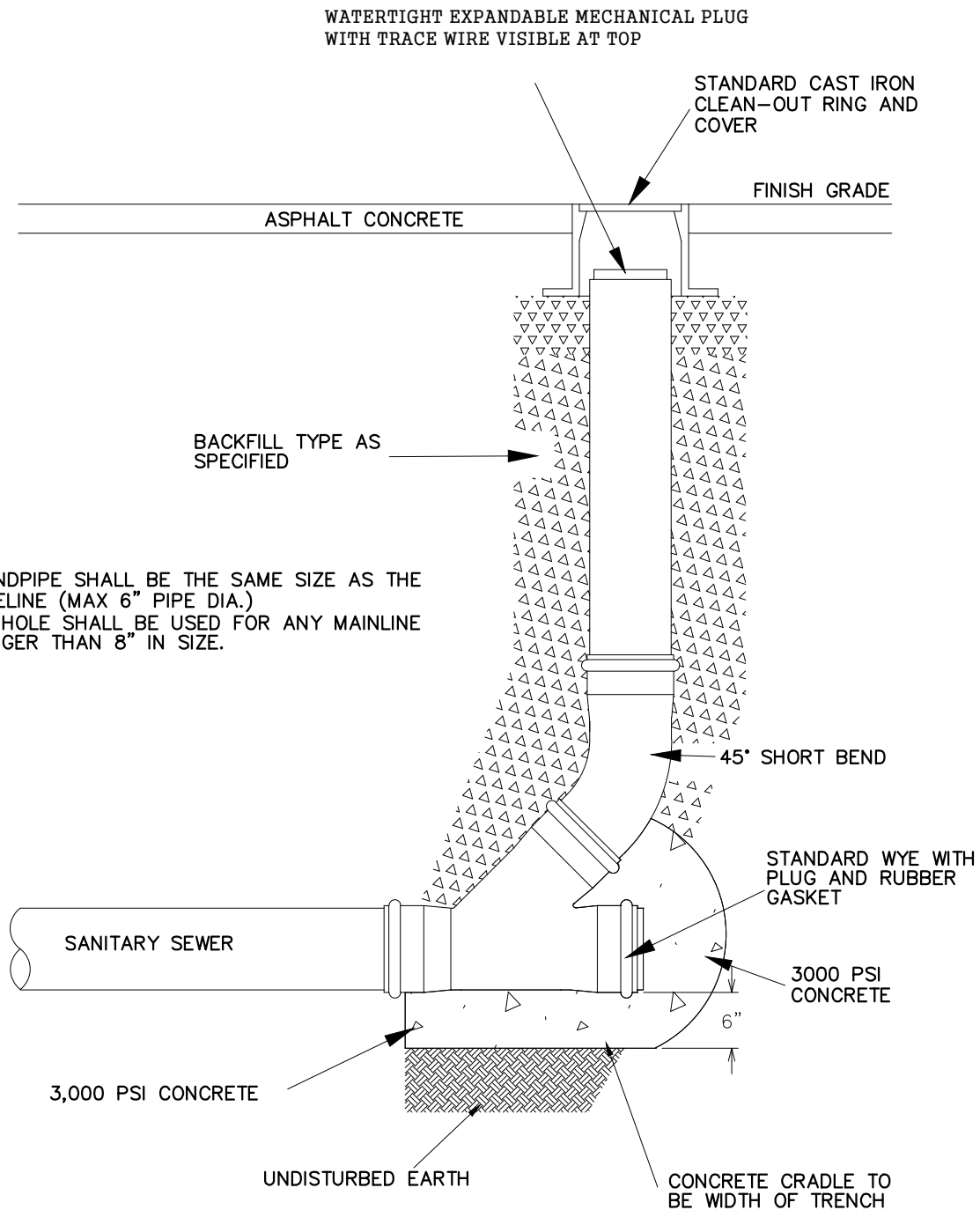
NOTES

1. USE SUBURBAN TYPE FRAME IN NON-TRAFFIC AREAS ONLY.
2. COVER AND FRAME SHALL BE CAST IRON, ASTM A-48 CLASS 30 AND MEET H-20 LOAD RATING.
3. COVER AND FRAME TO HAVE TRUE BEARING ALL AROUND.

REVISIONS:

**WASTEWATER
 MANHOLE FRAME
 AND COVER**

SCALE:	N.T.S
DATE:	July 2004
APPROVED BY:	D. Danicic
STANDARD DRAWING	209



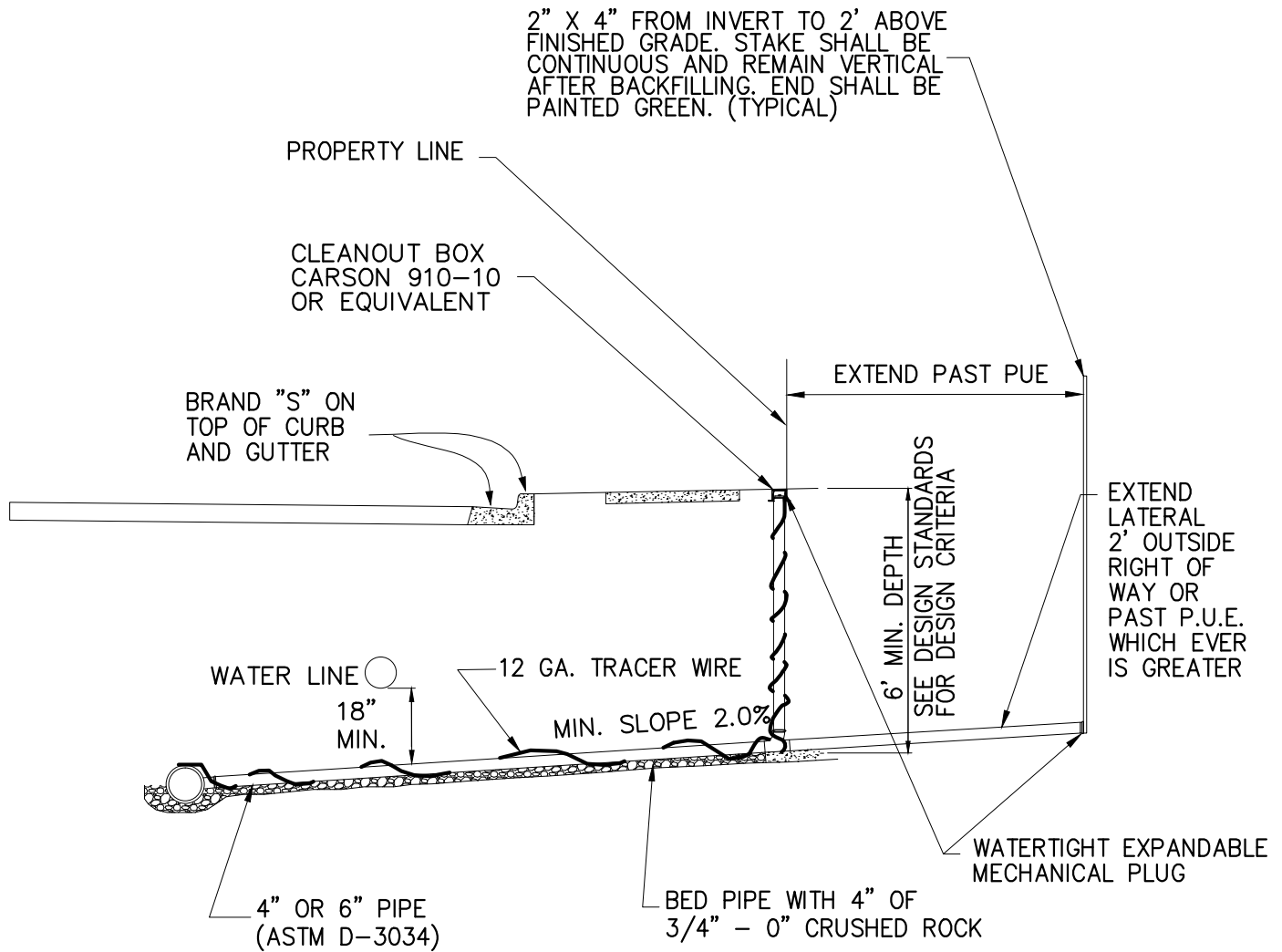
NOTES

1. STANDPIPE SHALL BE THE SAME SIZE AS THE PIPELINE (MAX 6" PIPE DIA.)
2. MANHOLE SHALL BE USED FOR ANY MAINLINE LARGER THAN 8" IN SIZE.

REVISIONS:
05/04/2015 - ASM

CLEAN OUT

SCALE:	N.T.S
DATE:	May 2015
APPROVED BY:	K. Hofmann
STANDARD DRAWING	210



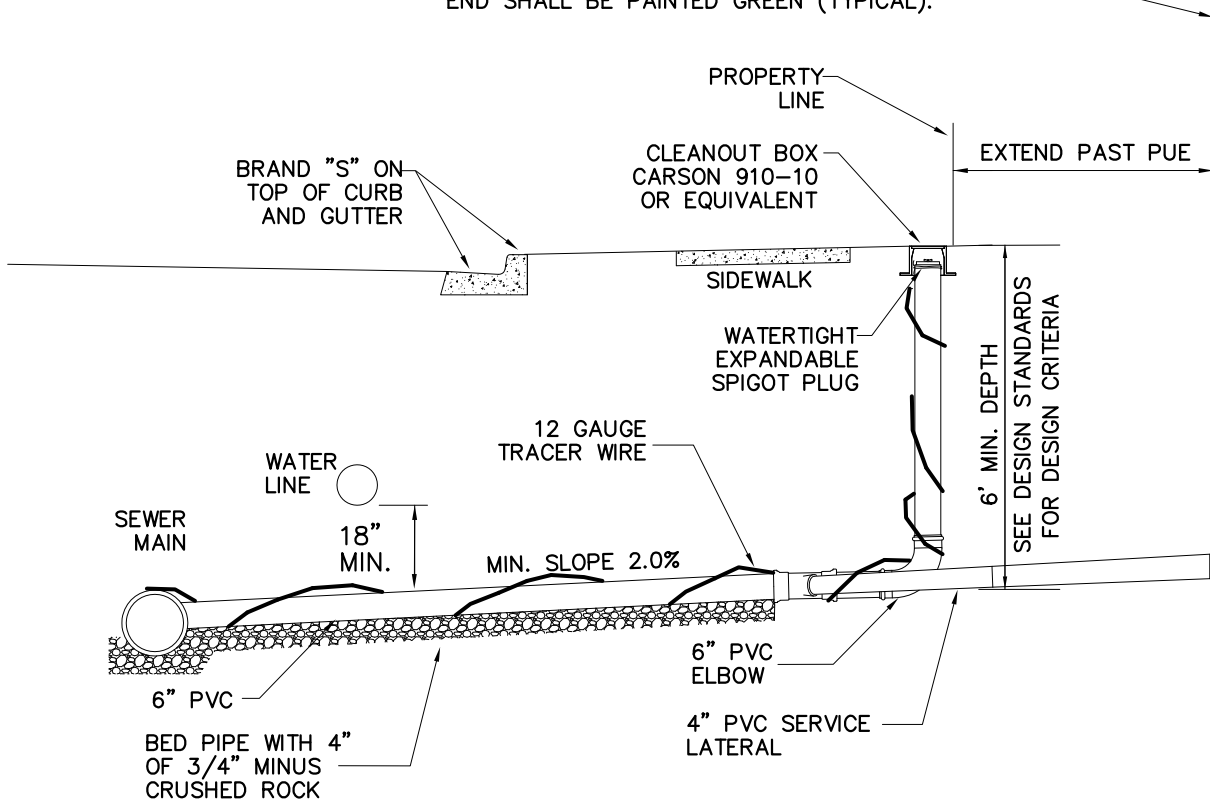
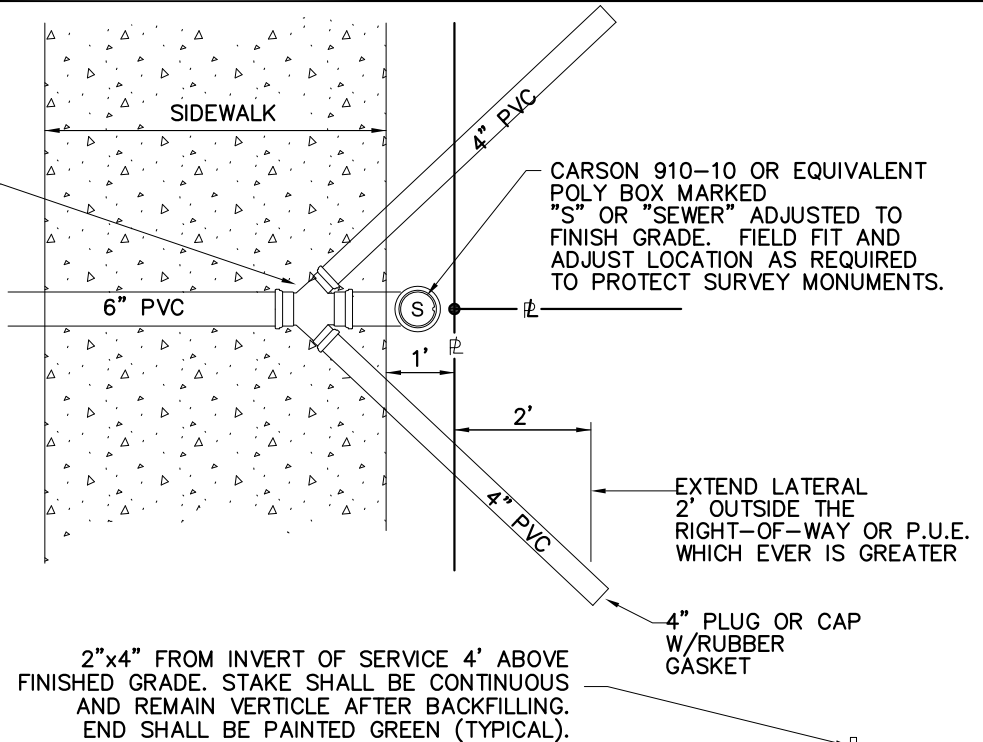
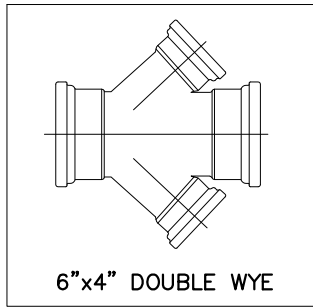
NOTES:

1. USES –SINGLE RESIDENTIAL SERVICE, 4” PIPE WITH CLEANOUT
 –SPLIT RESIDENTIAL SERVICE, 6” PIPE WITH CLEANOUT SEE STD.
 DWG 212
2. SERVICE SHALL NOT BE BACKFILLED PRIOR TO INSPECTION.
3. MINIMUM SLOPE 2.0%.

REVISIONS:
FEB 2014
MAY 2014
05/04/2015 -ASM

SEWER SERVICE BRANCH

SCALE:	N.T.S
DATE:	May 2015
APPROVED BY:	K. Hofmann
STANDARD DRAWING	211



NOTES:

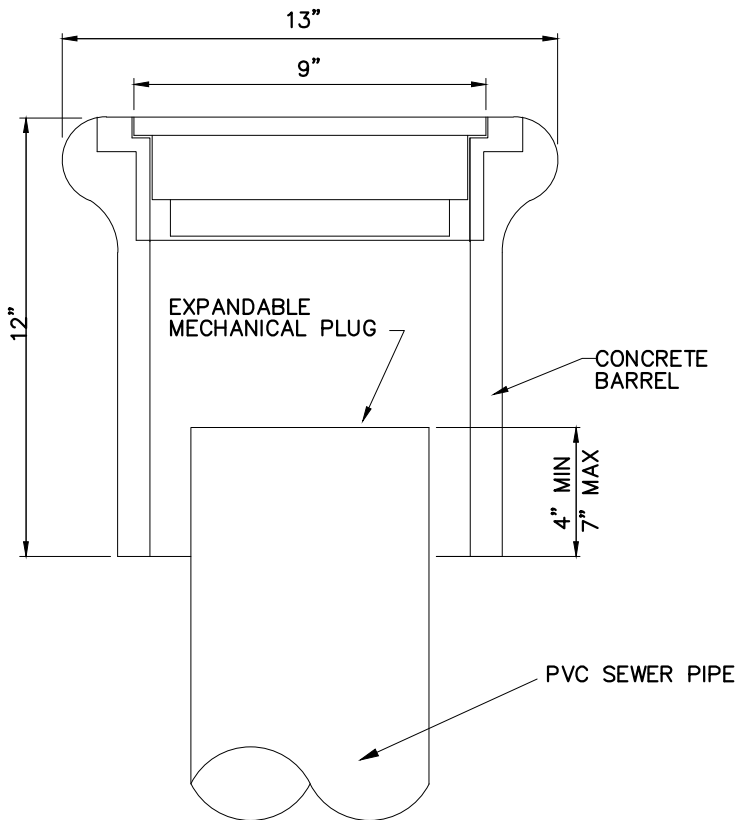
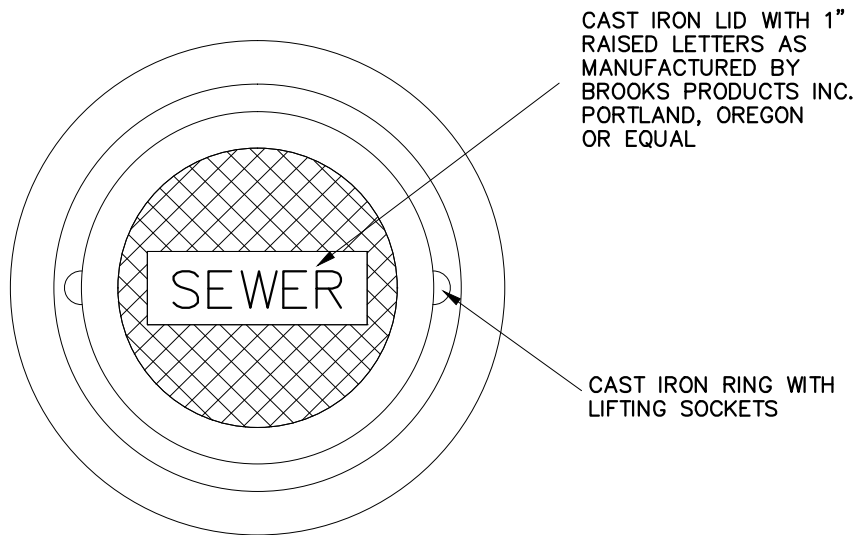
1. USES: SPLIT RESIDENTIAL SERVICE. SEE STD. DWG 211 FOR SINGLE SERVICE
2. SERVICE SHALL NOT BE BACKFILLED PRIOR TO INSPECTION.
3. MINIMUM PIPE SLOPE 2%.

REVISIONS:
07/29/08
FEB 2014
MAY 2014

**DOUBLE WYE
 SERVICE BRANCH**

SCALE:	N.T.S
DATE:	July 2004
APPROVED BY:	D. Danicic
STANDARD DRAWING	212

FOR USE IN PRIVATE AREAS ONLY

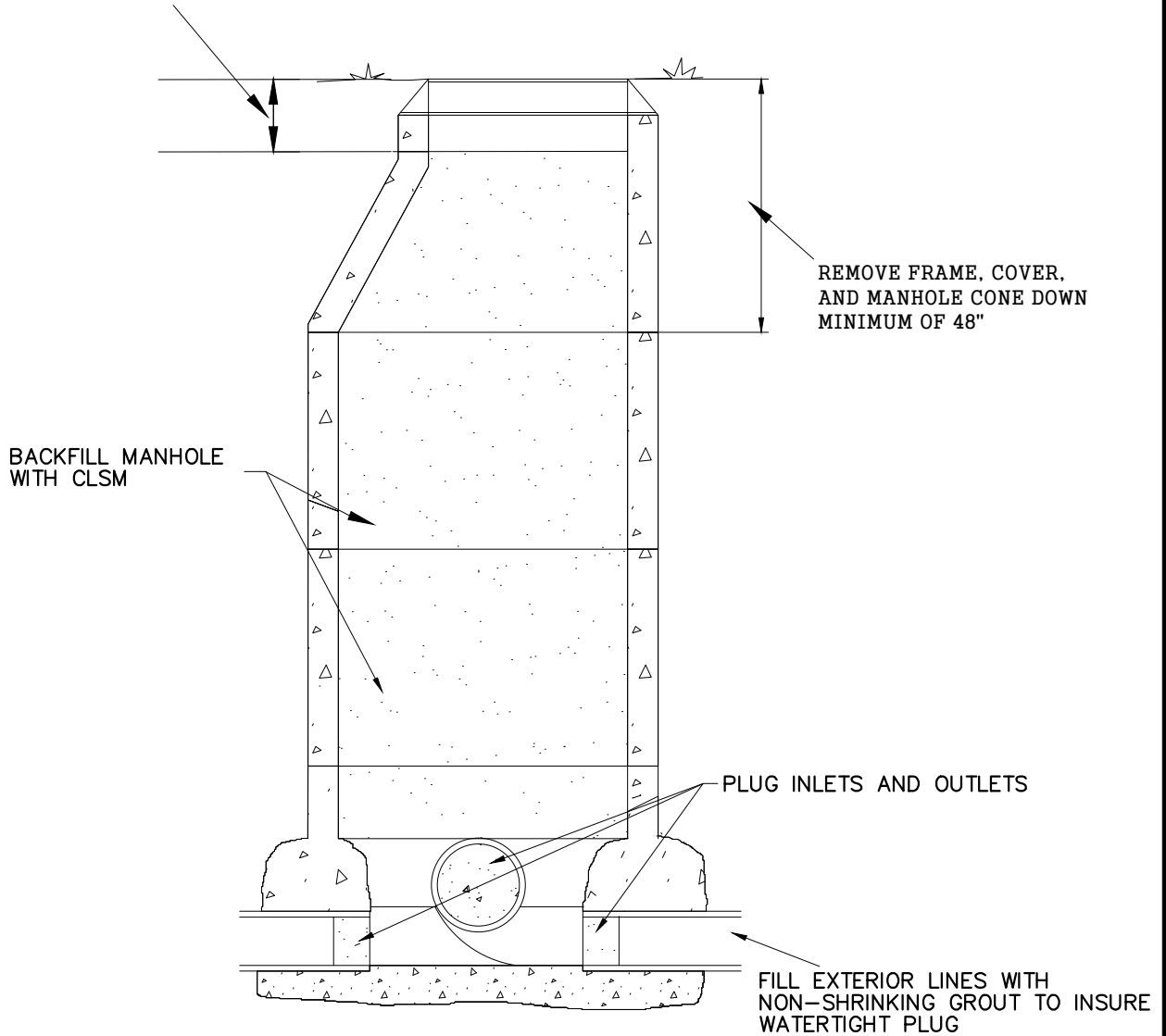


REVISIONS:
05/01/2015 - ASM

TRAFFIC BOX
 PRIVATE AREAS ONLY

SCALE:	N.T.S
DATE:	May 2015
APPROVED BY:	K. Hofmann
STANDARD DRAWING	213

REPLACE WITH 1' OF WELL GRADED TOPSOIL
 AND RESEED IN NON-TRAVELLED AREAS



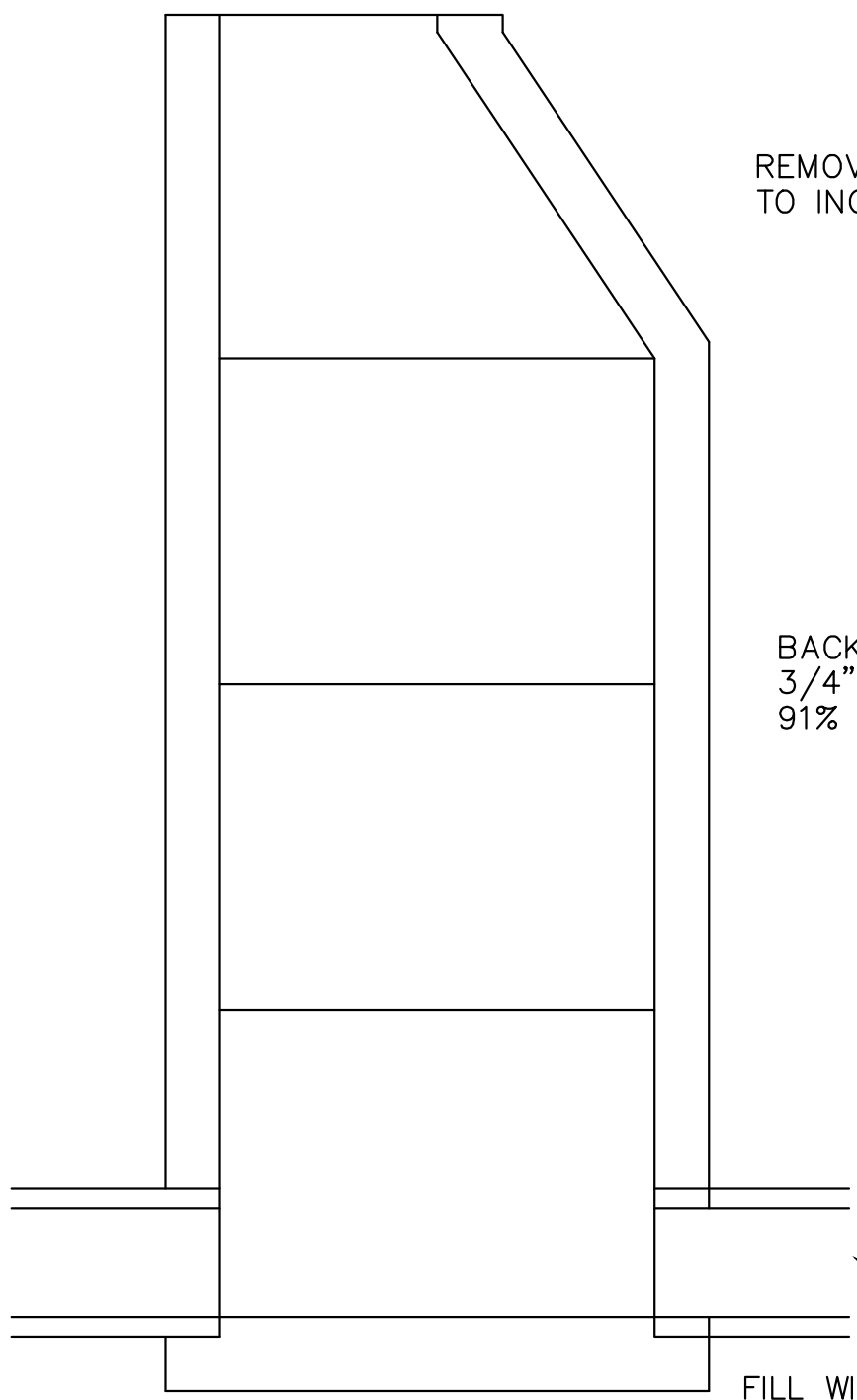
NOTES:

1. PRIOR TO ABANDONMENT OF MANHOLE VERIFY THAT ANY AND ALL SEWER SERVICES HAVE BEEN CONNECTED TO NEW SEWER MAIN.

REVISIONS:
05/04/2015 - ASM

**MANHOLE
 ABANDONMENT**

SCALE:	N.T.S
DATE:	May 2015
APPROVED BY:	K. Hofmann
STANDARD DRAWING	214



REMOVE EXISTING MANHOLE
 TO INCLUDE BASE SECTION

BACKFILL EXCAVATION WITH
 3/4" - 0" CRUSHED ROCK
 91% COMPACTION, T-180

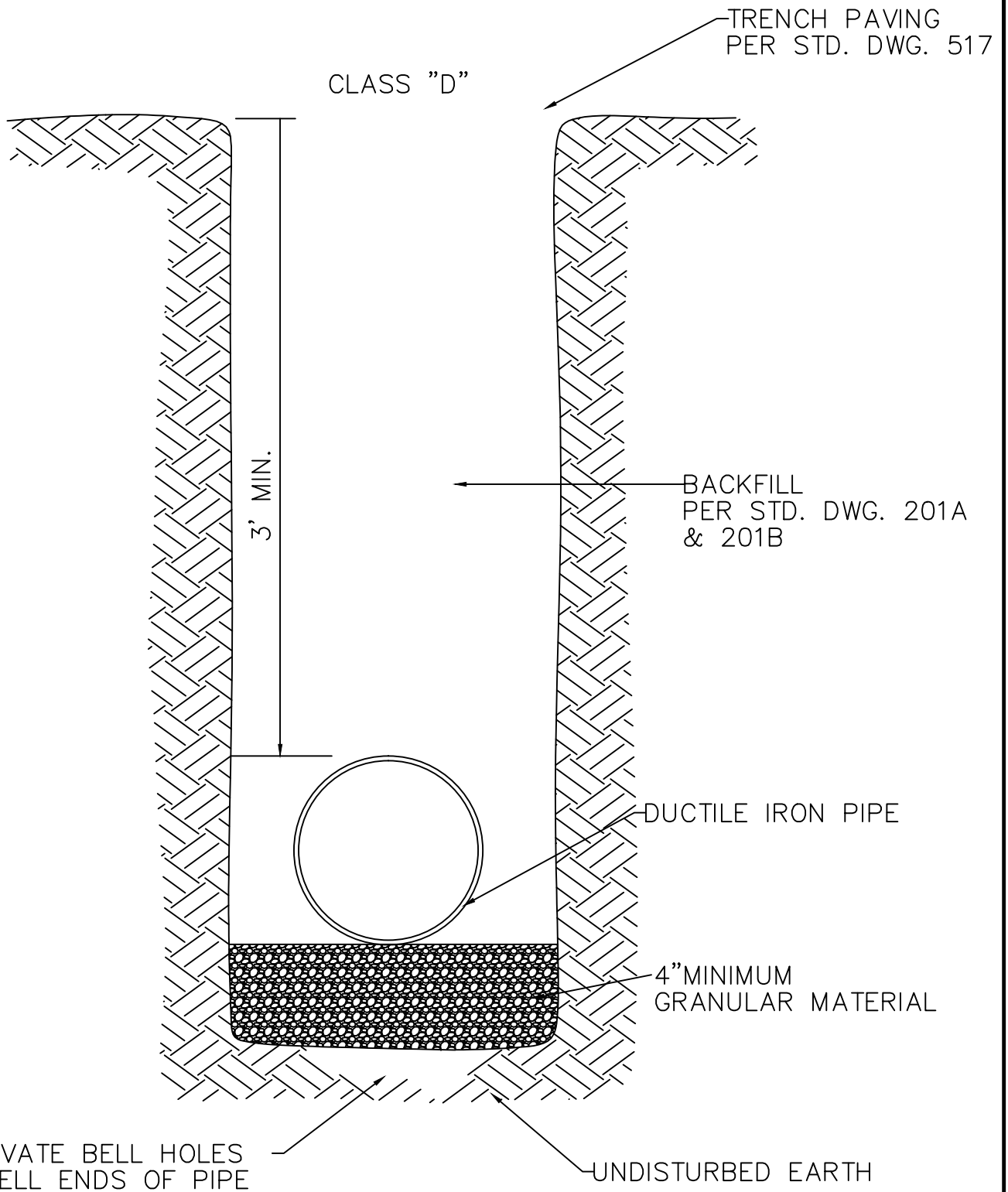
FILL WITH NON-SHRINKING
 GROUT / CLSM / CDF TO
 INSURE WATERTIGHT SEAL

City of Newberg
 PUBLIC WORKS ENGINEERING DIVISION
 414 E. FIRST STREET NEWBERG, OR 97132
 PHONE: 503-537-1240
 FAX: 503-537-1277

REVISIONS:
05/04/2015 - ASM

MANHOLE REMOVAL

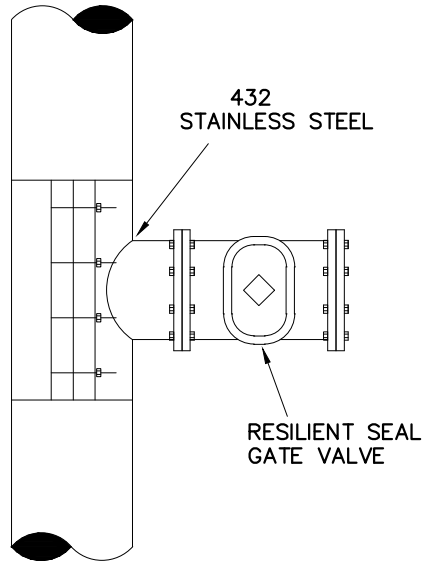
SCALE:	N.T.S
DATE:	May 2015
APPROVED BY:	K. Hofmann
STANDARD DRAWING	215



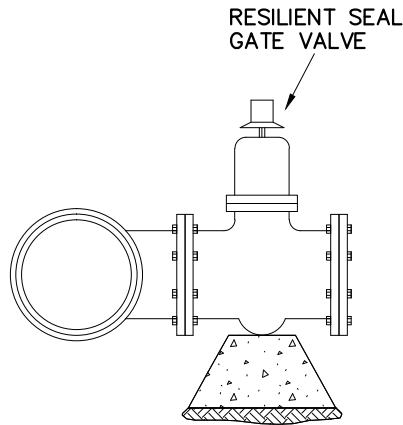
REVISIONS:
SEPTEMBER 2013- JAY H.
05/04/2015 - ASM

WATER PIPE BEDDING

SCALE:	N.T.S
DATE:	MAY 2015
APPROVED BY:	K. Hofmann
STANDARD DRAWING	301



FULL STAINLESS STEEL TAPPING SLEEVE



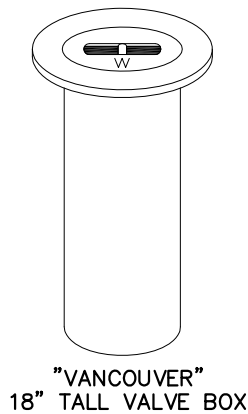
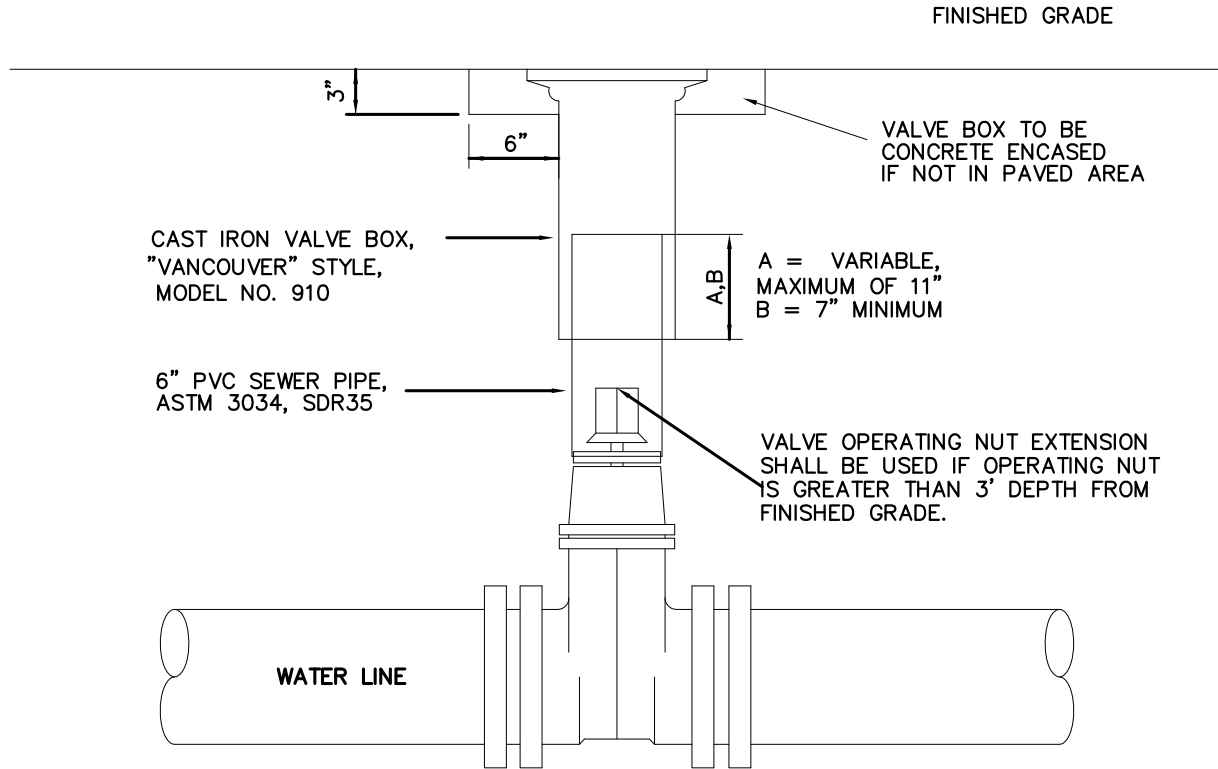
NOTES

1. WATER MAIN SHALL BE CLEANED BEFORE ATTACHING SLEEVE.
2. SLEEVE AND VALVE SHALL BE PRESSURE TESTED BEFORE MAKING TAP
3. PRESSURE TEST AND TAP SHALL BE MADE IN THE PRESENCE OF AN AUTHORIZED CITY REPRESENTATIVE BY A CONTRACTOR APPROVED BY THE ENGINEER.
4. 3/4"-0" CRUSHED ROCK SHALL BE PLACED AND COMPACTED TO 91% OF MAXIMUM DENSITY AS DETERMINED BY AASHTO T-180.
5. TAP SHALL BE MADE NO CLOSER THAN 18" FROM THE NEAREST JOINT.
6. SLEEVE AND VALVE SHALL BE WRAPPED AND SEALED WITH 8 MIL PLASTIC.
7. FLUSH ALL METAL SHAVINGS FROM THE TAPPING PROCESS.
8. STAINLESS STEEL TAPPING SLEEVE ON DUCTILE IRON PIPE
9. COUPON MUST BE RETAINED BY TAPPING BIT AND REMOVED FROM WATER MAIN.

REVISIONS:
05/05/2015 - ASM

WATER TAPPING SLEEVES

SCALE:	N.T.S
DATE:	May 2015
APPROVED BY:	K. Hofmann
STANDARD DRAWING	302



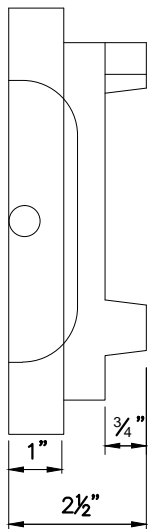
NOTES:

1. VALVE BOXES SHALL BE CENTERED DIRECTLY OVER THE NUT IN A VERTICAL POSITION.
2. VALVE BOX SHALL BE ADJUSTED TO MEET FINISHED GRADE.
3. PVC SHALL BE ONE CONTINUOUS PIECE – NO BELLS OR COUPLERS.
4. SEE STANDARD DRAWING NO. 304 VALVE BOX AND COVER.

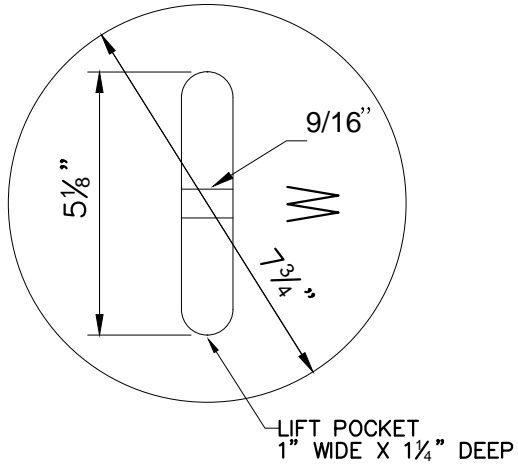
REVISIONS:
11/26/2010

VALVE BOX ASSEMBLY

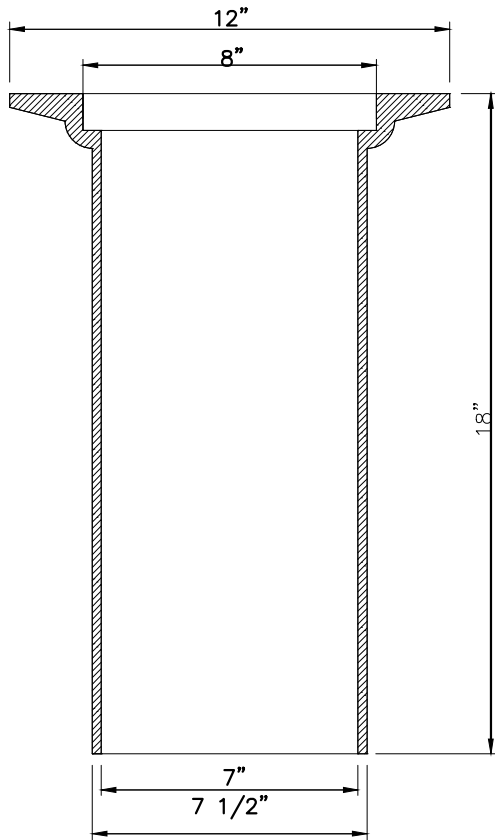
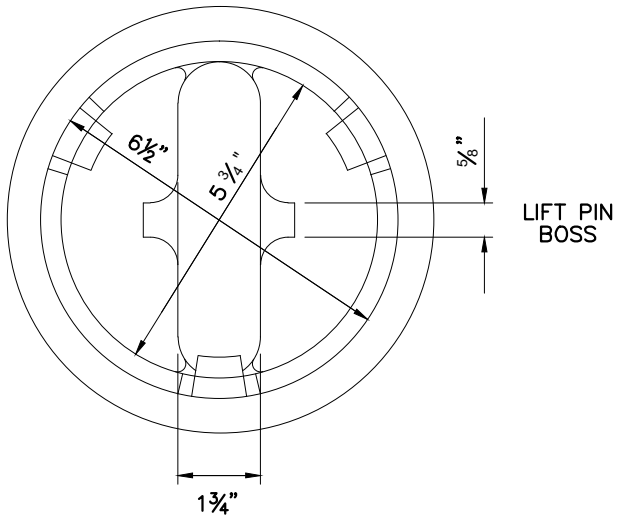
SCALE:	N.T.S
DATE:	July 2004
APPROVED BY:	D. Danilic
STANDARD DRAWING	303



TOP VIEW



BOTTOM VIEW



NOTES:

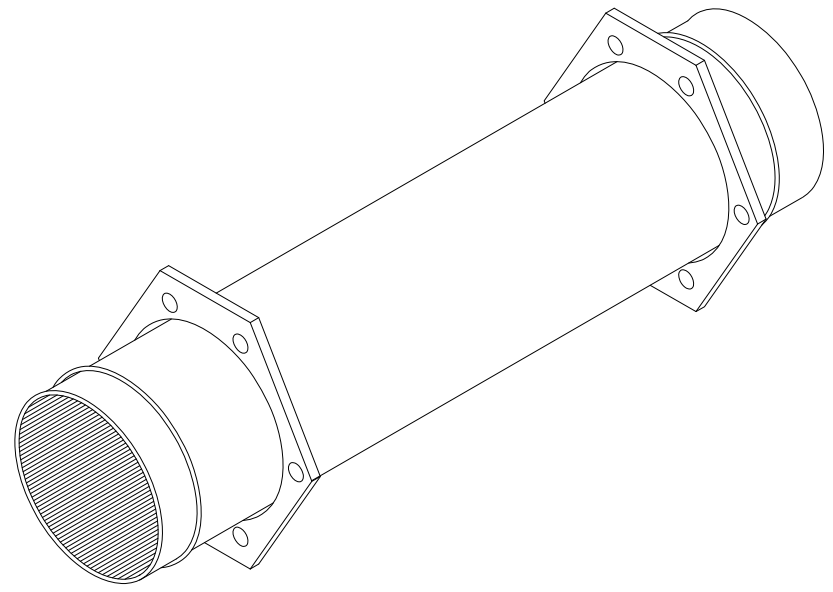
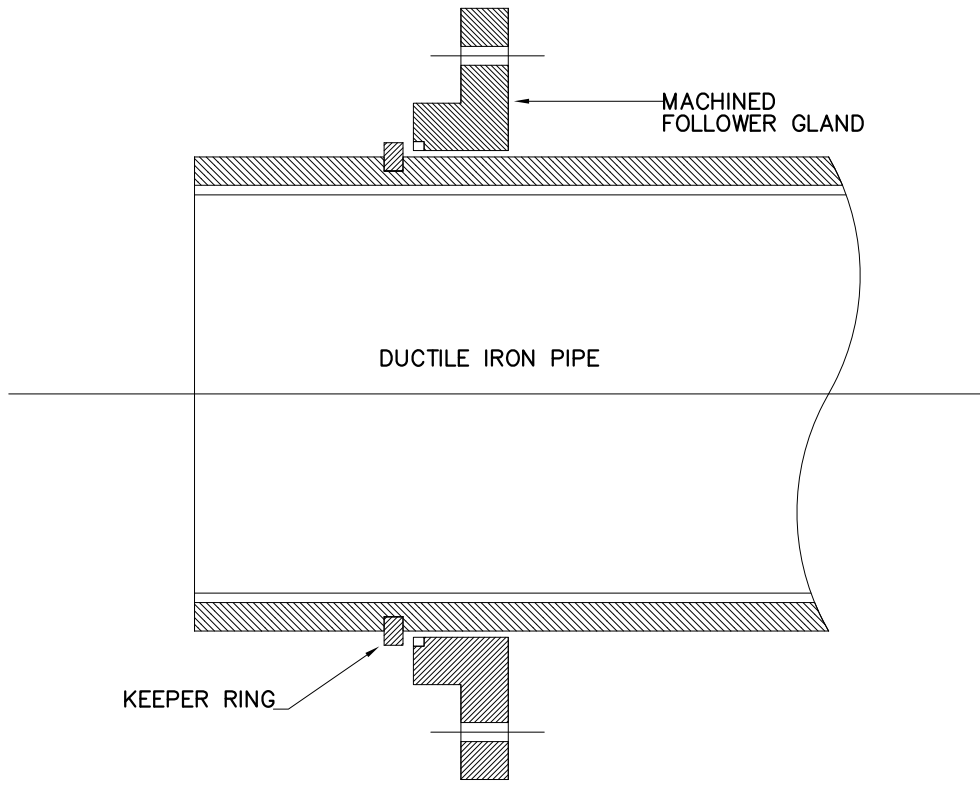
1. MATERIALS - CAST IRON PER ASTM A48 CL30
2. OLYMPIC FOUNDRY PART # 910 OR APPROVED EQUAL PER PRE-APPROVAL BY CITY ENGINEER

City of Newberg
 PUBLIC WORKS ENGINEERING DIVISION
 414 E. FIRST STREET NEWBERG, OR 97132
 PHONE: 503-537-1240
 FAX: 503-537-1277

REVISIONS:
05/04/2015 - ASM

VALVE BOX AND COVER

SCALE:	N.T.S
DATE:	May 2015
APPROVED BY:	K. Hofmann
STANDARD DRAWING	304

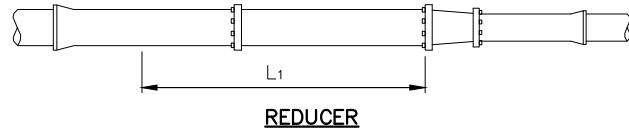
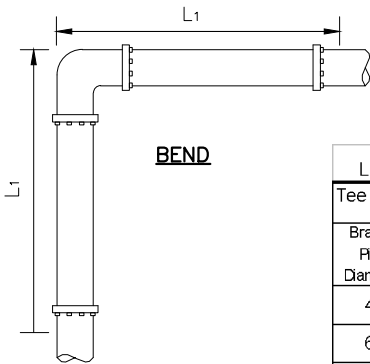
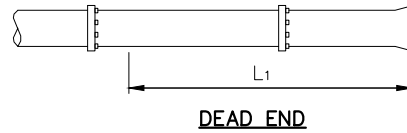
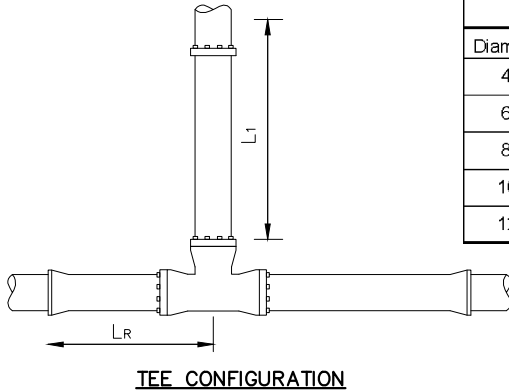


REVISIONS:

MJ HOLDING SPOOL

SCALE:	N.T.S
DATE:	May 2007
APPROVED BY:	D. Danicic
STANDARD DRAWING	305

LENGTH (L1) OF PIPE REQUIRED FOR RESTRAINT (FEET)										
Diameter	Horizontal Bend				Dead End	Reducer (restrained length for large diameter side)				
	90°	45°	22 1/2°	11 1/4°		4"	6"	8"	10"	12"
4"	30	23	20	19	44	--	37	53	65	77
6"	35	25	21	20	55	--	--	38	53	67
8"	40	27	22	20	66	--	--	--	37	54
10"	44	29	23	21	76	--	--	--	--	51
12"	49	31	24	21	86	--	--	--	--	--

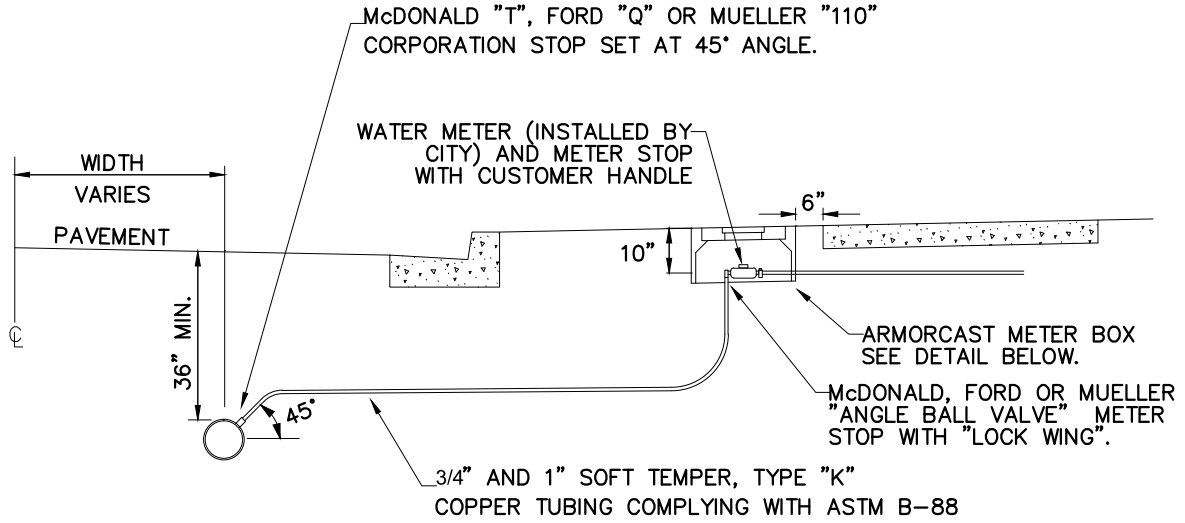


LENGTH (L1) OF PIPE REQUIRED FOR RESTRAINT WHEN USING TEES (FEET)										
Tee configurations (Restraint length for Branch)										
Branch Pipe Diameter	LR=0	LR=2	LR=4	LR=6	LR=8	LR=10	LR=12	LR=14	LR=16	LR=18
4"	44	30	19	19	19	19	19	19	19	19
6"	55	45	36	26	19	19	19	19	19	19
8"	66	59	52	44	37	30	23	19	19	19
10"	76	70	64	58	53	47	41	35	30	24
12"	86	81	76	71	67	62	57	52	47	43

NOTES:

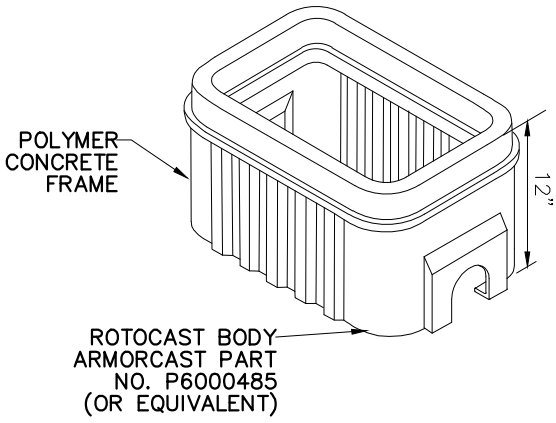
- ALL JOINTS WITHIN THE LENGTH "L1" FROM THE ABOVE TABLE, SHALL BE RESTRAINED.
- THE JOINT RESTRAINT LENGTHS CALCULATED ARE FOR FITTINGS USED TO CHANGE PIPE HORIZONTAL ALIGNMENT ONLY. FOR APPLICATIONS WHERE FITTINGS ARE USED TO CHANGE THE SLOPE OF THE PIPE, THE DESIGN ENGINEER SHALL INCLUDE THE JOINT RESTRAINT REQUIREMENTS ON THE PROJECT DRAWINGS.
- IF AN UNANTICIPATED NEED FOR JOINT RESTRAINT ARISES TO CHANGE THE SLOPE OF THE PIPE, THE CONTRACTOR SHALL CONTACT THE DESIGN ENGINEER.
- JOINT TYPES NOT COVERED IN ABOVE TABLE MUST BE DESIGNED INDIVIDUALLY IN ORDER TO DETERMINE APPROPRIATE RESTRAINED LENGTH.
- THE SMALL SIDE OF A REDUCER DOES NOT REQUIRE RESTRAINT IF THE LARGE DIAMETER SIDE IS PROPERLY RESTRAINED.
- ABOVE RESTRAINED LENGTHS ARE BASED ON:
 - TEST PRESSURE OF 150 PSI
 - MINIMUM OF 3 FEET COVER
 - CLASS "B" PIPE ZONE CONDITIONS
 - WHEN ORGANIC OR CLAY SOILS ARE BEING USED FOR BACKFILL, GRANULAR BACKFILL MUST BE USED FOR BEDDING AND BACKFILL TO A HEIGHT OF 6 9/32" OVER THE TOP OF THE PIPE BEFORE OTHER SOILS ARE PLACED.
 - UNCOATED PIPE, THIS TABLE DOES NOT APPLY TO PIPE ENCASED IN POLYETHYLENE

ANY REDUCTION OF THESE VALUES AS A RESULT OF OTHER CONDITIONS ENCOUNTERED SHALL BE BASED ON THE APPROPRIATE EVALUATION AND RECOMMENDATION BY A QUALIFIED, REGISTERED ENGINEER AND WITH APPROVAL BY THE CITY.



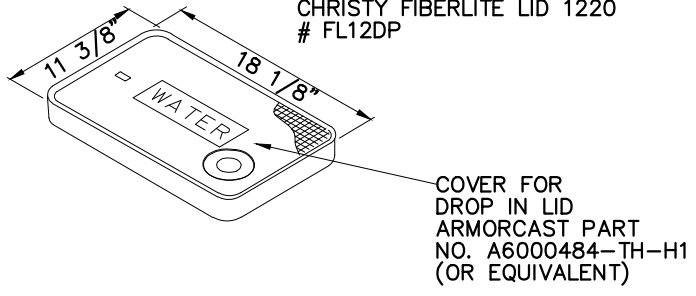
ALL FITTINGS MUST BE COMPRESSION TYPE
NO SOLDERED, FLARED OR JOINT FITTINGS

POLYMER CONCRETE METER BOX



APPROVED ALTERNATE METER BOXES

- NEWBASIS BOX WFB1220122A0C
 NEWBASIS LID WPC1220A02A0B17
 (PIT LIT READER HOLE)
- CHRISTY FIBERLITE BOX 1220
 # FL12D
 CHRISTY FIBERLITE LID 1220
 # FL12DP



NOTES

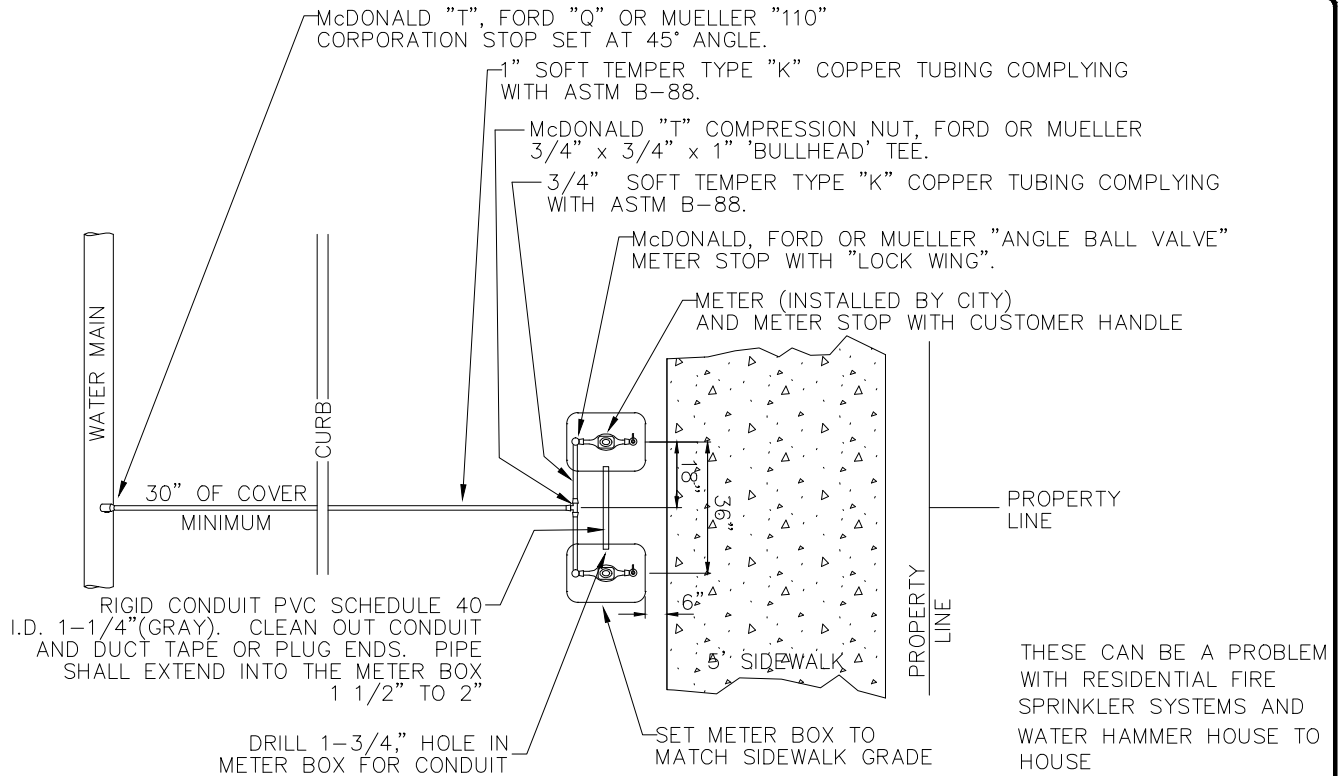
1. SUBSTITUTES FOR ANY MATERIALS SHOWN SHALL BE APPROVED BY THE CITY ENGINEER
2. ALL PIPE AND STRUCTURE ZONES SHALL BE BACKFILLED USING 3/4" - 0" CRUSHED ROCK AND COMPACTED TO 91% MAXIMUM DENSITY AS DETERMINED BY AASHTO T-180
3. WHEN AN ACTIVE CATHODIC PROTECTED SYSTEM IS ENCOUNTERED, SCHEDULE 40 PVC SHALL BE INSTALLED ACCORDING TO STANDARD DRAWING NO. 316
4. METER BOX SHALL BE CENTERED OVER THE COMPLETED METER ASSEMBLY
5. METER BOX SHALL MATCH SIDEWALK GRADE (IF SIDEWALK EXISTS) OR BE SET FLUSH WITH GROUND SURFACE.
6. ALL FITTINGS SHALL BE COMPRESSION TYPE.
7. FOR LOCATION OF WATER MAIN, SEE STANDARD DRAWING NO. 103

City of Newberg
 PUBLIC WORKS ENGINEERING DIVISION
 414 E. FIRST STREET NEWBERG, OR 97132
 PHONE: 503-537-1240
 FAX: 503-537-1277

REVISIONS:
05/05/2015 - ASM

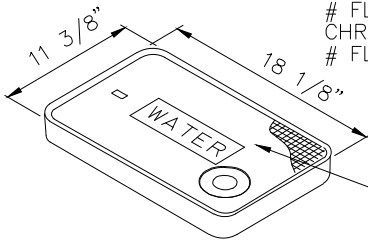
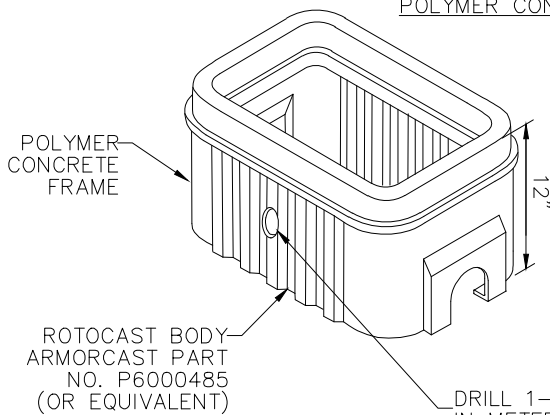
**STANDARD 3/4" AND 1"
 WATER SERVICE**

SCALE:	N.T.S
DATE:	May 2015
APPROVED BY:	K. Hofmann
STANDARD DRAWING	307



POLYMER CONCRETE METER BOX

APPROVED ALTERNATE METER BOXES

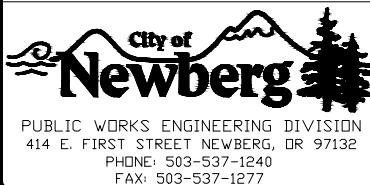


- NEWBASIS BOX WFB1220122A0C
- NEWBASIS LID WPC1220A02A0B17 (PIT LIT READER HOLE)
- CHRISTY FIBERLITE BOX 1220 # FL12D
- CHRISTY FIBERLITE LID 1220 # FL12DP

COVER FOR DROP IN LID
 ARMORCAST PART NO. A6000484-TH-H1 (OR EQUIVALENT)

NOTES

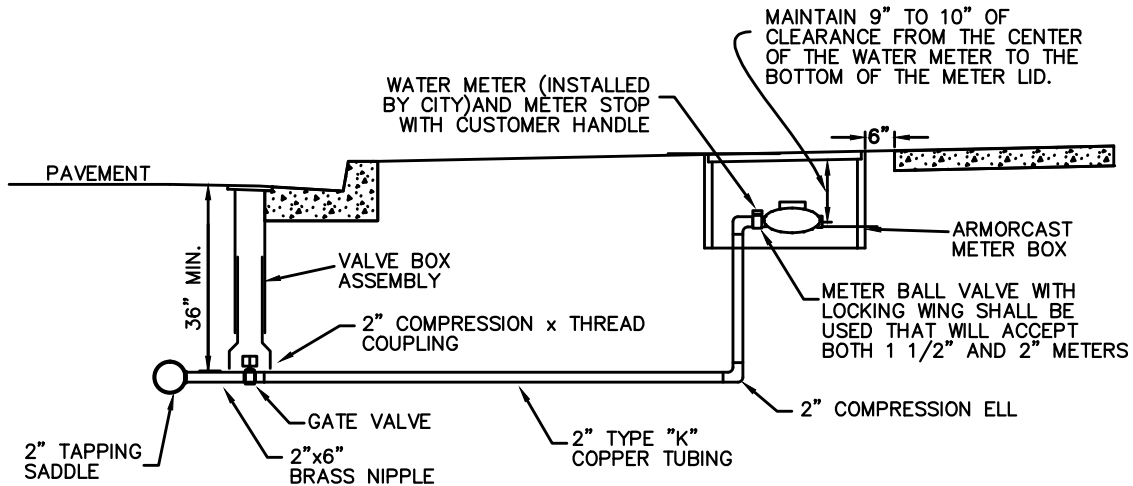
1. SUBSTITUTES FOR ANY MATERIALS SHOWN SHALL BE APPROVED BY THE CITY.
2. ALL PIPE AND STRUCTURE ZONES SHALL BE BACKFILLED USING **3/4" - 0"** CRUSHED ROCK AND COMPACTED TO 91% MAXIMUM DENSITY AS DETERMINED BY AASHTO T-180.
3. WHEN AN ACTIVE CATHODIC PROTECTED SYSTEM IS ENCOUNTERED, SCHEDULE 40 PVC SHALL BE INSTALLED ACCORDING TO STANDARD DRAWING NO. 316.
4. METER BOX SHALL BE CENTERED OVER THE COMPLETED METER ASSEMBLY.
5. METER BOX SHALL MATCH SIDEWALK GRADE (IF SIDEWALK EXISTS) OTHERWISE SET FLUSH WITH SURROUNDING GROUND SURFACE.
6. ALL FITTINGS SHALL BE COMPRESSION TYPE.
7. FOR LOCATION OF WATER MAIN, SEE STANDARD DRAWING NO. 103.



REVISIONS:
MARCH 2014
05/04/2015 - ASM

DOUBLE WATER SERVICE

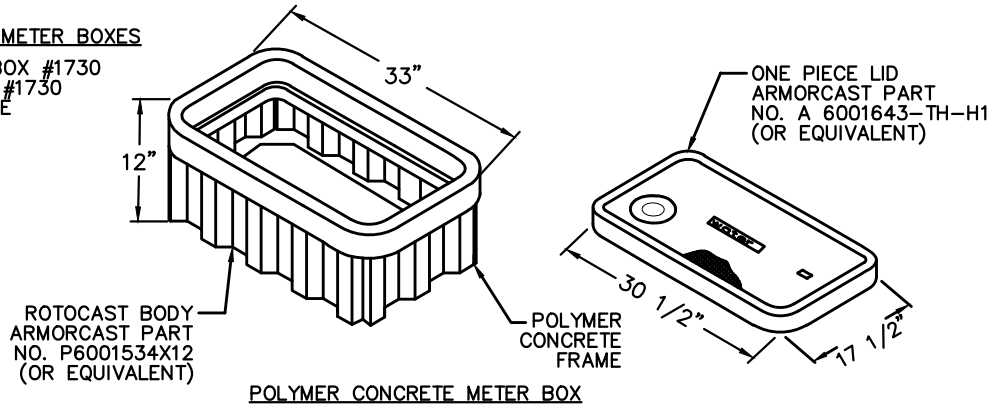
SCALE:	N.T.S
DATE:	May 2015
APPROVED BY:	K. Hofmann
STANDARD DRAWING	308



ALL FITTINGS MUST BE COMPRESSION TYPE
NO SOLDERED, FLARED OR JOINT FITTINGS

APPROVED ALTERNATE METER BOXES

- CHRISTY FIBERLITE BOX #1730
 CHRISTY FIBERLITE LID #1730
 WITH TOUCH READ HOLE



MATERIALS

1. 2" CAST IRON BODY GATE VALVE WITH STANDARD 2" SQUARE OPERATING NUT.
2. SOFT TEMPER, TYPE "K" COPPER TUBING COMPLYING WITH ASTM B-88.
3. McDONALD "T" COMPRESSION NUT, FORD OR MUELLER METER STOP.
4. ALL FITTINGS ARE COMPRESSION TYPE.

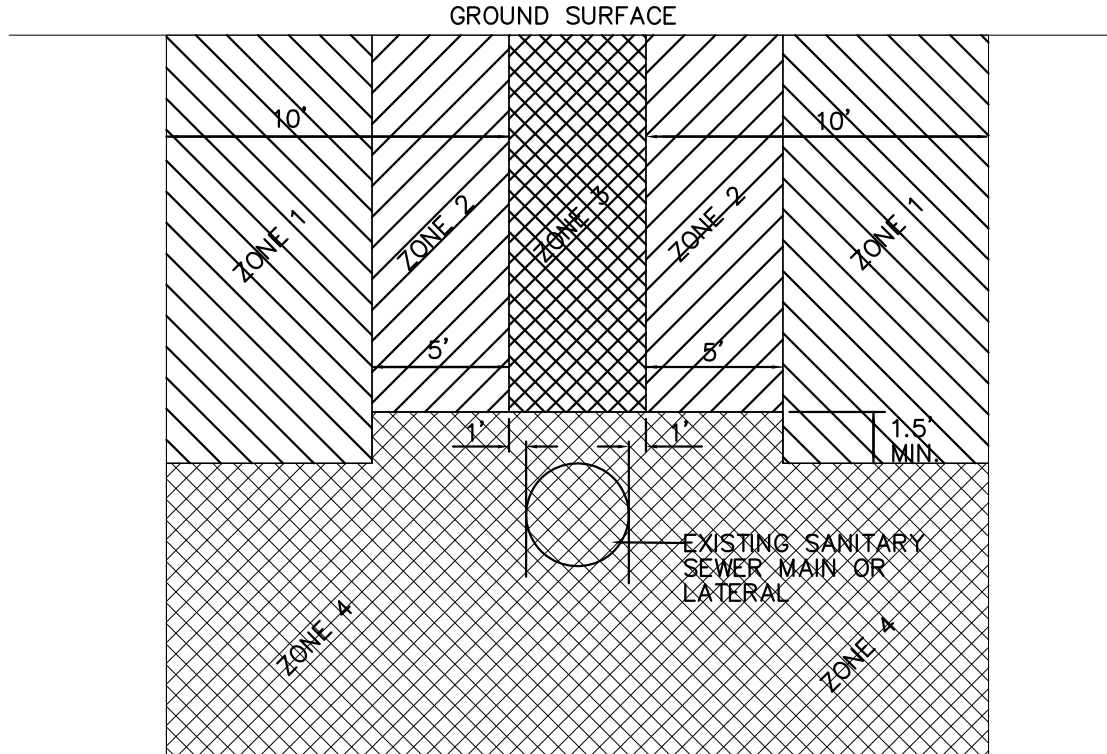
NOTES

1. SUBSTITUTES FOR ANY MATERIALS SHOWN SHALL BE APPROVED BY THE CITY ENGINEER.
2. ALL PIPE AND STRUCTURE ZONES SHALL BE BACKFILLED USING 3/4"-0 CRUSHED AGGREGATE AND COMPACTED TO 91% MAXIMUM DENSITY AS DETERMINED BY AASHTO T-180.
3. METER BOX SHALL BE CENTERED OVER THE COMPLETED METER ASSEMBLY.
4. VALVE OPERATING NUT EXTENSION SHALL BE USED IF OPERATING NUT IS GREATER THAN 3' DEPTH FROM FINISH GRADE.

REVISIONS:
3/15/2010
3/09/2011
05/04/2015 - ASM

**STANDARD 1 1/2" & 2"
 WATER SERVICE**

SCALE:	N.T.S
DATE:	May 2015
APPROVED BY:	K. Hofmann
STANDARD DRAWING	309



- ZONE 1: ONLY CROSSING RESTRICTIONS APPLY
- ZONE 2: CASE BY CASE DETERMINATION
- ZONE 3: PARALLEL WATERLINE PROHIBITED
- ZONE 4: PARALLEL WATERLINE PROHIBITED

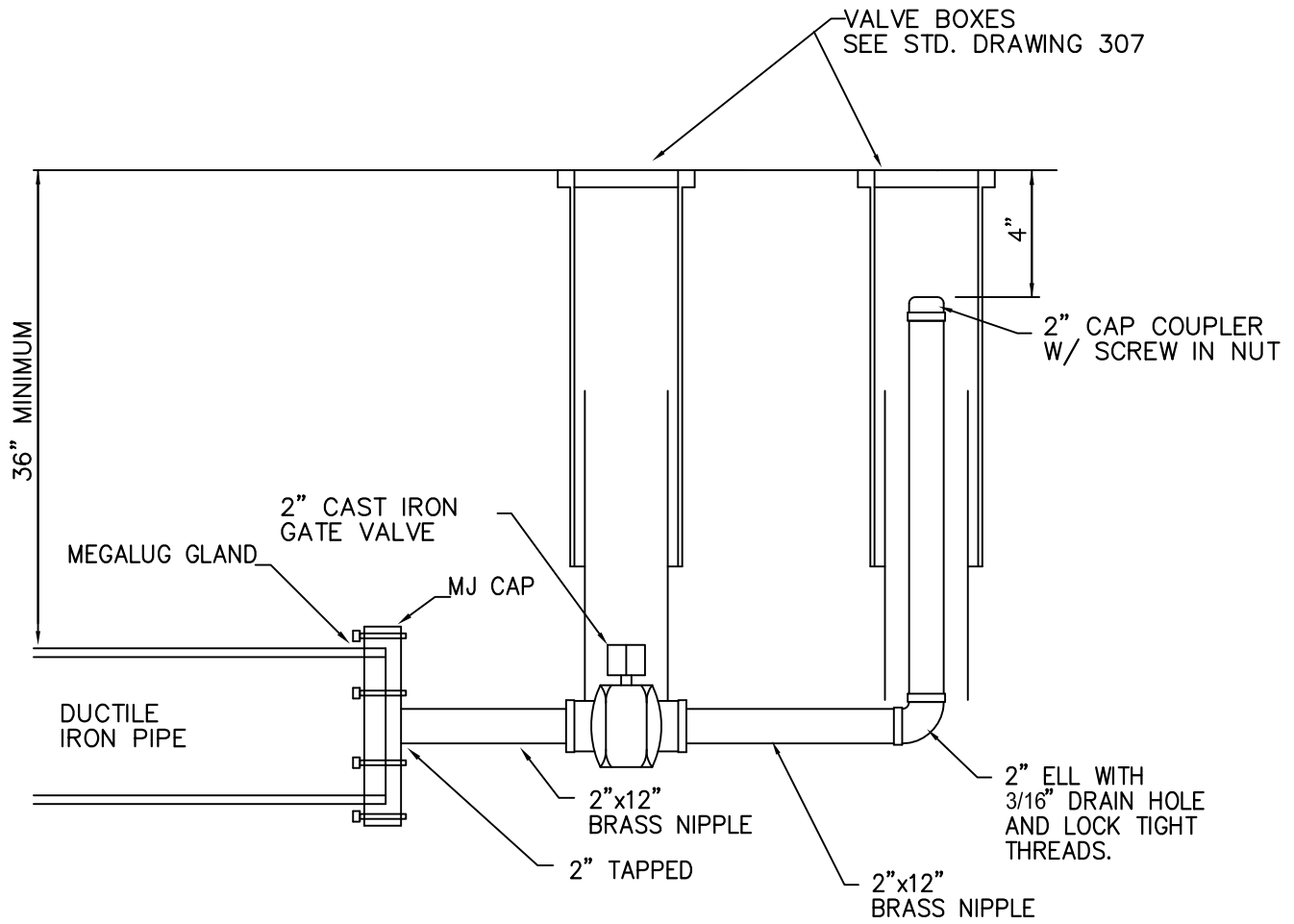
NOTES:

1. WHERE THE PROPOSED WATERLINE WILL BE INSTALLED PARALLEL TO AN EXISTING GRAVITY SEWER MAIN OR LATERAL LINE, THE SEPARATION BETWEEN THE TWO SHALL BE AS INDICATED ABOVE.
2. CROSSINGS
 - a. WHEREVER POSSIBLE, THE BOTTOM OF THE WATERLINE SHALL BE 1.5 FEET ABOVE THE TOP OF THE SEWER LINE, AND ONE FULL LENGTH OF WATERLINE SHALL BE CENTERED AT THE CROSSING.
 - b. WHERE IT IS NOT POSSIBLE FOR THE WATERLINE TO BE 1.5 FEET ABOVE THE SEWER LINE, OR THE WATERLINE PASSES UNDER THE SEWER LINE, THE EXISTING SEWER LINE SHALL BE EXPOSED FOR A DISTANCE OF 10 FEET ON EACH SIDE OF THE CROSSING AND THE EXISTING PIPELINE SHALL BE REPLACED WITH C-900 PVC, DR-18, DR-25 OR CLASS 50 DUCTILE IRON PIPE AS APPROVED BY THE ENGINEER, AND THE FULL LENGTH OF WATER PIPE SHALL BE CENTERED AT THE CROSSING OR AS APPROVED BY THE ENGINEER. A DISTANCE OF 10 FEET ON EACH SIDE OF THE CROSSING

REVISIONS:

WATER LINE CROSSINGS

SCALE:	N.T.S
DATE:	May 2007
APPROVED BY:	D. Danicic
STANDARD DRAWING	310

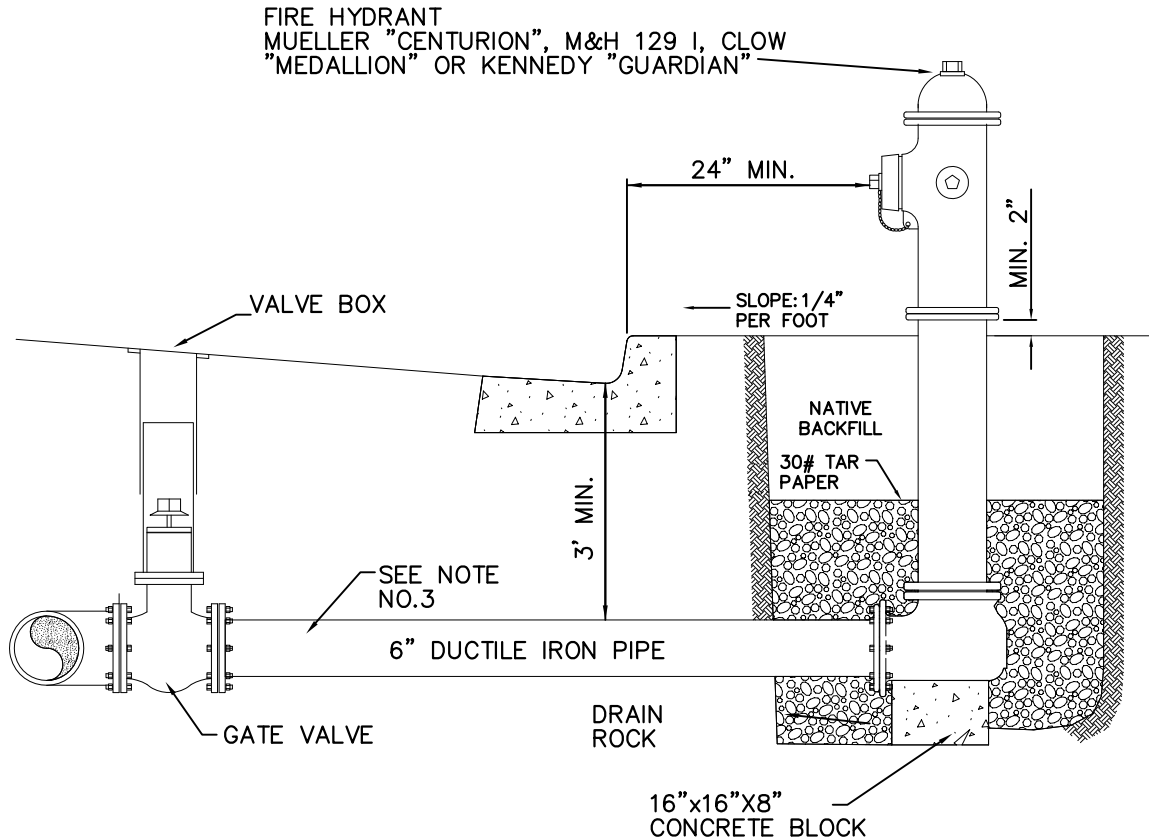


1. COAT ALL GALVANIZED PIPE OR EXPOSED STEEL WITH PROTECTIVE COATING CONFORMING TO AWWA C 203
2. RESTRAIN TYTON JOINT PLUG TO PIPE
3. THIS STANDARD APPLICABLE FOR PIPE SIZES THROUGH 8"
4. VALVE OPERATING NUT EXTENSION SHALL BE USED IF OPERATING NUT IS GREATER THAN 3' DEPTH FROM FINISH GRADE.

REVISIONS:
3/15/2010

BLOW-OFF ASSEMBLY

SCALE:	N.T.S
DATE:	May 2007
APPROVED BY:	D. Danicic
STANDARD DRAWING	311

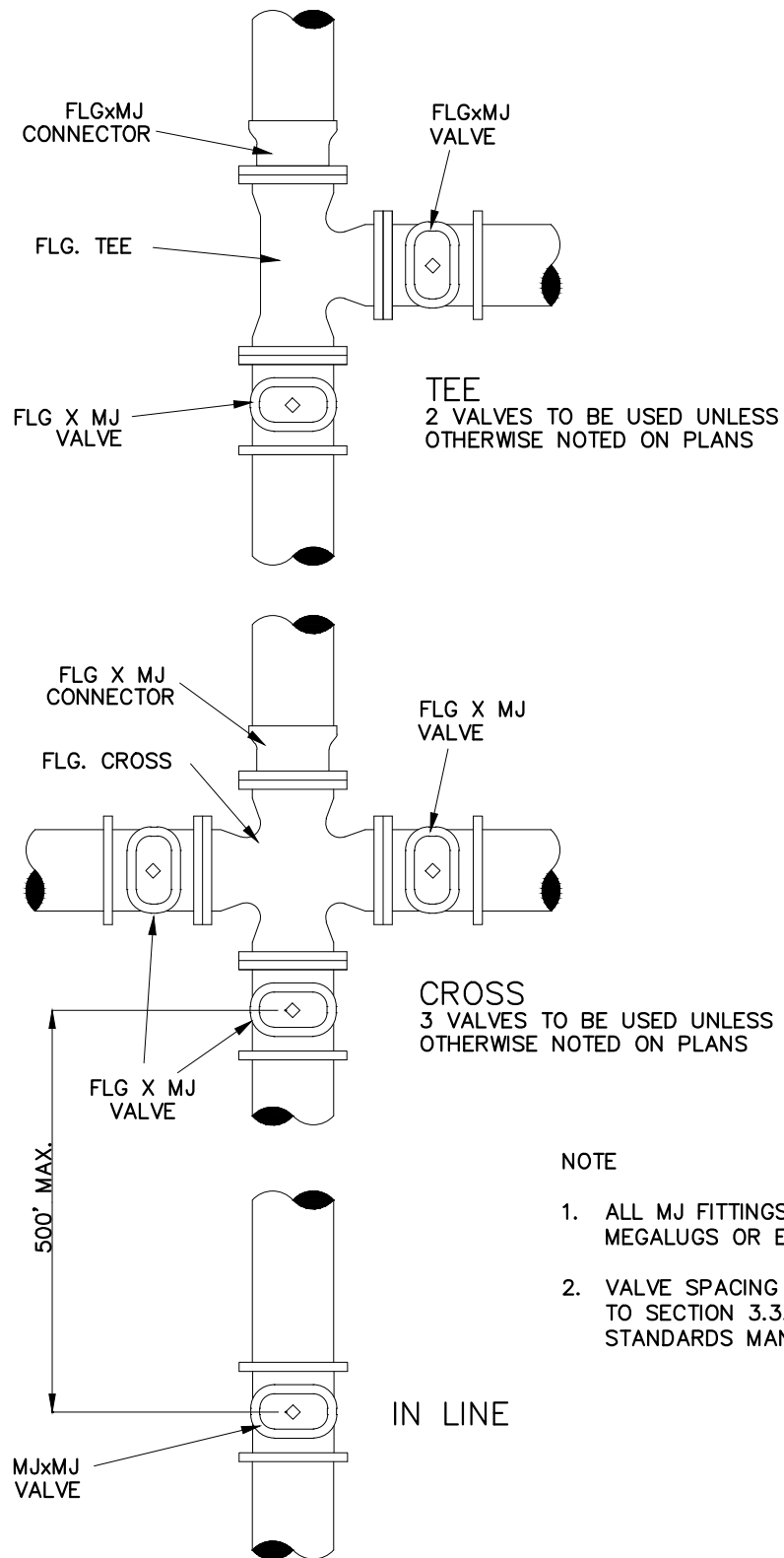


1. HYDRANT TO HAVE TWO 2 1/2" AND ONE 4 1/2" OPENING (ANSI STD.).
2. 6" MINIMUM PIPE SIZE SUPPLYING HYDRANT.
3. USE 6" MJ HOLDING SPOOL PER DWG. 305
4. ADJUSTING SPOOL NOT TO BE USED ON NEW CONSTRUCTION.
5. HYDRANTS SHALL BE INSTALLED UPON A PRE-FORMED CONCRETE BLOCK WITH CLEAN 2" DRAIN ROCK PLACED A MINIMUM OF 6" ABOVE DRAIN HOLES.
6. 30# TAR PAPER SHALL BE PLACED ON TOP OF THE DRAIN ROCK TO SEPARATE ROCK FROM NATIVE MATERIAL.
7. ENTIRE FIRE HYDRANT SPOOL SHALL BE RESTRAINED WITH FIELD-LOK GASKETS/MEGALUGS
8. VALVE OPERATING NUT EXTENSION SHALL BE USED IF OPERATING NUT IS GREATER THAN 3' DEPTH FROM FINISH GRADE.

REVISIONS:
3/15/2010

FIRE HYDRANT ASSEMBLY

SCALE:	N.T.S
DATE:	July 2004
APPROVED BY:	D. Danicic
STANDARD DRAWING	312



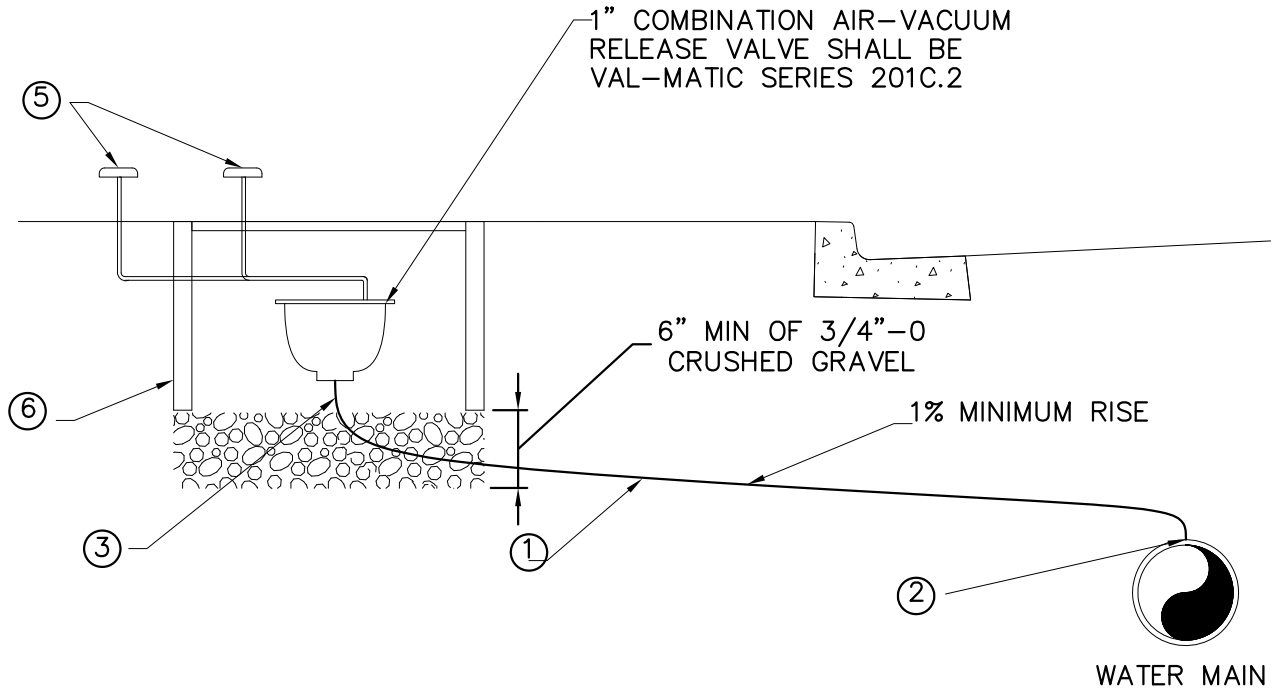
NOTE

1. ALL MJ FITTINGS SHALL USE MEGALUGS OR EQUAL
2. VALVE SPACING IN ACCORDANCE TO SECTION 3.3.3 IN DESIGN STANDARDS MANUAL

REVISIONS:
05/05/2015 - ASM

VALVE LOCATIONS AND SPACING

SCALE:	N.T.S
DATE:	May 2015
APPROVED BY:	K. Hofmann
STANDARD DRAWING	313



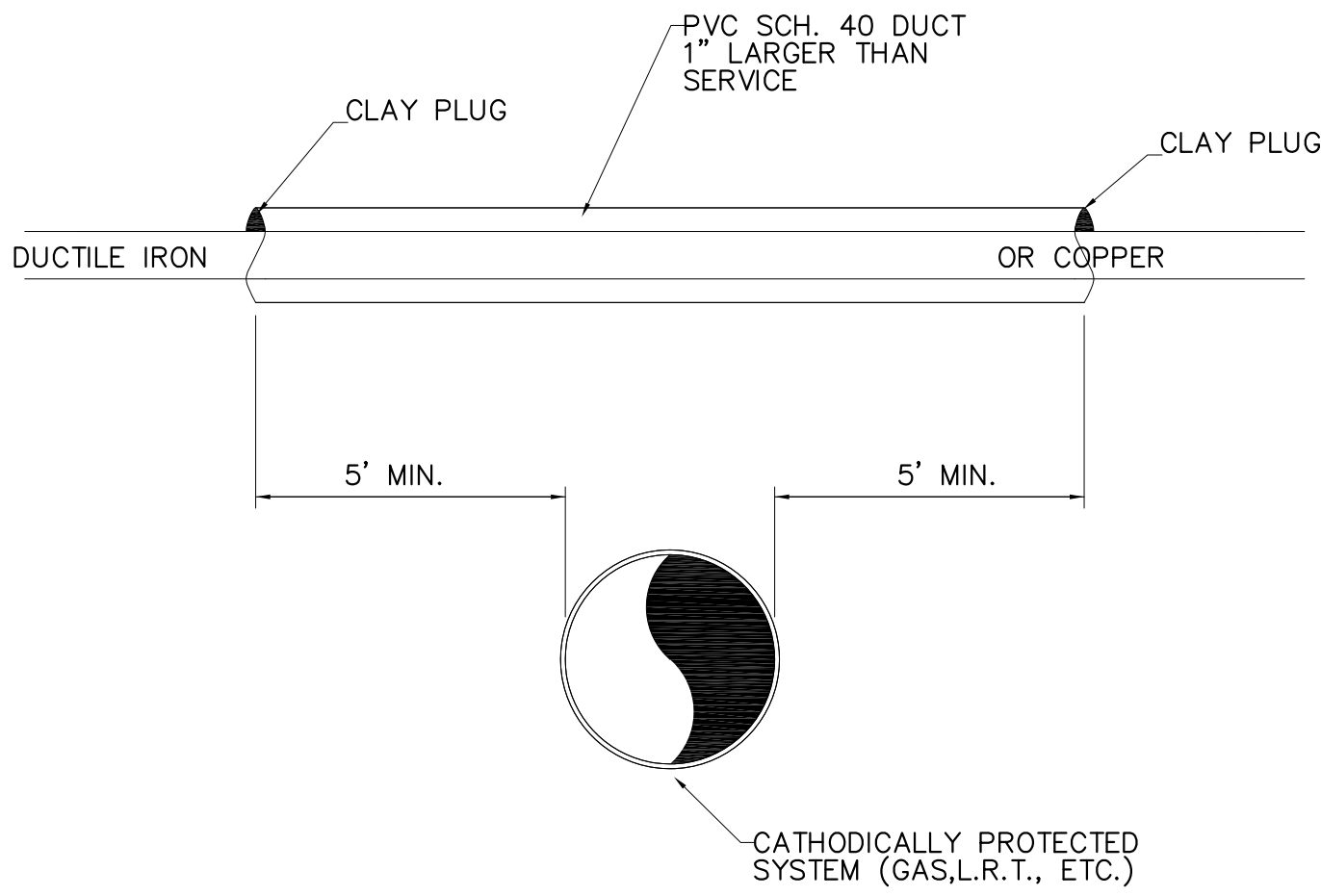
NOTES/MATERIALS

1. 1" SOFT TEMPER TYPE "K" COPPER TUBING COMPLYING WITH ASTM B-88.
2. McDONALD "T", FORD "Q" OR MUELLER "110" BALL CORPORATION STOP.
3. McDONALD, FORD OR MUELLER BALL VALVE WITH OPERATING HANDLE
4. ALL FITTINGS SHALL BE McDONALD "T", FORD "Q" OR MUELLER "110" COMPRESSION TYPE.
5. "TEE" STYLE GALVANIZED BLOW OFF (MINIMUM 6" ABOVE FINISHED GRADE.)
6. ARMORCAST METER BOX, PART NO. P6001534X22 WITH ONE PIECE POLYMER CONCRETE LID. BOX MUST BE VENTED.

REVISIONS:
11/30/2010

**1" COMBINATION
 AIR - VACUUM
 RELEASE ASSEMBLY**

SCALE:	N.T.S
DATE:	May 2007
APPROVED BY:	D. Danicic
STANDARD DRAWING	314



REVISIONS:

CATHODIC PROTECTION

SCALE:	N.T.S
DATE:	May 2007
APPROVED BY:	D. Danicic
STANDARD DRAWING	316

VALVES REQUIRED ON BOTH
 SIDES OF THE WATER METER
 FOR METER SIZES 2" AND GREATER

PROPERTY OWNER
 INSTALLED VALVE

WATER METER
 BOX

VALVE

WATER SERVICE LINE

DUCTILE IRON OR
 COPPER TO METER

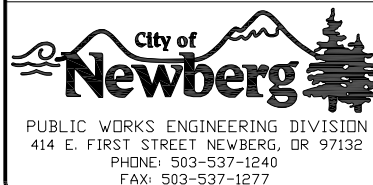
GATE VALVE REQUIRED ON
 SERVICE 2" OR GREATER

DUCTILE IRON
 FIRE LINE

GATE VALVE

WATER MAIN

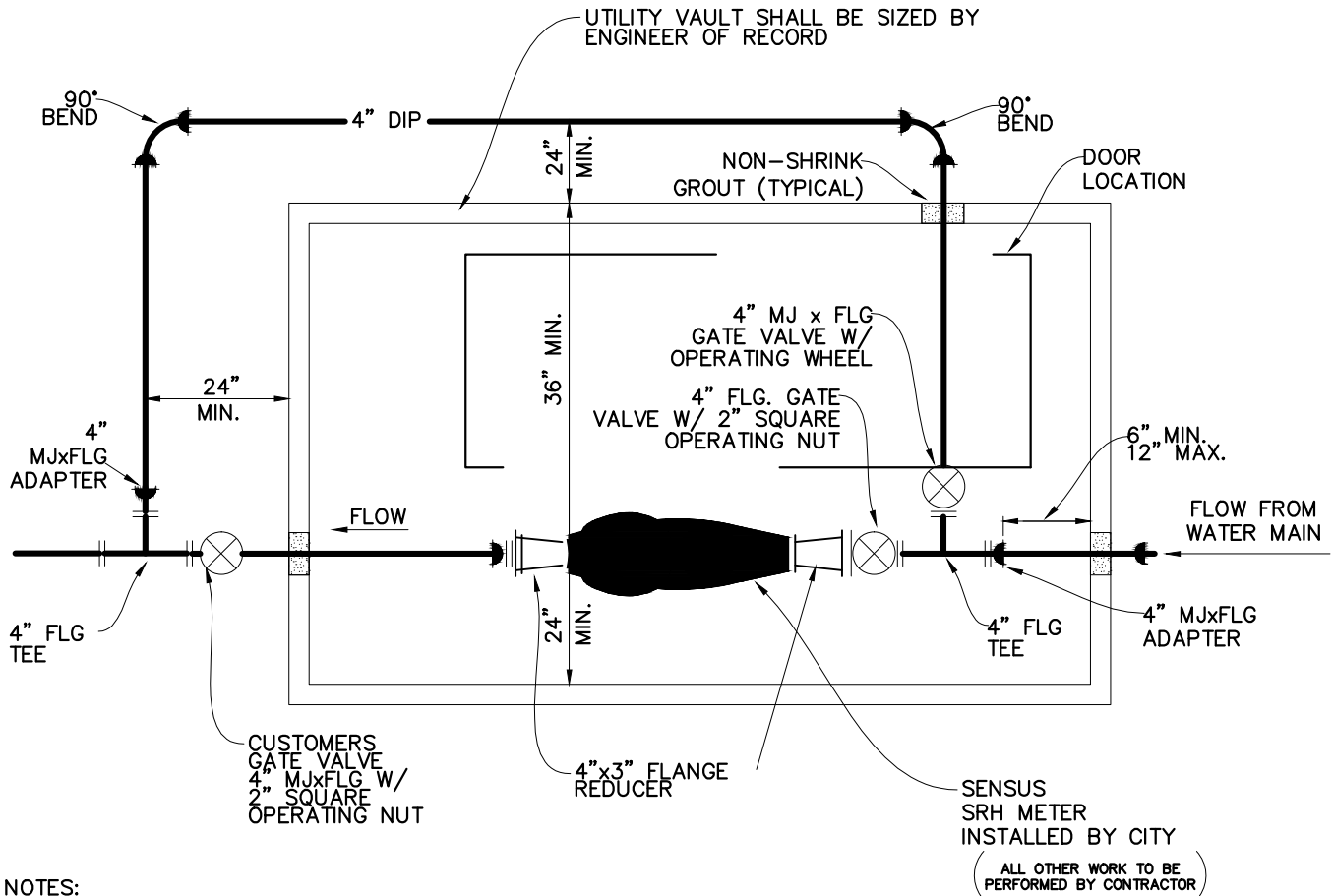
VAULT FOR REDUCED PRESSURE
 BACKFLOW DEVICE
 OR DOUBLE CHECK VALVE
 (PRIVATE)



REVISIONS:
11/30/2010
3/09/2011

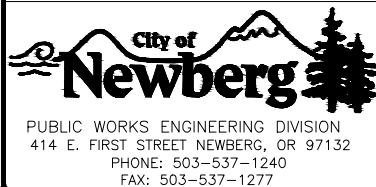
VAULT AND WATER SERVICE

SCALE:	N.T.S
DATE:	May 2007
APPROVED BY:	D. Danicic
STANDARD DRAWING	317



NOTES:

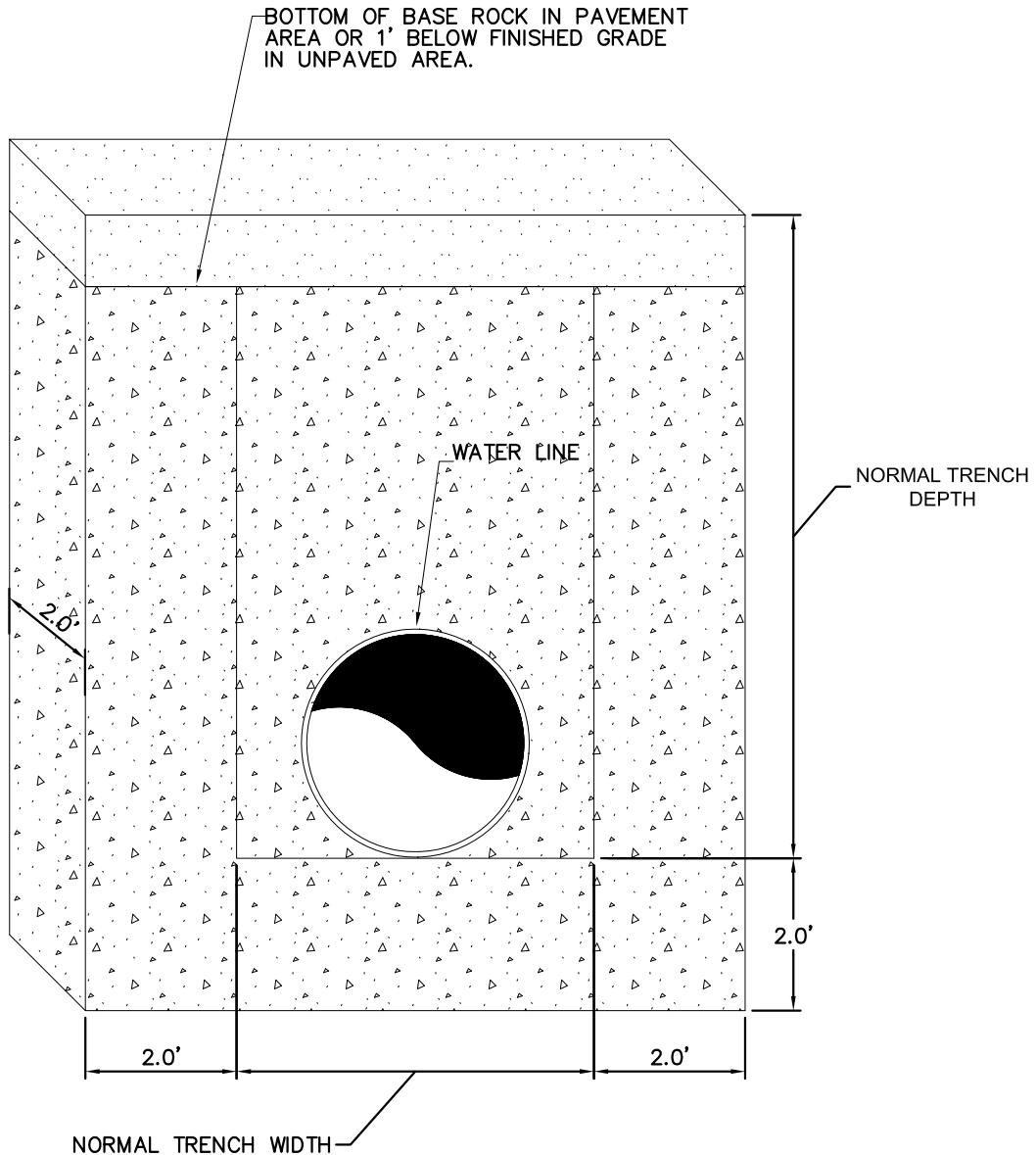
- METER TO BE INSTALLED BY THE CITY ONCE NEW PIPING AND FITTINGS HAVE BEEN TESTED AND ACCEPTED.
- ALL VAULT WALL OPENINGS SHALL BE CORE DRILLED AND SEALED WITH LINK-SEAL BRAND PIPE SEAL OR APPROVED EQUAL.
- TOP OF VAULT SHALL BE A MINIMUM OF 12" ABOVE FINISHED GRADE.
- INSTALL 4" DRAIN FROM BOTTOM OF VAULT FLOOR TO DAYLIGHT, TO BACKFLOW ASSEMBLY VAULT, TO STORM DRAIN SYSTEM OR TO APPROVED SUMP WITH SUMP PUMP. IN NO CASE SHALL BACKFLOW ASSEMBLY VAULT DRAIN INTO METER VAULT.
- INSTALL 4" BACKWATER VALVE, MDL. NO. 7022 AND SMITH 4" FLOOR DRAIN MDL. NO. 2210 OR APPROVED EQUAL ON FLOOR DRAIN.
- VAULT SHALL BE CLEAN, DRY AND FREE OF DEBRIS PRIOR TO METER INSTALLATION
- ALL MECHANICAL JOINTS SHALL BE RESTRAINED WITH "MEGALUG" RETAINER GLANDS, OR EQUAL.
- SERVICE LINE INTO VAULT SHALL BE MECHANICALLY RESTRAINED FROM MAINLINE THROUGH VAULT.
- ALL PIPING TO BE BACKFILLED WITH GRANULAR MATERIAL.
- INSTALL A MIN. OF 3 PIPE SUPPORTS IN VAULT (GRINNELL NO. 264, ELCEN NO. 50 OR APPROVED EQUAL).
- ALL PIPING AND FITTINGS IN VAULT SHALL BE LEVEL AND A MINIMUM OF 12" AND A MAX. OF 48" ABOVE THE FLOOR OF VAULT.
- ONLY APPROVED RESILIENT WEDGE VALVES ARE ALLOWED.
- ALL VAULT LIDS SHALL BE EQUIPPED WITH 1 TRPL METER HOLE IN DOORS. DOORS SHALL BE LOCATED NEAREST METER, CLOSEST TO STREET OR PUBLIC R-O-W.
- VAULT SHALL BE EQUIPPED WITH AN OSHA APPROVED LADDER. IF VAULT DEPTH IS GREATER THAN 6', AN OSHA APPROVED EXTENSION LADDER SHALL BE INSTALLED.
- ALL PIPE UP TO THE CUSTOMERS GATE VALVE SHALL BE CLASS 52 DUCTILE IRON AND INSTALLED LEVEL.
- ALL FITTINGS, VALVES AND PIPING THROUGH ENTIRE VAULT SHALL BE LEVEL AT COMPLETION OF INSTALLATION.
- VAULT SHALL BE SEALED WITH "CRYSTAL SEAL" AT MANUFACTURER.
- ADJUST PIPE SIZE ACCORDING TO METER SIZE. (4" MINIMUM)



REVISIONS:
10/28/2008
3/09/2011
05/04/2015 - ASM

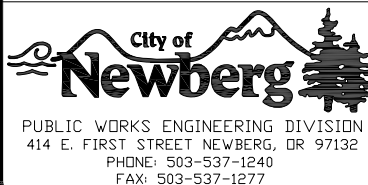
**WATER SERVICE
 FOR 3" AND LARGER**

SCALE:	N.T.S
DATE:	May 2015
APPROVED BY:	K. Hofmann
STANDARD DRAWING	318



NOTES:

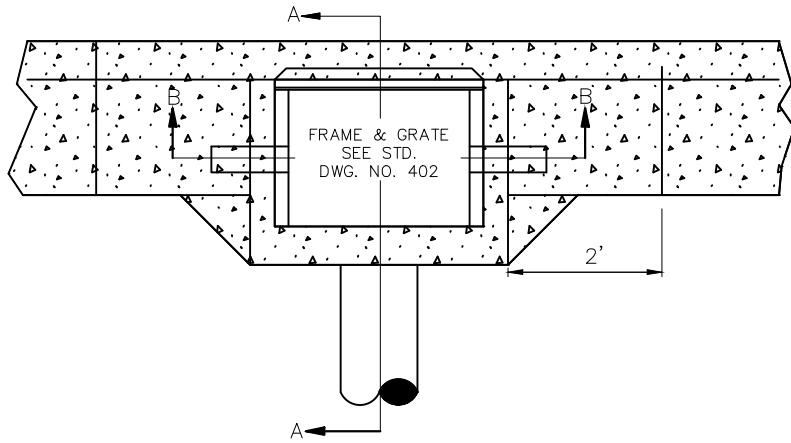
1. TRENCH DAM MATERIAL SHALL BE 100 PSI CDF.
2. BEARING AREA OF TRENCH DAM SHALL BE RESTING ON UNDISTURBED SOIL.
3. NO FITTINGS SHALL BE LOCATED WITHIN 5' OF TRENCH DAM.
4. REMOVE ALL ORGANIC MATERIAL PRIOR TO POURING CDF CONCRETE.



REVISIONS:
NA

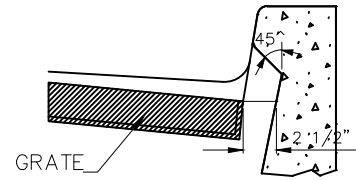
TRENCH DAM

SCALE:	N.T.S
DATE:	Dec, 2006
APPROVED BY:	
STANDARD DRAWING	319

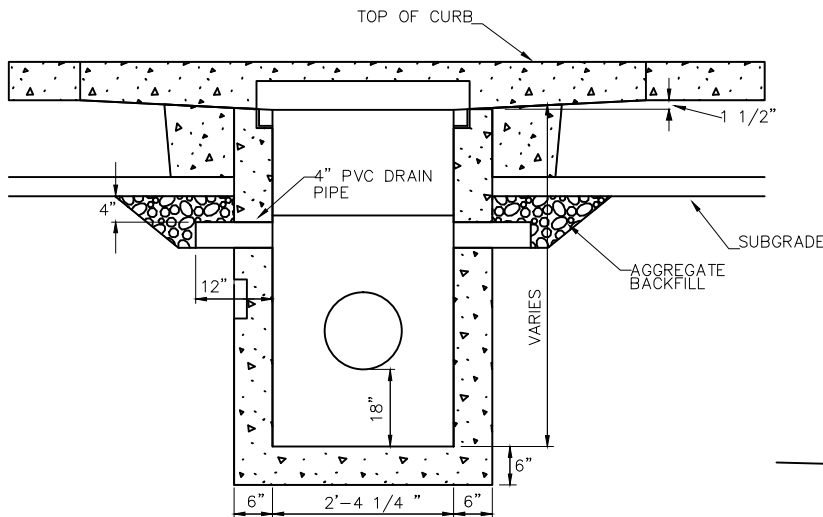


PLAN

INLET TYPE	W
N-1, CN-1	1'-8 7/8"
N-2, CN-2	2'-3 3/8"

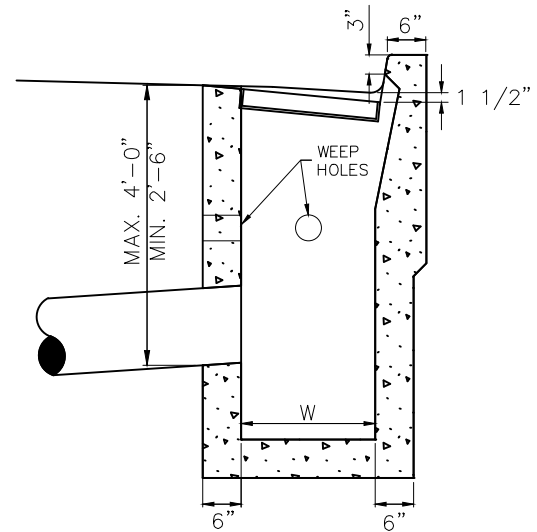


CURB OPENING
 DETAIL

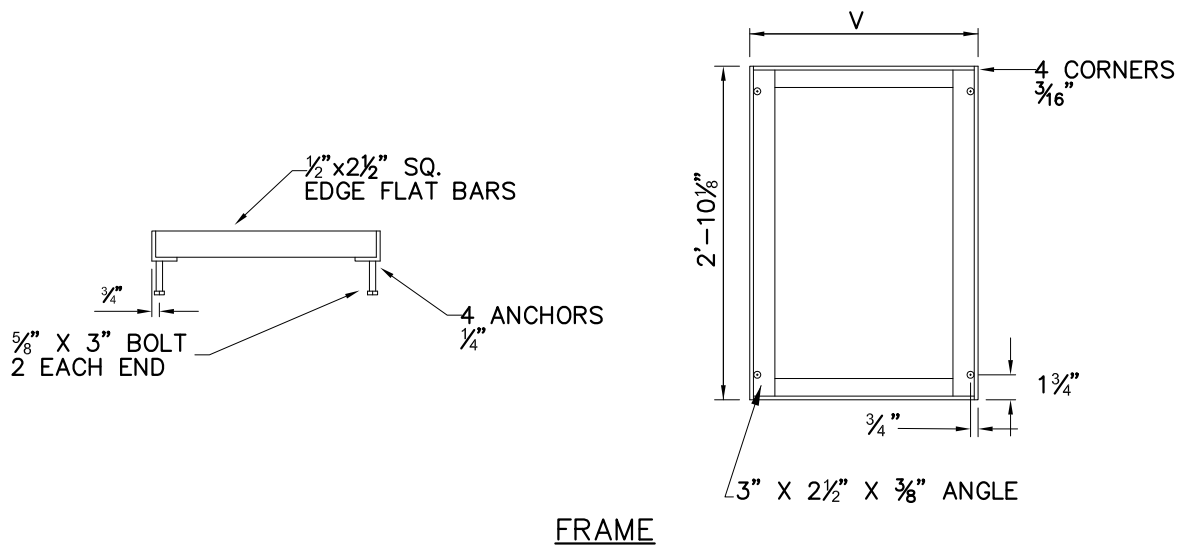
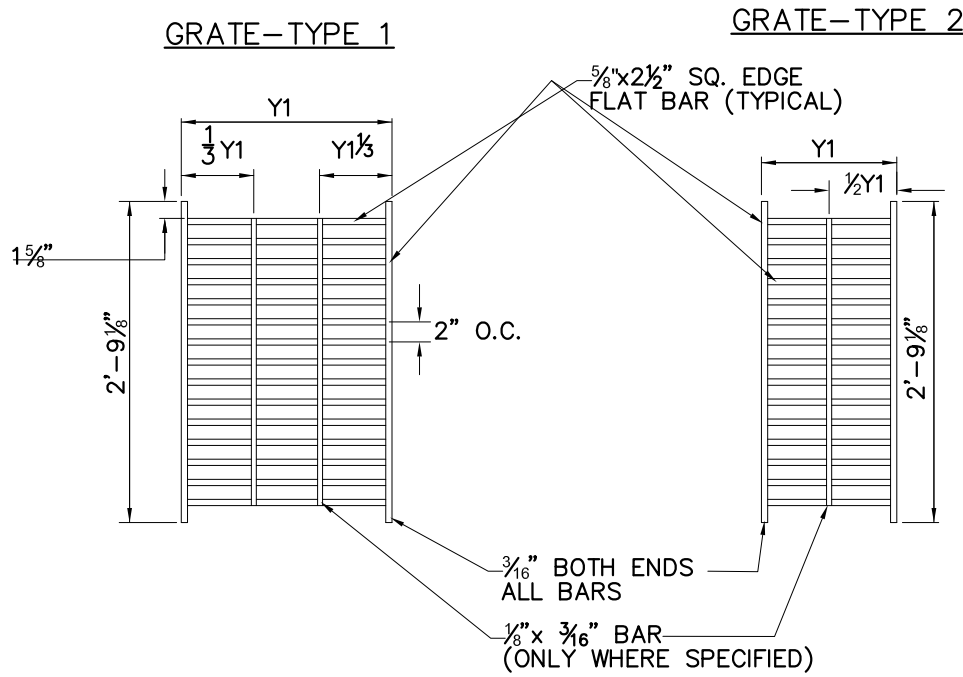


SECTION B-B

1. CONCRETE SHALL HAVE A MINIMUM COMPRESSIVE STRENGTH OF 3000 PSI.
2. CATCH BASIN TO BE CAST IN PLACE.
3. FRAME TO BE SET FLUSH WITH FACE OF CURB.
4. 4" WEEP HOLES REQUIRED AT SUBGRADE ON STREET AND UPHILL SIDES OF BASIN.
5. STANDARD INLET MANHOLE IS THE STANDARD; THIS DETAIL REQUIRES APPROVAL FROM THE CITY FOR USAGE.



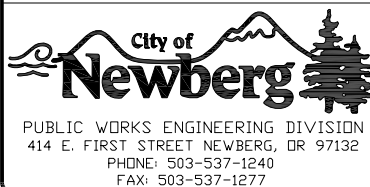
SECTION A-A



NOTES

1. ALL MATERIAL TO BE A-36 STEEL.
2. CROSS BARS TO BE FLUSH WITH SURFACE AND MAY BE FILLET WELDED.

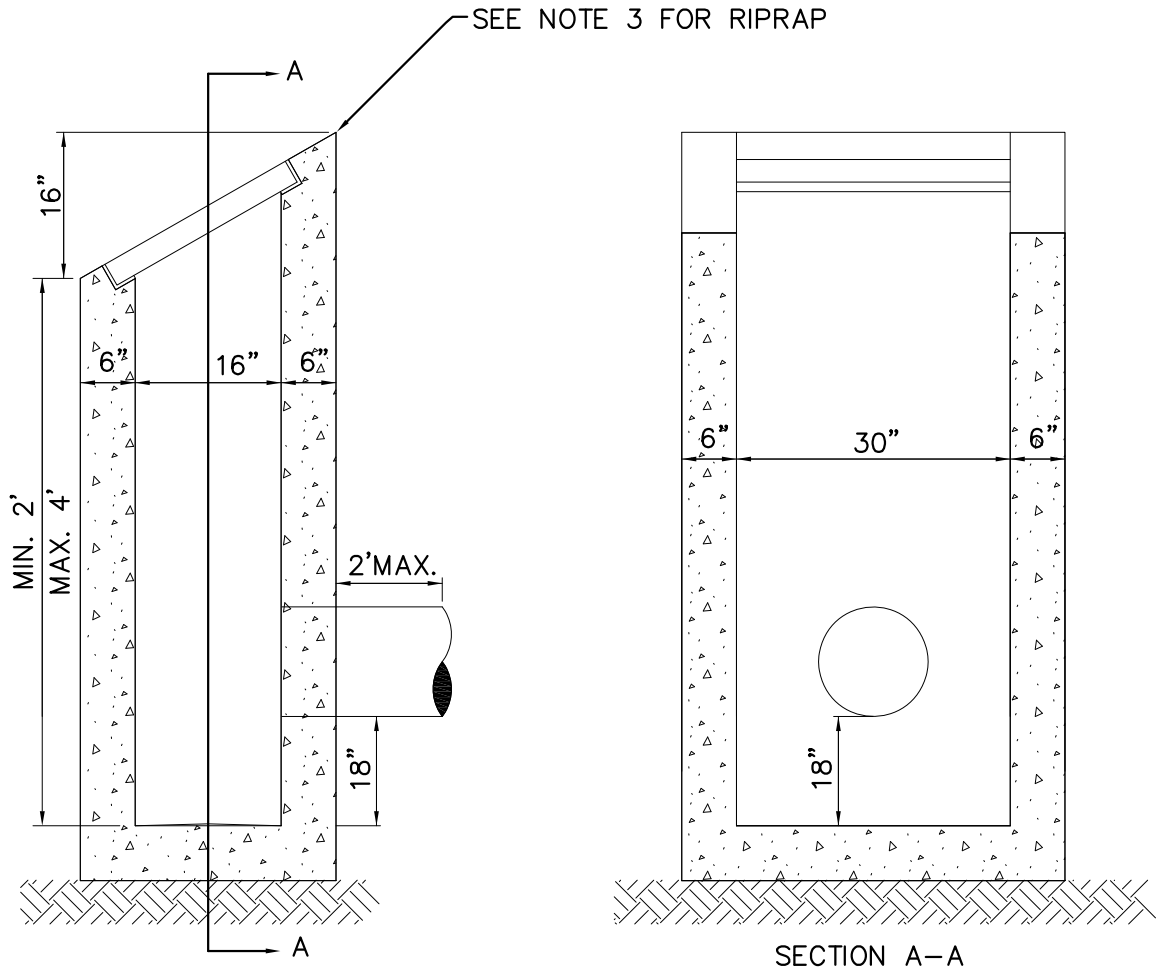
INLET TYPE	V	Y1	NO. OF BARS	TYPE	REMARKS
N-1, CN-1	2'-3 1/4"	2'-2 1/8"	17	1	
N-2, N-2	2'-9 1/4"	1'-4"	17	2	2 GRATES



REVISIONS:

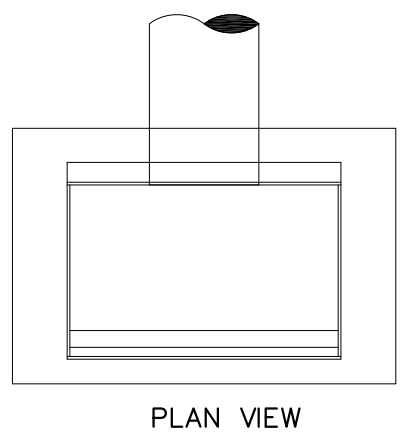
**CATCH BASIN
 FRAME AND GRATE**

SCALE: N.T.S
 DATE: MARCH 2014
 APPROVED BY: J. HARRIS
 STANDARD DRAWING: 402



NOTES:

1. CONCRETE SHALL HAVE A MINIMUM STRENGTH OF 3000 PSI AT 28 DAYS.
2. SEE STANDARD DRAWING NO. 404 FOR FRAME AND GRATE.
3. 4 TO 6 INCHES OF ANGULAR RIPRAP, 6 INCHES IN DEPTH, SHALL EXTEND A MINIMUM OF 2 FEET AROUND ALL SIDES OF THE INLET.



PLAN VIEW

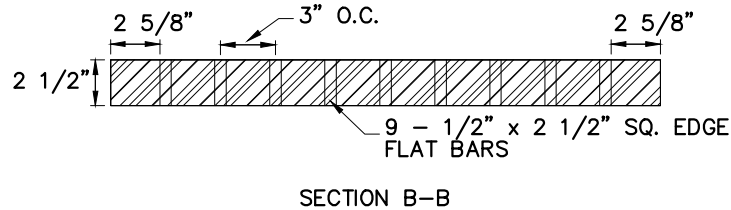
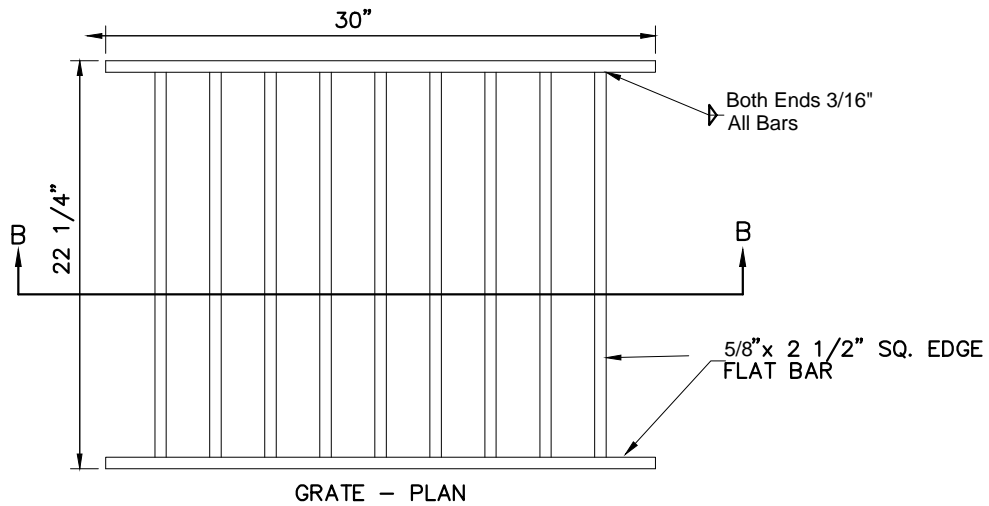
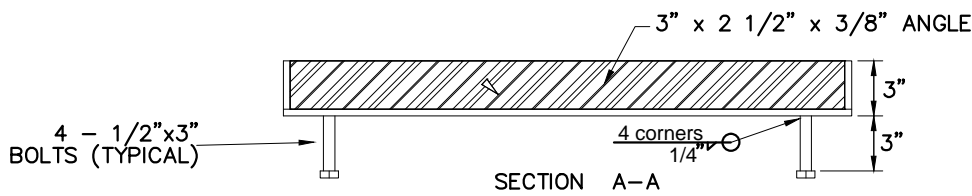
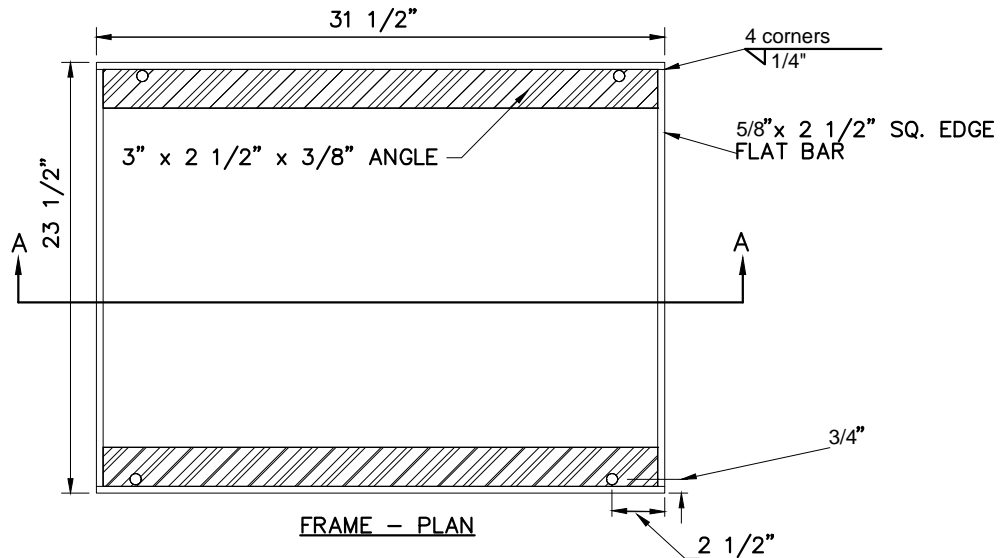
City of
Newberg

PUBLIC WORKS ENGINEERING DIVISION
 414 E. FIRST STREET NEWBERG, OR 97132
 PHONE: 503-537-1240
 FAX: 503-537-1277

REVISIONS:

DITCH INLET

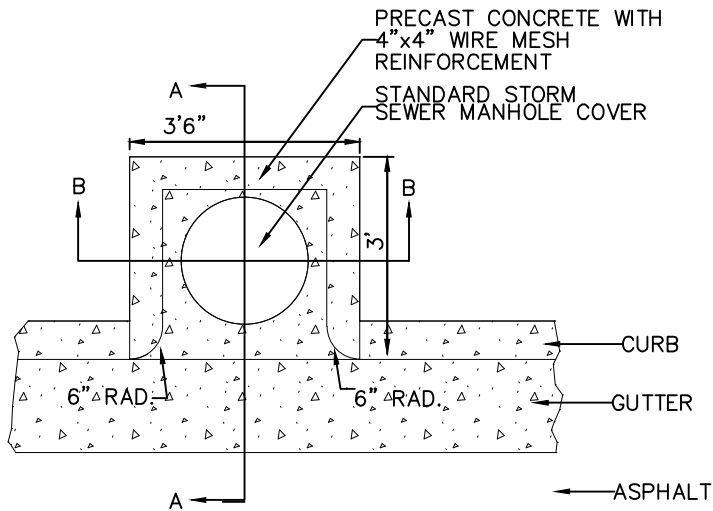
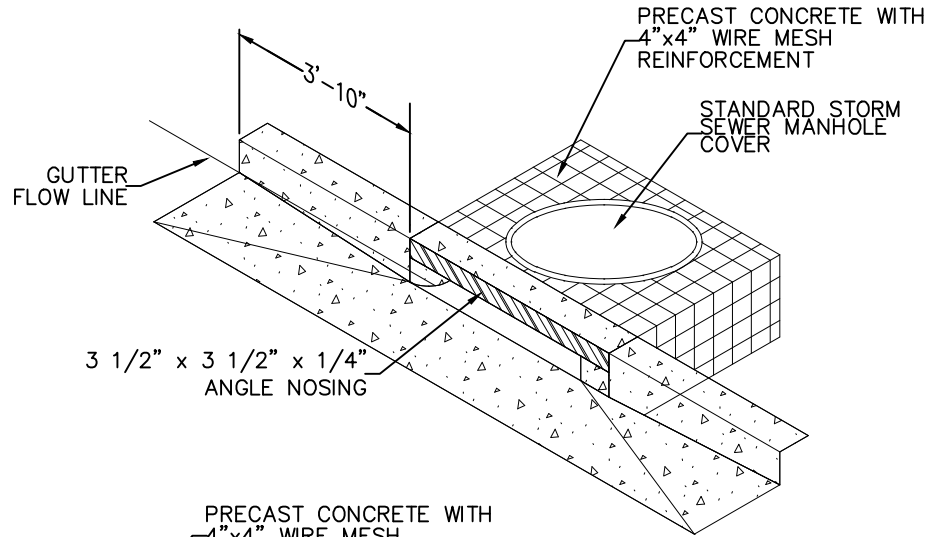
SCALE:	N.T.S
DATE:	MARCH 2014
APPROVED BY:	J. HARRIS
STANDARD DRAWING	403



REVISIONS:
05/05/2015 - ASM

**DITCH INTERCEPTOR
 FRAME AND GRATE
 TYPE A**

SCALE:	N.T.S
DATE:	May 2015
APPROVED BY:	K. Hofmann
STANDARD DRAWING	404

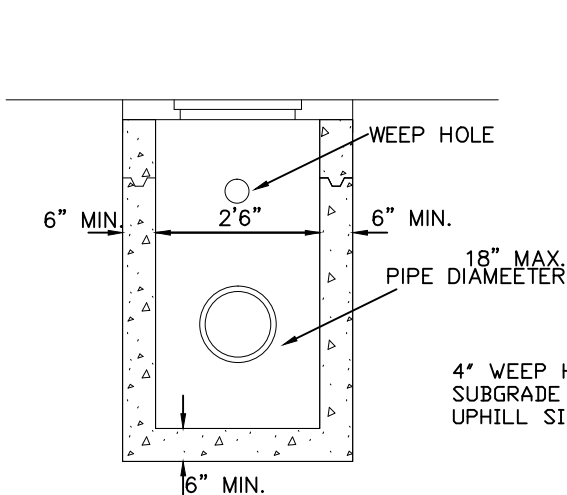


NOTES:

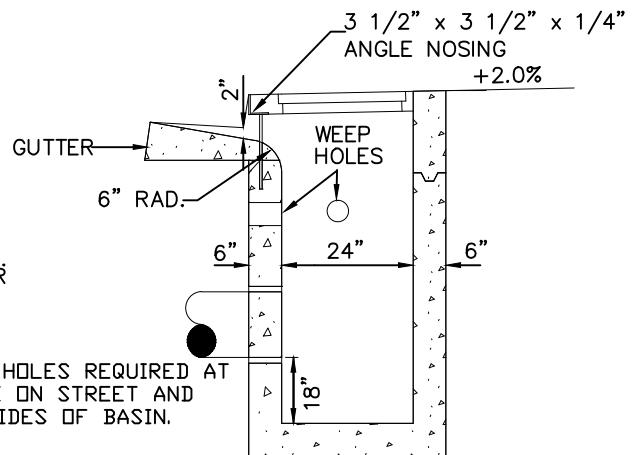
ALL METAL PARTS SHALL BE HOT DIPPED GALVANIZED AFTER FABRICATION.

TOP AND COVER SHALL BE REINFORCED WITH 4\"/>

CONCRETE SHALL ATTAIN A STRENGTH OF 3000 PSI AT 28 DAYS

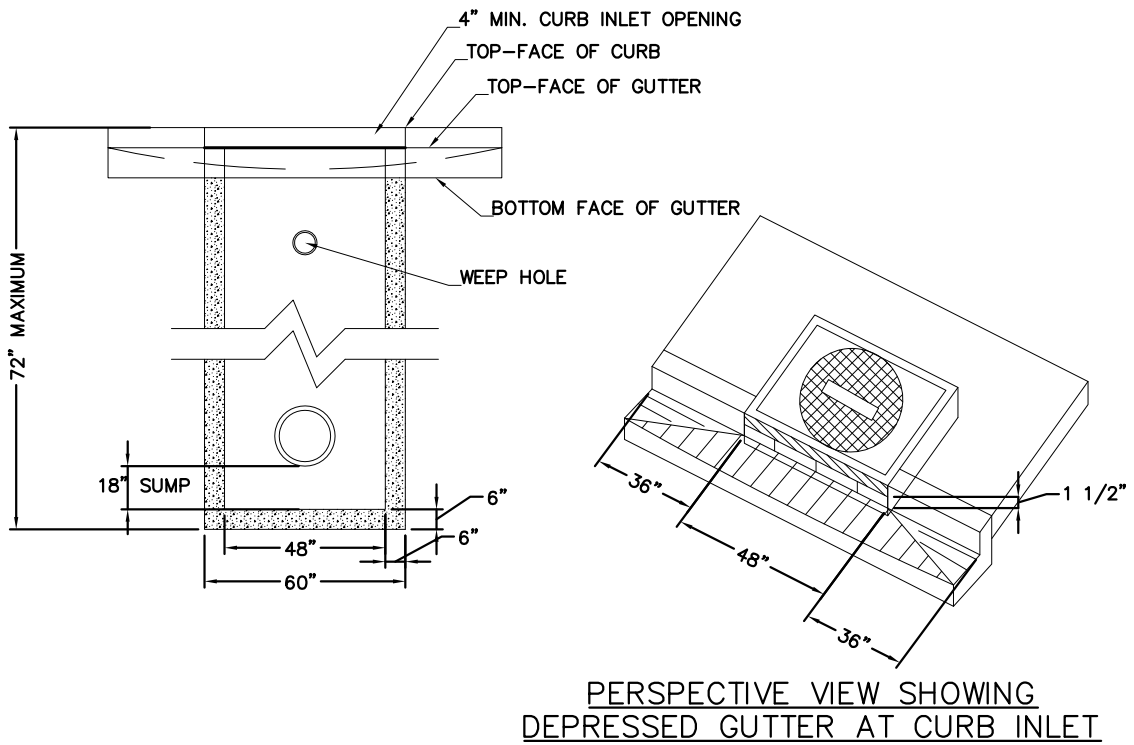
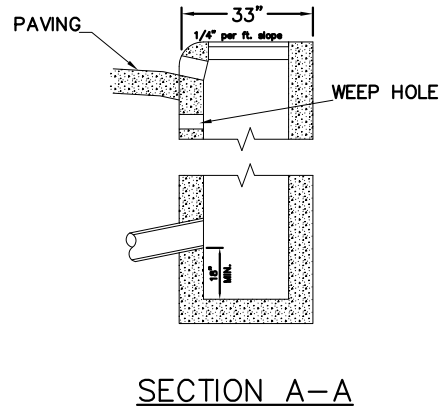
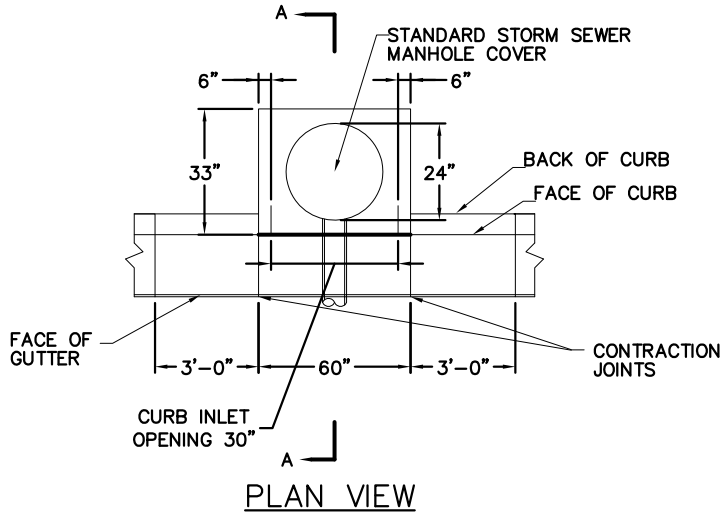


BASE MAY BE PRE-CAST OR CAST IN PLACE
 SECTION B-B

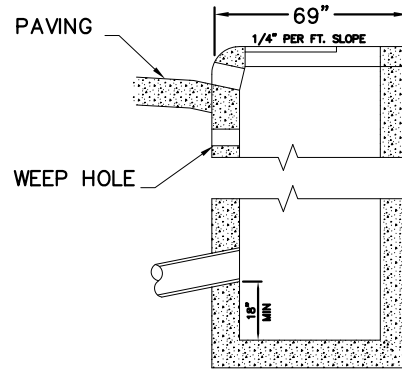
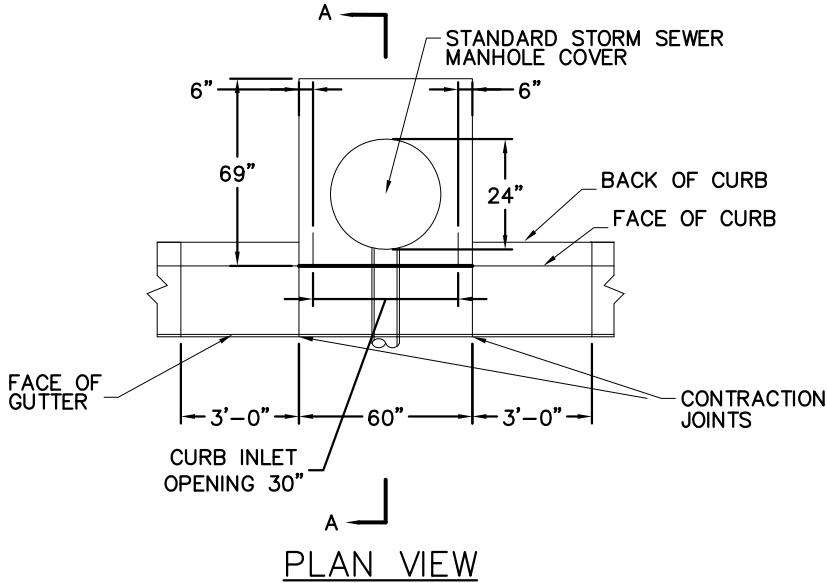


BASE MAY BE PRE-CAST OR CAST IN PLACE
 SECTION A-A

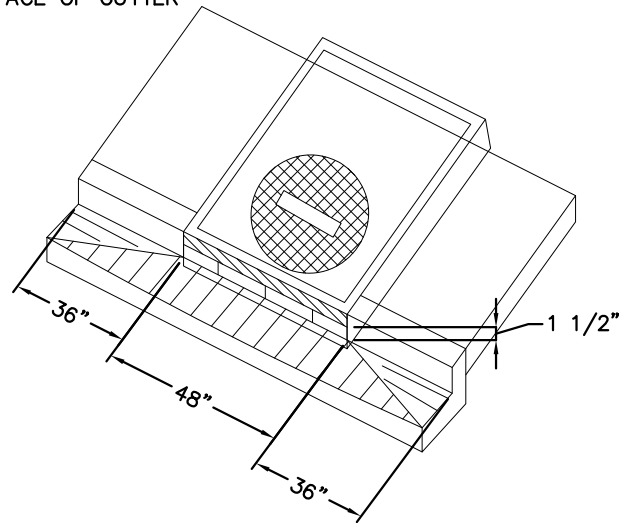
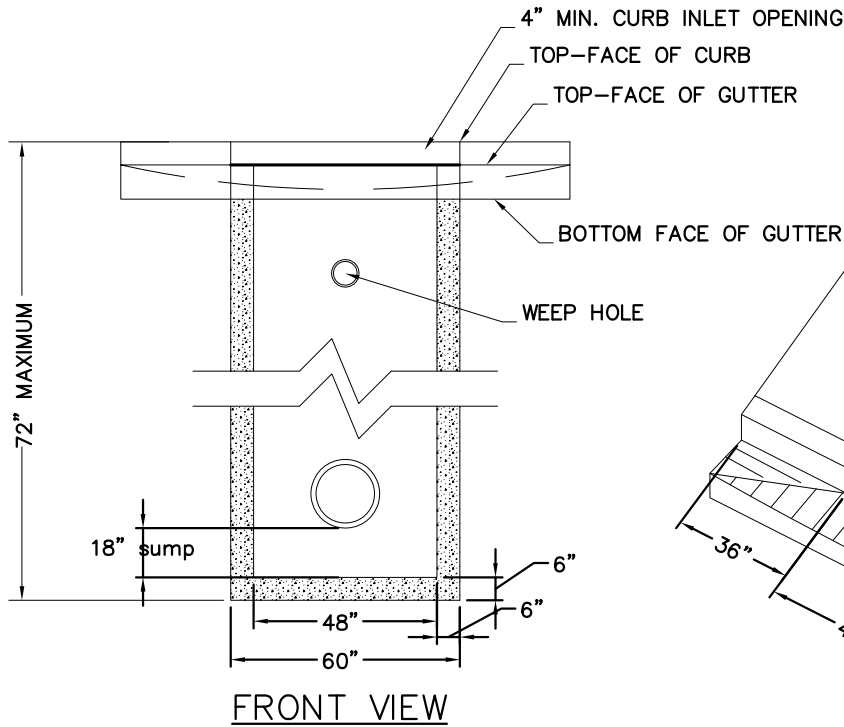
4\"/>



4" WEEP HOLES REQUIRED AT SUBGRADE ON STREET AND UPHILL SIDES OF BASIN



SECTION A-A



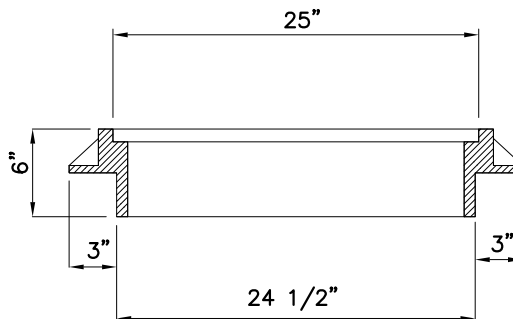
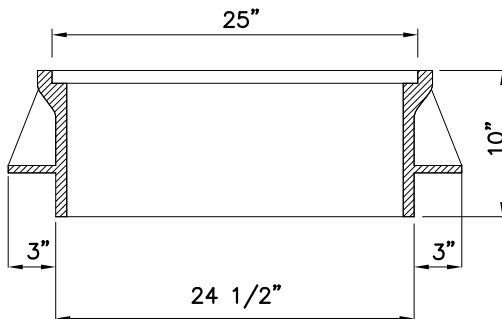
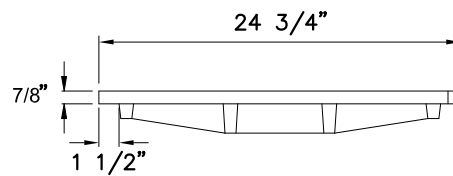
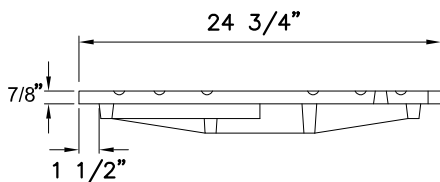
4" WEEP HOLES REQUIRED AT SUBGRADE ON STREET AND UPHILL SIDES OF BASIN

REVISIONS:	
	12/02/10

SUPER SIZED INLET
 MANHOLE

SCALE:	N.T.S
DATE:	July 2009
APPROVED BY:	D. Danicic
STANDARD DRAWING	410

STORM



STANDARD FRAME

SUBURBAN FRAME

NOTES

1. USE SUBURBAN TYPE FRAME IN NON-TRAFFIC AREAS ONLY.
2. COVER AND FRAME SHALL BE CAST IRON, ASTM A-48 CLASS 30 AND MEET H-20 LOAD RATING.
3. COVER AND FRAME TO HAVE TRUE BEARING ALL AROUND.

City of Newberg
 PUBLIC WORKS ENGINEERING DIVISION
 414 E. FIRST STREET NEWBERG, OR 97132
 PHONE: 503-537-1240
 FAX: 503-537-1277

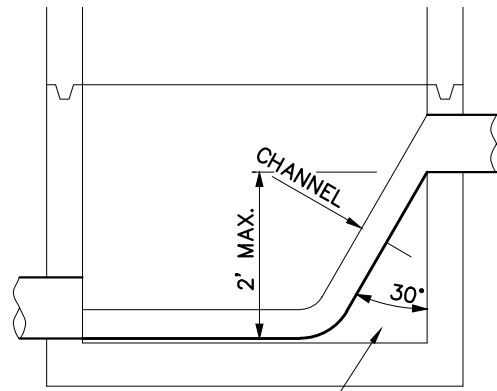
REVISIONS:

**STORM WATER
 MANHOLE FRAME
 AND COVER**

SCALE:	N.T.S
DATE:	MARCH 2014
APPROVED BY:	J. HARRIS
STANDARD DRAWING	411

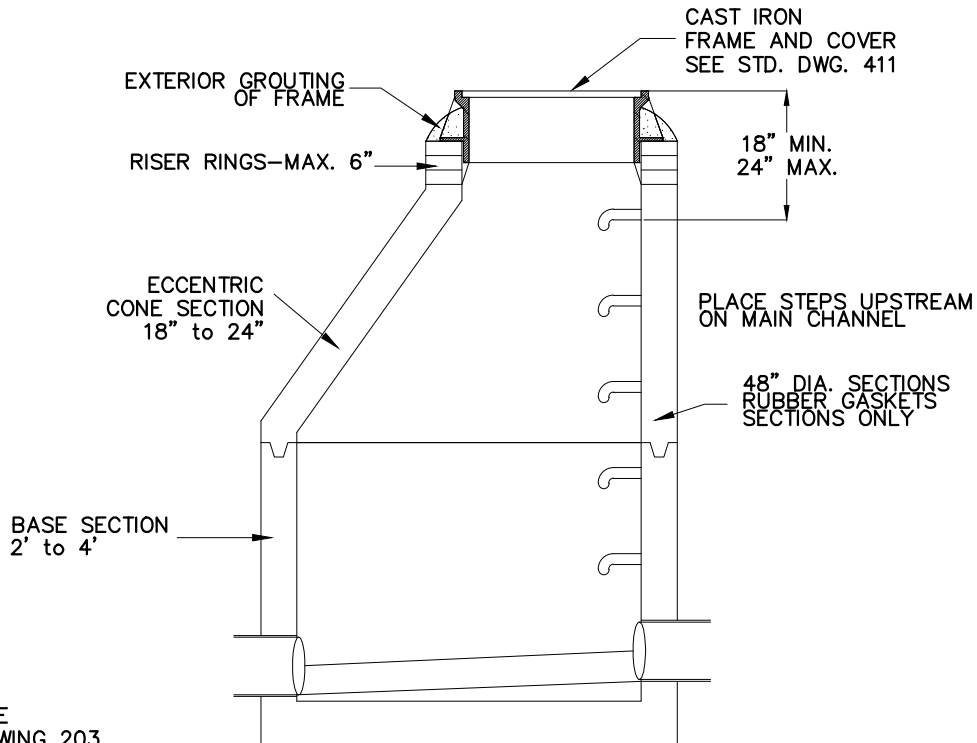
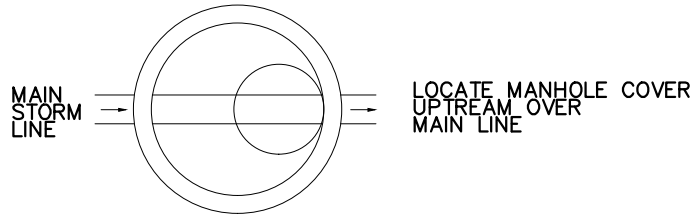
NOTES

1. STANDARD MANHOLE TO BE USED FOR PIPES 18" AND LESS.
2. PRECAST CONCRETE STRUCTURES SHALL HAVE STRENGTH OF 4000 PSI.
3. LATERAL LINES TO MATCH TOP OF INLET PIPE AT MANHOLE.
4. ALL INTERIOR JOINTS AND CONNECTIONS SHALL BE WATER TIGHT, AND GROUTED WITH NON-SHRINK GROUT.
5. IF END OF LINE MANHOLE, STEPS SHALL BE LOCATED ON DOWNSTREAM SIDE AND CHANNEL SHALL BE CONSTRUCTED FULL WIDTH OF INTERIOR.
6. GASKET STYLE MANHOLES ONLY, KEY-LOC STYLE IS FOR RETROFIT ONLY AND REQUIRES EXTERIOR JOINTS TO BE SEALED WITH RAPID SEAL OR INTERIOR COATING WITH RAVEN COATING.



FORM CHANNEL AND SLIDE WITH GROUT. SMOOTH SURFACE FINISH SIMILAR TO CONCRETE PIPE.

BEAVER SLIDE

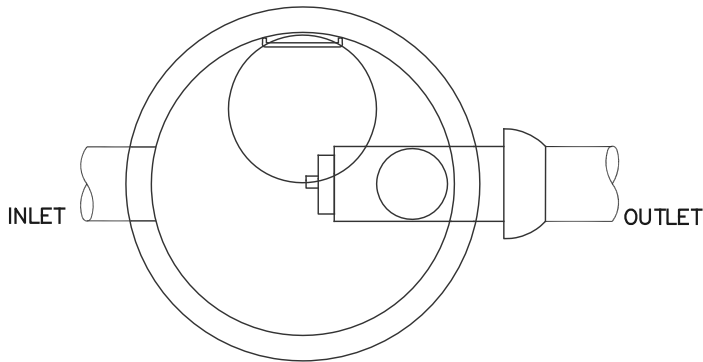


MANHOLE BASE
 SEE STD. DRAWING 203

REVISIONS:
05/05/2015 - ASM

SHALLOW MANHOLE

SCALE:	N.T.S
DATE:	May 2015
APPROVED BY:	K. Hofmann
STANDARD DRAWING	412



PLAN

NOTES:

1. ALL MANHOLE SECTIONS SHALL CONFORM TO THE REQ. OF ASTM C-478 AND APPLICABLE PROVISIONS OF STD. MANHOLE DRAWING NO. 204 & 205.
2. INLET AND OUTLET PIPE NOT TO EXCEED 18" DIAMETER.
3. PROVIDE SPECIAL DETAIL FOR OUTLET FLOW CONTROL EXCEEDING 18" DIA.
4. ALL OUTLETS SHALL HAVE FLOW CONTROL DEVICE.

SUMP VOLUME AVAILABLE

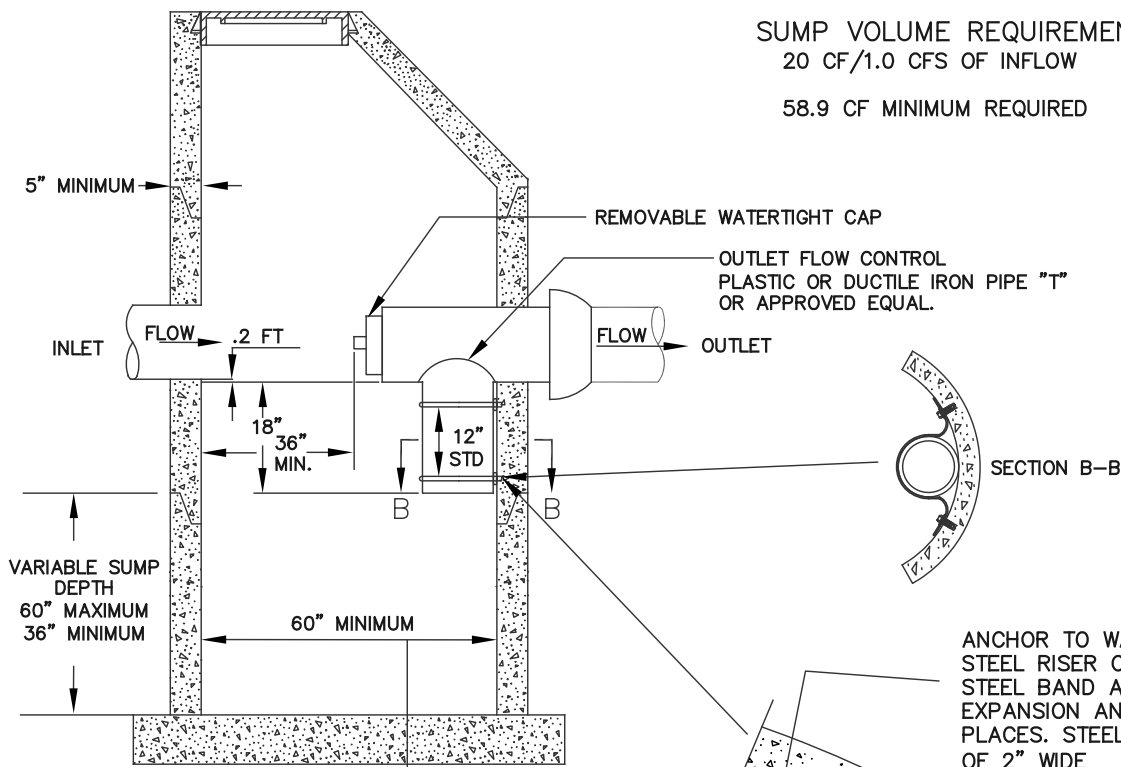
M.H. SIZE	MIN. (CF)	MAX (CF)
60"	58.9	98.1
72"	84.8	141.3
84"	115.4	192.3

*PROVIDE SPECIAL DETAIL FOR VOLUME REQUIRMENTS EXCEEDING 192.3 CFS

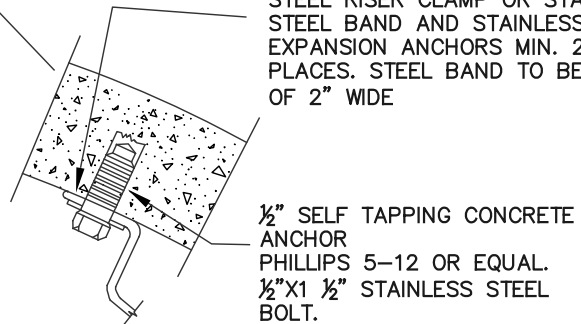
SUMP VOLUME REQUIREMENTS

20 CF/1.0 CFS OF INFLOW

58.9 CF MINIMUM REQUIRED



ANCHOR TO WALL WITH STAINLESS STEEL RISER CLAMP OR STAINLESS STEEL BAND AND STAINLESS STEEL EXPANSION ANCHORS MIN. 2 PLACES. STEEL BAND TO BE MIN. OF 2" WIDE



CLAMP DETAIL
 (SECTION A-A)

MANHOLE DIAMETER TO BE DETERMINED BY:
 1. SUMP VOLUME REQUIREMENTS.

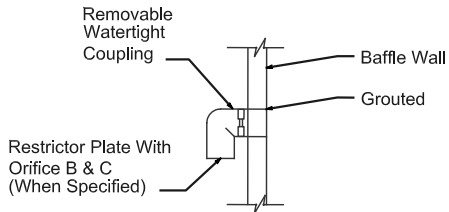


PUBLIC WORKS ENGINEERING DIVISION
 414 E. FIRST STREET NEWBERG, OR 97132
 PHONE: 503-537-1240
 FAX: 503-537-1277

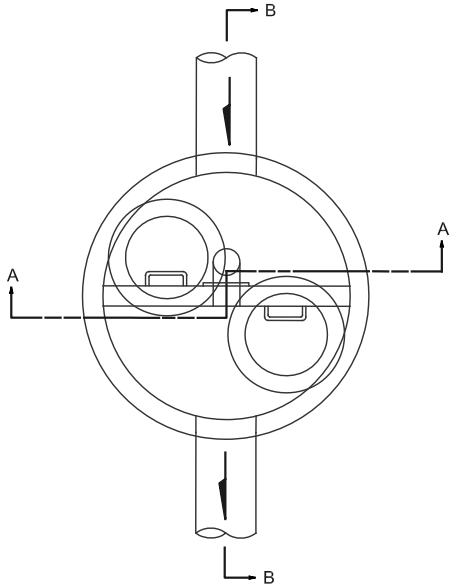
REVISIONS:

WATER QUALITY
 MANHOLE

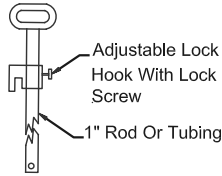
SCALE:	N.T.S.
DATE:	MARCH 2014
APPROVED BY:	JAY H.
STANDARD DRAWING	413



ELBOW DETAIL



PLAN

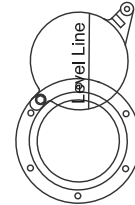


LIFT HANDLE DETAIL

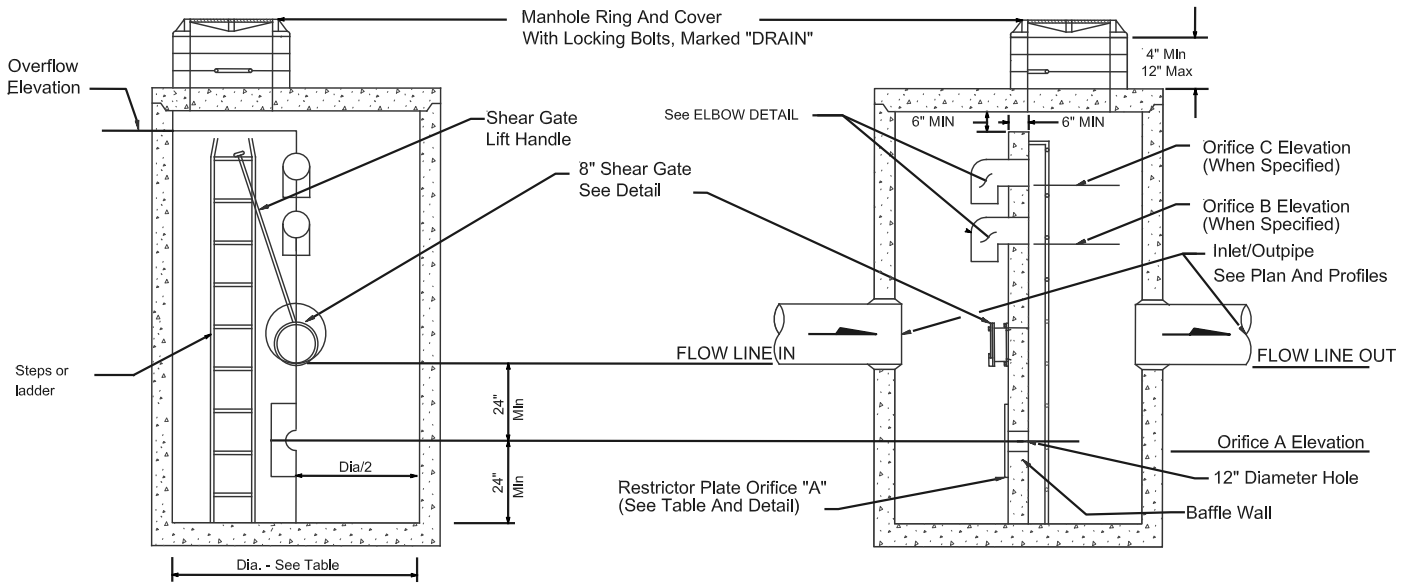


FRONT

SHEAR GATE
 AS MANUFACTURED BY KENNEDY VALVE OR EQUAL



MAXIMUM OPENING OF GATE DETAIL



SECTION A-A

ELEVATION

SECTION B-B

FLOW CONTROL STRUCTURE DETAIL
 NTS



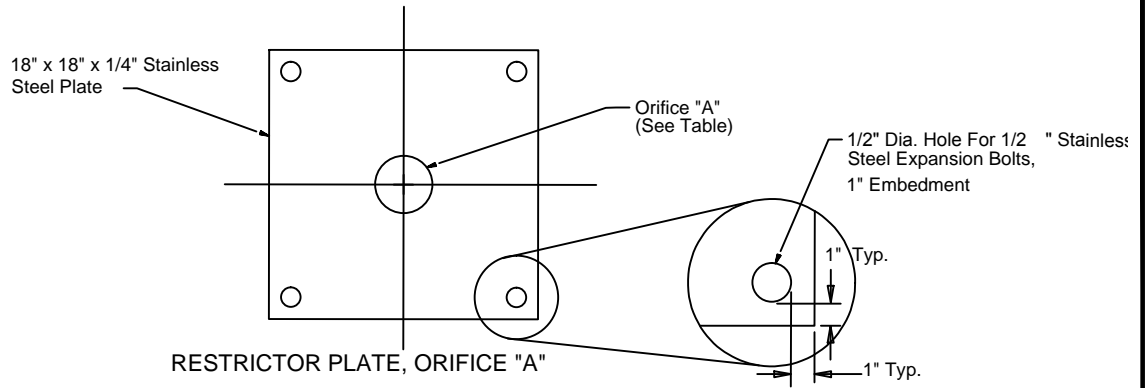
PUBLIC WORKS ENGINEERING DIVISION
 414 E. FIRST STREET NEWBERG, OR 97132
 PHONE: 503-537-1240
 FAX: 503-537-1277

REVISIONS:

FLOW CONTROL STRUCTURE

SCALE: N.T.S.
 DATE: MARCH 2014
 APPROVED BY: JAY H.

STANDARD DRAWING
 416A



FLOW CONTROL STRUCTURE TABLE-
 DESIGN ENGINEER TO SPECIFY

Diameter Of Manhole (In.)	
FLOW LINE (In)	
FLOW LINE (Out)	
Outlet Pipe Diameter (In.)	
Number Of Orifice	
Orifice A Elevation	
Diameter Of Orifice A (In.)	
Orifice B Elevation	
Diameter Of Orifice B (In.)	
Orifice C Elevation	
Diameter Of Orifice C (In)	
Overflow Elevation	
Rim Elevation	
Riser Diameter (In.)	

NOTES:

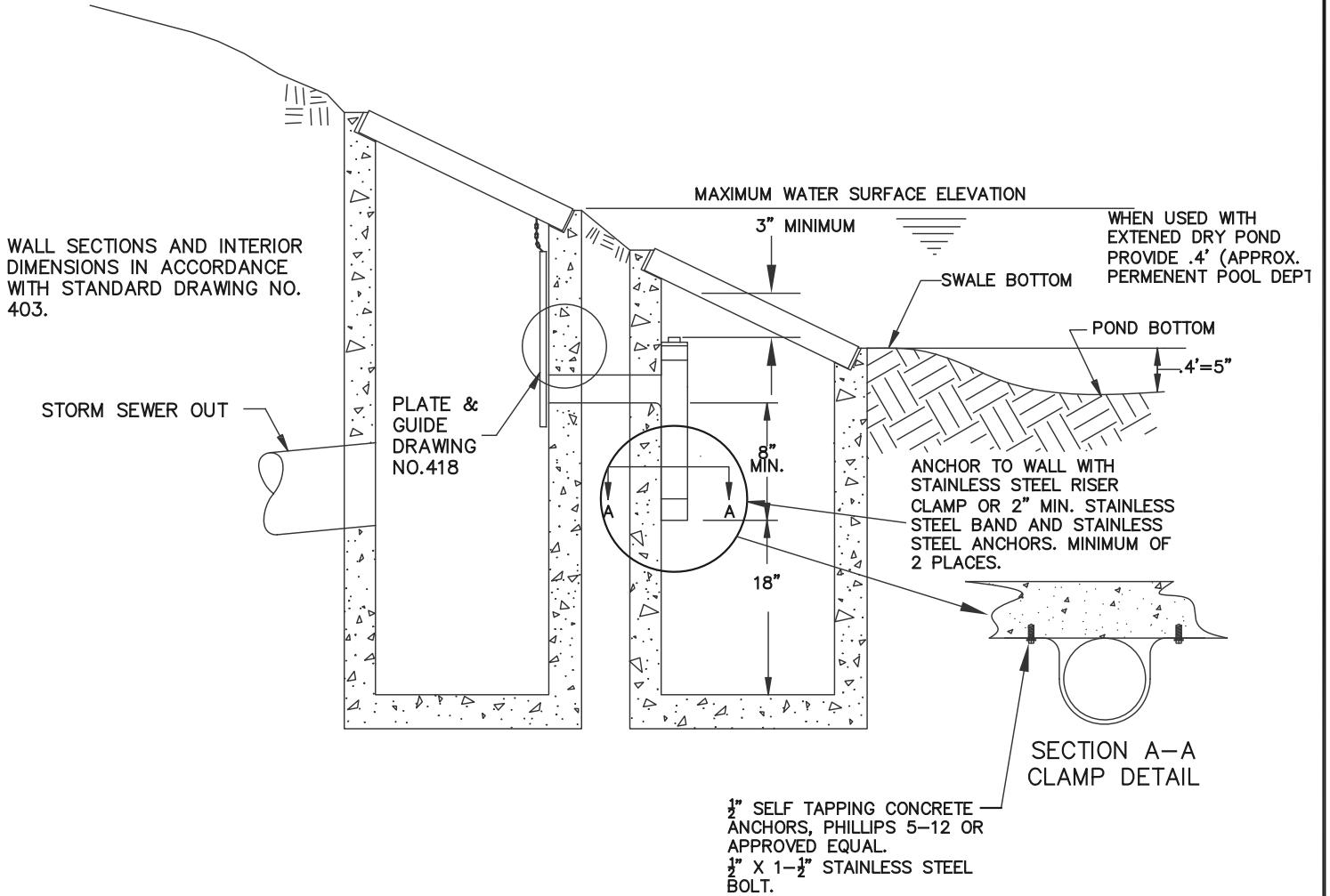
1. BAFFLE WALL SHALL HAVE #4 BAR AT 12" SPACING EACH WAY.
2. PRECAST BAFFLE SHALL BE KEYED AND GROUTED IN PLACE. JOINT BETWEEN CONCRETE BAFFLE AND MANHOLE WALL SHALL BE WATERTIGHT.
3. UPPER FLOW ORIFICE SHALL BE STAINLESS STEEL OR ALUMINUM.
4. FRAME AND LADDER OR STEPS ARE TO BE OFFSET SO THAT: SHEAR GATE IS VISIBLE FROM THE TOP; CLIMB-DOWN SPACE IS CLEAR OF RISER AND GATE; FRAME IS CLEAR OF CURB.
5. MULTI-ORIFICE ELBOWS SHALL BE PRE INSTALLED TO INSURE LADDER CLEARANCE.
6. RESTRICTOR PLATE WITH ORIFICE AS SPECIFIED IN THE CONTRACT. OPENING IS TO BE CUT ROUND AND SMOOTH. NEOPRENE GASKET SHALL BE INSTALLED BETWEEN THE ORIFICE PLATE AND CONCRETE BAFFLE TO PROVIDE A WATERTIGHT SEAL.
7. SHEAR GATE SHALL BE MADE OF ALUMINUM ALLOY IN ACCORDANCE WITH ASTM B 26M AND ASTM B 275, DESIGNATION Zg32A OR CAST IRON IN ACCORDANCE WITH ASTM A 48, CLASS 30B. LIFT HANDLE MAY BE SOLID ROD OR HOLLOW TUBING WITH ADJUSTABLE HOOK AS REQUIRED. NEOPRENE RUBBER GASKET REQUIRED BETWEEN RISER MOUNTING FLANGE AND GATE FLANGE. MATING SURFACES OF LID AND BODY SHALL BE MACHINED FOR PROPER FIT.
8. FLANGE MOUNTING BOLTS SHALL BE 1/2" DIAMETER STAINLESS STEEL.
9. SHEAR GATE MAXIMUM OPENING SHALL BE CONTROLLED BY LIMITED HINGE MOVEMENT, STOP TAB OR SOME OTHER DEVICE.
10. ALTERNATE SHEAR GATES DESIGNS ARE ACCEPTABLE, IF MATERIAL SPECIFICATIONS ARE MET AND FLANGE BOLT PATTERN MATCHES.
11. MANHOLE CERTIFICATION REQUIRED FOR TRAFFIC LOADING.

City of Newberg
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REVISIONS:
05/05/2015 - ASM

**FLOW CONTROL
 STRUCTURE NOTES &
 ORIFICE**

SCALE:	N.T.S.
DATE:	May 2015
APPROVED BY:	K. Hofmann
STANDARD DRAWING	416B



NOTES:

1. CONNECTING PIPE AND TEE SHALL BE 4", 6", OR 8" AWWA C-900 OR ASTM 3034 PVC, AND ONE SIZE LARGER THAN THE ORIFICE OPENING.
2. MAXIMUM ORIFICE OPENING SHALL BE 6" DIAMETER.
3. STRUCTURES SHALL CONFORM TO STANDARD DRAWING NO. 390 DITCH INLET.
4. FRAME AND GRATE SHALL CONFORM TO STANDARD DRAWING NO. 403, DITCH INLET FRAME AND GRATE.
5. PLATE AND GUIDE SHALL BE SECURED FLUSH AGAINST WALL OF STRUCTURE AS APPROVED.
6. MAINTAINANCE ACCESS REQUIRED TO WITHIN 10' OF CENTER OF BOTH STRUCTURES.



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REVISIONS:

OUTFLOW CONTROL STRUCTURE

SCALE:	N.T.S.
DATE:	MARCH 2014
APPROVED BY:	JAY H.
STANDARD DRAWING	417

SLOT SHALL BE
 1"X5" CENTERED

$\frac{3}{16}$ " STAINLESS STEEL CHAIN OR CABLE
 ATTACHED TO ORIFICE PLATE AND
 STRUCTURE AS APPROVED. CHAIN OR CABLE
 SHALL BE SMALL ENOUGH TO ALLOW ORIFICE
 PLATE TO BE REMOVED FROM GUIDE. ORIFICE
 PLATE AND GUIDE TO BE MANUFACTURED
 FROM $\frac{1}{2}$ " HDPE OR $\frac{1}{4}$ " STAINLESS STEEL.

DESIGN ENGINEER TO SPECIFY:

ORIFICE SIZE _____
 ORIFICE ELEVATION _____

ALIGN INVERT OF ORIFICE TO
 INVERT OF PIPE.

SPACER REQUIRED FOR
 MULTIPLE ORIFICES

1 1/2" MIN.

3"

6" (TYP.)

2" MIN.

2"

3"

3 1/2"

PLATE THICKNESS +1/4"

TOP OF GUIDE
 ± 3 " BELOW GRATE

2" MIN.

10" MINIMUM

12" MIN.

2" MIN.

$\frac{1}{2}$ " DIA. WEEPHOLES

ORIFICE PLATE GUIDE SHALL FIT STOP
 GATE AND INCLUDE BOTTOM CHANNEL
 ORIFICE PLATE GUIDE.

$\frac{1}{2}$ " SELF TAPPING CONCRETE
 ANCHORS, PHILLIPS 5-12 OR
 APPROVED EQUAL.
 $\frac{1}{2}$ " X 1- $\frac{1}{2}$ " STAINLESS STEEL
 BOLT.

NOTE:

FOR MULTIPLE ORIFICE APPLICATION
 A 3" MIN. SPACER IS REQUIRED AS
 SHOWN. SPACER TO MATCH PLATE GUIDE
 DIMENSIONS, WIDTH, MATERIAL
 WITH A WATER TIGHT SEAL.



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**ORIFACE PLATE
 AND GUIDE**

SCALE: N.T.S.

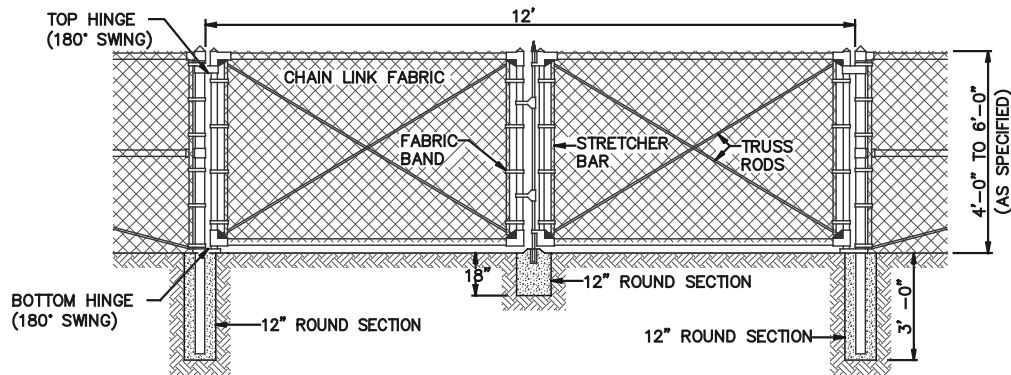
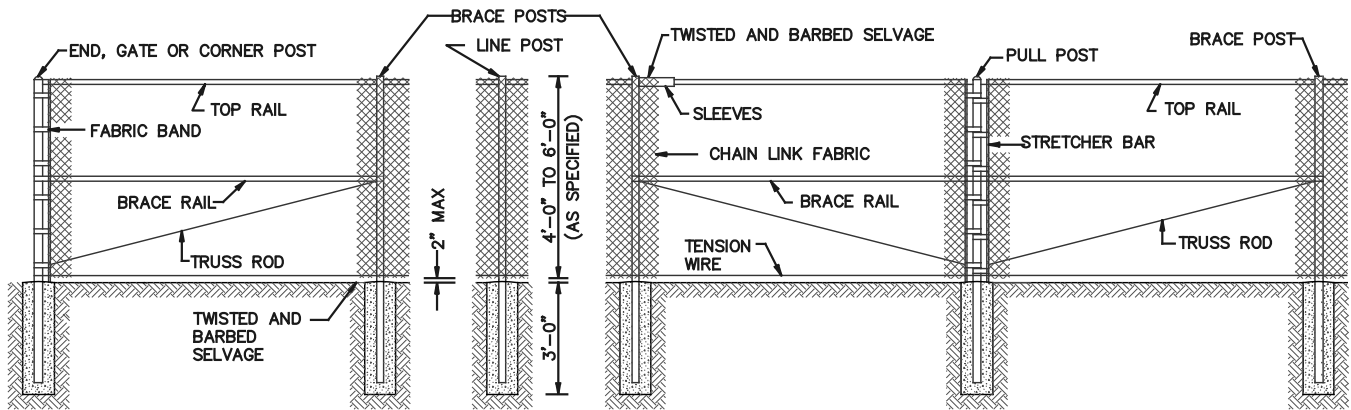
DATE: MARCH 2014

APPROVED BY: JAY H.

STANDARD
 DRAWING

418

MEMBER	NOMINAL DIA (IN)	MATERIAL	
BRACE RAIL	1.660	GALV TUBULAR STL	
GATE FRAME	2.00	GALV TUBULAR STL	
LINE POSTS	2.375	GALV TUBULAR STL	
END & CORNER POST	2.875	GALV TUBULAR STL	
CHAIN LINK FABRIC		9 GA. W/GREEN OR BLACK PVC COATING.	
	GATE OPENING (ft)	NOMINAL DIA (IN)	MATERIAL
GATE POST	12' OR 15'	4	GALV TUBULAR STL



NOTES:

1. ALL FITTINGS, FASTENERS, OR FABRIC TIES SHALL BE BLACK OR BROWN VINYL FENCING.
2. CONCRETE SHALL BE MIN. 2500 PSI @ 28 DAYS.
3. PROVIDE BRACE RAIL BETWEEN END POSTS AND LINE POSTS. LENGTHS AS REQUIRED.
4. PROVIDE GATE STOPS AND DROP RECEIVERS SET IN CONCRETE, EACH GATE.
5. PROVIDE EXTENSION ARMS ON LINE, END AND CORNER POSTS & GATE POSTS AS REQUIRED.
6. PROVIDE SIGHT OBSCURING SLATS WITH ALL WASTEWATER PUMP STATIONS.
7. CENTER BRACE RAIL NOT REQUIRED WITH FENCE HEIGHT OF 5' OR LESS.
8. ALL POSTS AND RAILS TO MATCH FENCE COLOR.

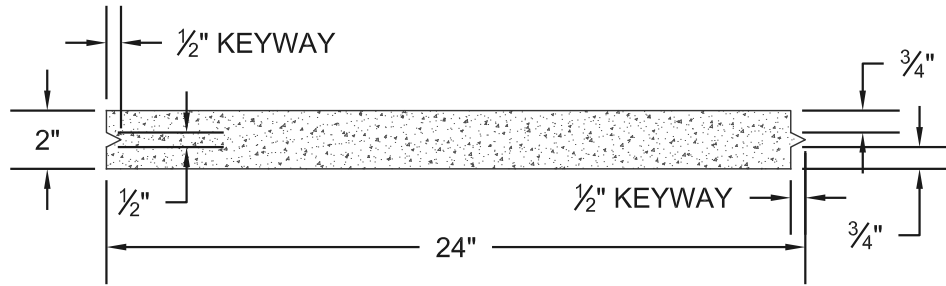


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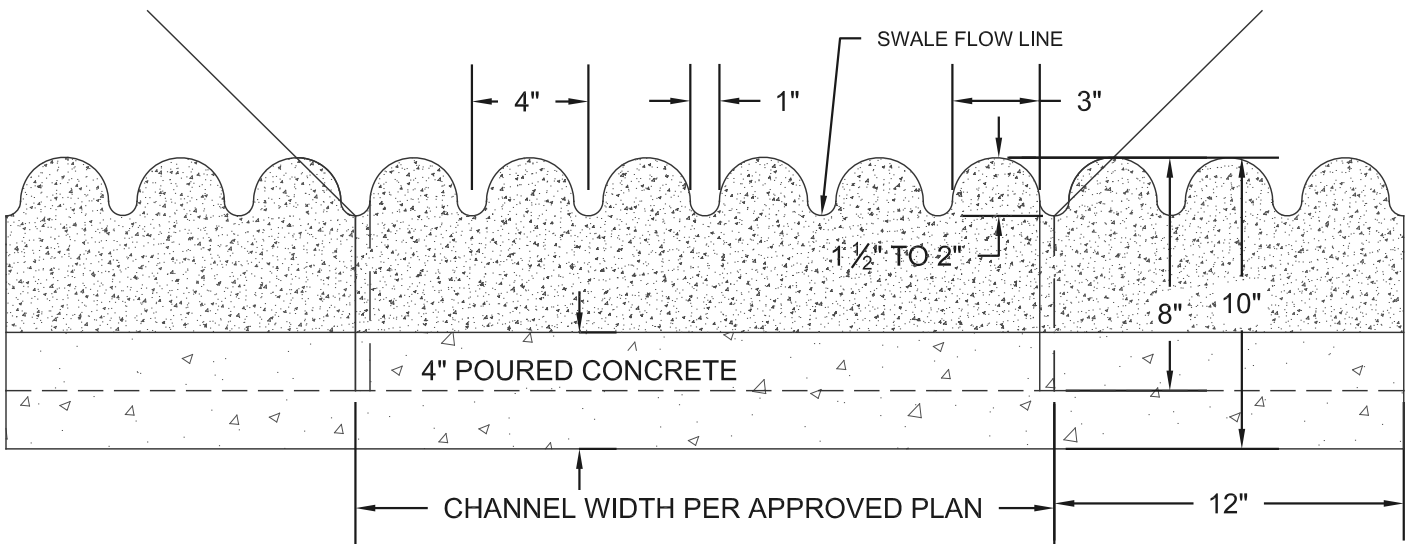
REVISIONS:

CHAIN LINK FENCE AND GATE

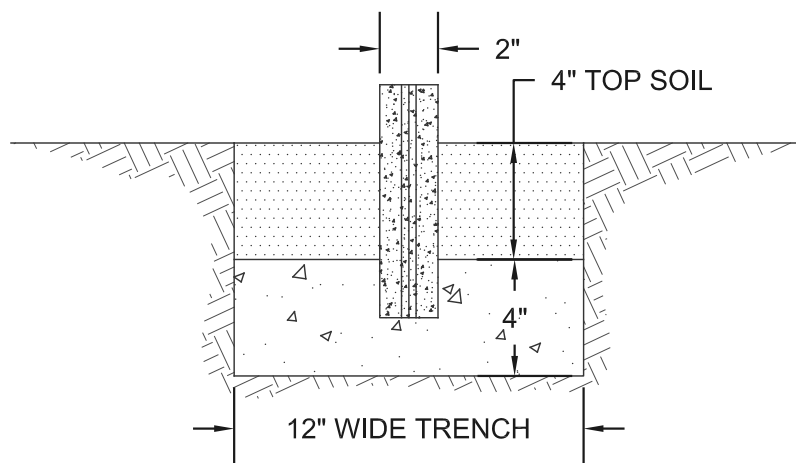
SCALE:	N.T.S.
DATE:	MARCH 2014
APPROVED BY:	JAY H.
STANDARD DRAWING	419



TOP VIEW



FRONT VIEW



SIDE VIEW



PUBLIC WORKS ENGINEERING DIVISION
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REVISIONS:

**CONCRETE
 SPREADER DETAIL**

SCALE:	N.T.S.
DATE:	MARCH 2014
APPROVED BY:	JAY H.
STANDARD DRAWING	420

RIPRAP:

- ROCK FOR RIPRAP SHALL BE ANGULAR IN SHAPE.
- THICKNESS OF A SINGLE ROCK SHALL NOT BE LESS THAN ONE-THIRD ITS LENGTH.

RIPRAP INSTALLATION:

- EXCAVATE BELOW FINISH GRADE TO DEPTH & DIMENSIONS SHOWN ON APPROVED PLANS.
- INSTALL WOVEN GEOTEXTILE FABRIC.
- PLACE RIP RAP TO FINISH GRADE.

- GRADE RIPRAP SHALL BE THE CLASS AND SIZE OF ROCK ACCORDING TO THE FOLLOWING:

CLASS	CLASS	CLASS	CLASS	CLASS	
50	100	200	700	2000	
					PERCENT
					(BY WEIGHT)
WEIGHT OF ROCK (LBS)					
50-30	100-60	200-140	700-500	2000-1400	20
30-15	60-25	140-80	500-200	1400-700	30
15-2	25-2	80-8	200-20	700-40	40
2-0	2-0	8-0	20-0	40-0	10

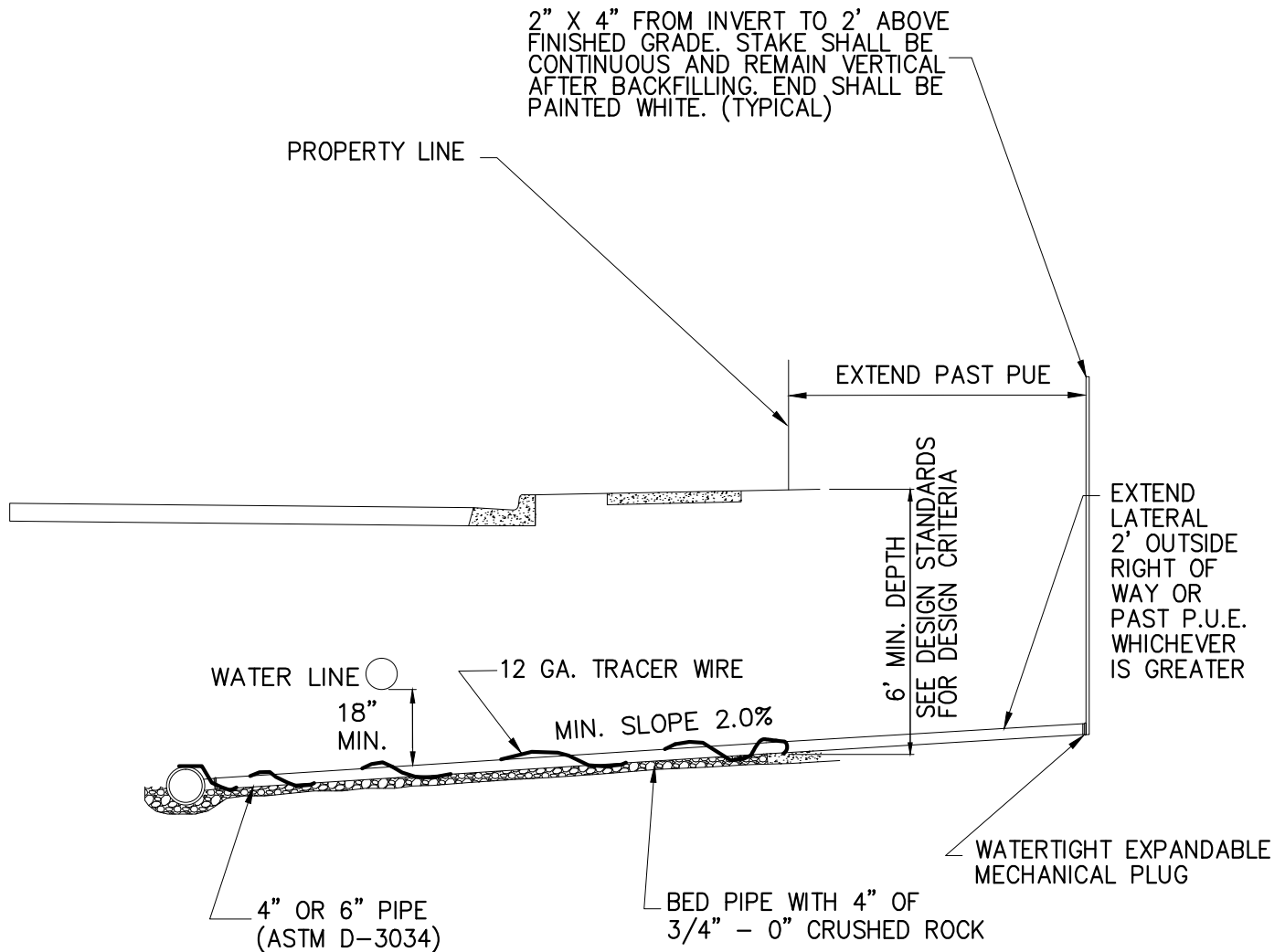


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REVISIONS:

RIPRAP

SCALE:	N.T.S.
DATE:	MARCH 2014
APPROVED BY:	JAY H.
STANDARD DRAWING	422



NOTES:

1. USES –SINGLE RESIDENTIAL SERVICE, 4" PIPE
 –SPLIT RESIDENTIAL SERVICE, 6" PIPE
2. SERVICE SHALL NOT BE BACKFILLED PRIOR TO INSPECTION. LOCATE WIRE SHALL BE TESTED PRIOR TO BACKFILL AND AFTER BACKFILL IS COMPLETE WITH THE WITNESS OF A CITY REPRESENTATIVE.
3. MINIMUM SLOPE 2.0%.

REVISIONS:
FEB 2014
MAY 2014
05/08/2015 -ASM

**STORM SEWER
 SERVICE BRANCH**

SCALE:	N.T.S
DATE:	May 2015
APPROVED BY:	K. Hofmann
STANDARD DRAWING	423

DESIGN STEPS FOR LIDA FACILITIES:

1. DETERMINE THE IMPERVIOUS AREA REQUIRING TREATMENT. REFER TO CHAPTER 4 OF THE STANDARD DESIGN MANUAL FOR ASSISTANCE IN DETERMINING OR CALCULATING THE IMPERVIOUS AREA REQUIRING TREATMENT.
2. DEDUCT IMPERVIOUS AREA LIDA CREDITS. DEDUCT THE SITE AREAS DESIGNED WITH POROUS PAVEMENT OR GREEN ROOFS FROM THE IMPERVIOUS AREA CALCULATED IN STEP 1.
3. IF NEEDED, DESIGN WATER QUALITY/ QUANTITY FACILITIES FOR REMAINING UNTREATED IMPERVIOUS AREA. SIZING FACTORS FOR INFILTRATION BASED LIDA'S ASSUME EXISTING SOIL UNFACTORED INFILTRATION RATE OF GREATER THAN 2 INCHES PER HOUR. EACH FACILITY MUST BE SIZED FOR THE AMOUNT OF IMPERVIOUS AREA DRAINING ONTO IT.
4. THE SIZING FACTORS NOTED IN THIS SECTION ARE TO BE USED TO SIZE EACH LIDA FACILITY TREATING RUNOFF FROM A MAXIMUM OF 15,000 SQUARE FEET OF IMPERVIOUS AREA IN EACH FACILITY. FOR LARGE DEVELOPMENT SITES AND IMPERVIOUS AREAS, A REGIONAL WATER QUALITY/ QUANTITY FACILITY (VEGETATED SWALE, EXTENDED DRY BASIN OR CONSTRUCTED WATER QUALITY WETLAND) OR PROPRIETARY FACILITY MAY BE APPROPRIATE, AS DESIGNED BY A REGISTERED PROFESSIONAL ENGINEER.

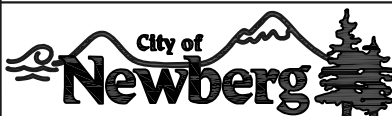
GENERAL NOTES:

1. FOR PLANTING REQUIREMENTS REFERENCE APPENDIX A OF THE STANDARD DESIGN MANUAL.
2. FOR FACILITY SIZING REFERENCE STANDARD DRAWING NO. 451, LIDA SIZING FORM.
3. ENERGY DISSIPATERS REQUIRED AT ALL DISCHARGE POINTS INTO THE FACILITY, MINIMUM OF 18"X18"X 6" DEEP, 4" TO 6" CLEAN ANGULAR RIPRAP.
4. DISCHARGES INTO NATIVE SOILS WILL REQUIRE INFILTRATION TESTING COMPLETED BY A REGISTERED DESIGN PROFESSIONAL.

GROWING MEDIUM NOTES:

THE GROWING MEDIUM SHALL BE ONE THIRD ORGANIC COMPOST, ONE THIRD GRAVELY SAND AND ONE THIRD TOP SOIL.

1. ORGANIC COMPOST SHALL BE THE RESULT OF BIOLOGICAL DEGRADATION AND TRANSFORMATION OF PLANT DERIVED MATERIALS UNDER CONDITIONS DESIGNED TO PROMOTE AEROBIC DECOMPOSITION, FREE OF VIABLE WEED SEEDS AND STABLE WITH REGARD TO OXYGEN CONSUMPTION AND CARBON DIOXIDE GENERATION, AND OTHERWISE CONFORMING TO THE US COMPOSTING COUNCIL STA COMPOST TECHNICAL DATA SHEET; WWW.COMPOSTINGCOUNCIL.ORG.
2. GRAVELY SAND SHALL BE 1" MINUS IN CONFORMANCE WITH ASTM C117/C136 (AASHTO T11/T27) STANDARDS WITH A COEFFICIENT OF UNIFORMITY (D60/D10) EQUAL TO OR GREATER THAN 6.
3. TOP SOIL SHALL BE FREE OF WOOD PIECES, PLASTIC, AND OTHER FOREIGN MATTER, CHEMICAL AND BIOLOGICAL POLLUTANTS, AND CONTAIN NO VISIBLE FREE WATER.



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REVISIONS:

**DESIGN STEPS,
 GENERAL NOTES, AND
 GROWING MEDIUM**

SCALE:	N.T.S.
DATE:	MARCH 2014
APPROVED BY:	JAY H.
STANDARD DRAWING	450

City of Newberg LIDA Sizing Form

(Include this form with plan submittal)

Project Title: _____

Project Address: _____

Project Taxlot/ Taxmap#: _____

Project Location: _____

Contact Name/Title/Company: _____

Phone/e-mail: _____

STEP 1: Determine Impervious Area Requiring Treatment

Total Gross Site Area (acres):		Pre. Dev. Impervious Area (ft):		(X)
Proposed Net New Impervious Area (ft):		Post Dev. Impervious Area (ft):		(Y)
$(PA) = (Y) - (X)$				

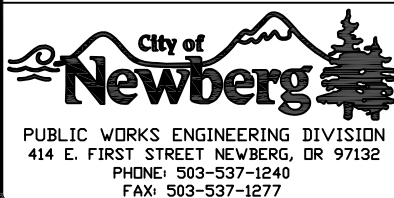
STEP 2: Deduct Impervious Area LIDA Credits

Porous Pavement (sq. ft.):		(P)
Green Roof (sq. ft.):		(G)
Other Credits as approved (sq. ft.):		(O)
Total Credits (sq. ft.):		(C)
$(C) = (P) + (G) + (O)$		
Impervious Area Requiring Treatment (sq. ft.):		(IA)
$(IA) = (PA) - (C)$		

STEP 3: Size LIDA Facilities for Remaining Impervious Area

	Impervious Area Treated (sq. ft.)	SF, Sizing Factor	LIDA Facility Size (sq. ft.)
Infiltration Planters/ Rain Garden		0.045	
Flow-through Planter		0.060	
Public Flow-through Planter		0.060	

Total Impervious Area Treated (sq. ft.) **MUST BE EQUAL TO (IA)**

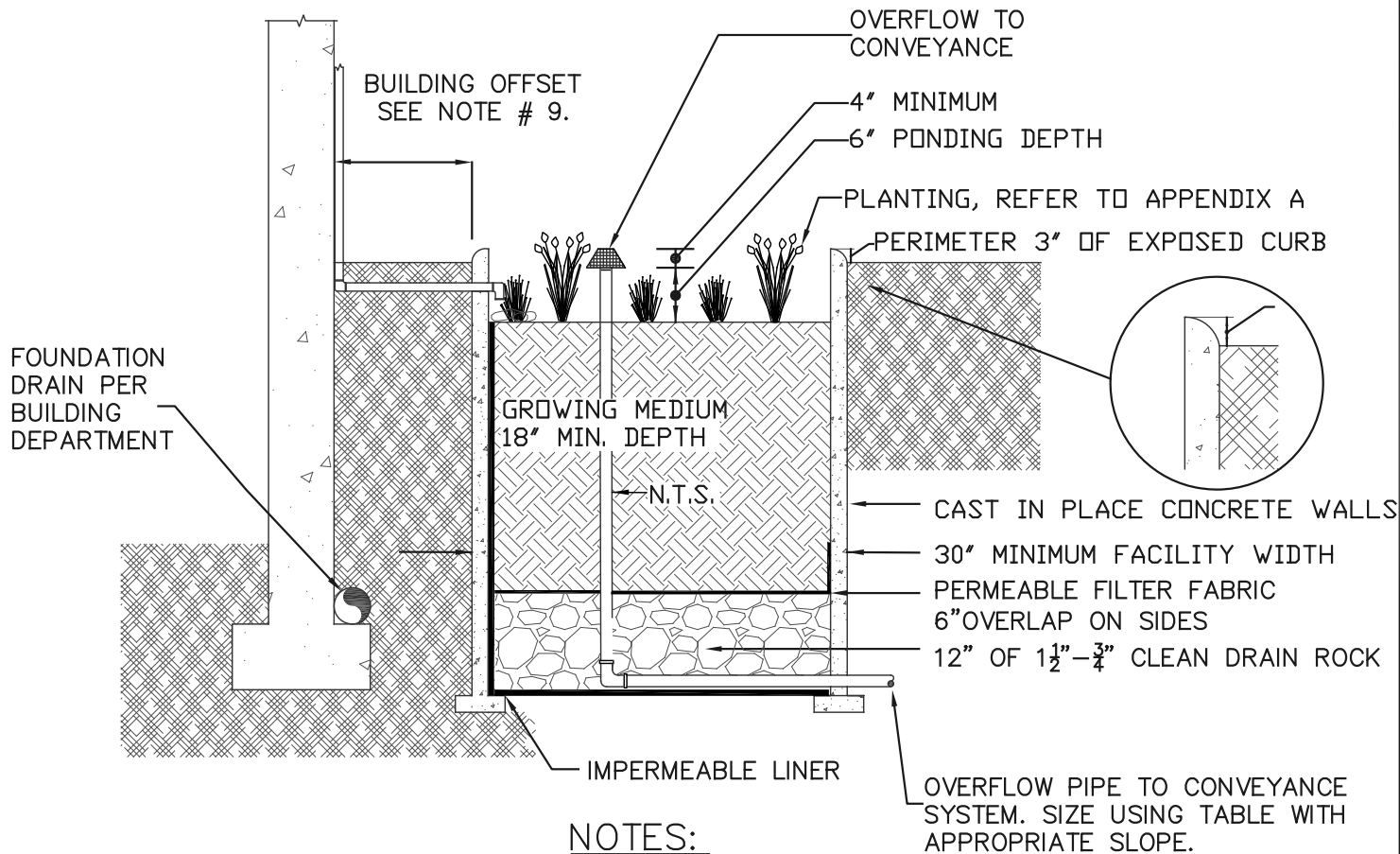


REVISIONS:

LIDA SIZING FORM

SCALE: N.T.S.
DATE: MARCH 2014
APPROVED BY: JAY H.
STANDARD DRAWING 451

PRIVATE/ PUBLIC WATER QUALITY & QUANTITY TREATMENT



NOTES:

1. MAXIMUM SLOPE OF PLANTER 0.5%.
2. NO TREES OR DEEP ROOTED VEGETATION OVER PIPING IS ALLOWED IN FACILITY.
3. STORM PIPING TO FACILITY THROUGH WALL CORE HOLES, MAINTAIN MAXIMUM DISTANCE FROM THE OVERFLOW PIPE AS POSSIBLE.
4. PRIVATE OVERFLOW PIPE TO BE MINIMUM SPECIFIED IN PLUMBING CODE, SEE TABLE. PUBLIC FACILITIES SHALL BE SIZED TO CONVEY THE 25 YEAR STORM.
5. ENERGY DISSIPATERS REQUIRED AT WATER ENTRANCES MINIMUM 18"X18"X6" OF 4 TO 6 INCH ANGULAR RIPRAP.
6. PERMEABLE FILTER FABRIC REQUIRED BETWEEN LAYERS
7. IMPERMEABLE LINER REQUIRED AT FACILITY BOTTOM AND ON WALLS ADJACENT TO STRUCTURES (AS SHOWN).
8. "PARTIAL" INFILTRATION FACILITIES ARE ENCOURAGED. IMPERMEABLE LINER LOCATED AT FACILITY BOTTOM, MAY BE REMOVED FOR "PARTIAL" INFILTRATION, APPROVAL BY DESIGN PROFESSIONAL AND BUILDING DEPARTMENT REQUIRED.
9. BUILDING OFFSET REQUIRED ONLY WHEN INFILTRATING, 10 FT MINIMUM.
10. MUST BE LOCATED A MINIMUM OF 3 FT FROM ADJACENT PROPERTY LINE.

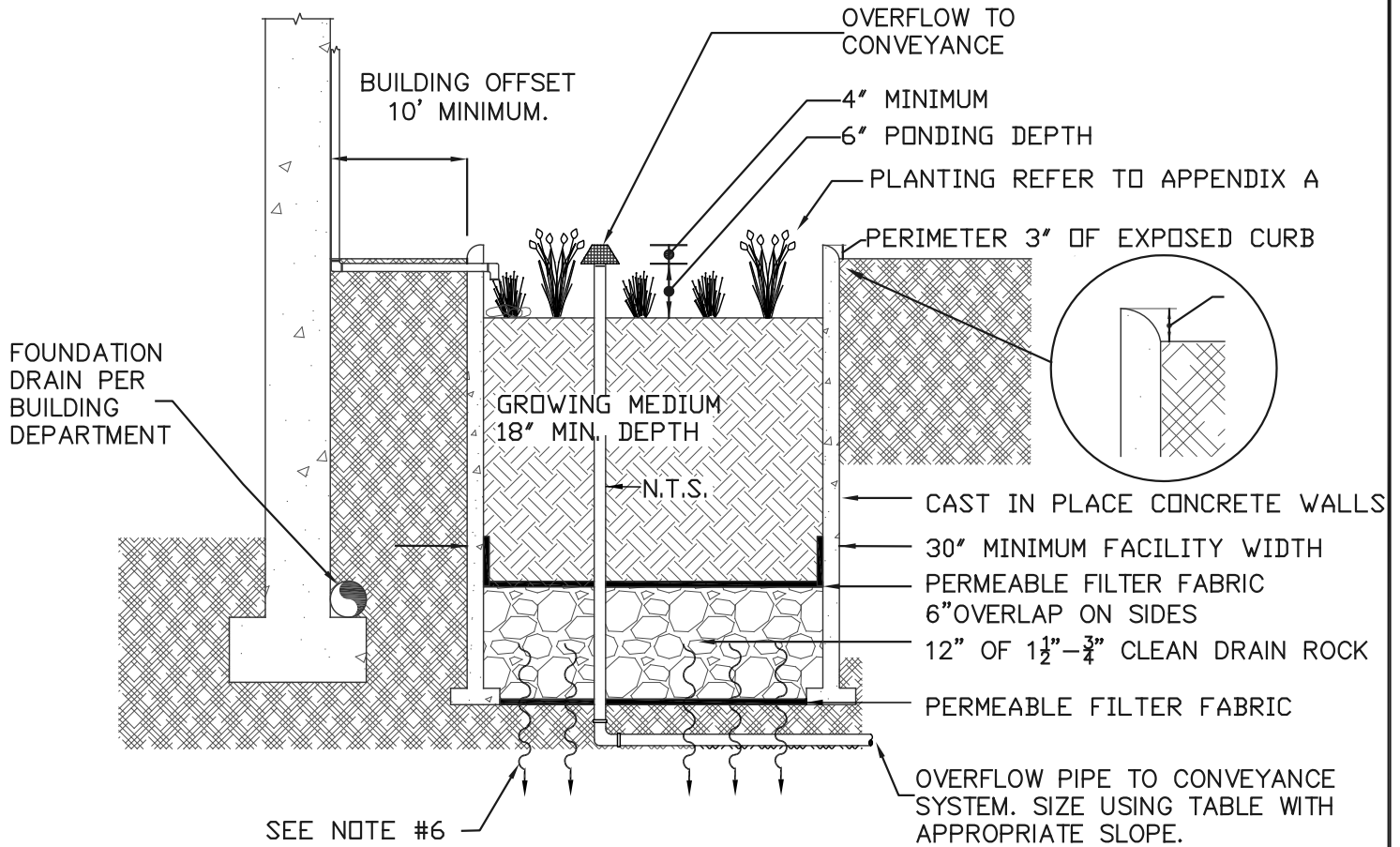
OVERFLOW PIPE SIZE (1/8 in./ft. SLOPE)	
MAX PROJECT ROOF AREA (ft.)	OVERFLOW PIPE SIZE (in.)
822	3
1,880	4
3,340	6

OVERFLOW PIPE SIZE (1/4 in./ft. SLOPE)	
MAX PROJECT ROOF AREA (ft.)	OVERFLOW PIPE SIZE (in.)
1,160	3
2,650	4
4,720	6

REVISIONS:

SCALE:	N.T.S.
DATE:	MARCH 2014
APPROVED BY:	JAY H.
STANDARD DRAWING	452

PRIVATE/ PUBLIC WATER QUALITY & QUANTITY TREATMENT



SEE NOTE #6

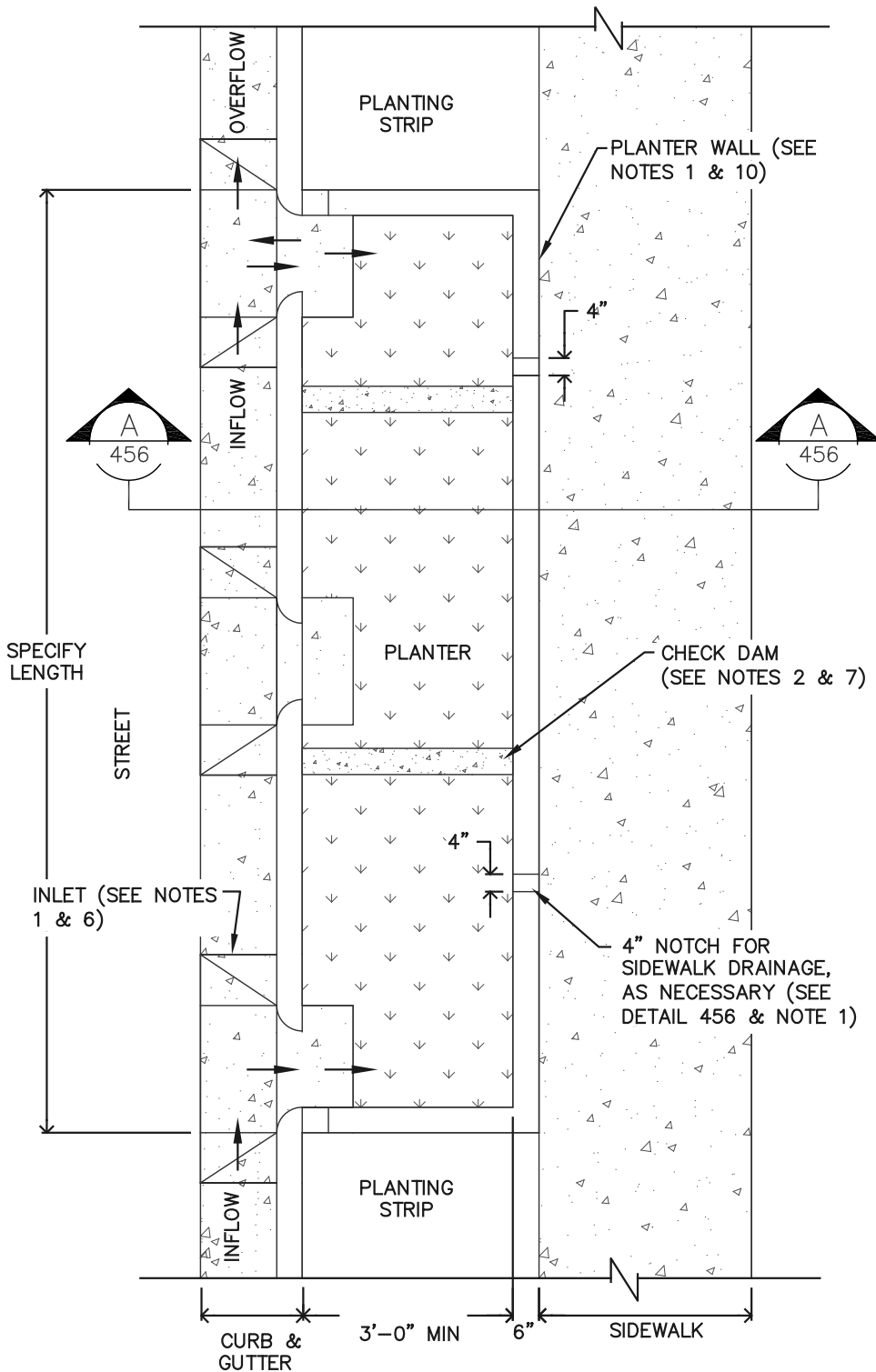
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NOTES:

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3. STORM FLOW INLETS THROUGH WALL CUT OUTS, BOTH TO MAINTAIN MAXIMUM LINEAR DISTANCE FROM THE OVERFLOW PIPE.
4. PRIVATE OVERFLOW PIPE TO BE MINIMUM SPECIFIED IN THE PLUMBING CODE, SEE TABLE. PUBLIC FACILITIES SHALL BE SIZED TO CONVEY THE 25 YEAR STORM.
5. ENERGY DISSIPATERS REQUIRED AT WATER ENTRANCES MINIMUM 18"X18"X6" OF 4 TO 6 INCH ANGULAR RIPRAP.
6. SIZING FACTORS, FOR INFILTRATION FACILITIES ASSUME AN UNFACTORED INFILTRATION RATE GREATER THAN 2 IN PER HOUR.
7. MUST BE LOCATED 3' MINIMUM FROM ADJACENT PROPERTY LINE.

REVISIONS:



DESIGN NOTES:

1. PROVIDE BEGINNING AND END STATION FOR EACH FACILITY. PROVIDE STATIONING AND/ OR DIMENSIONS AND ELEVATIONS AT EACH INLET, OUTLET, CHECK DAM, PLANTER CORNER AND SIDEWALK NOTCHES.
2. SIDEWALK ELEVATION MUST BE SET ABOVE CHECK DAM AND INLET ELEVATIONS TO ALLOW OVERFLOW TO DRAIN TO STREET BEFORE SIDEWALK.
3. EXISTING UTILITY LINES MUST BE SLEEVED OR RELOCATED. PROPOSED UTILITY LINES TO BE LOCATED OUT OF FACILITY.
4. LONGITUDINAL SLOPE OF PLANTER TO MATCH ROAD.
5. MINIMUM INTERIOR PLANTER WIDTH IS 3 FEET. A MINIMUM OF 4 FEET IS REQUIRED FOR PLANTERS WITH STREET TREES.

RELATED DETAILS:

6. CONCRETE INLET, STANDARD DRAWING NO. 462- CURB CUT.
7. CHECK DAM, STANDARD DRAWING NO. 465, CONCRETE CHECK DAM.
8. REQUIRMENTS FOR WATER LINES, METERS, AND FIRE HYDRANTS REFERENCE STANDARD DRAWING NO. 468, METER & HYDRANT LOCATIONS.
9. FACILITY SIZING AND TOPSOIL PER STANDARD DRAWING NO. 450, GENERAL REQUIREMENTS.
10. PLANTER WALL, STANDARD DRAWING NO. 466, PUBLIC PLANTER WALLS.

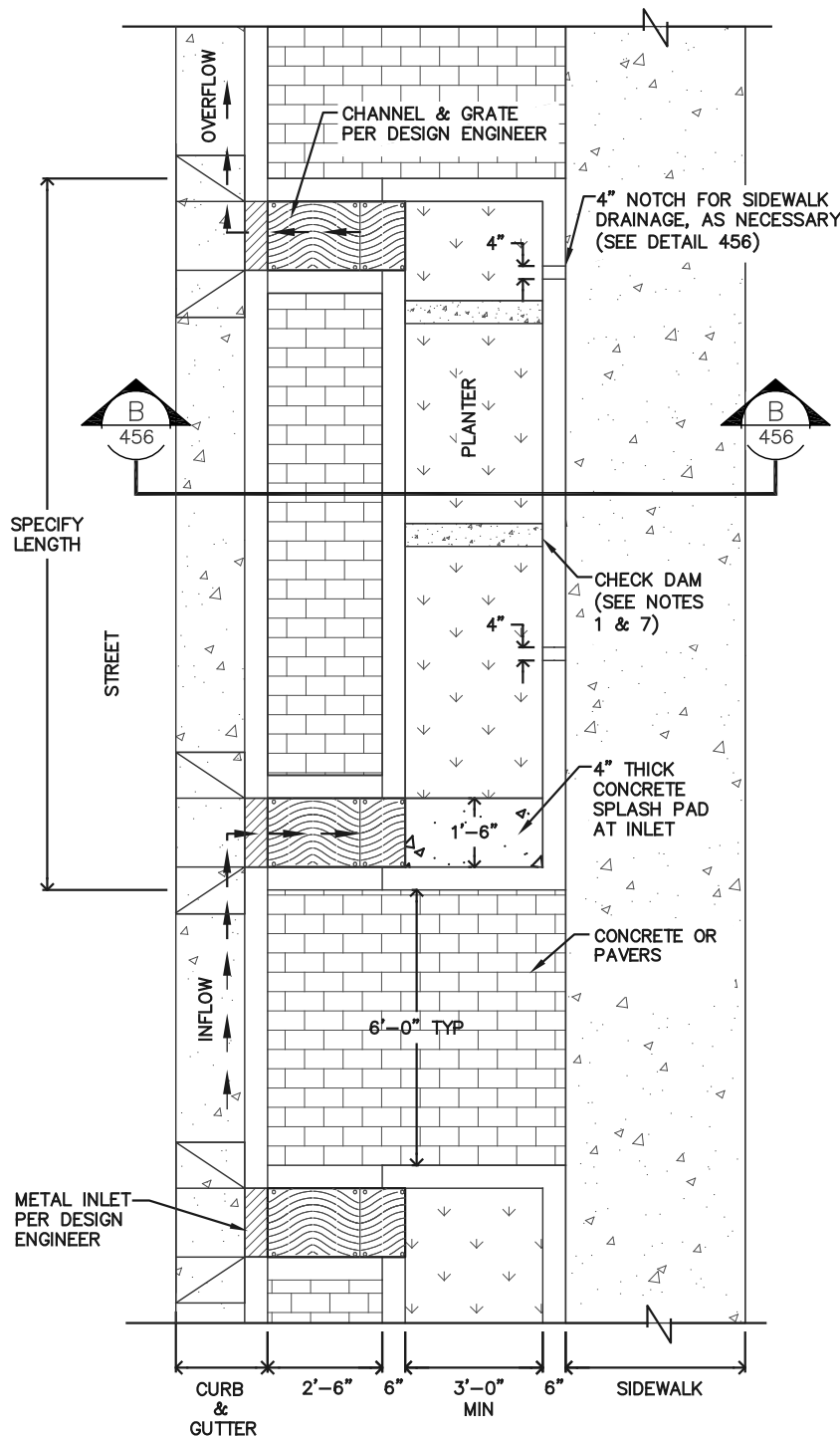


PUBLIC WORKS ENGINEERING DIVISION
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 PHONE: 503-537-1240
 FAX: 503-537-1277

REVISIONS:

**PUBLIC PLANTER
 PLAN VIEW NO PARKING**

SCALE:	N.T.S.
DATE:	MARCH 2014
APPROVED BY:	JAY H.
STANDARD DRAWING	454

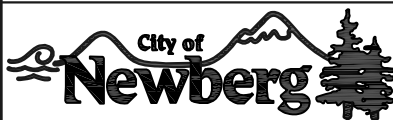


DESIGN NOTES:

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9. FACILITY SIZING AND TOPSOIL PER STANDARD DRAWING NO. 451, GENERAL REQUIRMENTS.
10. PLANTER WALL, STANDARD DRAWING NO. 466, PLANTER WALLS.

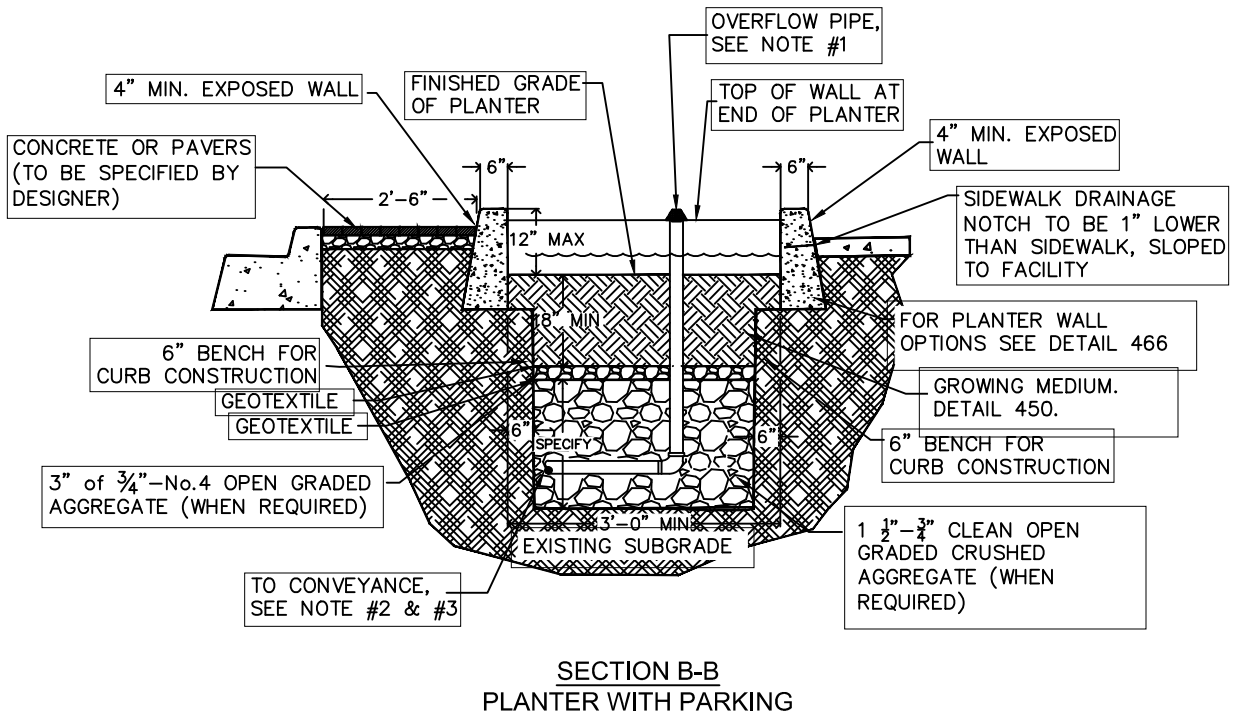
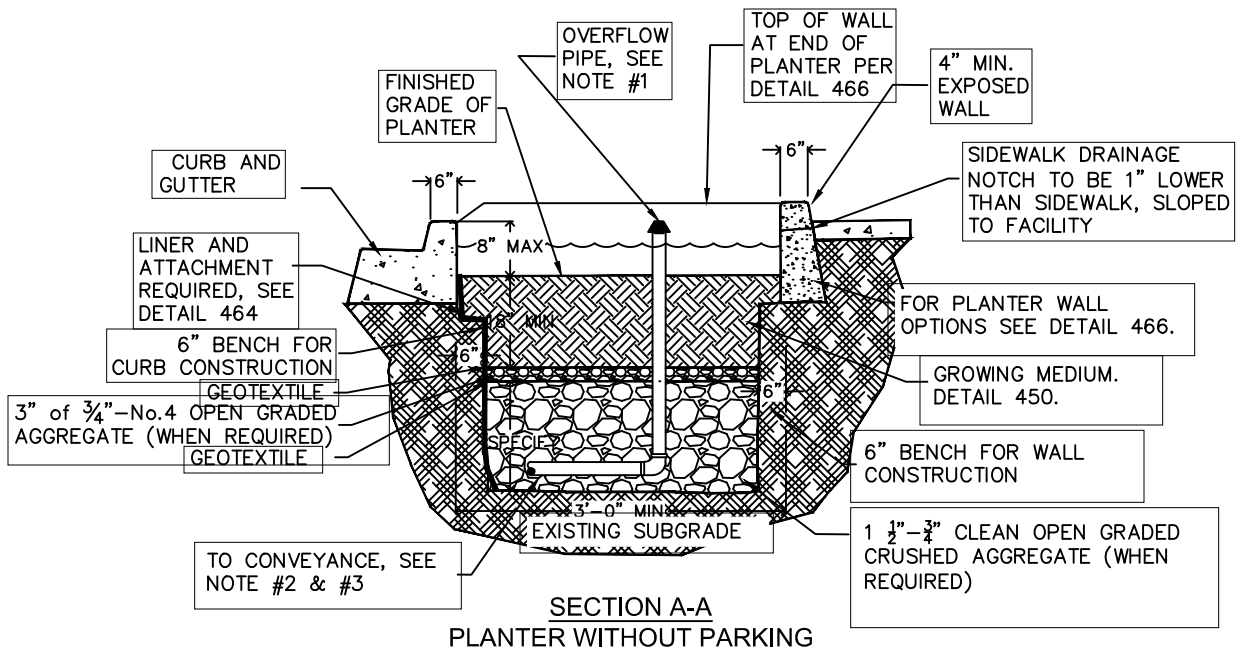


PUBLIC WORKS ENGINEERING DIVISION
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 PHONE: 503-537-1240
 FAX: 503-537-1277

REVISIONS:

**PUBLIC PLANTER
 PLAN VIEW WITH PARKING**

SCALE:	N.T.S.
DATE:	MARCH 2014
APPROVED BY:	JAY H.
STANDARD DRAWING	455



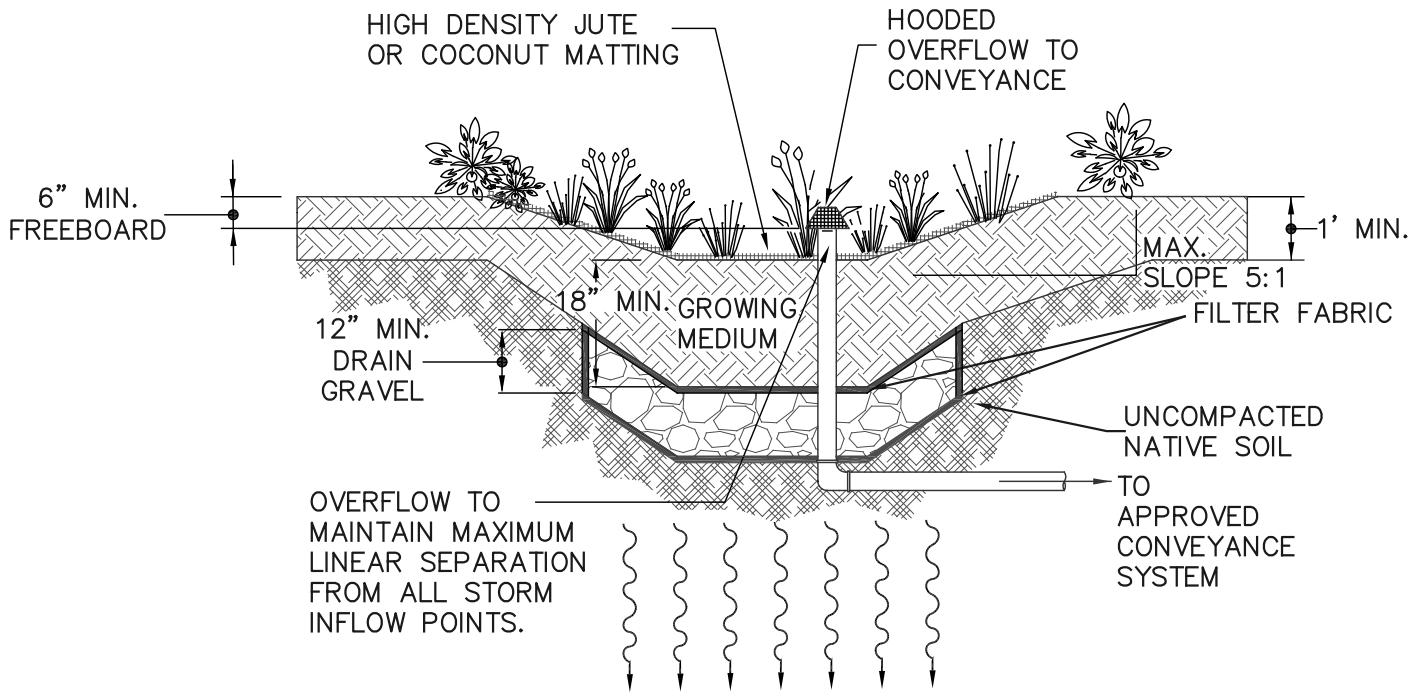
- NOTES:**
1. IE OF OVERFLOW PIPE TO BE FLUSH WITH CHECK DAM HEIGHT.
 2. PUBLIC OVERFLOW PIPE SHALL BE SIZED TO CONVEY THE 25 YEAR DESIGN STORM EVENT.
 3. PERFORATED PIPE SHALL RUN LENGTHWISE OF FACILITY AND SHALL BE LOCATED 6" ABOVE EXISTING SUBGRADE. REFERENCE STANDARD DRAWING NO. 463, PERFORATED PIPE.

City of Newberg
 PUBLIC WORKS ENGINEERING DIVISION
 414 E. FIRST STREET NEWBERG, OR 97132
 PHONE: 503-537-1240
 FAX: 503-537-1277

REVISIONS:
06/30/2015 - ASM

PUBLIC PLANTER
 SECTION VIEW

SCALE:	N.T.S.
DATE:	JUNE 2015
APPROVED BY:	K. HOFMANN
STANDARD DRAWING	456



NOTES:

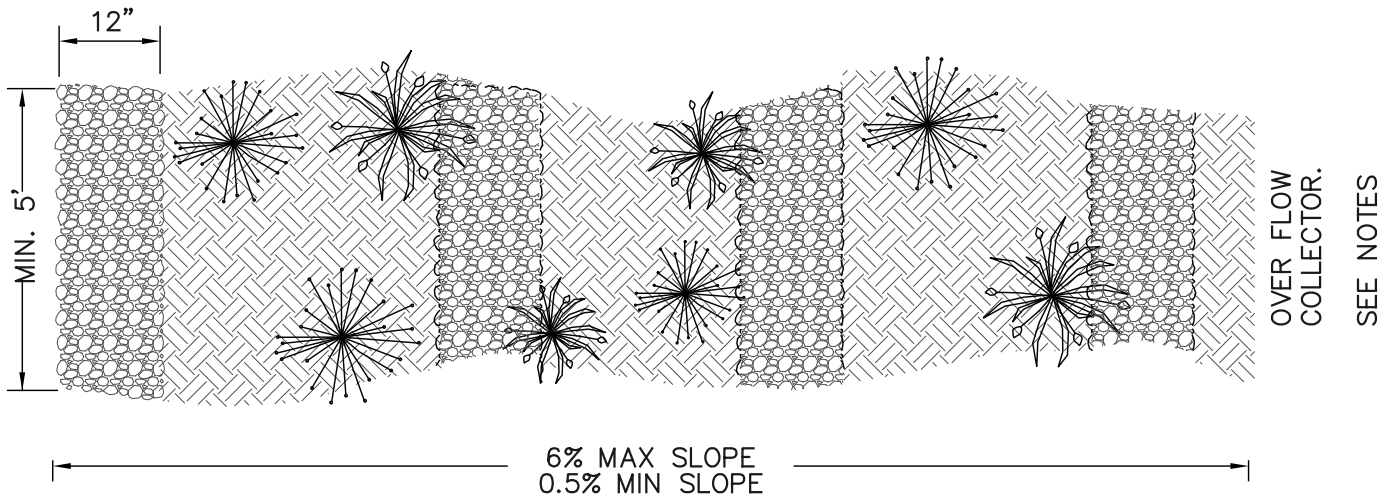
1. PROVIDE OVERFLOW CONVEYANCE SYSTEM, OVERFLOW CONVEYANCE HEIGHT TO ALLOW 6" MAXIMUM PONDING, PIPING TO A MINIMUM OF THE PLUMBING CODE OR CONVEY THE 25 YEAR STORM.
2. FLOW DISSIPATORS SHOULD BE USED IF ENTRY SLOPE TO THE BASIN IS GREATER THAN 5:1.
3. SEPARATION BETWEEN DRAIN GRAVEL AND GROWING MEDIUM SHALL BE PERMEABLE FILTER FABRIC.
4. TREATMENT AREA SHALL HAVE HIGH DENSITY JUTE OR COCONUT MATTING OVER 18" MINIMUM OF GROWING MEDIUM OR BASE STABILIZATION METHOD AS APPROVED BY THE CITY.
5. REFER TO APPENDIX A OF THE STANDARDS DESIGN MANUAL FOR PLANTING REQUIREMENTS.
6. TOP OF BANK OF FACILITY MUST BE LOCATED 10' FROM ANY STRUCTURE AND 3' FROM ADJACENT PROPERTY LINES.

REVISIONS:

RAIN GARDEN

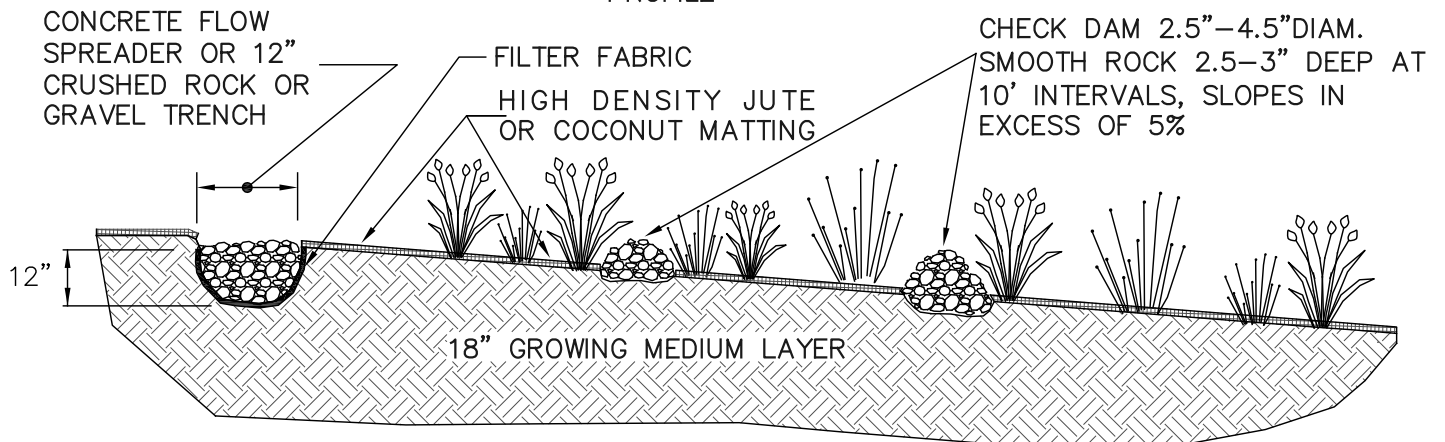
SCALE:	N.T.S.
DATE:	MARCH 2014
APPROVED BY:	JAY H.
STANDARD DRAWING	457

PLAN



OVER FLOW
 COLLECTOR.
 SEE NOTES

PROFILE



NOTES:

1. COLLECTION AND CONVEYANCE OF OVERFLOW FROM FILTER STRIP SHALL BE SPECIFIED ON PLANS TO APPROVED PUBLIC CONVEYANCE SYSTEM.
2. ENTIRE FILTER STRIP MUST HAVE 100% COVERAGE BY APPROVED, NATIVE GRASSES, WILDFLOWER BLENDS, GROUND COVERS, OR ANY COMBINATION THEREOF.
3. A GRADE BOARD, SPREADER, OR SAND/GRAVEL TRENCH MAY BE REQUIRED TO DISPERSE THE RUNOFF EVENLY ACROSS THE FILTER STRIP TO PREVENT POINT OF DISCHARGE/CHANNELIZATION. THE TOP OF THE LEVEL SPREADER MUST BE HORIZONTAL AND AT AN APPROPRIATE HEIGHT TO PROVIDE SHEETFLOW DIRECTLY TO THE SOIL WITHOUT SCOUR. LEVEL SPREADERS SHALL NOT HOLD A PERMANENT VOLUME OF RUNOFF. SPREADERS MAY BE CONCRETE PER STANDARD DRAWING NO. 420. TRENCHES USED AS LEVEL SPREADERS CAN BE FILLED WITH WASHED CRUSHED ROCK, PEA GRAVEL OR SAND.
4. CHECK DAMS SHALL BE PLACED ACCORDING TO FACILITY DESIGN OTHERWISE:
 - A. EQUAL TO THE WIDTH OF THE FILTER
 - B. PLACED EVERY 10' WHERE SLOPE EXCEEDS 5%, 2.5" TO 3" DEEP.
5. FILTER STRIP IS FOR WATER QUALITY ONLY, SIZING FACTOR OF 0.06.

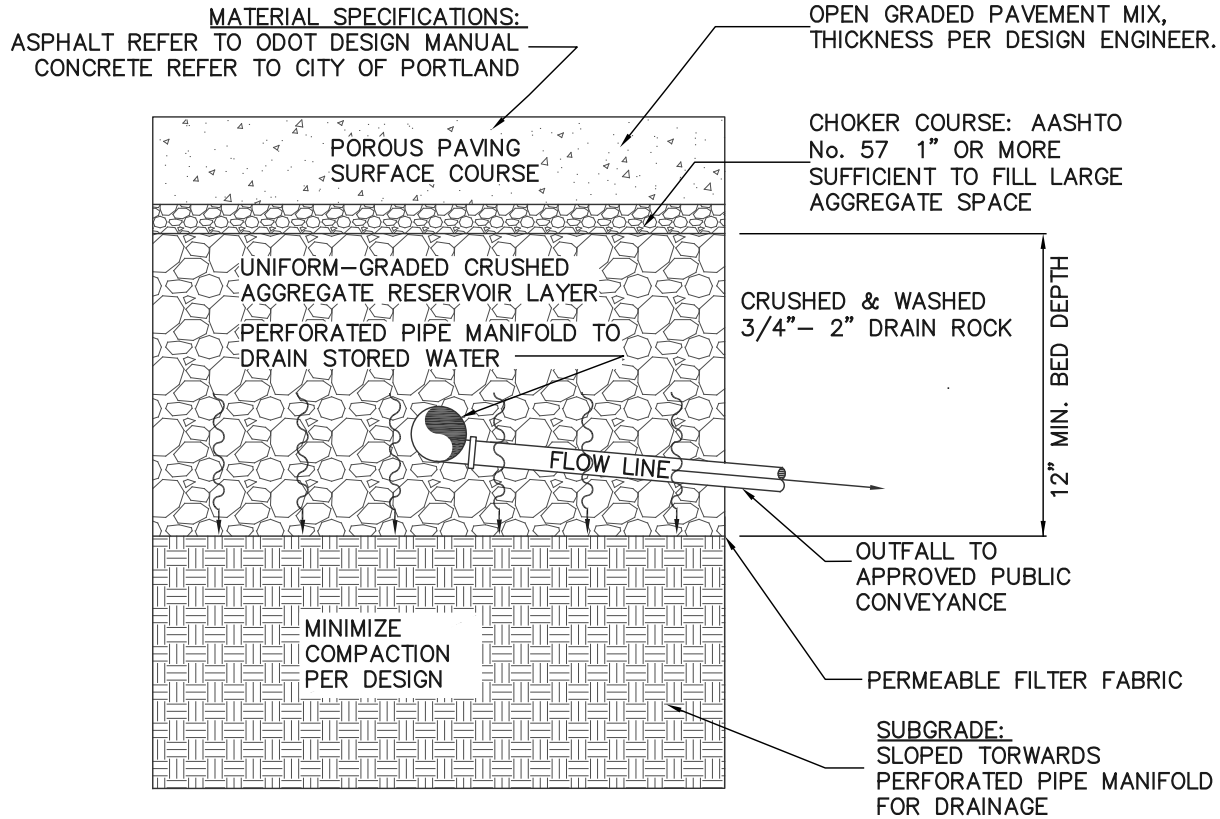
REVISIONS:

VEGETATED FILTER STRIP

SCALE:	N.T.S.
DATE:	MARCH 2014
APPROVED BY:	JAY H.
STANDARD DRAWING	458

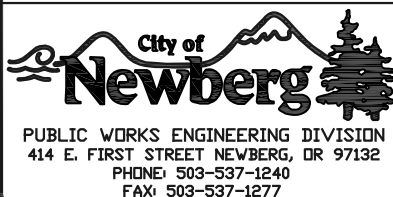
POROUS PAVEMENT

1:1 IMPERVIOUS AREA DEDUCTION



NOTES:

1. PAVEMENT SURFACE TO BE CONSTRUCTED WITH HIGH PERMEABILITY (> 8" PER HR).
2. UNIFORM-GRADED CRUSHED DRAIN ROCK BED WITH MINIMUM 40% VOID SPACE
3. PROVIDE PERFORATED PIPE MANIFOLD IN RESERVOIR LAYER FOR CONVEYANCE, IF UNFACTORED SOIL INFILTRATION RATES LESS THAN 2"/HOUR. SEE PERFORATED PIPE DRAWING NO. 463.
4. NOT RECOMMENDED FOR TRAFFIC SURFACES WITH SLOPE > 5%.
5. DO NOT PLACE DRAIN ROCK BED ON COMPACTED FILL AREAS.
6. HIGHEST SEASONAL WATER TABLE MUST BE AT LEAST 5' BELOW RESERVOIR LAYER. STRUCTURE MUST BE 100' AWAY FROM DRINKING WATER WELL. MINIMUM OF 100' AWAY UP SLOPE & 10' AWAY DOWN SLOPE FROM STRUCTURE FOUNDATIONS. A WRITTEN REPORT IS REQUIRED.
7. FLOWS FROM OTHER IMPERVIOUS AREAS SHALL NOT DRAIN TO POROUS PAVEMENT.
8. ONSITE INFILTRATION TESTING REQUIRED BEFORE AND DURING CONSTRUCTION BY A DESIGN PROFESSIONAL.

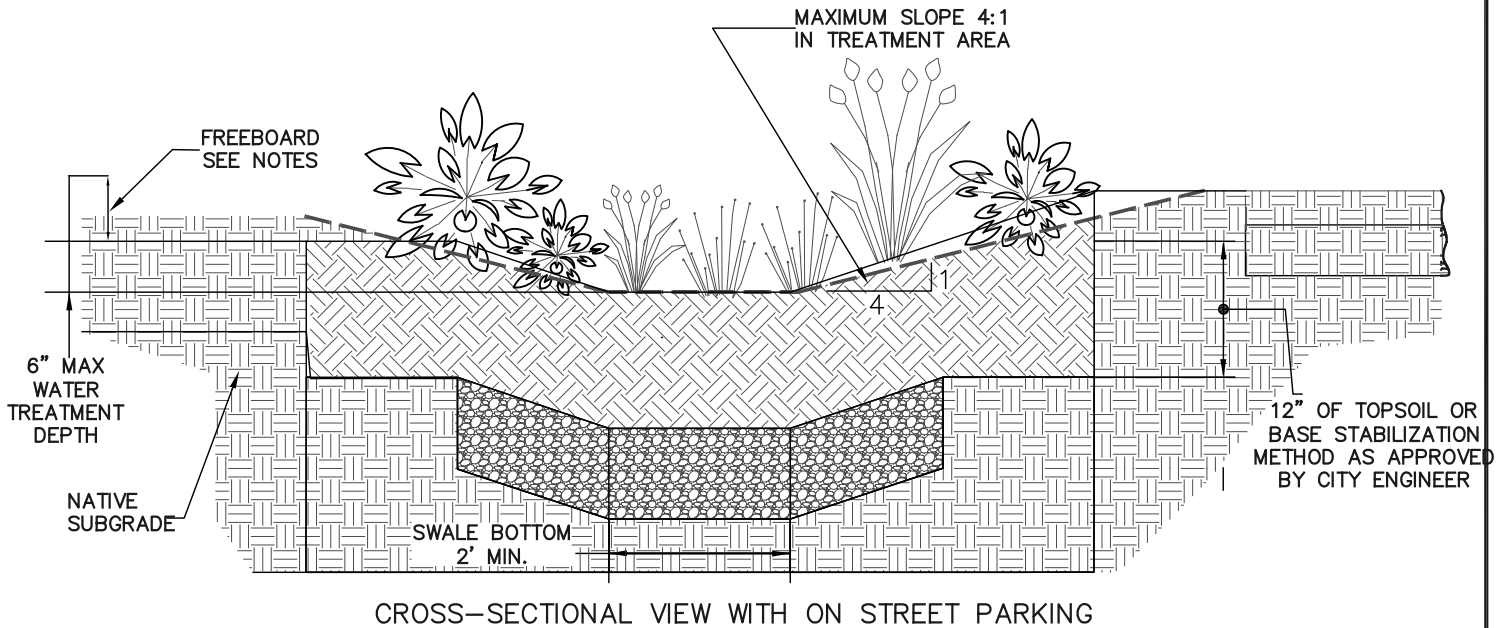
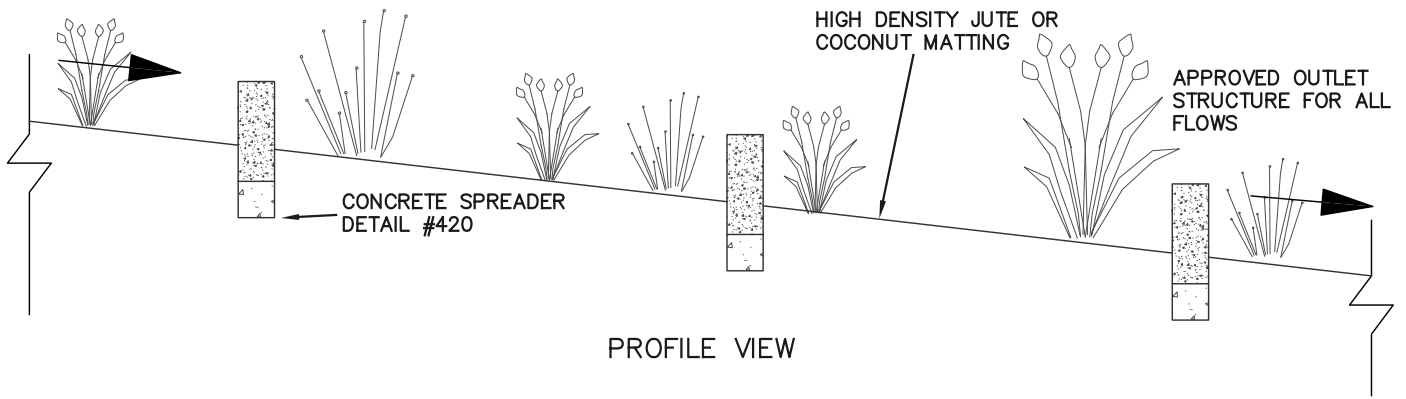


REVISIONS:

POROUS PAVEMENT

SCALE:	N.T.S.
DATE:	MARCH 2014
APPROVED BY:	JAY H.
STANDARD DRAWING	459

LENGTH PER DESIGN 100' MINIMUM, 0.5% MIN SLOPE.



HYDRAULIC DESIGN CRITERIA:

1. DESIGN FLOW: WATER QUALITY FLOW
2. MIN. HYDRAULIC RESIDENCE TIME: 9 MINUTES
3. MAXIMUM WATER DESIGN DEPTH: 0.5 FEET
4. MINIMUM FREE BOARD: 1.0 FOOT (FOR FACILITIES NOT NOT PROTECTED FROM HIGH FLOWS)
5. MANNING "n" VALUE: 0.24
6. MAXIMUM VELOCITY: 2.0 fps BASED ON 25-YEAR FLOW

FACILITY DESIGN CRITERIA:

1. UP UNTIL THE MAX WATER SURFACE, INTERIOR SIDE SLOPES, MAX SLOPE IS 4H:1V
2. ABOVE MAX WATER SURFACE, INTERIOR SIDE SLOPES, MAX SLOPE IS 2H:1V
3. IF INTERIOR SIDE SLOPES MUST BE MOWED SIDE SLOPE THEN THE MAX SLOPE IS 4H:1V
4. EXTERIOR SIDE SLOPES MAX 2H:1V
5. MINIMUM FREEBOARD 1 FOOT FROM 25 YEAR DESIGN WATER SURFACE ELEVATION
6. PROVIDE AN ENERGY DISSIPATER AT THE ENTRANCE OF SWALE, WITH A MINIMUM LENGTH OF 4 FEET. IT WILL BE DESIGNED TO REDUCE VELOCITIES AND SPREAD THE FLOW ACROSS THE TREATMENT CROSS SECTION.

FACILITY DESIGN CRITERIA:

7. THE USE OF INTERMEDIATE FLOW SPREADERS IS REQUIRED, SPACING FOR CONCRETE SPREADERS TO BE DETERMINED BY DESIGN ENGINEER.
8. EXTEND RIVER ROCK, TOPSOIL, AND HIGH DENSITY JUTE OR COCONUT MATTING TO TOP OF TREATMENT AREA (OR WQV LEVEL). EXTEND TOPSOIL AND LOW DENSITY JUTE MATTING TO THE EDGE OF WATER QUALITY TRACT.
9. WHERE SWALES WRAP 180-DEGREES FORMING PARALLEL CHANNELS, FREEBOARD SHALL BE PROVIDED BETWEEN EACH OF THE PARALLEL CHANNELS. A 1 FOOT WALL ABOVE GROUND SURFACE MAY ALSO BE USED. ALTERNATIVE: A SOIL BASED BERM WITH A MIN. TOP WIDTH OF 1 FOOT & MAX 2.5H:1V SIDE SLOPES MAY BE USED.
10. WHERE SWALES ARE DESIGNED WITH DITCH INLETS & OUTLET STRUCTURES & DESIGN OF MAINTENANCE ACCESS TO SUCH STRUCTURES MAY BE DIFFICULT DUE TO SWALE LOCATION, SWALES MAYBE DESIGNED AS FLOW THROUGH FACILITIES WITH UNSUMPED STRUCTURES. MAINTENANCE ACCESS TO STRUCTURE END OF THE FACILITY IS REQUIRED.

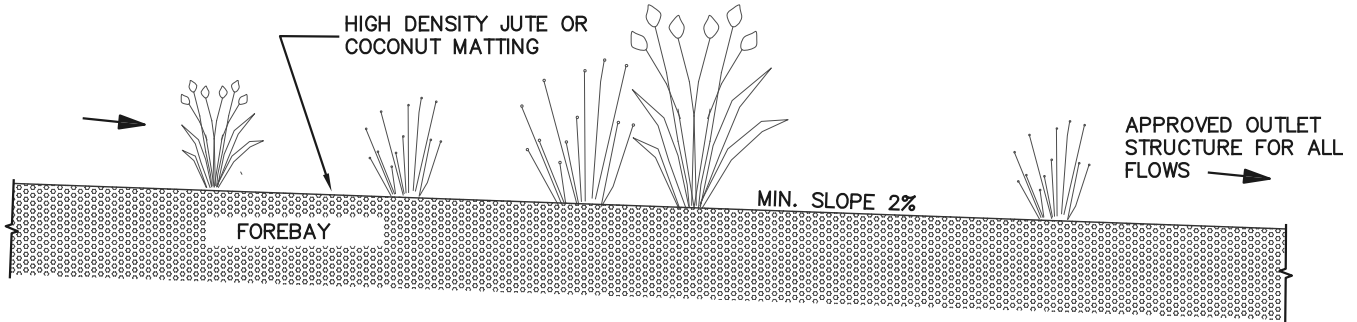


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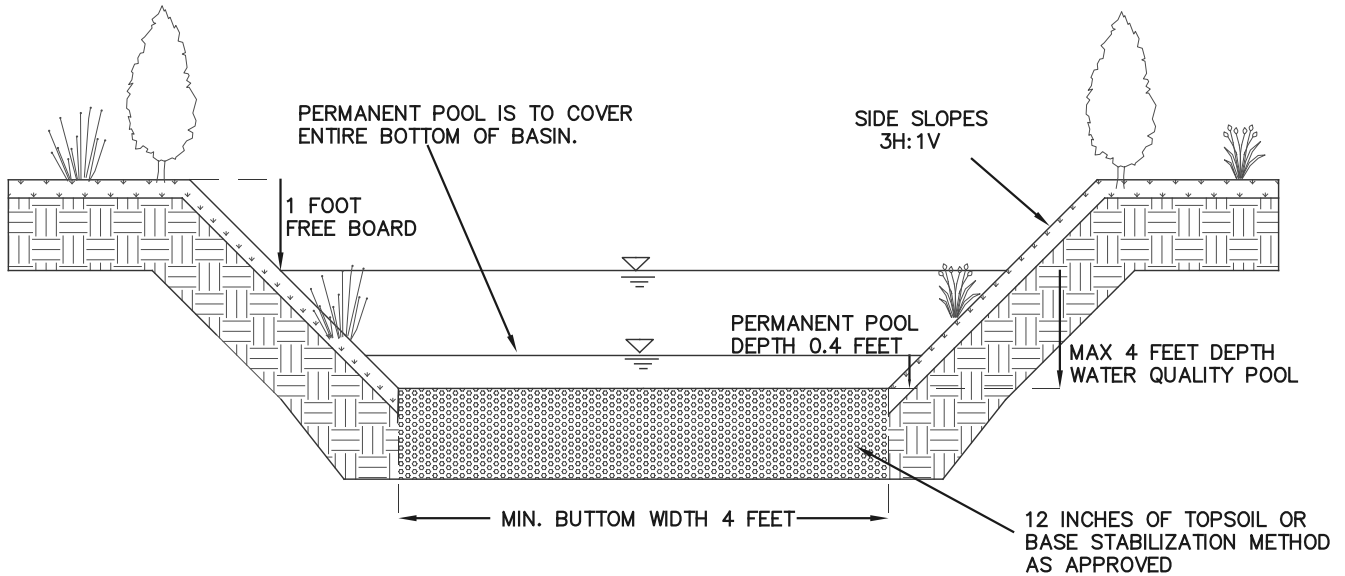
REVISIONS:

VEGETATED SWALE

SCALE:	N.T.S.
DATE:	MARCH 2014
APPROVED BY:	JAY H.
STANDARD DRAWING	460



PROFILE VIEW



CROSS-SECTIONAL VIEW

HYDRAULIC DESIGN CRITERIA:

1. MIN. WATER QUALITY DETENTION VOLUME:
1.0 X WATER QUALITY VOLUME (WQV)
2. 48 HOURS WATER QUALITY DRAWDOWN TIME
3. FOR ORIFICE SIZE USE:
 $D = 24 * [(Q / (C * [2gH]^{0.5}) / \pi)^{0.5}]$ WHERE:
 D(in) = DIAMETER OF ORIFICE
 $Q(\text{cfs}) = WQV(\text{cf}) / (48 * 60 * 60)$
 C = 0.62
 $H(\text{ft}) = \frac{2}{3} * (\text{TEMPORARY WATER QUALITY DETENTION HEIGHT TO CENTERLINE OF ORIFICE})$

FACILITY DESIGN CRITERIA:

1. UP UNTILL THE MAX WATER SURFACE, INTERIOR SIDE SLOPES, MAX SLOPE IS 3H:1V
2. ABOVE MAX WATER SURFACE, INTERIOR SIDE SLOPES, MAX SLOPE IS 2H:1V
3. IF INTERIOR SIDE SLOPES MUST BE MOWED SIDE SLOPE THEN THE MAX SLOPE IS 4H:1V
4. EXTERIOR SIDE SLOPES MAX 2H:1V, UNLESS ANALYZED FOR STABILITY BY A GEOTECHNICAL ENGINEER
5. MINIMUM FREEBOARD 1 FOOT FROM 25 YEAR DESIGN WATER SURFACE ELEVATION

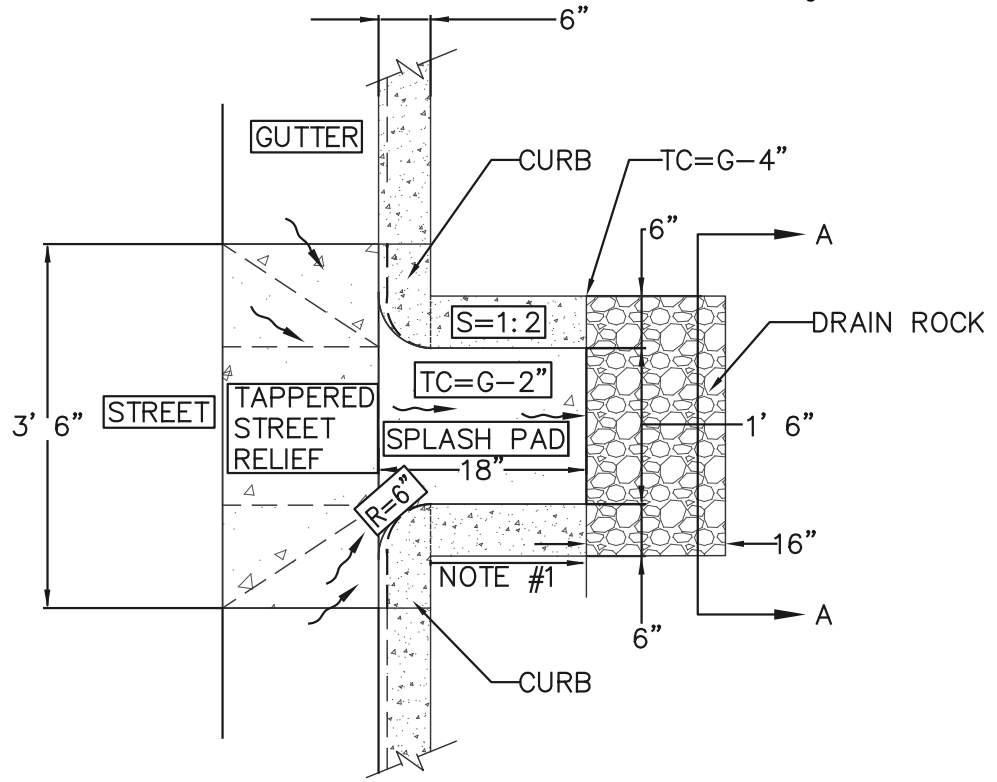
FACILITY DESIGN CRITERIA:

6. MINIMUM OF 2 CELLS, WITH THE FIRST CELL (FOREBAY) AT LEAST 10% OF SURFACE AREA. THE FOREBAY SHALL ALSO CONSTITUTE 20-PERCENT OF THE TREATMENT VOLUME. WHERE SPACE LIMITS MULTI-CELL DESIGN, USE ONE CELL WITH A FOREBAY AT THE INLET TO SETTLE SEDIMENTS AND DISTRIBUTE FLOW ACROSS THE WET POND.
7. INLET AND OUTLET STRUCTURES SHALL BE DESIGNED TO AVOID DIRECT FLOW BETWEEN STRUCTURES WITHOUT RECEIVING TREATMENT (ie SHORT CIRCUITING OF FLOW)
8. MINIMUM FREEBOARD: 1 FOOT FROM 25 YEAR DESIGN WATER SURFACE ELEVATION.
9. EXTEND RIVER ROCK, TOPSOIL, AND HIGH DENSITY JUTE OR COCONUT MATTING TO TOP OF TREATMENT AREA (OR WQV LEVEL). EXTEND TOPSOIL AND LOW DENSITY JUTE MATTING TO THE EDGE OF WATER QUALITY TRACT OR EASEMENT AREA.
10. THE ENGINEER SHALL CERTIFY THAT THE POND STORM SEWER DESIGN WILL PASS THE 25 AND 100 YEAR STORM EVENTS AND THAT AT NORMAL DESIGN WATER SURFACE THAT THE UPSTREAM STORM SEWER WILL NOT BE IN A SURCHARGED CONDITION FOR LONGER THAN 24 HOURS.

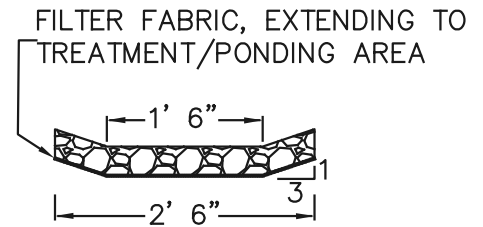
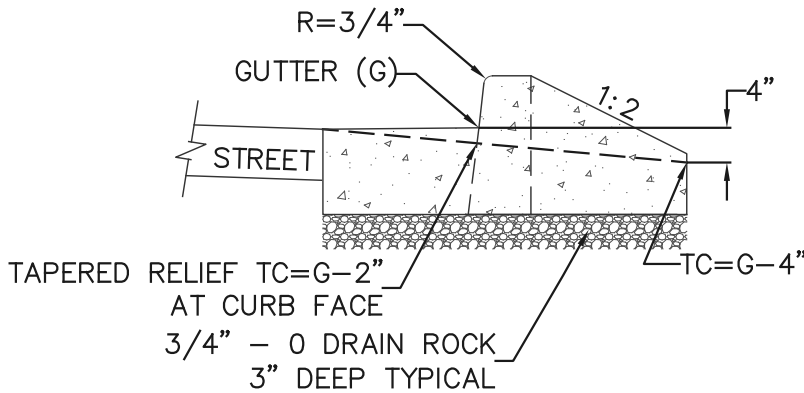
REVISIONS:

**EXTENDED DRY
 BASIN**

SCALE:	N.T.S.
DATE:	MARCH 2014
APPROVED BY:	JAY H.
STANDARD DRAWING	461



CURB CUT-OUT



SECTION A-A

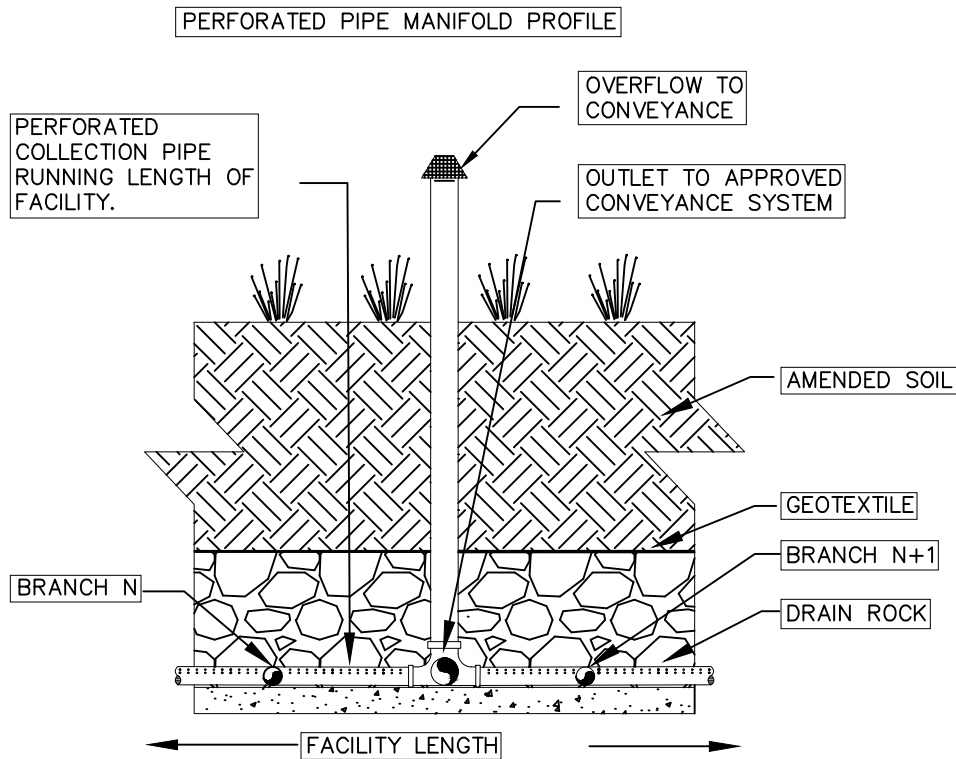
NOTES:

1. SPLASH PAD LENGTH TO BE 12 INCHES FROM BACK OF CURB
2. INFLOW STRUCTURE – CURB CUTOUT SHALL HAVE MINIMUM 2” DROP AT THE FLOW LINE LEADING TO THE SPLASH PAD, SEE DETAIL.
3. SPLASH PAD DRAIN ROCK MINIMUM SIZE 2” TO 4” CLEAN ANGULAR ROCK OR SIZED BY DESIGN INFLOW. ROCK TO BE PLACED 2.5” TO 3” DEEP BEHIND CONCRETE SPLASH PAD.

REVISIONS:

CURB CUT

SCALE:	N.T.S.
DATE:	MARCH 2014
APPROVED BY:	JAY H.
STANDARD DRAWING	462



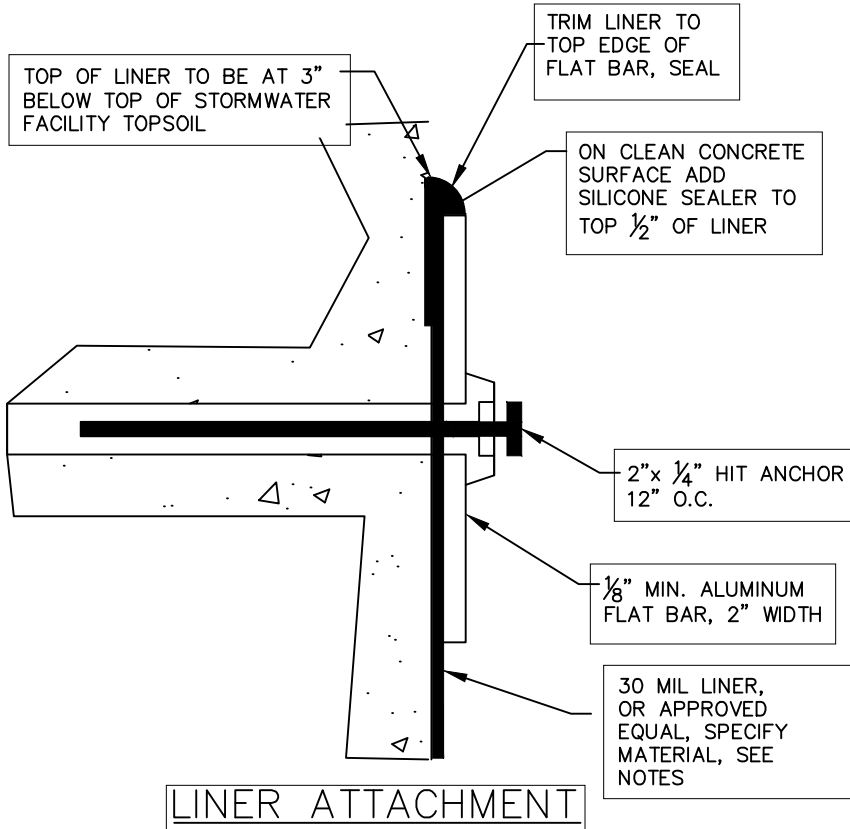
- NOTES:**
1. BRANCH SPACING AND NUMBER OF BRANCHES TO BE CALCULATED BASED ON STORM FLOWS FROM IMPERVIOUS AREA BEING TREATED.
 2. WRAP PERFORATED PIPE WITH GEOTEXTILE TO PREVENT INFILTRATION OF FINES.
 3. NO TREES OR DEEP ROOTED VEGETATION OVER PIPING, UNLESS LINER IS INSTALLED PER DRAWING NO. 108 & PER DIRECTION OF CITY ENGINEER.
 4. GRADE SUBGRADE TO PROVIDE MANIFOLD WITH POSITIVE DRAINAGE.
 5. CONVEYANCE SIZED AT MINIMUM FOR 25 YEAR EVENT STORM FLOWS.
 6. DETENTION (IF REQUIRED) VOLUME BASED ON DEPTH OF DRAIN ROCK RESERVOIR LAYER AND POSITION OF MANIFOLD WITHIN THE DRAIN ROCK LAYER.
 7. FITTINGS TO BE SAME MATERIAL AS PERFORATED PIPE.
 8. PIPE SECTIONS EXPOSED TO SUNLIGHT SHALL BE OF MATERIAL NOT SUBJECT TO DEGRADATION FROM THE EFFECTS OF SUNLIGHT.

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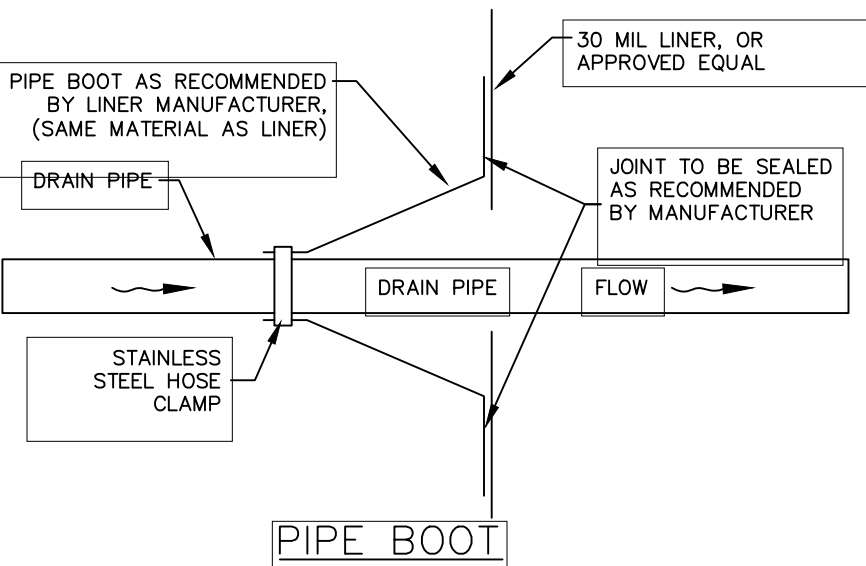
REVISIONS:
06/25/2015 - ASM

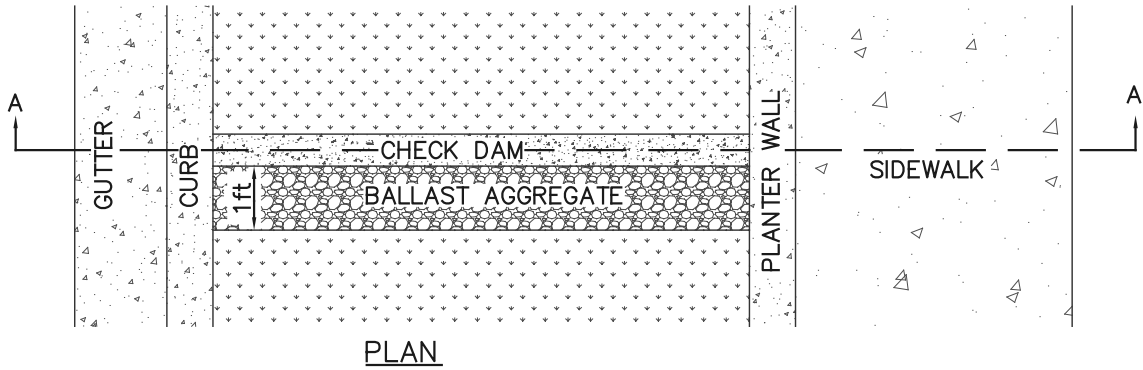
PERFORATED PIPE

SCALE:	N.T.S.
DATE:	JUNE 2015
APPROVED BY:	K. HOFMANN
STANDARD DRAWING	463

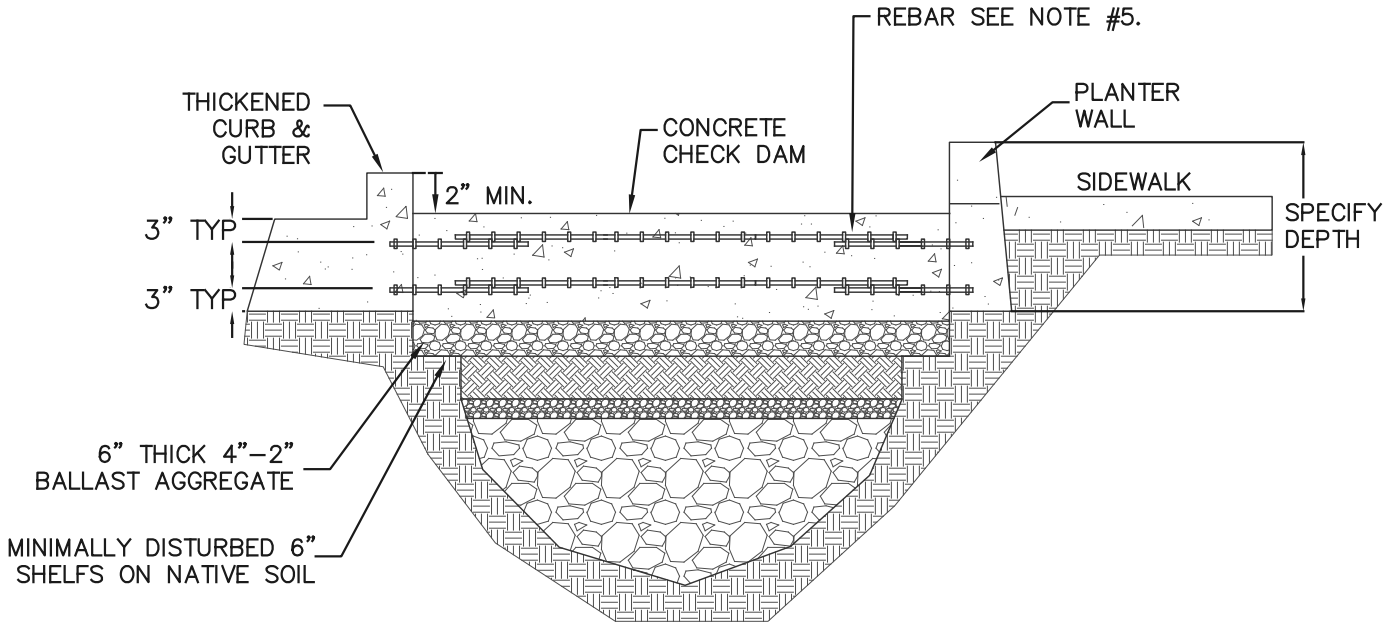


- NOTES:**
1. LINER MATERIALS TO BE HDPE OR PVC. LINER TO EXTEND FROM TOP OF TOPSOIL TO THE BOTTOM OF EXCAVATION.
 2. 3" OF CONCRETE IS REQUIRED ON ALL SIDES OF ATTACHMENT. ADJUST SIDEWALK DEPTH AS NECESSARY.
 3. LINER REQUIRED WHEN FACE OF NEW CURB IS LESS THAN 2' FROM OD OF ADJACENT WATER MAIN.
 4. LINER REQUIRED ON NEIGHBORHOOD COLLECTORS AND HIGH STREET CLASSIFICATIONS. LINER MAY BE REQUIRED ON LOCAL STREETS WITH TRANSIT ROUTES, HIGHER TRAFFIC VOLUMES, OR WHEN A FACILITY IS ADJACENT TO TRAVEL LANE AT THE DISCRETION OF THE CITY ENGINEER.
 5. IN AREAS WITH CONTAMINATED SOILS THE FACILITY MUST BE COMPLETELY LINED WITH A 40 MIL LINER UNLESS FACILITY'S BOTTOM AND SIDES ARE MONOLITHIC CONCRETE.
 6. ADHERE 30 MIL LINER TO CONCRETE WITH TOPCOAT MOLDABLE SEALANT, OR APPROVED EQUAL.
 7. SECURE LINER TO CONCRETE WITH 2" ALUMINUM FLAT BAR, PLACED AS DIRECTED (CURB SIDE OR ENTIRE FACILITY).
 8. ATTACH FLAT BAR WITH CONCRETE HIT ANCHORS, 12" O.C.
 9. TRIM EXCESS LINER TO THE TOP OF FLAT BAR.





PLAN



SECTION A-A

NOTES:

1. PROVIDE ELEVATIONS AND STATIONING AND/ OR DIMENSIONING FOR CHECK DAMS.
2. ENSURE THAT CHECK DAMELEVATIONS DO NOT CAUSE STORMWATER TO OVERFLOW TO SIDEWALK.
3. FOR USE IN PUBLIC STREET PLANTERS.
4. FOR CHECK DAMS THAT SPAN LONGER THAN 12' SPECIFY REBAR OVERLAP LENGTH.
5. EMBED #3 REBAR 3" INTO CURB AND 3" INTO PLANTER WALL. 12" MINIMUM OVERLAP REQUIRED FOR REBAR LAP SPLICE.

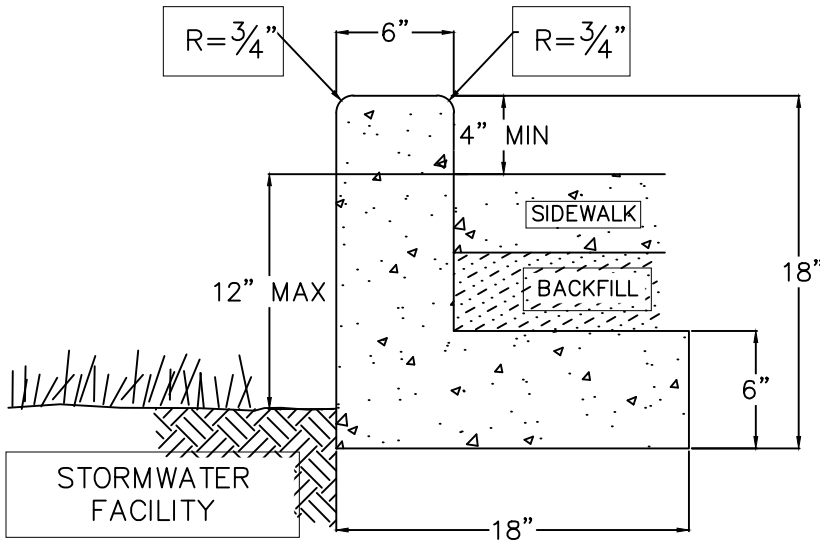
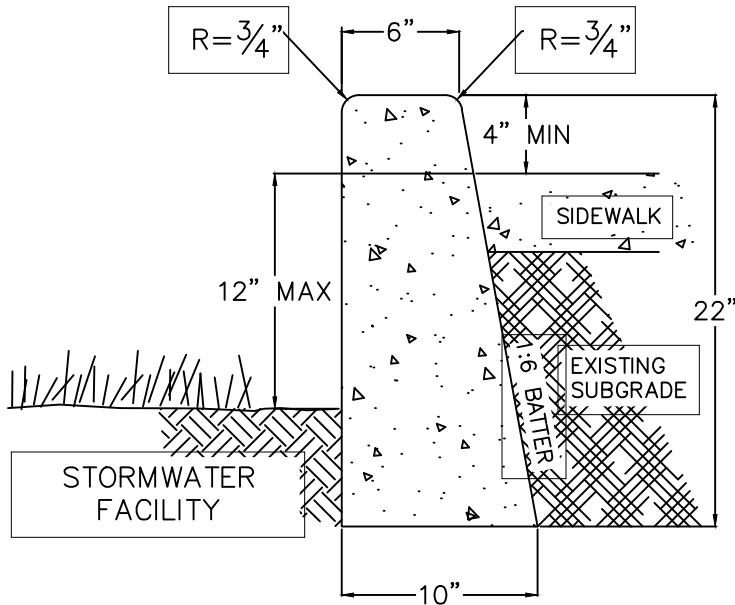


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REVISIONS:

CONCRETE CHECK DAM
 FOR PLANTERS

SCALE:	N.T.S.
DATE:	MARCH 2014
APPROVED BY:	JAY H.
STANDARD DRAWING	465



NOTES:

1. SPECIAL DESIGN CONSIDERATIONS OR STRUCTURAL REVIEW MAY BE REQUIRED FOR LONGER PLANTER WALL SPANS. STEEL REINFORCEMENT OR ADDITIONAL CONCRETE CHECK DAMS MAY BE NEEDED FOR STABILITY.
2. SPECIFY ONE OF THE ABOVE PLANTER WALL OPTIONS BASED ON SITE CONDITIONS.
3. MAINTAIN 1:6 BATTER FOR WALLS AND 4" MINIMUM TO TOP OF CURB.
4. IF A LINER IS USED WITH AN L-SHAPED WALL, THE WALL HEIGHT MUST BE INCREASED. THREE INCHES OF CONCRETE IS REQUIRED ON ALL SIDES OF THE LINER ATTACHMENT (STANDARD DRAWING NO. 464)
5. BROOM FINISH ALL EXPOSED CONCRETE SURFACES.



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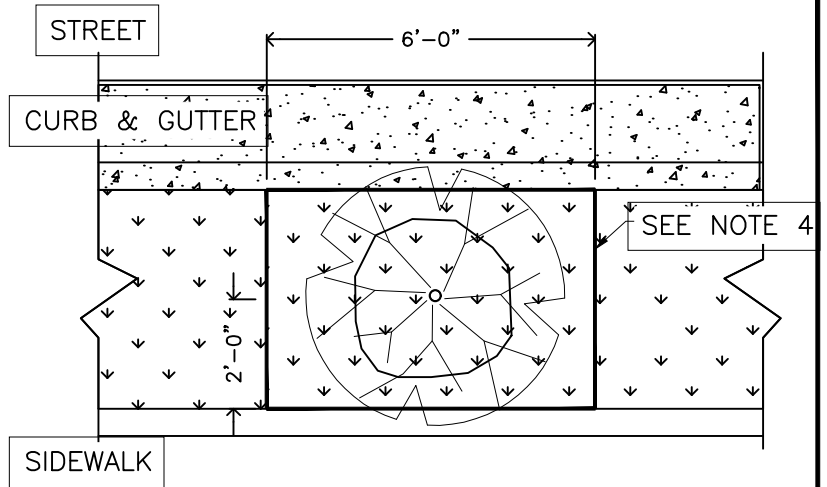
REVISIONS:
 05/28/2015 - ASM
 06/25/2015 - ASM

PUBLIC PLANTER WALLS

SCALE: N.T.S.
 DATE: May 2015
 APPROVED BY: K. Hofmann
 STANDARD DRAWING **466**

NOTES:

1. SPACING BETWEEN TREES VARIES—20' TO 30' ON CENTER.
2. REFER TO STANDARD DRAWING NO 450 FOR GROWING MEDIUM.
3. STREET TREE LIST PROVIDED FOR REFERENCE DO NOT INCLUDE ON PLANS.
4. INCLUDE TREE WELL AND STREET TREE VIEWS ON PLANS.
5. DIMENSION TOPSOIL AND ROCK LAYERS ON NON-TREE SIDE TO CORRESPOND TO PLANTER SECTION.
6. INCLUDE LINER AND CALL-OUT IF USED, FOR TREE LINER REFERENCE DRAWING NO 108.
7. REMOVE WIRE AND BURLAP FROM ROOT BALL PRIOR TO BACKFILLING.
8. SET TOP OF ROOT BALL 1" TO 2" ABOVE TOPSOIL FACILITY.
9. DEEPEN SOIL SECTION MINIMUM, 4' X 6' X 4' DEEP.
10. OTHER SPECIES OF STREET TREES MAY BE PERMITTED WITH APPROVAL FROM PLANNING DEPARTMENT.



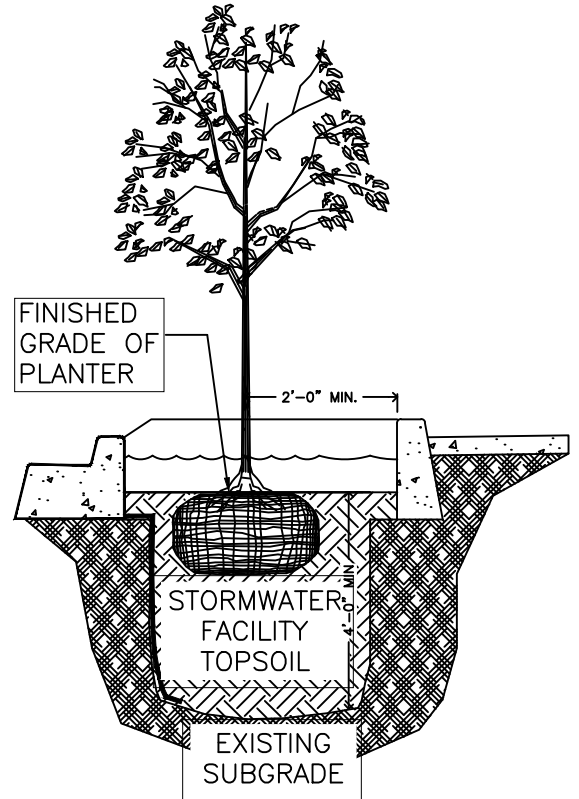
ALL TREE TYPES AND LOCATIONS TO BE APPROVED BY CITY PLANNING DIVISION.

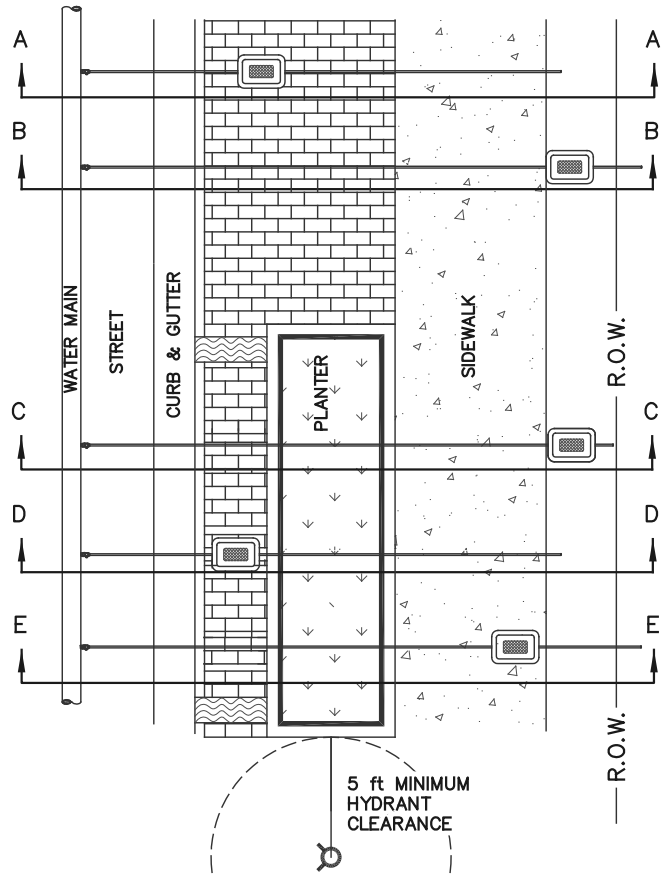
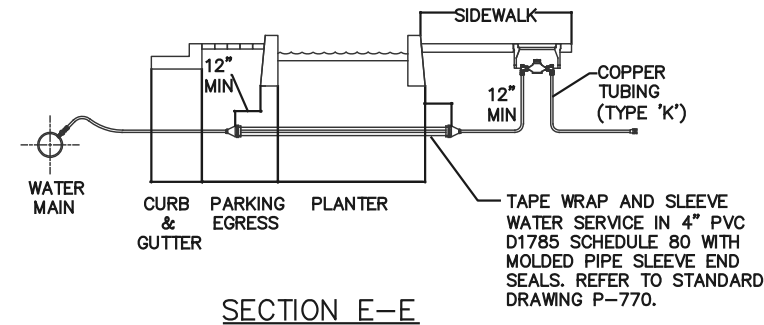
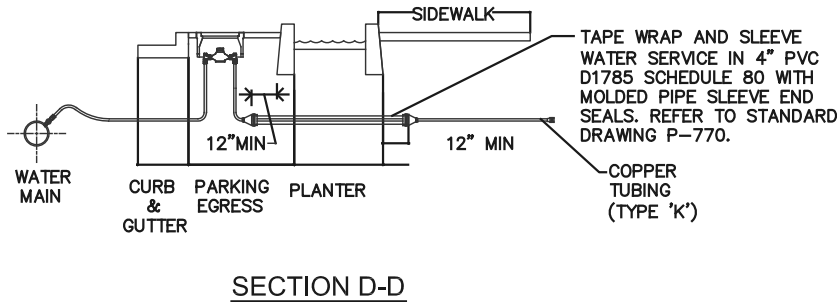
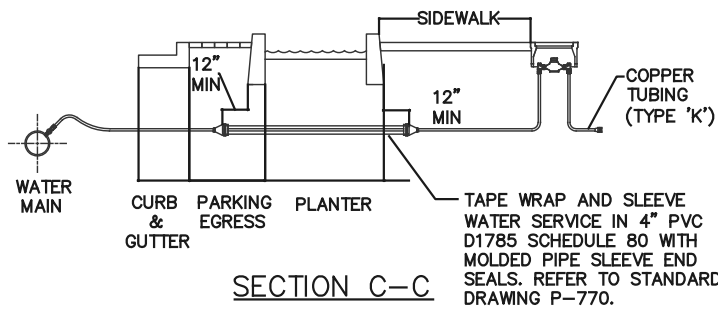
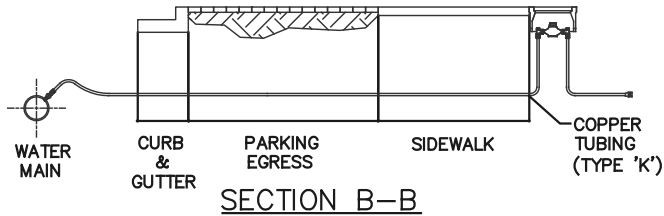
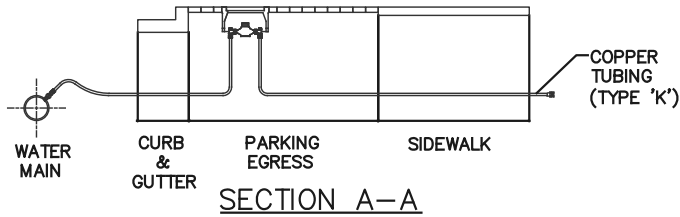
STREET TREES WITH POWER LINES

BOTANICAL NAME	COMMON NAME
CARPINUS CAROLINIANA	AMERICAN HORNBEAM
FRAXINUS PENNSYLVANICA 'JOHNSON'	LEPRECHAUN ASH
GLEDITSIA TRIACANTHOS 'IMPCOLE'	IMPERIAL HONEYLOCUST
KOELREUTERIA PANICULATA	GOLDENRAIN TREE
PRUNUS VIRGINIANA 'CANADA RED'	CANADA RED CHOKECHERRY

STREET TREES WITH-OUT POWER LINES

BOTANICAL NAME	COMMON NAME
NYSSA SYLVATICA	BLACK TUPELO
CELTIS OCCIDENTALIS	HACKBERRY
QUERCUS SHUMARDII	SHUMARD OAK
BETULA JACQUEMONTII	JACQUEMONTII BIRCH
ACER CAMPESTRE 'EVELYN'	QUEEN ELIZABETH HEDGE MAPLE
GLEDITSIA TRIACANTHOS 'SKYCOLE'	SKYLINE HONEYLOCUST





NOTES:

1. REFER TO FIRE HYDRANT ASSEMBLY STANDARD DRAWING NO. 312. CENTER OF FIRE HYDRANT MUST HAVE A MINIMUM CLEARANCE OF 5' FROM OUTSIDE EDGE OF STORMWATER FACILITY.
2. STANDARD METER LOCATION IS OPTION A. OPTION B OR C CAN BE USED ONLY IF THE METER BOX IS FULLY WITHIN THE RIGHT-OF-WAY.
3. REFER TO STANDARD 3/4" AND 1" WATER SERVICE, STANDARD DRAWING NO. 307. FOR LARGER SERVICES CONTACT THE ENGINEERING DEPARTMENT.
4. MAINTAIN 2 FT SKIN-TO-SKIN SEPARATION DISTANCE BETWEEN FACE OF GUTTER PAN AND THE WATER MAIN. IF WATER MAIN IS < 2 FT FROM FACE OF GUTTER PAN, THE WATER MAIN MUST BE RELOCATED UNLESS OTHERWISE APPROVED BY THE CITY. VERIFICATION OF WATER MAIN DEPTH IS REQUIRED PRIOR TO CITY APPROVAL.
5. CROSS-SECTION VIEWS ARE NOT REQUIRED ON CONSTRUCTION PLANS.

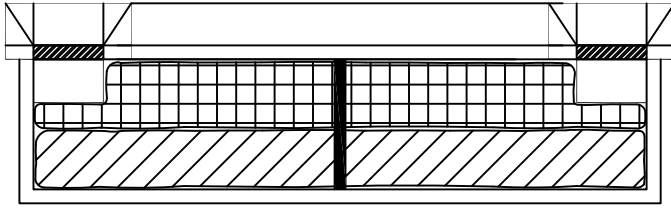


PUBLIC WORKS ENGINEERING DIVISION
 414 E. FIRST STREET NEWBERG, OR 97132
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REVISIONS:

METER & HYDRANT LOCATIONS

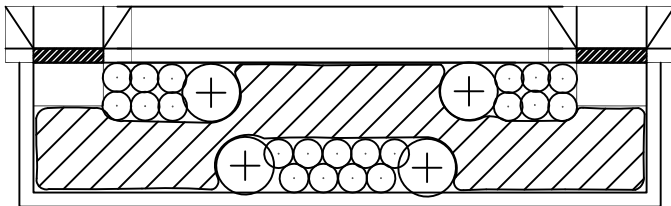
SCALE:	N.T.S.
DATE:	MARCH 2014
APPROVED BY:	JAY H.
STANDARD DRAWING	468



TEMPLATE 1

PLANT LEGEND 1

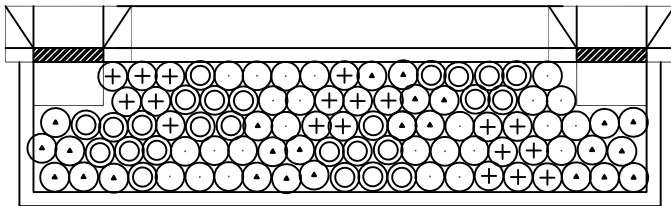
Symbol	Botanical Name
	Common Name
	<i>Carex obnupta</i>
	Slough sedge
	<i>Juncus patens</i>
	Spreading rush
	<i>w/Camassia leichtlinii</i>
	Great camas- interspersed for accent



TEMPLATE 2

PLANT LEGEND 2

Symbol	Botanical Name
	Common Name
	<i>Carex obnupta</i>
	Slough sedge
	<i>Deschampsia cespitosa</i>
	Tufted hair grass
	<i>Cornus sericea 'Kelsey'</i>
	Kelsey dogwood
	<i>w/Iris douglasii</i>
	Douglas' Iris- interspersed for accent



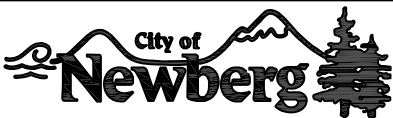
TEMPLATE 3

PLANT LEGEND 3

Symbol	Botanical Name
	Common Name
	<i>Carex obnupta</i>
	Slough sedge
	<i>Deschampsia cespitosa</i>
	Tufted hair grass
	<i>Juncus patens</i>
	Spreading rush
	<i>Carex morrowii 'Ice Dance'</i>
	Ice Dance Sedge
	<i>w/Camassia leichtlinii</i>
	Great camas- interspersed for accent

NOTES:

1. THE ABOVE ARE APPROVED SAMPLE TEMPLATES..
2. AN APPROVED PLANT LIST AND QUANTITY REQUIREMENTS IS AVAILABLE IN APPENDIX A OF THE STANDARDS DESIGN MANUAL.
3. PLANTING TABLE REQUIRED. STATE PLANT SPECIES, SPACING, AND QUANTITIES PER PLANTER. INCLUDE THE SQUARE FOOTAGE OF PLANTER.

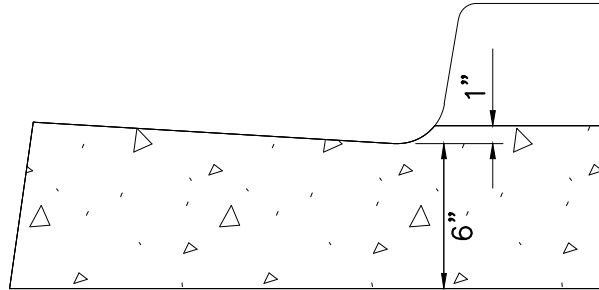


PUBLIC WORKS ENGINEERING DIVISION
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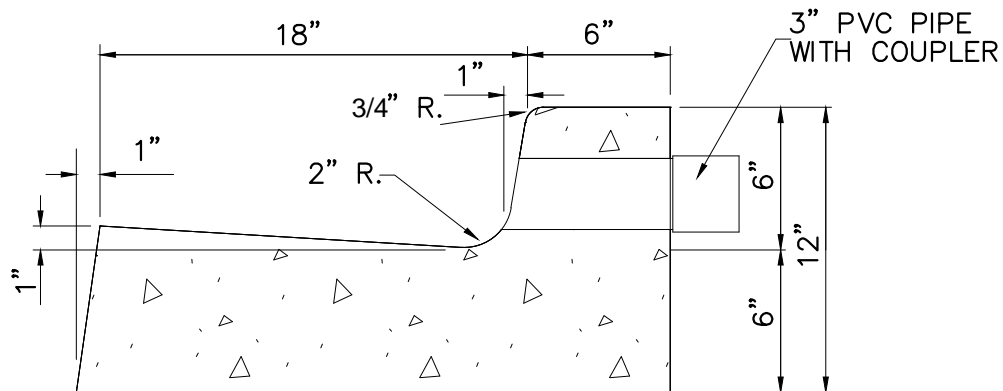
REVISIONS:

PLANTING
 PLANTER LANDSCAPE TEMPLATES

SCALE:	N.T.S.
DATE:	MARCH 2014
APPROVED BY:	JAY H.
STANDARD DRAWING	469



CURB AND GUTTER AT DRIVEWAY APPROACH



CURB AND GUTTER

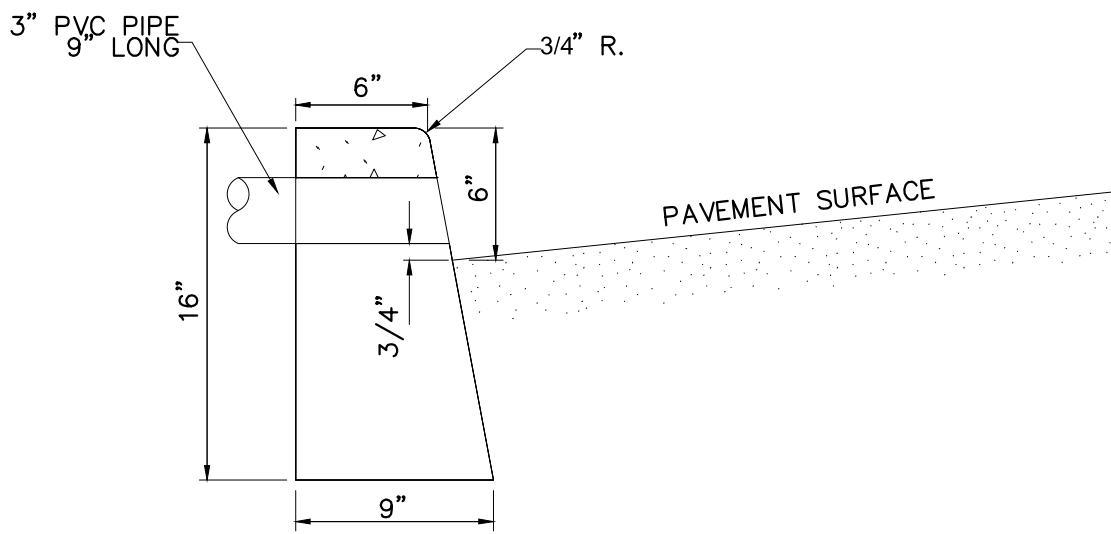
NOTES

1. CONCRETE SHALL HAVE STRENGTH OF 3300 P.S.I. AT 28 DAYS.
2. TRANSVERSE CONTRACTION JOINTS – MAKE 1/8" x 1 1/2" DEEP CUT; SPACED AT 15'. PROVIDE CONTRACTION JOINTS AT CURB RETURN POINTS, CATCH BASINS AND DRIVEWAYS.
3. SCORE CURB OVER WEEP HOLE BLOCK OUT.
4. EXPANSION JOINTS SHALL NOT BE USED.
5. APPLY CURING COMPOUND (PETROLEUM BASED) TO FRESH CONCRETE TO RETAIN MOISTURE.
6. TOP OF CURB BRANDED WITH "S" OR "W", 2" MIN. HEIGHT FOR SEWER AND WATER LOCATIONS. HAND SCRIBING NOT ALLOWED.

REVISIONS:
05/05/2015 - ASM

CURB AND GUTTER

SCALE:	N.T.S.
DATE:	May 2015
APPROVED BY:	K. Hofmann
STANDARD DRAWING	501



NOTES:

1. CONCRETE SHALL HAVE STRENGTH OF 3300 P.S.I. AT 28 DAYS.
2. TRANSVERSE CONTRACTION JOINTS - MAKE 1/8" x 1 1/2" DEEP CUT SPACED AT 15' INTERVALS.
3. THIS TYPE OF CURB TO BE USED ONLY WHERE SPECIFIED.
4. APPLY CURING COMPOUND (PETROLEUM BASE) TO FRESH CONCRETE TO RETAIN MOISTURE.

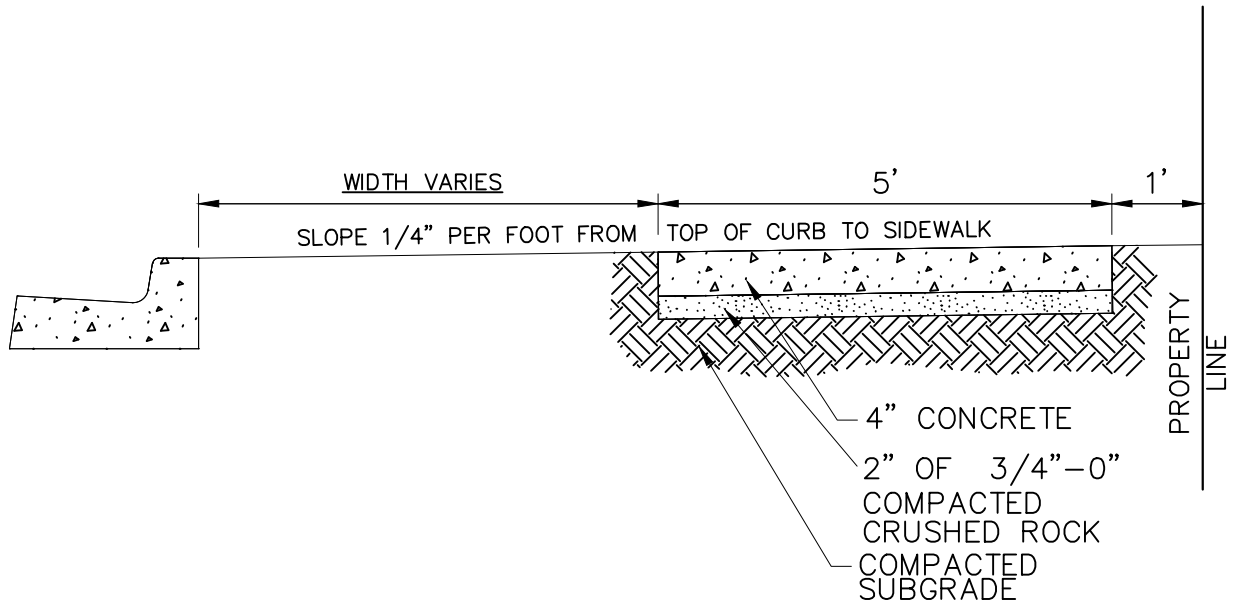


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REVISIONS:
05/05/2015 - ASM

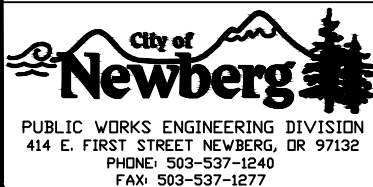
CURB - TYPE "C"

SCALE:	N.T.S.
DATE:	May 2015
APPROVED BY:	K. Hofmann
STANDARD DRAWING	502



NOTES:

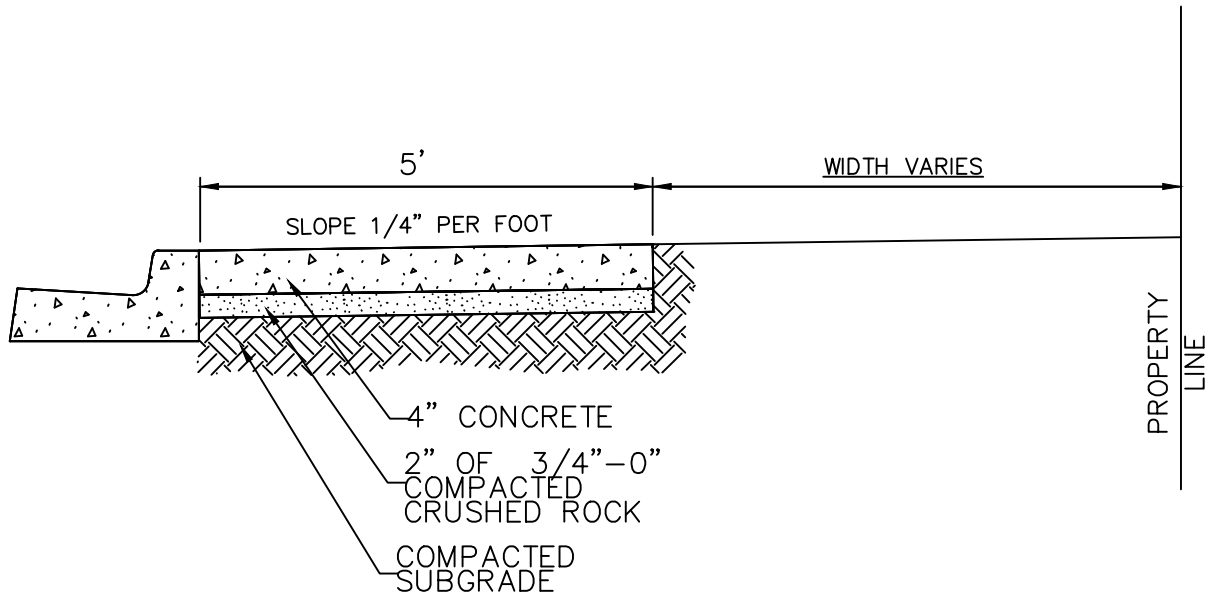
1. SLOPE FROM THE PROPERTY LINE TO THE STREET AT 2%.
2. WORK AGGREGATE INTO CONCRETE PRIOR TO FINISHING CONCRETE.
3. FINISHING DETAILS
 - EDGE CONCRETE WITH 3" EDGING TROWEL.
 - SCORE CONCRETE AT 5' INTERVALS.
 - INSTALL 1/8" x 1 1/2" CONTRACTION JOINTS EVERY 15'.
 - FABRIC TYPE EXPANSION JOINT NOT TO BE USED
 - APPLY LIGHT BROOM FINISH TRANSVERSE TO THE SIDEWALK.
4. CONCRETE SHALL HAVE STRENGTH OF 3300 P.S.I. AT 28 DAYS.
5. APPLY CURING COMPOUND (PETROLEUM BASE) TO FRESH CONCRETE TO RETAIN MOISTURE.
6. TOLERANCES
 - SURFACE SHALL NOT VARY MORE THAN 1/4" FROM A 10' STRAIGHT EDGE.
 - ALIGNMENT SHALL BE WITHIN 1/4" OF TRUE LINE.



REVISIONS:
05/05/2015 - ASM

SIDEWALK
 TYPE "A"

SCALE:	N.T.S.
DATE:	May 2015
APPROVED BY:	K. Hofmann
STANDARD DRAWING	503



NOTES:

1. SLOPE FROM THE PROPERTY LINE TO THE STREET AT 2%.
2. WORK AGGREGATE INTO CONCRETE PRIOR TO FINISHING CONCRETE.
3. FINISHING DETAILS.
 - EDGE CONCRETE WITH 3" EDGING TROWEL.
 - SCORE CONCRETE AT 5' INTERVALS.
 - INSTALL 1/8" x 1 1/2" CONTRACTION JOINTS EVERY 15'.
 - FABRIC TYPE EXPANSION JOINT NOT TO BE USED.
 - APPLY LIGHT BROOM FINISH TRANSVERSE TO THE SIDEWALK
4. CONCRETE SHALL HAVE STRENGTH OF 3300 P.S.I. AT 28 DAYS.
5. APPLY CURING COMPOUND (PETROLEUM BASE) TO FRESH CONCRETE TO RETAIN MOISTURE.
6. TOLERANCES
 - SURFACE SHALL NOT VARY MORE THAN 1/4" FROM A 10' STRAIGHT EDGE.
 - ALIGNMENT SHALL BE WITHIN 1/4" OF TRUE LINE.

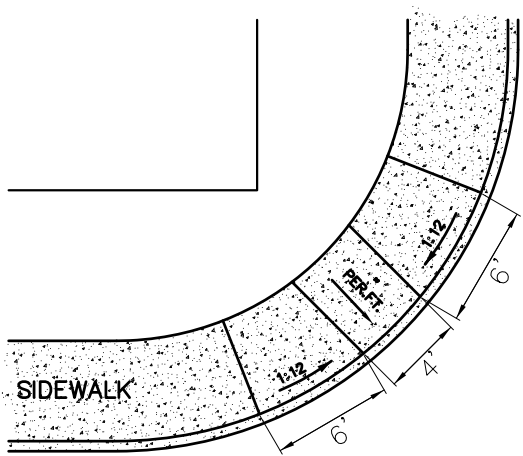


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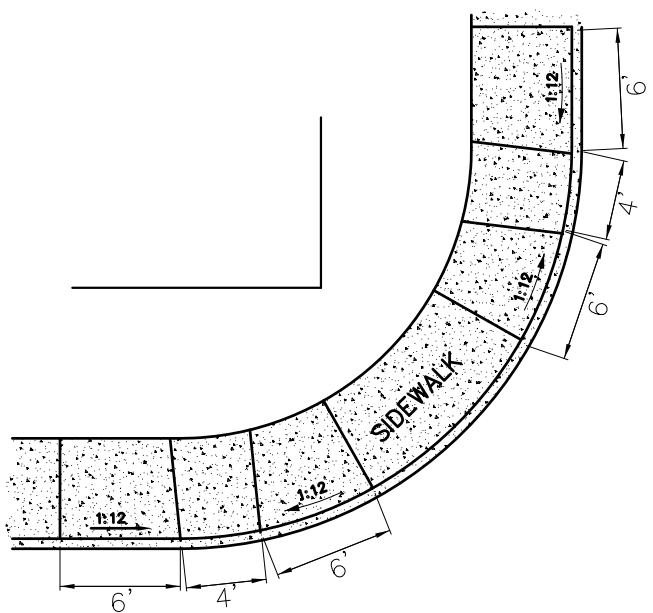
REVISIONS:
05/05/2015 - ASM

**SIDEWALK
 TYPE "B"**

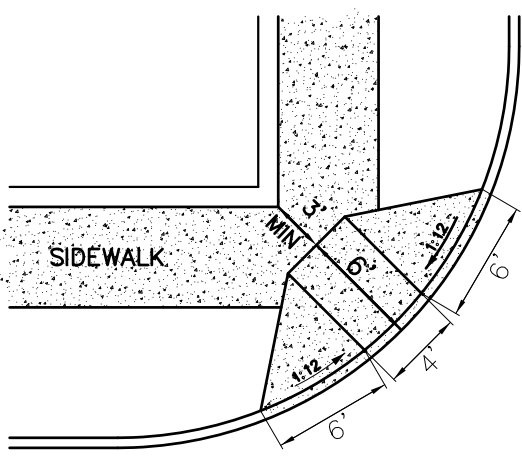
SCALE:	N.T.S.
DATE:	May 2015
APPROVED BY:	K. Hofmann
STANDARD DRAWING	504



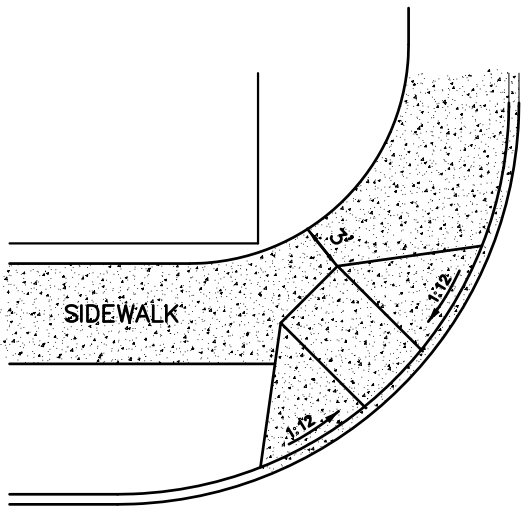
A



B



C



D

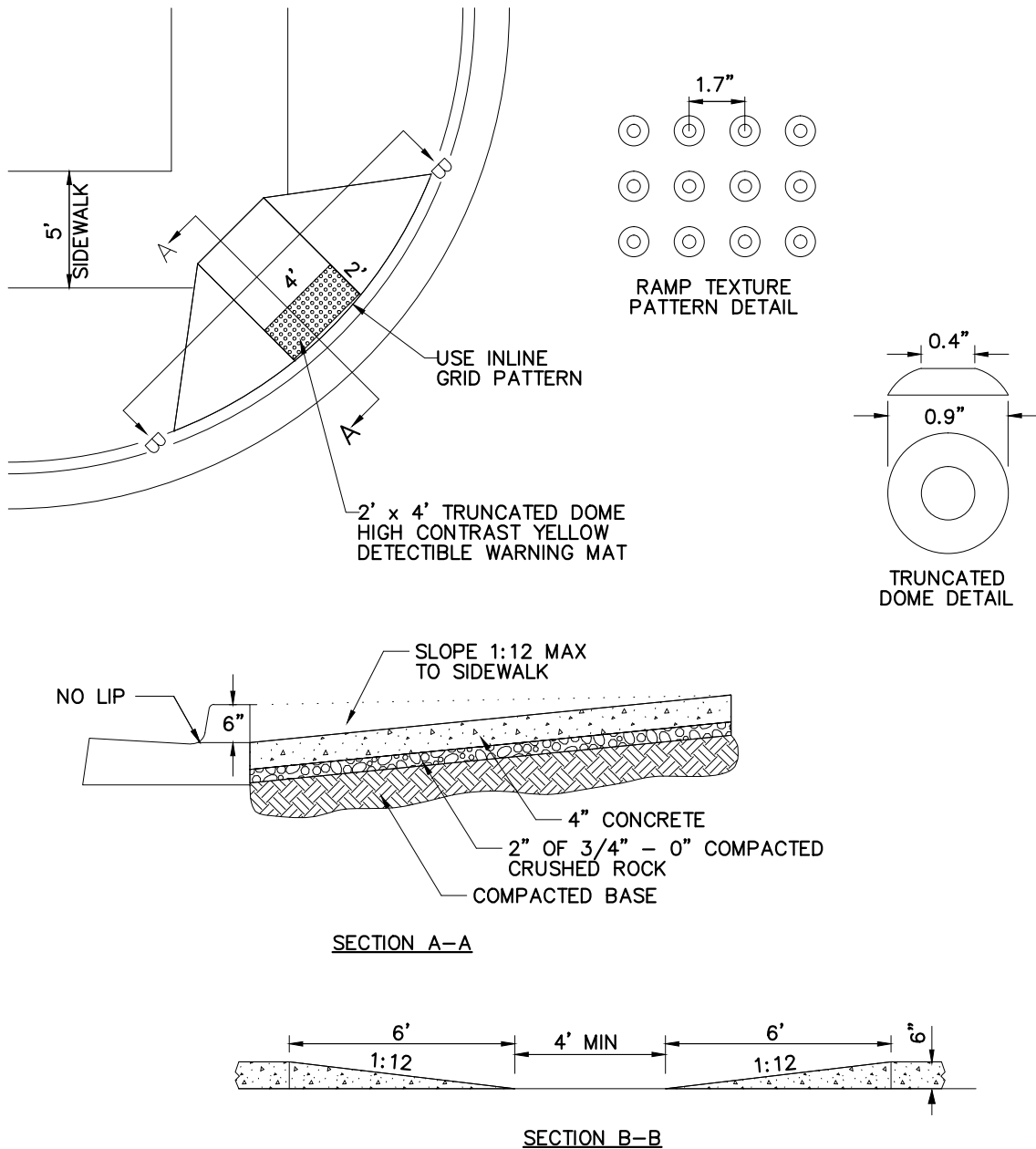
ALL CURB RAMP INSTALLATIONS REQUIRE DETECTIBLE/TACTILE WARNING MATS SEE STANDARD DRAWINGS 506&507.

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REVISIONS:

CURB RAMP LOCATIONS

SCALE:	N.T.S.
DATE:	May 2007
APPROVED BY:	D. Danicic
STANDARD DRAWING	505



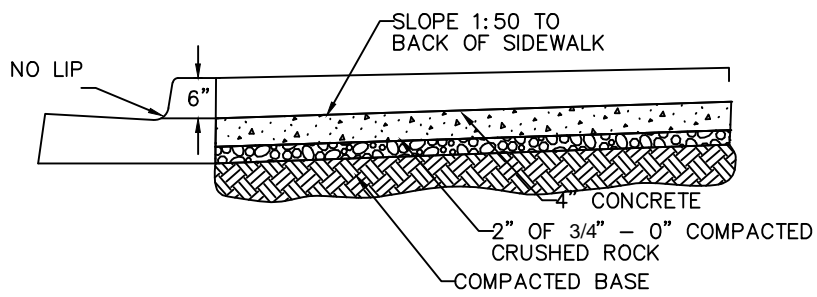
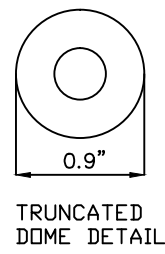
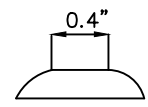
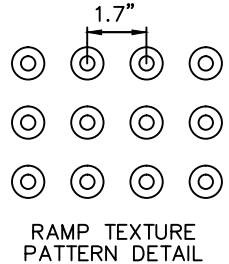
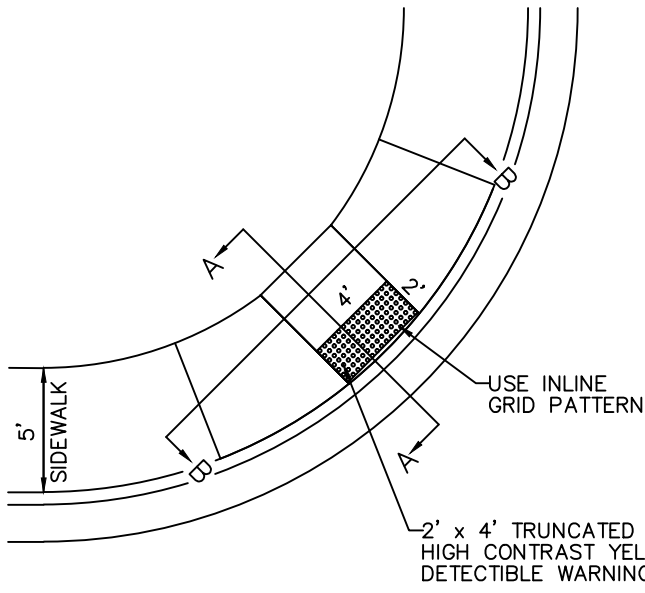
NOTES:

1. CONCRETE SHALL HAVE STRENGTH OF 3300 P.S.I. AT 28 DAYS.
2. SIDEWALK RAMPS ARE REQUIRED AT ALL NEW INTERSECTIONS.
3. REPLACEMENT CURBS MUST BE POURED AGAINST A VERTICAL EDGE OF EXISTING CURB.
4. CONCRETE IN A REPLACEMENT CURB SHALL NOT PROTRUDE PAST THE FACE OF THE CURB IN THE ASPHALT REPLACEMENT AREA.
5. HORIZONTAL AND VERTICAL ALIGNMENT SHALL BE WITHIN 1/8" IN 10'.
6. DETECTIBLE SURFACE SHALL BE CONSTRUCTED WITH PREFABRICATED UNITS. TEXTURE SHALL NOT BE WET IMPRINTED. TRUNCATED DOME PATTERN SHALL BE INLINE, ALIGNED IN THE DIRECTION OF THE RAMP.
7. DETECTIBLE SURFACE SHALL BE YELLOW (FEDERAL COLOR #33538).
8. THIS DETAIL IS APPROVED FOR USE IN THE PUBLIC RIGHT OF WAY ONLY.

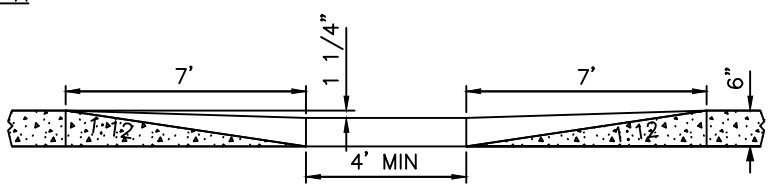
REVISIONS:
04/06/10
05/05/2015 - ASM

**SIDEWALK RAMP
 TYPE "A" SIDEWALK**

SCALE:	N.T.S.
DATE:	May 2015
APPROVED BY:	K. Hofmann
STANDARD DRAWING	506



SECTION A-A



SECTION B-B

NOTES:

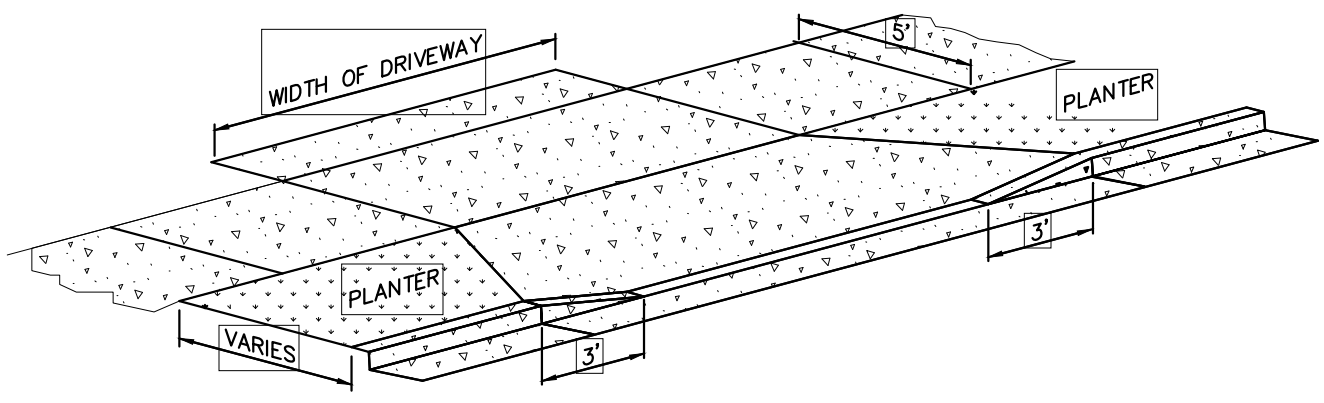
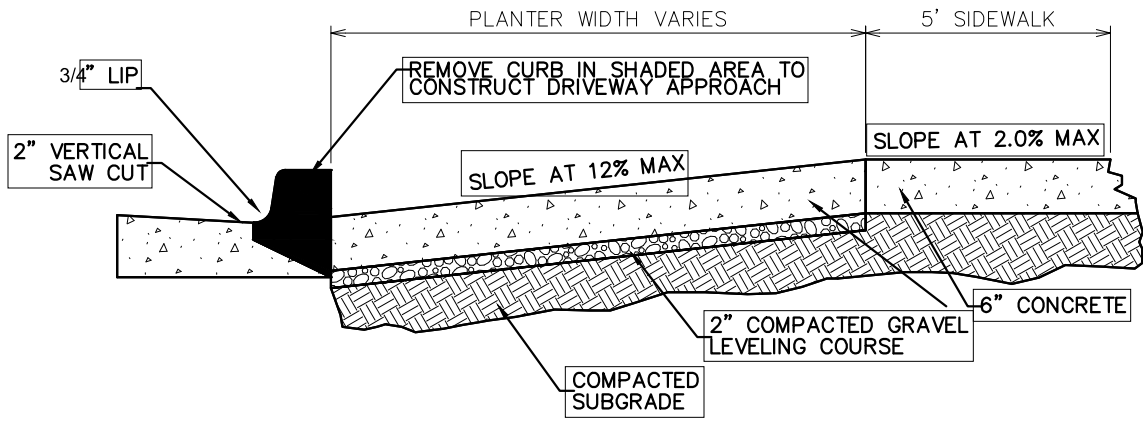
1. CONCRETE SHALL HAVE STRENGTH OF 3300 P.S.I. AT 28 DAYS.
2. SIDEWALK RAMPs ARE REQUIRED AT ALL NEW INTERSECTIONS.
3. REPLACEMENT CURBS MUST BE POURED AGAINST A VERTICAL EDGE OF EXISTING CURB.
4. CONCRETE IN A REPLACEMENT CURB SHALL NOT PROTRUDE PAST THE FACE OF THE CURB IN THE ASPHALT REPLACEMENT AREA.
5. HORIZONTAL AND VERTICAL ALIGNMENT SHALL BE WITHIN 1/8" IN 10'.
6. DETECTIBLE SURFACE SHALL BE CONSTRUCTED WITH PREFABRICATED UNITS. TEXTURE SHALL NOT BE WET IMPRINTED. TRUNCATED DOME PATTERN SHALL BE INLINE, ALIGNED IN THE DIRECTION OF THE RAMP.
7. DETECTIBLE SURFACE SHALL BE YELLOW (FEDERAL COLOR #33538).
8. THIS DETAIL IS APPROVED FOR USE IN THE PUBLIC RIGHT OF WAY ONLY.

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REVISIONS:
04/08/2010
05/05/2015 - ASM

SIDEWALK RAMP TYPE "B" SIDEWALK

SCALE:	N.T.S.
DATE:	May 2015
APPROVED BY:	K. Hofmann
STANDARD DRAWING	507



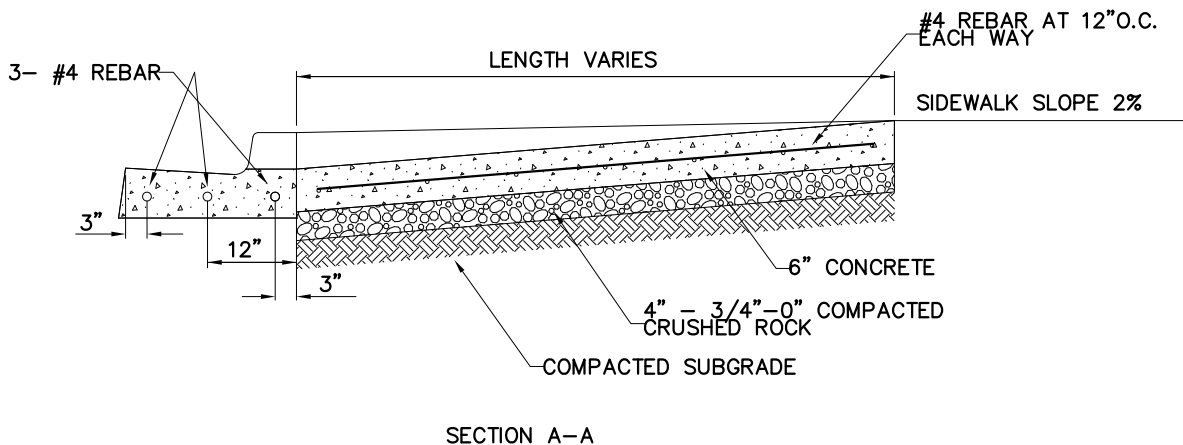
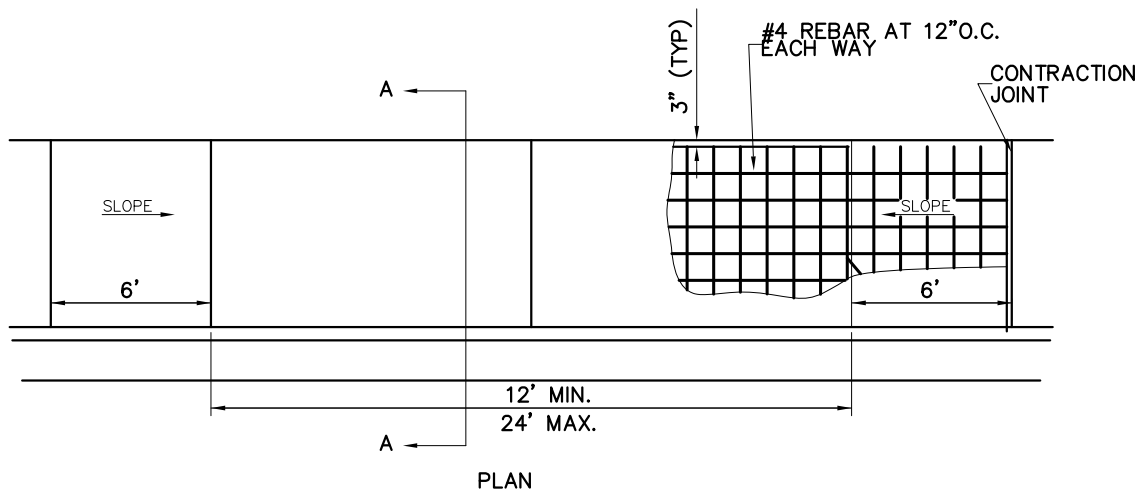
- NOTES**
1. CONCRETE SHALL HAVE STRENGTH OF 3300 P.S.I. AT 28 DAYS.
 2. LIMITS OF DRIVEWAY SHALL BE SAW CUT.
 3. APPLY A LIGHT BROOM FINISH TRANSVERSE TO THE SIDEWALK.
 4. CURB AND APPROACH SHALL BE POURED MONOLITHICALLY.
 5. IF WIDTH IS GREATER THAN 15 FEET, INSTALL CONTRACTION JOINT IN CENTER OF THE DRIVEWAY.
 6. FABRIC EXPANSION JOINT SHALL NOT BE USED.
 7. WORK AGGREGATE INTO CONCRETE PRIOR TO FINISHING CONCRETE.
 8. APPLY CURING COMPOUND TO FRESH CONCRETE TO RETAIN MOISTURE.
 9. MINIMUM DRIVEWAY WIDTH OF 12' AND MAXIMUM WIDTH OF 24' 3 CAR GARAGE MAXIMUM WIDTH OF 28''

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REVISIONS:
04/08/10
05/05/2015 - ASM
06/29/2015 - ASM

**DRIVEWAY APRON
 CURB CUT
 TYPE "A" SIDEWALK**

SCALE:	N.T.S.
DATE:	May 2015
APPROVED BY:	K. Hofmann
STANDARD DRAWING	508



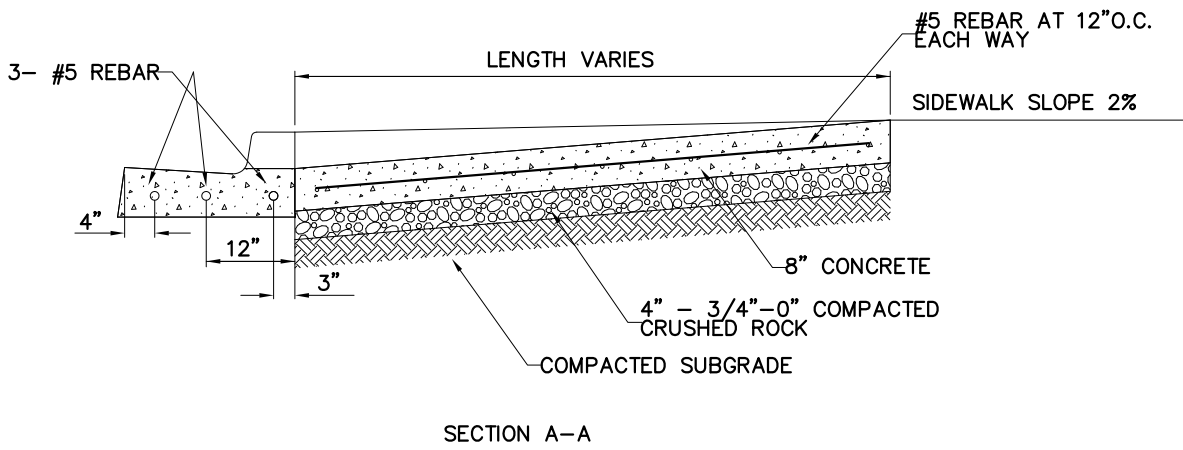
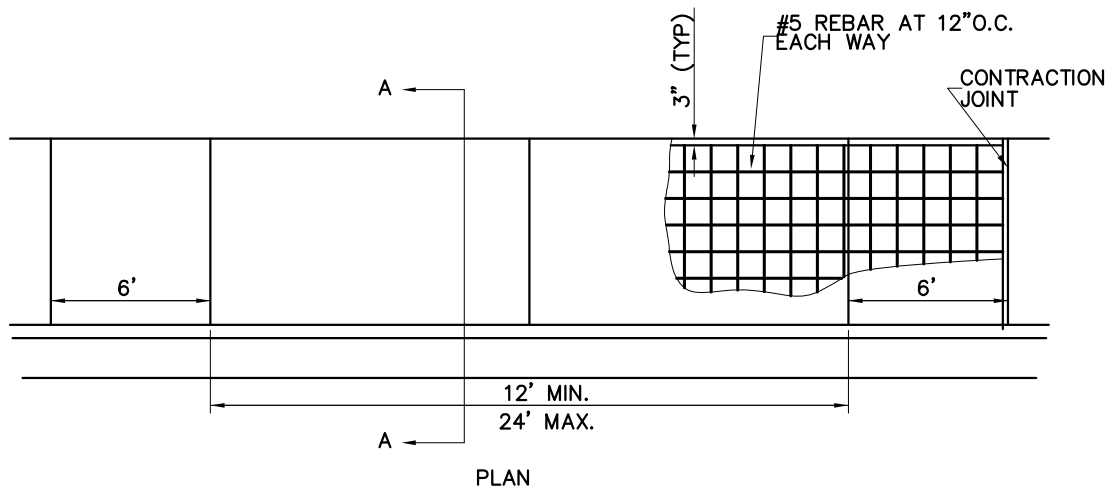
NOTES
 1. SEE STANDARD DRAWING 501 FOR ADDITIONAL DETAILS.



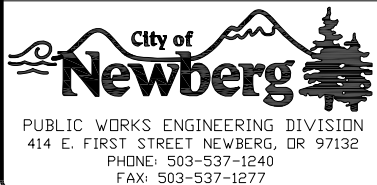
REVISIONS:
Jan. 2011

COMMERCIAL DRIVEWAY

SCALE:	N.T.S.
DATE:	May 2007
APPROVED BY:	D. Danicic
STANDARD DRAWING	510



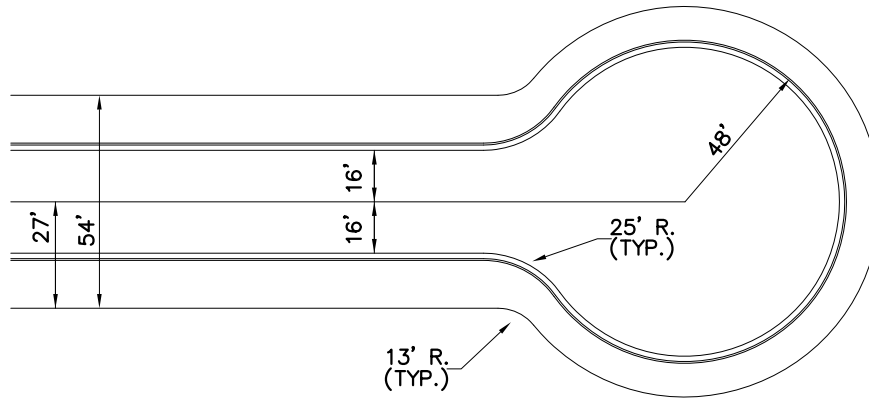
NOTES
 1. SEE STANDARD DRAWING 501 AND 509 FOR ADDITIONAL DETAILS.



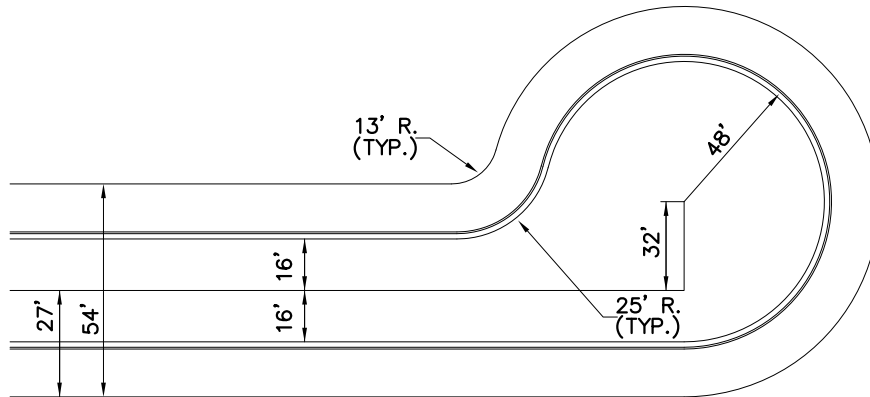
REVISIONS:

INDUSTRIAL DRIVEWAY

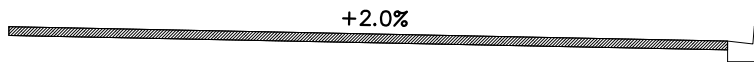
SCALE:	N.T.S.
DATE:	May 2007
APPROVED BY:	D. Danicic
STANDARD DRAWING	511



STANDARD



OFFSET



PROFILE
 NTS

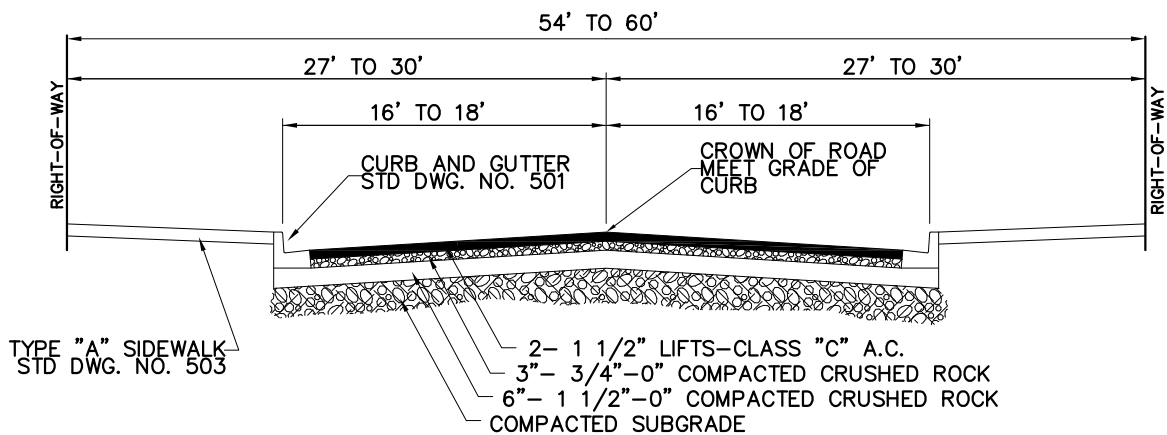
NOTES:

1. MINIMUM SLOPES
 0.5% AT CURB AROUND BULB
 2.0% CROSS SLOPE TO CURB

REVISIONS:

CUL-DE-SAC

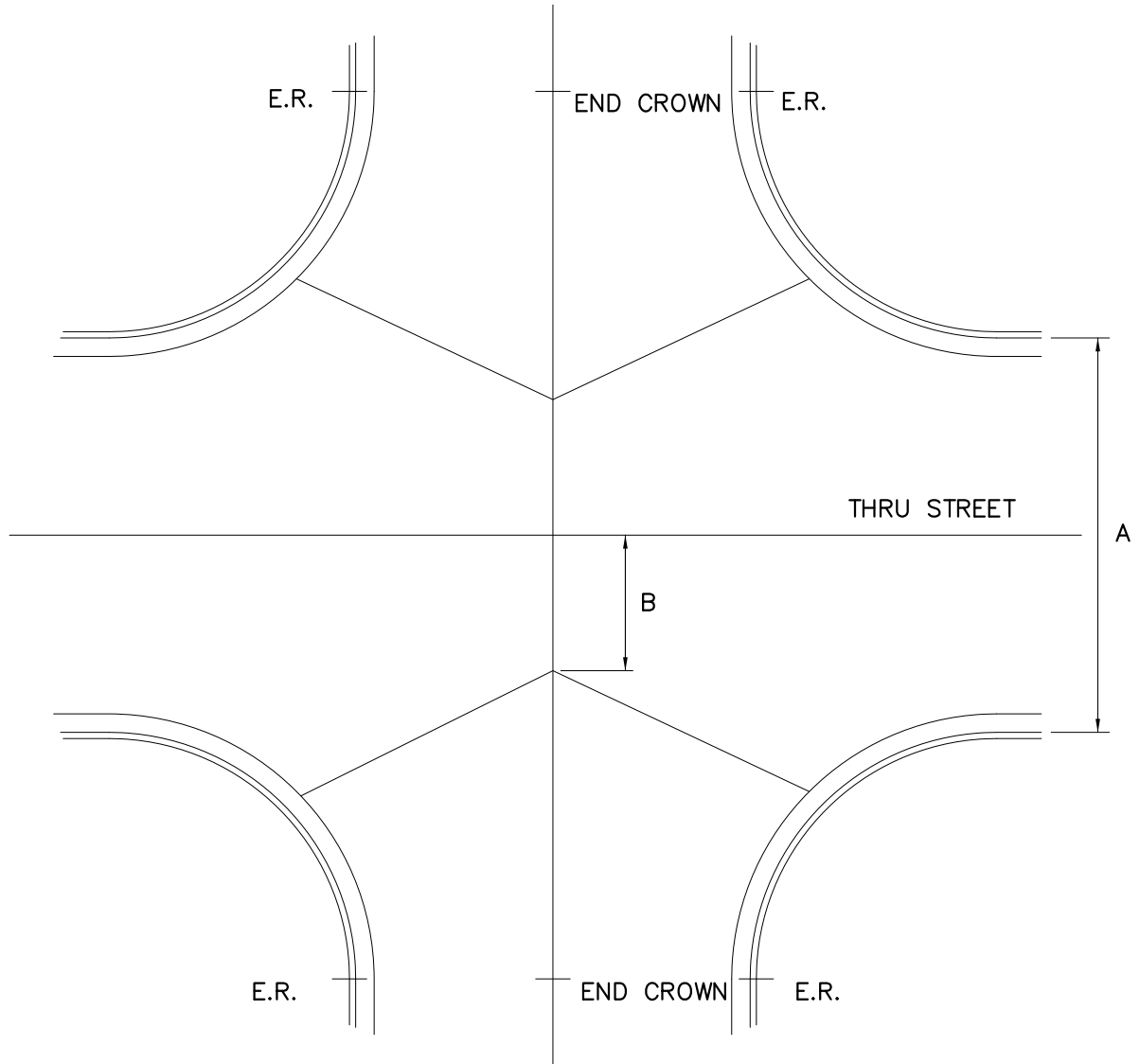
SCALE:	N.T.S.
DATE:	May 2007
APPROVED BY:	D. Danicic
STANDARD DRAWING	512



REVISIONS:
04/08/10

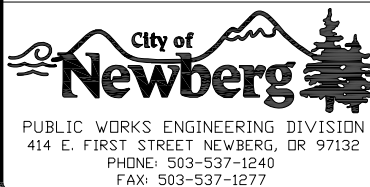
RESIDENTIAL STREET CROSS SECTION

SCALE:	N.T.S.
DATE:	May 2007
APPROVED BY:	D. Danicic
STANDARD DRAWING	513



STREET WIDTH "A"	TRAFFIC LANE WIDTH "B"
32'	11'
34'	12'
36'	13'
40'	15'
46'	18'

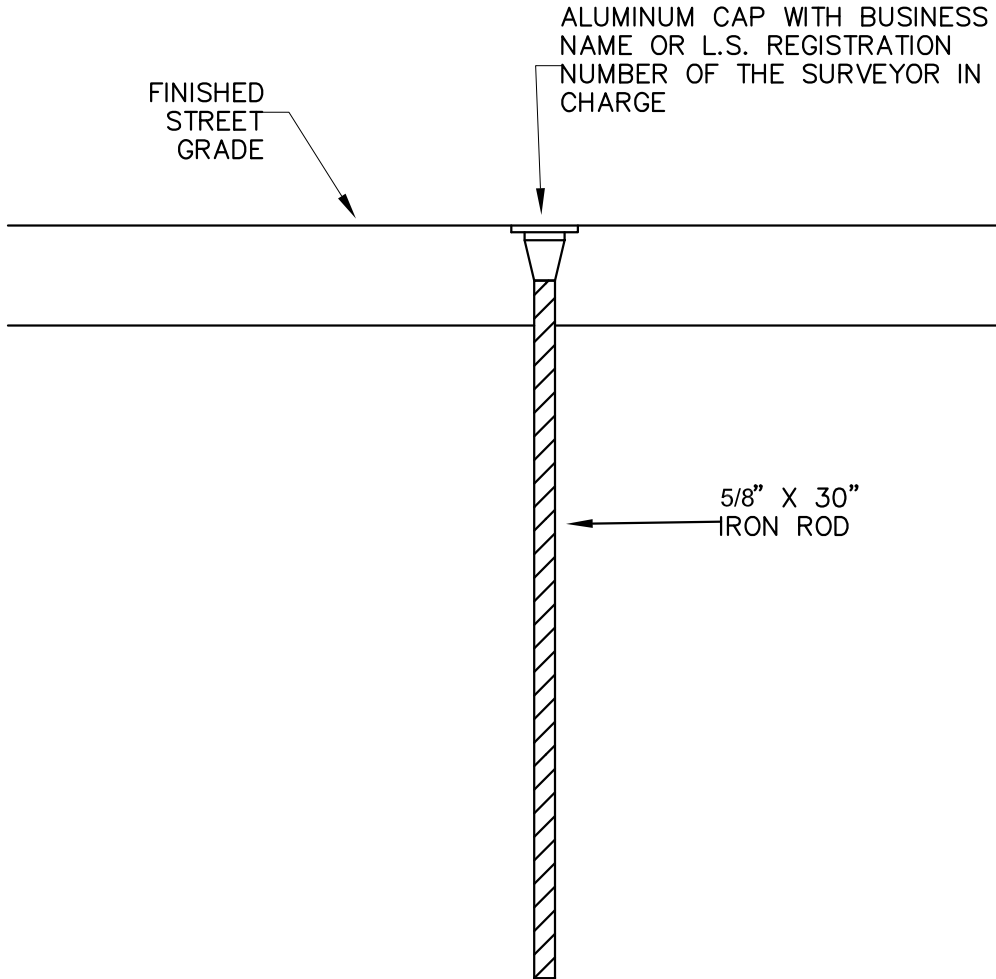
NOTE:
 THIS PAVING PATTERN NOT TO
 BE USED WHEN INTERSECTING
 GRADES ARE LESS THAN .50%.



REVISIONS:

INTERSECTION PAVING PLAN

SCALE:	N.T.S.
DATE:	May 2007
APPROVED BY:	D. Danicic
STANDARD DRAWING	514



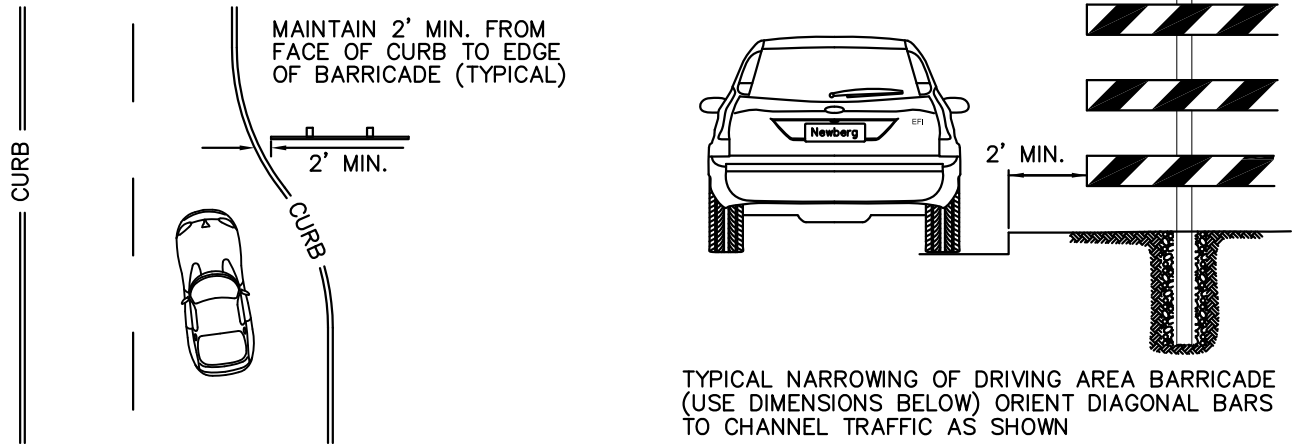
NOTES

1. MONUMENTS TO BE SET AT ALL STREET INTERSECTIONS, POINTS OF CURVATURE AND POINTS OF TANGENCY.

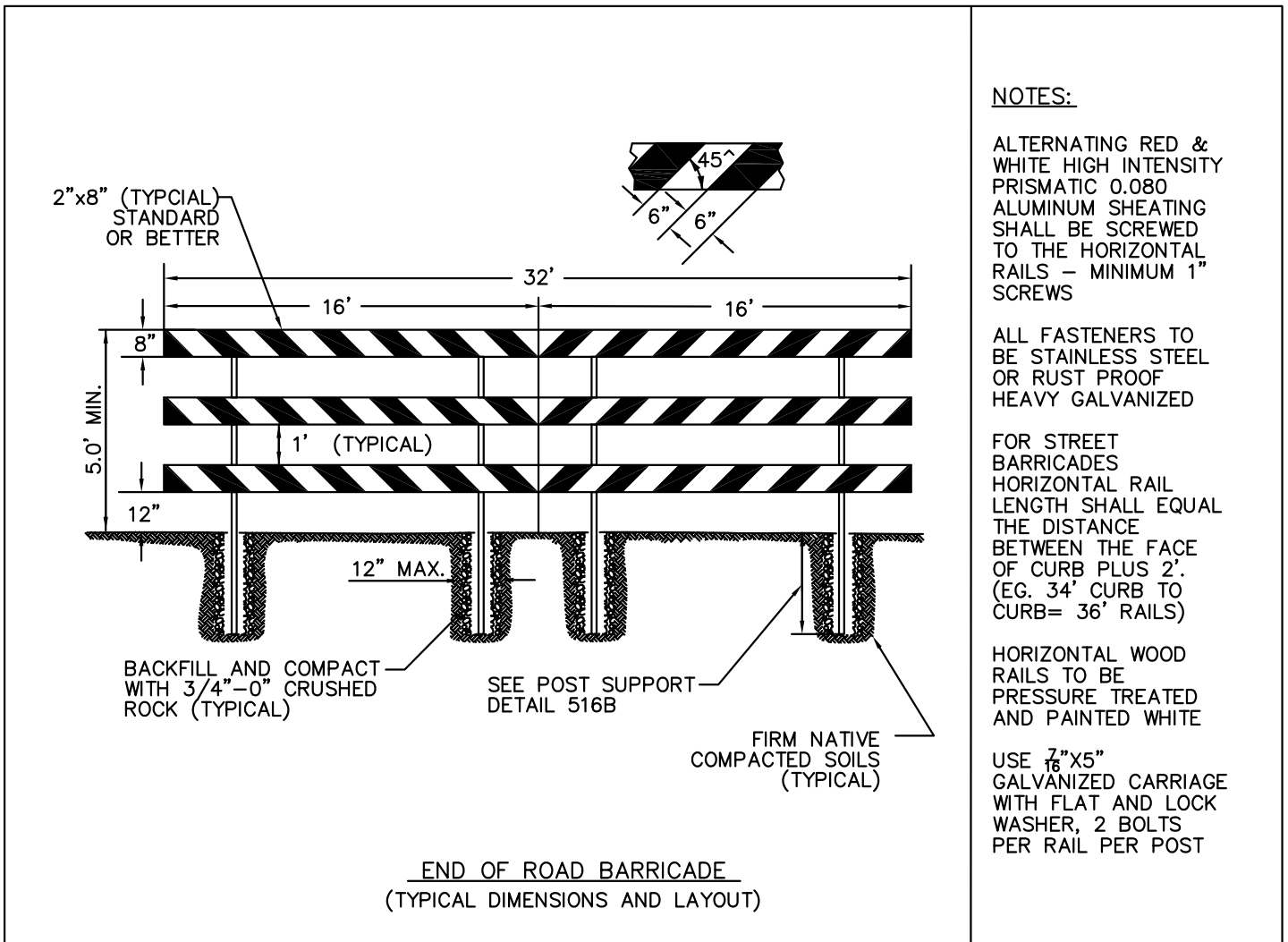
REVISIONS:

STREET MONUMENTATION

SCALE:	N.T.S.
DATE:	May 2007
APPROVED BY:	D. Domicic
STANDARD DRAWING	515



NARROWING OF DRIVING AREA



NOTES:

ALTERNATING RED & WHITE HIGH INTENSITY PRISMATIC 0.080 ALUMINUM SHEATING SHALL BE SCREWED TO THE HORIZONTAL RAILS - MINIMUM 1" SCREWS

ALL FASTENERS TO BE STAINLESS STEEL OR RUST PROOF HEAVY GALVANIZED

FOR STREET BARRICADES HORIZONTAL RAIL LENGTH SHALL EQUAL THE DISTANCE BETWEEN THE FACE OF CURB PLUS 2'. (EG. 34' CURB TO CURB= 36' RAILS)

HORIZONTAL WOOD RAILS TO BE PRESSURE TREATED AND PAINTED WHITE

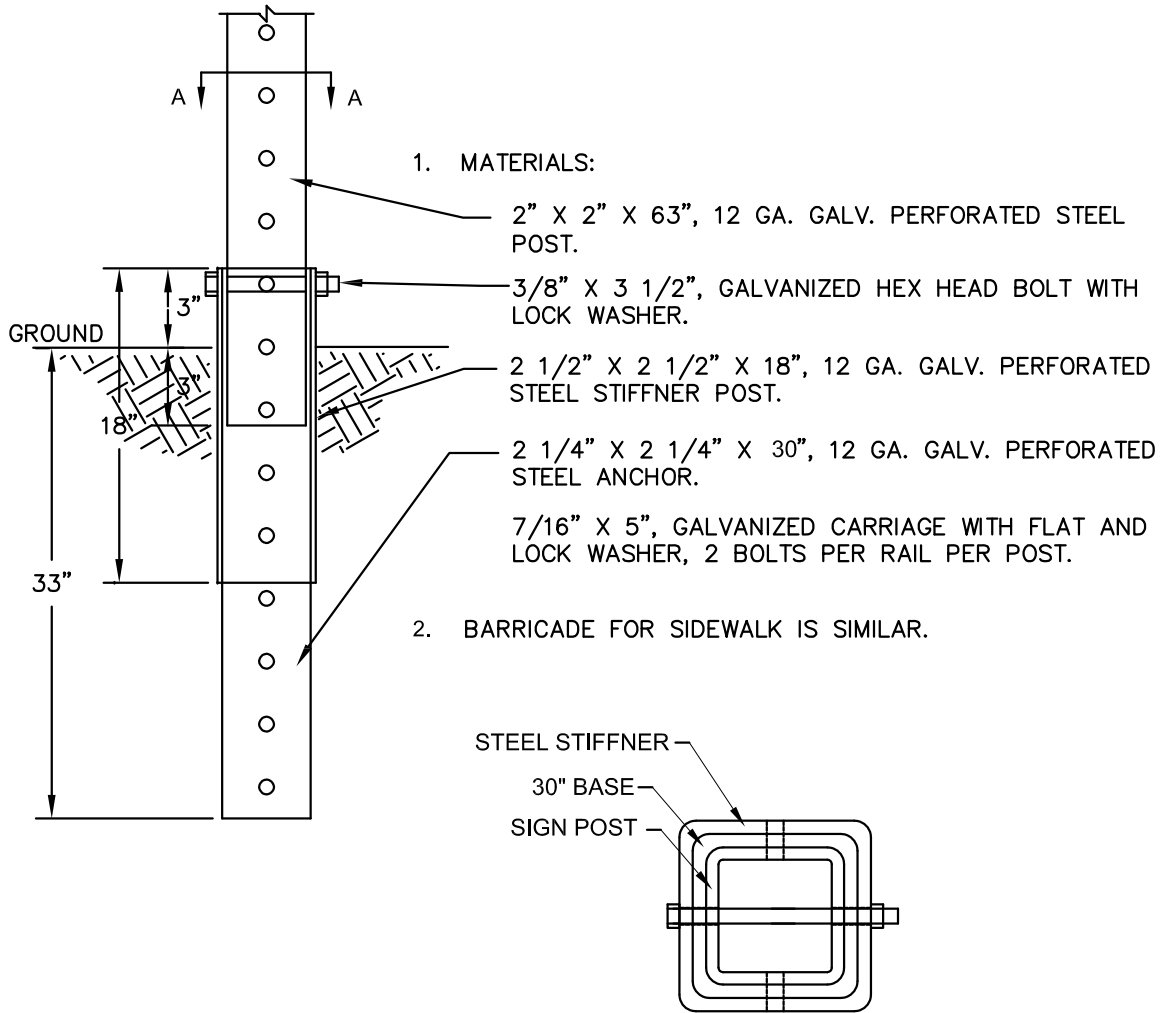
USE 7/8" X 5" GALVANIZED CARRIAGE WITH FLAT AND LOCK WASHER, 2 BOLTS PER RAIL PER POST

END OF ROAD BARRICADE
 (TYPICAL DIMENSIONS AND LAYOUT)

REVISIONS:
MAY 2014

STREET BARRICADES

SCALE:	N.T.S.
DATE:	July 2009
APPROVED BY:	P. Chiu
STANDARD DRAWING	516A



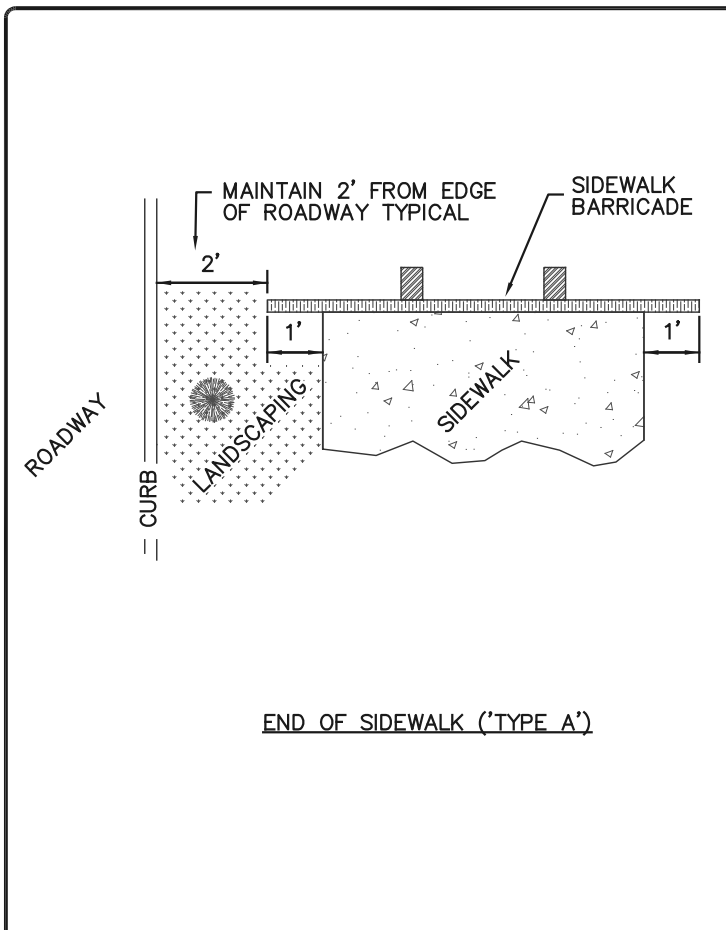
SECTION A - A

1. FOR APPLICATION OF BARRICADE ON EXISTING CONCRETE, USE TELSPAR STEEL BASE PLATE PER DETAIL ON STANDARD DRAWING #525B, STANDARD SIGNPOST CONCRETE APPLICATIONS DETAIL.

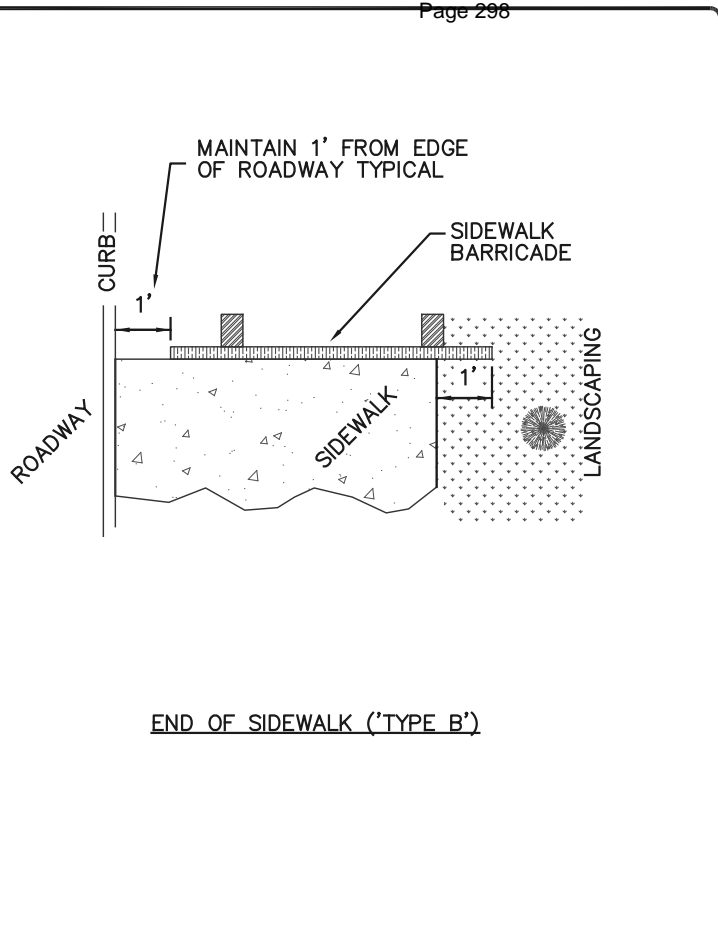
REVISIONS:

**STREET BARRICADE
 POST SUPPORT DETAIL**

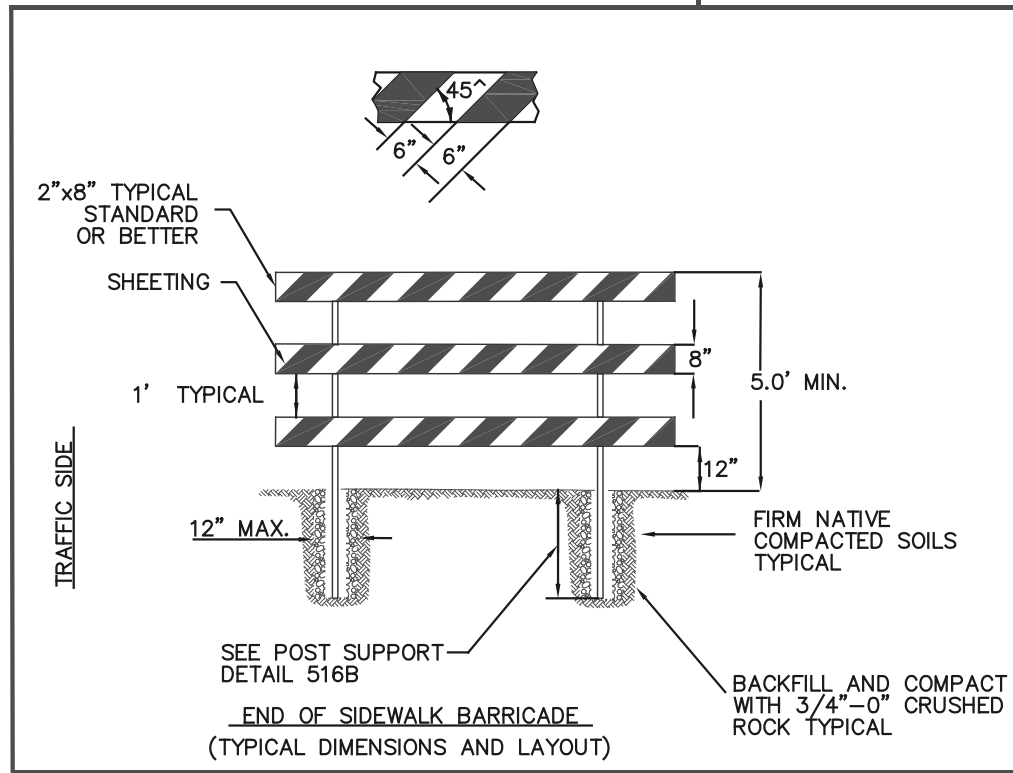
SCALE:	N.T.S.
DATE:	July 2009
APPROVED BY:	P.Chiu
STANDARD DRAWING	516B



END OF SIDEWALK ('TYPE A')



END OF SIDEWALK ('TYPE B')



END OF SIDEWALK BARRICADE
 (TYPICAL DIMENSIONS AND LAYOUT)

NOTES:

ALTERNATING RED & WHITE HIGH INTENSITY PRISMATIC 0.080 ALUMINUM SHEETING SHALL BE SCREWED TO THE HORIZONTAL RAILS - MINIMUM 1" SCREWS

ALL FASTENERS TO BE STAINLESS STEEL OR RUST PROOF HEAVY GALVANIZED

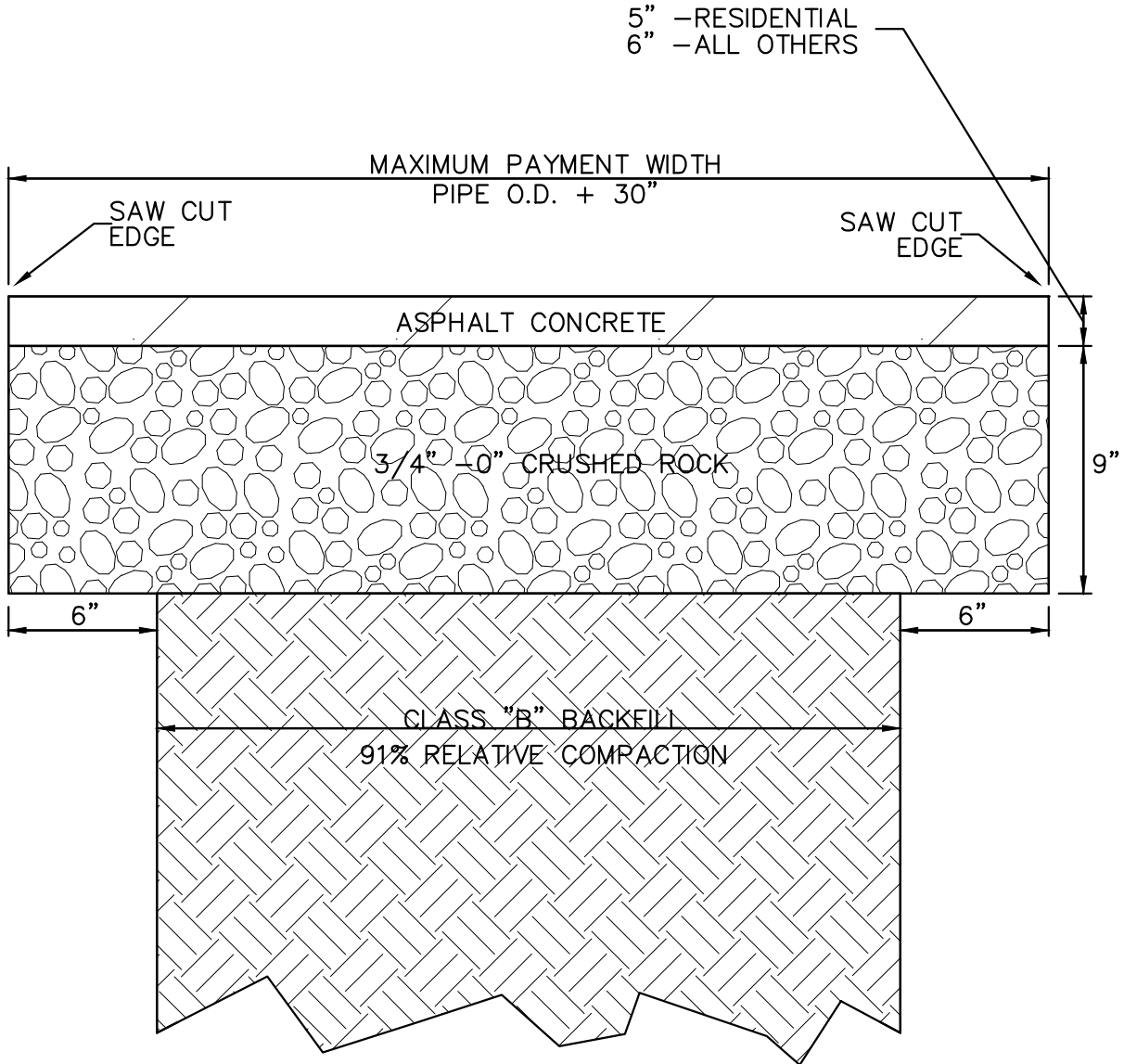
USE 7/16" X 5" GALVANIZED CARRIAGE WITH FLAT AND LOCK WASHER, 2 BOLTS PER RAIL PER POST

SHEETING TO ANGLE TOWARDS THE ROADWAY

REVISIONS:

END OF SIDEWALK BARRICADES

SCALE:	N.T.S.
DATE:	MAY 2014
APPROVED BY:	J. HARRIS
STANDARD DRAWING	516C



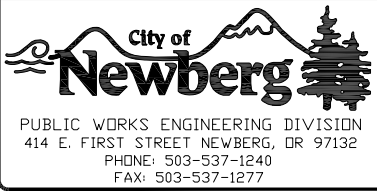
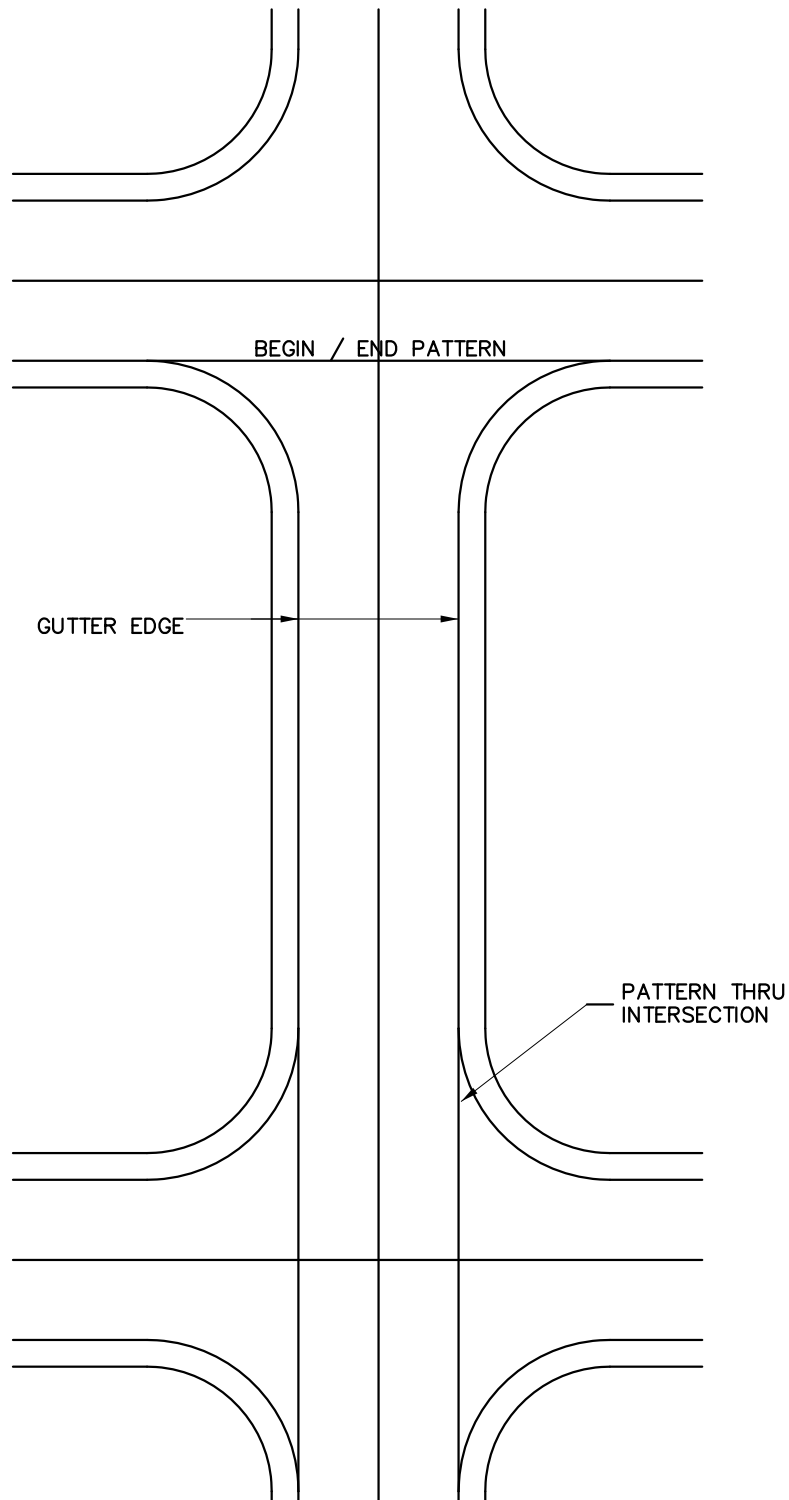
NOTES:

1. SAW CUT ASPHALT TO NEAT STRAIGHT LINES.
2. ASPHALT – CLASS "C" MIX PLACED IN 2 LIFTS.
3. ALL JOINTS SHALL BE SEALED WITH RUBBERIZED ASPHALT EMULSION (HOT OR COLD) AND DE-TACKED WITH SAND IF IMMEDIATE TRAFFIC IS NEEDED AT ALL JOINTS.
4. ACTUAL PAYMENT WIDTH TO BE DETERMINED AT SITE PRIOR TO PAVING.
5. REFERENCE DESIGN STANDARDS MANUAL SECTION 5.22 FOR ADDITIONAL TRENCH PAVING REQUIREMENTS.

REVISIONS:
Jan. 2011
05/07/2015 - ASM

TRENCH PAVING

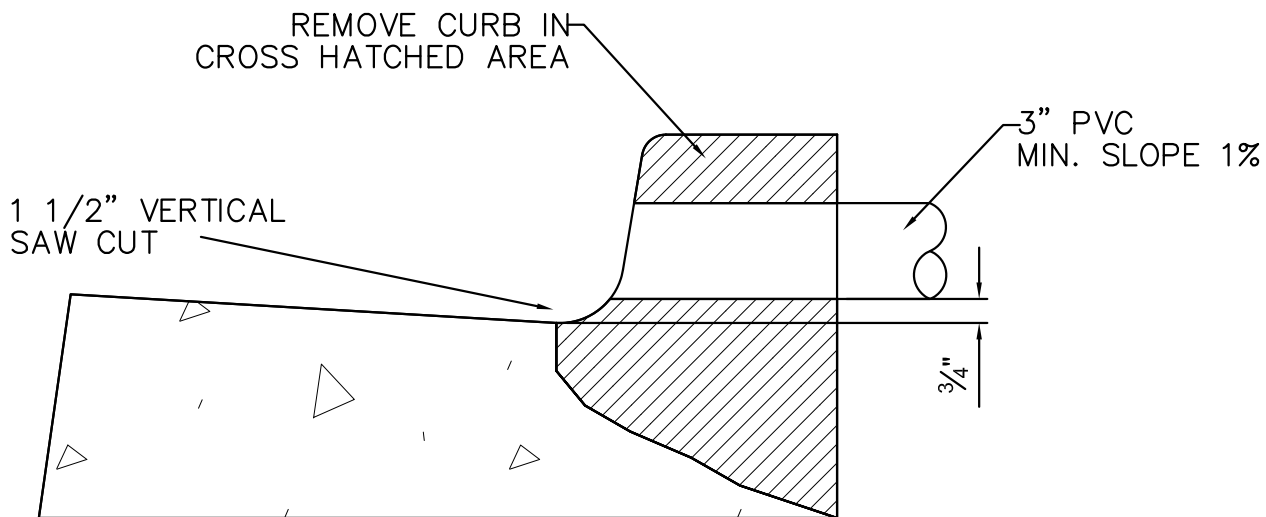
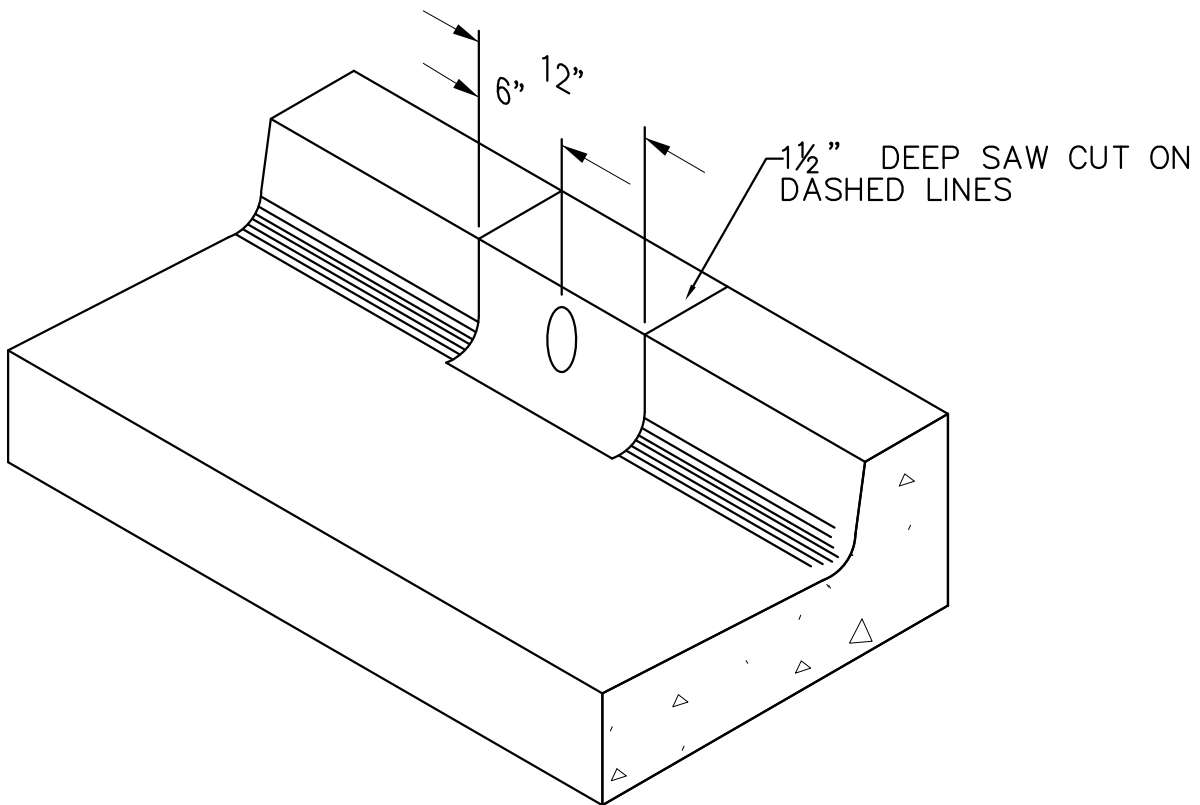
SCALE:	N.T.S.
DATE:	May 2015
APPROVED BY:	K. Hofmann
STANDARD DRAWING	517



REVISIONS:

**PAVEMENT SEAL COAT
PATTERN**

SCALE:	N.T.S.
DATE:	May 2007
APPROVED BY:	D. Domicic
STANDARD DRAWING	518



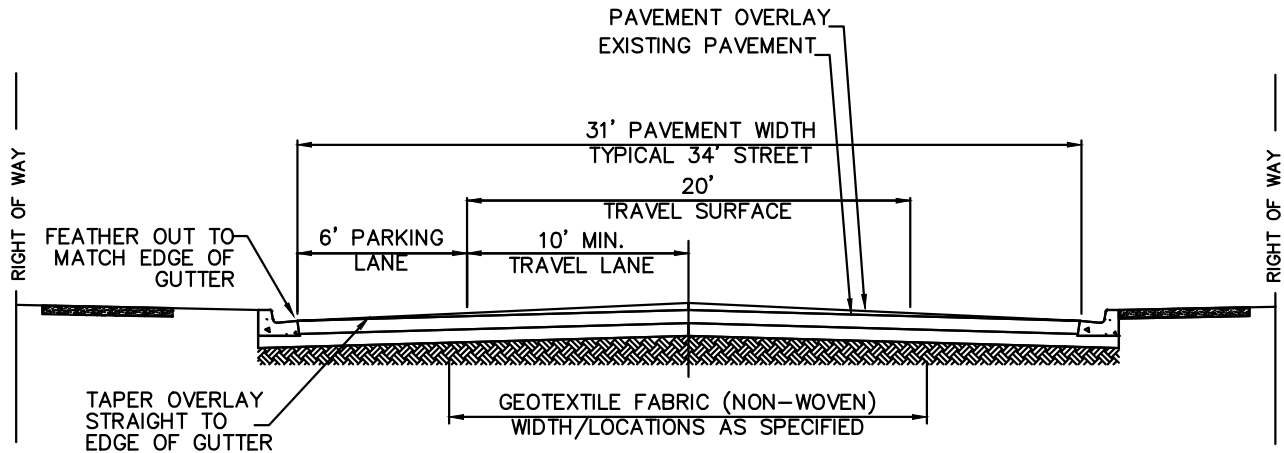
REVISIONS:

RAIN DRAIN CURB CUT

SCALE:	N.T.S.
DATE:	May 2007
APPROVED BY:	D. Danicic
STANDARD DRAWING	519

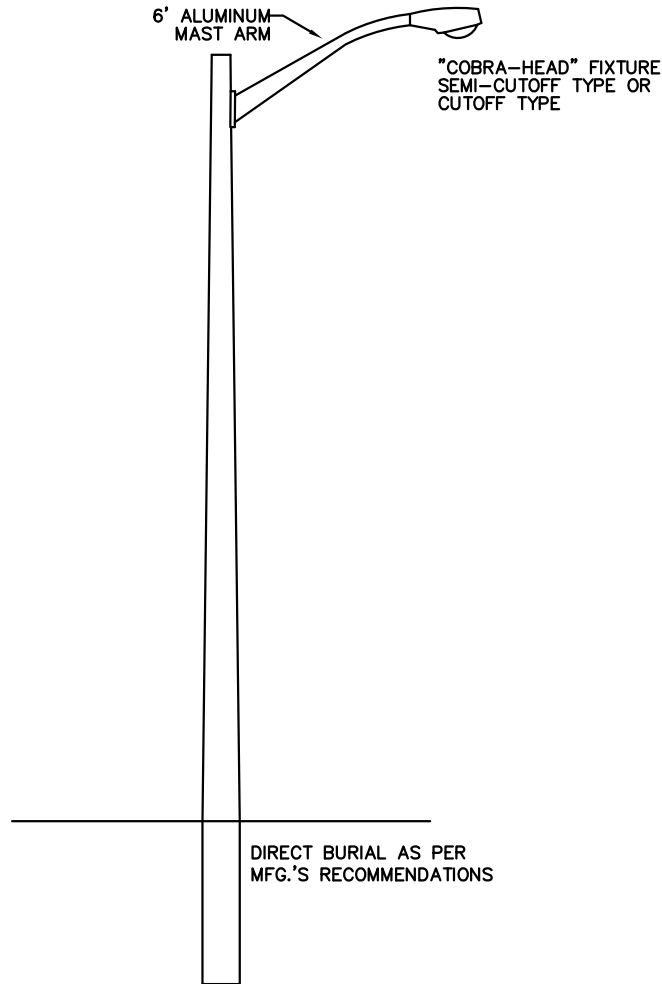
GEOTEXTILE SPECIFICATIONS

PROPERTY	TEST	MIN. VALUE
TENSILE STRENGTH, lbs	ASTM D-4632	80
ELONGATION, %	ASTM D-4632	50
ASPHALT RETENTION, gal/sy	OSHD TM-817	0.20
MELTING POINT, °F	ASTM D-276	300



NOTES

1. OVERLAY PATTERN FOR DIFFERENT WIDTH STREETS WILL BE SIMILAR.
2. OFFSET PAVING PANELS 12" MIN. FROM JOINTS OF EXISTING PAVEMENT.



NOTES:

1. LOCATION OF STREET LIGHT IS SHOWN ON STANDARD DRAWING NO. 103
2. STREET LIGHT HIGH PRESSURE SODIUM LUMINAIRE.
3. ALL FIBERGLASS POLES SHALL BE GRAY.
4. FOR CURBSIDE SIDEWALK (TYPE 'B') THE STREET LIGHT SHALL BE 2' FROM THE BACK OF THE SIDEWALK.
5. FOR SETBACK SIDEWALK (TYPE 'A') THE STREET LIGHT SHALL BE 2' FROM THE FRONT OF THE SIDEWALK.

STREET WIDTH (ft.)	SERVICE TYPE	WATTAGE	LUMENS	POLE HT. (ft.)	ARM TYPE	VOLTAGE	SPACING (ft.)	TYPE
32'	RESIDENTIAL "A" SIDEWALK	100	9500	25	6' MAST	120	210	FIBERGLASS
34'	RESIDENTIAL "A" SIDEWALK	100	9500	25	6' MAST	120	210	FIBERGLASS
40'	COMMERCIAL COLLECTOR STREET	150	16000	30	6' MAST	240	155	FIBERGLASS
46'	COMMERCIAL ARTERIAL STREET	200	22000	30	6' MAST	240	180	FIBERGLASS

City of Newberg

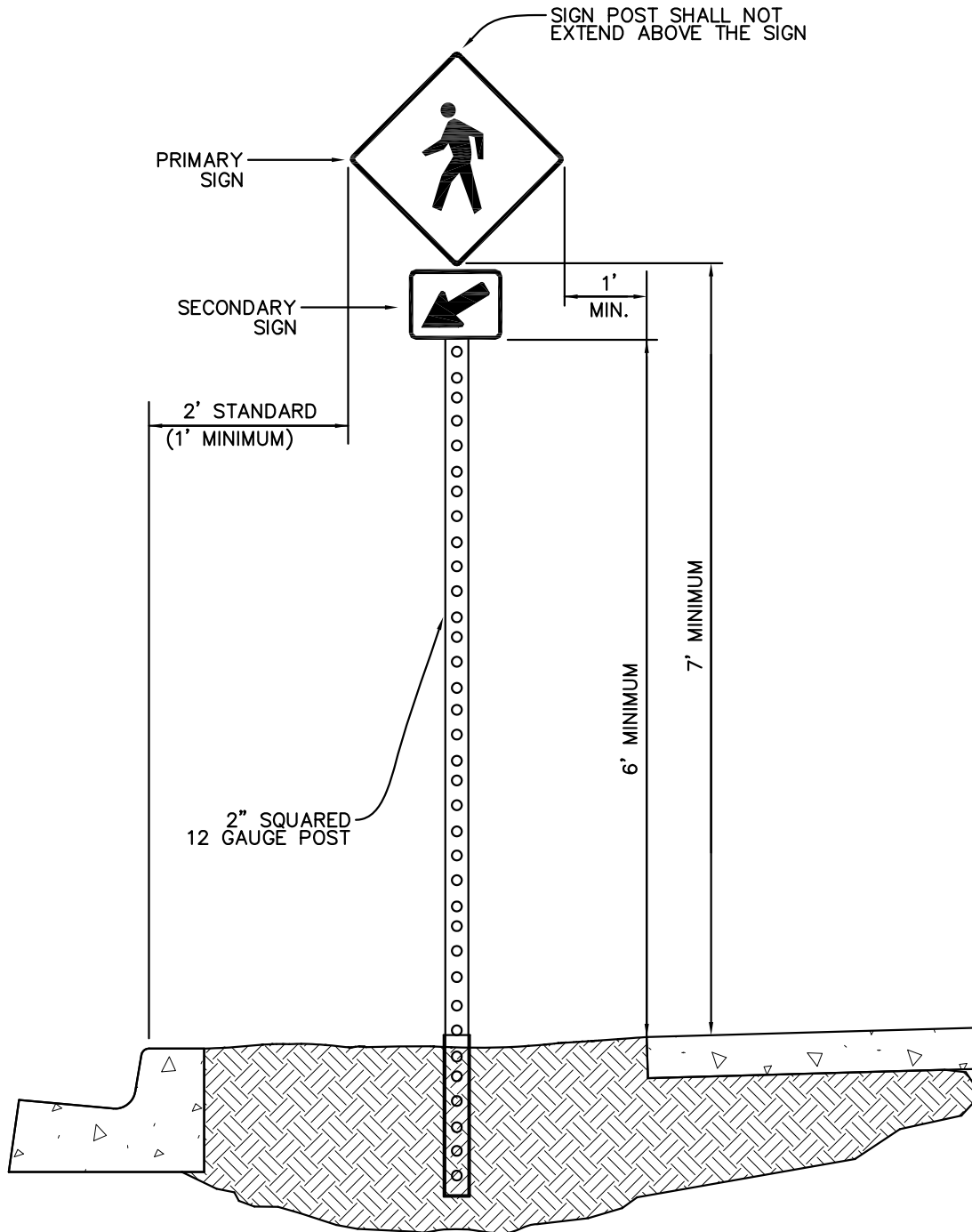
PUBLIC WORKS ENGINEERING DIVISION
 414 E. FIRST STREET NEWBERG, OR 97132
 PHONE: 503-537-1240
 FAX: 503-537-1277

REVISIONS:

STREET LIGHT

SCALE:	N.T.S.
DATE:	May 2007
APPROVED BY:	D. Danicic
STANDARD DRAWING	522

ALL SIGNS SHALL BE HIGH INTENSITY REFLECTIVE PRISMATIC GRADE SHEETING AT MINIMUM



REFERENCE: MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES SECTION 2

City of Newberg
 PUBLIC WORKS ENGINEERING DIVISION
 414 E. FIRST STREET NEWBERG, OR 97132
 PHONE: 503-537-1240
 FAX: 503-537-1277

REVISIONS:
Dec. 2007
Oct. 2010

SIGN CLEARANCES

SCALE:	N.T.S.
DATE:	May 2007
APPROVED BY:	D. Danicic
STANDARD DRAWING	523

BLADE AND LETTERING SIZE REQUIREMENTS

POSTED SPEED (MPH)	BLADE SIZE	UPPER CASE LETTER HEIGHT	LOWER CASE LETTER HEIGHT	DIRECTION (N,S,E,W)	DESIGNATION (ST,DR,ETC..)	LETTER SPACING
25 OR LESS	8" HIGH	4"	3"	2 1/2"	1/2" SMALLER THAN LOWER CASE LETTER	1/2"
30 OR HIGHER	9" HIGH	5"	3 3/4"	3 1/4"		3/4"

PRIVATE STREETS SHALL BE AS SHOWN BELOW WITH A BLUE BACKGROUND IN PLACE OF GREEN

ADJUST BLADE LENGTH TO ACCOMMODATE LENGTH OF STREET NAME

TYPE:

FLAT DOUBLE FACED, .125 ALUMINUM
 STREET NAME SIGN: HIGH INTENSITY REFLECTIVE
 PRISMATIC GRADE SHEETING

COLOR/DESIGN:
 WHITE LETTERING ON GREEN WITH WHITE BORDER
 AS SHOWN.

NOTES:

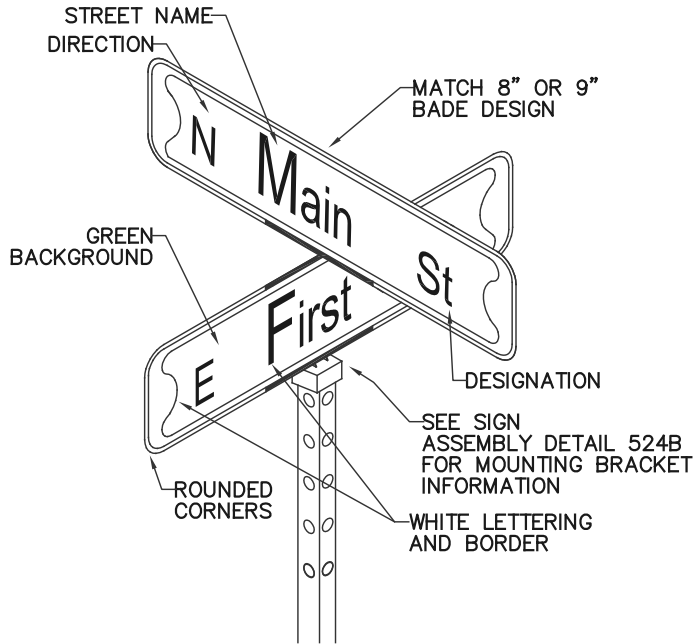
MAINTAIN 9'6" OF CLEARANCE FROM THE BOTTOM OF THE LOWEST STREET SIGN TO FINISH GRADE

SLEEVE SHALL BE 30" - 12GA X 2 1/2" SQ. TUBE
 POST SHALL BE 12GA X 2" SQ. TUBE

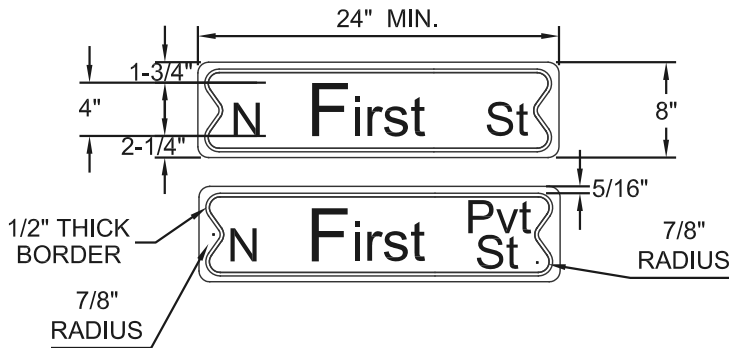
LOCATE POSTS SO TRAFFIC CONTROL SIGNS CAN BE PLACED ON THE SAME POST WITH PROPER CLEARANCE

DO NOT USE ABBREVIATIONS FOR STREET NAMES (MT. VIEW vs. MOUNTAINVIEW)

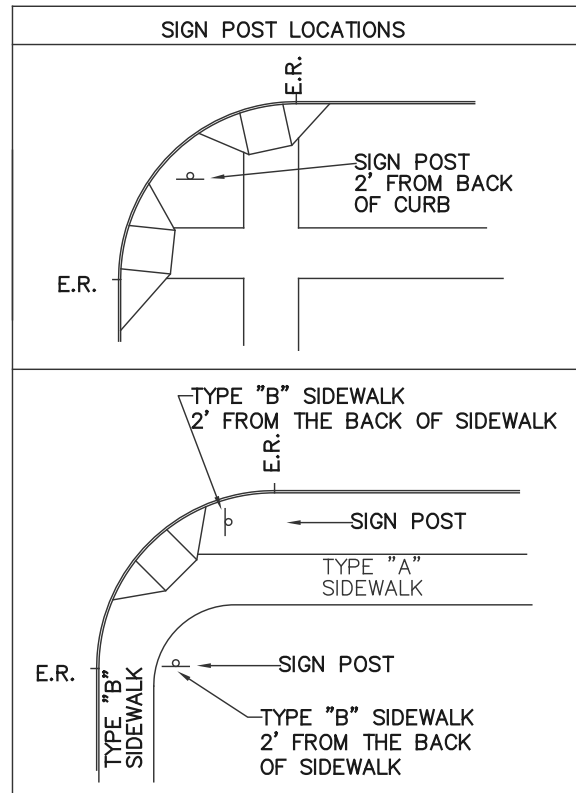
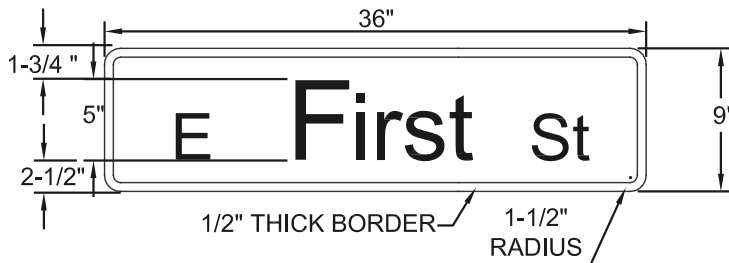
ALL SIGNS SHALL BE HIGH INTENSITY PRISMATIC GRADE SHEETING

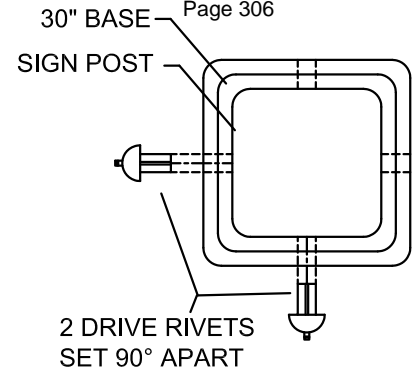
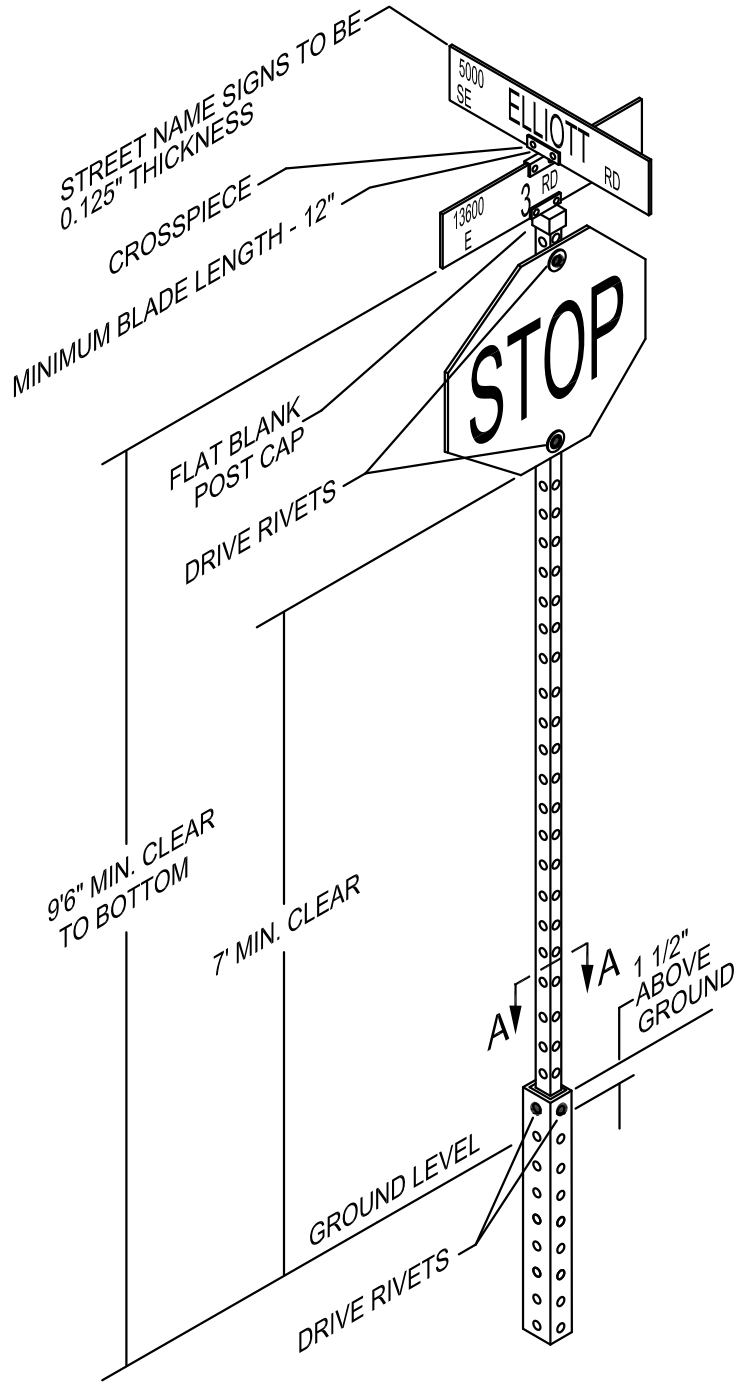


25 MPH OR LESS

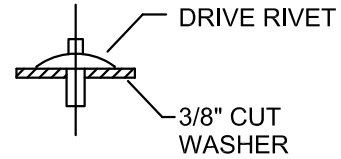


30 MPH & HIGHER

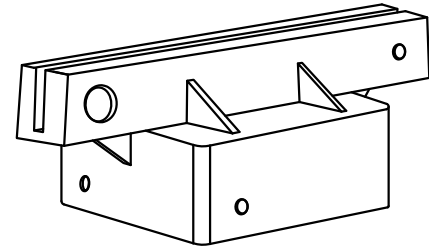




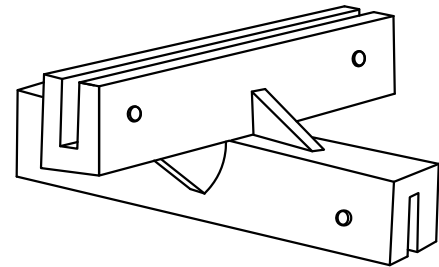
SECTION A - A



**DRIVE RIVET DETAIL
 FOR MOUNTING SIGN**



**HOLDER (OR EQUIVALENT)
 VULCAN INC. VS-4 CAP 12" BLADE**



**VULCAN INC. VS-4 CROSS 12" BLADE
 HOLDER (OR EQUIVALENT)**

STREET NAME BLADE HOLDERS

NOTES:

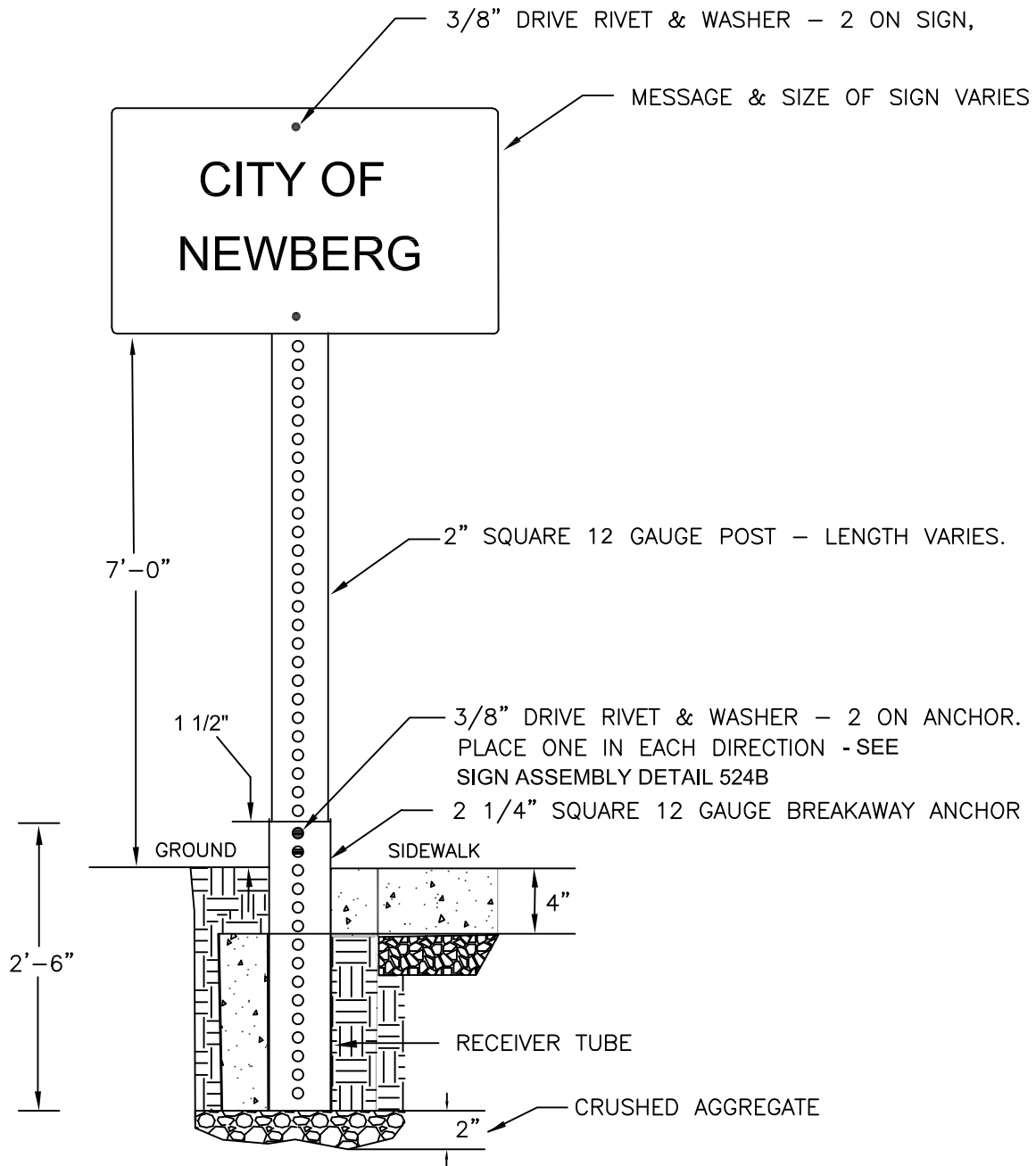
1. SIGN POST SHALL BE INSERTED A MINIMUM OF 12" INTO THE 30" BASE.
2. SLEEVE SHALL BE 30" 12 GAUGE x 2 1/4" - POST SHALL BE 12GA x 2".
3. CAP AND CROSSPIECE TO BE THE SAME STYLE, 12" BLADE MINIMUM.
4. SEE DETAILS 525A & 525B FOR GROUND & CONCRETE SIGN APPLICATIONS
5. SEE CHAPTER 5 IN THE ENGINEERING DESIGN MANUAL FOR THE MATERIAL SPECIFICATIONS.

City of Newberg
 PUBLIC WORKS ENGINEERING DIVISION
 414 E. FIRST STREET NEWBERG, OR 97132
 PHONE: 503-537-1240
 FAX: 503-537-1277

REVISIONS:	
	Aug. 2013
	Dec. 2013

SIGN ASSEMBLY

SCALE:	N.T.S
DATE:	July 2009
APPROVED BY:	P. Chiu
STANDARD DRAWING	524B

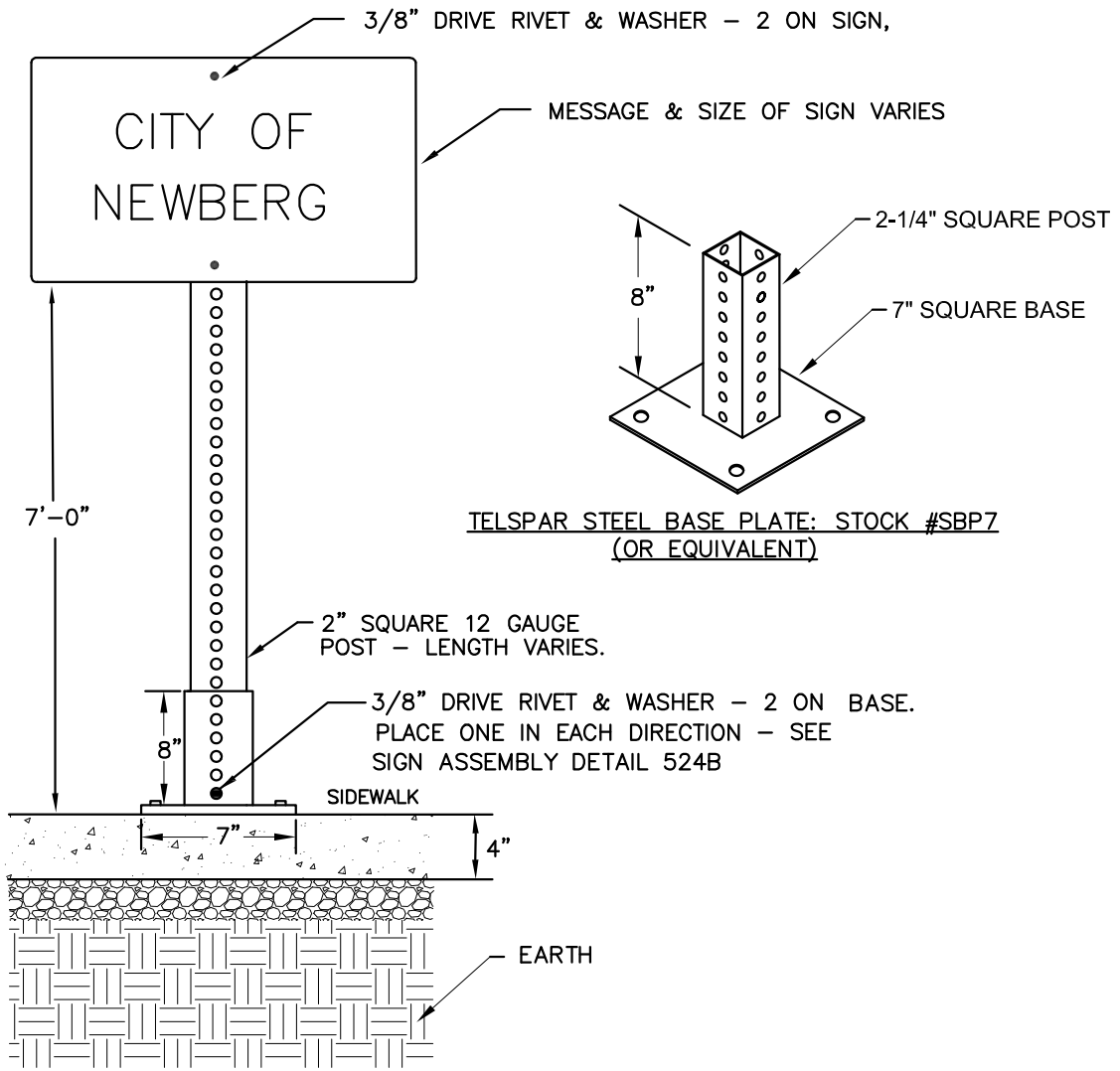


1. SIGN PLACEMENT IN DIRT SHALL BE A MINIMUM OF 24" FROM CURB FACE - VARIES BY SIGN SIZE.
2. POST SHALL BE SPRAYED WITH ANTI-SEIZE ON THE BOTTOM 2'-6".
3. SIGN POST SHALL BE INSERTED A MINIMUM OF 12" INTO THE 30" BASE.

REVISIONS:

STANDARD SIGNPOST
 GROUND APPLICATIONS

SCALE:	N.T.S.
DATE:	July 2009
APPROVED BY:	P. Chiu
STANDARD DRAWING	525A



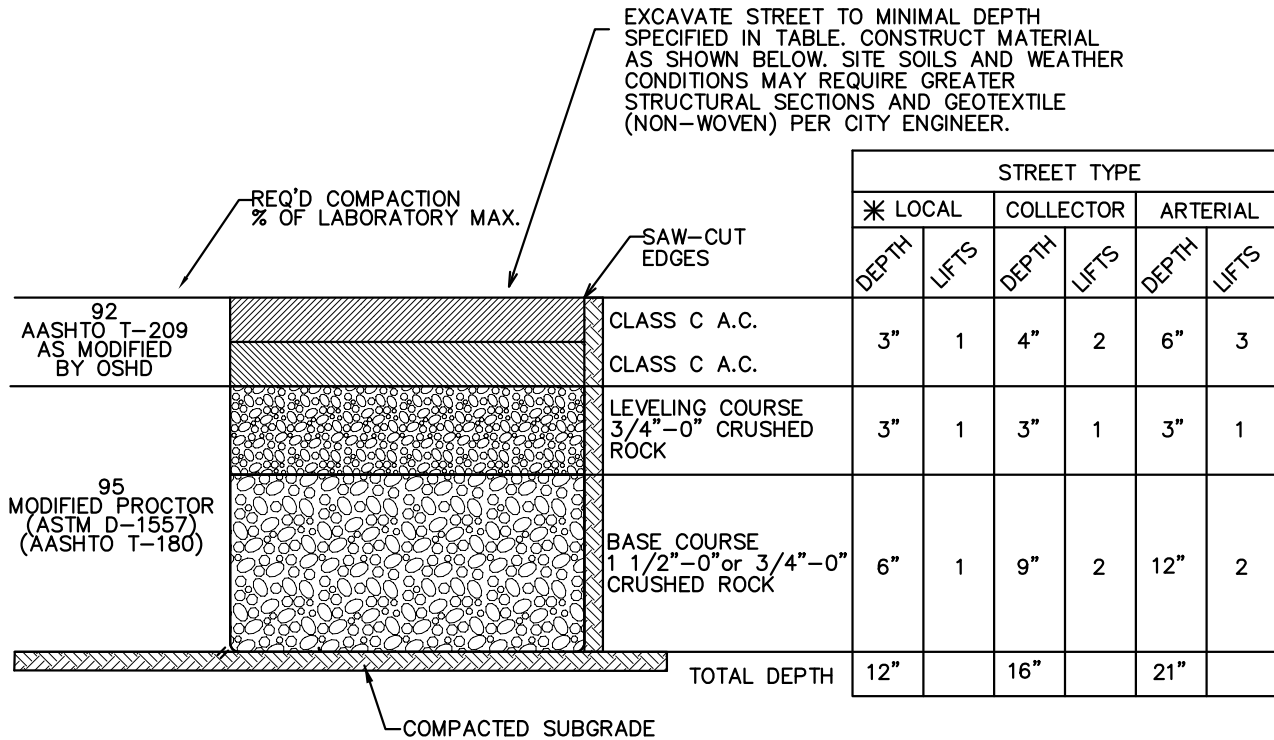
1. STEEL BASE SHALL BE A 2 1/4" SQUARE 12 GAUGE POST
2. SIGN POST PLACEMENT IN CONCRETE SHALL BE A MINIMUM OF 24" FROM CURB FACE - VARIES BY SIGN SIZE.
3. USE 1/2" X 4-1/4" RED HEAD FASTENERS FOR STEEL BASE PLATE
4. STEEL BASE PLATE APPLICATION FOR EXISTING CONCRETE ONLY
5. FOR EXISTING SIDEWALK, WITH CITY OF NEWBERG ENGINEERING DIVISION APPROVAL ONLY.

City of Newberg
 PUBLIC WORKS ENGINEERING DIVISION
 414 E. FIRST STREET NEWBERG, OR 97132
 PHONE: 503-537-1240
 FAX: 503-537-1277

REVISIONS:
OCT. 2010

STANDARD SIGNPOST
 CONCRETE APPLICATIONS

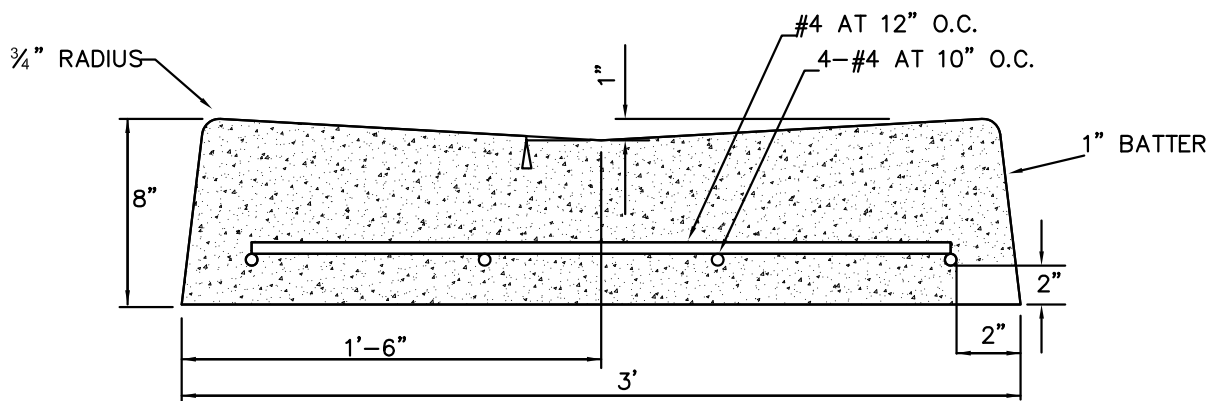
SCALE:	N.T.S.
DATE:	JULY 2004
APPROVED BY:	D. Danicic
STANDARD DRAWING	525B



GEOTEXTILE SPECIFICATIONS

PROPERTY	TEST	MIN. VALUE
TENSILE STRENGTH, lbs	ASTM D-4632	120
ELONGATION, WET %	ASTM D-4632	40
COEFFICIENT OF WATER PERMEABILITY, cm/sec	ASTM D-4491	0.10
PUNCTURE STRENGTH, lbs	ASTM D-4833	80
MULLEN BURST STRENGTH, psi	ASTM D-3786	250

* LOCAL STREET TYPE = INTERIOR RESIDENTIAL SINGLE FAMILY DETACHED ZONES



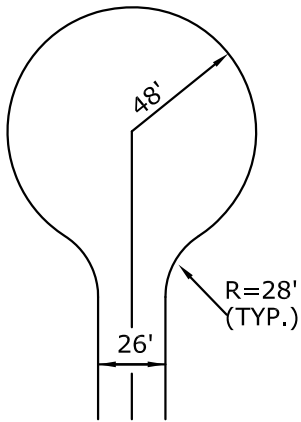
NOTES

1. CONCRETE MIX: 4,000 PSI AT 28 DAYS
 WITH 6% ENTRAINED AIR.

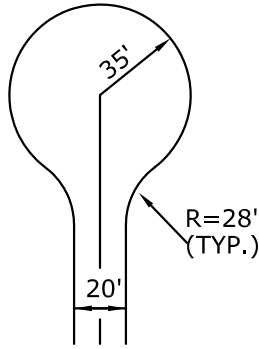
REVISIONS:

VALLEY GUTTER

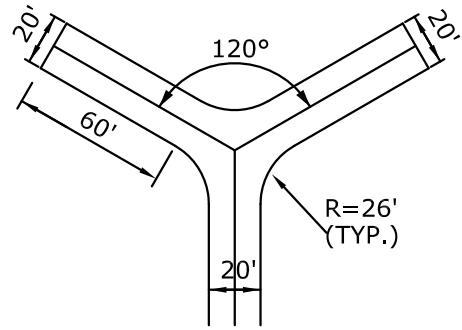
SCALE:	N.T.S
DATE:	May 2007
APPROVED BY:	D. Danicic
STANDARD DRAWING	528



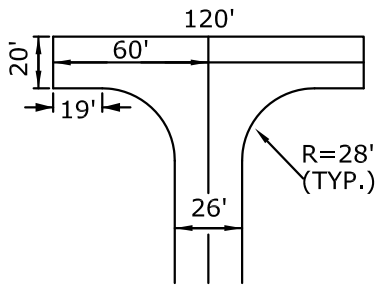
96' DIAMETER
 CUL-DE-SAC



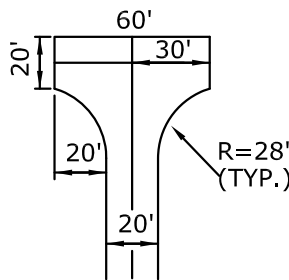
70' DIAMETER
 CUL-DE-SAC



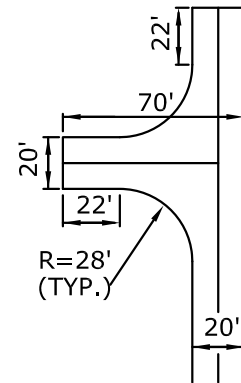
ACCEPTABLE ALTERNATIVE
 TO 120' HAMMERHEAD



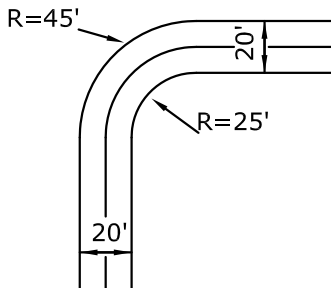
120' HAMMERHEAD



60' HAMMERHEAD



ACCEPTABLE ALTERNATIVE
 TO 120' HAMMERHEAD



INSIDE AND OUTSIDE
 TURN RADIUS

FIRE MARSHAL APPROVAL
 OF CONSTRUCTION
 PLANS REQUIRED

Requirements for dead end fire access roads

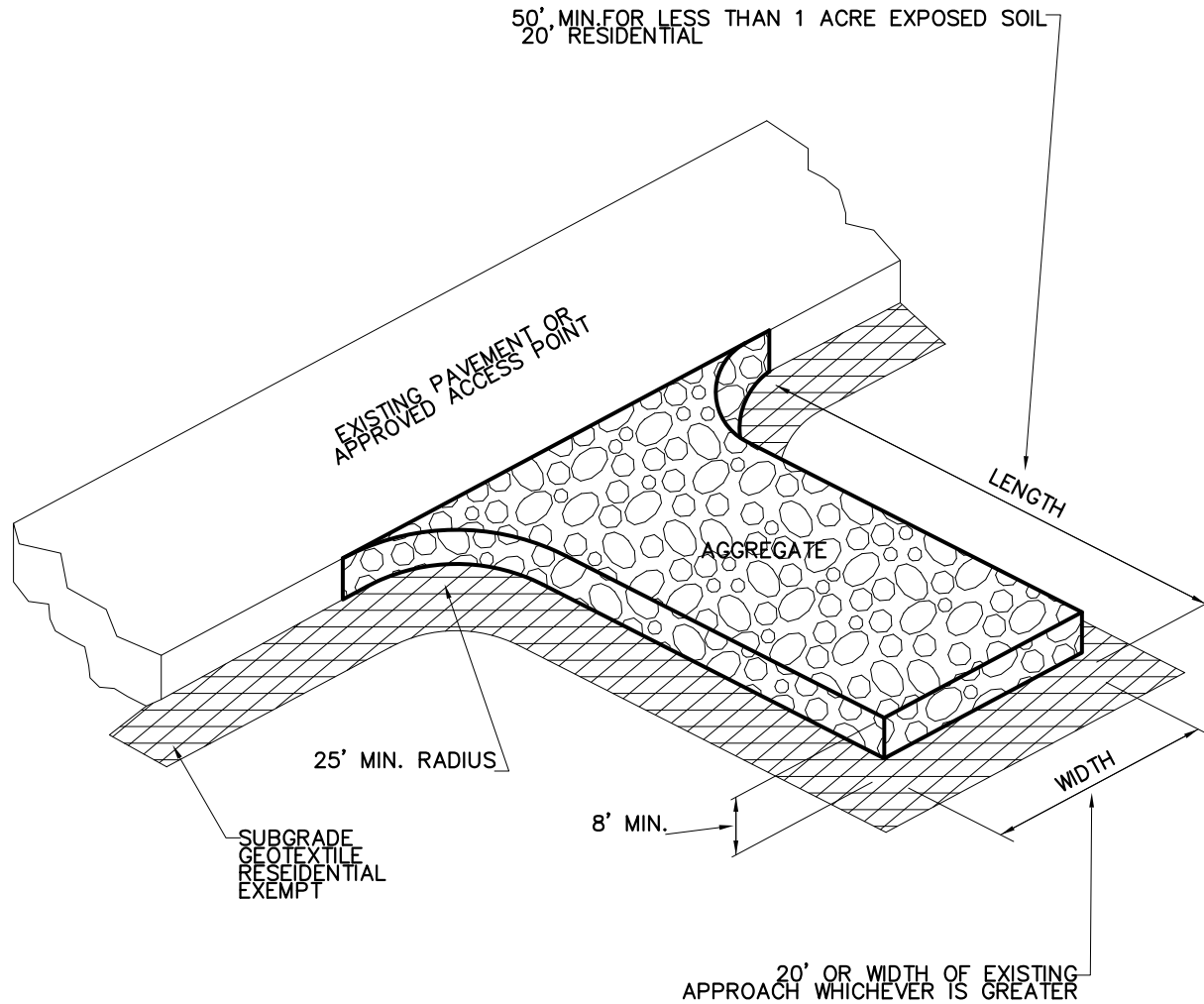
Length (feet)	Width (feet)	Turnarounds Required
0-150'	20'	None Required
151'-500'	20'	120' hammerhead, 60' "Y", or 96' diameter cul-de-sac
501'-750'	26'	120' hammerhead, 60' "Y", or 96' diameter cul-de-sac
OVER 750'		SPECIAL APPROVAL REQUIRED

NOTES:

Where a fire hydrant is located on a fire apparatus access road, the minimum road width shall be 26 feet.

Road surfaces must be capable of supporting the imposed load of fire apparatus weighing at the least 75,000 pounds.

Fire apparatus access roads shall not exceed ten percent in grade. Grades steeper than ten percent must be approved by the Fire Marshal.



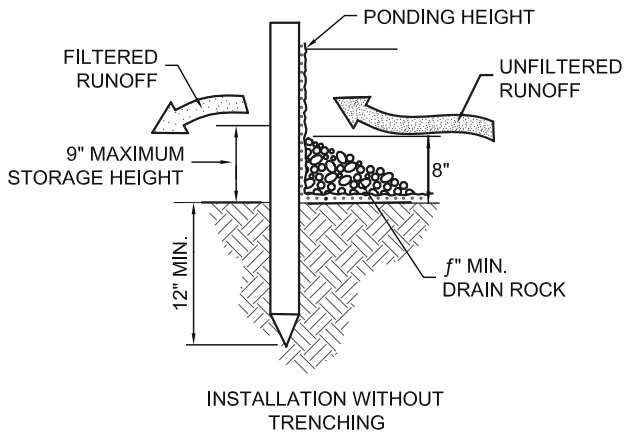
NOTES:

1. THE ENTRANCE SHALL BE MAINTAINED IN A CONDITION THAT WILL PREVENT TRACKING OR FLOWING OF SEDIMENT ONTO PUBLIC RIGHT-OF-WAYS. THIS MAY REQUIRE TOP DRESSING, REPAIR AND/OR CLEAN OUT OF ANY MEASURES USED TO TRAP SEDIMENT.
2. WHEN NECESSARY, WHEELS SHALL BE CLEANED PRIOR TO ENTRANCE ONTO PUBLIC RIGHT-OF-WAY.
3. WHEN WASHING IS REQUIRED, IT SHALL BE DONE ON AN AREA STABILIZED WITH CRUSHED STONE THAT DRAINS INTO AN APPROVED SEDIMENT TRAP OR SEDIMENT BASIN.
4. WHERE RUNOFF CONTAINING SEDIMENT-LADEN WATER IS LEAVING THE SITE VIA THE CONSTRUCTION ENTRANCE, OTHER MEASURES SHALL BE IMPLEMENTED TO DIVERT RUNOFF THROUGH AN APPROVED FILTERING SYSTEM.
5. DIMENSIONS
SINGLE FAMILY AND DUPLEX
 20' LONG BY 20' WIDE, 8" DEEP OF 3/4" MINUS CLEAN ROCK.
COMMERCIAL
 50' LONG BY 20' WIDE, 3-6" DEEP CLEAN ROCK.
 GOVERNING AUTHORITY MAY REQUIRE GEOTEXTILE FABRIC TO PREVENT SUB-SOIL PUMPING.

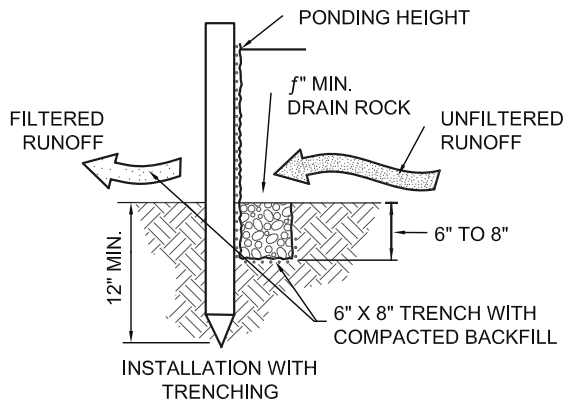
REVISIONS:

**CONSTRUCTION
ENTRANCE**

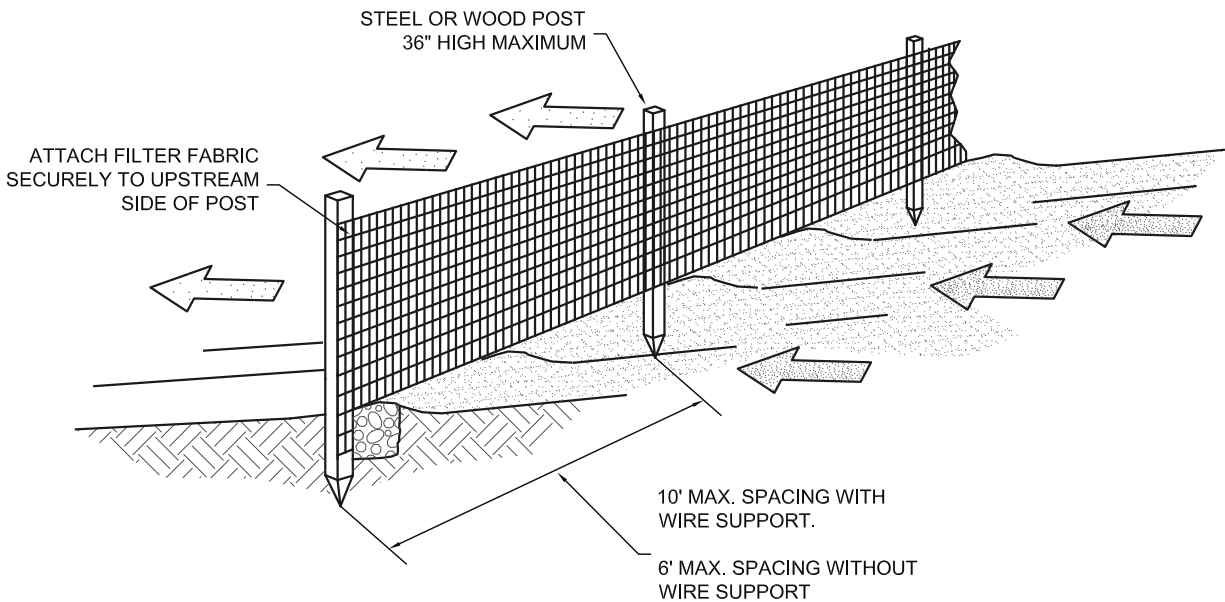
SCALE:	N.T.S
DATE:	May 2007
APPROVED BY:	D. Danicic
STANDARD DRAWING	601



INSTALLATION WITHOUT TRENCHING



INSTALLATION WITH TRENCHING

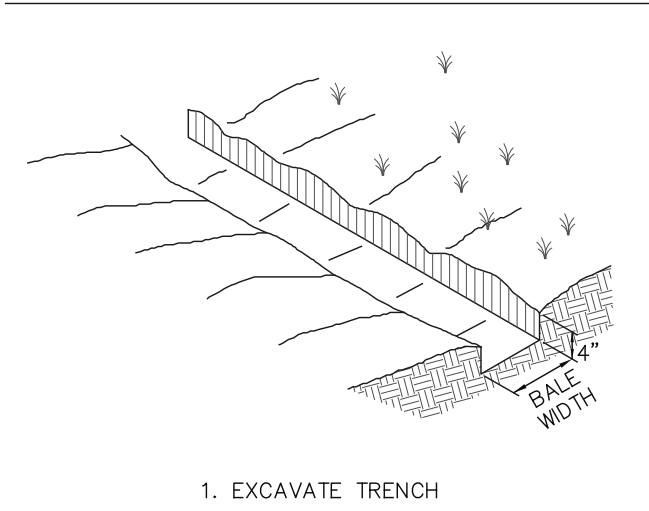


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 414 E. FIRST STREET NEWBERG, OR 97132
 PHONE: 503-537-1240
 FAX: 503-537-1277

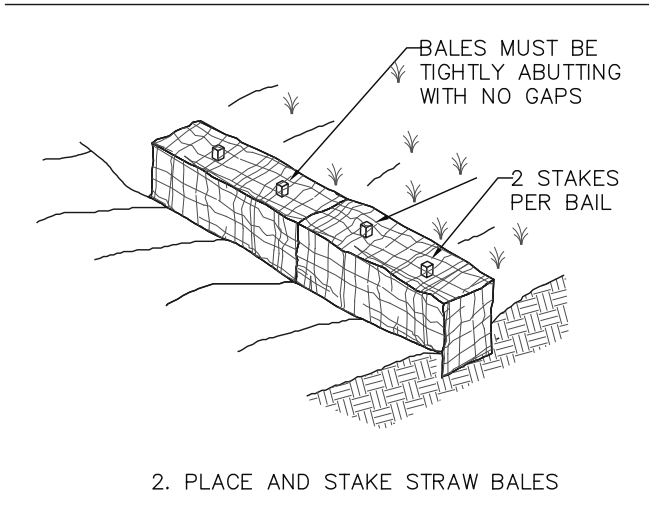
REVISIONS:

SILT FENCE

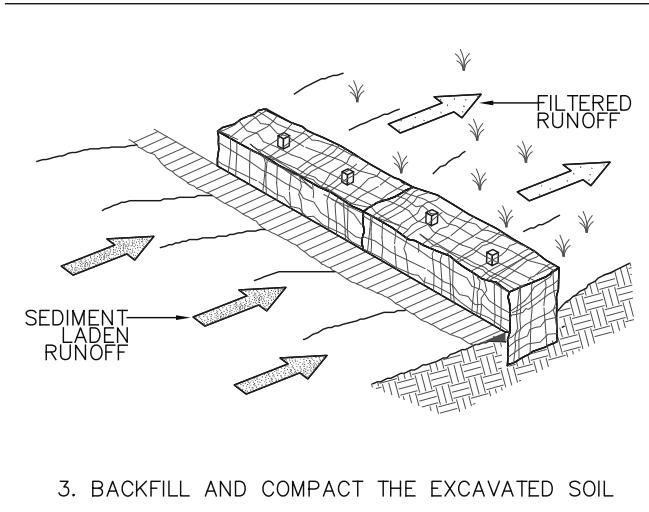
SCALE:	N.T.S.
DATE:	MAY 2007
APPROVED BY:	D. DANICIC
STANDARD DRAWING	602



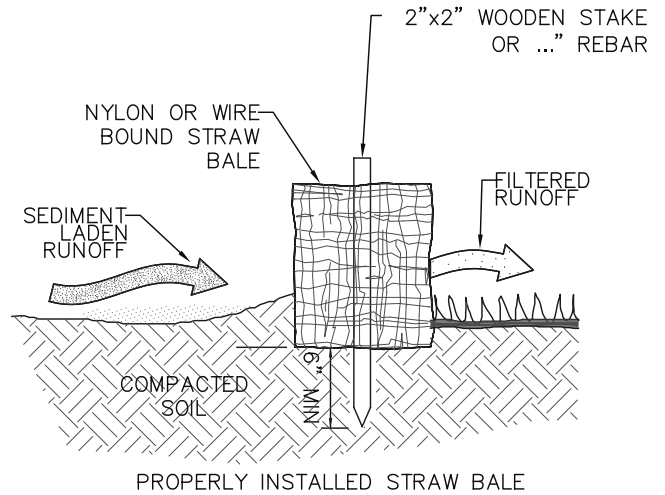
1. EXCAVATE TRENCH



2. PLACE AND STAKE STRAW BALES



3. BACKFILL AND COMPACT THE EXCAVATED SOIL



GENERAL NOTES:

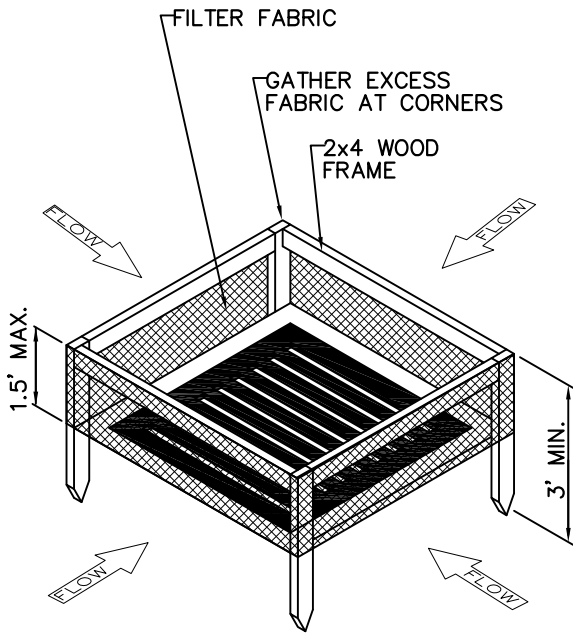
1. EACH BALE SHALL BE EMBEDDED IN THE SOIL A MINIMUM OF 4".
2. BALES SHALL BE SECURELY ANCHORED IN PLACE BY 3/8" REBAR OR 2"x2" WOODEN STAKES DRIVEN THROUGH THE BALES.
3. INSPECTION SHALL BE PERFORMED WEEKLY OR AFTER EACH RAINFALL EVENT. REPAIR AND OR REPLACEMENT SHALL BE MADE AS NEEDED BY THE CONTRACTOR, OR AS DIRECTED BY THE INSPECTOR.
4. WHEN SILT REACHES A DEPTH OF 6", IT SHALL BE REMOVED AND DISPOSED OF IN AN APPROVED SITE.
5. AFTER THE SITE IS COMPLETELY STABILIZED, THE BALE AND ACCUMULATED SILT SHALL BE REMOVED AND DISPOSED OF AT AN APPROVED DISPOSAL SITE.

REVISIONS:

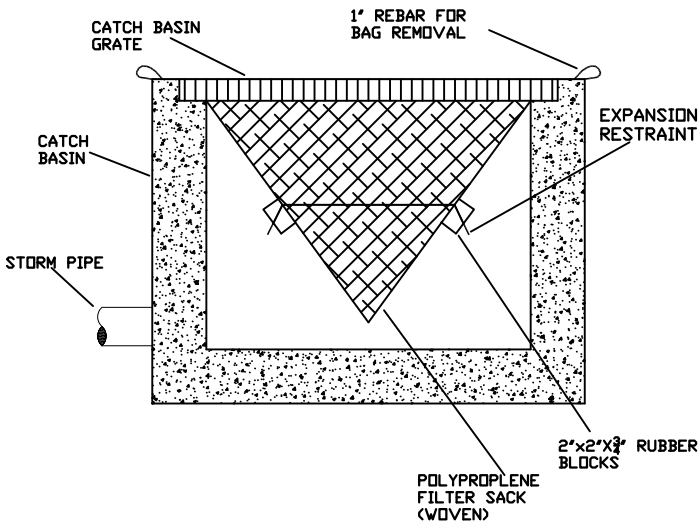
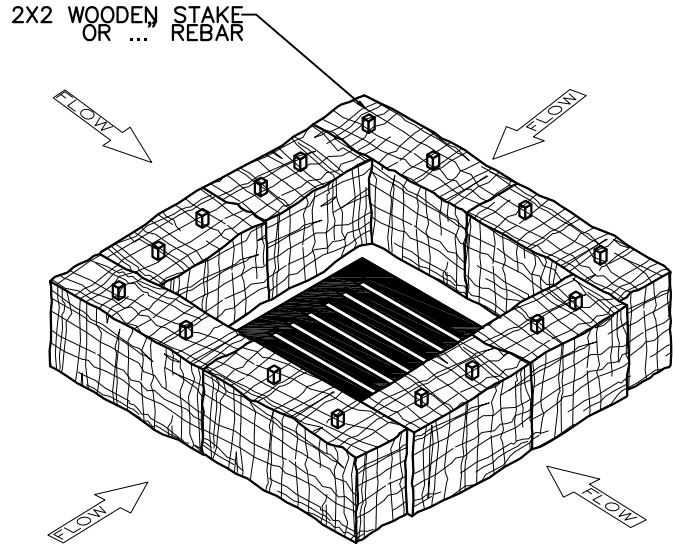
STRAW BALE BARRIER

SCALE:	N.T.S
DATE:	May 2007
APPROVED BY:	D. Danicic
STANDARD DRAWING	603

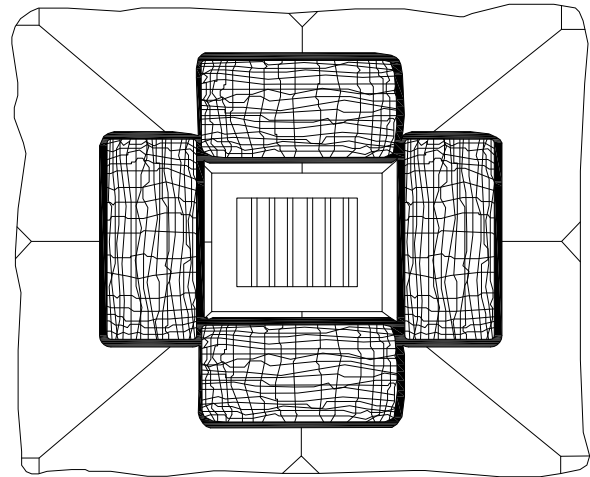
SILT FENCING
 INSTALLATION PER
 STANDARD DETAIL #602



STRAW BALES ARE TO BE PLACED 4 INCHES INTO THE SOIL, TIGHTLY ABUTTING WITH NO GAP. STAKE AND BACKFILL AROUND THE ENTIRE OUTSIDE PERIMETER.



WOVEN POLYPROPELENE SACK



BID BAG FILTER

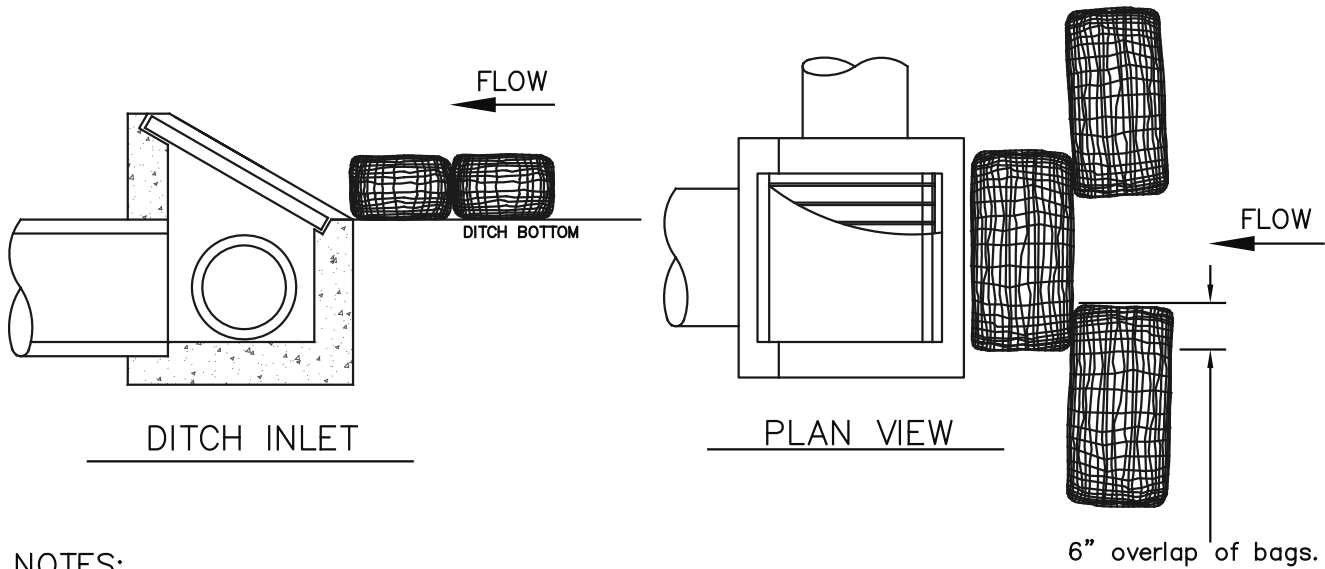
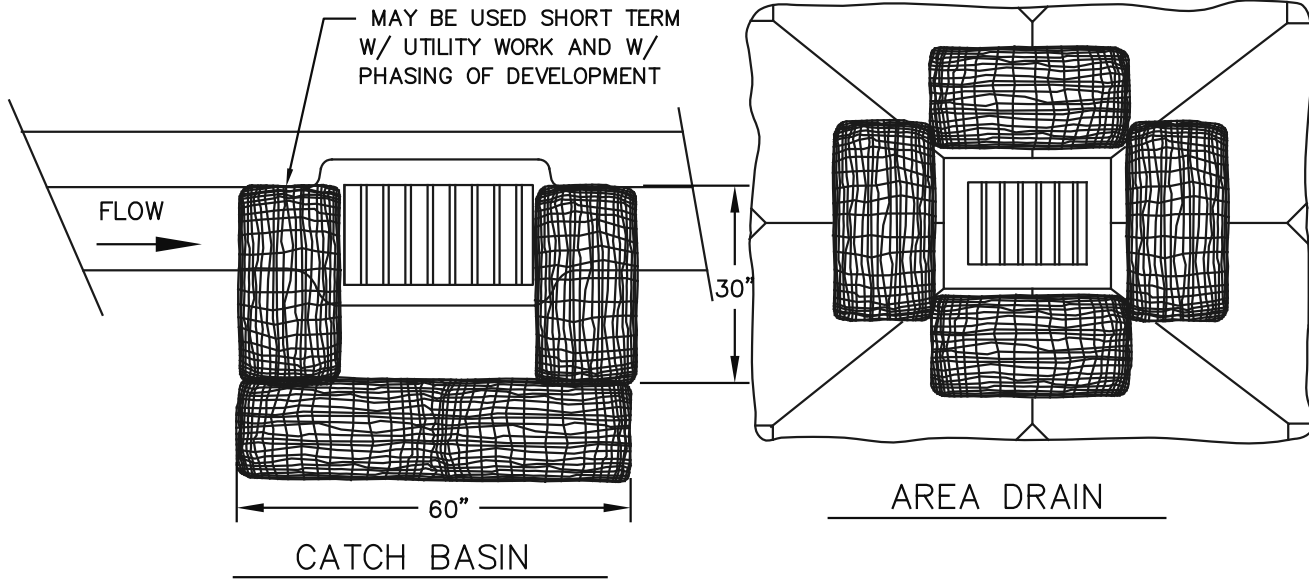
THIS METHOD OF INLET PROTECTION IS TO BE USED WHERE THE INLET DRAIN IS LOCATED IN A RELATIVELY FLAT UNPAVED AREA (SLOPE <5%).

THIS METHOD OF INLET PROTECTION SHALL NOT BE USED IN STREETS, TRAVELED AREAS, OR AREAS OF CONCENTRATED FLOW (DITCHES).

REVISIONS:
12/10/2013

FIELD DRAIN INLET PROTECTION

SCALE:	N.T.S.
DATE:	12/10/2013
APPROVED BY:	PAUL CHIU
STANDARD DRAWING	604



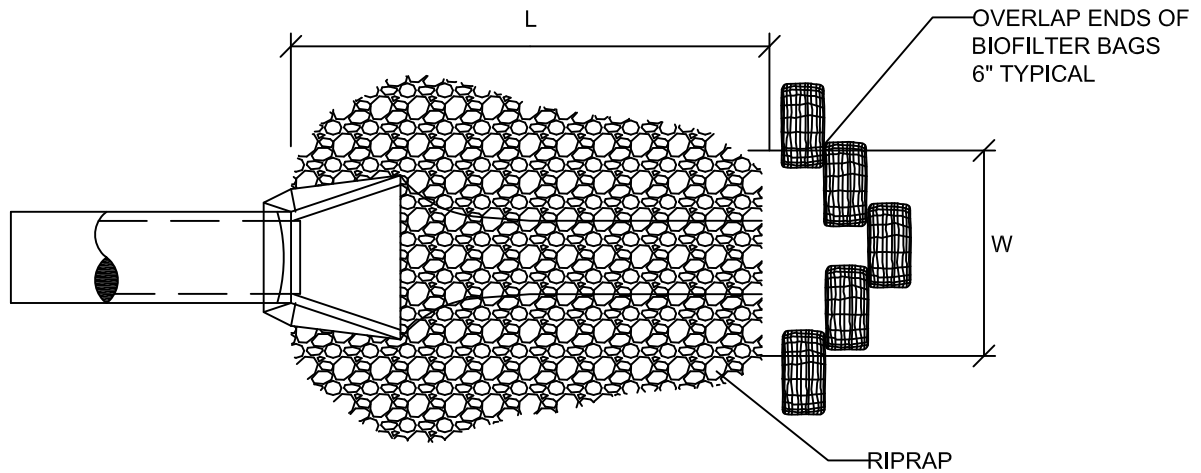
NOTES:

1. ADDITIONAL MEASURES MUST BE CONSIDERED DEPENDING ON SOIL TYPES.
2. BIO-FILTER BAGS SHOULD BE STAKED WHERE APPLICABLE USING (2) 1"x2" WOODEN STAKES OR APPROVED EQUAL PER BAG.
3. WHEN USING 30" BIO-BAGS TO PROTECT A CATCH BASIN YOU MUST HAVE 4 BAGS AND THEY SHALL BE OVERLAPPED BY 6".

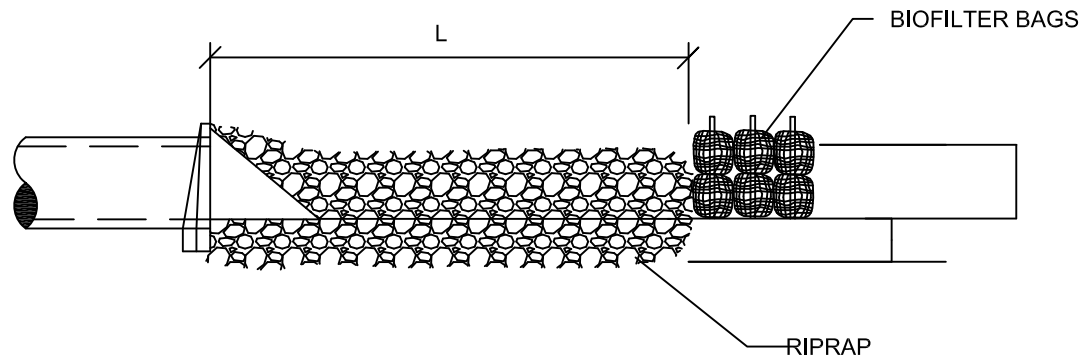
REVISIONS:
12/10/2013

INLET PROTECTION

SCALE:	N.T.S.
DATE:	04/04/2009
APPROVED BY:	PAUL CHIU
STANDARD DRAWING	605



PLAN VIEW



PROFILE

W = GREATER OF: DIAMETER + 6' OR 3x DIAMETER

L = GREATER OF: 12' OR 4x DIAMETER

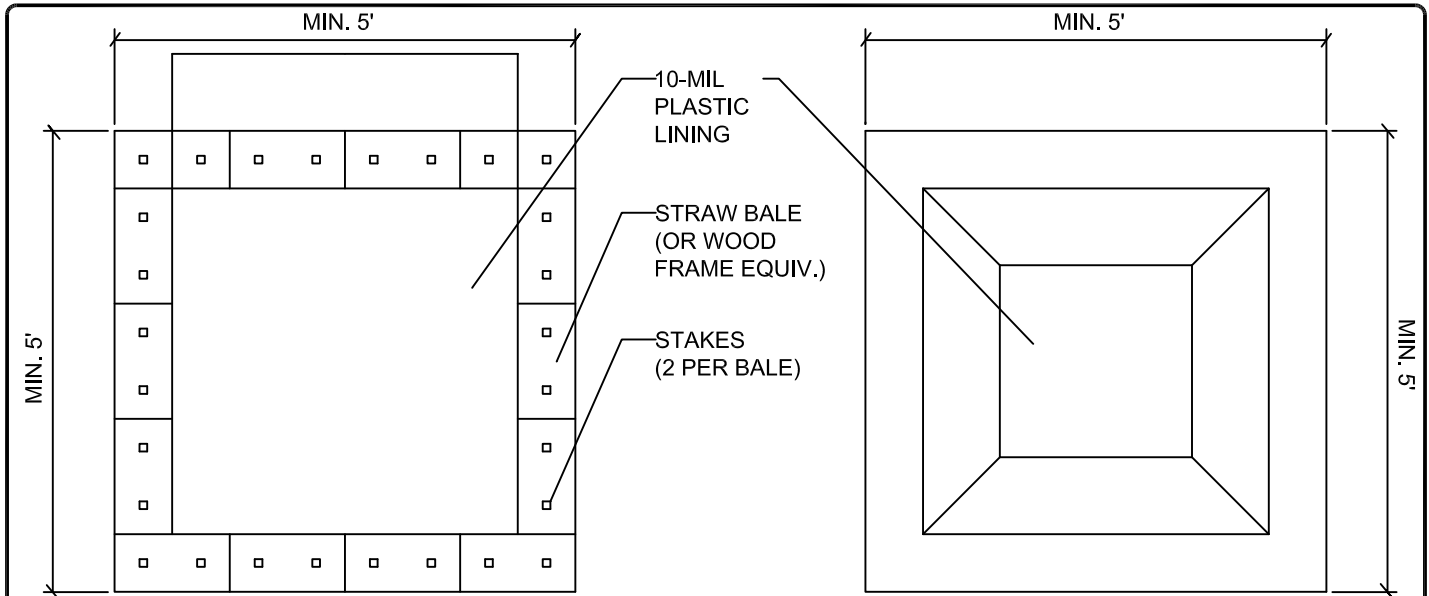
NOTES:

1. BIOFILTER BAGS REQUIRED ONLY WHEN DISCHARGING SEDIMENT-LADEN WATER.
2. STAKING OF BIOFILTER BAGS REQUIRED USING (2) 1"x2" WOOD STAKES OR APPROVED EQUAL PER BAG.

REVISIONS:

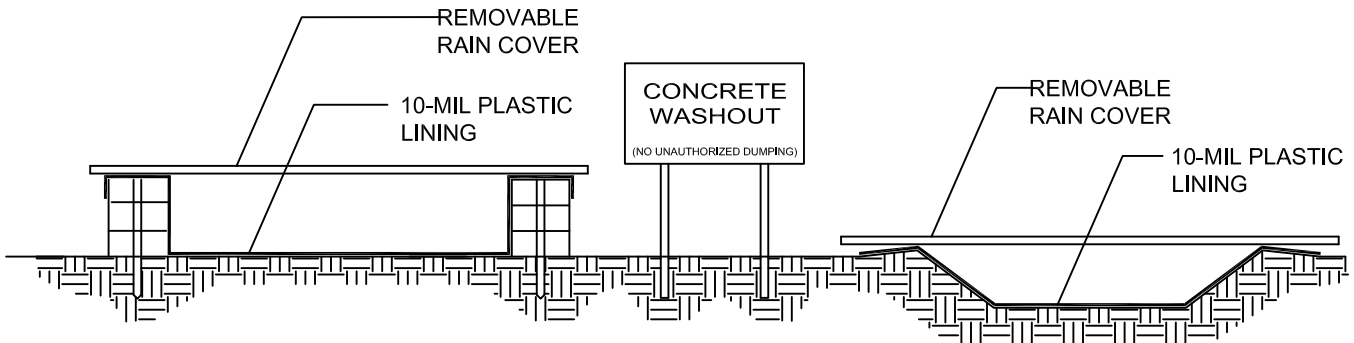
OUTLET PROTECTION

SCALE:	N.T.S
DATE:	01/10/2014
APPROVED BY:	
STANDARD DRAWING	606



**ABOVE-GROUND BASIN
 PLAN VIEW**

**BELOW-GROUND BASIN
 PLAN VIEW**



**ABOVE-GROUND BASIN
 SECTION**

**BELOW-GROUND BASIN
 SECTION**

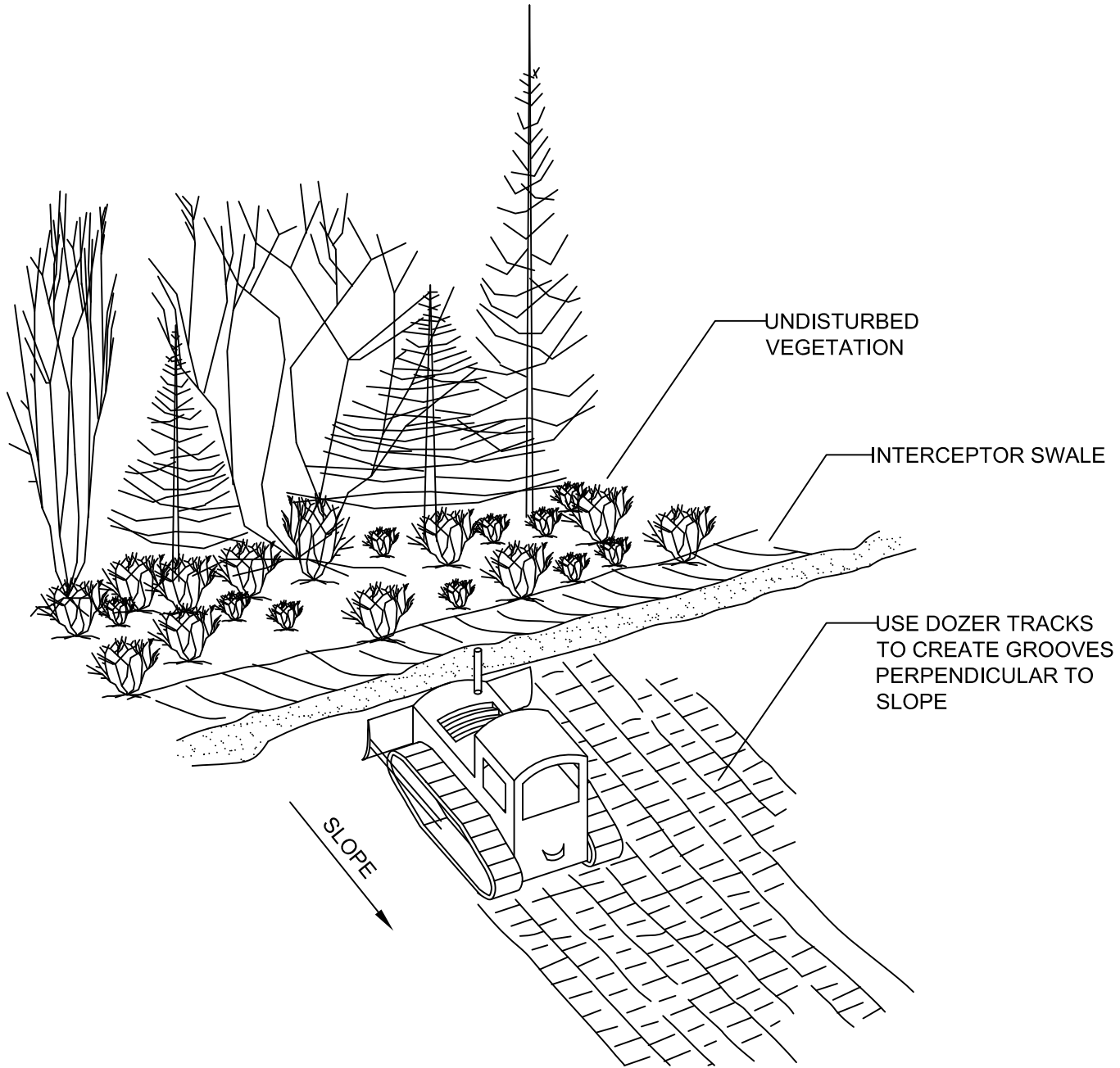
- NOTES:**
1. ACTUAL LAYOUT DETERMINED IN THE FIELD.
 2. "CONCRETE WASHOUT" SIGN TO BE LOCATED ADJACENT TO WASHOUT FACILITY.
 3. REMOVABLE RAIN COVER REQUIRED DURING WET WEATHER SEASON.

City of Newberg
 PUBLIC WORKS ENGINEERING DIVISION
 414 E. FIRST STREET NEWBERG, OR 97132
 PHONE: 503-537-1240
 FAX: 503-537-1277

REVISIONS:	
	NA

**CONCRETE WASTE
 MANAGEMENT**

SCALE:	N.T.S
DATE:	01/10/2014
APPROVED BY:	
STANDARD DRAWING	607



BMP NEEDED AT MIN. AT TOE OF SLOPE

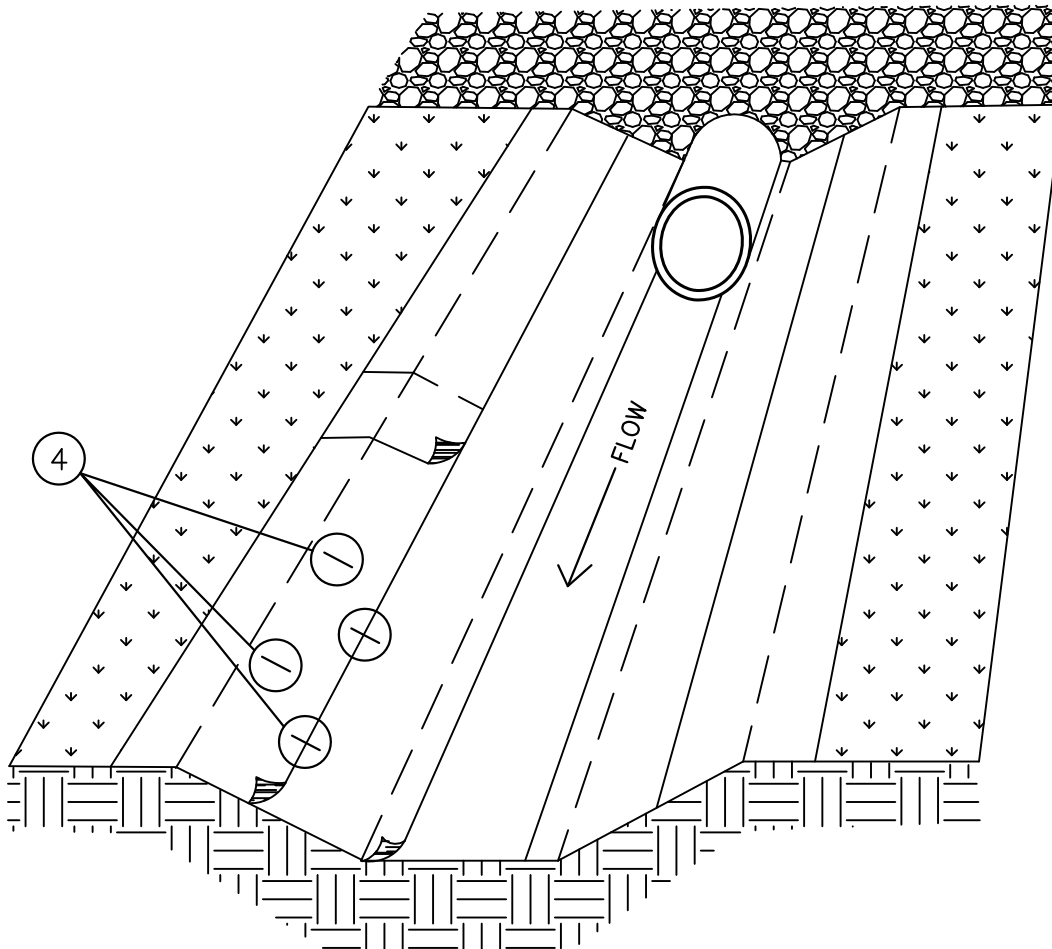
ALL SLOPES TO BE SEEDED

City of Newberg
 PUBLIC WORKS ENGINEERING DIVISION
 414 E. FIRST STREET NEWBERG, OR 97132
 PHONE: 503-537-1240
 FAX: 503-537-1277

REVISIONS:	
	NA

**SURFACE ROUGHENING
 CAT TRACKING**

SCALE:	N.T.S
DATE:	01/10/2014
APPROVED BY:	
STANDARD DRAWING	608



CHANNEL INSTALLATION

NOTES:

1. INFORMATION PROVIDED IS MINIMUM REQUIREMENTS. MANUFACTURES REQUIREMENTS WHICH ARE MORE STRINGENT SHALL BE USED.
2. INSTALL MAT PARALLEL IN CENTER OF CHANNEL IN THE DIRECTION OF FLOW. FOR CULVERT OUTFALLS, PLACE MAT UNDER CULVERT OR RIP RAP A MINIMUM OF 12 INCHES.
3. IN CHANNEL BOTTOM, OVERLAP LENGTH ENDS A MINIMUM OF 12 INCHES.
4. LENGTH OF STAPLES SHALL BE DETERMINDED BY SOIL TYPE—COHESIVE SOIL USE 6 INCH, NON-COHESIVE SOILS 8-12 INCH.

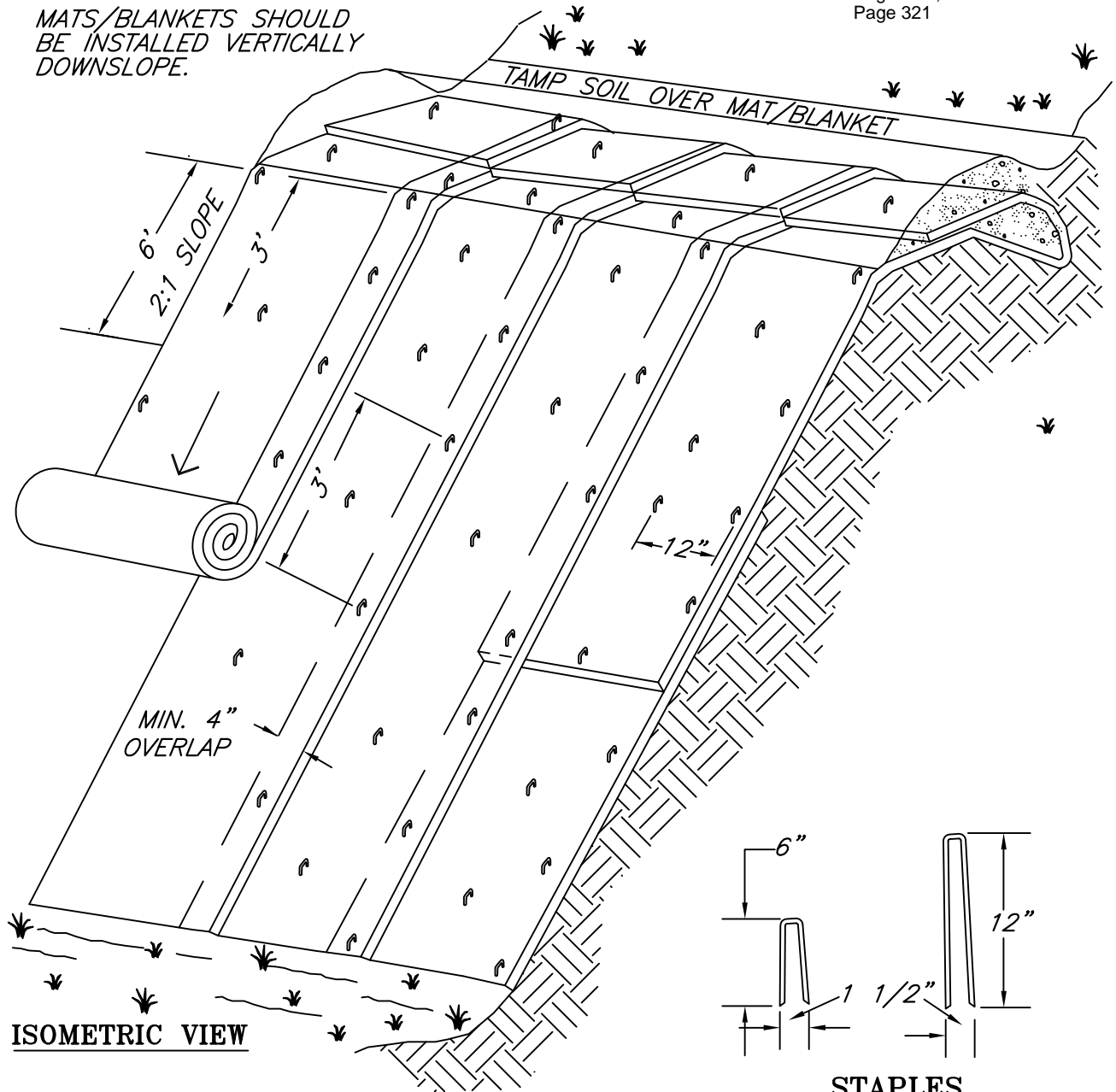
City of Newberg
 PUBLIC WORKS ENGINEERING DIVISION
 414 E. FIRST STREET NEWBERG, OR 97132
 PHONE: 503-537-1240
 FAX: 503-537-1277

REVISIONS:	
	NA

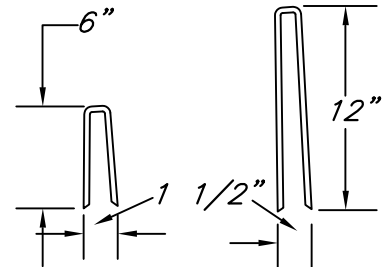
MATTING TRENCH
 INSTALLATION

SCALE:	N.T.S
DATE:	01/10/2014
APPROVED BY:	
STANDARD DRAWING	609

MATS/BANKETS SHOULD
 BE INSTALLED VERTICALLY
 DOWNSLOPE.



ISOMETRIC VIEW

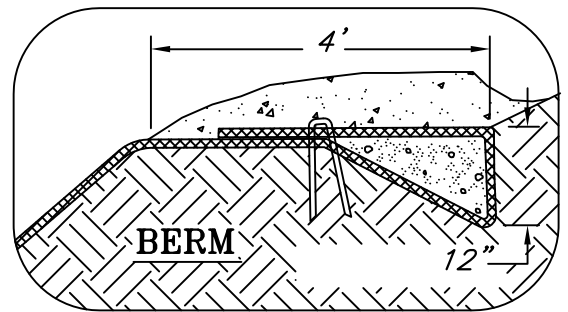


STAPLES

**TYPICAL SLOPE
 SOIL STABILIZATION**

NOTES:

1. SLOPE SURFACE SHALL BE FREE OF ROCKS, CLODS, STICKS AND GRASS. MATS/BANKETS SHALL HAVE GOOD SOIL CONTACT.
2. APPLY PERMANENT SEEDING BEFORE PLACING BLANKETS.
3. LAY BLANKETS LOOSELY AND STAKE OR STAPLE TO MAINTAIN DIRECT CONTACT WITH THE SOIL. DO NOT STRETCH.
4. STAKING OR STAPLING LAYOUT PER MANUFACTURERS SPECIFICATIONS.



NOT TO SCALE



PUBLIC WORKS ENGINEERING DIVISION
 414 E. FIRST STREET NEWBERG, OR 97132
 PHONE: 503-537-1240
 FAX: 503-537-1277

REVISIONS:

NA

**MATTING-
 SLOPE INSTALLATION**

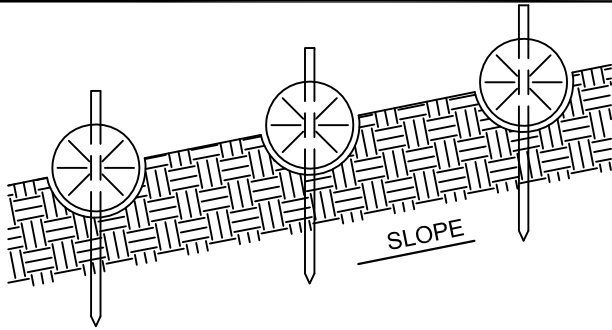
SCALE: N.T.S

DATE: 01/10/2014

APPROVED BY:

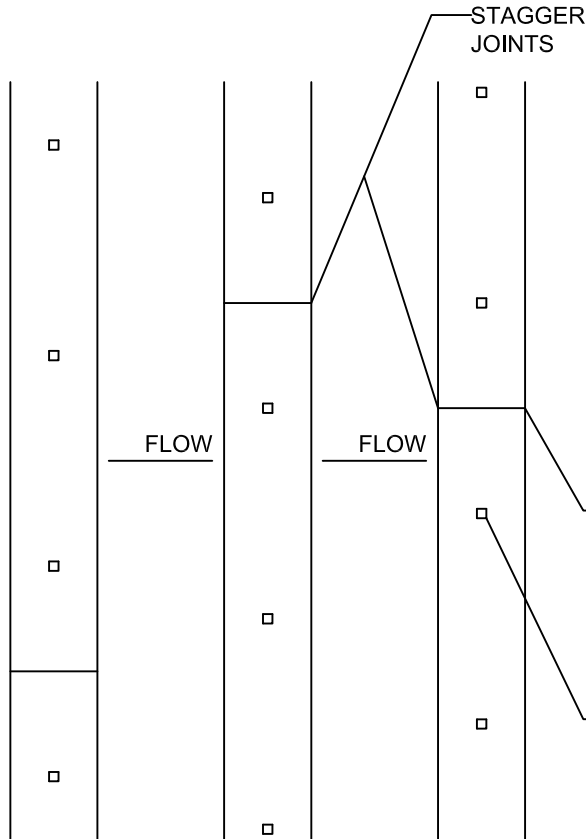
STANDARD DRAWING

610



PLACE WATTLES ALONG SLOPE CONTOURS

PROFILE

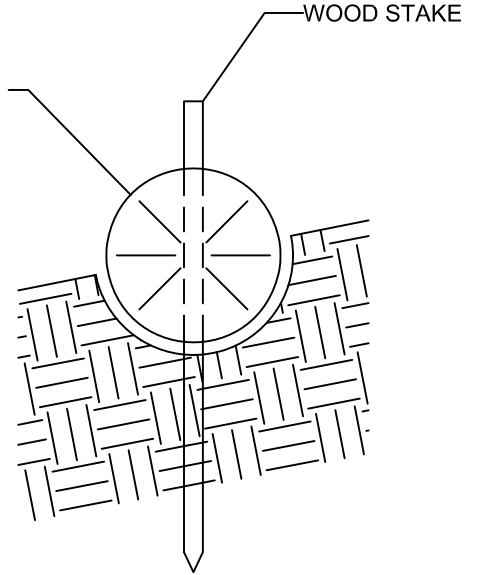


PLAN VIEW

TABLE 3-12 BARRIER SPACING FOR
 GENERAL APPLICATION

% SLOPE	SLOPE	MAX SPACING ON SLOPE
<10%	<10:1	300 ft
10-15%	10:1 to 7.5:1	150 ft
15-20%	7.5:1 to 5:1	100 ft
20-30%	5:1 to 3.5:1	50 ft
30-50%	3.5:1 to 2:1	25 ft

RICE STRAW, COCONUT FIBER (COIR), OR EXCELSIOR WATTLES



SECTION

TIGHTLY ABUT ADJACENT WATTLES

STAKE SPACING 4' O.C.

NOTES:

1. STAKING SPECIFICATIONS:
 - A. 1"x2" WOODEN STAKES.
 - B. ADDITIONAL STAKES MAY BE INSTALLED ON DOWNHILL SIDE OF WATTLES ON STEEP SLOPES OR HIGHLY EROSIIVE SOILS.
2. SPACING IN ACCORDANCE WITH TABLE 3-12.



PUBLIC WORKS ENGINEERING DIVISION
 414 E. FIRST STREET NEWBERG, OR 97132
 PHONE: 503-537-1240
 FAX: 503-537-1277

REVISIONS:

NA

WATTLES/STRAW BALE

SCALE: N.T.S

DATE: 01/10/2014

APPROVED BY:

STANDARD DRAWING

611

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: August 17, 2015

Order ___ Ordinance ___ Resolution XX Motion ___ Information ___
No. No. No. 2015-3208

SUBJECT: Resolution adopting amended City Council Guidelines and Rules (G&R's).

**Contact Person (Preparer) for this Motion: Maya Benham, Paralegal
Dept.: City Attorney's Office
File No.:**

HEARING TYPE: ADMINISTRATIVE

RECOMMENDATION:

Adopt Resolution No. 2015-3208, Amending the attached City Council Guidelines and Rules (G&R's).

EXECUTIVE SUMMARY:

Section 11 of the City Charter provides that the Council will adopt Council G&R's by resolution to govern its meetings and proceedings. The rules will decide questions and give direction and are intended to serve as a guide for the Council. The guidelines address the relationship between the councilors, as well as between the council and the public.

City Attorney Stone presented on Council G&R's during May 4, 2015 work session. On May 27, 2015, Mayor Andrews, City Manager Betz, and City Attorney Stone met on potential changes to the G&R's. During these discussions, additions, revisions, and amendments to the rules were suggested and many of those have been incorporated into this final document.

FISCAL IMPACT:

None.

STRATEGIC ASSESSMENT (Relevancy to Council Goals):

Provides a document that serves to guide future Council giving proper authority for conducting meetings. The Council rules maintain the Council's authority pursuant to the City Charter.

Goal 7 - Manage and operate the City government in an efficient and effective manner.



RESOLUTION No. 2015-3208

A RESOLUTION AMENDING THE CITY COUNCIL GUIDELINES AND RULES (G&R'S) FROM APRIL OF 2011

RECITALS:

1. The City Charter of the City of Newberg specifies that the Council must adopt Council Guidelines and Rules (G&R's) to govern its meetings and provide for keeping records of those meetings.
2. The City Council, from time to time, has revised its G&R's. It is the intention of the Council that these G&R's not be static documents but be reviewed periodically, expanded, and modified as needed.
3. The G&R's of the Council are further governed by the Oregon Public Records and Meetings Laws.
4. The last revision was amended by Resolution No. 2014-3169 on November 17, 2014.
5. In this revision, the G&R's showing red-lined changes are attached as a separate document (Attachment A).
6. City Attorney Stone presented on Council G&R's during May 4, 2015 work session. On May 27, 2015, Mayor Andrews, City Manager Betz, and City Attorney Stone met on potential changes to the G&R's. During these discussions, additions, revisions, and amendments to the rules were suggested and many of those have been incorporated into this final document (Attachment B).

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. The City Council Guidelines and Rules (G&R's) of November 17, 2014 will be amended as showing in red-lined version Attachment A. A clean version accepting the changes is attached as Attachment B and by this reference incorporated.
2. Upon adoption on the effective date as stated below, the revised Council G&R's will take the place of and supersede all other G&R's of the City Council.

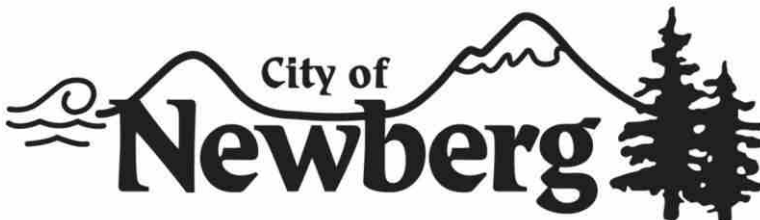
➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: August 18, 2015.

ADOPTED by the City Council of the City of Newberg, Oregon, this 17th day of August 2015.

Sue Ryan, City Recorder

ATTEST by the Mayor this ____ day of _____, 2015.

Bob Andrews, Mayor



CITY OF NEWBERG COUNCIL GUIDELINES

Adopted August 17, 2015

(Amended ~~October 20~~ November 17, 2014)

(Amended April 18, 2011)

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CITY OF NEWBERG COUNCIL GUIDELINES

As a member of the Newberg City Council, council members will strive to do the following:

- 1) Trust and respect the opinions of fellow council members and participate in the decisions of the council.
- 2) Accept responsibility to attend all council meetings and council sub-committees assigned.
- 3) Fulfill obligations to share with other council members the membership on the committees as required.
- 4) Provide appropriate notification to the mayor, council president or city manager of an absence as soon as practical prior to the meeting time.
- 5) Not disclose information which is confidential and, when asked by the public for information that is confidential, will state that the information is confidential.
- 6) Make every attempt to resolve any conflict with a fellow council member prior to bringing the conflict to the attention of the council.
- 7) Make an effort to study material presented in a timely manner and be informed on all issues.

NEWBERG CITY COUNCIL MEETING EXPECTATIONS

As a Newberg City Council member, council members will strive to do the following:

- 1) Make the citizens and visitors feel welcomed at the meetings by involving them in the process, being courteous to them, and respecting their opinions.
- 2) Do their best to communicate in clear, concise and audible language and written communications.
- 3) Make sure that their tone of voice is friendly and sincere.
- 4) Honor and act on all requests for action and/or information in a timely and courteous manner.
- 5) Discuss issues, but not personalities with non-council members.
- 6) After an issue has been voted on, council members will speak for themselves carefully, in a manner that does not undermine the integrity or motives of the council, even if their personal opinion differs from the council's decision.
- 7) In quasi-judicial matters, members will explain at the meeting the reasons for their vote.

CITY OF NEWBERG COUNCIL RULES

~~April 18, 2011~~

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Newberg City Council Rules

SECTION 1 – AUTHORITY

Rule 1.1 Authority of Rules

Section 11 of city charter provides that the council will adopt council rules by resolution to govern its meetings and proceedings. These rules will decide questions and give direction on debating, voting, membership, attendance, agendas, and other matters. The rules are intended to serve as a guide for the council. One of the goals of the council is to work with the residents of Newberg and provide a positive atmosphere at council meetings. These rules provide the basic outline required to work together. The council may need to vary from these rules from time to time to best serve the public interest.

Rule 1.2 Council Authority

All questions regarding these rules will be resolved by majority vote of the council.

Rule 1.3 Limited Public Forum

The meetings of the council, including regular meetings, special meetings, work sessions and emergency meetings are open to the public in accordance with the Oregon Public Meetings Law (OPML). The meetings are considered a limited public forum at which council business is conducted in accordance with the agenda and rules of the council. The mayor, as the presiding officer, along with the council has the authority to require discussion at the meetings be addressed to the matters that are appropriate to be considered, to limit the time for discussion, and to restrict input concerning the matters to be discussed. The council has the right to require persons attending the meeting, addressing the council or participating in the meeting to conform to the rules of the council and directions of the mayor or the presiding officer.

Rule 1.4 Presentation to Council Members

These council rules will be presented to all council members at or before the time they take the oath of office. Each appointed or elected council member will acknowledge in writing that the member has received and reviewed a copy of these council rules within 30 days of receiving the rules. The city recorder will furnish a form of acknowledgement to the member and retain the signed copy.

SECTION 2 – GENERAL RULES

Rule 2.1 Open Meetings

All council meetings will be held in accordance with the OPML. All final action by the council will take place at council meetings that are open to the public.

Rule 2.2 Quorum

Section 13 of city charter provides that a majority of the council members is a quorum to conduct business, but a smaller number may meet and compel attendance of the absent members.

Rule 2.3 Compelling Attendance

When a quorum is not present at the time set for a meeting or when a quorum has been present and a meeting has commenced, but a quorum is no longer present, any council member may move for a call of the house. The motion will be put in the following form: "I move for a call of the house." That motion will take precedence over all other business. The motion need not be seconded, but it is subject to discussion. At least two council members present must concur for the call of the house motion to

pass. If the motion is passed, then all unexcused absent council members will be requested to attend or return to the meeting. The city manager will provide the administrative staff assistance necessary to compel the attendance of the unexcused absent council members at the meeting. The mayor is authorized to recess the meeting to a time certain while attendance is being compelled.

Rule 2.4 Vacant Positions as Relates to Quorum

If a council position is vacant, that vacant office will not be counted in determining the majority of the council members that is necessary for a quorum to conduct business.

Rule 2.5 Vote Required

Section 14 of the city charter provides that expressed approval of a majority of the quorum of the council is necessary for any council decision except when the charter or council rules requires approval by a concurrence of a majority of the entire membership of the council.

Rule 2.6 Entire Membership

Section 17 of city charter provides that a concurrence of the entire membership of the council is required for the passage of an ordinance. The entire membership of the council is comprised of six (6) councilors and the mayor who is elected at large. The concurrence of the entire membership of the council requires the concurrence of four (4) councilors. The absence from a particular meeting does not affect the required number of councilors to constitute the majority of the entire membership. However, if an office of position of councilor is vacant, that office will not be considered when determining the entire membership of the council. This interpretation is applicable to any time the concurrence of the majority of the entire membership of the council is required for any council decision.

Rule 2.7 Rules of Order

"Robert's Rules of Order, Newly Revised, Tenth Edition" or the latest editions published thereafter hereafter referred to as "Robert's Rules of Order" will govern-guide all council proceedings unless they conflict with these rules. Failure to strictly adhere to Robert's Rules of Order will not in any way invalidate any action of the council. The mayor will have the authority to appoint a parliamentarian for the council. If there is no person appointed as parliamentarian or that person is absent, the city attorney will advise the mayor concerning parliamentarian matters.

Rule 2.8 Suspension of Rules

The vote to suspend council rules including Robert's Rules of Order, requires a majority vote of those members of the council who are present. If the motion is carried, the rules will be suspended for that item only.

Rule 2.9 Records of Proceedings

The city recorder will be the ex-officio clerk of the council, attend all the meetings unless excused and keep an accurate record of the proceedings of the council meetings. The city manager will appoint and supervise the city recorder. The city manager may appoint such deputy city recorders as needed. The records of the proceedings are to be known as "minutes." The minutes will be kept in accordance with the Oregon Public Records and Meetings Law and in a manner prescribed by these rules pursuant to Section 15 of the city charter.

SECTION 3 – CITY COUNCIL MEMBERS

Rule 3.1 Council Defined

Section 8 of city charter states that the council consists of a mayor nominated and elected from the city at large and six (6) councilors nominated from districts and elected from the city at large.

Rule 3.2 Qualifications to Hold Office

Section 28 of the city charter provides for complete qualifications for eligibility of elective office of mayor and city council members of the city. The city charter provides that no person will be eligible to fill the elective office of mayor or city council member unless at the time of the election that person is a qualified voter and has resided in the city for at least one year immediately preceding the election. In addition, in order for a person to be eligible for a council position, that person must live in the district from which the person is nominated to run for the council position. Furthermore, it is a requirement that the person once elected to the office of mayor or council member must continue to meet the qualifications for that office throughout their term. The council is the final judge of the qualifications in election of its members.

Rule 3.3 Attendance

It is the duty of each councilor and the mayor to attend all meetings of the council. Section 32 of the city charter provides that an office will be deemed vacant upon the absence from meetings of the council for sixty (60) days or the absence from the city for thirty (30) days without council consent. The consent of the council for such absence must be in writing and obtained prior to such absence, if possible. Consent will be given for good cause. The council has the authority to make the final decision concerning good cause.

Rule 3.4 Excused Absence

When a councilor cannot attend a meeting, the member will notify the mayor, presiding officer, or city manager prior to the meeting. The mayor or presiding officer will determine if the absence is considered “excused” or “unexcused.” If the absence is for good cause and there are no objections from other councilors who are present, the city recorder will record the absence in the minutes as excused. If the councilors, upon an affirmative vote of the majority of the councilors present, determine the absence is not for good cause, the city recorder will record the absence in the minutes as unexcused. There will be a presumption that the absence is unexcused if there is no notification of the absence prior to the meeting. The council will make the final decision on whether or not an absence is excused or unexcused.

Rule 3.5 Explanation of Unexcused

If any member has two (2) consecutive unexcused absences from meetings or subcommittee meetings of the council, the council may request an explanation at a regular meeting of the council.

Rule 3.6 Filling Vacancies

Section 33 of city charter provides that vacancies of elected offices of the city will be filled by appointment by a majority of the remaining councilors. The appointee's term of office runs from appointment until expiration of the term of office of the last person elected to that office. When such vacancies occur, the council will follow the procedure set out for filling that specific vacancy as adopted by the council or as set out in these rules. In the event that all elected offices become vacant, the city manager requests the Secretary of State to call a special election to fill the vacancies of the council.

Rule 3.7 Compensation for Attendance at Meetings

Section 2.05.010 of the city code provides that council members will receive compensation at the rate of ten dollars (\$10) per meeting for attendance at “meetings of the city council and city council committees.” The mayor, as a member of the council, is entitled to the meeting compensation.

A. Compensated Meetings

The meetings for which council members are compensated for attendance are as follows:

1. Regular or Special Meetings of the Council

Any regular or special meetings of the council, including any work sessions, goal settings, or informal meetings that are officially called whether or not a quorum is present and regardless if the member attends in person or by electronic means.

2. Subcommittees of the Council

Any subcommittee of the council to which the member is appointed or attends in their official capacity or is an ex-officio, voting or non-voting member.

3. Boards, Commissions, and Committees of the City

City boards, commissions, and committees for which the council member is appointed by the mayor with approval of the council or the member is an ex-officio, voting or non-voting member.

4. Boards, Commissions, and Committees of Other Entities

Boards, commissions, and committees of governmental or non-governmental or private organization in which the council member is appointed by the mayor with approval of the council or appointed by the council or is an ex-officio, voting or non-voting member.

B. Non-Compensated Meetings

The meetings for which council members do not receive compensation for attendance are as follows:

1. Social Meetings

Social meetings in which the main purpose of the meeting is social. Social meetings will include meetings such as city/county/local government dinners, annual banquet awards, and other types of celebration meetings.

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2. Budget Meetings

~~Per ORS 294.336 compensation applies to city budget committee meetings that are held in accordance with the local budget law, which are held annually to review and approve the budget. State statutes prohibit compensation for attendance at budget committee meetings.~~

C. Waiver of Compensation

A council member may waive the meeting compensation that the council member is entitled to receive. The waiver must be in writing. The waiver will be for at least a six (6) month period corresponding to the payment periods the city has established. The waiver is subject to other administrative regulations that may be applicable. The city

recorder will furnish a form of waiver to the member and retain the signed copy.

D. Voluntary Attendance

The attendance by the council member may be on a voluntary basis by the council member. The member is still entitled to compensation for this meeting attendance.

E. Policy

In considering which meetings will be compensated, the purpose of the meeting compensation is to encourage council members and to recognize the sacrifices they make in personal time.

F. Questions

Any questions which arise over which meetings should be compensated will be decided by the city council.

SECTION 4 – COUNCIL MEETINGS

Rule 4.1 Regular Meetings

Section 12 of the city charter provides that the council must meet at least once a month at a time and place designated by the council. It further provides that the council may designate other regular council meetings besides the once a month meeting mandated by the city charter. The council designates through these rules two regular meetings of the council, which will be held on the first and third Monday of each month, except on holidays in which event the council will meet on the next ensuing business day as provided by city code Section 2.05.1540.

Rule 4.2 Notice of Meeting

The notice of the regular meeting of the council, including the agenda which lists items to be considered by the council, will be given in accordance with the OPML. However, the notice does not limit the matters that can be considered by the council nor prevent the council from taking up any matter brought before the council in accordance with the OPML.

Rule 4.3 Meeting Times and Places

The regular meetings of the council will begin with a work session at 6:00 p.m. followed by a regular business session at 7:00 p.m. Regular council meetings will take place in the Public Safety Building in the training room, unless specifically designated to occur at another location. Any other such location will be noted in the notice of the meeting.

Rule 4.4 Special Meetings

Special meetings may be called at any time upon the mayor's request or the request of three (3) members of the council. All meetings of the council will be called, noticed, and held in accordance with the city charter, city code, rules of the council, and the OPML.

Rule 4.5 Special Meetings Limited Purpose

Notice of a special meeting will designate the time and place, as well as the business to be considered in accordance with Section 2.05.1650 of the city code. Only business as set forth in the notice will be considered by the council, unless an actual emergency occurs in which case notice will be given in accordance with the OPML. In accordance with Section 2.05.1760 of the city code, the rules of procedure for special meetings will be the same as those provided for general meetings of the council insofar as such rules are applicable. The agenda to be followed at the special meeting will generally be the agenda format for the study session set out in Rule 5.11.

Rule 4.6 Emergency Meetings

The mayor upon the mayor's own motion, may, by giving notice to all members of the council, call an emergency meeting. An emergency meeting of the council may be called on less than 24 hours' notice provided an actual emergency exists. The meeting will be called and notice will be given pursuant to OPML. Attempts will be made to contact the media to provide notice of the emergency meeting.

Rule 4.7 Executive Session Meetings

Council may meet in executive session in accordance with the OPML. Matters discussed in executive session will be exempt from public disclosure pursuant to OPML. Council members will not disclose matters discussed in executive session. The city manager and city attorney will attend all executive sessions, unless they are excluded by the council or have requested to be excused. City staff persons, as allowed by the council, may attend. Other persons authorized by OPML may attend. The council by rule may define "news media representatives" within the meaning of the OPML statute, which are allowed to attend executive sessions. All final action or decisions must be made in public session.

Rule 4.8 Adjourned and Recessed Meeting

The council may adjourn or recess any meeting to a later date and time by a majority vote of the council members present. At least 24 hours' notice will be given announcing the date and time of the adjourned or recessed meeting if possible.

Rule 4.9 Cancellation of Meeting

Upon a majority vote of the council members present, a meeting may be canceled when deemed appropriate. If there is no business to transact or a quorum of the council cannot attend and there is no urgent necessity to have the meeting, the mayor with advice and consent of the city manager may cancel the meeting. Council members will be notified of the cancellation prior to notice being given to the public. Notice of cancellation will be given as soon as possible to the public in a manner aimed at giving adequate notice.

**SECTION 5 – AGENDAS AND ADDITIONAL ITEMS FOR
CONSIDERATION**

Rule 5.1 Preparation of Agenda

The city manager with the advice and consent of the mayor will prepare the agenda along with appropriate documentation for council meetings. Any member of the council may request, through the city manager, for a matter to be placed upon the agenda. Such request is subject to the advice and consent of the mayor. Each meeting agendas format will be prepared as prescribed in the rules. If there is no item to be considered under a section of the agenda, that section will be omitted from the agenda and the agenda will be renumbered accordingly. The final authority on the agenda matters is the city council.

Rule 5.2 Non-Agendized Items

Prior to the meeting, the city manager may send out additions to the agenda with the appropriate documentation. The council may consider the items which are not listed on the published agenda. The council must, by a majority, place the item on the agenda. Action may then be taken on the item.

Rule 5.3 Time for Submission of Items

Items for the council agenda will be submitted in time to allow for sufficient research by staff and recommendations from council boards, commissions, or committees.

Rule 5.4 Reports by the Staff

Normally the councilors will receive a report from the staff on each council item to be considered not later thanby the Thursday prior to a scheduled council at least one (1) week prior to the council meeting.

Rule 5.5 Additional Items

After consulting with the mayor, the city manager may, not later than forty-eight (48) hours prior to the meeting, send out additions to the agenda with appropriate documentation and information. With prior notice to the council and under circumstances that cannot be avoided, the city manager may submit additional documentation at the council meeting. Any councilor may request and will be granted adequate time to review the documentation or delay deliberation concerning the matter.

Rule 5.6 Public Comments

A. Non-Agenda Items and Consent Calendar

Persons speaking to the council from the floor concerning items not on the agenda or items that are on the consent calendar would speak under public comments. Those people will be given the opportunity to speak no more than five (5) minutes. Speakers may share their time at the discretion of the mayor. The maximum time allowed for public comments, including all speakers is thirty (30) minutes. The mayor has the discretion to extend these time limits. Speakers may address the council for less than their allotted time. Speakers who wish the council to consider written material ~~are encouraged to~~ must submit ~~the~~ written ~~information material by in writing by~~ 12:00 p.m. (noon) the day of the meeting.

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B. Agenda Item other than Consent Calendar

Except as required by state statute, the following procedure will apply to comments on agenda items, other than those on the consent calendar. People will be given the opportunity to speak no more than five (5) minutes. Speakers may share their time at the discretion of the mayor. The mayor has the discretion to extend these time limits. Speakers may address the council for less than their allotted time. Persons, who wish to submit written comments or testimony, must submit 12 copies of any written material by 12:00 p.m. (noon) the day of the meeting. Lengthy materials should be submitted prior to the deadline to ensure sufficient time for council review.

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C. Written Materials Received after Deadline

Written material received later than the deadlines set forth in A or B will be accepted only by affirmative vote of the majority of the council.

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Rule 5.7 Consent Calendar

The city manager will place items which have been previously reviewed by the council or items which are routine in nature on the consent calendar. Items may be removed from the consent calendar by the mayor or by request of a council member. Ordinances and orders will not be placed on the consent calendar. Public comments will be held prior to the approval of the consent calendar to allow the public to address items under consent calendar. Collective comments by an individual under public comments will be limited to five (5) minutes.

Rule 5.8 Agenda Availability

Council agendas and the accompanying documents are available at the city recorder's office and are

Attachment A to Resolution No. 2015-3208

posted on the city website not later than the Thursday normally one (1) week prior to the council meeting. Proposed ordinances will be available to the public on the City website one week prior to the meeting, as required by the Charter. Interested persons are encouraged to read the agenda along with supporting material, and address questions to the mayor, council or city staff prior to the meeting. The mayor and council value public input. In order to efficiently conduct city business, those who have concerns are encouraged to address these issues prior to the council meeting.

Rule 5.9 Work Session Meeting Agenda

The council may hold a work session prior to the council business meeting and as needed. The work session will be attended by the city manager, the city attorney, the mayor and the council. Other department heads will be expected to attend work sessions if requested by the city manager. The work session is intended for discussion and no decisions or actions will be taken on the items. The work session agenda will be as follows:

- I. Call Meeting to Order
- II. Roll call
- III. Review of the council agenda and meeting
- IV. Council housekeeping items (schedules, requests, announcements, limited to items of clarification, organization, calendar and questions of a general nature.)
- V. Executive session
- VI. Adjournment

These work sessions are open to the public and the public is welcome to attend. Public input will not be taken except with specific permission of the council. Minutes of the work session will be kept by the city recorder. The agenda may be altered at the convenience of the council.

Rule 5.10 Business Meeting Agenda

The council may hold its regular business meetings at the time and place as specified in these rules. The business meeting agenda will be ~~is~~ as follows:

- I. Call Meeting to Order
- II. Administration of Oath of Office
- III. Roll Call
- IV. Pledge of Allegiance
- V. Reports, Special Presentations, or Recognitions from City Boards, Commissions, Committees, Organizations Invited by the Council
- VI. City Manager's Report
- VII. Council Appointments
- VIII. Public Comments (30 minutes maximum which may be extended at the mayor's discretion; an opportunity to speak for not more than five (5) minutes per speaker allowed)
- IX. Consent Calendar
- X. Public Hearings
- XI. Continued Business
- XII. New Business
- XIII. Council Business
- XIV. Executive Session
- XV. Adjournment

At the mayor's discretion, the mayor may change the order of the agenda and allow communications

concerning items on the agenda or other council business. Minutes of the business meeting will be kept by the city recorder.

Rule 5.11 Study Session Meeting Agenda

The council, from time to time, may hold a study session at a location to be determined based on facility availability. The purpose of the study session is to explore and analyze issues, as well as to confer with staff or other experts. The study session is intended for discussion and no decisions or actions will be taken on the items. The study session agenda will be as follows:

- I. Call Meeting to Order
- II. Roll Call
- III. Presentation of Information
- IV. Discussion and Questions
- V. Executive Session
- VI. Specific Items for Presentations
- VII. Reports or Presentations from Boards, Commission, Committees, or Groups Invited by the Council
- VIII. Adjourn

These study sessions are open to the public and the public is welcome to attend. Public input will not be taken except with specific permission of the council. Minutes of the study session will be kept by the city recorder.

Rule 5.12 Joint Meeting or Community Forum Meeting Agendas

The council may hold joint meetings or community forums with other governmental entities or with the city's boards, commissions, or committees or other governmental entities or an open forum to conduct business and to discuss issues, relationships, strategic plans, or controversial issues. The agenda for these meetings or forums will be as follows:

- I. Call Meeting to Order
- II. Roll Call
- III. Purpose of Joint Meeting or Community Forum
- IV. Discussion or Deliberation
- V. Summary and Closing Comments
- VI. Adjourn

The purpose of the community forum would be to listen and communicate. These meetings are open to the public and the public is welcome to attend. Public input will not be taken except with specific permission of the council. Minutes of the joint meeting or community forum meeting will be kept by the city recorder.

SECTION 6 – PRESIDING OFFICER

Rule 6.1 Mayor

Section 9 of city charter provides that the mayor will preside over and facilitate all council meetings, preserve order, enforce council rules, and determine the order of business pursuant to council rules. The mayor is a voting member of the council and has no veto authority. The mayor, with the consent of the council, will appoint members of boards, commissions, and committees established by ordinance or resolution. The mayor will sign all records of council decisions. The mayor serves as the political head of the city.

Rule 6.2 Council President

In the absence of the mayor, the council president will act as mayor and serve as the presiding officer. Pursuant to section 10 of city charter at the first meeting each year, the council will elect a council president from its membership. Whenever in these rules, the mayor is mentioned and the mayor is absent, the council president can exercise the authority as the mayor. The council president presides in the absence of the mayor and acts as mayor when the mayor is unable to perform the mayor's duties.

Rule 6.3 Presiding Officer Pro Tem

In the absence of the mayor and council president at any meeting of the council where a quorum is present, the council members present may appoint a presiding officer pro tem who will preside at the meeting. The presiding officer pro tem will exercise all the authority of the mayor.

Rule 6.4 Presiding Officer Pro Tem for Specific Items

The mayor, with the consent of the appointed council member and the concurrence of the members present, may appoint a council member to serve as the presiding officer pro tem for specific items to come before the council meeting for consideration. If any councilor objects to the appointment, the consent of the quorum will be obtained. The rulings and decisions of the presiding officer pro tem will have the same force and effect as those of the mayor. The mayor will be allowed to participate as any other council member.

SECTION 7 – PROCEDURES AT MEETINGS

Rule 7.1 Mayor's Duty

The mayor will call the council members to order at the hour designated for the meeting. The mayor may compel attendance in accordance with council rule 2.3. Should there not be a quorum within fifteen (15) minutes the members present will adjourn until a quorum can be gathered or until the next scheduled meeting time established by the council or to the next regular meeting time.

Rule 7.2 Mayor's Role

The mayor will preserve order and decorum, may speak to the points of order in preference to other members and will decide all questions of order subject to an appeal to the council by a majority of the members. No member may speak more than once on an item concerning an appeal of the mayor's decision without permission of the council. If two or more members request the floor at once, the mayor will name who is to speak first.

Rule 7.3 Address the Mayor

When any councilor is about to speak in debate or deliver any matter to the council, that councilor should respectfully address the mayor or presiding officer. The councilor should confine the remarks to the question under consideration and avoid addressing personalities.

Rule 7.4 Voting Required

Every councilor who is present will vote for or against the question before the council unless the council excuses that councilor from voting. Every councilor may refrain for just legal cause without being excused by the council. Councilor will announce the legal reason or justification for abstaining from voting.

Rule 7.5 Discussion on Agenda Items

Discussion may occur at any time on an item. The mayor will control and determine what item will be discussed.

Rule 7.6 Seconds on Motion

Generally, no motion will be considered unless it has been seconded. When a motion is seconded, the mover may withdraw the motion with the consent of the second at any time before discussion and before any amendment is proposed. Routine motions that have the general consent of the council do not require a second, unless requested by any member of the council. Other motions not requiring a second include division, point of order, parliamentary inquiry, permission to withdraw or modify a motion and other such procedural inquiries.

Rule 7.7 Reconsideration

When a question has been decided, it will be in order for a member who voted on the prevailing side to move for reconsideration at the same meeting or next following meeting only.

Rule 7.8 Failure to Follow Rules

Failure to follow the rules of the council in conducting business or to abide by the rules of procedure does not invalidate the decisions of the council nor will it be grounds to later challenge the validity of the decision.

Rule 7.9 First Reading of Ordinances

Section 17 of city charter provides that the council exercises its legislative authority by adoption of ordinances. Ordinances require the concurrence of a majority of the entire membership of the council. This section of the charter provides that an ordinance may be read by title only without having to read the ordinance fully in open council meeting if no council member present requests such reading and the ordinance is available in writing at least one (1) week before the meeting. By this rule, the council establishes the council preference that an ordinance will be presented to the council for consideration and discussion at one (1) meeting prior to the passage of the ordinance. The ordinance may be finally acted upon at the first meeting that the ordinance is presented if a majority of the entire membership concurs. In that case the ordinance can be read by title only as provided in the city charter. In order to comply with the requirement that an ordinance be read in full, the exhibits or attachments to the ordinance will not have to be read as long as they are available in writing to the public at least one (1) week before the meeting.

Rule 7.10 Public Legislative Hearing

The council exercises legislative authority pursuant to Chapter IV of the city charter. The legislative authority is usually exercised by adoption of an ordinance. When the council conducts a public hearing concerning the exercise of its legislative authority, the council will follow the legislative hearing format. That format is hereby attached as Exhibit "1" to these rules and by this reference incorporated.

Rule 7.11 Public Administrative Hearing

The council exercises administrative authority pursuant to Chapter V of the city charter. That administrative authority is usually exercised by adoption of a resolution. When the council conducts a public hearing concerning the exercise of its administrative authority, council will follow the administrative hearing format. That format is hereby attached as Exhibit "2" to these rules and by this reference incorporated.

Rule 7.12 Public Quasi-judicial Hearing

The council exercises its quasi-judicial authority. The quasi-judicial authority is usually exercised by adoption of an order pursuant to Chapter VI of the city charter. When the council conducts a public hearing concerning the exercise of its quasi-judicial authority, the council will follow the quasi-judicial hearing format. There are two (2) separate and distinct types of quasi-judicial public hearing procedures that will be used by the council, and they are as follows.

A. Quasi-judicial Land Use Public Hearing Procedure

Whenever the council is considering a land use matter, which requires a quasi-judicial land use public hearing procedure, the council will use the procedure that is hereby attached as Exhibit "3" and by this reference is incorporated.

B. Quasi-judicial Non-Land Use Public Hearing Procedure

Whenever the council is considering a non-land use matter, which requires a quasi-judicial land use public hearing procedure, the council will use the procedure that is hereby attached as Exhibit "4" and by this reference is incorporated.

Rule 7.13 Ex-parte' Contact

Whenever the council conducts a quasi-judicial public hearing, the council should declare any ex-parte' contact. When the hearing conducted is a quasi-judicial land use public hearing, the ex-parte' contact is governed by the appropriate state law concerning ex-parte' contacts in quasi-judicial land use matters. Whenever the ex-parte' contact concerns quasi-judicial non-land use public hearings, the councilor should attempt to clearly state any ex-parte' contact. However, failure to state ex-parte' contact will not be grounds to question, appeal, or overturn the decision of the council unless it can be shown that failure to declare the ex-parte' contact constituted substantial prejudice to a party raising the objection.

Rule 7.14 Public Comment Registration

In order to properly notify citizens who participate in the hearing and to be able to send them information, it is necessary for the interested person to register at the council meeting before making oral comments and/or providing input at the meeting. The interested person shall register for each subject under which they wish to provide comment. The public comment registration forms will be made part of the meeting records in accordance with OPML. The registration forms will contain a provision by which a person may indicate that they do not wish for their address, phone number, and email address to be released in any public records request. When the interested person addresses the council or gives oral comments, that person should state their name, but does not need to state their mailing address, phone number, or email address. A form complying with this rule will be available at all meetings of the council. The city manager is delegated the authority to draft, revise, and produce the necessary form that complies with this rule.

Rule 7.15 How Interested Person Should Testify

Each interested person addressing the council should do so in a courteous and considerate manner. The person needs to register and follow other rules as provided in the council rules. The public will be furnished guidelines and should comply with these guidelines for testifying before the council. The document setting out the guidelines and helpful information to assist the public in testifying will be entitled, "How to Testify." The city manager is delegated the authority to draft, revise, and produce the necessary form that complies with this rule.

SECTION 8 – ENFORCEMENT OF COUNCIL RULES

Rule 8.1 Presiding Officer

The mayor or presiding officer will enforce the council rules. In addition, the mayor or presiding officer has the authority to preserve decorum and will determine all points of order, subject to the right of any councilor to appeal to the council. The mayor or presiding officer will enforce order, prevent attacks on personalities or the impugning of members' motives, and keep those in debate to the question under discussion.

Rule 8.2 Councilors

Councilors will preserve order and decorum during council meetings, and will not by conversation or other action delay or interrupt the proceedings or refuse to obey the orders of the mayor or presiding officer and council rules. Councilors will when addressing staff or councilors confine themselves to questions or issues that are under discussion; will not engage in personal attacks; will not impugn the motives of any speaker; and will at all times, while in session or otherwise, conduct themselves in a manner appropriate to the dignity of office. Councilors will not attack the knowledge, skills, abilities and personalities or impugn city staff members' motives in council or at any city meetings. In council meetings, councilors may discuss or suggest anything with the city manager related to city business.

Rule 8.3 Attire at Council Meetings

All persons at Council meetings will be properly attired in order to maintain the atmosphere of respect for the Council proceedings. Proper attire will include shirt and shoes that are appropriate for the public meetings similar to judicial proceedings. Attire may vary depending upon custom and tradition. This rule will not be used to infringe upon anyone's freedom of religion or necessary attire for accommodation purposes. For example, men should remove their hats in council meetings; women may cover their heads as traditionally allowed; all "outside" headgear should be removed; dark glasses, unless medically-necessary should be removed; a shirt or blouse should be worn; muddy shoes or boots should be removed; and shoes should be worn.

Rule 8.4 Removal of Any Person

Any persons making disruptive or threatening remarks or actions during a meeting will forthwith be barred from further audience at that meeting, unless permission to continue is granted by a majority vote of the councilors present. The mayor or presiding officer may summon the assistance of the police or other administrative staff to prevent further interruption by such person by any action necessary, including the removal of that individual. In case the mayor or presiding officer should fail to act, any councilor may obtain the floor and move to require enforcement of this rule; upon an affirmative vote of the majority of the councilors present, the police or administrative staff will be authorized to remove the person(s) as the mayor or presiding officer so directs.

SECTION 9 – AD-HOC COMMITTEES

Rule 9.1 Structure of Ad-hoc Committees

The mayor will have the authority to form ad-hoc committees and may refer matters to the appropriate committee.

Rule 9.2 Duty of Ad-hoc Committees

The mayor may form ad-hoc committees to deal with specific tasks within specific timeframes and make recommendations to the council. The mayor will establish the membership criteria for the ad-hoc committees. Residency may be a required criterion but does not have to be a required criterion.

Rule 9.3 Appointment of Ad-hoc Members

The mayor will appoint members of the ad hoc committees. The mayor will designate the chair person

and the vice chair. Membership on the committees will be appointed as needed to advise the council on specific programs or projects. Members will continue to serve until their mission is accomplished, replacement or reappointment.

Rule 9.4 Functions of Ad-hoc Committees

Each member of the ad-hoc committee will have an equal vote on the committee. The reports of the ad hoc committee will have only the authority of recommendations to the council. The council has the authority to follow the recommendations, change the recommendations, refer the matter back to the committee or take any other action the Council deems appropriate.

Rule 9.5 Removal of Members of Ad-hoc Committee

The mayor may remove any member of the ad hoc committee at any time. Members of the committee will be removed if the member fails to attend two (2) consecutive meetings of the committee without being excused prior to the meeting. The mayor has the authority to grant an excused absence and in the mayor's absence, the committee chair has the authority.

Rule 9.6 Meetings of the Ad-hoc Committees

The meeting time and place of the committees will be decided by the chair with the consent of the committee. The meeting time and place may be changed provided there is adequate notice. The chair will have the authority to cancel any meeting of the committee for lack of business or necessity to meet. However, a majority of the committee, as determined by telephone poll, may request a meeting of the committee. Meetings are public meetings and will be conducted in accordance with the OPML.

Rule 9.7 Staff Support of Ad-hoc Committee

The city manager will have the responsibility to furnish the necessary staff support for each ad-hoc committee. The city manager will assign the specific duties to the staff supporting and working with the membership of the ad-hoc committees. The committee will not have the authority to assign specific tasks to any staff person of the city but will work through the city manager.

Rule 9.8 Ex-officio Members of Ad-hoc Committees

The mayor, city manager, and the city attorney will be ex-officio, non-voting members of all ad-hoc committees. The ex-officio members may attend any committee meeting. If they attend, they may participate in the discussion as is appropriate. However, they are not required to attend committee meetings.

SECTION 10 – ELECTRONIC ~~COMMUNICATIONS~~MAIL

Rule 10.1 Electronic ~~Communications~~Mail

All councilors will observe the following guidelines when using an electronic method for ~~correspondence communication~~ (including but not limited to, email, social media, or other forms of electronic communication) in their elected roles:

A. Subject to Disclosure

All council e-mail correspondence ~~or social media posts related to city business are governed by~~ ~~is subject to~~ the Oregon Public Records and Meetings Laws and ~~is~~ subject to disclosure.

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B. Purpose of Email

E-mail may be used for correspondence, to schedule meetings, send informative messages, or ~~request~~ information from other members of the council, the city

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manager, or city department directors.

C. Not Appropriate for Policy Issues with a Quorum

E-mail or social media sites may not be used to discuss policy issues with a quorum of the council at one time or a quorum of a standing advisory body in any manner which would be in violation of the OPML.

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SECTION 11 – PROCLAMATIONS

Rule 11.1 Request for Proclamations

Organizations, citizens, or councilors may request proclamations that proclaim a specified date or dates to recognize the efforts of various community groups and individuals. Upon receipt, the city recorder will notify the mayor of the request. Upon the approval of the mayor, the city recorder will prepare the proclamation for the mayor's signature.

Rule 11.2 Reading of Proclamations

At the discretion of the mayor, a proclamation will be read at the council meeting and presented or mailed to the requesting organization or group.

SECTIONS 12-19 – [RESERVED FOR EXPANSION]

SECTION 20 – MISCELLANEOUS

Rule 20.1 Amendments to Council Rules

Amendments to these council rules will be ~~by~~ made by resolution.

Exhibit "1"
To Council Rules

OUTLINE FOR PUBLIC HEARING
Newberg City Council

► LEGISLATIVE HEARING ◀

- 1. CALL TO ORDER**
OPEN THE PUBLIC HEARING, ANNOUNCE THE PURPOSE, DISCUSS TESTIMONY PROCEDURE, AND TIME ALLOTMENTS
- 2. DECLARATION OF CONFLICTS OF INTEREST OR ABSTENTIONS**
- 3. STAFF REPORTS**
- 4. PUBLIC TESTIMONY**
 - A. Mayor Announces Time Limits**
 - B. Citizen Testimony**
 1. Invites citizen to the table to speak into the microphone.
 2. Inform citizen to state name at beginning of testimony.
 3. Remind citizen to briefly state input.
 4. Order of Citizens' Testimony.
 1. Proponent
 2. Opponent
 3. Undecided
 - C. Close of Public Testimony**
- 5. RECOMMENDATIONS FROM STAFF**
- 6. COUNCIL DELIBERATION**
- 7. DECISION**
 - A. Ordinance – Action usually requires passage of ordinance**
 - B. Roll Call Vote – Vote is done by roll call**
 1. By title only
 2. Reading in full
 3. "First Reading" council rule
 - C. Majority of Entire Membership – Ordinances require majority of entire membership for passage**
 - D. Combination – Can be combined with other council action**

**Exhibit “2”
To Council Rules**

OUTLINE FOR PUBLIC HEARING
Newberg City Council

▶ ADMINISTRATIVE HEARING ◀

1. CALL TO ORDER

OPEN THE PUBLIC HEARING, ANNOUNCE THE PURPOSE, DISCUSS TESTIMONY PROCEDURE, AND TIME ALLOTMENTS

2. DECLARATION OF CONFLICTS OF INTEREST OR ABSTENTIONS

3. STAFF REPORTS

4. PUBLIC TESTIMONY

A. **Mayor Announces Time Limits**

B. **Citizen Testimony**

1. Invites citizen to the table to speak into the microphone.
2. Inform citizen to state name at beginning of testimony.
3. Remind citizen to briefly state input.
4. Order of Citizens' Testimony.
 1. Proponent
 2. Opponent
 3. Undecided

C. **Close of Public Testimony**

5. RECOMMENDATIONS FROM STAFF

6. COUNCIL DELIBERATION

7. DECISION

- A. **Resolution – Action usually requires passage of resolution**
- B. **Vote – Voice vote is permitted**
- C. **Majority of the Quorum is required for passage**
- D. **Combination – Can be combined with other council action**

**Exhibit “3”
To Council Rules**

Newberg City Council

***QUASI-JUDICIAL LAND-USE
PUBLIC HEARING PROCEDURE
(Land Use)***

1. OPEN THE PUBLIC HEARING, ANNOUNCE THE PURPOSE, DISCUSS TESTIMONY PROCEDURE, AND TIME ALLOTMENTS
2. CALL FOR ABSTENTIONS, BIAS, EX-PARTE CONTACT, AND OBJECTIONS TO JURISDICTION

CITY ATTORNEY LEGAL ANNOUNCEMENTS:
READ “[Quasi-Judicial Announcements](#)” Sheet
3. STAFF REPORT
4. PUBLIC TESTIMONY

Time Limits: A. Mayor sets time limits
B. Citizen goes to witness table, states name & presents testimony

 - A. PROPONENTS (Principle Proponent/s first, then others or undecided)
 - B. OPPONENTS AND UNDECIDED
 - C. PRINCIPAL PROPONENT REBUTTAL
5. QUESTIONS OF PROPONENTS AND OPPONENTS FROM THE FLOOR OR THE CITY COUNCIL DIRECTED THROUGH THE CHAIR
6. PUBLIC AGENCY LETTERS OR COMMENTS
7. CLOSE OF PUBLIC TESTIMONY PORTION OF HEARING

CITY ATTORNEY LEGAL ANNOUNCEMENTS
8. FINAL COMMENTS FROM STAFF AND RECOMMENDATION
9. DELIBERATION OF COMMISSION INCLUDING DISCUSSION OF CRITERIA WITH FINDINGS OF FACT
10. ACTION BY THE CITY COUNCIL
 - A. ORDER – Usually requires passage of order.
 - B. VOTE – Voice vote is permitted.
 - C. MAJORITY OF A QUORUM – Requires majority of the quorum for passage.
 - D. COMBINATION – Can be combined with other council action; separate vote on each action is required.

**Exhibit “4”
To Council Rules**

Newberg City Council

***QUASI-JUDICIAL NON-LAND-USE
PUBLIC HEARING PROCEDURE
(Non-Land Use)***

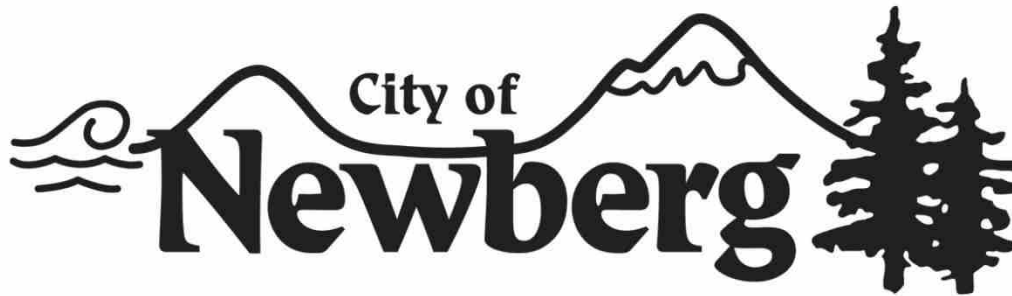
1. OPEN THE PUBLIC HEARING, ANNOUNCE THE PURPOSE, DISCUSS TESTIMONY, PROCEDURE, AND TIME ALLOTMENTS
2. CALL FOR ABSTENTIONS, BIAS, EX-PARTE CONTACT, AND OBJECTIONS TO JURISDICTION

CITY ATTORNEY LEGAL ANNOUNCEMENTS:
READ “[Quasi-Judicial Announcements](#)” Sheet
3. STAFF REPORT
4. PUBLIC TESTIMONY

Time Limits: A. Mayor sets time limits
B. Citizen goes to witness table, states name & presents testimony

 - A. PROPONENTS (Principle Proponent/s first, then others or undecided)
 - B. OPPONENTS AND UNDECIDED
 - C. PRINCIPAL PROPONENT REBUTTAL
5. QUESTIONS OF PROPONENTS AND OPPONENTS FROM THE FLOOR OR THE CITY COUNCIL DIRECTED THROUGH THE CHAIR
6. PUBLIC AGENCY LETTERS OR COMMENTS
7. CLOSE OF PUBLIC TESTIMONY PORTION OF HEARING

CITY ATTORNEY LEGAL ANNOUNCEMENTS
8. FINAL COMMENTS FROM STAFF AND RECOMMENDATION
9. DELIBERATION OF COMMISSION INCLUDING DISCUSSION OF CRITERIA WITH FINDINGS OF FACT
10. ACTION BY THE CITY COUNCIL
 - A. ORDER – Usually requires passage of order.
 - B. VOTE – Voice vote is permitted.
 - C. MAJORITY OF A QUORUM – Requires majority of the quorum for passage.
 - D. COMBINATION – Can be combined with other council action; separate vote on each action is required.



CITY OF NEWBERG COUNCIL GUIDELINES

Adopted August 17, 2015
(Amended November 17, 2014)
(Amended April 18, 2011)

CITY OF NEWBERG COUNCIL GUIDELINES

As a member of the Newberg City Council, council members will strive to do the following:

- 1) Trust and respect the opinions of fellow council members and participate in the decisions of the council.
- 2) Accept responsibility to attend all council meetings and council sub-committees assigned.
- 3) Fulfill obligations to share with other council members the membership on the committees as required.
- 4) Provide appropriate notification to the mayor, council president or city manager of an absence as soon as practical prior to the meeting time.
- 5) Not disclose information which is confidential and, when asked by the public for information that is confidential, will state that the information is confidential.
- 6) Make every attempt to resolve any conflict with a fellow council member prior to bringing the conflict to the attention of the council.
- 7) Make an effort to study material presented in a timely manner and be informed on all issues.

NEWBERG CITY COUNCIL MEETING EXPECTATIONS

As a Newberg City Council member, council members will strive to do the following:

- 1) Make the citizens and visitors feel welcomed at the meetings by involving them in the process, being courteous to them, and respecting their opinions.
- 2) Do their best to communicate in clear, concise and audible language and written communications.
- 3) Make sure that their tone of voice is friendly and sincere.
- 4) Honor and act on all requests for action and/or information in a timely and courteous manner.
- 5) Discuss issues, but not personalities with non-council members.
- 6) After an issue has been voted on, council members will speak for themselves carefully, in a manner that does not undermine the integrity or motives of the council, even if their personal opinion differs from the council's decision.
- 7) In quasi-judicial matters, members will explain at the meeting the reasons for their vote.

CITY OF NEWBERG COUNCIL RULES

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Newberg City Council Rules

SECTION 1 – AUTHORITY

Rule 1.1 Authority of Rules

Section 11 of city charter provides that the council will adopt council rules by resolution to govern its meetings and proceedings. These rules will decide questions and give direction on debating, voting, membership, attendance, agendas, and other matters. The rules are intended to serve as a guide for the council. One of the goals of the council is to work with the residents of Newberg and provide a positive atmosphere at council meetings. These rules provide the basic outline required to work together. The council may need to vary from these rules from time to time to best serve the public interest.

Rule 1.2 Council Authority

All questions regarding these rules will be resolved by majority vote of the council.

Rule 1.3 Limited Public Forum

The meetings of the council, including regular meetings, special meetings, work sessions and emergency meetings are open to the public in accordance with the Oregon Public Meetings Law (OPML). The meetings are considered a limited public forum at which council business is conducted in accordance with the agenda and rules of the council. The mayor, as the presiding officer, along with the council has the authority to require discussion at the meetings be addressed to the matters that are appropriate to be considered, to limit the time for discussion, and to restrict input concerning the matters to be discussed. The council has the right to require persons attending the meeting, addressing the council or participating in the meeting to conform to the rules of the council and directions of the mayor or the presiding officer.

Rule 1.4 Presentation to Council Members

These council rules will be presented to all council members at or before the time they take the oath of office. Each appointed or elected council member will acknowledge in writing that the member has received and reviewed a copy of these council rules within 30 days of receiving the rules. The city recorder will furnish a form of acknowledgement to the member and retain the signed copy.

SECTION 2 – GENERAL RULES

Rule 2.1 Open Meetings

All council meetings will be held in accordance with the OPML. All final action by the council will take place at council meetings that are open to the public.

Rule 2.2 Quorum

Section 13 of city charter provides that a majority of the council members is a quorum to conduct business, but a smaller number may meet and compel attendance of the absent members.

Rule 2.3 Compelling Attendance

When a quorum is not present at the time set for a meeting or when a quorum has been present and a meeting has commenced, but a quorum is no longer present, any council member may move for a call of the house. The motion will be put in the following form: "I move for a call of the house." That motion will take precedence over all other business. The motion need not be seconded, but it is subject to discussion. At least two council members present must concur for the call of the house motion to

pass. If the motion is passed, then all unexcused absent council members will be requested to attend or return to the meeting. The city manager will provide the administrative staff assistance necessary to compel the attendance of the unexcused absent council members at the meeting. The mayor is authorized to recess the meeting to a time certain while attendance is being compelled.

Rule 2.4 Vacant Positions as Relates to Quorum

If a council position is vacant, that vacant office will not be counted in determining the majority of the council members that is necessary for a quorum to conduct business.

Rule 2.5 Vote Required

Section 14 of the city charter provides that expressed approval of a majority of the quorum of the council is necessary for any council decision except when the charter or council rules requires approval by a concurrence of a majority of the entire membership of the council.

Rule 2.6 Entire Membership

Section 17 of city charter provides that a concurrence of the entire membership of the council is required for the passage of an ordinance. The entire membership of the council is comprised of six (6) councilors and the mayor who is elected at large. The concurrence of the entire membership of the council requires the concurrence of four (4) councilors. The absence from a particular meeting does not affect the required number of councilors to constitute the majority of the entire membership. However, if an office of position of councilor is vacant, that office will not be considered when determining the entire membership of the council. This interpretation is applicable to any time the concurrence of the majority of the entire membership of the council is required for any council decision.

Rule 2.7 Rules of Order

"Robert's Rules of Order, Newly Revised, Tenth Edition" or the latest editions published thereafter hereafter referred to as "Robert's Rules of Order" will guide all council proceedings unless they conflict with these rules. Failure to strictly adhere to Robert's Rules of Order will not in any way invalidate any action of the council. The mayor will have the authority to appoint a parliamentarian for the council. If there is no person appointed as parliamentarian or that person is absent, the city attorney will advise the mayor concerning parliamentarian matters.

Rule 2.8 Suspension of Rules

The vote to suspend council rules including Robert's Rules of Order, requires a majority vote of those members of the council who are present. If the motion is carried, the rules will be suspended for that item only.

Rule 2.9 Records of Proceedings

The city recorder will be the ex-officio clerk of the council, attend all the meetings unless excused and keep an accurate record of the proceedings of the council meetings. The city manager will appoint and supervise the city recorder. The city manager may appoint such deputy city recorders as needed. The records of the proceedings are to be known as "minutes." The minutes will be kept in accordance with the Oregon Public Records and Meetings Law and in a manner prescribed by these rules pursuant to Section 15 of the city charter.

SECTION 3 – CITY COUNCIL MEMBERS

Rule 3.1 Council Defined

Section 8 of city charter states that the council consists of a mayor nominated and elected from the city at large and six (6) councilors nominated from districts and elected from the city at large.

Rule 3.2 Qualifications to Hold Office

Section 28 of the city charter provides for complete qualifications for eligibility of elective office of mayor and city council members of the city. The city charter provides that no person will be eligible to fill the elective office of mayor or city council member unless at the time of the election that person is a qualified voter and has resided in the city for at least one year immediately preceding the election. In addition, in order for a person to be eligible for a council position, that person must live in the district from which the person is nominated to run for the council position. Furthermore, it is a requirement that the person once elected to the office of mayor or council member must continue to meet the qualifications for that office throughout their term. The council is the final judge of the qualifications in election of its members.

Rule 3.3 Attendance

It is the duty of each councilor and the mayor to attend all meetings of the council. Section 32 of the city charter provides that an office will be deemed vacant upon the absence from meetings of the council for sixty (60) days or the absence from the city for thirty (30) days without council consent. The consent of the council for such absence must be in writing and obtained prior to such absence, if possible. Consent will be given for good cause. The council has the authority to make the final decision concerning good cause.

Rule 3.4 Excused Absence

When a councilor cannot attend a meeting, the member will notify the mayor, presiding officer, or city manager prior to the meeting. The mayor or presiding officer will determine if the absence is considered “excused” or “unexcused.” If the absence is for good cause and there are no objections from other councilors who are present, the city recorder will record the absence in the minutes as excused. If the councilors, upon an affirmative vote of the majority of the councilors present, determine the absence is not for good cause, the city recorder will record the absence in the minutes as unexcused. There will be a presumption that the absence is unexcused if there is no notification of the absence prior to the meeting. The council will make the final decision on whether or not an absence is excused or unexcused.

Rule 3.5 Explanation of Unexcused

If any member has two (2) consecutive unexcused absences from meetings or subcommittee meetings of the council, the council may request an explanation at a regular meeting of the council.

Rule 3.6 Filling Vacancies

Section 33 of city charter provides that vacancies of elected offices of the city will be filled by appointment by a majority of the remaining councilors. The appointee's term of office runs from appointment until expiration of the term of office of the last person elected to that office. When such vacancies occur, the council will follow the procedure set out for filling that specific vacancy as adopted by the council or as set out in these rules. In the event that all elected offices become vacant, the city manager requests the Secretary of State to call a special election to fill the vacancies of the council.

Rule 3.7 Compensation for Attendance at Meetings

Section 2.05.010 of the city code provides that council members will receive compensation at the rate of ten dollars (\$10) per meeting for attendance at “meetings of the city council and city council committees.” The mayor, as a member of the council, is entitled to the meeting compensation.

A. Compensated Meetings

The meetings for which council members are compensated for attendance are as follows:

1. **Regular or Special Meetings of the Council**

Any regular or special meetings of the council, including any work sessions, goal settings, or informal meetings that are officially called whether or not a quorum is present and regardless if the member attends in person or by electronic means.

2. **Subcommittees of the Council**

Any subcommittee of the council to which the member is appointed or attends in their official capacity or is an ex-officio, voting or non-voting member.

3. **Boards, Commissions, and Committees of the City**

City boards, commissions, and committees for which the council member is appointed by the mayor with approval of the council or the member is an ex-officio, voting or non-voting member.

4. **Boards, Commissions, and Committees of Other Entities**

Boards, commissions, and committees of governmental or non-governmental or private organization in which the council member is appointed by the mayor with approval of the council or appointed by the council or is an ex-officio, voting or non-voting member.

B. Non-Compensated Meetings

The meetings for which council members do not receive compensation for attendance are as follows:

1. **Social Meetings**

Social meetings in which the main purpose of the meeting is social. Social meetings will include meetings such as local government dinners, annual banquet awards, and other types of celebration meetings.

2. **Budget Meetings**

State statutes prohibit compensation for attendance at budget committee meetings.

C. Waiver of Compensation

A council member may waive the meeting compensation that the council member is entitled to receive. The waiver must be in writing. The waiver will be for at least a six (6) month period corresponding to the payment periods the city has established. The waiver is subject to other administrative regulations that may be applicable. The city recorder will furnish a form of waiver to the member and retain the signed copy.

D. Voluntary Attendance

The attendance by the council member may be on a voluntary basis by the council member. The member is still entitled to compensation for this meeting attendance.

E. Policy

In considering which meetings will be compensated, the purpose of the meeting compensation is to encourage council members and to recognize the sacrifices they make in personal time.

F. Questions

Any questions which arise over which meetings should be compensated will be decided by the city council.

SECTION 4 – COUNCIL MEETINGS

Rule 4.1 Regular Meetings

Section 12 of the city charter provides that the council must meet at least once a month at a time and place designated by the council. It further provides that the council may designate other regular council meetings besides the once a month meeting mandated by the city charter. The council designates through these rules two regular meetings of the council, which will be held on the first and third Monday of each month, except on holidays in which event the council will meet on the next ensuing business day as provided by city code Section 2.05.150.

Rule 4.2 Notice of Meeting

The notice of the regular meeting of the council, including the agenda which lists items to be considered by the council, will be given in accordance with the OPML. However, the notice does not limit the matters that can be considered by the council nor prevent the council from taking up any matter brought before the council in accordance with the OPML.

Rule 4.3 Meeting Times and Places

The regular meetings of the council will begin with a work session at 6:00 p.m. followed by a regular business session at 7:00 p.m. Regular council meetings will take place in the Public Safety Building in the training room, unless specifically designated to occur at another location. Any other such location will be noted in the notice of the meeting.

Rule 4.4 Special Meetings

Special meetings may be called at any time upon the mayor's request or the request of three (3) members of the council. All meetings of the council will be called, noticed, and held in accordance with the city charter, city code, rules of the council, and the OPML.

Rule 4.5 Special Meetings Limited Purpose

Notice of a special meeting will designate the time and place, as well as the business to be considered in accordance with Section 2.05.160 of the city code. Only business as set forth in the notice will be considered by the council, unless an actual emergency occurs in which case notice will be given in accordance with the OPML. In accordance with Section 2.05.170 of the city code, the rules of procedure for special meetings will be the same as those provided for general meetings of the council insofar as such rules are applicable. The agenda to be followed at the special meeting will generally be the agenda format for the study session set out in Rule 5.11.

Rule 4.6 Emergency Meetings

The mayor upon the mayor's own motion, may, by giving notice to all members of the council, call an emergency meeting. An emergency meeting of the council may be called on less than 24 hours' notice provided an actual emergency exists. The meeting will be called and notice will be given pursuant to OPML. Attempts will be made to contact the media to provide notice of the emergency meeting.

Rule 4.7 Executive Session Meetings

Council may meet in executive session in accordance with the OPML. Matters discussed in executive session will be exempt from public disclosure pursuant to OPML. Council members will not disclose matters discussed in executive session. The city manager and city attorney will attend all executive sessions, unless they are excluded by the council or have requested to be excused. City staff persons, as allowed by the council, may attend. Other persons authorized by OPML may attend. The council by rule may define "news media representatives" within the meaning of the OPML statute, which are allowed to attend executive sessions. All final action or decisions must be made in public session.

Rule 4.8 Adjourned and Recessed Meeting

The council may adjourn or recess any meeting to a later date and time by a majority vote of the council members present. At least 24 hours' notice will be given announcing the date and time of the adjourned or recessed meeting if possible.

Rule 4.9 Cancellation of Meeting

Upon a majority vote of the council members present, a meeting may be canceled when deemed appropriate. If there is no business to transact or a quorum of the council cannot attend and there is no urgent necessity to have the meeting, the mayor with advice and consent of the city manager may cancel the meeting. Council members will be notified of the cancellation prior to notice being given to the public. Notice of cancellation will be given as soon as possible to the public in a manner aimed at giving adequate notice.

**SECTION 5 – AGENDAS AND ADDITIONAL ITEMS FOR
CONSIDERATION**

Rule 5.1 Preparation of Agenda

The city manager with the advice and consent of the mayor will prepare the agenda along with appropriate documentation for council meetings. Any member of the council may request, through the city manager, for a matter to be placed upon the agenda. Such request is subject to the advice and consent of the mayor. Each meeting agendas format will be prepared as prescribed in the rules. If there is no item to be considered under a section of the agenda, that section will be omitted from the agenda and the agenda will be renumbered accordingly. The final authority on the agenda matters is the city council.

Rule 5.2 Non-Agendized Items

Prior to the meeting, the city manager may send out additions to the agenda with the appropriate documentation. The council may consider the items which are not listed on the published agenda. The council must, by a majority, place the item on the agenda. Action may then be taken on the item.

Rule 5.3 Time for Submission of Items

Items for the council agenda will be submitted in time to allow for sufficient research by staff and recommendations from council boards, commissions, or committees.

Rule 5.4 Reports by the Staff

Normally the councilors will receive a report from the staff on each council item to be considered not later than the Thursday prior to a scheduled council meeting.

Rule 5.5 Additional Items

After consulting with the mayor, the city manager may, not later than forty-eight (48) hours prior to the meeting, send out additions to the agenda with appropriate documentation and information. With prior notice to the council and under circumstances that cannot be avoided, the city manager may submit additional documentation at the council meeting. Any councilor may request and will be granted adequate time to review the documentation or delay deliberation concerning the matter.

Rule 5.6 Public Comments

A. Non-Agenda Items and Consent Calendar

Persons speaking to the council from the floor concerning items not on the agenda or items that are on the consent calendar would speak under public comments. Those people will be given the opportunity to speak no more than five (5) minutes. Speakers may share their time at the discretion of the mayor. The maximum time allowed for public comments, including all speakers is thirty (30) minutes. The mayor has the discretion to extend these time limits. Speakers may address the council for less than their allotted time. Speakers who wish the council to consider written material must submit the written material by 12:00 p.m. (noon) the day of the meeting.

B. Agenda Item other than Consent Calendar

Except as required by state statute, the following procedure will apply to comments on agenda items, other than those on the consent calendar. People will be given the opportunity to speak no more than five (5) minutes. Speakers may share their time at the discretion of the mayor. The mayor has the discretion to extend these time limits. Speakers may address the council for less than their allotted time. Persons, who wish to submit written comments or testimony, must submit 12 copies of any written material by 12:00 p.m. (noon) the day of the meeting. Lengthy materials should be submitted prior to the deadline to ensure sufficient time for council review.

C. Written Materials Received after Deadline

Written material received later than the deadlines set forth in A or B will be accepted only by affirmative vote of the majority of the council.

Rule 5.7 Consent Calendar

The city manager will place items which have been previously reviewed by the council or items which are routine in nature on the consent calendar. Items may be removed from the consent calendar by the mayor or by request of a council member. Ordinances and orders will not be placed on the consent calendar. Public comments will be held prior to the approval of the consent calendar to allow the public to address items under consent calendar. Collective comments by an individual under public comments will be limited to five (5) minutes.

Rule 5.8 Agenda Availability

Council agendas and the accompanying documents are available at the city recorder's office and are posted on the city website not later than the Thursday prior to the council meeting. Proposed ordinances will be available to the public on the City website one week prior to the meeting, as required by the Charter. Interested persons are encouraged to read the agenda along with supporting

material, and address questions to the mayor, council or city staff prior to the meeting. The mayor and council value public input. In order to efficiently conduct city business, those who have concerns are encouraged to address these issues prior to the council meeting.

Rule 5.9 Work Session Meeting Agenda

The council may hold a work session prior to the council business meeting and as needed. The work session will be attended by the city manager, the city attorney, the mayor and the council. Other department heads will be expected to attend work sessions if requested by the city manager. The work session is intended for discussion and no decisions or actions will be taken on the items. The work session agenda will be as follows:

- I. Call Meeting to Order
- II. Roll call
- III. Review of the council agenda and meeting
- IV. Council housekeeping items (schedules, requests, announcements, limited to items of clarification, organization, calendar and questions of a general nature.)
- V. Executive session
- VI. Adjournment

These work sessions are open to the public and the public is welcome to attend. Public input will not be taken except with specific permission of the council. Minutes of the work session will be kept by the city recorder. The agenda may be altered at the convenience of the council.

Rule 5.10 Business Meeting Agenda

The council may hold its regular business meetings at the time and place as specified in these rules. The business meeting agenda will be as follows:

- I. Call Meeting to Order
- II. Administration of Oath of Office
- III. Roll Call
- IV. Pledge of Allegiance
- V. Reports, Special Presentations, or Recognitions from City Boards, Commissions, Committees, Organizations Invited by the Council
- VI. City Manager's Report
- VII. Council Appointments
- VIII. Public Comments (30 minutes maximum which may be extended at the mayor's discretion; an opportunity to speak for not more than five (5) minutes per speaker allowed)
- IX. Consent Calendar
- X. Public Hearings
- XI. Continued Business
- XII. New Business
- XIII. Council Business
- XIV. Executive Session
- XV. Adjournment

At the mayor's discretion, the mayor may change the order of the agenda and allow communications concerning items on the agenda or other council business. Minutes of the business meeting will be kept by the city recorder.

Rule 5.11 Study Session Meeting Agenda

The council, from time to time, may hold a study session at a location to be determined based on facility availability. The purpose of the study session is to explore and analyze issues, as well as to confer with staff or other experts. The study session is intended for discussion and no decisions or actions will be taken on the items. The study session agenda will be as follows:

- I. Call Meeting to Order
- II. Roll Call
- III. Presentation of Information
- IV. Discussion and Questions
- V. Executive Session
- VI. Specific Items for Presentations
- VII. Reports or Presentations from Boards, Commission, Committees, or Groups Invited by the Council
- VIII. Adjourn

These study sessions are open to the public and the public is welcome to attend. Public input will not be taken except with specific permission of the council. Minutes of the study session will be kept by the city recorder.

Rule 5.12 Joint Meeting or Community Forum Meeting Agendas

The council may hold joint meetings or community forums with other governmental entities or with the city's boards, commissions, or committees or other governmental entities or an open forum to conduct business and to discuss issues, relationships, strategic plans, or controversial issues. The agenda for these meetings or forums will be as follows:

- I. Call Meeting to Order
- II. Roll Call
- III. Purpose of Joint Meeting or Community Forum
- IV. Discussion or Deliberation
- V. Summary and Closing Comments
- VI. Adjourn

The purpose of the community forum would be to listen and communicate. These meetings are open to the public and the public is welcome to attend. Public input will not be taken except with specific permission of the council. Minutes of the joint meeting or community forum meeting will be kept by the city recorder.

SECTION 6 – PRESIDING OFFICER

Rule 6.1 Mayor

Section 9 of city charter provides that the mayor will preside over and facilitate all council meetings, preserve order, enforce council rules, and determine the order of business pursuant to council rules. The mayor is a voting member of the council and has no veto authority. The mayor, with the consent of the council, will appoint members of boards, commissions, and committees established by ordinance or resolution. The mayor will sign all records of council decisions. The mayor serves as the political head of the city.

Rule 6.2 Council President

In the absence of the mayor, the council president will act as mayor and serve as the presiding officer. Pursuant to section 10 of city charter at the first meeting each year, the council will elect a council president from its membership. Whenever in these rules, the mayor is mentioned and the mayor is absent, the council president can exercise the authority as the mayor. The council president presides in the absence of the mayor and acts as mayor when the mayor is unable to perform the mayor's duties.

Rule 6.3 Presiding Officer Pro Tem

In the absence of the mayor and council president at any meeting of the council where a quorum is present, the council members present may appoint a presiding officer pro tem who will preside at the meeting. The presiding officer pro tem will exercise all the authority of the mayor.

Rule 6.4 Presiding Officer Pro Tem for Specific Items

The mayor, with the consent of the appointed council member and the concurrence of the members present, may appoint a council member to serve as the presiding officer pro tem for specific items to come before the council meeting for consideration. If any councilor objects to the appointment, the consent of the quorum will be obtained. The rulings and decisions of the presiding officer pro tem will have the same force and effect as those of the mayor. The mayor will be allowed to participate as any other council member.

SECTION 7 – PROCEDURES AT MEETINGS

Rule 7.1 Mayor's Duty

The mayor will call the council members to order at the hour designated for the meeting. The mayor may compel attendance in accordance with council rule 2.3. Should there not be a quorum within fifteen (15) minutes the members present will adjourn until a quorum can be gathered or until the next scheduled meeting time established by the council or to the next regular meeting time.

Rule 7.2 Mayor's Role

The mayor will preserve order and decorum, may speak to the points of order in preference to other members and will decide all questions of order subject to an appeal to the council by a majority of the members. No member may speak more than once on an item concerning an appeal of the mayor's decision without permission of the council. If two or more members request the floor at once, the mayor will name who is to speak first.

Rule 7.3 Address the Mayor

When any councilor is about to speak in debate or deliver any matter to the council, that councilor should respectfully address the mayor or presiding officer. The councilor should confine the remarks to the question under consideration and avoid addressing personalities.

Rule 7.4 Voting Required

Every councilor who is present will vote for or against the question before the council unless the council excuses that councilor from voting. Every councilor may refrain for just legal cause without being excused by the council. Councilor will announce the legal reason or justification for abstaining from voting.

Rule 7.5 Discussion on Agenda Items

Discussion may occur at any time on an item. The mayor will control and determine what item will be discussed.

Rule 7.6 Seconds on Motion

Generally, no motion will be considered unless it has been seconded. When a motion is seconded, the mover may withdraw the motion with the consent of the second at any time before discussion and before any amendment is proposed. Routine motions that have the general consent of the council do not require a second, unless requested by any member of the council. Other motions not requiring a second include division, point of order, parliamentary inquiry, permission to withdraw or modify a motion and other such procedural inquiries.

Rule 7.7 Reconsideration

When a question has been decided, it will be in order for a member who voted on the prevailing side to move for reconsideration at the same meeting or next following meeting only.

Rule 7.8 Failure to Follow Rules

Failure to follow the rules of the council in conducting business or to abide by the rules of procedure does not invalidate the decisions of the council nor will it be grounds to later challenge the validity of the decision.

Rule 7.9 First Reading of Ordinances

Section 17 of city charter provides that the council exercises its legislative authority by adoption of ordinances. Ordinances require the concurrence of a majority of the entire membership of the council. This section of the charter provides that an ordinance may be read by title only without having to read the ordinance fully in open council meeting if no council member present requests such reading and the ordinance is available in writing at least one (1) week before the meeting. By this rule, the council establishes the council preference that an ordinance will be presented to the council for consideration and discussion at one (1) meeting prior to the passage of the ordinance. The ordinance may be finally acted upon at the first meeting that the ordinance is presented if a majority of the entire membership concurs. In that case the ordinance can be read by title only as provided in the city charter. In order to comply with the requirement that an ordinance be read in full, the exhibits or attachments to the ordinance will not have to be read as long as they are available in writing to the public at least one (1) week before the meeting.

Rule 7.10 Public Legislative Hearing

The council exercises legislative authority pursuant to Chapter IV of the city charter. The legislative authority is usually exercised by adoption of an ordinance. When the council conducts a public hearing concerning the exercise of its legislative authority, the council will follow the legislative hearing format. That format is hereby attached as Exhibit "1" to these rules and by this reference incorporated.

Rule 7.11 Public Administrative Hearing

The council exercises administrative authority pursuant to Chapter V of the city charter. That administrative authority is usually exercised by adoption of a resolution. When the council conducts a public hearing concerning the exercise of its administrative authority, council will follow the administrative hearing format. That format is hereby attached as Exhibit "2" to these rules and by this reference incorporated.

Rule 7.12 Public Quasi-judicial Hearing

The council exercises its quasi-judicial authority. The quasi-judicial authority is usually exercised by adoption of an order pursuant to Chapter VI of the city charter. When the council conducts a public hearing concerning the exercise of its quasi-judicial authority, the council will follow the quasi-judicial hearing format. There are two (2) separate and distinct types of quasi-judicial public hearing procedures that will be used by the council, and they are as follows.

A. Quasi-judicial Land Use Public Hearing Procedure

Whenever the council is considering a land use matter, which requires a quasi-judicial land use public hearing procedure, the council will use the procedure that is hereby attached as Exhibit “3” and by this reference is incorporated.

B. Quasi-judicial Non-Land Use Public Hearing Procedure

Whenever the council is considering a non-land use matter, which requires a quasi-judicial land use public hearing procedure, the council will use the procedure that is hereby attached as Exhibit “4” and by this reference is incorporated.

Rule 7.13 Ex-parte’ Contact

Whenever the council conducts a quasi-judicial public hearing, the council should declare any ex-parte’ contact. When the hearing conducted is a quasi-judicial land use public hearing, the ex-parte’ contact is governed by the appropriate state law concerning ex-parte’ contacts in quasi-judicial land use matters. Whenever the ex-parte’ contact concerns quasi-judicial non-land use public hearings, the councilor should attempt to clearly state any ex-parte’ contact. However, failure to state ex-parte’ contact will not be grounds to question, appeal, or overturn the decision of the council unless it can be shown that failure to declare the ex-parte’ contact constituted substantial prejudice to a party raising the objection.

Rule 7.14 Public Comment Registration

In order to properly notify citizens who participate in the hearing and to be able to send them information, it is necessary for the interested person to register at the council meeting before making oral comments and/or providing input at the meeting. The interested person shall register for each subject under which they wish to provide comment. The public comment registration forms will be made part of the meeting records in accordance with OPML. The registration forms will contain a provision by which a person may indicate that they do not wish for their address, phone number, and email address to be released in any public records request. When the interested person addresses the council or gives oral comments, that person should state their name, but does not need to state their mailing address, phone number, or email address. A form complying with this rule will be available at all meetings of the council. The city manager is delegated the authority to draft, revise, and produce the necessary form that complies with this rule.

Rule 7.15 How Interested Person Should Testify

Each interested person addressing the council should do so in a courteous and considerate manner. The person needs to register and follow other rules as provided in the council rules. The public will be furnished guidelines and should comply with these guidelines for testifying before the council. The document setting out the guidelines and helpful information to assist the public in testifying will be entitled, “How to Testify.” The city manager is delegated the authority to draft, revise, and produce the necessary form that complies with this rule.

SECTION 8 – ENFORCEMENT OF COUNCIL RULES

Rule 8.1 Presiding Officer

The mayor or presiding officer will enforce the council rules. In addition, the mayor or presiding officer has the authority to preserve decorum and will determine all points of order, subject to the right of any councilor to appeal to the council. The mayor or presiding officer will enforce order, prevent attacks on personalities or the impugning of members' motives, and keep those in debate to the question under discussion.

Rule 8.2 Councilors

Councilors will preserve order and decorum during council meetings, and will not by conversation or other action delay or interrupt the proceedings or refuse to obey the orders of the mayor or presiding officer and council rules. Councilors will when addressing staff or councilors confine themselves to questions or issues that are under discussion; will not engage in personal attacks; will not impugn the motives of any speaker; and will at all times, while in session or otherwise, conduct themselves in a manner appropriate to the dignity of office. Councilors will not attack the knowledge, skills, abilities and personalities or impugn city staff members' motives in council or at any city meetings. In council meetings, councilors may discuss or suggest anything with the city manager related to city business.

Rule 8.3 Attire at Council Meetings

All persons at Council meetings will be properly attired in order to maintain the atmosphere of respect for the Council proceedings. Proper attire will include shirt and shoes that are appropriate for the public meetings similar to judicial proceedings. Attire may vary depending upon custom and tradition. This rule will not be used to infringe upon anyone's freedom of religion or necessary attire for accommodation purposes. For example, men should remove their hats in council meetings; women may cover their heads as traditionally allowed; all "outside" headgear should be removed; dark glasses, unless medically-necessary should be removed; a shirt or blouse should be worn; muddy shoes or boots should be removed; and shoes should be worn.

Rule 8.4 Removal of Any Person

Any persons making disruptive or threatening remarks or actions during a meeting will forthwith be barred from further audience at that meeting, unless permission to continue is granted by a majority vote of the councilors present. The mayor or presiding officer may summon the assistance of the police or other administrative staff to prevent further interruption by such person by any action necessary, including the removal of that individual. In case the mayor or presiding officer should fail to act, any councilor may obtain the floor and move to require enforcement of this rule; upon an affirmative vote of the majority of the councilors present, the police or administrative staff will be authorized to remove the person(s) as the mayor or presiding officer so directs.

SECTION 9 – AD-HOC COMMITTEES

Rule 9.1 Structure of Ad-hoc Committees

The mayor will have the authority to form ad-hoc committees and may refer matters to the appropriate committee.

Rule 9.2 Duty of Ad-hoc Committees

The mayor may form ad-hoc committees to deal with specific tasks within specific timeframes and make recommendations to the council. The mayor will establish the membership criteria for the ad-hoc committees. Residency may be a required criterion but does not have to be a required criterion.

Rule 9.3 Appointment of Ad-hoc Members

The mayor will appoint members of the ad hoc committees. The mayor will designate the chair person and the vice chair. Membership on the committees will be appointed as needed to advise the council on specific programs or projects. Members will continue to serve until their mission is accomplished, replacement or reappointment.

Rule 9.4 Functions of Ad-hoc Committees

Each member of the ad-hoc committee will have an equal vote on the committee. The reports of the ad hoc committee will have only the authority of recommendations to the council. The council has the authority to follow the recommendations, change the recommendations, refer the matter back to the committee or take any other action the Council deems appropriate.

Rule 9.5 Removal of Members of Ad-hoc Committee

The mayor may remove any member of the ad hoc committee at any time. Members of the committee will be removed if the member fails to attend two (2) consecutive meetings of the committee without being excused prior to the meeting. The mayor has the authority to grant an excused absence and in the mayor's absence, the committee chair has the authority.

Rule 9.6 Meetings of the Ad-hoc Committees

The meeting time and place of the committees will be decided by the chair with the consent of the committee. The meeting time and place may be changed provided there is adequate notice. The chair will have the authority to cancel any meeting of the committee for lack of business or necessity to meet. However, a majority of the committee, as determined by telephone poll, may request a meeting of the committee. Meetings are public meetings and will be conducted in accordance with the OPML.

Rule 9.7 Staff Support of Ad-hoc Committee

The city manager will have the responsibility to furnish the necessary staff support for each ad-hoc committee. The city manager will assign the specific duties to the staff supporting and working with the membership of the ad-hoc committees. The committee will not have the authority to assign specific tasks to any staff person of the city but will work through the city manager.

Rule 9.8 Ex-officio Members of Ad-hoc Committees

The mayor, city manager, and the city attorney will be ex-officio, non-voting members of all ad-hoc committees. The ex-officio members may attend any committee meeting. If they attend, they may participate in the discussion as is appropriate. However, they are not required to attend committee meetings.

SECTION 10 – ELECTRONIC COMMUNICATIONS

Rule 10.1 Electronic Communications

All councilors will observe the following guidelines when using an electronic method for communication (including but not limited to, email, social media, or other forms of electronic communication) in their elected roles:

A. Subject to Disclosure

All council e-mail correspondence or social media posts related to city business are governed by the Oregon Public Records and Meetings Laws and subject to disclosure.

B. Purpose of Email

E-mail may be used for correspondence, to schedule meetings, send informative messages, or request information from other members of the council, the city manager, or city department directors.

C. Not Appropriate for Policy Issues with a Quorum

E-mail or social media sites may not be used to discuss policy issues with a quorum of the council at one time or a quorum of a standing advisory body in any manner which would be in violation of the OPML.

SECTION 11 – PROCLAMATIONS

Rule 11.1 Request for Proclamations

Organizations, citizens, or councilors may request proclamations that proclaim a specified date or dates to recognize the efforts of various community groups and individuals. Upon receipt, the city recorder will notify the mayor of the request. Upon the approval of the mayor, the city recorder will prepare the proclamation for the mayor's signature.

Rule 11.2 Reading of Proclamations

At the discretion of the mayor, a proclamation will be read at the council meeting and presented or mailed to the requesting organization or group.

SECTIONS 12-19 – [RESERVED FOR EXPANSION]

SECTION 20 – MISCELLANEOUS

Rule 20.1 Amendments to Council Rules

Amendments to these council rules will be made by resolution.

**Exhibit “1”
To Council Rules**

OUTLINE FOR PUBLIC HEARING
Newberg City Council

▶ LEGISLATIVE HEARING ◀

1. CALL TO ORDER

OPEN THE PUBLIC HEARING, ANNOUNCE THE PURPOSE, DISCUSS TESTIMONY PROCEDURE, AND TIME ALLOTMENTS

2. DECLARATION OF CONFLICTS OF INTEREST OR ABSTENTIONS

3. STAFF REPORTS

4. PUBLIC TESTIMONY

A. Mayor Announces Time Limits

B. Citizen Testimony

1. Invites citizen to the table to speak into the microphone.
2. Inform citizen to state name at beginning of testimony.
3. Remind citizen to briefly state input.
4. Order of Citizens' Testimony.
 1. Proponent
 2. Opponent
 3. Undecided

C. Close of Public Testimony

5. RECOMMENDATIONS FROM STAFF

6. COUNCIL DELIBERATION

7. DECISION

A. Ordinance – Action usually requires passage of ordinance

B. Roll Call Vote – Vote is done by roll call

1. By title only
2. Reading in full
3. “First Reading” council rule

C. Majority of Entire Membership – Ordinances require majority of entire membership for passage

D. Combination – Can be combined with other council action

Exhibit “2”
To Council Rules

OUTLINE FOR PUBLIC HEARING
Newberg City Council

▶ ADMINISTRATIVE HEARING ◀

1. CALL TO ORDER

OPEN THE PUBLIC HEARING, ANNOUNCE THE PURPOSE, DISCUSS TESTIMONY PROCEDURE, AND TIME ALLOTMENTS

2. DECLARATION OF CONFLICTS OF INTEREST OR ABSTENTIONS

3. STAFF REPORTS

4. PUBLIC TESTIMONY

A. Mayor Announces Time Limits

B. Citizen Testimony

1. Invites citizen to the table to speak into the microphone.
2. Inform citizen to state name at beginning of testimony.
3. Remind citizen to briefly state input.
4. Order of Citizens' Testimony.
 1. Proponent
 2. Opponent
 3. Undecided

C. Close of Public Testimony

5. RECOMMENDATIONS FROM STAFF

6. COUNCIL DELIBERATION

7. DECISION

- A. Resolution – Action usually requires passage of resolution**
- B. Vote – Voice vote is permitted**
- C. Majority of the Quorum is required for passage**
- D. Combination – Can be combined with other council action**

Exhibit “3”
To Council Rules

Newberg City Council

***QUASI-JUDICIAL LAND-USE
PUBLIC HEARING PROCEDURE
(Land Use)***

1. OPEN THE PUBLIC HEARING, ANNOUNCE THE PURPOSE, DISCUSS TESTIMONY PROCEDURE, AND TIME ALLOTMENTS
2. CALL FOR ABSTENTIONS, BIAS, EX-PARTE CONTACT, AND OBJECTIONS TO JURISDICTION

**CITY ATTORNEY LEGAL ANNOUNCEMENTS:
READ “[Quasi-Judicial Announcements](#)” Sheet**

3. STAFF REPORT
4. PUBLIC TESTIMONY
 - Time Limits: A. Mayor sets time limits
 - B. Citizen goes to witness table, states name & presents testimony
 - A. PROPONENTS (Principle Proponent/s first, then others or undecided)
 - B. OPPONENTS AND UNDECIDED
 - C. PRINCIPAL PROPONENT REBUTTAL

5. QUESTIONS OF PROPONENTS AND OPPONENTS FROM THE FLOOR OR THE CITY COUNCIL DIRECTED THROUGH THE CHAIR
6. PUBLIC AGENCY LETTERS OR COMMENTS
7. CLOSE OF PUBLIC TESTIMONY PORTION OF HEARING

CITY ATTORNEY LEGAL ANNOUNCEMENTS

8. FINAL COMMENTS FROM STAFF AND RECOMMENDATION
9. DELIBERATION OF COMMISSION INCLUDING DISCUSSION OF CRITERIA WITH FINDINGS OF FACT
10. ACTION BY THE CITY COUNCIL
 - A. ORDER – Usually requires passage of order.
 - B. VOTE – Voice vote is permitted.
 - C. MAJORITY OF A QUORUM – Requires majority of the quorum for passage.
 - D. COMBINATION – Can be combined with other council action; separate vote on each action is required.

Newberg City Council

QUASI-JUDICIAL NON-LAND-USE PUBLIC HEARING PROCEDURE (Non-Land Use)

1. **OPEN THE PUBLIC HEARING, ANNOUNCE THE PURPOSE, DISCUSS TESTIMONY, PROCEDURE, AND TIME ALLOTMENTS**
2. **CALL FOR ABSTENTIONS, BIAS, EX-PARTE CONTACT, AND OBJECTIONS TO JURISDICTION**

**CITY ATTORNEY LEGAL ANNOUNCEMENTS:
READ "[Quasi-Judicial Announcements](#)" Sheet**

3. **STAFF REPORT**
4. **PUBLIC TESTIMONY**
 - Time Limits: A. Mayor sets time limits**
 - B. Citizen goes to witness table, states name & presents testimony**
 - A. **PROPONENTS (Principle Proponent/s first, then others or undecided)**
 - B. **OPPONENTS AND UNDECIDED**
 - C. **PRINCIPAL PROPONENT REBUTTAL**
5. **QUESTIONS OF PROPONENTS AND OPPONENTS FROM THE FLOOR OR THE CITY COUNCIL DIRECTED THROUGH THE CHAIR**
6. **PUBLIC AGENCY LETTERS OR COMMENTS**
7. **CLOSE OF PUBLIC TESTIMONY PORTION OF HEARING**

CITY ATTORNEY LEGAL ANNOUNCEMENTS

8. **FINAL COMMENTS FROM STAFF AND RECOMMENDATION**
9. **DELIBERATION OF COMMISSION INCLUDING DISCUSSION OF CRITERIA WITH FINDINGS OF FACT**
10. **ACTION BY THE CITY COUNCIL**
 - A. **ORDER** – Usually requires passage of order.
 - B. **VOTE** – Voice vote is permitted.
 - C. **MAJORITY OF A QUORUM** – Requires majority of the quorum for passage.
 - D. **COMBINATION** – Can be combined with other council action; separate vote on each action is required.

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: August 17, 2015

Order ___ Ordinance ___ Resolution XX Motion ___ Information ___
No. No. No. 2015-3210

SUBJECT: A resolution to authorize the City Manager Pro Tem to enter into a professional services agreement with Murray Smith and Associates to complete the Update to the Water Master Plan in the amount of \$296,343.00.

**Contact Person (Preparer) for this Motion: Kaaren Hofmann, P.E., City Engineer
Dept.: Engineering Services Department
File No.:**

RECOMMENDATION:

Adopt Resolution No. 2015-3210 authorizing the City Manager to enter into a professional services agreement (PSA) with Murray Smith and Associates for engineering services for the Update to the Water Master Plan in the amount of \$296,343.00.

EXECUTIVE SUMMARY:

The City's Water Master Plan was last updated in 2004. The plan should generally be updated every 10 years. Along with storage, distribution and supply components, this plan will address:

- Non-potable water storage and distribution: better identify future potential users and to evaluate the system filter, pumping, distribution line, and storage costs vs. the benefits of the reuse system;
- Riverfront extension;
- Waterline Bridge removal;
- Well Field evaluation;
- Vulnerability Analysis;
- Zone 4 Reservoir Siting; and
- Water Treatment Plant Expansion.

The RFP for design services was advertised in the Daily Journal of Commerce on June 12, 2015 and the City received four proposals from engineering design consultants. Murray Smith and Associates (MSA) was identified as the most qualified consultant with the knowledge, expertise and experience to complete the various phases of work for the proposed project. Staff entered into negotiations with MSA per ORS. 279C.110. The negotiated scope of work and cost breakdown for Council consideration is attached as Exhibit "A."

FISCAL IMPACT:

MSA will complete the master plan update for \$296,343.00, which has been appropriated in the fiscal year 2015-2016 budget.

STRATEGIC ASSESSMENT:

This update to the Water Master Plan will help staff determine the needs of the City's water system over the next 20 years. There will be significant public involvement through the use of a citizen advisory committee.



RESOLUTION No. 2015-3210

A RESOLUTION TO AUTHORIZE THE CITY MANAGER PRO TEM TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH MURRAY SMITH AND ASSOCIATES TO COMPLETE THE UPDATE TO THE WATER MASTER PLAN IN THE AMOUNT OF \$296,343.00.

RECITALS:

1. The City of Newberg's existing Water Master Plan is over ten years old. The Master Plan should be updated every ten years.
2. The Master Plan will help staff determine the needs of the City's water system for the next 20 years.
3. The City advertised the project in the Daily Journal of Commerce and received four qualified proposals through the Request for Proposals process.
4. Murray Smith and Associates was selected as the most qualified consultant per ORS. 279C.110.
5. Murray Smith and Associates submitted a detailed proposal outlining the scope of work with a reasonable cost breakdown included in Exhibit "A" and by this reference incorporated.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. The City Council, acting as contract review board for the City, does hereby authorize the City Manager Pro Tem to enter into a Professional Services Agreement with Murray Smith and Associates to complete the update to the Water Master Plan in the amount of \$296,343.00.
2. The City Manager Pro Tem is authorized to amend the Professional Services Agreement up to ten (10) percent of the original contract amount.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: August 18, 2015.

ADOPTED by the City Council of the City of Newberg, Oregon, this 17th day of August, 2015.

Sue Ryan, City Recorder

ATTEST by the Mayor this 19th day of August, 2015.

Bob Andrews, Mayor

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: August 17, 2015

Order ___ No.	Ordinance ___ No.	Resolution <u>XX</u> No. 2015-3211	Motion ___	Information ___
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SUBJECT: A resolution amending policies and procedures for administration of the City of Newberg's Affordable Housing Trust Fund

**Contact Person (Preparer) for this Motion: Doug Rux
 Dept.: Community Development
 File No.:**

RECOMMENDATION:

Adopt Resolution No. 2015-3211, establishing policies and procedures for administration of the City of Newberg's Affordable Housing Trust Fund and repealing Resolution No. 2015-3202.

EXECUTIVE SUMMARY:

On March 12, 2012 the Newberg City Council passed Ordinance No. 2012-2749 amending the Newberg Municipal Code (NMC), adding a new section establishing a Newberg Affordable Housing Trust Fund. NMC 3.35.050 Establishment of Policies and Procedures outlines the administrative procedures associated with the Newberg Affordable Housing Trust Fund (NAHTF) are established per city resolution. On April 16, 2012 the Newberg City Council adopted Resolution No. 2012-2988 establishing policies and procedures for administration of the NAHTF. On June 15, 2015, the Newberg City Council repealed Resolution No. 2012-2988 and adopted Resolution No. 2015-3202 amending the policies and procedures for administration of the NAHTF.

The Newberg Affordable Housing Commission (NAHC) has discussed expanding the membership of the NAHC from the current three members to five members. In additional at their July 28, 2015 meeting the NAHC discussed the need to clarify the 80 percent median area income as established by the U.S. Department of Housing and Urban Development (HUD) and how those income values are accepted by the City. Presently acknowledgment of the income levels requires official City Council action. Because the income tables are established by HUD and are fixed, official adoption by the City Council is not necessary and can be delegated to the Community Development Director to utilize the income values provided by HUD to Yamhill County for purposes of the NAHTF. On July 28, 2015 the NAHC subsequently passed a motion to recommend the membership be expanded from the current three members to five members and to clarify language on the HUD income levels. The vote was unanimous (3/0).

Resolution No. 2015-3211 incorporates the recommended amendments to Sections 3.1 and 5.7. The details of the proposed changes (in track changes format) are included as Attachment 1. (Note: In Attachment 1 additions are double underlined and deletions are in strikethrough).

FISCAL IMPACT: The proposed modification has no fiscal impact.

STRATEGIC ASSESSMENT (RELATE TO COUNCIL GOALS): The amendment to the Newberg Affordable Housing Trust Fund policies and procedures will assist in fostering and encouraging economic development in the community through rehabilitation of housing for the community's

workforce and to manage and operate the City Government in an efficient and effective manner by responding with a flexible loan program that meets the needs of the community's underprivileged and disadvantaged.

ATTACHMENTS:

Resolution No. 2015-3211

1. Draft Resolution 2015-3211 track changes version



RESOLUTION No. 2015-3211

A RESOLUTION AMENDING POLICIES AND PROCEDURES FOR ADMINISTRATION OF THE CITY OF NEWBERG'S AFFORDABLE HOUSING TRUST FUND

RECITALS:

1. On May 4, 2009, the Newberg City Council adopted Resolution No. 2009-2843 accepting the Newberg Affordable Housing Action Plan.
2. On February 23, 2011, the Newberg Affordable Housing Action Committee recommended that the Newberg City Council adopt an affordable housing trust fund and adopt policies and procedures for administration of the fund.
3. On March 15, 2012, the Newberg City Council passed Ordinance No. 2012-2749 establishing the Newberg Affordable Housing Trust Fund, to keep our community diverse and healthy by facilitating the production and preservation of affordable housing throughout Newberg.
4. On April 16, 2012, the Newberg City Council adopted Resolution No. 2012-2988 establishing policies and procedures for administration of the Newberg Affordable Housing Trust Fund.
5. On June 15, 2015, the Newberg City Council repealed Resolution No. 2012-2988 and adopted Resolution No. 2015-3202 amending adopted policies and procedures for administration of the Newberg Affordable Housing Trust Fund.
6. The Newberg Affordable Housing Commission met on May 26 and July 28, 2015 to discuss expanding the membership of the Newberg Affordable Housing Commission from three members to five members in the adopted policies and procedures for administration of the Newberg Affordable Housing Trust Fund. The membership requirement is in Section 5.7.
7. On July 28, 2015, the Newberg Affordable Housing Commission discussed the need to clarify the 80 percent median area income as established by the U.S. Department of Housing and Urban Development and how those income values are accepted by the City. Presently acknowledgment of the income levels requires official City Council action. Because the income tables are established by HUD and are fixed, official adoption by the City Council is not necessary and can be delegated to the Community Development Director to utilize the income values provide by the U.S. Department of Housing and Urban Development to Yamhill County for purposes of the Newberg Affordable Housing Trust Fund. The U.S. Department of Housing and Urban Development income level reference is in Section 3.1.
8. The policies and procedures for administration of the Newberg Affordable Housing Trust Fund establish eligible uses, eligible applicants, method by which funds are awarded, and selection criteria.

9. The City Council understands the changing nature of the housing market and corresponding housing needs. Therefore, the council has established flexible policies and procedures for administering the Newberg Affordable Housing Trust Fund that can respond to changing market conditions.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. Resolution No. 2012-3202 is repealed.
2. Resolution No. 2015-3211 adopted as follows:

SECTION 1. Purpose

- 1.1 The purpose of the Newberg Affordable Housing Trust Fund (NAHTF) is to support the development, preservation, and rehabilitation of housing that is affordable to the citizens of Newberg with incomes that do not exceed 80% of the area median income. The NAHTF will have a dedicated source of revenue to provide ongoing funding for housing projects or programs that address the housing needs of these Newberg residents. The primary purpose of the NAHTF is to encourage the development, preservation, and rehabilitation of housing for homeownership or rent, at a cost that will enable very low, low and moderate-income families to afford quality housing while paying no more than thirty percent of gross household income on housing.
- 1.2 To promote the rehabilitation, preservation and production of quality, well-designed rental and ownership housing, the NAHTF will award funds to community development partners that are furthering the NAHTF mission. It is expected that the local contributions made through Newberg's Affordable Housing Trust Fund will maximize the leveraging of state and federal funds, as well as encourage private sector investment in affordable housing.
- 1.3 Understanding the high cost of housing regionally, it is evident that very low, low, and moderate - income households are not being served by the housing market. To address the disparity between the cost of housing and the means of resident household to afford housing, the Newberg Affordable Housing Trust Fund aims to provide direct financial support to projects that retain or increase the supply of needed housing for households earning less than 80% the area median income, which is to be defined through income limits established by the U.S. Department of Housing and Urban Development for Yamhill County, Oregon.
- 1.4 The administrative procedures associated with the Newberg Affordable Housing Trust Fund, including fund administration, determination of eligible applicants, eligible uses and activities, award preferences, eligibility criteria, award process, and selection criteria are hereby established.

SECTION 2. Eligible Applicants

- 2.1 The Newberg Affordable Housing Trust Fund is structured to ensure that many different types of organizations and persons are eligible to receive funds.
- 2.2 Eligible applicants include governmental subdivisions, community development corporations, local housing authorities, community action agencies, community-based or neighborhood-based non-profit housing organizations, other non-profit organizations, for-profit entities and private employers, and

private landlords.

SECTION 3. Eligible Uses and Activities

- 3.1** Newberg Affordable Housing Trust Funds shall support the creation or preservation of housing that is affordable to households with incomes that do not exceed 80% of the area median income, as established by the most current U.S. Department of Housing and Urban Development for Yamhill County, Oregon, as determined by the Community Development Director.
- 3.2** Newberg Affordable Housing Trust Funds will be limited to those activities that create, preserve or acquire housing within the Newberg city limits.
- 3.3** Housing developments financed by the NAHTF which receive subsidy, financing, tax credits or other assistance under a State or Federal housing programs, may contain market rate units insofar as permissible under those programs and/or to the extent that they are necessary to support the creation of and/or ongoing sustain ability of the affordable housing units in the development. However, Newberg Affordable Housing Trust Funds may not be used to support such market rate units.
- 3.4** Affordable housing units developed utilizing subsidy from the Newberg Affordable Housing Trust Fund shall comply with the income and housing cost limits established by Newberg Municipal Code Section 15.242.030, as amended, and as restricted by a contract prepared by the City of Newberg. The city council reserves the right to make exceptions to the standards established by Newberg Municipal Code Section 15.242.030 for proposed projects it wishes to support and deems further the provision of affordable housing within the community.
- 3.5** The Newberg Affordable Housing Trust Funds can be provided as either a grant or a loan depending on the project or program receiving funding. To retain a significant degree of flexibility, the eligible uses have a broad application including the following:
- 3.5.a Acquisition and construction of new affordable housing.** Eligible acquisition and construction costs include reasonable costs associated with building or land purchase, including but not limited to:
- Purchase price
 - Option costs
 - Financing fees including but not limited to the recording of trust deeds and promissory notes, title searches, and other third party costs related to securing the loan.
 - Appraisal costs
 - Closing costs
 - Inspection fees
 - Title insurance
 - Relocation costs
 - Architectural/engineering fees
 - Permit fees
 - System development charges
 - Construction costs

- 3.5.b Conservation** of energy through the use of “green” technologies provided that the benefits of the energy savings is passed on in the form of reduced costs to the qualified occupants of the affordable housing.
- 3.5.c Land banking** to include the purchase of land to be dedicated toward the development of affordable housing in the near or long-term.
- 3.5.d Predevelopment activities** undertaken by a community development organization in support of the development of affordable housing including planning, architectural services, engineering services, landscape design, legal services, surveys, appraisals, site clearance and demolition, environmental clearance, permit application fees and system development charges. Grant funding for these types of activities may be required to convert to a loan if the project receives full funding. For-profit developers are not eligible to apply for Newberg's Affordable Housing Trust Funds to assist with predevelopment costs.
- 3.5.e Bridge loans** to assist in development of affordable housing (for rental or owner occupancy). Bridge loans are intended to provide funding to permit housing projects to proceed in advance of the availability of permanent project funding. Bridge loan funding is available for acquisition or construction activities.
- 3.5.f Capacity building** for non-profit affordable housing providers in the form of direct grant awards to fund administration of an affordable housing project or program.
- 3.5.g Rehabilitation and emergency repairs** as part of an established program to secure units as affordable or to provide direct benefits to existing very low to moderate income households.

Eligible rehabilitation and emergency repair costs include but are not limited to:

- Architectural/engineering fees
- Consultations
- Construction costs
- Relocation costs
- Financing fees including but not limited to the recording of trust deeds and promissory notes, title searches, and other third party costs related to securing the loan.
- Hazardous materials abatement including lead based paint noticing consistent with the Federal Lead Safe Housing Regulations HUD requirements at 24 CFR §35

Rehabilitation loans to the owners of owner-occupied dwellings are not eligible uses of the NAHTF.

- 3.5.h Direct benefits** to very low to moderate income households through an established program including down payment assistance, rental assistance, mortgage foreclosure prevention, emergency housing vouchers, homeownership training, renter education, or other programs intended to increase housing opportunities for Newberg's low to moderate income residents.

- 3.5.i Transitional and emergency housing** for homeless individuals and families through an established program to move people toward self-sufficiency.
- 3.5.j Educational programs and services** for potential home owners and renters.
- 3.5.k Other uses as deemed appropriate** by the Newberg City Council as supporting the development or preservation of affordable housing within the City of Newberg.

SECTION 4. Program Goals

- 4.1** To help maintain the effectiveness and long-term viability of the NAHTF, preference will be given to the provision of loans over grants. General criteria of project selection are found in Section 8 of this resolution. In no particular order, the following preferences are provided as general guidance for future applicants for Newberg Affordable Housing Trust Funds.
 - 4.1.a** Developments that produce new affordable housing units. New affordable housing units shall include housing units constructed where none had existed previously, abandoned or fire-damaged residential units to be returned to residential use, and non-residential or mixed-use projects in non-residentially-zoned property. Any designated new affordable housing units shall be secured as affordable for future use through the recording of an appropriate legal instrument approved by the city attorney.
 - 4.1.b** Developments that provide new affordability. New affordability refers to existing housing where a new level of affordability is provided that does not currently exist. This could occur in rental or ownership housing where the number of affordable units is increased, where a portion of existing units will be made affordable to households at income levels substantially lower than the units previously served, or where the term of affordability on the units will be extended for a period of at least twenty-five (25) years.
 - 4.1.c** Developments that improve the energy efficiency and safety of existing affordable housing stock while maintaining affordability of the units.
 - 4.1.d** Developments of housing utilizing the land trust model to secure property and perpetual affordability.
 - 4.1.e** Developments that include joint ventures between multiple non-profit developers and/or for profit developers, working in partnership, to complete an affordable housing project.
 - 4.1.f** Developments that include a joint venture between service providers and non-profit affordable housing developers to create projects that contain additional benefits to low income individuals in the development of the project, or additional services for the resident upon completion.
 - 4.1.g** Developments that incorporate the use of “green” building materials, use of energy-efficient appliances, low-water use landscaping, and reduced storm water runoff. In addition, developments that incorporate building design and operational factors that minimize energy use and resource consumption as well as avoid indoor health impact.

- 4.1.h** Developments that include affordable units for the disabled and the homeless.
- 4.1.i** Projects that propose long-term affordability.
- 4.1.j** Projects that are sponsored by non-profit organizations.
- 4.1.k** Projects that use private funding sources and State funding sources to leverage the least amount of Newberg's Affordable Housing Trust Funds.

SECTION 5. Fund Administration

The Newberg Affordable Housing Trust Fund (NAHTF) originated through the direction of the Newberg City Council.

- 5.1** The City of Newberg acts as fiduciary agent and administrator of the funds. The city reserves the right to contract certain tasks to most effectively and efficiently achieve its administrative duties.
- 5.2** Funds dedicated to the Newberg Affordable Housing Trust Fund shall be exclusively reserved to support the eligible uses activities identified in Section 3, and shall not be used for the general operation of the city.
- 5.3** The City of Newberg shall accept requests for funding from the NAHTF's Time Sensitive Loan Program from eligible applicants at any time in order to accommodate affordable housing project opportunities that are time sensitive. Coordination with other private and government funding application timelines will help ensure that NAHTF funds are best applied to leverage additional resources in support of the housing projects. Project submittals deemed not time-sensitive will not be approved, but the applicant will be encouraged to submit their proposal to the annual request for proposals (RFP) funding process under the NAHTF' s Competitive Awards Program. Also, eligible applicants may submit proposals to the NAHTF's Rental Rehabilitation Loan Program at any time.
- 5.4** The City of Newberg shall annually issue a notice of funding available (NOFA) to announce the availability of funds. The City shall also issue a request for proposals (RFP) for affordable housing projects that are not time sensitive.
- 5.5** As a target in any given year, up to 80 percent of the NAHTF will be available for project loans and up to 5 percent will be available for project grants. The remaining 15 percent of the NAHTF will be available for project contingencies through grants and/or loans.
- 5.6** In any given year, at least 50% of the available funds within the NAHTF shall be available for use through the competitive awards program. In any given year, the city council may make an exception to this standard to take advantage of affordable housing opportunities.
- 5.7** The City of Newberg shall form an Affordable Housing Commission (AHC) that consists of five members appointed by the Mayor with the consent of the city council. Membership of the commission should reflect representative broad interests regarding affordable housing in the community. The commission shall review applications for Newberg Affordable Housing Trust Funds to determine project eligibility and evaluate the applications based on the selection criteria. The commission shall provide recommendations to the city council who shall make final award

decisions. In addition, the commission shall meet annually to prepare the NAHTF's annual NOFA and RFP for consideration of approval by the city council. Otherwise, the commission will meet as necessary during the year.

- 5.8** Newberg Affordable Housing Trust Funds will be allocated in a manner consistent with the threshold criteria provided Section 8, and consistent with state and local public contracting law.
- 5.9** Grant monies received into the NAHTF will have five percent of those monies reserved for administration.

SECTION 6. Match Requirements

- 6.1** The Newberg Affordable Housing Trust Fund is intended to support the development of needed housing. In addition, the City of Newberg believes that projects can become stronger and more successful through the partnership of many organizations. Therefore, the following match requirements apply to projects utilizing grants from the NAHTF.
 - 6.1.a** The Newberg Affordable Housing Trust Fund grant contribution shall not exceed 50% of the total project or program cost. Required match can be met utilizing government funding, direct contribution from the applicant, private donations, and the contribution of land, materials or labor to the project.
 - 6.1.b** In the case that land previously owned by the applicant is considered as required match, the value of the land shall be determined by a city approved certified appraisal completed by the applicant or real market value from the Yamhill County assessor office provided by the applicant, unless otherwise directed in Oregon Revised Statute or Newberg Municipal Code.
 - 6.1.c** The valuation of land, and available equity to be considered as matching funds, shall be verified by the city prior to the disbursement of an NAHTF grant when its value is considered as required matching funds.
 - 6.1.d** Donated materials and labor, which are proposed as required match through the development of a project shall have their value estimated at the time of application. The actual value of these contributions is subject to verification by the city at completion of the project.
 - 6.1.e** Award recipients shall provide verifiable accounting for donated labor and materials, when such was necessary to satisfy the NAHTF match requirements.
 - 6.1.f** If a recipient of an NAHTF grant has been deemed by the city to have failed to have fulfilled all the necessary grant award match requirements, the city may require a full or partial repayment of any NAHTF grants awarded to a project.
- 6.2** Approved loans provided by the NAHTF may cover up to 80% of a project's costs. Required match can be met utilizing government funding, direct contribution from the applicant, private donations, and the contribution of land, materials or labor to the project.

SECTION 7. Allocation of Funds

The Newberg Affordable Housing Trust Fund is structured to allow flexibility for the city and housing providers. The establishment of three distinct and separate award processes is intended to provide for both consistency and flexibility of the NAHTF program. Annually, the city shall issue a notice of funding availability (NOFA), announcing the availability of funds in the following year and the types of programs. The city shall issue the NOFA for the year through publication in the Newberg Graphic and on the city's website. The NOFA shall be issued on or near July 1st of the year.

First, there is the competitive awards program. Annually, the city will issue a request for proposals for affordable housing projects of a non-time sensitive nature. Proposals awarded funding through the RFP process shall be done through a competitive basis. Loans and/or grants may be awarded through this program.

Second, there is the time sensitive program. Through this program, applicants requesting funding from the NAHTF may submit requests at any time in the year to accommodate affordable housing project opportunities that are time sensitive. Coordination with other private and government funding application timelines will help ensure that NAHTF funds are best applied to leverage additional resources in support of the housing projects. Loans and/or grants may be awarded through this program.

Third, there is the rental rehabilitation program. This program is intended to assist private property owners with rental rehabilitation projects. Applications for this program may be submitted at any time and need not be considered under the competitive awards program. Applicants seeking funding assistance must be willing to enter into a contractual agreement with the city that will ensure the future affordability of the project units for a specific period of time. Only loans will be awarded through this program.

The distribution of any and all NAHTF funds through competitive or non-competitive awards, as described in Sections 7.1 through 7.3, will be in accordance with state and local public contracting laws.

7.1 Competitive Awards Program

The City of Newberg has a limited amount of Newberg Affordable Housing Trust Funds to use each year in comparison to the scope of the housing needs within the community. As a result, it is essential that the funds are used to meet the city's priorities in an efficient and cost-effective manner. To this end, a competitive award process uses a set of award criteria to evaluate proposals received through a request for proposals (RFP) process in terms of how they address the specific priorities outlined in the annual RFP.

The steps for making the competitive grant awards or loans are outlined below.

- 7.1.a** The City of Newberg may issue an RFP Request for proposals on an annual basis depending on availability of funds, providing applicants with a minimum of 45 days to respond to the request. The RFP shall be issued on or near July 1st of the year.
- 7.1.b** City staff shall assess the project proposals to determine if the eligibility criteria are met and shall develop a recommendation to provide to the Newberg Affordable Housing Commission and the city council.
- 7.1.c** The Newberg Affordable Housing Commission will provide applicants the opportunity to make a presentation on their project proposal and provide community members the opportunity to comment by holding a public meeting.

- 7.1.d** The Newberg Affordable Housing Commission will develop an award recommendation to the city council using the NAHTF criteria to determine which projects best meet the city's spending priorities. Each application will be rated on a numeric scale as established in the annual RFP for each criterion of selection (Section 8).
- 7.1.e** The Newberg city council shall make a final decision on the award of Newberg Affordable Housing Trust Funds.
- 7.1.f** The City of Newberg shall prepare an agreement between the city and the award recipient. The agreement shall outline the conditions of award and shall be executed prior to the disbursement of any Newberg Affordable Housing Trust Funds.
- 7.1.g** An award granted to an applicant may be rescinded by the city if the applicant does not initiate the activities identified in response to the RFP in advance of the City's issuance of another RFP.

7.2 Time Sensitive Loan Program

The City of Newberg recognizes that the nature of affordable housing development is often opportunity driven and time sensitive. Through this program, applications may be submitted at any time during a given year. When applications are received, the city shall review them to determine if the applications meet the city's threshold criteria. If the criteria are met, then the funds may be awarded to, or reserved for, the applicant. Funds available through this process are awarded on a first come, first served basis.

- 7.2.a** Project Eligibility. Projects are eligible to utilize funds for activities listed in Section 3.
- 7.2.b** Project Security. Applicant must demonstrate and commit sufficient collateral to ensure the security of the loan. Security shall be demonstrated based upon an 80% loan to value ratio based upon the most current County Assessor records, unless otherwise recommended by the NAHC and approved by the City Council. Loans shall be secured via recording of a Trust Deed and Promissory Note against the property.
- 7.2.c** Loan Terms.
 - (1) Loan amounts will be determined by the proposed project need and amount available within the NAHTF.
 - (2) The standard interest rate is two percent (2%) below the prime rate.
 - (3) The standard term of the loan is two years.
 - (4) The applicant shall pay a loan processing fee equal to one percent (1%) of the loan or \$100.00, whichever is greater.
 - (5) Standard loan terms may be modified by approval of the City Council.
 - (6) The applicant shall enter into an agreement guaranteeing the dwellings will only be occupied by families or individuals meeting the income guidelines.
 - (7) The applicant will be required to pay for all financing fees including but not limited to recording of trust deeds and promissory notes, title searches, and other third party costs related to securing the loan.

7.2.d Process.

- (1) The city manager shall appoint a loan officer to process loan applications.
- (2) The loan officer will prepare application specifications.
- (3) The loan officer will review applications for eligibility, and qualify applicants as either standard or preferred applicants. The loan officer may establish a priority for awarding of qualified loans.
- (4) Prior to awarding any loan, the application will be forwarded to the Newberg Affordable Housing Commission for consideration of recommendation for approval by the Newberg city council.
- (5) The loan officer shall prepare the necessary documents and agreements to execute and provide for repayment of the loan.

7.3 Rental Rehabilitation Loan Program

7.3.a Purpose

The purpose of the rental rehabilitation loan program is to loan NAHTF monies to local landlords so they can rehabilitate dwellings and make them safe and decent for rental to low or very low income families.

7.3.b Eligibility

- (1) The dwelling must be within the Newberg city limits.
- (2) The dwelling must be rented to low or very low income families or individuals, according to income guidelines established by the Affordable Housing Commission. Preference will be given to units to be rented to very low income families or individuals.
- (3) Repairs shall improve the overall livability of the dwelling by addressing health and safety issues and by making the home more energy efficient and affordable. Priority is placed on the repairs needed to make the home safe and to prevent further deterioration and escalated costs if left unattended. Typical examples of these projects include new roofs, new windows, new electrical wiring, heating system repair/replacement, and utility repairs.
- (4) The applicant shall demonstrate sufficient equity in the property and sufficient ability to repay the loan.
- (5) The applicant shall demonstrate that the rehabilitation could not be accomplished using conventional loan programs.
- (6) Preference shall be given to landlords who live in Newberg or the Newberg area, and who own 10 or fewer rental units, and who own the property outright or have substantial equity in the property.

7.3.c Project Security. Applicant must demonstrate and commit sufficient collateral to ensure the security of the loan. Security shall be demonstrated based upon an 80% loan to value ratio based upon the most current County Assessor records, unless otherwise recommended by the NAHC and approved by the City Council. Loans shall be secured via recording of a Trust Deed and Promissory Note against the property.

7.3.d. Loan Terms

- (1) Loans are available in amounts ranging between \$5,000.00 and \$15,000.00. This amount may be increased up to \$25,000.00 if the need for repairs is justified, if the Newberg Affordable Housing Commission recommends the City Council increase the loan amount, and if adequate equity is established.
- (2) The standard interest rate is two percent (2%) below the prime rate.
- (3) The standard term of the loan is five (5) years.
- (4) The applicant shall pay a loan processing fee equal to one percent (1 %) of the loan or \$100.00, whichever is greater.
- (5) Standard loan terms may be modified by approval of the city council.
- (6) The applicant shall enter into an agreement guaranteeing the dwellings will only be occupied by families or individuals meeting the income guidelines for the loan term.
- (7) The applicant will be required to pay for all financing fees including but not limited to recording of trust deeds and promissory notes, title searches, and other third party costs related to securing the loan.

7.3.e Process

- (1) The city manager shall appoint a loan officer to process loan applications.
- (2) The loan officer will prepare application specifications. The loan officer will receive applications by a date specified in the notice of funding availability. The loan officer will accept applications after that date if funding remains available, and may establish a waiting list for applications in future funding cycles.
- (3) The loan officer will review applications for eligibility, and qualify applicants as either standard or preferred applicants. The loan officer may establish a priority for awarding of qualified loans.
- (4) Prior to awarding any loan, the application will be forwarded to the Affordable Housing Commission for consideration of recommendation for approval by the Newberg city council.
- (5) The loan officer shall prepare the necessary documents and agreements to execute and provide for repayment of the loan.
- (6) The applicant shall complete all repairs within one year of loan award.

SECTION 8. NAHTF Competitive Grant or Loan Award Threshold and Selection Criteria

- 8.1** The project is considered an eligible use or activity under Section 3, and benefits households earning less than 80% the area median income (threshold verification).
- 8.2** If the project is related to the provision of technical assistance to affordable housing providers, the use of Newberg Affordable Housing Trust Funds functions to increase the capacity of the organization to specifically address the mission of the NAHTF (threshold verification).
- 8.3** Newberg Affordable Housing Trust Funds shall be limited to the minimum amount necessary to complete the project. The lower the percentage of NAHTF funds requested, relative to the full project costs, the higher ranking the project shall be given.
- 8.4** The project addresses the unmet housing needs as identified in the Housing Element of the Newberg Comprehensive Plan.

- 8.5 The lower the income level that is targeted for the benefitting households, the higher the ranking the project shall be given.
- 8.6 The project provides new affordable housing, or new affordability, through retention or rehabilitation of existing housing, within the city. The greater the number of units provided, the higher the ranking the project shall be given.
- 8.7 The project retains the affordable housing units as affordable. The longer period of time the units remain affordable, the higher ranking the project shall be given.
- 8.8 The project addresses energy conservation through the integration of green building technologies in new construction, or achieves greater energy efficiency through rehabilitation of existing housing.
- 8.9 The project maximizes partnerships in the community (volunteers, in-kind contributions, cash contributions, multiple organization involved, etc).
- 8.10 The project utilizes already existing resources in effective and innovative ways. The project shall not duplicate service provided by another organization.
- 8.11 The agency submitting the proposal has the capacity to carry out the project and has had demonstrated successes completing projects of similar scope.
- 8.12 The budget and timeline are thorough and realistic.
- 8.13 The project is ready for implementation.
- 8.14 If the project includes the acquisition of property, the identified property is currently available for acquisition and the applicant has secured either a purchase option or letter of interest from the seller. If the applicant is also applying for federal funding (i.e. Community Development Block Grants or HOME) they should carefully review procurement requirements and limitations before obtaining a purchase option.
- 8.15 The relocation of existing residents will be minimized, and when necessary, the applicant has included accurate relocation assistance costs as part of the project pro forma.
- 8.16 The proposal demonstrates that Newberg Affordable Housing Trust Funds are the most appropriate funding source, and necessary, for the project.
- 8.17 Additional selection criteria may be developed and included in the annual RFP to best direct Newberg Affordable Housing Trust Funds toward an identified priority need. Numeric rankings for each of the selection criteria shall be incorporated into the annual RFP.

SECTION 9. Fund Revenue

- 9.1 The city manager is directed to create a new budget department code within the existing Fund 14 for monies within the NAHTF. Monies within the budget under line 14-4120-602000, Housing Authority Loans, shall be placed in this new department code.

9.2 All new revenue brought into the NAHTF shall be done so with the approval of the City Council.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: August 18, 2015.

ADOPTED by the City Council of the City of Newberg, Oregon, this 17th day of August, 2015.

Sue Ryan, City Recorder

ATTEST by the Mayor this 20th day of August, 2015.

Bob Andrews, Mayor

RESOLUTION NO. 2015-3211

A RESOLUTION AMENDING POLICIES AND PROCEDURES FOR ADMINISTRATION OF THE CITY OF NEWBERG'S AFFORDABLE HOUSING TRUST FUND

RECITALS:

1. On May 4, 2009, the Newberg City Council adopted Resolution No. 2009-2843 accepting the Newberg Affordable Housing Action Plan.
2. On February 23, 2011, the Newberg Affordable Housing Action Committee recommended that the Newberg City Council adopt an affordable housing trust fund and adopt policies and procedures for administration of the fund.
3. On March 15, 2012 the Newberg City Council passed Ordinance No. 2012-2749 establishing the Newberg Affordable Housing Trust Fund, to keep our community diverse and healthy by facilitating the production and preservation of affordable housing throughout Newberg.
4. On April 16, 2012 the Newberg City Council adopted Resolution No. 2012-2988 establishing policies and procedures for administration of the Newberg Affordable Housing Trust Fund.
5. On June 15, 2015 the Newberg City Council repealed Resolution No. 2012-2988 and adopted Resolution No. 2015-3202 amending adopted policies and procedures for administration of the Newberg Affordable Housing Trust Fund.
6. The Newberg Affordable Housing Commission met on May 26 and July 28, 2015 to discuss expanding the membership of the Newberg Affordable Housing Commission from three members to five members to the adopted policies and procedures for administration of the Newberg Affordable Housing Trust Fund.
7. The policies and procedures for administration of the Newberg Affordable Housing Trust Fund establish eligible uses, eligible applicants, method by which funds are awarded, and selection criteria.
8. The City Council understands the changing nature of the housing market and corresponding housing needs. Therefore, the council has established flexible policies and procedures for administering the Newberg Affordable Housing Trust Fund (NAHTF) that can respond to changing market conditions.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. Resolution No. 2012-3202 is repealed.

2. Resolution No. 2015-3211 as follows:

SECTION 1. Purpose

1.1 The purpose of the Newberg Affordable Housing Trust Fund (NAHTF) is to support the development, preservation, and rehabilitation of housing that is affordable to the citizens of Newberg with incomes that do not exceed 80% of the area median income. The NAHTF will have a dedicated source of revenue to provide ongoing funding for housing projects or programs that address the housing needs of these Newberg residents. The primary purpose of the NAHTF is to encourage the development, preservation, and rehabilitation of housing for homeownership or rent, at a cost that will enable very low, low and moderate-income families to afford quality housing while paying no more than thirty percent of gross household income on housing.

1.2 To promote the rehabilitation, preservation and production of quality, well-designed rental and ownership housing, the NAHTF will award funds to community development partners that are furthering the NAHTF mission. It is expected that the local contributions made through Newberg's Affordable Housing Trust Fund will maximize the leveraging of state and federal funds, as well as encourage private sector investment in affordable housing.

1.3 Understanding the high cost of housing regionally, it is evident that very low, low, and moderate -income households are not being served by the housing market. To address the disparity between the cost of housing and the means of resident household to afford housing, the Newberg Affordable Housing Trust Fund aims to provide direct financial support to projects that retain or increase the supply of needed housing for households earning less than 80% the area median income, which is to be defined through income limits established by the U.S. Department of Housing and Urban Development for Yamhill County, Oregon.

1.4 The administrative procedures associated with the Newberg Affordable Housing Trust Fund, including fund administration, determination of eligible applicants, eligible uses and activities, award preferences, eligibility criteria, award process, and selection criteria are hereby established.

SECTION 2. Eligible Applicants

2.1 The Newberg Affordable Housing Trust Fund is structured to ensure that many different types of organizations and persons are eligible to receive funds.

2.2 Eligible applicants include governmental subdivisions, community development corporations, local housing authorities, community action agencies, community-based or neighborhood-based non-profit housing organizations, other non-profit organizations, for-profit entities and private employers, and private landlords.

SECTION 3. Eligible Uses and Activities

3.1 Newberg Affordable Housing Trust Funds shall support the creation or preservation of housing that is affordable to households with incomes that do not exceed 80% of the area median income, as established by the most current U.S. Department of Housing and Urban Development for Yamhill County, Oregon, as determined by the Community Development Director and adopted by the City of Newberg.

3.2 Newberg Affordable Housing Trust Funds will be limited to those activities that create, preserve or acquire housing within the Newberg city limits.

3.3 Housing developments financed by the NAHTF which receive subsidy, financing, tax credits or other assistance under a State or Federal housing programs, may contain market rate units insofar as permissible under those programs and/or to the extent that they are necessary to support the creation of and/or ongoing sustain ability of the affordable housing units in the development. However, Newberg Affordable Housing Trust Funds may not be used to support such market rate units.

3.4 Affordable housing units developed utilizing subsidy from the Newberg Affordable Housing Trust Fund shall comply with the income and housing cost limits established by Newberg Municipal Code Section 15.242.030, as amended, and as restricted by a contract prepared by the City of Newberg. The city council reserves the right to make exceptions to the standards established by Newberg Municipal Code Section 15.242.030 for proposed projects it wishes to support and deems further the provision of affordable housing within the community.

3.5 The Newberg Affordable Housing Trust Funds can be provided as either a grant or a loan depending on the project or program receiving funding. To retain a significant degree of flexibility, the eligible uses have a broad application including the following:

3.5.a Acquisition and construction of new affordable housing. Eligible acquisition and construction costs include reasonable costs associated with building or land purchase, including but not limited to:

- Purchase price
- Option costs
- Financing fees including but not limited to the recording of trust deeds and promissory notes, title searches, and other third party costs related to securing the loan.
- Appraisal costs
- Closing costs
- Inspection fees
- Title insurance
- Relocation costs
- Architectural/engineering fees
- Permit fees
- System development charges
- Construction costs

3.5.b Conservation of energy through the use of “green” technologies provided that the benefits of the energy savings is passed on in the form of reduced costs to the qualified occupants of the affordable housing.

3.5.c Land banking to include the purchase of land to be dedicated toward the development of affordable housing in the near or long-term.

3.5.d Predevelopment activities undertaken by a community development organization in support of the development of affordable housing including planning, architectural services, engineering services, landscape design, legal services, surveys, appraisals, site clearance and demolition, environmental clearance, permit application fees and system development charges. Grant funding for these types of activities may be required to convert to a loan if the project receives full funding. For-profit developers are not eligible to apply for Newberg's Affordable Housing Trust Funds to assist with predevelopment costs.

3.5.e Bridge loans to assist in development of affordable housing (for rental or owner occupancy). Bridge loans are intended to provide funding to permit housing projects to proceed in advance of the availability of permanent project funding. Bridge loan funding is available for acquisition or construction activities.

3.5.f Capacity building for non-profit affordable housing providers in the form of direct grant awards to fund administration of an affordable housing project or program.

3.5.g Rehabilitation and emergency repairs as part of an established program to secure units as affordable or to provide direct benefits to existing very low to moderate income households.

Eligible rehabilitation and emergency repair costs include but are not limited to:

- Architectural/engineering fees
- Consultations
- Construction costs
- Relocation costs
- Financing fees including but not limited to the recording of trust deeds and promissory notes, title searches, and other third party costs related to securing the loan.
- Hazardous materials abatement including lead based paint noticing consistent with the Federal Lead Safe Housing Regulations HUD requirements at 24 CFR §35

Rehabilitation loans to the owners of owner-occupied dwellings are not eligible uses of the NAHTF.

3.5.h Direct benefits to very low to moderate income households through an established program including down payment assistance, rental assistance, mortgage foreclosure prevention, emergency housing vouchers, homeownership training, renter education, or other programs intended to increase housing opportunities for Newberg's low to moderate income residents.

3.5.i Transitional and emergency housing for homeless individuals and families through an established program to move people toward self-sufficiency.

3.5.j Educational programs and services for potential home owners and renters.

3.5.k Other uses as deemed appropriate by the Newberg City Council as supporting the development or preservation of affordable housing within the City of Newberg.

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4.1 To help maintain the effectiveness and long-term viability of the NAHTF, preference will be given to the provision of loans over grants. General criteria of project selection are found in Section 8 of this resolution. In no particular order, the following preferences are provided as general guidance for future applicants for Newberg Affordable Housing Trust Funds.

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4.1.b Developments that provide new affordability. New affordability refers to existing housing where a new level of affordability is provided that does not currently exist. This could occur in rental or ownership housing where the number of affordable units is increased, where a portion of existing units will be made affordable to households at income levels substantially lower than the units previously served, or where the term of affordability on the units will be extended for a period of at least twenty-five (25) years.

4.1.c Developments that improve the energy efficiency and safety of existing affordable housing stock while maintaining affordability of the units.

4.1.d Developments of housing utilizing the land trust model to secure property and perpetual affordability.

4.1.e Developments that include joint ventures between multiple non-profit developers and/or for-profit developers, working in partnership, to complete an affordable housing project.

4.1.f Developments that include a joint venture between service providers and non-profit affordable housing developers to create projects that contain additional benefits to low income individuals in the development of the project, or additional services for the resident upon completion.

4.1.g Developments that incorporate the use of "green" building materials, use of energy-efficient appliances, low-water use landscaping, and reduced storm water runoff. In addition, developments that incorporate building design and operational factors that minimize energy use and resource consumption as well as avoid indoor health impact.

4.1.h Developments that include affordable units for the disabled and the homeless.

4.1.i Projects that propose long-term affordability.

4.1.j Projects that are sponsored by non-profit organizations.

4.1.k Projects that use private funding sources and State funding sources to leverage the least amount of Newberg's Affordable Housing Trust Funds.

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5.2 Funds dedicated to the Newberg Affordable Housing Trust Fund shall be exclusively reserved to support the eligible uses activities identified in Section 3, and shall not be used for the general operation of the city.

5.3 The City of Newberg shall accept requests for funding from the NAHTF's Time Sensitive Loan Program from eligible applicants at any time in order to accommodate affordable housing project opportunities that are time sensitive. Coordination with other private and government funding application timelines will help ensure that NAHTF funds are best applied to leverage additional resources in support of the housing projects. Project submittals deemed not time-sensitive will not be approved, but the applicant will be encouraged to submit their proposal to the annual request for proposals (RFP) funding process under the NAHTF's Competitive Awards Program. Also, eligible applicants may submit proposals to the NAHTF's Rental Rehabilitation Loan Program at any time.

5.4 The City of Newberg shall annually issue a notice of funding available (NOFA) to announce the availability of funds. The City shall also issue a request for proposals (RFP) for affordable housing projects that are not time sensitive.

5.5 As a target in any given year, up to 80 percent of the NAHTF will be available for project loans and up to 5 percent will be available for project grants. The remaining 15 percent of the NAHTF will be available for project contingencies through grants and/or loans.

5.6 In any given year, at least 50% of the available funds within the NAHTF shall be available for use through the competitive awards program. In any given year, the city council may make an exception to this standard to take advantage of affordable housing opportunities.

5.7 The City of Newberg shall form an Affordable Housing Commission (AHC) that consists of ~~five~~ three members appointed by the Mayor with the consent of the city council. Membership of the commission should reflect representative broad interests regarding affordable housing in the community. The commission shall review applications for Newberg Affordable Housing Trust Funds to determine project eligibility and evaluate the applications based on the selection criteria. The commission shall provide recommendations to the city council who shall make final award decisions. In addition, the commission shall meet annually to prepare the NAHTF's annual NOFA and RFP for consideration of approval by the city council. Otherwise, the commission will meet as necessary during the year.

5.8 Newberg Affordable Housing Trust Funds will be allocated in a manner consistent with the threshold criteria provided Section 8, and consistent with state and local public contracting law.

5.9 Grant monies received into the NAHTF will have five percent of those monies reserved for administration.

SECTION 6. Match Requirements

6.1 The Newberg Affordable Housing Trust Fund is intended to support the development of needed housing. In addition, the City of Newberg believes that projects can become stronger and more successful through the partnership of many organizations. Therefore, the following match requirements apply to projects utilizing grants from the NAHTF.

6.1.a The Newberg Affordable Housing Trust Fund grant contribution shall not exceed 50% of the total project or program cost. Required match can be met utilizing government funding, direct contribution from the applicant, private donations, and the contribution of land, materials or labor to the project.

6.1.b In the case that land previously owned by the applicant is considered as required match, the value of the land shall be determined by a city approved certified appraisal completed by the applicant or real market value from the Yamhill County assessor office provided by the applicant, unless otherwise directed in Oregon Revised Statute or Newberg Municipal Code.

6.1.c The valuation of land, and available equity to be considered as matching funds, shall be verified by the city prior to the disbursement of an NAHTF grant when its value is considered as required matching funds.

6.1.d Donated materials and labor, which are proposed as required match through the development of a project shall have their value estimated at the time of application. The actual value of these contributions is subject to verification by the city at completion of the project.

6.1.e Award recipients shall provide verifiable accounting for donated labor and materials, when such was necessary to satisfy the NAHTF match requirements.

6.1.f If a recipient of an NAHTF grant has been deemed by the city to have failed to have fulfilled all the necessary grant award match requirements, the city may require a full or partial repayment of any NAHTF grants awarded to a project.

6.2 Approved loans provided by the NAHTF may cover up to 80% of a project's costs. Required match can be met utilizing government funding, direct contribution from the applicant, private donations, and the contribution of land, materials or labor to the project.

SECTION 7. Allocation of Funds

The Newberg Affordable Housing Trust Fund is structured to allow flexibility for the city and housing providers. The establishment of three distinct and separate award processes is intended to provide for both consistency and flexibility of the NAHTF program. Annually, the city shall issue a notice of funding availability (NOFA), announcing the availability of funds in the following year and the types of programs. The city shall issue the NOFA for the year through publication in the Newberg Graphic and on the city's website. The NOFA shall be issued on or near July 1st of the year.

First, there is the competitive awards program. Annually, the city will issue a request for proposals for affordable housing projects of a non-time sensitive nature. Proposals awarded funding through the RFP process shall be done through a competitive basis. Loans and/or grants may be awarded through this program.

Second, there is the time sensitive program. Through this program, applicants requesting funding from the NAHTF may submit requests at any time in the year to accommodate affordable housing project opportunities that are time sensitive. Coordination with other private and government funding application timelines will help ensure that NAHTF funds are best applied to leverage additional resources in support of the housing projects. Loans and/or grants may be awarded through this program.

Third, there is the rental rehabilitation program. This program is intended to assist private property owners with rental rehabilitation projects. Applications for this program may be submitted at any time and need not be considered under the competitive awards program. Applicants seeking funding assistance must be willing to enter into a contractual agreement with the city that will ensure the future affordability of the project units for a specific period of time. Only loans will be awarded through this program.

The distribution of any and all NAHTF funds through competitive or non-competitive awards, as described in Sections 7.1 through 7.3, will be in accordance with state and local public contracting laws.

7.1 Competitive Awards Program

The City of Newberg has a limited amount of Newberg Affordable Housing Trust Funds to use each year in comparison to the scope of the housing needs within the community. As a result, it is essential that the funds are used to meet the city's priorities in an efficient and cost-effective manner. To this end, a competitive award process uses a set of award criteria to evaluate proposals received through a request for proposals (RFP) process in terms of how they address the specific priorities outlined in the annual RFP.

The steps for making the competitive grant awards or loans are outlined below.

7.1.a The City of Newberg may issue an RFP Request for proposals on an annual basis depending on availability of funds, providing applicants with a minimum of 45 days to respond to the request. The RFP shall be issued on or near July 1st of the year.

7.1.b City staff shall assess the project proposals to determine if the eligibility criteria are met and shall develop a recommendation to provide to the Newberg Affordable Housing Commission and the city council.

7.1.c The Newberg Affordable Housing Commission will provide applicants the opportunity to make a presentation on their project proposal and provide community members the opportunity to comment by holding a public meeting.

7.1.d The Newberg Affordable Housing Commission will develop an award recommendation to the city council using the NAHTF criteria to determine which projects best meet the city's spending priorities. Each application will be rated on a numeric scale as established in the annual RFP for each criterion of selection (Section 8).

7.1.e The Newberg city council shall make a final decision on the award of Newberg Affordable Housing Trust Funds.

7.1.f The City of Newberg shall prepare an agreement between the city and the award recipient. The agreement shall outline the conditions of award and shall be executed prior to the disbursement of any Newberg Affordable Housing Trust Funds.

7.1.g An award granted to an applicant may be rescinded by the city if the applicant does not initiate the activities identified in response to the RFP in advance of the City's issuance of another RFP.

7.2 Time Sensitive Loan Program

The City of Newberg recognizes that the nature of affordable housing development is often opportunity driven and time sensitive. Through this program, applications may be submitted at any time during a given year. When applications are received, the city shall review them to determine if the applications meet the city's threshold criteria. If the criteria are met, then the funds may be awarded to, or reserved for, the applicant. Funds available through this process are awarded on a first come, first served basis.

7.2.a Project Eligibility. Projects are eligible to utilize funds for activities listed in Section 3.

7.2.b Project Security. Applicant must demonstrate and commit sufficient collateral to ensure the security of the loan. Security shall be demonstrated based upon an 80% loan to value ratio based upon the most current County Assessor records, unless otherwise recommended by the NAHC and approved by the City Council. Loans shall be secured via recording of a Trust Deed and Promissory Note against the property.

7.2.c Loan Terms.

- (1) Loan amounts will be determined by the proposed project need and amount available within the NAHTF.
- (2) The standard interest rate is two percent (2%) below the prime rate.
- (3) The standard term of the loan is two years.
- (4) The applicant shall pay a loan processing fee equal to one percent (1%) of the loan or \$100.00, whichever is greater.
- (5) Standard loan terms may be modified by approval of the City Council.
- (6) The applicant shall enter into an agreement guaranteeing the dwellings will only be occupied by families or individuals meeting the income guidelines.
- (7) The applicant will be required to pay for all financing fees including but not limited to recording of trust deeds and promissory notes, title searches, and other third party costs related to securing the loan.

7.2.d Process.

- (1) The city manager shall appoint a loan officer to process loan applications.
- (2) The loan officer will prepare application specifications.

- (3) The loan officer will review applications for eligibility, and qualify applicants as either standard or preferred applicants. The loan officer may establish a priority for awarding of qualified loans.
- (4) Prior to awarding any loan, the application will be forwarded to the Newberg Affordable Housing Commission for consideration of recommendation for approval by the Newberg city council.
- (5) The loan officer shall prepare the necessary documents and agreements to execute and provide for repayment of the loan.

7.3 Rental Rehabilitation Loan Program

7.3.a Purpose

The purpose of the rental rehabilitation loan program is to loan NAHTF monies to local landlords so they can rehabilitate dwellings and make them safe and decent for rental to low or very low income families.

7.3.b Eligibility

- (1) The dwelling must be within the Newberg city limits.
- (2) The dwelling must be rented to low or very low income families or individuals, according to income guidelines established by the Affordable Housing Commission. Preference will be given to units to be rented to very low income families or individuals.
- (3) Repairs shall improve the overall livability of the dwelling by addressing health and safety issues and by making the home more energy efficient and affordable. Priority is placed on the repairs needed to make the home safe and to prevent further deterioration and escalated costs if left unattended. Typical examples of these projects include new roofs, new windows, new electrical wiring, heating system repair/replacement, and utility repairs.
- (4) The applicant shall demonstrate sufficient equity in the property and sufficient ability to repay the loan.
- (5) The applicant shall demonstrate that the rehabilitation could not be accomplished using conventional loan programs.
- (6) Preference shall be given to landlords who live in Newberg or the Newberg area, and who own 10 or fewer rental units, and who own the property outright or have substantial equity in the property.

7.3.c Project Security. Applicant must demonstrate and commit sufficient collateral to ensure the security of the loan. Security shall be demonstrated based upon an 80% loan to value ratio based upon the most current County Assessor records, unless otherwise recommended by the NAHC and approved by the City Council. Loans shall be secured via recording of a Trust Deed and Promissory Note against the property.

7.3.d. Loan Terms

- (1) Loans are available in amounts ranging between \$5,000.00 and \$15,000.00. This amount may be increased up to \$25,000.00 if the need for repairs is justified, if the Newberg

Affordable Housing Commission recommends the City Council increase the loan amount, and if adequate equity is established.

- (2) The standard interest rate is two percent (2%) below the prime rate.
- (3) The standard term of the loan is five (5) years.
- (4) The applicant shall pay a loan processing fee equal to one percent (1 %) of the loan or \$100.00, whichever is greater.
- (5) Standard loan terms may be modified by approval of the city council.
- (6) The applicant shall enter into an agreement guaranteeing the dwellings will only be occupied by families or individuals meeting the income guidelines for the loan term.
- (7) The applicant will be required to pay for all financing fees including but not limited to recording of trust deeds and promissory notes, title searches, and other third party costs related to securing the loan.

7.3.e Process

- (1) The city manager shall appoint a loan officer to process loan applications.
- (2) The loan officer will prepare application specifications. The loan officer will receive applications by a date specified in the notice of funding availability. The loan officer will accept applications after that date if funding remains available, and may establish a waiting list for applications in future funding cycles.
- (3) The loan officer will review applications for eligibility, and qualify applicants as either standard or preferred applicants. The loan officer may establish a priority for awarding of qualified loans.
- (4) Prior to awarding any loan, the application will be forwarded to the Affordable Housing Commission for consideration of recommendation for approval by the Newberg city council.
- (5) The loan officer shall prepare the necessary documents and agreements to execute and provide for repayment of the loan.
- (6) The applicant shall complete all repairs within one year of loan award.

SECTION 8. NAHTF Competitive Grant or Loan Award Threshold and Selection Criteria

8.1 The project is considered an eligible use or activity under Section 3, and benefits households earning less than 80% the area median income (threshold verification).

8.2 If the project is related to the provision of technical assistance to affordable housing providers, the use of Newberg Affordable Housing Trust Funds functions to increase the capacity of the organization to specifically address the mission of the NAHTF (threshold verification).

8.3 Newberg Affordable Housing Trust Funds shall be limited to the minimum amount necessary to complete the project. The lower the percentage of NAHTF funds requested, relative to the full project costs, the higher ranking the project shall be given.

- 8.4 The project addresses the unmet housing needs as identified in the Housing Element of the Newberg Comprehensive Plan.
- 8.5 The lower the income level that is targeted for the benefitting households, the higher the ranking the project shall be given.
- 8.6 The project provides new affordable housing, or new affordability, through retention or rehabilitation of existing housing, within the city. The greater the number of units provided, the higher the ranking the project shall be given.
- 8.7 The project retains the affordable housing units as affordable. The longer period of time the units remain affordable, the higher ranking the project shall be given.
- 8.8 The project addresses energy conservation through the integration of green building technologies in new construction, or achieves greater energy efficiency through rehabilitation of existing housing.
- 8.9 The project maximizes partnerships in the community (volunteers, in-kind contributions, cash contributions, multiple organization involved, etc).
- 8.10 The project utilizes already existing resources in effective and innovative ways. The project shall not duplicate service provided by another organization.
- 8.11 The agency submitting the proposal has the capacity to carry out the project and has had demonstrated successes completing projects of similar scope.
- 8.12 The budget and timeline are thorough and realistic.
- 8.13 The project is ready for implementation.
- 8.14 If the project includes the acquisition of property, the identified property is currently available for acquisition and the applicant has secured either a purchase option or letter of interest from the seller. If the applicant is also applying for federal funding (i.e. Community Development Block Grants or HOME) they should carefully review procurement requirements and limitations before obtaining a purchase option.
- 8.15 The relocation of existing residents will be minimized, and when necessary, the applicant has included accurate relocation assistance costs as part of the project pro forma.
- 8.16 The proposal demonstrates that Newberg Affordable Housing Trust Funds are the most appropriate funding source, and necessary, for the project.
- 8.17 Additional selection criteria may be developed and included in the annual RFP to best direct Newberg Affordable Housing Trust Funds toward an identified priority need. Numeric rankings for each of the selection criteria shall be incorporated into the annual RFP.

SECTION 9. Fund Revenue

- 9.1 The city manager is directed to create a new budget department code within the existing Fund 14 for monies within the NAHTF. Monies within the budget under line 14-4120-602000, Housing Authority Loans, shall be placed in this new department code.
- 9.2 All new revenue brought into the NAHTF shall be done so with the approval of the city council.

EFFECTIVE DATE of this resolution is the day after the adoption date, which is: XXXXX, 2015.

ADOPTED by the City Council of the City of Newberg, Oregon, this XXX day of XXX, 2015.

Sue Ryan, City Recorder

ATTEST by the Mayor this day of , 2015.

Bob Andrews, Mayor

DRAFT

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: August 17, 2015

Order ___ Ordinance ___ Resolution XX Motion ___ Information ___
No. No. No. 2015-3219

SUBJECT: A resolution to authorize the City Manager to enter into a Small Enterprise License Agreement with Environmental Systems Research Institute, Inc (ESRI) in the amount of \$75,000.

**Contact Person (Preparer) for this Motion: Kaaren Hofmann, P.E., City Engineer
Dept.: Engineering Services Department
File No.:**

RECOMMENDATION:

Adopt Resolution No. 2015-3219 authorizing the City Manager Pro Tem to enter into a Small Enterprise License Agreement with Environmental Systems Research Institute, Inc. (ESRI) in the amount of \$75,000 for the next three years.

EXECUTIVE SUMMARY:

The City's Geographical Information System (GIS) serves a vital role in compiling data for City departments and is an essential tool in completing projects. Our GIS has operated using the ESRI software for over ten years. Our existing license expired on July 31, 2015. The license is renewed every three years.

FISCAL IMPACT:

The agreement will be invoiced evenly over the next three years. The cost per year will be \$25,000. This amount was accounted for in the FY15/16 approved budget.

STRATEGIC ASSESSMENT:

This license agreement will allow the City to maintain and improve our existing GIS system that is utilized City wide.



RESOLUTION No. 2015-3219

A RESOLUTION TO AUTHORIZE THE CITY MANAGER PRO TEM TO ENTER INTO A SMALL ENTERPRISE LICENSE AGREEMENT WITH ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE, INC (ESRI) IN THE AMOUNT OF \$75,000

RECITALS:

1. The City of Newberg's existing Geographical Information System (GIS) has utilized the ERSI software for over ten years.
2. Our existing License Agreement expired on July 31, 2015.
3. The new License Agreement will be effective for another three years and is attached as Exhibit "A".

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. The City Council, acting as contract review board for the City, does hereby authorize the City Manager Pro Tem to enter into a 3 Year Small Enterprise License Agreement with Environmental Systems Research Institute, Inc. totaling of \$75,000.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: August 18, 2015.

ADOPTED by the City Council of the City of Newberg, Oregon, this 17th day of August, 2015.

Sue Ryan, City Recorder

ATTEST by the Mayor this 19th day of August, 2015.

Bob Andrews, Mayor



Esri Use Only:

Cust. Name _____
Cust. # _____
PO # _____
Esri Agreement # _____

Esri, 380 New York St., Redlands, CA 92373-8100 USA • TEL 909-793-2853 • FAX 909-793-5953

**SMALL ENTERPRISE LICENSE AGREEMENT
COUNTY AND MUNICIPALITY
(E214-1)**

This Agreement is by and between the organization identified in the Quotation ("Licensee") and **Environmental Systems Research Institute, Inc. ("Esri")**.

This Agreement sets forth the terms for Licensee's use of Products and incorporates by reference (i) the Quotation and (ii) the License Agreement. Should there be any conflict between the terms and conditions of the documents that comprise this Agreement, the order of precedence for the documents shall be as follows: (i) the Quotation, (ii) this Agreement, and (iii) the License Agreement. This Agreement shall be governed by and construed in accordance with the laws of the state in which Licensee is located without reference to conflict of laws principles, and the USA federal law shall govern in matters of intellectual property. The modifications and additional rights granted in this Agreement apply only to the Products listed in Table A.

**Table A
List of Products**

Unlimited Quantities

Desktop Software and Extensions

ArcGIS for Desktop Advanced
ArcGIS for Desktop Standard
ArcGIS for Desktop Basic
ArcGIS for Desktop Extensions: ArcGIS 3D Analyst, ArcGIS Spatial Analyst, ArcGIS Geostatistical Analyst, ArcGIS Publisher, ArcGIS Network Analyst, ArcGIS Schematics, ArcGIS Workflow Manager for Desktop, ArcGIS Data Reviewer

Server Software and Extensions

ArcGIS for Server Workgroup and Enterprise (Advanced, Standard, and Basic)
ArcGIS for Server Extensions: ArcGIS 3D Analyst, ArcGIS Spatial Analyst, ArcGIS Geostatistical Analyst, ArcGIS Network Analyst, ArcGIS Schematics, ArcGIS Workflow Manager for Server, ArcGIS Image Extension for Server

Developer Tools

ArcGIS Engine
ArcGIS Engine Extensions: ArcGIS 3D Analyst, ArcGIS Spatial Analyst, ArcGIS Engine Geodatabase Update, ArcGIS Network Analyst, ArcGIS Schematics
ArcGIS Runtime Standard
ArcGIS Runtime Standard Extensions: ArcGIS 3D Analyst, ArcGIS Spatial Analyst, ArcGIS Network Analyst

Limited Quantities

One (1) Annual Subscription to Esri Developer Network (EDN) Standard*
One (1) Esri CityEngine Advanced Single Use License
One (1) Esri CityEngine Advanced Concurrent Use License
One (1) ArcGIS Online Subscription

OTHER BENEFITS

One (1) ArcGIS Online subscription with specified named users and credits as determined in the program description	Level 2
Number of Esri User Conference registrations provided annually	2
Number of Tier 1 Help Desk individuals authorized to call Esri	2
Maximum number of sets of backup media, if requested**	2
Virtual Campus Annual User License allowance	5,000
Five percent (5%) discount on all individual commercially available instructor-led training classes at Esri facilities purchased outside this Agreement (Discount does not apply to Small Enterprise Training Package.)	

* Maintenance is not provided for these items.

**Additional sets of backup media may be purchased for a fee.

Licensee may accept this Agreement by signing and returning the whole Agreement with a sales quotation, purchase order, or other document ("Ordering Document") that matches the Quotation and references this Agreement. **ADDITIONAL OR CONFLICTING TERMS IN LICENSEE'S ORDERING DOCUMENT WILL NOT APPLY, AND THE TERMS OF THIS AGREEMENT WILL GOVERN.** Unless otherwise mutually agreed to, this Agreement is effective as of the date of the last signature on the signature page ("Effective Date") or, if no date is provided with the signature, the date of Esri's receipt of Licensee's Ordering Document incorporating this Agreement by reference.

Term of Agreement: Three (3) years

This Agreement supersedes any previous agreements, proposals, presentations, understandings, and arrangements between the parties relating to the licensing of the Products. Except as provided in Article 4—Product Updates, no modifications can be made to this Agreement.

Accepted and Agreed:

(Licensee)

By: _____
Authorized Signature

Printed Name: _____

Title: _____

Date: _____

LICENSEE CONTACT INFORMATION

Contact: _____

Telephone: _____

Address: _____

Fax: _____

City, State, Postal Code: _____

E-mail: _____

Country: _____

Quotation Number (if applicable): _____

1.0—ADDITIONAL DEFINITIONS

In addition to the definitions provided in the License Agreement, the following definitions apply to this Agreement:

"Deploy", "Deployed" and "Deployment" mean to redistribute and install the Products and related Authorization Codes within Licensee's organization(s).

"Fee" means the fee set forth in the Quotation.

"Incident" means a failure of the Software or Online Services to operate according to the Documentation where such failure substantially impacts operational or functional performance.

"License Agreement" means (i) the applicable license agreement incorporated by this reference that is found at <http://www.esri.com/legal/software-license>; composed of the General License Terms and Conditions (E204) and Exhibit 1, Scope of Use (E300); and available in the installation process requiring acceptance by electronic acknowledgment or (ii) a signed license agreement between the parties that supersedes such electronically acknowledged license agreement.

"Maintenance" means Tier 2 Support, Product updates, and Product patches provided to Licensee during the term of this Agreement.

"Product(s)" means the products identified in Table A—List of Products and any updates to the list Esri provides in writing.

"Quotation" means the offer letter and quotation provided separately to Licensee.

"Technical Support" means the technical assistance for attempting resolution of a reported Incident through error correction, patches, hot fixes, workarounds, replacement deliveries, or any other type of Product corrections or modifications.

"Tier 1 Help Desk" means Licensee's point of contact(s) to provide all Tier 1 Support within Licensee's organization(s).

"Tier 1 Support" means the Technical Support provided by the Tier 1 Help Desk.

"Tier 2 Support" means the Technical Support provided to the Tier 1 Help Desk when an Incident cannot be resolved through Tier 1 Support. Licensee will receive Tier 2 Support from Esri.

2.0—ADDITIONAL GRANT OF LICENSE

2.1 Grant of License. Subject to the terms and conditions of this Agreement, Esri grants to Licensee a personal, nonexclusive, nontransferable license solely to use, copy, and Deploy quantities of the Products listed in Table A—List of Products for the term provided on the first page (i) for the applicable Fee and (ii) in accordance with the License Agreement.

2.2 Consultant Access. Esri grants Licensee the right to permit Licensee's consultants or contractors to use the Products exclusively for Licensee's benefit. Licensee will be solely responsible for compliance by consultants and contractors with this Agreement and will ensure that the consultant or contractor discontinues use of Products upon completion of work for Licensee. Access to or use of Products by consultants or contractors not exclusively for Licensee's benefit is prohibited. Licensee may not permit its consultants or contractors to install Software or Data on consultant, contractor, or third-party computers or remove Software or Data from Customer locations, except for the purpose of hosting the Software or Data on Contractor Servers for the benefit of Licensee.

3.0—TERM, TERMINATION, AND EXPIRATION

3.1 Term. The term of this Agreement and all licenses hereunder will commence on the Effective Date and continue for the duration identified on the signature page, unless this Agreement is terminated earlier as provided herein. Licensee is only authorized to use Products during the term of this Agreement. For an Agreement with a limited term, Esri does not grant Licensee an indefinite or perpetual license to Products.

3.2 No Use upon Agreement Expiration or Termination. All Product licenses and all Maintenance, Esri Virtual Campus access, and Esri User Conference registrations terminate on expiration or termination of this Agreement.

3.3 Termination for a Material Breach. Either party may terminate this Agreement for a material breach by the other party. The breaching party will be given a period of thirty (30) days from the date of written notice to cure any material breach.

3.4 Termination for Lack of Funds. For an Agreement with government or government-owned entities, either party may terminate this Agreement before any subsequent year if Licensee is unable to secure

funding through the legislative or governing body's approval process.

4.0—PRODUCT UPDATES

4.1 Future Updates. Esri reserves the right to update the list of Products in Table A—List of Products by providing written notice to Licensee. Licensee may continue to use all Products that have been Deployed, but support and upgrades for deleted items may not be available. As new Products are incorporated into the standard program, they will be offered to Licensee via written notice for incorporation into the Products schedule at no additional charge. Licensee's use of new or updated Products requires Licensee to adhere to applicable additional or revised terms and conditions of the License Agreement.

4.2 Product Life Cycle. During the term of this Agreement, some Products may be retired or may no longer be available to Deploy in the identified quantities. Maintenance will be subject to the individual Product Life Cycle Support Status and Product Life Cycle Support Policy, which can be found at <http://support.esri.com/en/content/productlifecycles>. Updates for Products in the mature and retired phases may not be available. Licensee may continue to use Products already Deployed for the term of this Agreement, but Licensee will not be able to Deploy retired Products.

5.0—MAINTENANCE

The Fee includes standard maintenance benefits specified in the most current applicable Esri Standard Maintenance Program document (found at <http://www.esri.com/legal>). At Esri's sole discretion, Esri may make patches, hot fixes, or updates available for download. No Software other than the defined Products will receive Maintenance. Licensee may acquire maintenance for other Software outside this Agreement.

a. Tier 1 Support

1. Licensee will provide Tier 1 Support through the Tier 1 Help Desk to all Licensee's authorized users.
2. The Tier 1 Help Desk will be fully trained in the Products.
3. At a minimum, Tier 1 Support will include those activities that assist the user in resolving how-to and operational questions as well as questions on installation and troubleshooting procedures.

4. The Tier 1 Help Desk will be the initial points of contact for all questions and reporting of an Incident. The Tier 1 Help Desk will obtain a full description of each reported Incident and the system configuration from the user. This may include obtaining any customizations, code samples, or data involved in the Incident. The Tier 1 Help Desk may also use any other information and databases that may be developed to satisfactorily resolve the Incident.
5. If the Tier 1 Help Desk cannot resolve the Incident, an authorized Tier 1 Help Desk individual may contact Tier 2 Support. The Tier 1 Help Desk will provide support in such a way as to minimize repeat calls and make solutions to problems available to Licensee.
6. Tier 1 Help Desk individuals are the only individuals authorized to contact Tier 2 Support. Licensee may change the Tier 1 Help Desk individuals by written notice to Esri.

b. Tier 2 Support

1. Tier 2 Support will log the calls received from Tier 1 Help Desk.
2. Tier 2 Support will review all information collected by and received from the Tier 1 Help Desk including preliminary documented troubleshooting provided by the Tier 1 Help Desk when Tier 2 Support is required.
3. Tier 2 Support may request that Tier 1 Help Desk individuals provide verification of information, additional information, or answers to additional questions to supplement any preliminary information gathering or troubleshooting performed by Tier 1 Help Desk.
4. Tier 2 Support will attempt to resolve the Incident submitted by Tier 1 Help Desk.
5. When the Incident is resolved, Tier 2 Support will communicate the information to Tier 1 Help Desk, and Tier 1 Help Desk will disseminate the resolution to the user(s).

6.0—ENDORSEMENT AND PUBLICITY

This Agreement will not be construed or interpreted as an exclusive dealings agreement or Licensee's endorsement of Products. Either party may publicize the existence of this Agreement.

7.0—ADMINISTRATIVE REQUIREMENTS

7.1 OEM Licenses. Under Esri's OEM or Solution OEM programs, OEM partners are authorized to embed or bundle portions of Esri products and services with their application or service. OEM partners' business model, licensing terms and conditions, and pricing are independent of this Agreement. Licensee will not seek any discount from the OEM partner or Esri based on the availability of Products under this Agreement. Licensee will not decouple Esri products or services from the OEM partners' application or service.

7.2 Annual Report of Deployments. At each anniversary date and ninety (90) calendar days prior to the expiration date of this Agreement, Licensee will provide Esri with a written report detailing all Deployments. Upon request, Licensee will provide records sufficient to verify the accuracy of the annual report.

8.0—ORDERING, ADMINISTRATIVE PROCEDURES, DELIVERY, AND DEPLOYMENT

8.1 Orders, Delivery, and Deployment

- a. Licensee will issue an Ordering Document upon execution of this Agreement and annually thereafter in accordance with the Quotation. Payment will be due and payable within thirty (30) calendar days of the anniversary date of the Effective Date, with the initial payment due within thirty (30) calendar days of execution of this Agreement. Esri's federal ID number is 95-2775-732.
- b. Upon receipt of the initial Ordering Document from Licensee, Esri will authorize download of the Products to Licensee for Deployment. If requested, Esri will ship backup media to the ship-to address identified on the Ordering Document, FOB Destination, with shipping charges prepaid. For those entities that avoid sales tax by downloading deliverables, request for delivery or receipt of tangible media may cause the Fee to be subject to taxes. Licensee acknowledges that should such taxes become due, Esri has a right to invoice and Licensee will pay any such sales or use tax associated with its receipt of tangible media.
- c. Esri will provide Authorization Codes to activate the nondestructive copy protection program that enables the Products to operate.

8.2 Order Requirements

- a. All orders pertaining to this Agreement will be processed through Licensee's centralized point of contact.
- b. The following information will be included in each Ordering Document:
 - (1) Licensee name; Esri customer number, if known; and bill-to and ship-to addresses
 - (2) Order number
 - (3) Applicable annual payment due

9.0—MERGERS, ACQUISITIONS, OR DIVESTITURES

If Licensee is a commercial entity, Licensee will notify Esri in writing in the event of (i) a consolidation, merger, or reorganization of Licensee with or into another corporation or entity; (ii) Licensee's acquisition of another entity; or (iii) a transfer or sale of all or part of Licensee's organization (subsections i, ii, and iii, collectively referred to as "Ownership Change"). There will be no decrease in Fee as a result of any Ownership Change.

- 9.1 If an Ownership Change increases the cumulative program count beyond the maximum level for this Agreement, Esri reserves the right to increase the Fee or terminate this Agreement and the parties will negotiate a new agreement.
- 9.2 If an Ownership Change results in transfer or sale of a portion of Licensee's organization, that portion of Licensee's organization will uninstall, remove, and destroy or transfer the Products to Licensee.
- 9.3 This Agreement may not be assigned to a successor entity as a result of an Ownership Change unless approved by Esri in writing in advance. If the assignment to the new entity is not approved, Licensee will require any successor entity to uninstall, remove, and destroy the Products, and this Agreement will terminate upon such Ownership Change.



Quotation # 20469267

ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE, INC.
 380 New York St
 Redlands, CA 92373-8100
 Phone: (909) 793-2853 Fax: (909) 307-3025
 DUNS Number: 06-313-4175 CAGE Code: 0AMS3

Date: May 15, 2015
Customer # 333879 Contract #

City of Newberg
 Engineering Services Dept
 414 E 1st St
 Newberg, OR 97132

ATTENTION: Greg Stiffler
PHONE: (503) 554 7769
FAX: 503-537-1235

*To expedite your order, please attach a copy of this quotation to your purchase order.
 Quote is valid from: 05/15/2015 To: 08/13/2015*

Material	Qty	Description	Unit Price	Total
110035	1	Populations of 0 to 25,000 Small Government Term Enterprise License Agreement - Year One	25,000.00	25,000.00
110035	1	Populations of 0 to 25,000 Small Government Term Enterprise License Agreement - Year Two	25,000.00	25,000.00
110035	1	Populations of 0 to 25,000 Small Government Term Enterprise License Agreement - Year Three	25,000.00	25,000.00
			Item Total:	75,000.00
			Subtotal:	75,000.00
			Sales Tax:	0.00
			Estimated Shipping & Handling(2 Day Delivery) :	0.00
			Contract Pricing Adjust:	0.00
			Total:	\$75,000.00

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact: Tammy Hook **Email:** thook@esri.com **Phone:** (909) 793-2853 x3949

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If sending remittance, please address to: Esri, File No. 54630, Los Angeles, Ca 90074-4630



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If you have made ANY alterations to the line items included in this quote and have chosen to sign the quote to indicate your acceptance, you must fax Esri the signed quote in its entirety in order for the quote to be accepted. You will be contacted by your Customer Service Representative if additional information is required to complete your request.

If your organization is a US Federal, state, or local government agency; an educational facility; or a company that will not pay an invoice without having issued a formal purchase order, a signed quotation will not be accepted unless it is accompanied by your purchase order.

In order to expedite processing, please reference the quotation number and any/all applicable Esri contract number(s) (e.g. MPA, ELA, SmartBuy, GSA, BPA) on your ordering document.

BY SIGNING BELOW, YOU CONFIRM THAT YOU ARE AUTHORIZED TO OBLIGATE FUNDS FOR YOUR ORGANIZATION, AND YOU ARE AUTHORIZING ESRI TO ISSUE AN INVOICE FOR THE ITEMS INCLUDED IN THE ABOVE QUOTE IN THE AMOUNT OF \$_____, PLUS SALES TAXES IF APPLICABLE. DO NOT USE THIS FORM IF YOUR ORGANIZATION WILL NOT HONOR AND PAY ESRI'S INVOICE WITHOUT ADDITIONAL AUTHORIZING PAPERWORK.

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- I agree to pay any applicable sales tax.
- I am tax exempt, please contact me if exempt information is not currently on file with Esri.

Signature of Authorized Representative

Date

Name (Please Print)

Title

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Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact: Tammy Hook	Email: thook@esri.com	Phone: (909) 793-2853 x3949
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If sending remittance, please address to: Esri, File No. 54630, Los Angeles, Ca 90074-4630

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: August 17, 2015

Order ___	Ordinance ___	Resolution <u>XX</u>	Motion ___	Information ___
No.	No.	No. 2015-3220		

SUBJECT: Resolution authorizing the City Manager Pro Tem to appoint recommended candidates to positions in multiple departments as listed below.

**Contact Person (Preparer) for this Motion: Nancy McDonald, Interim Human Resources Director
Dept.: Administration
File No.:**

RECOMMENDATION:

Adopt **Resolution No. 2015-3220** Authorizing the City Manager Pro Tem to appoint recommended candidates to positions in multiple departments as listed below.

EXECUTIVE SUMMARY:

The City Charter, Chapter VIII, Section 34(h) provides the manager pro tem “has the authority and duties of manager, except that a Manager Pro Tem may appoint or remove employees only with council approval”.

The City Manager Pro Tem Terry Mahr and Interim Human Resources Director have reviewed the recommendations for hire submitted by the position’s supervisor and recommend the hiring of said candidates to the council for their approval pursuant to the city charter as stated above.

The City of Newberg has successfully recruited for the vacant positions listed below. The recommended candidates have been vetted through the appropriate hiring procedure for each department as indicated.

Engineering Services Department Line Items: 02 5112 432000; 06 5113 432000; 07 5113 432000; 17 5113 432000

Engineering Technician II Full time, non-exempt, non-represented position

- Interview panel: Kaaren Hofmann, Brian Kershaw, Mike Conway, Cody Gardner
- Interviewed 4 candidates
- Amanda Spackman was the top candidate
- Completed her BSCE from Portland State
- Has worked under contract for City of Portland Water Bureau and Environmental Services for last 2.5 years doing construction management and inspections for capital projects

GIS Analyst Full time, non-exempt, non-represented position

- Interview panel: Kaaren Hofmann, Doug Rux, Greg Stiffler, Russ Thomas
- Interviewed 2 candidates
- Keith McKinnon was the top candidate
- BA in Geography with GIS Certificate
- 4 years of GIS experience
- Last year working for PGE as a part of the QA/QC team for data migration to GIS

Public Works Department - Wastewater Treatment Plant Division

Line Item: 06-5131-431000

Operator I

Full time, non-exempt, AFSCME represented position

This position was just vacated and the recruitment notice is posted internally only at this time. The supervisor, Craig Pack indicates that he should have one or more internally qualified applicants who can meet the minimum requirements.

Police Department – Patrol Division

Line Item: 01 2120 431000

Police Officers

Full time, non-exempt, NDPSA represented position

- Posting for new hires was placed on March 2, 2015
- Testing date was April 11, 2015
- Applicants - 53
- Replacement positions left due to vacancies

Backgrounds were completed and conditional offers have been extended; final placement upon successful completion of position-specific mandatory examinations.

Steven G. McDonough – Lateral: Mt. Angel Police Department; five years of experience; start date 09/08/2015
Daniel M. Fouch – New recruit; start date 09/14/2015
Spencer A. Rutz – New recruit; start date 09/14/2015

Finance Department

Line Item: 31-1310-42000

Financial Analyst

Limited duration, flexible hour, non-exempt, non-represented position

- Current budget includes funding for a part time position
- FY 2013-2014 and FY 2014-2015 included funding for a part time position, which was occupied by the recommended candidate, Elaina Canutt, who left the position with good-standing. Elaina has offered to work flexible limited duration hours to assist the department in preparing for audit as well as mandated financial reporting requirements and systems analysis.

Administration Department

Line Item: 31-1210-41000

Administrative Assistant

Limited duration, flexible hour, non-exempt, non-represented position

- Current budget includes funding for a full time position
- Position had been filled by Colleen Miller through a temporary employment agency. Colleen quit last week and we need to fill the position quickly with someone on a temporary basis to handle administrative tasks.

FISCAL IMPACT:

Funding for these positions are in the adopted FY 2015-2016 Budget under the appropriate salary and benefit line items as indicated above.

STRATEGIC ASSESSMENT:

Departments are working at less than full-staff capacity; quickly refilling these vacancies is the fiscally responsible solution.



RESOLUTION No. 2015-3220

A RESOLUTION AUTHORIZING THE CITY MANAGER PRO TEM TO APPOINT RECOMMENDED CANDIDATES TO POSITIONS IN MULTIPLE DEPARTMENTS

RECITALS:

1. Reason for Vacancies: The full time non-police positions have become vacant over the last few months due to resignations of the incumbents. The full time police positions have become vacant due to a combination of incumbent resignations and incumbent terminations and the police hiring process is significantly more complex, therefore, longer in duration than non-public safety vacancies. The Financial Analyst position is proposed for limited duration hiring at this time, and will subsequently be filled at the part time designation later in the current fiscal year.
2. Recommendations: The Interim Human Resources Director recommend the appointment of candidates listed for appropriate departments as soon as possible.
3. Funding: Position funding is within the FY 2015-2016 Budget and is indicated by the applicable departmental personnel services line items.
4. Manager Pro Tem Appointment: Terry Mahr, retired City Attorney, was appointed manager pro tem on July 23, 2015, by the city council. He has reviewed the recommendations for hire submitted by the supervisors of the positions and recommends the hiring of said candidates to the vacant positions. The City Charter, Chapter VIII, Section 34(h) provides the manager pro tem “has the authority and duties of manager, except that a manager pro tem may appoint or remove employees only with council approval”.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

The city council approves the appointment by the city manager pro tem of the selected candidates:

Amanda Spackman – Engineering Technician II
Keith McKinnon – GIS Analyst
Existing Public Works employee – Operator I
Steven G. McDonough, Daniel M. Fouch, Spencer A. Rutz – Police Officers
Elaina Canutt – Financial Analyst

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: August 18, 2015.
ADOPTED by the City Council of the City of Newberg, Oregon, this 17th day of August, 2015.

Sue Ryan, City Recorder

ATTESTED by Mayor this _____ day of August, 2015.

Bob Andrews, Mayor

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: August 17, 2015

Order ___ Ordinance ___ Resolution ___ Motion XX Information ___
No. No. No.

SUBJECT: Appoint Councilor Tony Rourke, Planning Commissioner Allyn Edwards, Student Planning Commissioner Luis Saavedra, Newberg Affordable Housing Commissioner Stuart Brown, Historic Preservation Commissioner Rick Fieldhouse, Student Historic Preservation Commissioner Isamar Ramirez, Rob Felton, Ben Jaquith, Jennifer Sitter, Sheryl Kelsh, Rob Dailey, Angela Lazarean, Tim Potter and Community Development Director Doug Rux to the City of Newberg Downtown Improvement Plan Advisory Committee.

Contact Person (Preparer) for this Motion: Bob Andrews, Mayor

Dept.: Administration

RECOMMENDATION:

To consent to the appointment, by the Mayor, of Councilor Tony Rourke, Planning Commissioner Allyn Edwards, Student Planning Commissioner Luis Saavedra, Newberg Affordable Housing Commissioner Stuart Brown, Historic Preservation Commissioner Rick Fieldhouse, Student Historic Preservation Commissioner Isamar Ramirez, Rob Felton, Ben Jaquith, Jennifer Sitter, Sheryl Kelsh, Rob Dailey, Angela Lazarean, Tim Potter and Community Development Director Doug Rux to the City of Newberg Downtown Improvement Plan Advisory Committee, an Ad Hoc Committee to operate between August 2015 and October 2016.

EXECUTIVE SUMMARY:

On June 2, 2014, the City Council approved Resolution No. 2014-3141 supporting the submission of a grant application to the State of Oregon’s Transportation Growth Management Program to fund the development of a Newberg Downtown Revitalization Plan. On July 20, 2015 the City Council approved Resolution No. 2015-3190 authorizing the City Manager Pro Tem to enter into an Intergovernmental Agreement with the State of Oregon, acting through the Oregon Department of Transportation, for a Transportation Growth Management Grant for the Newberg Downtown Improvement Plan in the amount of \$259,630. Exhibit A to the Intergovernmental Agreement requires the formation of a Newberg Downtown Improvement Plan Advisory Committee to represent the public viewpoint in discussions, review and comment on project deliverables, provide technical and regulatory advice and disseminate information regarding the project to the community for input. The Newberg Downtown Improvement Plan Advisory Committee will additionally provide recommendations to the Planning Commission and City Council on the project goals and implementation.

This motion appoints the members to this committee.

FISCAL IMPACT:

Staffing and coordination of the Newberg Downtown Improvement Plan Advisory Committee will be covered as part of the City of Newberg's in-kind contribution towards the Transportation Growth Management Grant and is contained in the Community Development Department's budget for Fiscal Year 15-16.

STRATEGIC ASSESSMENT:

The Newberg Downtown Improvement Plan Advisory Committee will further the goals of:

1. Create a clear vision for the future of Newberg, maintaining its small town feel.
2. Foster and encourage economic development in the community.
3. Maintain and modernize the City's transportation and utilities infrastructure.

Original applications are retained in the City
Recorder's Office.

Please call (503) 537-1283 to request a copy.

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: August 17, 2015

Order ___	Ordinance ___	Resolution ___	Motion <u>XX</u>	Information ___
No.	No.	No.		

SUBJECT: 2015-2016 NOFA (Notice of Funding Availability) from the NAHTF (Newberg Affordable Housing Trust Fund)	Contact Person (Preparer) for this Motion: Doug Rux Dept.: Community Development File No.:
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RECOMMENDATION:

Approve a motion approving the content of the 2015-2016 Notice of Funding Availability for the Newberg Affordable Housing Trust Fund as shown in Attachment A and authorize staff to proceed with notification and publication of the NOFA with a December 15, 2015 application deadline.

EXECUTIVE SUMMARY:

Resolution No. 2012-2988 established the Policies and Procedures for the Administration of the Newberg Affordable Housing Trust Fund (NAHTF). Resolution No. 2015-3202 amended the Policies and Procedures for the Administration of the NAHTF. Section 5.4 states that “The City of Newberg shall annually issue a notice of funding availability (NOFA) to announce the availability of funds. The City shall also issue a request for proposals (RFP) for affordable housing projects that are not time sensitive.”

On July 28, 2015, the Newberg Affordable Housing Commission (NAHC) approved a draft of the 2015-2016 NOFA as shown in Attachments B - D. As stated in Section 5.7 of Resolution No. 2015-3202, “...the commission shall meet annually to prepare the NAHTF’s annual NOFA and RFP for consideration of approval by the city council.”

The substantive changes in the proposed 2015-2016 NOFA as compared to the 2014 -2015 NOFA are:

1. The addition of the Competitive Loan Program in the notification along with the Rental Rehabilitation Loan and Time Sensitive Loan Programs. In the prior 2014-2015 NOFA both the Competitive Grant and Loan programs were not included in the notification as the NAHC recommended the exclusion of this language for the following reasons: (1) awarding grants of sufficient substance to be effective will continue to reduce the principal funds of the NAHTF; and, (2) the city should focus on finding ways to increase the size of the NAHTF until it is large enough to overcome the funding issues in the NAHTF. This same situation is occurring in the 2015-2016 funding cycle. However, staff believes that this action is allowed through Section 5.6 of Resolution No. 2015-3202 which states the following: “In any given year, at least 50% of the available funds within the NAHTF shall be available for use through the competitive awards program. In any given year, the city council may make an exception to this standard to take advantage of affordable housing opportunities.” If the draft NOFA is approved, there will be no need to issue an RFP this fiscal year for affordable housing project grants, but one will be issued for the Competitive Loan Program.
2. The NAHC recommends capping the funding solicitation at \$25,000 for the three combined loan programs, where \$12,500 would be available for the Competitive Loan Program per Section 5.6 of Resolution No. 2015-3202 and the remaining balance would be divided between the for the Rental

Rehabilitation Loan Program and Time Sensitive Loan Program. The intent is that there would be a second round solicitation in the second half of fiscal year 2015-2016 after the NAHC has the opportunity to work through the revisions of the program documents, develop a broader outreach program, and look at outside funding sources to re-capitalize the NAHTF. The second round would have approximately \$25,000 available for the Competitive Loan Program, Rental Rehabilitation Loan Program and Time Sensitive Loan Program.

3. The NAHC recommended modifying the Competitive Awards Program Selection Criteria as noted in Exhibit D. This would include deleting some criteria and modifying the scoring system to better evaluate proposals.

FISCAL IMPACT:

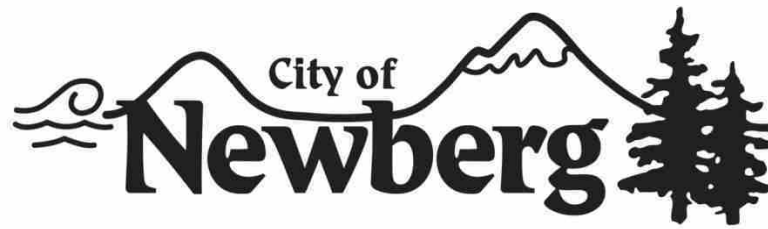
No immediate impact.

STRATEGIC ASSESSMENT (RELATE TO COUNCIL GOALS):

Accepting the draft NOFA would protect the principal of the NAHTF while still making loans available to assist local affordable housing projects. It will also allow the NAHC to focus its time and energy on exploring ways in which to increase the size of the NAHTF.

Attachments:

- A. NOFA documents
- B. NOFA Newberg Graphic document track changes
- C. NOFA website document track changes
- D. NOFA Application & Selection Criteria track changes



Notice of Funding Availability Newberg Affordable Housing Trust Fund Fiscal Year 2015 - 2016

The Newberg Affordable Housing Trust Fund (NAHTF) has funding available for the current fiscal year ending June 30, 2016. Funds are available to organizations (non-profit and for-profit) and individuals that provide affordable housing and/or related services within Newberg. Funds are to assist with the creation/acquisition of new affordable housing or the maintenance of existing affordable housing inventory within the community. Up to approximately \$25,000 in loans are available from the NAHTF.

Deadlines:

For the first application cycle deadline of December 15, 2015, the NAHC will consider awarding loan awards totaling up to \$25,000 (\$12,500 for the Competitive Loan Program, and \$12,500 for the Time Sensitive Loan Program and Rental Rehabilitation Loan Program combined.

If funds remain following the first application cycle, or if the NAHTF fund is replenished, the City of Newberg may consider solicitation of a second round of loan funds prior to the end of the fiscal year.

For a more detailed description of this NOFA, please visit the following website link <https://www.newbergoregon.gov/planning/affordable-housing-loans-available-2015-2016> or visit City Hall at 414 E. First Street. For questions about the NAHTF, please contact Doug Rux at 503-537-1212 or at doug.rux@newbergoregon.gov, P.O. Box 970 Newberg, OR 97132.

*FOR 2015, the Median Household Income for the City of Newberg was \$59,528.

DEFINITIONS:

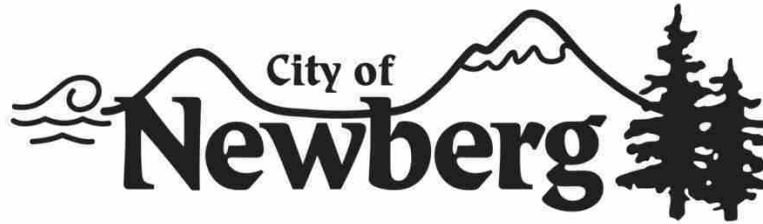
“Gross Income” (GI) is income before taxes for all members of one family in the previous twelve

months. Income can be derived from salaries, investments, self-employment, farming, and other sources. Assets such as a house or a farm are not income. For people who have wages, gross income means the figure that they would have received in their paychecks if there were no taxes. Gross income before taxes when applied to farm income means the figure that results when farm expenses are subtracted from farm sales. Gross income also includes unemployment and disability compensation, worker's compensation and severance pay; and welfare assistance payments.

“Family” means all persons living in the same household who are related by birth, marriage or adoption.

“Median Household Income” (MHI) includes the income of the householder and all other individuals 15 years old and over in the household, whether they are related to the householder or not. Because many households consist of only one person, average household income is usually less than average family income. Although the household income statistics cover the past 12 months, the characteristics of individuals and the composition of households refer to the time of application. Thus, the income of the household does not include amounts received by individuals who were members of the household during all or part of the past 12 months if these individuals no longer resided in the household at the time of application. Similarly, income amounts reported by individuals who did not reside in the household during the past 12 months but who were members of the household at the time of application are included. However, the composition of most households was the same during the past 12 months as at the time of application, as defined by the U.S. Census.

Release Date:



Notice of Funding Availability Newberg Affordable Housing Trust Fund Fiscal Year 2015 - 2016

This Notice of Funding Availability (NOFA) is directed to organizations (non-profit and for-profit) and individuals that provide affordable housing and/or related services within the City of Newberg. The goal of this NOFA is to inform the intended audience of the availability of funds to assist with activities that will assist with the creation/acquisition of new affordable housing or the maintenance of existing affordable housing inventory within the community.

Funding Availability by Program

Funding of up to \$25,000 is available for the fiscal year ending June 30, 2016 for the following programs:

Competitive Loan Program: At least \$12,500 is available for this program. This program provides loans for projects that create, acquire, or retain affordable housing in the city.

Rental Rehabilitation Loan Program: Up to \$12,500 is available for this program. This program provides loans to landlords so they can rehabilitate dwellings and make them safe and decent for rental to low or very low income families. Loans are available in amounts ranging between \$5,000 and \$15,000, and may be increased up to \$25,000 if recommended by the Newberg Affordable Housing Commission (NAHC) and approved by the City Council. The standard loan term is five years. The standard interest rate is 2% below prime rate. Applicants seeking funding assistance must be willing to enter into a contractual agreement with the city to ensure the future affordability of the project units for a specific period of time. Applications will be accepted at any time during the fiscal year.

Time Sensitive Loan Program: Up to \$12,500 is available for this program. This program offers loans for projects that create, acquire, or retain affordable housing in the community that

have particular needs that are opportunity driven and time sensitive. The standard loan term is two years. The standard interest rate is 2% below prime rate. Security shall be demonstrated based upon 80% loan to value ratio based on the most current County Assessor records. These funds are available on a first come/first served basis, subject to approval.

Deadlines:

For the first application cycle deadline of December 15, 2015, the NAHC will consider awarding loan awards totaling up to \$25,000 (\$12,500 for the Competitive Loan Program, and \$12,500 for the Time Sensitive Loan Program and Rental Rehabilitation Loan Program combined.

If funds remain following the first application cycle, or if the NAHTF fund is replenished, the City of Newberg may consider solicitation of a second round of loan funds prior to the end of the fiscal year.

What is the Newberg Affordable Housing Trust Fund (NAHTF)?

The NAHTF is a financial resource intended to support the development, preservation, and rehabilitation of affordable housing that is affordable to the citizens of Newberg. The primary purpose of the NAHTF is to encourage the development, preservation, and rehabilitation of housing for homeownership or rent, at a cost that will enable very low, low and moderate-income families to afford quality housing while paying no more than thirty percent of gross household income on housing. To promote the rehabilitation, preservation and production of quality, well-designed rental and ownership housing, the NAHTF will award funds to community development partners that are furthering the NAHTF mission. It is expected that the local contributions made through Newberg's Affordable Housing Trust Fund will maximize the leveraging of state and federal funds, as well as encourage private sector investment in affordable housing.

The City of Newberg defines affordable housing as residential housing primarily for households or persons earning less than 80% of the median area income (MHI) and where housing and/or rental costs do not constitute more than 30% of a household's income. MHI shall be established by the most current U.S. Department of Housing and Urban Development Department data for Yamhill County, Oregon as determined by the Community Development Director in the year of application submission.

What are the eligibility requirements?

*FOR 2015, the Median Household Income for the City of Newberg was \$59,528.

DEFINITIONS:

“Gross Income” (AGI) is income before taxes for all members of one family in the previous

twelve months. Income can be derived from salaries, investments, self-employment, farming, and other sources. Assets such as a house or a farm are not income. For people who have wages, gross income means the figure that they would have received in their paychecks if there were no taxes. Gross income before taxes when applied to farm income means the figure that results when farm expenses are subtracted from farm sales. Gross income also includes unemployment and disability compensation, worker's compensation and severance pay; and welfare assistance payments.

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How was the NAHTF created?

The creation of a NAHTF was a proposal identified in the Newberg Affordable Housing Action Plan. This Plan was created by an ad-hoc committee created by the Newberg City Council, which consisted of from a wide range in interests in community interested in the development and preservation of affordable housing. The Plan was adopted by Council via Resolution No. 2009-2843. A subsequent Newberg Affordable Housing Action Committee was appointed by the City Council to further develop the action items listed in the Plan, including the creation of an affordable housing trust fund. The Committee created a multiple documents for consideration of adoption by the Council. In 2012, the Council adopted Ordinance No. 2012-2749, establishing the NAHTF as well as Resolution No. 2012-2988, establishing the policies and procedures for the administration of the NAHTF which later amended by Resolution No. 2015-3202 and Resolution No. 2015-3211.

Who can access funding from the NAHTF?

Eligible recipients of resources from the NAHTF are organizations with interests in developing and/or preserving affordable housing in Newberg. Potential recipients include governmental subdivisions, community development corporations, local housing authorities, community action

agencies, community-based or neighborhood-based non-profit housing organizations, other non-profit organizations, for-profit entities and private employers, and private landlords.

What types of projects qualify for funding under the NAHTF?

The Newberg Affordable Housing Trust Funds can be provided as either a grant or a loan depending on the project or program receiving funding.

To retain a significant degree of flexibility, the eligible uses have a broad application including the following:

Acquisition and construction of new affordable housing. Eligible acquisition and construction costs include reasonable costs associated with building or land purchase, including but not limited to:

- Purchase price
- Option costs
- Financing fees including but not limited to the recording of trust deeds and promissory notes, title searches, and other third party costs related to securing the loan.
- Appraisal costs
- Closing costs
- Inspection fees
- Title insurance
- Relocation costs
- Architectural/engineering fees
- Permit fees
- System development charges
- Construction costs

Conservation of energy through the use of “green” technologies provided that the benefits of the energy savings is passed on in the form of reduced costs to the qualified occupants of the affordable housing.

Land banking to include the purchase of land to be dedicated toward the development of affordable housing in the near or long-term.

Predevelopment activities undertaken by a community development organization in support of the development of affordable housing including planning, architectural services, engineering services, landscape design, legal services, surveys, appraisals, site clearance and demolition, environmental clearance, permit application fees and system development charges. Grant funding for these types of activities may be required to convert to a loan if the project receives full funding. For-profit developers are not eligible to apply for Newberg’s Affordable Housing Trust Funds to assist with predevelopment costs.

Bridge loans to assist in development of affordable housing (for rental or owner occupancy). Bridge loans are intended to provide funding to permit housing projects to proceed in advance of

the availability of permanent project funding. Bridge loan funding is available for acquisition or construction activities.

Capacity building for non-profit affordable housing providers in the form of direct grant awards to fund administration of an affordable housing project or program.

Rehabilitation and emergency repairs as part of an established program to secure units as affordable or to provide direct benefits to existing very low to moderate income households. Eligible rehabilitation and emergency repair costs include but are not limited to:

- Architectural/engineering fees
- Consultations
- Construction costs
- Relocation costs
- Financing fees including but not limited to the recording of trust deeds and promissory notes, title searches, and other third party costs related to securing the loan.
- Hazardous materials abatement including lead based paint noticing consistent with the Federal Lead Safe Housing Regulations HUD requirements at 24 CFR §35

Rehabilitation loans to the owners of owner-occupied dwellings are not eligible uses of the NAHTF.

Direct benefits to very low to moderate income households through an established program including down payment assistance, rental assistance, mortgage foreclosure prevention, emergency housing vouchers, homeownership training, renter education, or other programs intended to increase housing opportunities for Newberg's low to moderate income residents.

Transitional and emergency housing for homeless individuals and families through an established program to move people toward self-sufficiency.

Educational programs and services for potential home owners and renters.

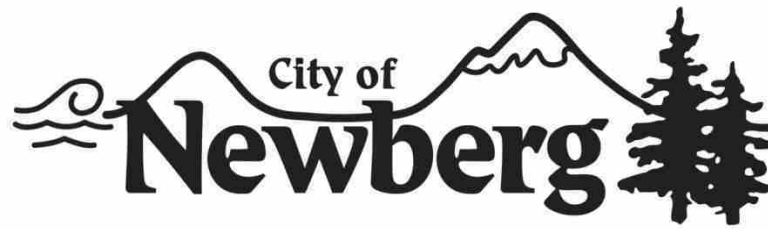
Other uses as deemed appropriate by the Newberg City Council as supporting the development or preservation of affordable housing within the City of Newberg.

How does one apply for funding under NAHTF?

The application form for funding under the NAHTF can be found at (city web site link) or may be picked up at the Newberg City Hall at 414 E. First Street.

Who do I contact with questions about the NAHTF?

For questions about the NAHTF, please contact Doug Rux at 503-537-1212 or at Doug.Rux@newbergoregon.gov, P.O. Box 970 Newberg, OR 97132



**Newberg Affordable Housing Trust Fund
Funding Request Application
FY 2015-2016 Competitive Awards Loan Program**

NOTE: The first round of applications are due December 15, 2015 at 4:30 p.m. Applications are to be submitted to Doug Rux, Community Development Director by email at doug.rux@newbergoregon.gov or by postal mail via City of Newberg, PO Box 970, Newberg, Oregon, 97132 or by hand delivery to City Hall, 414 E. First Street.

If you would like to request a Word format version of this application please contact Doug Rux at doug.rux@newbergoregon.gov

Project name:

Organization name:

Is your organization a for-profit or non-profit?

Contact name/title:

Mailing address:

Telephone:

Email address:

Total project cost:

Requested amount of funding: Please specify amount of loans you are requesting.

Amount and description of matching resources being contributed to the project:

Project partners and their contributions to the project:

Estimated project beginning and completion date:

Please briefly describe the affordable housing problem you are trying to solve and how your project help in solving that challenge:

Please describe how your project will address the Competitive Awards Selection Criteria described in “Attachment A” of this form, including additional documentation/evidence as needed:

Newberg Affordable Housing Trust Fund FY 2015-2016 Competitive Awards Program Selection Criteria

Minimum Threshold Criteria	Potential Points
1. The project is considered an eligible use or activity under Section 3, and benefits households earning less than 80% of the area median income (threshold verification)*.	NA
2. If the project is related to the provision of technical assistance to affordable housing providers, the use of Newberg Affordable Housing Trust Funds functions to increase the capacity of the organization to specifically address the mission of the NAHTF (threshold verification).	NA
3. The project is ready for implementation.	NA
4. If the project includes the acquisition of property, the identified property is currently available for acquisition and the applicant has secured either a purchase option or letter of interest from the seller. If the applicant is also applying for federal funding (i.e. Community Development Block Grants or HOME) they should carefully review procurement requirements and limitations before obtaining a purchase option.	NA
5. That relocation of existing residents will be minimized, and when necessary, the applicant has included accurate relocation assistance costs as part of the project pro forma.	NA
6. The proposal demonstrates that the Newberg Affordable Housing Trust Funds and other funding sources, if applicable, are necessary for the project.	NA
Scored Application Criteria	
7. The project provides new affordable housing, or new affordability, through retention or rehabilitation of existing housing, within the city.	Up to 10 points
8. The project retains the affordable housing units as affordable. The longer period of time the units remain affordable, the higher ranking the project shall be given.	Up to 15 points
9. The project addresses energy conservation through the integration of green building technologies in new construction, or achieves greater energy efficiency and cost savings to tenants through rehabilitation of existing housing.	Up to 5 points
10. The project maximizes partnerships in the community (volunteers, in-kind contributions, cash contributions, multiple organization involved, etc.).	Up to 5 points
11. The project utilizes already existing resources in effective and innovative ways. The project shall not duplicate services provided by another organization.	Up to 10 points
12. The agency submitting the proposal has the capacity to carry out the project and has had demonstrated successes completing projects of similar scope.	Up to 10 points
13. The budget and timeline are thorough and realistic (evidence of construction and/ or service costs required with application).	Up to 10 points
Total Potential Points	65

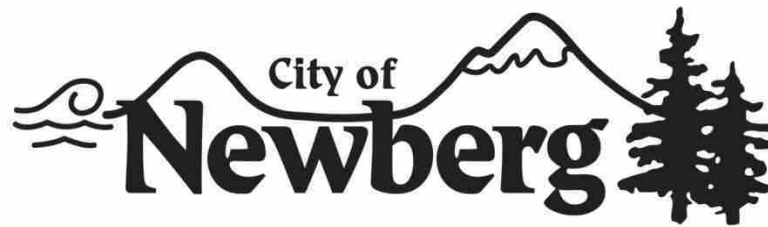
*FOR 2015, the Median Household Income for the City of Newberg was \$59,528.

DEFINITIONS:

“Gross Income” (GI) is income before taxes for all members of one family in the previous twelve months. Income can be derived from salaries, investments, self-employment, farming, and other sources. Assets such as a house or a farm are not income. For people who have wages, gross income means the figure that they would have received in their paychecks if there were no taxes. Gross income before taxes when applied to farm income means the figure that results when farm expenses are subtracted from farm sales. Gross income also includes unemployment and disability compensation, worker's compensation and severance pay; and welfare assistance payments.

“Family” means all persons living in the same household who are related by birth, marriage or adoption.

“Median Household Income” (MHI) includes the income of the householder and all other individuals 15 years old and over in the household, whether they are related to the householder or not. Because many households consist of only one person, average household income is usually less than average family income. Although the household income statistics cover the past 12 months, the characteristics of individuals and the composition of households refer to the time of application. Thus, the income of the household does not include amounts received by individuals who were members of the household during all or part of the past 12 months if these individuals no longer resided in the household at the time of application. Similarly, income amounts reported by individuals who did not reside in the household during the past 12 months but who were members of the household at the time of application are included. However, the composition of most households was the same during the past 12 months as at the time of application, as defined by the U.S. Census.



Notice of Funding Availability Newberg Affordable Housing Trust Fund Fiscal Year 201~~5~~⁴ - 201~~6~~⁵

The Newberg Affordable Housing Trust Fund (NAHTF) has funding available for the current fiscal year ending June 30, 201~~5~~⁴. Funds are available to organizations (non-profit and for-profit) and individuals that provide affordable housing and/or related services within Newberg. Funds are to assist with the creation/acquisition of new affordable housing or the maintenance of existing affordable housing inventory within the community. Up to approximately ~~\$25,000~~^{\$64,000} in loans are available from the NAHTF. ~~Loans may be requested from the City of Newberg anytime throughout the current fiscal year.~~

Deadlines:

For the first application cycle deadline of December 15, 2015, the NAHC will consider awarding loan awards totaling up to \$25,000 (~~\$12,500 for the Competitive Loan Program, and \$12,500 for the Time Sensitive Loan Program and Rental Rehabilitation Loan Program combined.~~for applications in the first cycle.

If funds remain following the first application cycle, or if the NAHTF fund is replenished, the City of Newberg may consider solicitation of a second round of ~~grant and/or~~ loan funds prior to the end of the fiscal year.

For a more detailed description of this NOFA, please visit the following website link <https://www.newbergoregon.gov/planning/affordable-housing-loans-available-20154-20165> or visit ~~the~~ City Hall at 414 E. First Street. For questions about the NAHTF, please contact Doug Rux ~~David Beam~~ at 503-537-121~~23~~ or at doug.rux@newbergoregon.gov ~~david.beam@newbergoregon.gov~~, P.O. Box 970 Newberg, OR 97132.

*FOR 2015, the Median Household Income for the City of Newberg was \$59,528.

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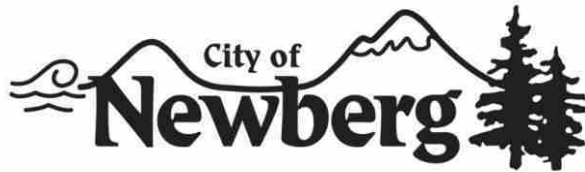
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“Family” means all persons living in the same household who are related by birth, marriage or adoption.

“Median Household Income” (MHI) includes the income of the householder and all other individuals 15 years old and over in the household, whether they are related to the householder or not. Because many households consist of only one person, average household income is usually less than average family income. Although the household income statistics cover the past 12 months, the characteristics of individuals and the composition of households refer to the time of application. Thus, the income of the household does not include amounts received by individuals who were members of the household during all or part of the past 12 months if these individuals no longer resided in the household at the time of application. Similarly, income amounts reported by individuals who did not reside in the household during the past 12 months but who were members of the household at the time of application are included. However, the composition of most households was the same during the past 12 months as at the time of application, as defined by the U.S. Census.

Release Date: ~~October 15, 2014~~



Notice of Funding Availability Newberg Affordable Housing Trust Fund Fiscal Year 201~~5~~⁴ - 201~~6~~⁵

This Notice of Funding Availability (NOFA) is directed to organizations (non-profit and for-profit) and individuals that provide affordable housing and/or related services within the City of Newberg. The goal of this NOFA is to inform the intended audience of the availability of funds to assist with activities that will assist with the creation/acquisition of new affordable housing or the maintenance of existing affordable housing inventory within the community.

Funding Availability by Program

Funding ~~of up to \$25,000~~ is available for the fiscal year ending June 30, 201~~6~~⁵ for the following programs:

~~**Competitive Grant Program:** Approximately \$3,100 is available for this program. This program provides grants for projects that create, acquire, or retain affordable housing in the city. A minimum 50% match is required. Grant applications are due ~~XXXX, December XXX, 2015 4:30 p.m.~~~~

Competitive Loan Program: At least \$12,500 ~~42~~ is available for this program. This program provides loans for projects that create, acquire, or retain affordable housing in the city. ~~Applications are due XXXX, December XX, 2015 4:30 p.m.~~

Rental Rehabilitation Loan Program: Up to \$~~12,500~~^{64,40,000} is available for this program. This program provides loans to landlords so they can rehabilitate dwellings and make them safe and decent for rental to low or very low income families. Loans are available in amounts ranging between \$5,000 and \$15,000, and may be increased up to \$25,000 if ~~justified~~ recommended by the [Newberg Affordable Housing Commission \(NAHC\)](#) and approved

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by the City Council. The standard loan term is ~~seven-five~~ years. The standard interest rate is 2% below prime rate. Applicants seeking funding assistance must be willing to enter into a contractual agreement with the city to that will ensure the future affordability of the project units for a specific period of time. Applications will be accepted at any time during the fiscal year.

Time Sensitive Loan Program: Up to \$~~12,500~~~~64,40,000~~ is available for this program. This program offers loans for projects that create, acquire, or retain affordable housing in the community that have particular needs that are opportunity driven and time sensitive. The standard loan term is two years. The standard interest rate is 2% below prime rate. Security shall be demonstrated based upon 80% loan to value ratio based on the most current County Assessor records. These funds are available on a first come/first served basis, subject to approval.

Deadlines:

For the first application cycle deadline of December 15, 2015, the NAHC will consider awarding loan awards totaling up to \$25,000 (\$12,500 for the Competitive Loan Program, and \$12,500 for the Time Sensitive Loan Program and Rental Rehabilitation Loan Program combined for applications in the first cycle.

If funds remain following the first application cycle, or if the NAHTF fund is replenished, the City of Newberg may consider solicitation of a second round of grant and/or loan funds prior to the end of the fiscal year.

What is the Newberg Affordable Housing Trust Fund (NAHTF)?

The NAHTF is a financial resource intended to support the development, preservation, and rehabilitation of affordable housing that is affordable to the citizens of Newberg. The primary purpose of the NAHTF is to encourage the development, preservation, and rehabilitation of housing for homeownership or rent, at a cost that will enable very low, low and moderate-income families to afford quality housing while paying no more than thirty percent of gross household income on housing. To promote the rehabilitation, preservation and production of quality, well-designed rental and ownership housing, the NAHTF will award funds to community development partners that are furthering the NAHTF mission. It is expected that the local contributions made through Newberg's Affordable Housing Trust Fund will maximize the leveraging of state and federal funds, as well as encourage private sector investment in affordable housing.

The City of Newberg defines affordable housing as residential housing primarily for households or persons earning less than ~~80+00~~% of the median area income (MHI) and where housing and/or rental costs do not constitute more than 30% of a household's income. MHI shall be established by the most current U.S. Department of Housing and Urban Development

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Department data for Yamhill County, Oregon as determined by the Community Development Director adopted by the City of Newberg in the year of application submission.

What are the eligibility requirements?

*FOR 2015, the Median Household Income for the City of Newberg was \$59,528.

DEFINITIONS:

“Gross Income” (AGI) is income before taxes for all members of one family in the previous twelve months. Income can be derived from salaries, investments, self-employment, farming, and other sources. Assets such as a house or a farm are not income. For people who have wages, gross income means the figure that they would have received in their paychecks if there were no taxes. Gross income before taxes when applied to farm income means the figure that results when farm expenses are subtracted from farm sales. Gross income also includes unemployment and disability compensation, worker’s compensation and severance pay; and welfare assistance payments.

“Family” means all persons living in the same household who are related by birth, marriage or adoption.

“Median Household Income” (MHI) includes the income of the householder and all other individuals 15 years old and over in the household, whether they are related to the householder or not. Because many households consist of only one person, average household income is usually less than average family income. Although the household income statistics cover the past 12 months, the characteristics of individuals and the composition of households refer to the time of application. Thus, the income of the household does not include amounts received by individuals who were members of the household during all or part of the past 12 months if these individuals no longer resided in the household at the time of application. Similarly, income amounts reported by individuals who did not reside in the household during the past 12 months but who were members of the household at the time of application are included. However, the composition of most households was the same during the past 12 months as at the time of application, as defined by the U.S. Census.

How was the NAHTF created?

The creation of a NAHTF was a proposal identified in the Newberg Affordable Housing Action Plan. This Plan was created by an ad-hoc committee created by the Newberg City Council, which consisted of from a wide range in interests in community interested in the development and preservation of affordable housing. The Plan was adopted by Council via Resolution No. 2009-2843. A subsequent Newberg Affordable Housing Action Committee was appointed by the City Council to further develop the action items listed in the Plan, including the creation of an affordable housing trust fund. The Committee created a multiple documents for consideration of adoption by the Council. In 2012, the Council adopted Ordinance No. 2012-2749,

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establishing the NAHTF as well as Resolution No. 2012-2988, establishing the policies and procedures for the administration of the NAHTF ~~which~~ ~~—~~ ~~Later amended by~~ ~~via~~ Resolution No. 2015-3202 and Resolution No. 2015-3211.

Who can access funding from the NAHTF?

Eligible recipients of resources from the NAHTF are organizations with interests in developing and/or preserving affordable housing in Newberg. Potential recipients include governmental subdivisions, community development corporations, local housing authorities, community action agencies, community-based or neighborhood-based non-profit housing organizations, other non-profit organizations, for-profit entities and private employers, and private landlords.

What types of projects qualify for funding under the NAHTF?

The Newberg Affordable Housing Trust Funds can be provided as either a grant or a loan depending on the project or program receiving funding.

To retain a significant degree of flexibility, the eligible uses have a broad application including the following:

Acquisition and construction of new affordable housing. Eligible acquisition and construction costs include reasonable costs associated with building or land purchase, including but not limited to:

- Purchase price
- Option costs
- Financing fees including but not limited to the recording of trust deeds and promissory notes, title searches, and other third party costs related to securing the loan.
- Appraisal costs
- Closing costs
- ~~▪ Interest~~
- Inspection fees
- Title insurance
- Relocation costs
- Architectural/engineering fees
- Permit fees
- System development charges
- Construction costs

Conservation of energy through the use of “green” technologies provided that the benefits of the energy savings is passed on in the form of reduced costs to the qualified occupants of the affordable housing.

Land banking to include the purchase of land to be dedicated toward the development of affordable housing in the near or long-term.

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Predevelopment activities undertaken by a community development organization in support of the development of affordable housing including planning, architectural services, engineering services, landscape design, legal services, surveys, appraisals, site clearance and demolition, environmental clearance, permit application fees and system development charges. Grant funding for these types of activities may be required to convert to a loan if the project receives full funding. For-profit developers are not eligible to apply for Newberg's Affordable Housing Trust Funds to assist with predevelopment costs.

Bridge loans to assist in development of affordable housing (for rental or owner occupancy). Bridge loans are intended to provide funding to permit housing projects to proceed in advance of the availability of permanent project funding. Bridge loan funding is available for acquisition or construction activities.

Capacity building for non-profit affordable housing providers in the form of direct grant awards to fund administration of an affordable housing project or program.

Rehabilitation and emergency repairs as part of an established program to secure units as affordable or to provide direct benefits to existing very low to moderate income households. Eligible rehabilitation and emergency repair costs include but are not limited to:

- Architectural/engineering fees
- Consultations
- Construction costs
- Relocation costs
- Financing fees including but not limited to the recording of trust deeds and promissory notes, title searches, and other third party costs related to securing the loan.
- Hazardous materials abatement including lead based paint noticing consistent with the Federal Lead Safe Housing Regulations HUD requirements at 24 CFR §35

Rehabilitation loans to the owners of owner-occupied dwellings are not eligible uses of the NAHTF.

Direct benefits to very low to moderate income households through an established program including down payment assistance, rental assistance, mortgage foreclosure prevention, emergency housing vouchers, homeownership training, renter education, or other programs intended to increase housing opportunities for Newberg's low to moderate income residents.

Transitional and emergency housing for homeless individuals and families through an established program to move people toward self-sufficiency.

Educational programs and services for potential home owners and renters.

Other uses as deemed appropriate by the Newberg City Council as supporting the development

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or preservation of affordable housing within the City of Newberg.

How does one apply for funding under NAHTF?

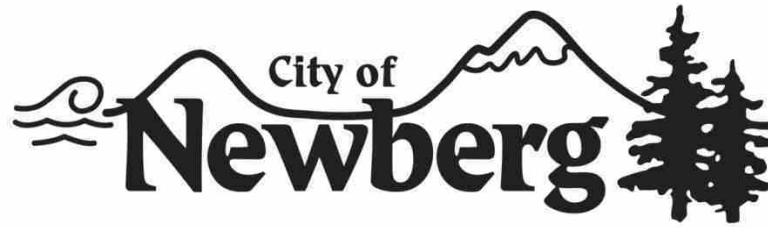
The application form for funding under the NAHTF can be found at (city web site link) or may be picked up at the Newberg City Hall at 414 E. First Street.

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Who do I contact with questions about the NAHTF?

For questions about the NAHTF, please contact David-Doug Rux Beam at 503-537-121~~23~~ or at Doug.Rux@newbergoregon.gov david.beam@newbergoregon.gov, P.O. Box 970 Newberg, OR 97132

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Newberg Affordable Housing Trust Fund Funding Request Application FY 201~~5~~³-201~~6~~⁴ Competitive Awards Loan Program

NOTE: The first round of applications are due **December 15~~31~~, 201~~53~~** at **4:30 p.m.** Applications are to be submitted to **Doug Rux, Economic Community Development ~~Planner-Director~~** by email at doug.rux@newbergoregon.gov or by postal mail via City of Newberg, PO Box 970, Newberg, Oregon, 97132 or by hand delivery to City Hall, 414 E. First Street.

If you would like to request a Word format version of this application please contact **Doug Rux** at doug.rux@newbergoregon.gov

Project name:

Organization name:

Is your organization a for-profit or non-profit?

Contact name/title:

Mailing address:

Telephone:

Email address:

Total project cost:

Requested amount of funding: Please specify amount of ~~grant and/or~~ loans you are requesting.

Amount and description of matching resources being contributed to the project (~~NOTE: must be at least 50% of the total project cost~~):

Project partners and their contributions to the project:

Estimated project beginning and completion date:

Please briefly describe the affordable housing problem you are trying to solve and how your project help in solving that challenge:

Please describe how your project will address the Competitive Awards Selection Criteria described in “Attachment A” of this form, ~~including additional documentation/evidence as needed~~:

Newberg Affordable Housing Trust Fund

FY 2015-2016 Competitive Awards Program Selection Criteria

Draft November 5, 2013

Minimum Threshold Criteria	Potential Points
1. The project is considered an eligible use or activity under Section 3, and benefits households earning less than 80 100% of the area median income (threshold verification)*.	NA
2. If the project is related to the provision of technical assistance to affordable housing providers, the use of Newberg Affordable Housing Trust Funds functions to increase the capacity of the organization to specifically address the mission of the NAHTF (threshold verification).	NA
3. The project addresses the unmet housing needs as identified in the Housing Element of the Newberg Comprehensive Plan.	NA
4. The project is ready for implementation.	NA
5. If the project includes the acquisition of property, the identified property is currently available for acquisition and the applicant has secured either a purchase option or letter of interest from the seller. If the applicant is also applying for federal funding (i.e. Community Development Block Grants or HOME) they should carefully review procurement requirements and limitations before obtaining a purchase option.	NA
6. That relocation of existing residents will be minimized, and when necessary, the applicant has included accurate relocation assistance costs as part of the project pro forma.	NA
7. The proposal demonstrates that <u>the</u> Newberg Affordable Housing Trust Funds are the most appropriate funding source, and <u>other funding sources, if applicable,</u> are necessary; for the project.	NA
Scored Application Criteria	
8. Newberg Affordable Housing Trust Funds shall be limited to the minimum amount necessary to complete the project. The lower the percentage of NAHTF funds requested, relative to the full project costs, the higher ranking the project shall be given.	Up to 25 points
9. The lower the income level that is targeted for the benefitting households, the higher the ranking the project shall be given.	5 points—low income 10 points—Very Low income
10. The project provides new affordable housing, or new affordability, through retention or rehabilitation of existing housing, within the city. The greater the number of units provided, the higher the ranking the project shall be given.	5 points per unit retained 10 points per unit created Up to 120 points maximum
11. The project retains the affordable housing units as affordable. The longer period of time the units remain affordable, the higher ranking the project shall be given.	Up to 15 points 1 point per year; 10 maximum—5 points if unknown, but likely at least 5 years.
12. The project addresses energy conservation through the integration of green building technologies in new construction, or achieves greater energy efficiency <u>and cost savings to tenants</u> through rehabilitation of existing housing.	Up to 5 points

13. The project maximizes partnerships in the community (volunteers, in-kind contributions, cash contributions, multiple organization involved, etc).	Up to 510 points
14. The project utilizes already existing resources in effective and innovative ways. The project shall not duplicate services provided by another organization.	Up to 105 points
15. The agency submitting the proposal has the capacity to carry out the project and has had demonstrated successes completing projects of similar scope.	Up to 10 points
16. The budget and timeline are thorough and realistic (evidence of construction and/ or service costs required with application).	Up to 105 points
Total Potential Points	65 100

*FOR 2015, the Median Household Income for the City of Newberg was \$59,528.

DEFINITIONS:

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REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: August 17, 2015

Order ___ Ordinance XX Resolution ___ Motion ___ Information ___
No. No. 2015-2785 No.

SUBJECT: An ordinance amending the Newberg Municipal Code for the Newberg Affordable Housing Trust Fund, Sections 3.35.010 and 3.35.020

Contact Person (Preparer) for this Motion: Doug Rux
Dept.: Community Development
File No.:

HEARING TYPE: LEGISLATIVE QUASI-JUDICIAL NOT APPLICABLE

RECOMMENDATION:

Adopt Ordinance No. 2015-2785.

EXECUTIVE SUMMARY:

The Newberg City Council adopted Ordinance No. 2012-2749 on March 5, 2012 establishing the Newberg Affordable Housing Trust Fund as Chapter 3.35 of the Newberg Municipal Code. On June 15, 2015 the Newberg City Council adopted Resolution No. 2015-3202 amending the Policies and Procedures for administration of the City of Newberg Affordable Housing Trust Fund adopted by Resolution No. 2012-2988. As part of the amendments in Resolution No. 2015-3202, Section 1.1 was modified related to the area median income requirement. This modification reduced the median income level from the prior 100% down to 80% of the area median income. To ensure consistency between the enacting ordinance and the resolution adopting the Policies and Procedures for administration of the City of Newberg Affordable Housing Trust Fund, Sections 3.35.010 and 3.35.020 of the Newberg Municipal Code need to be modified to reflect the 80 percent of area median income requirement.

The proposed changes are as follows:

Note: Existing text is shown in regular font.

Added text is shown in double-underline.

Deleted text is shown in ~~strikethrough~~

Section 3.35.010 is amended to read as follows:

A. The purpose of the Newberg affordable housing trust fund (NAHTF) is to support the development, preservation, and rehabilitation of housing that is affordable to the citizens of Newberg with incomes that do not exceed 80 ~~400~~ percent of the area median income. The NAHTF will have a dedicated source of revenue to provide ongoing funding for housing projects or programs that address the housing needs of these Newberg residents. The primary purpose of the NAHTF is to encourage the development, preservation, and rehabilitation of housing for home ownership or rent, at a cost that will enable very low, low and moderate-income families to afford quality housing while paying no more than 30 percent of gross household income on housing.

B. NAHTF funds will support activities that create, preserve or acquire affordable housing within the Newberg city limits. NAHTF funds also may be used for permanent or transitional housing for homeless

families and individuals, and for the modernization, rehabilitation and repair of public housing.

C. The NAHTF is not intended to be the sole source of funding for affordable housing, and any activity or project eligible for support from the NAHTF is expected to develop additional sources of funds.

D. To achieve the purposes of the NAHTF, it is the goal of the city to operate a fund that is strong and effective.

Section 3.35.020 is amended to read as follows:

The following words and phrases whenever used in this chapter shall be construed as defined in this section unless from the context a different meaning is intended.

“Administrative procedures” mean the procedures for administration of the NAHTF established by resolution of the city council, including but not limited to procedures which outline application, evaluation, and all other associated procedures for administration of the NAHTF.

“Affordable housing” means residential housing primarily for households or persons earning less than 80 ~~100~~ percent the area median income where housing costs or rent do not constitute more than 30 percent the household income, and as more fully defined per city resolution.

“Affordable housing priorities” mean priorities established from time to time by the city council by motion, order or resolution, to guide the allocation of funds from the NAHTF.

“Eligible uses and activities” mean those uses for the NAHTF which are set forth in an implementing resolution of the city council, such uses including but not limited to uses and activities which facilitate the production and preservation of affordable housing within Newberg’s city limits.

“Newberg affordable housing trust fund” (NAHTF) means a separate account created by the city finance department established by this chapter and used exclusively for NAHTF purposes as set forth in this chapter and implementing resolutions of the city council.

FISCAL IMPACT:

There is no fiscal impact by the proposed change.

STRATEGIC ASSESSMENT (RELATE TO COUNCIL GOALS):

The amendments to Ordinance No. 2012-2749, the Newberg Affordable Housing Trust Fund, will assist in: fostering and encouraging economic development in the community through rehabilitation of housing for the community’s workforce; and to manage and operate the City Government in an efficient and effective manner by responding with a flexible loan program meeting the needs of the community’s underprivileged and disadvantaged residents.

Attachment:

Ordinance No. 2015-2785



ORDINANCE NO. 2015-2785

**AN ORDINANCE AMENDING THE NEWBERG MUNICIPAL CODE FOR
THE NEWBERG AFFORDABLE HOUSING TRUST FUND, SECTIONS
3.35.010 AND 3.35.020**

RECITALS:

1. The Newberg City Council adopted Ordinance No. 2012-2749 on March 5, 2012 establishing the Newberg Affordable Housing Trust Fund as Chapter 3.35 of the Newberg Municipal Code.
2. On June 15, 2015 the Newberg City Council adopted Resolution No. 2015-3202 amending the Policies and Procedures for administration of the City of Newberg Affordable Housing Trust Fund adopted by Resolution No. 2012-2988.
3. As part of the amendments in Resolution No. 2015-3202, Section 1.1 was modified related to the area median income requirement. This modification reduced the median income level from the prior 100% down to 80% of the area median income.
4. To ensure consistency between the enacting ordinance and the resolution adopting the Policies and Procedures for administration of the City of Newberg Affordable Housing Trust Fund sections 3.35.010 and 3.35.020 need to be modified to reflect the 80 percent of area median income requirement.

THE CITY OF NEWBERG ORDAINS AS FOLLOWS:

1. Section 3.35.010 is amended to read as follows:
 - A. The purpose of the Newberg affordable housing trust fund (NAHTF) is to support the development, preservation, and rehabilitation of housing that is affordable to the citizens of Newberg with incomes that do not exceed 80 percent of the area median income. The NAHTF will have a dedicated source of revenue to provide ongoing funding for housing projects or programs that address the housing needs of these Newberg residents. The primary purpose of the NAHTF is to encourage the development, preservation, and rehabilitation of housing for home ownership or rent, at a cost that will enable very low, low and moderate-income families to afford quality housing while paying no more than 30 percent of gross household income on housing.
 - B. NAHTF funds will support activities that create, preserve or acquire affordable housing within the Newberg city limits. NAHTF funds also may be used for permanent or transitional housing for homeless families and individuals, and for the modernization, rehabilitation and repair of public housing.

- C. The NAHTF is not intended to be the sole source of funding for affordable housing, and any activity or project eligible for support from the NAHTF is expected to develop additional sources of funds.
 - D. To achieve the purposes of the NAHTF, it is the goal of the city to operate a fund that is strong and effective.
2. Section 3.35.020 is amended to read as follows:

The following words and phrases whenever used in this chapter shall be construed as defined in this section unless from the context a different meaning is intended.

“Administrative procedures” mean the procedures for administration of the NAHTF established by resolution of the city council, including but not limited to procedures which outline application, evaluation, and all other associated procedures for administration of the NAHTF.

“Affordable housing” means residential housing primarily for households or persons earning less than 80 percent the area median income where housing costs or rent do not constitute more than 30 percent the household income, and as more fully defined per city resolution.

“Affordable housing priorities” mean priorities established from time to time by the city council by motion, order or resolution, to guide the allocation of funds from the NAHTF.

“Eligible uses and activities” mean those uses for the NAHTF which are set forth in an implementing resolution of the city council, such uses including but not limited to uses and activities which facilitate the production and preservation of affordable housing within Newberg’s city limits.

“Newberg affordable housing trust fund” (NAHTF) means a separate account created by the city finance department established by this chapter and used exclusively for NAHTF purposes as set forth in this chapter and implementing resolutions of the city council.

➤ **EFFECTIVE DATE** of this ordinance is 30 days after the adoption date, which is: September 16, 2015.

ADOPTED by the City Council of the City of Newberg, Oregon, this 17th day of August, 2015, by the following votes: **AYE:** **NAY:** **ABSENT:** **ABSTAIN:**

Sue Ryan, City Recorder

ATTEST by the Mayor this 20th day of August, 2015.

Bob Andrews, Mayor

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: August 17, 2015

Order ___ No.	Ordinance ___ No.	Resolution <u>XX</u> No. 2015-3217	Motion ___	Information ___
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SUBJECT: Initiate a Comprehensive Plan Amendment to adopt the Yamhill County coordinated population forecast and associated employment forecast

**Contact Person (Preparer) for this Motion: Jessica Pelz, AICP
Dept.: Community Development
File No.: CPTA-15-001**

RECOMMENDATION: Adopt Resolution No. 2015-3217, initiating a Comprehensive Plan amendment to adopt the coordinated population projection for Yamhill County and its ten municipalities, and to adopt a safe harbor employment forecast based on the coordinated population data.

EXECUTIVE SUMMARY: Oregon Administrative Rule (OAR) 660-024-0030 requires counties to adopt and maintain a coordinated 20-year population forecast for the county and for each urban area within the county. Cities are then required to adopt the 20-year population forecast for their urban area consistent with the coordinated county forecast. Yamhill County contracted with the Portland State University Population Research Center (PRC) to prepare the 20-year coordinated population forecast for the county and all of its cities. The PRC report was released in October 2012 and adopted by the Yamhill County Board of Commissioners in November 2012 through Board Order 878.

Newberg now needs to adopt the coordinated 20-year population forecast to remain in compliance with OAR 660-024-0030. Having an updated population forecast will enable Newberg to embark on future planning consistent with the statewide planning goals, statutes, and rules. OAR 660-024-0040(9) allows cities to use a safe harbor to determine their 20-year employment forecast: either by using the most recent county or regional job growth rate, or by using the population growth rate for the urban area in the 20-year coordinated population forecast. Therefore, in addition to adopting the coordinated 20-year population forecast, Newberg should also adopt a 20-year employment forecast based on the safe harbor population growth rate.

If City Council adopts Resolution No. 2015-3217, the proposed Comprehensive Plan amendments will go to the Planning Commission for a recommendation, and will return to City Council for a final decision.

FISCAL IMPACT: No immediate fiscal impact.

STRATEGIC ASSESSMENT (RELATE TO COUNCIL GOALS): Adopting the 20-year coordinated population forecast and a related 20-year employment forecast will help the city achieve the following two City Council goals:

1. Create a clear vision for the future of Newberg, maintaining its small town feel.
4. Foster and encourage economic development in the community.



RESOLUTION No. 2015-3217

**A RESOLUTION INITIATING A COMPREHENSIVE PLAN AMENDMENT
TO ADOPT THE YAMHILL COUNTY COORDINATED POPULATION
FORECAST AND ASSOCIATED EMPLOYMENT FORECAST**

RECITALS:

1. Oregon Administrative Rule (OAR) 660-024-0030 requires counties to adopt and maintain a coordinated 20-year population forecast for the county and for each urban area within the county. Cities are then required to adopt the 20-year population forecast for their urban area consistent with the coordinated county forecast.
2. Portland State University Population Research Center prepared a coordinated population forecast for Yamhill County and its cities in October 2012.
3. Newberg needs to adopt the coordinated population forecast to remain in compliance with Oregon Administrative Rule 660-024-0030. In addition, Newberg should adopt a safe harbor employment forecast based on the coordinated population growth rate, as permitted by Oregon Administrative Rule 660-024-0040(9).

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. A Comprehensive Plan amendment to adopt the Yamhill County coordinated population forecast and associated employment forecast is hereby initiated.
2. The proposed Comprehensive Plan amendments will be heard by the Planning Commission for a recommendation to the City Council, and will return to the City Council for a final decision.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: August 18, 2015.

ADOPTED by the City Council of the City of Newberg, Oregon, this 17th day of August, 2015.

Sue Ryan, City Recorder

ATTEST by the Mayor this 20th day of August, 2015.

Bob Andrews, Mayor

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: August 17, 2015

Order ___ Ordinance ___ Resolution XX Motion ___ Information ___
No. No. No. 2015-3212

SUBJECT: Bed and breakfast at 28900 NE Bell Road - a recommendation to Yamhill County on a conditional use permit for a bed and breakfast operation on a property outside the city limits and outside the Newberg urban growth boundary, but inside the urban reserve area.

Contact Person (Preparer) for this Motion: Steve Olson, Associate Planner
Dept.: Community Development
File No.: G-15-002

HEARING TYPE: LEGISLATIVE

RECOMMENDATION:

Adopt Resolution No. 2015-3212, recommending that Yamhill County approve the proposed conditional use permit for a bed and breakfast at 28900 NE Bell Road.

EXECUTIVE SUMMARY: On June 29, 2015 the City of Newberg received a copy of a Yamhill County conditional use permit application to convert an existing single-family house into a bed & breakfast facility. The property is located outside the city limits and outside the Newberg urban growth boundary, but within the urban reserve area. Yamhill County has jurisdiction over the site, and will make the final decision on the conditional use permit application. The Newberg Urban Area Growth Management Agreement states that the City Council shall make a recommendation to the County on land use applications, including conditional use permits, within the urban reserve area. The City has 60 days from the receipt of the application to make a recommendation.

The site is at 28900 NE Bell Road, tax lot 3209-900. It is approximately 4.12 acres, and has Yamhill County zoning of VLDR-2.5. The site has an existing single family home on the site.

The applicant, Edward Vaivoda, is an architect representing Jerry Wanke, the property purchaser. The application proposes to build an addition onto the existing house to create five guest bedrooms for a bed & breakfast facility. Mr Wanke intends to live in the single-family house and operate the bed & breakfast.

The City's intent in the Urban Area Growth Management Agreement is to recommend that the County only allow development in the Urban Reserve Area that is limited in scope and consistent with the future urban development of the property.

- This site was originally part of a larger parcel, approximately 8 acres, which was partitioned back in 2001. The city at that time required a future development plan showing how the property could be developed with streets and urbanized in the future (this is sometimes referred to as a "shadow plat"). As part of the partition the property owner at that time placed two access easements shaped like cul-de-sacs on the property and dedicated the access easements to the City of Newberg (Exhibit A).
- The concept plan for the bed & breakfast shows that the existing house is located north of the access easement (Exhibit B). The proposed addition for the bed & breakfast would extend west from the existing house, and would be located approximately 15 feet from the access easement. The gravel parking area would be enlarged. The rest of the site would remain otherwise unchanged.

- The site is in the urban reserve, so at some point in the future it is anticipated that the property may be brought into the urban growth boundary and the city limits. The proposed bed & breakfast facility would not preclude the future urbanization and development of the rest of the property.

Staff recommends that the City Council recommend that Yamhill County approve the requested bed & breakfast conditional use permit.

FISCAL IMPACT: There is no fiscal impact to the City from the conditional use permit.

STRATEGIC ASSESSMENT (RELATE TO COUNCIL GOALS): The proposed conditional use permit does not hinder the future urbanization of the parcel. The bed & breakfast facility would help support the wine/tourism industry, which is one of the City's economic development goals.

ATTACHMENTS:

Resolution No. 2015-3212 with

Exhibit A: 2001 partition plat

Exhibit B: Site plan for the B&B

Exhibit C: Findings

1. Partition application
2. Comprehensive Plan map



RESOLUTION No. 2015-3212

**A RESOLUTION RECOMMENDING THAT YAMHILL COUNTY APPROVE
THE PROPOSED CONDITIONAL USE PERMIT FOR A BED & BREAKFAST
AT 28900 NE BELL ROAD, YAMHILL COUNTY TAX LOT 3209-900.**

RECITALS:

1. On June 29, 2015 the City of Newberg received a copy of a Yamhill County conditional use permit application to add onto an existing single-family home and create a bed & breakfast facility at 28900 NE Bell Road.
2. The site is located outside the city limits and outside the urban growth boundary, but within Newberg's urban reserve area. Yamhill County will make the final decision on the conditional use permit application. Under the terms of the Newberg Urban Area Growth Management Agreement, the City Council shall hold a legislative hearing and make a recommendation to the County within 60 days of receiving a copy of the application.
3. The applicant intends to add on to the existing single-family home to create a bed & breakfast facility with five guest rooms. There are already access easements dedicated to the City of Newberg on the property, as shown in Exhibit A, to preserve the ability to urbanize the property in the future. The proposed addition is setback approximately fifteen feet from the access easement. The new owner intends to live in the single-family house and operate the bed & breakfast facility.
4. Notice of the hearing was posted in the *Newberg Graphic* on August 5, 2015.
5. The Newberg City Council held a hearing on August 17, 2015 to consider the conditional use permit proposal. The City Council finds that the proposal is limited in scope, and consistent with the future urban development of the property.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. The City Council finds that the proposed conditional use permit, as shown in Exhibit B, meets the criteria for development in the urban reserve area and adopts the findings, which are attached hereto as Exhibit C. Exhibits A, B and C are hereby adopted and by this reference incorporated.

2. The City Council recommends that Yamhill County approve the proposed conditional use permit for a bed & breakfast at 28900 NE Bell Road, Yamhill County tax lot 3209-900, as shown in the attached application in Attachment 1.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: August 18, 2015.

ADOPTED by the City Council of the City of Newberg, Oregon, this 17th day of August, 2015.

Sue Ryan, City Recorder

ATTEST by the Mayor this 20th day of August, 2015.

Bob Andrews, Mayor

PARTITION 2001-06

for Stanley Roozing & Henrietta Roozing Trust

Docket No. P-11-88/V-02-00

Location: The NW 1/4 of Section 9, T.3 S., R. 2 W., W.M., Solomon Heater D.L.C. No. 46, Yamhill County, OR

Tax lot: 3508-908 Date: 16 Oct. 2001

Notes

- All parcels have legal access to the county roads.
- This partition does not guarantee the issuance of a residential building permit for any parcel. Prior to issuance of residential development permits for the parcels, the applicable provisions of the Yamhill County Zoning Ordinance must be satisfied.
- No city owned or privately owned sewage disposal system, alternate treatment facility or approved septic pits will be provided to the purchaser of any parcel unless otherwise noted.
- No municipal public utility, community water supply or private well system will be provided to the purchaser of any parcel unless otherwise noted.

APPROVALS

[Signature] 12-21-00
City of Newberg
Community Development Director

[Signature] 09-21-2000
City of Newberg Recorder

Yamhill County Commissioner

Yamhill County Commissioner

Yamhill County Commissioner

[Signature] 2-9-01
Yamhill County Planning Director

Note: The signature of the Yamhill County Commissioner has been recorded on any rights, dedicated to the City of Newberg under this plat.

Payment in D.R.S. 92.083.
Taxes have been paid or bond posted to this date 6-30-2001
[Signature]
Yamhill County Tax Collector



SURVEYOR'S CERTIFICATE

I, Matt Dunckel, do hereby certify that I have correctly surveyed and marked with proper monuments the land herein shown as Parcel 1, 2 and 3, the boundary of which is described as follows:

Beginning on the west line of that tract of land described in deed from STANLEY ROOZING and HENRIETTA R. ROOZING to STANLEY ROOZING and HENRIETTA R. ROOZING REVOCABLE LIVING TRUST and recorded in Film Volume 258 Page 271 at a point that is West 783.09' and South 25.00' from the northeast corner of the Solomon Heater Donation Land Claim #46; thence South 113.98' to the southwest corner of said ROOZING tract; thence East 324.80' to the west margin of Springbrook Road (20' from center line); thence N18°06'18"E 459.99' along said west margin to the west margin of Kincaid Road (20' from center line); thence N10°38'00"W 581.36' along the west margin of said Road; thence N18°26'00"W 136.65' along said west margin to the north line of Section 9; thence West 141.92' along the north line of Section 9 to the southerly margin of Bell Road (20' from center line); thence westerly 87.38' along a non-tangent curve concave to the north having a radius of 116.00' (chord=572.27' @ 9°W 55.13'); thence West 18.50' along said southerly margin to the west line of said ROOZING tract; thence South 3.80' to the point of beginning.

[Signature]
Matt Dunckel, Oregon PLS 1942
3785 Riverdale Drive
McMinnville, OR 97128
Phone: 503-472-7904
Fax: 503-472-0367

REGISTERED PROFESSIONAL LAND SURVEYOR
[Signature]
OREGON
PATRICK C. DRACKEL
1982

This is an exact copy of the original partition plat.

DECLARATION

KNOW ALL MEN BY THESE PRESENTS that the STANLEY ROOZING and HENRIETTA R. ROOZING REVOCABLE LIVING TRUST is the owner of the lands represented on the attached map and more particularly described in the Surveyor's Certificate and has conveyed said lands to be partitioned into the 3 parcels as shown and hereby dedicates a 10 foot wide strip of land along the westerly margin of the portion Springbrook Road, southerly of the intersection of Kincaid Road and a 6 foot wide strip of land along the westerly margin of the portion of Springbrook Road northerly of the intersection of Kincaid Road, and a 10' foot wide strip of land along the southerly margin of Bell Road, to Yamhill County for road purposes forever, and hereby dedicates the public access easements to the City of Newberg forever, as shown.

[Signature]
STANLEY ROOZING and HENRIETTA R. ROOZING REVOCABLE LIVING TRUST
RUTH GRIMSRUD, Trustee

Acknowledgement

STATE OF OREGON
COUNTY OF YAMHILL



On this day the 16 of December, 2000, did personally appear RUTH GRIMSRUD, in the capacity shown in the above Declaration, who being duly sworn, did say that she is the identical person named in the foregoing instrument and that she executed said instrument freely and voluntarily.

EXHIBIT A: 2001 PARTITION PLAT, B&B SITE IS ON PARCEL 1

EXHIBIT B: SITE PLAN

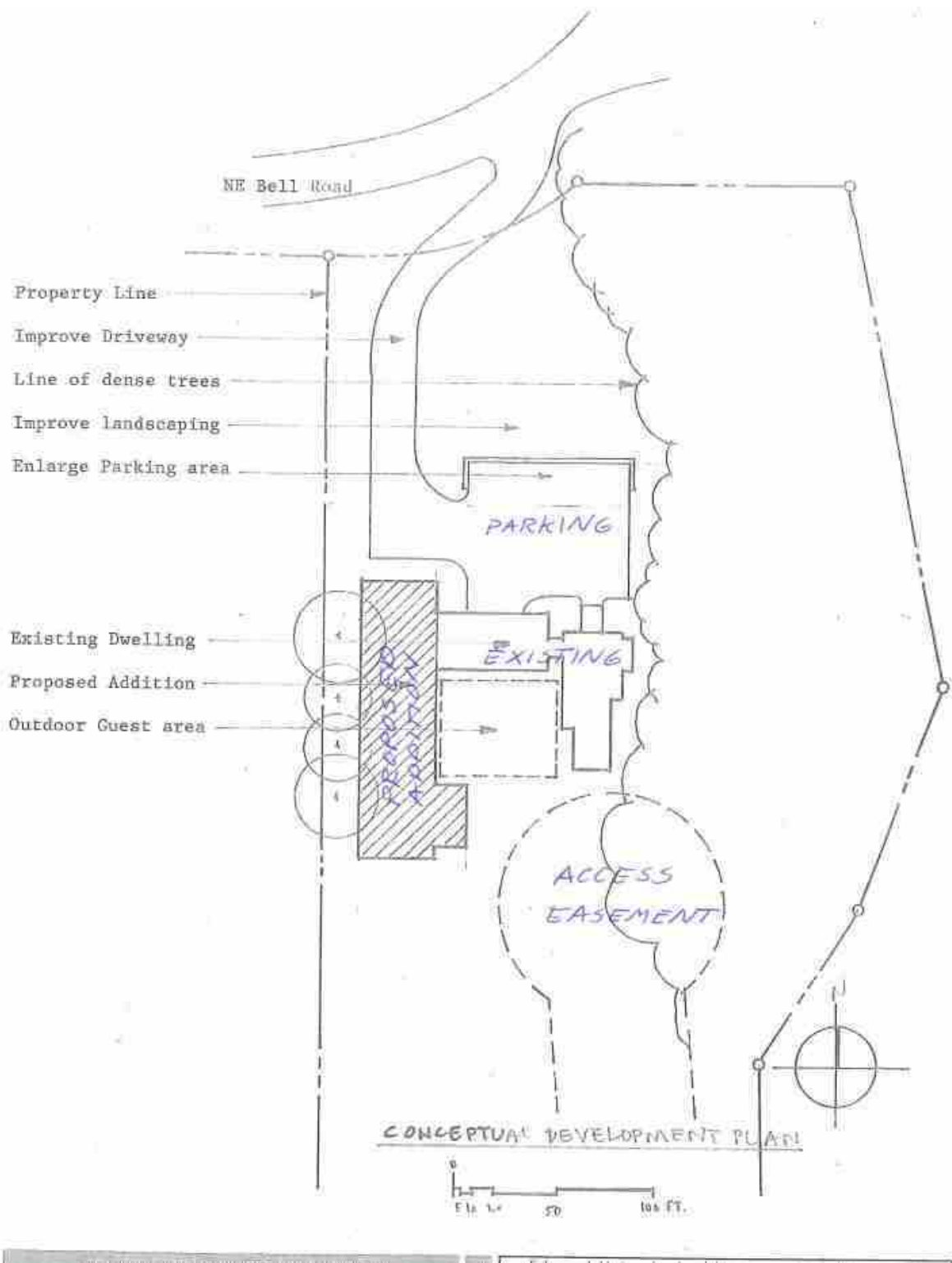


EXHIBIT C: FINDINGS

The applicable Newberg Urban Area Growth Management Agreement criteria are:

It is the City's intent to recommend that the County only allow development in the Urban Reserve Area that is limited in scope and that is consistent with the future urban development of the property.

1. Future Development Plan: The City Council shall recommend approval, recommend approval with conditions, or recommend against the future development plan in accordance with the following criteria:

(a) The current development shall not cause more than 10 percent of the property to be used for site improvements including buildings, parking areas, improved recreation areas, and storage areas, unless the City agrees the development intensity will not prohibit future urban development.

(b) The future development plan shall allow for the efficient future urban development of the remainder of the property. It shall allow for construction of future urban streets and utilities, and shall allow for required setbacks to current and future property lines.

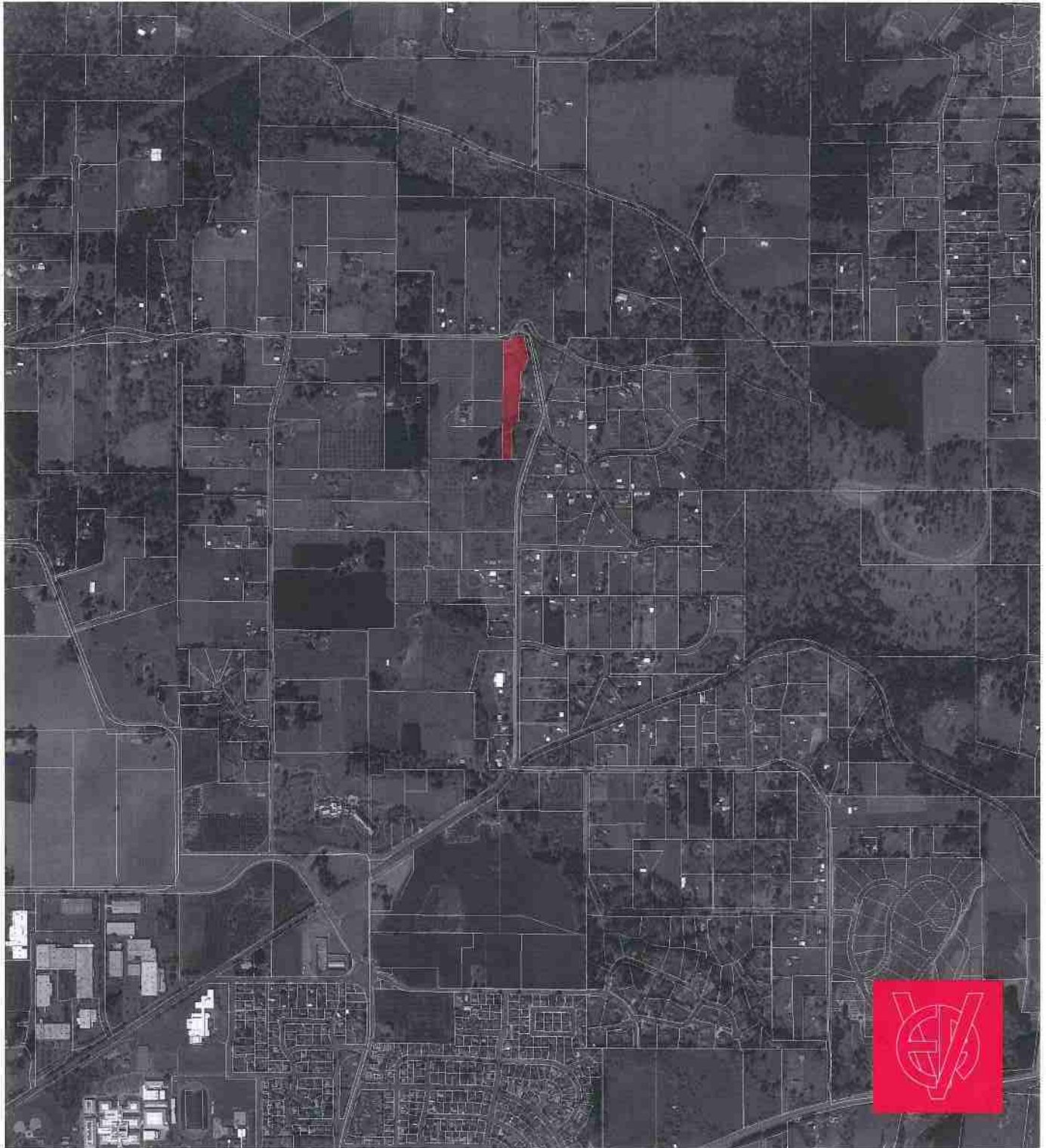
(c) The plan is consistent with adopted plans and policies for the area, such as street or utility plans and policies in this agreement.

B. Submittal Requirements 1. A future development plan shall be required for any development in the Urban Reserve Area requiring a Yamhill County Type B or Type C review, excluding any development that involves a change in use to existing buildings only. The future development plan shall be used solely to evaluate the current proposal's compatibility with potential future urban development. It does not bind or commit the applicants, property owners, review bodies, or governing bodies to approve or carry out the proposed future development.

Findings: The site is at 28900 NE Bell Road, tax lot 3209-900. It is approximately 4.1 acres and contains an existing single-family residential house, with its own well and septic system. The property is outside of the Newberg city limits and outside the urban growth boundary, but within the urban reserve area. The site has County VLDR-2.5 zoning. The applicant is applying to Yamhill County for conditional use permit approval for a bed & breakfast facility.

The application proposes to build an addition onto the existing house to create five guest bedrooms. The owner will live in the existing house, and operate the bed & breakfast. The parking area will be slightly enlarged. The current development does not cause more than 10% of the property to be used for site improvements. The access easements that are already on the property preserve the ability to urbanize the site in the future. The proposed development is setback over 15 feet from the access easement; if the access easement became a street in the future then the buildings on the site would meet the 15-foot front yard setback. The access easement location could also accommodate utilities such as sewer and water. The city's Transportation System Plan shows that Bell Road and Springbrook Road will eventually be improved to major collector status; this development is setback far from Bell Road and is consistent with the future widening and improvement of Bell Road.

The City's intent under the Urban Area Growth Management Agreement is to recommend that the County only allow development in the UGB that is limited in scope and consistent with the future urban development of the property. The proposed bed & breakfast development is limited in scope, and consistent with the future urbanization of the property.



Submittal for: **Conditional Use Permit for a Bed & Breakfast in a VLDR-2.5 zone**

Located at: 28900 NE Bell Road, Newberg, Oregon 97132

Submitted by: EVA Architecture, LLC – Applicant, for Mr. Jerry Wanke, Purchaser
And Ms. Karen Cornwall, Owner and property seller.

Submitted: June 29, 2015



EVA PDX

June 29, 2015

Ms. Stephanie Armstrong, Associate Planner
Yamhill County Oregon
Department of Planning and Development
525 NE 4th Street
McMinnville, Oregon 97218

RE: Conditional Use Permit submittal for a Bed & Breakfast

Dear Ms. Armstrong;

On behalf of Mr. Jerry Wanke and Ms. Karen Cornwall, Edward Vaivoda Architecture, LLC (EVA) is pleased to submit this application for a conditional use permit to allow a bed and breakfast establishment in a VLDR-2.5 zone. Our submittal includes: the required Land Use Application form, an introduction, justification for the request, a discussion of City of Newberg concerns, a series of exhibits supporting the request, a project summary and the required fee.

A copy of this request has been sent concurrently to the City of Newberg, Office of Community Development to the attention of Mr. Steve Olson, AICP, Associate Planner.

Both Mr. Wanke and this office are sincerely excited with the prospect of bringing another high quality bed and breakfast to the Yamhill County area and the City of Newberg. Our present plan is to begin detailed design and planning with the approval of this request, and to bring the facility on line in the spring of next year. If you have any questions, please don't hesitate to call. Thank you.

Sincerely,

Edward Vaivoda, Jr. FAIA

Edward Vaivoda Architecture, LLC
333 NW Fifth Avenue
Portland, Oregon 97209
Telephone: 503-709-7575
Facsimile: 503-224-7116
Website: www.evapdx.com

YAMHILL COUNTY DEPARTMENT OF PLANNING & DEVELOPMENT

LAND USE APPLICATION

Date _____
 Rec'd by _____
 Receipt # _____
 Fee 2283
 \$11,711.5

525 NE Fourth Street, McMinnville, OR 97128 • Tel: 503-434-7516 • Fax: 503-434-7544

APPLICANT			LEGAL OWNER (IF DIFFERENT)		
Valvoda	Ned		Cornwall	Karen	
Last name	First	MI	Last name	First	MI
333 NW Fifth Avenue Portland, OR 97209			28900 NE Bell Road Newberg, OR 97132		
Mailing address (Street or PO Box)			Mailing address (Street or P O Box)		
City	State	Zip	City	State	Zip
503-709-7575					
Telephone			Telephone		
ned@evapdx.com					
E-mail address			E-mail address		
If the applicant is not the legal owner, state interest in property: Applicant is the architect for the property purchaser, Mr. Jerry Wanke					
PROPERTY INFORMATION					
Tract Lot(s):	R-320900900		Zone:	VLDR-2.5	
Size of Tract (include all adjacent tax lots)	4.12 acres				

1. TYPE OF APPLICATION (what is requested?): This application requests approval for a Conditional Use Permit for a Bed and Breakfast in a VLDR-2.5 zone.

2. JUSTIFICATION FOR REQUEST YCZO Section(s): 1012, 1202.02, 1004.01

A Planner will assist you in identifying the review criteria that apply to your request. The review criteria are used to determine whether your application will be approved or denied. It is your responsibility to provide adequate written justification and any other evidence you feel is relevant to explain how your request complies with the review criteria. Failure to provide adequate justification may result in your application being denied, or deemed incomplete until additional information is provided.

3. Present use of property: Single Family Residence

4. Please list the type of buildings that are currently on the property (i.e. manufactured home, pole building, agricultural barn, etc.):
Wood framed, two story residence

5. Is there a septic system on the property? Yes No

6. How will water be provided? Well City Other _____

7. How is the property accessed? A driveway connects to NE Bell Road

8. To your knowledge, do any of the following natural hazards exist on the property?

- Floodplain
- Areas of erosion
- Steep slopes
- Fish or wildlife habitat
- Soil limitations for building or septic


THE APPLICANT MUST SUBMIT:

1. Completed application form, signed by the applicant and property owner (if different). The owner's signature must be notarized.
2. Site plan drawn to scale showing property lines, location and size of all existing buildings, existing and proposed access roads, and location and size of any proposed new buildings.
3. Written justification of how the application complies with the approval criteria. Attach additional sheets to this form.
4. Filing fee (make check payable to Yamhill County).

NOTE: Fees are not transferrable or refundable.

I hereby declare under penalties of false swearing (ORS 162.075 and 162.085) that the above information is true and correct to the best of my knowledge. I understand that issuance of an approval based on this application will not excuse me from complying with other effective ordinances and laws regulating the use of the land and buildings.

I hereby grant permission for and consent to Yamhill County, its officers, agents, and employees coming upon the above-described property to gather information and inspect the property whenever it is reasonably necessary for the purpose of processing this application.


 Applicant's signature _____ Date JUNE 24, 2015
Karen K. Cornwall
 Property owner's signature (if different) _____ Date 25 June 2015

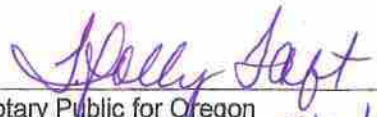
State of OREGON

County of Clackamas

Signed before me on this 25th day of June, 20 15

by Karen K. Cornwall




 Notary Public for Oregon
 My Commission expires 8/3/18

INTRODUCTION

This Land Use Application for a Conditional Use and Home Occupation is submitted by EVA Architecture, LLC (Applicant) for Mr. Gerald Wanke, the Purchaser with Ms. Karen Cornwall the present Owner and Seller, for a Bed & Breakfast to be located at 28900 NE Bell Road in Newberg, Oregon. Mr. Wanke will personally occupy the existing house and will construct an addition to include five guest rooms, each with a private bath, utility spaces for operations and maintenance and a great room for guests to relax and socialize.

This property was specifically selected following a rigorous search for the most appropriate site from an operational, aesthetic and land use perspective. The project development team has met personally with Yamhill County, Department of Planning and Development and the City of Newberg, Community Development. We have collected planning and zoning information and are presently conducting a due diligence study. We feel confident this is the right site for our contemplated bed and breakfast project.

We hope that Yamhill County and the City of Newberg agree with our plan and rationale, and find this application acceptable for the purpose intended. We are available to respond to any questions or concerns expressed by either jurisdiction. Thank you.

Looking south at the north elevation of the existing residence and parking area



Trellis detail over the current garage door of the residence



Looking north at the west end of the existing building close to the west property line



1004. HOME OCCUPATIONS
1004.01 STANDARDS AND LIMITATIONS

The owner and the applicant have considered the standards articulated in 1004.01.

- A. Mr. Gerald Wanke will reside at the property.
- B. The bed and breakfast home occupation will employ less than five.
- C. The bed and breakfast will be operated substantially in the dwelling and the proposed connected addition.
- D. The bed and breakfast will not unreasonably interfere with existing uses on nearby land or with other uses permitted in the zone.
- E. The bed and breakfast will be the only home occupation in conjunction with the property.
- F. Acknowledged, understood and agreed.
- G. Acknowledged, understood and agreed.
- H. Preliminary design and planning indicate an addition similar to the existing dwelling in height, mass, form and materials. The goal is to perceive the building as a single construction. Signage and screening requirements are understood and agreed.
- I. The bed and breakfast will not generate abnormal noise, vibration, glare, fumes, odor, electrical interference or other disturbance beyond what normally occurs in the applicable zoning district. Mr. Wanke places a high value on being a good neighbor and a community partner.
- J. This B & B home occupation will provide for five guest suites, far less than the maximum of nine. Traffic and parking should not be more than normally occurring situations in the applicable zoning district.
- K. Guest parking will be entirely off-street, not located in any required yard and landscaped to minimize visual impact from beyond the property.

- L. Acknowledged, understood and agreed.
- M. The proposed home occupation is for a five room bed and breakfast. Requirements for a change in the nature of an approved home occupation are understood and agreed.
- N. Acknowledged, understood and agreed.
- O. Acknowledged, understood and agreed.
- P. Acknowledged, understood and agreed.

Looking west with a partial south elevation of the existing building toward the future addition



Looking southwest from the front yard across the existing parking to the vineyard



Looking east, showing the existing residence and the future deck area



1012. BED AND BREAKFAST FACILITIES

1012.01 Standards and Requirements

- A.1 This bed and breakfast will be contained within an existing single family residence and a proposed connected addition with five guest suites. This is understood to be a home occupation, and the requirements of a home occupation are addressed in this application.
- A.2 The water source for this property is from an on-site well. Water quality testing is currently in progress and will be submitted as an addendum to this application. We welcome the County's annual testing of water quality.
- A.3 We recognize the requirement for the County Health Inspector's need to review food handling and tourist/traveler health and safety practices. The health and safety of our guests is of paramount importance.
- A.4 Fire Department safety and code requirement inspections are welcome.
- B. State Administrative Rule and statutory requirements for Bed and Breakfast and Tourist / Traveler facility licensing will be satisfied.
- C. We acknowledge and understand the application review considerations and are prepared to meet and/or field any questions and concerns the County or City of Newberg may have regarding this application.

1012.02 We acknowledge and understand the Applications, Permits and Licenses appropriate to the satisfaction of the requirements for this application.

Looking west along NE Bell Road from the driveway entrance



Looking south from NE Bell Road and the site entry driveway



Looking south at the west property line with large maple tree and vineyard in foreground



1202. CONDITIONAL USE CRITERIA AND REQUIREMENTS 1202.2 REVIEW CRITERIA

We have reviewed the Yamhill County Zoning Ordinance sections relevant to this request and find that this request meets the Review Criteria. Specifically:

- A. The use is listed as a conditional use in the underlying zoning district. This property is in the VLDR-2.5 zoning district. Section 502.03.B allows home occupations as a conditional use. Further, Yamhill County Zoning Ordinance 1004. Home Occupations, and 1004.01 Standards and Limitations does not mention Bed and Breakfast, however 104.02.K states that a bed and breakfast does not qualify as a Minor Home Occupation. Hence it can be surmised that a bed and breakfast is an allowable conditional use, just not subject to the more lenient standards of the Minor Home Occupation.
- B. We find this request to be consistent with the goals and policies of the Comprehensive Plan which apply to the proposed use.
- C. We have conducted a pre-purchase site analysis and have found the parcel to be suitable for the proposed use considering its size, shape, location, topography, existence of improvements and natural features.
- D. The proposed use will not alter the character of the surrounding area in a manner which substantially limits, impairs or prevents the use of surrounding properties for the permitted uses in the underlying zoning district.
- E. The proposed bed and breakfast is appropriate considering the adequacy of public facilities and services existing or planned for the area affected by the use.
- F. Our research finds the use is compatible with existing uses and other allowable uses in the area.

Looking north along the east elevation of the existing building showing proximity of tree line



Looking north across the existing parking area toward NE Bell Road and site entry



Looking southwest from the future deck area



1202. CONDITIONAL USE CRITERIA AND REQUIREMENTS
1202.05 GENERAL REQUIREMENTS

The discussion to follow addresses the general requirements A through D.

- A. Preliminary design and planning for the conditional use and review of the standards of zoning for the district in which it is located indicate that the standards will be met. Please reference conceptual site plan, Exhibit F.
- B. There is no conditional use in place at the property, and no current plan to enlarge or alter in the future. Any potential future alteration or enlargement would follow all required procedures and requirements.
- C. Granting of this conditional use permit is not contingent upon an amendment to the zoning ordinance.
- D. The Owner and the applicant understand the time restrictions placed upon conditional use permits and the requirements for extension. It is the intention of the owner to proceed directly with planning and construction upon receipt of the conditional use permit.



Partial south elevation of present residence and future deck area.



Looking south from south face of existing residence



Looking northwest from the front door of the existing residence

SUMMARY

This Land Use Application for Conditional Use / Home Occupation is being filed to create a Bed and Breakfast (B&B) located at 28900 NE Bell Road in Newberg, Oregon (Property). The B&B will be planned and operated in accordance with the special use requirements, zoning and regulations as allowed under the Yamhill County (County) ordinances. The home occupation, hereafter referred to as the B & B, will be operated by the resident property owner, Mr. Gerald Wanke. The B & B will be operated from the existing home with an addition of five guest rooms to the existing home. The five-room build-out will be attached to the existing structure with access within the main home. Mr. Wanke plans on operating and managing the B & B with the possibility of hiring one or two part-time employees to assist in the daily operations as business grows.

The Property is zoned as VLDR-2.5 allowing for a home occupation upon approval from the County. The B & B construction and operations will follow the applicable zoning requirements and regulations within the zoning district. Off-street parking will be in accordance with the applicable zoning district requirements. The use of the Property as a B & B falls within the goals and policies of the Comprehensive Plan. The proposed use as a B & B will not alter the characteristics of the surrounding area. Rather, it will enhance and beautify the Property to further benefit the city of Newberg and surrounding communities. The B & B will be situated on a 4.12-acre parcel of land and will stay within the height, size and boundary requirements in accordance with the zoning regulations and ordinances.

Yamhill County is nationally renowned for its wineries, cycling, trees, quality of life and proximity to other tourist attractions in northwestern Oregon. Newberg and surrounding communities are well known for their beauty and concentrated vineyards. The B & B will consist of five, newly constructed, well-appointed rooms all with their own private baths. The rooms will have close-up, spectacular views of a picturesque vineyard on the adjacent property. The guest rooms and setting will rival any existing B & B in the area. Each room is planned to have a theme associated with the specific grape that are grown in the area. The B & B will also have a centralized great room within which guests can socialize.

The B & B guests are likely to include weekend getaway travelers, generally from the Portland area, looking to enjoy a time for wine tasting, relaxation and recharging. Other guests will be comprised of out-of town or out-of-state travelers arriving to the area to enjoy wine tasting, cycling, outdoor activities and the Yamhill County countryside. The B & B guests will also benefit the local economy by visiting wineries, shopping at local stores and dining at surrounding restaurants. The B & B will focus on featuring local and/or organic products such as fresh produce, eggs, roasted coffees, chocolates, cheeses, condiments, soaps, lotions and wines.

Sustainability will also be a design, construction and ongoing priority for the B & B. Mr. Wanke will take proactive measures to be "green", a feature in which the community prides itself. Numerous efforts will be made for recycling, re-using, conserving of our natural resources and stewardship of the natural environment in which the property resides.

This B & B's competitive edge will be a never-ending attention to detail, customer service, and the unique charm of being located next to a vineyard in the beautiful countryside. The B & B will be able to leverage its facility and turn it into a special stay for all its guests. Mr. Wanke's mission is to ensure that all guests expectations are surpassed and they experience an enjoyable visit that leaves a lasting impression so they will return for years to come. The B & B will provide the finest experience to attract and maintain customers. The B & B will be one that offers travelers a special, secluded and relaxed setting for a getaway. Not only will it provide a change of scenery for individual guests, it can also accommodate family occasions and other special events.

The B & B will provide a wonderful gourmet breakfast with the stay and will be able to accommodate any dietary restriction. In the evening, the B & B will offer a social gathering that will be included in the cost of the room. This will be determined by the season and availability of local products and wines. The gathering could consist of homemade cookies and hot cocoa during the cool winter months to local wine, cheese and crackers during the warm summer months.



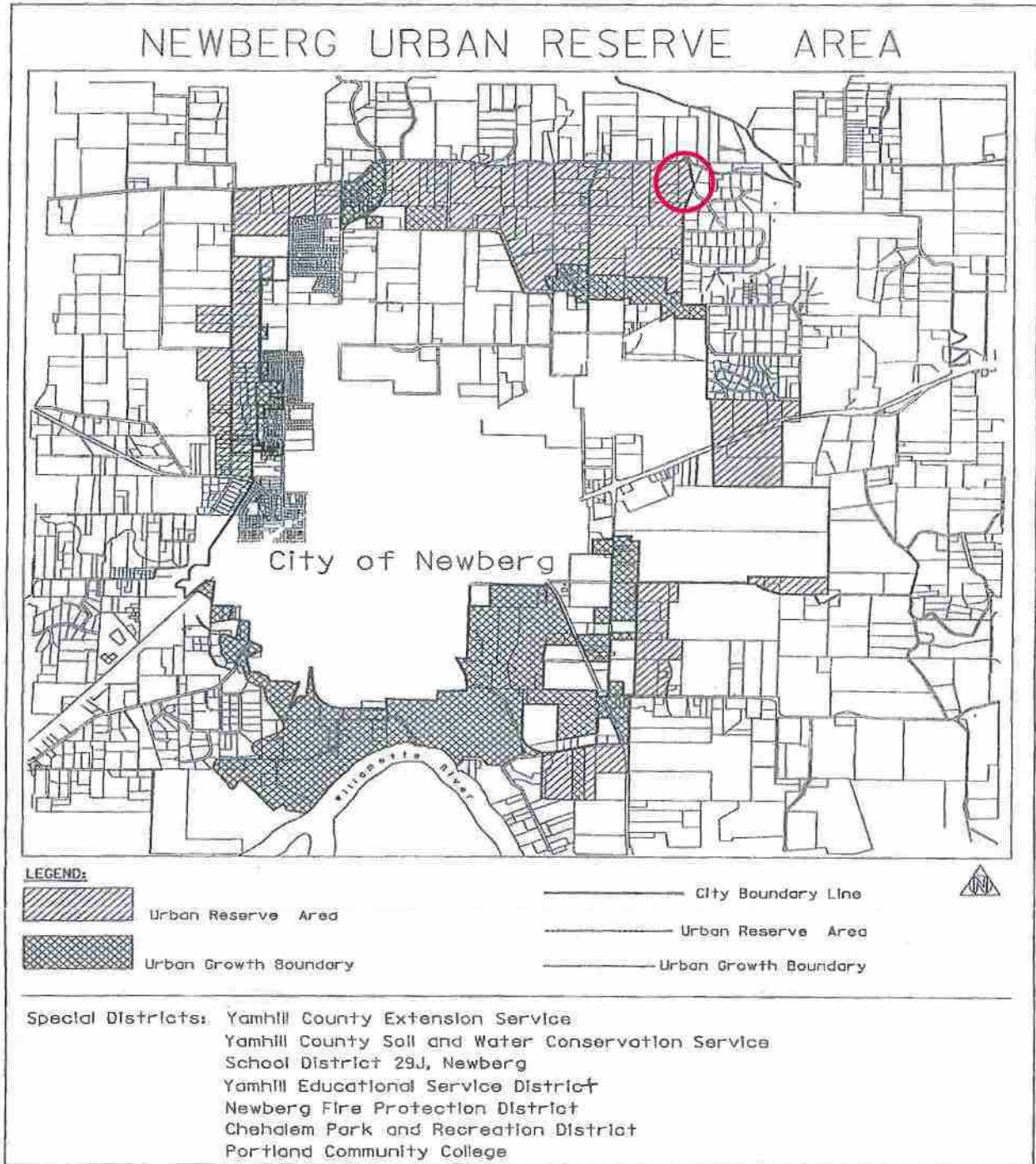
Looking southwest from NE Bell Road toward the site entry driveway. The existing residence can be seen to the left and the neighboring vineyard to the right.

In summary, the B & B will be tastefully done with the existing characteristics of the property remaining intact. The B & B will feature the local delicacies the Willamette Valley and the surrounding communities have to offer. The B & B will join multiple associations to support its business. The B & B will foster relationships with the local neighbors and the surrounding communities to support the local economy and create a strong connection of cohesiveness and belonging, all which enhance the true beauty of Newberg and Yamhill County that exists today.

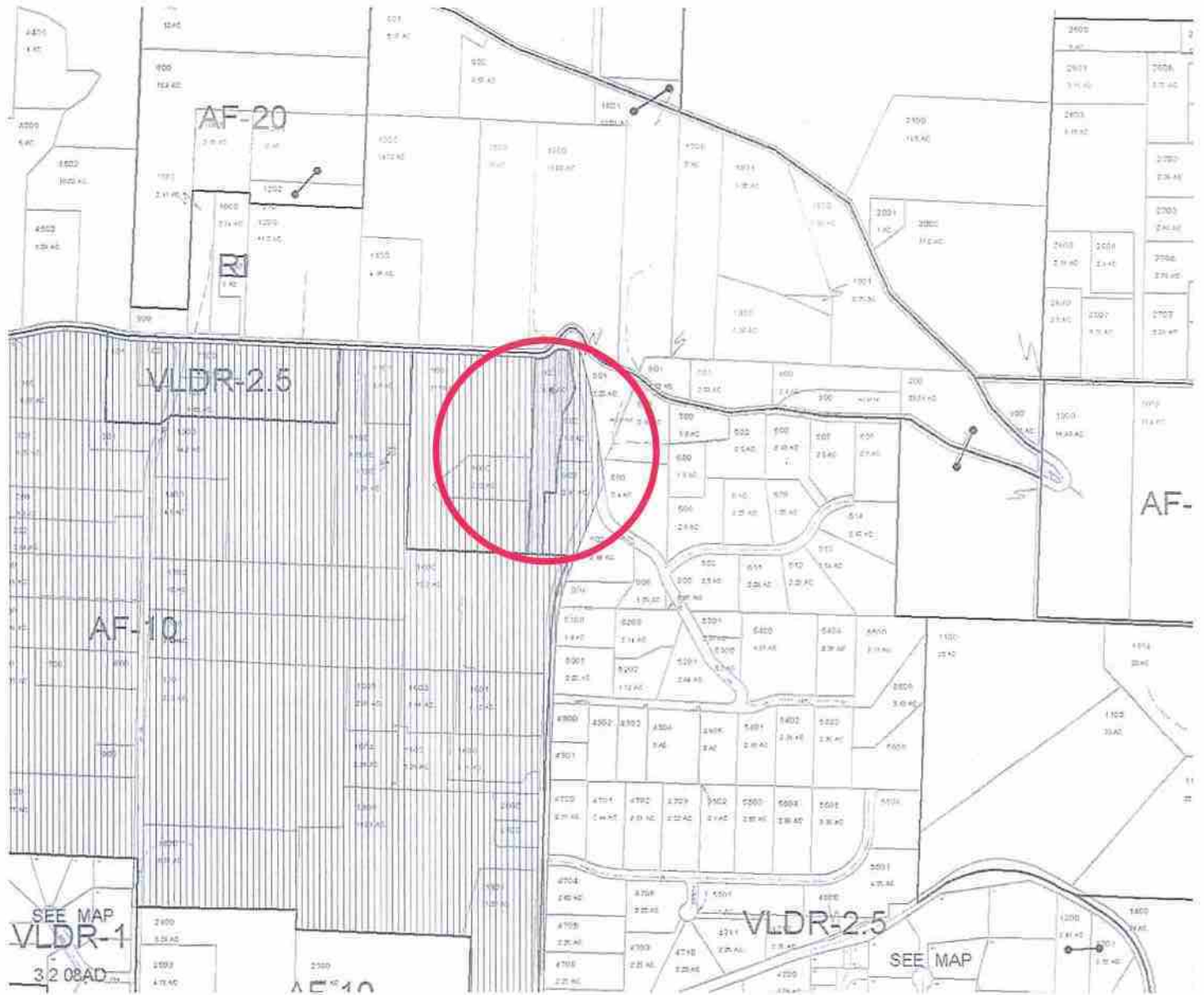
EXHIBITS

- A. Newberg Urban Reserve Area showing location of property, small scale.
- B. Property as shown on the Yamhill County Urban Reserve Area map.
- C. Future Development Plan documents, Partition 2001-06. (3 pgs.)
- D. Aerial photo of existing site from Google Earth.
- E. Partial site plan of existing dwelling from construction drawings.
- F. Conceptual Development Plan showing addition to existing dwelling.
- G. DEQ Septic Approval, 10/10/2005 (2 pgs.)
- H. Water Supply Well Report, 6/17/2005
- I. Additional Site Photos.

A. NEWBERG URBAN RESERVE AREA SHOWING LOCATION
OF PROPERTY, SMALL SCALE



**B. PROPERTY AS SHOWN ON THE YAMHILL COUNTY URBAN
RESERVE AREA MAP**



I am using the Yamhill County GIS data. The GIS data is provided to support its governmental activities. The user is responsible for map errors, omissions, misuse or misinterpretation.

1 in. = 875 ft.

PARTITION 2001-06

for: Stanley Roozing & Henrietta Roozing Trust

Docket No. P-11-39/V-02-00
Location: The NW 1/4 of Section 9, T.3 S., R. 2 W., W.M.,
Solomon Heater D.L.C. No. 48, Yamhill County, OR

Tax Lot: 3209-900 Date: 10 Oct. 2000

Notes

- All parcels have legal access to the county roads.
- This partition does not guarantee the issuance of a separate building permit for any parcel. Prior to issuance of a building permit, the applicant must verify that the applicable provisions of the Yamhill County Zoning Ordinance must be satisfied.
- No city owned or privately owned sewage disposal system, alternate treatment facility or approved septic site will be provided to the purchaser of any parcel unless otherwise noted.
- No municipal, public utility, community water supply or private well system will be provided to the purchaser of any parcel unless otherwise noted.

SURVEYOR'S CERTIFICATE

I, Matt Dunckel, do hereby certify that I have correctly surveyed and marked with proper monuments the land hereon shown as Parcels 1, 2 and 3, the boundary of which is described as follows:

Beginning on the west line of that tract of land described in the plat of STANLEY R. ROOZING and HENRIETTA R. ROOZING REVOCABLE LIVING TRUST and recorded in Film Vol. 268, Page 277, at a point that is West 783.69' and South 25.00' from the northeast corner of the Solomon Heater Donation Land Claim #48, thence South 1131.98' to the southwest corner of said ROOZING tract, thence East 224.80' to the west margin of Springbrook Road (20' from center line); thence N19°05'15"E 459.99' along said west margin to the west margin of Kincaid Road (20' from center line); thence N10°39'00"W 581.98' along the west margin of said Road; thence N16°28'00"W 156.83' along said west margin to the north line of Section 9; thence West 141.92' along the north line of Section 9 to the southerly margin of Bell Road (20' from center line) thence westerly 67.38' along a non-tangent curve concave to the north having a radius of 110.00' (chord=57227.06"W 86.33'); thence West 18.50' along said southerly margin to the west line of said ROOZING tract; thence South 5.00' to the point of beginning.

Matt Dunckel, Oregon PLS 1942
3765 Riverside Drive
Caldwellsville, OR 97128
Phone: 503-472-7904
Fax: 503-472-0367

This is an exact copy of the original partition plat.

Recorded 31 September 2000

APPROVALS:

Yamhill County Planning Director
Date: 2-9-01

Note: The signatures of the Yamhill County Commissioners have been placed under this plat, indicating their approval of the plat.

Pursuant to O.R.S. 82.085,
Taxes have been paid or bond posted to this plat
Date: 6-30-2001
Yamhill County Tax Collector

DECLARATION

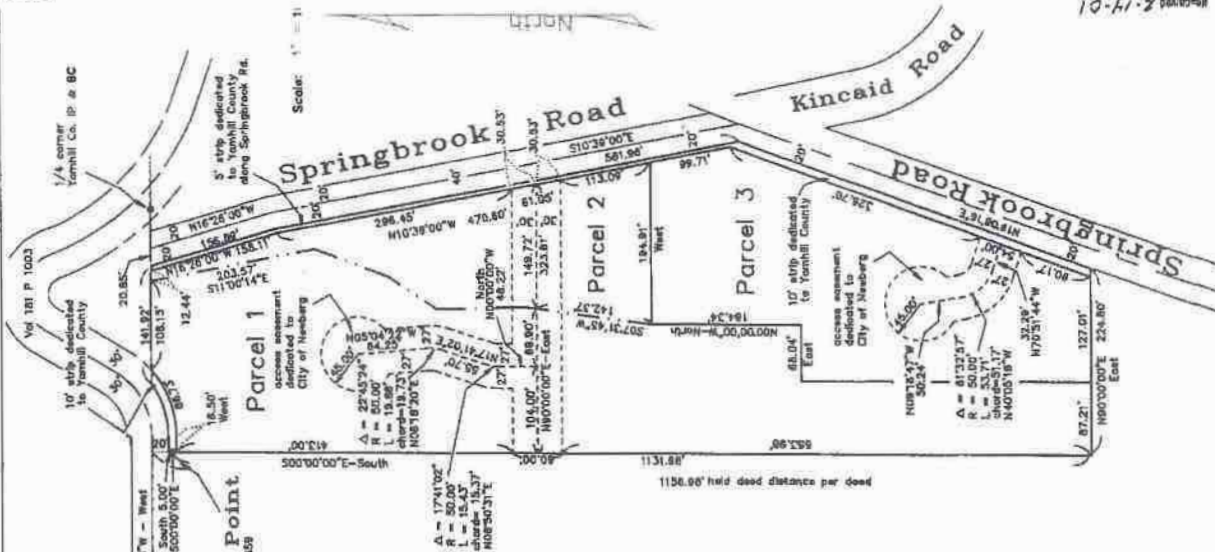
KNOW ALL MEN BY THESE PRESENTS that the STANLEY ROOZING and HENRIETTA R. ROOZING REVOCABLE LIVING TRUST is the owner of the lands represented on the attached map and more particularly described in the Survey and Certificate and has caused said lands to be divided into three parcels as shown on the attached map. The parcels are 10 feet wide strips of land along the westerly margin of the portion Springbrook Road, a 10 foot wide strip of land along the westerly margin of the portion of Kincaid Road and a 5 foot wide strip of land along the westerly margin of the portion of Springbrook Road northerly of the intersection of Kincaid Road, and a 10 foot wide strip of land along the southerly margin of Bell Road, to Yamhill County for road purposes forever, and hereby dedicates the public access easements to the City of Newberg forever, as shown.

Ruth M. Roozing Trustee
STANLEY ROOZING and HENRIETTA R. ROOZING REVOCABLE LIVING TRUST
RUTH GRIMSrud, Trustee

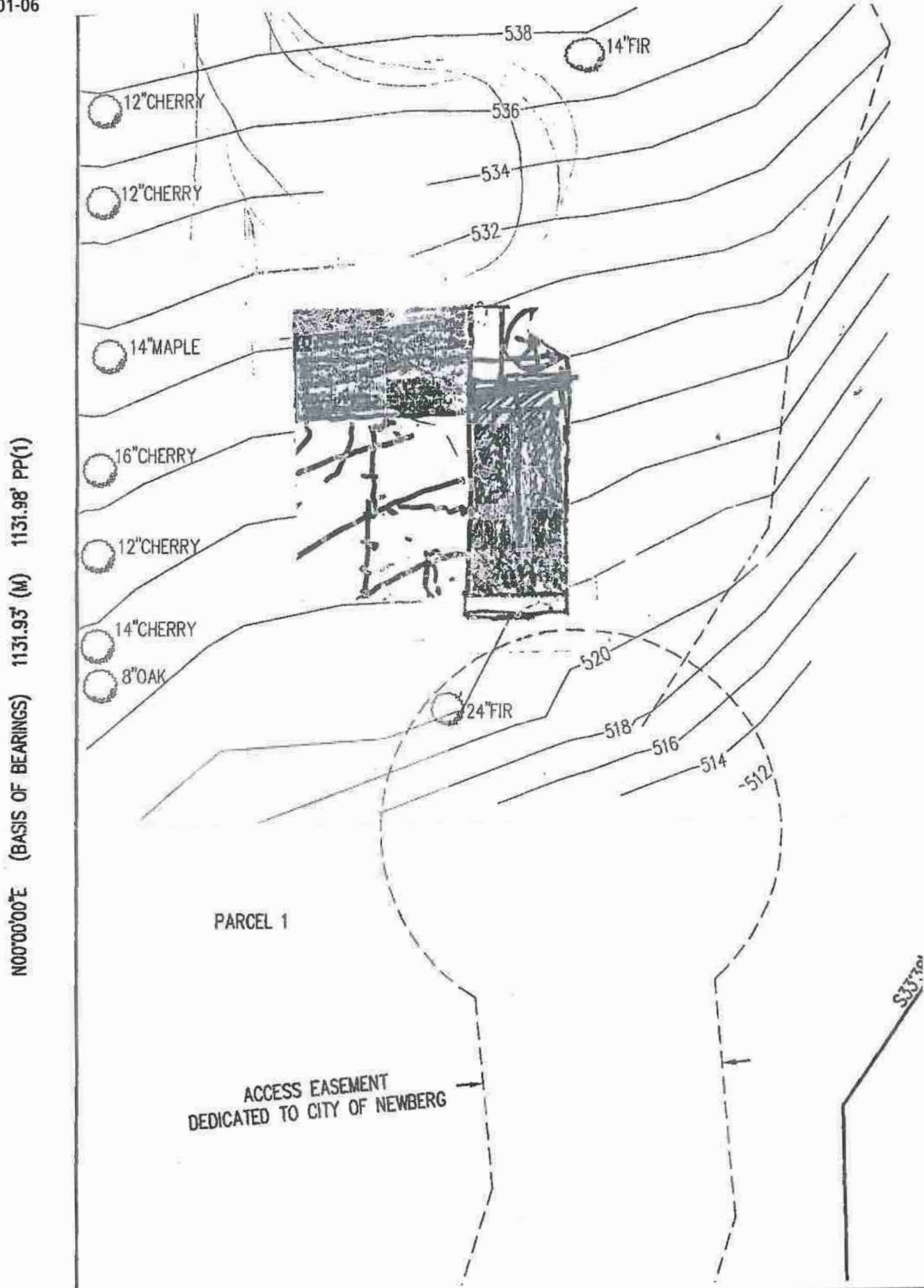
Acknowledgement

STATE OF OREGON
COUNTY OF YAMHILL

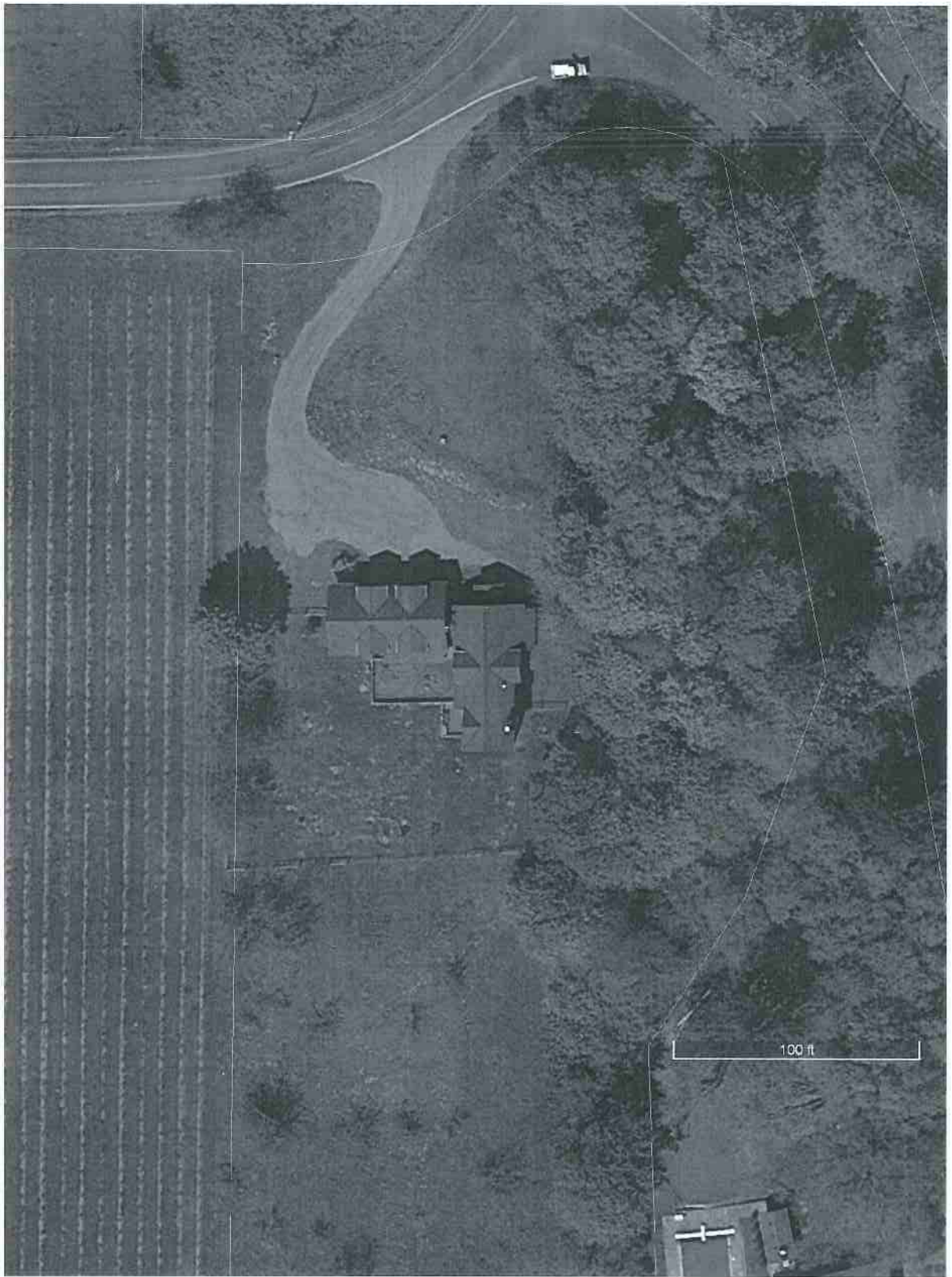
On this day the 9th of October, 2000, did personally appear RUTH GRIMSrud, in the capacity shown in the above Declaration, who being duly sworn, did say that she is the identical person named in the foregoing instrument and that she executed said instrument freely and voluntarily.



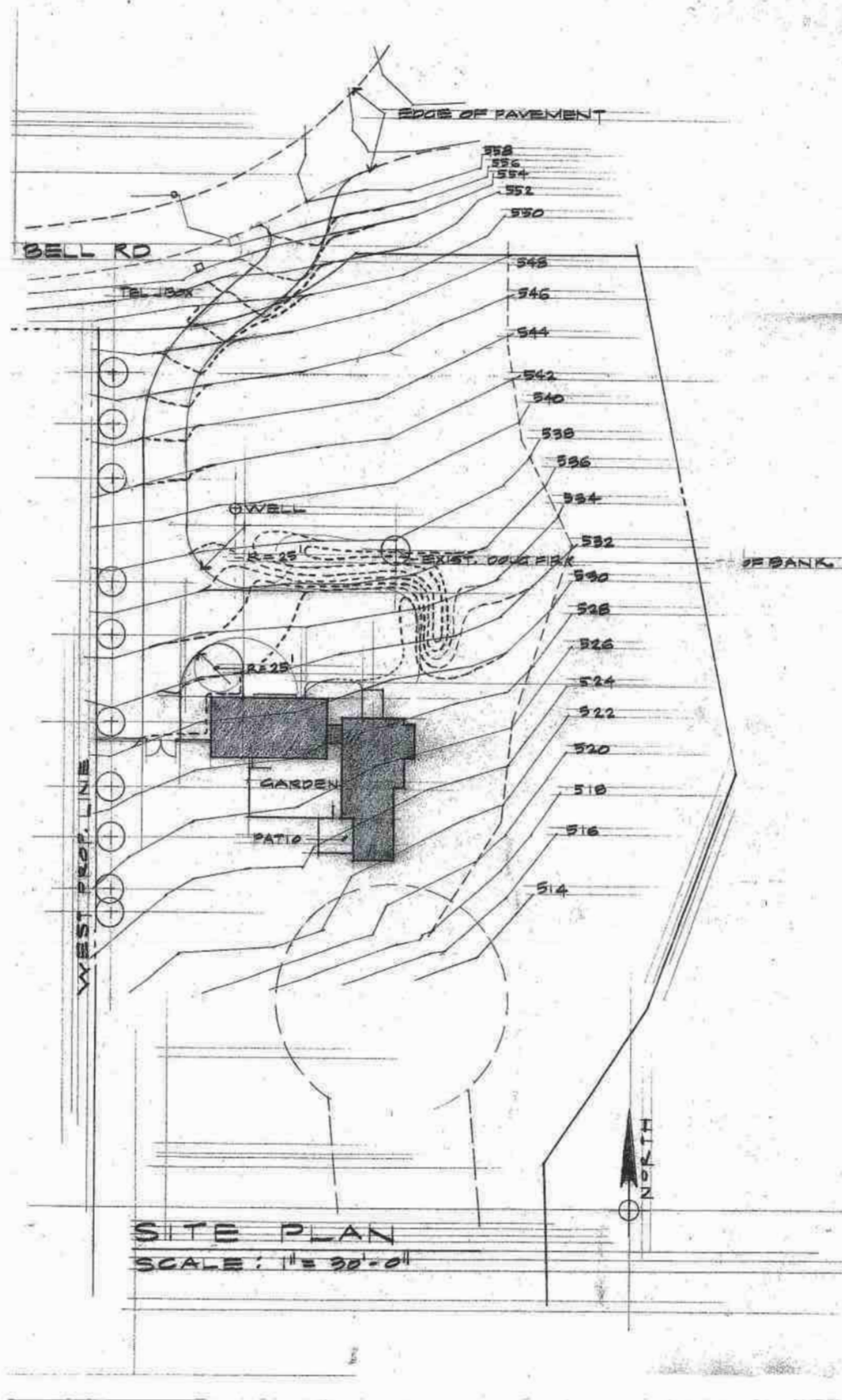
C. FUTURE DEVELOPMENT PLAN DOCUMENTS, PARTITION
2001-06



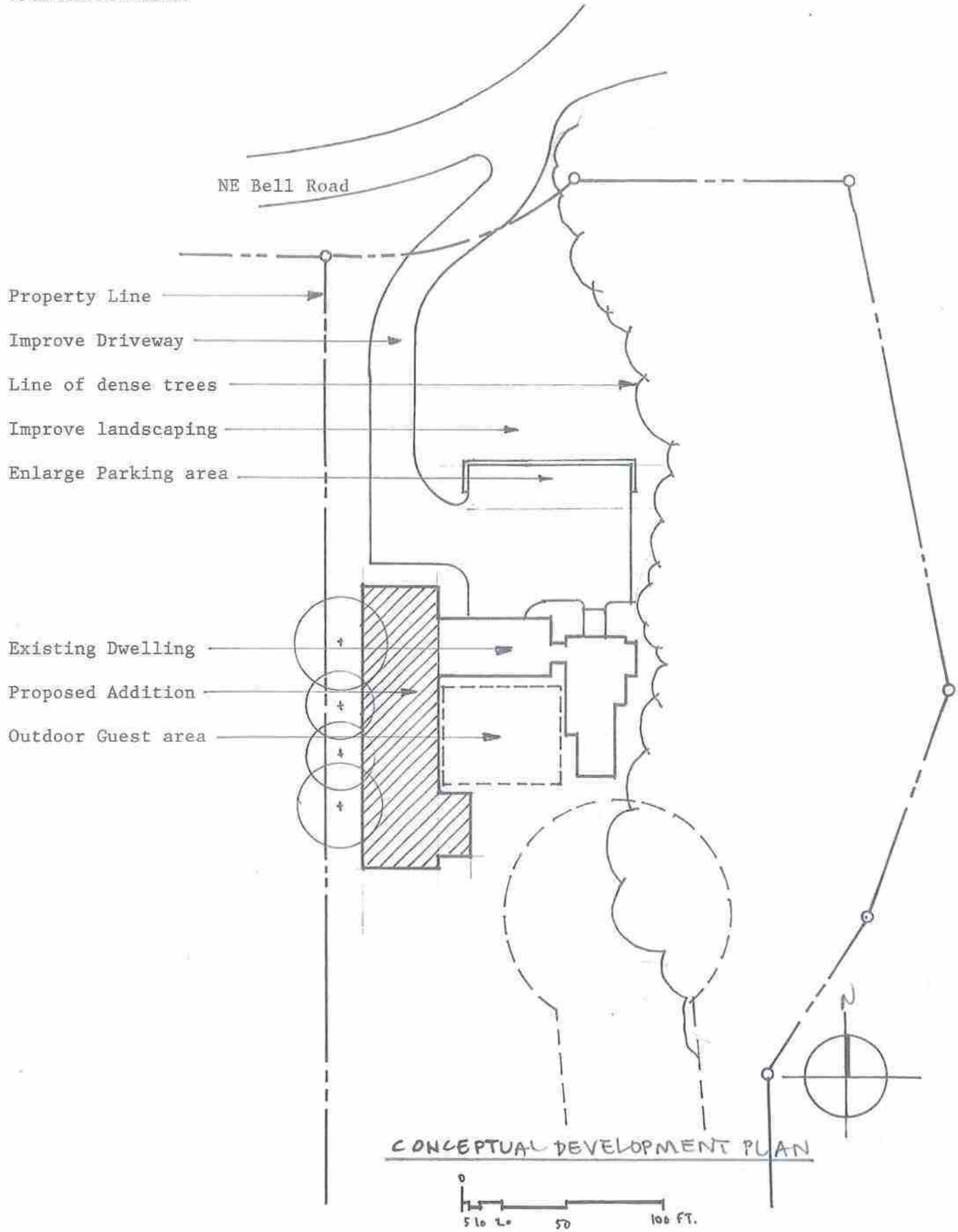
D. AERIAL PHOTO OF EXISTING SITE FROM GOOGLE EARTH



E. PARTIAL SITE PLAN OF EXISTING DWELLING FROM
CONSTRUCTION DRAWINGS



F. CONCEPTUAL DEVELOPMENT PLAN SHOWING ADDITION
TO EXISTING DWELLING



G. DEQ SEPTIC APPROVAL, 10/10/05

77094
Control No.
\$ 535
Fee

STATE OF OREGON
DEPARTMENT OF ENVIRONMENTAL QUALITY

PERMIT NO. 36-196-05

New Construction Repair Other _____
Permit Issued To Brian Marek 3 2 09 900 36
(Property Owner's Name) (Township) (Range) (Section) (Tax Lot / Acct. No.) (County)
NE Bell Rd Newberg Jason Abraham 10-10-05
(Road Location) (City) (Issued by - Signature) (Date Issued)

PERMITS ARE NOT TRANSFERABLE

ALL WORK TO CONFORM TO OREGON ADMINISTRATIVE RULES, CHAPTER 340. WORK SHALL BE DONE BY PROPERTY OWNER OR BY LICENSED SEWAGE DISPOSAL SERVICE. (MAKE NO CHANGES IN LOCATION OR SPECIFICATIONS WITHOUT WRITTEN APPROVAL)

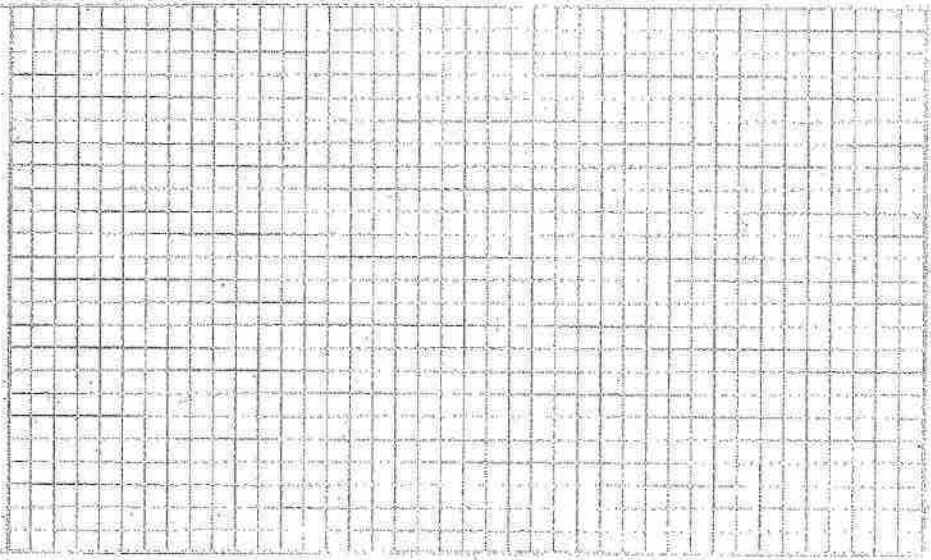
SPECIFICATIONS

EXPIRATION DATE 10-10-06 TYPE OF SYSTEM Standard
Design Sewage Flow: 450 Gallons/Day
Tank Volume 1000 Gallons Disposal Trenches Seepage Bed(s) _____ Square Feet
Maximum Depth 36 inches. Minimum Depth 24 inches. 375 Linear Feet
Equal Loop Serial Pressurized Minimum Distance Between Trenches Undisturbed
Total Rock Depth 12 inches. Below Pipe 0 inches. Above Pipe 2 inches. Rake Sidewall
Special Conditions (Follow Attached Plot Plan) _____

PRE-COVER INSPECTION REQUIRED — CONTACT _____

CERTIFICATE OF SATISFACTORY COMPLETION

As-Built Drawing
with Reference Locations
Installer Price-Rite
Final Insp. Date 7-17-06
 Inspected By Ja
 Issued by Operation of Law
 Pre-cover inspection waived pursuant to OAR 340, Division 71



In accordance with Oregon Revised Statute 454.665, this Certificate is issued as evidence of satisfactory completion of an on-site sewage disposal system at the location identified above.

Issuance of this Certificate does not constitute a warranty or guarantee that this on-site disposal system will function indefinitely without failure.

Jason Abraham Environmental Health Specialist 7-18-06 36
(Authorized Signature) (Title) (Date) (Office)

Price Rite Septic Service, Inc.
Drainfield Specialists
18220 N.E. Hillside Dr.
Newberg, OR 97132
(503) 538-2276
D.E.Q. 33830

INSTALL THIS SEWAGE DISPOSAL SYSTEM ONLY DURING THE MONTHS OF MAY, JUNE, JULY, AUGUST, SEPTEMBER OR OCTOBER, UNLESS OTHERWISE SPECIFICALLY AUTHORIZED AS weather allows

NORWESCO (yellow poly) septic tanks are not approved for most sites. Check with sanitarian.

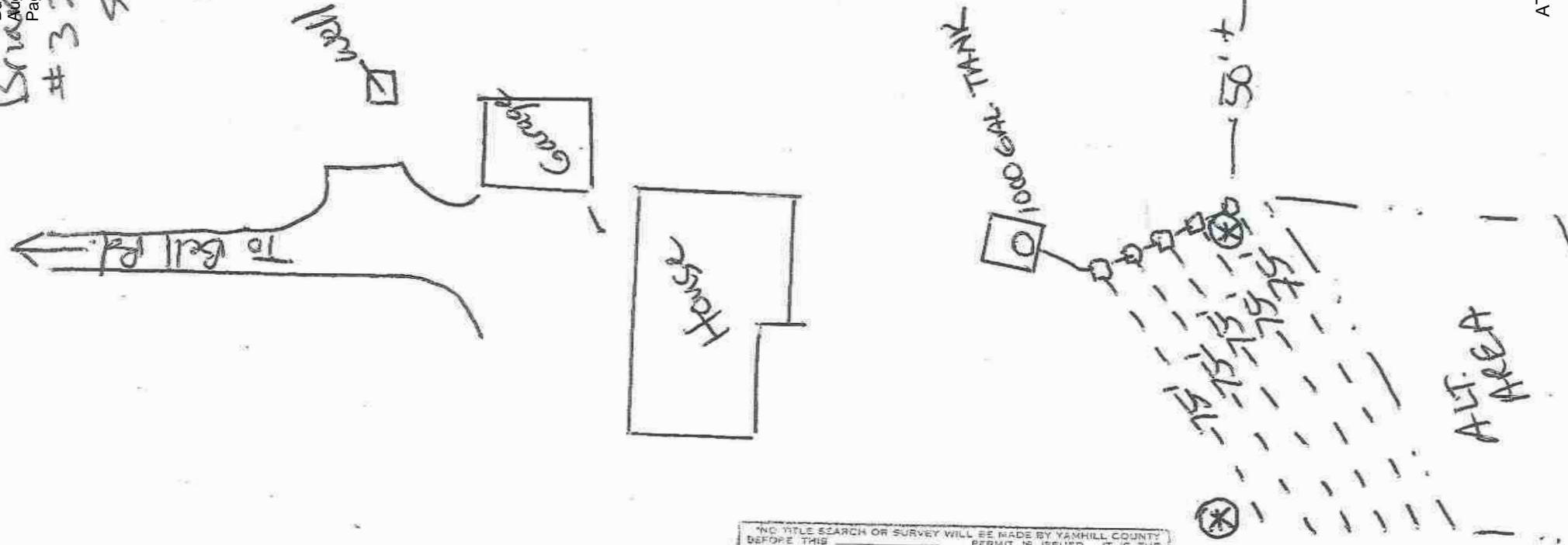
After installation, all tanks shall be watertight. Each tank shall be water tested by filling to a point at least 2 inches above the point of riser connection to the top of the tank. During the test there shall be no more than a gallon leakage over a 24 hour period.

NO TITLE SEARCH OR SURVEY WILL BE MADE BY YAMHILL COUNTY BEFORE THIS PERMIT IS ISSUED. IT IS THE RESPONSIBILITY OF THE APPLICANT FOR SUCH PERMITS TO DETERMINE WHETHER HE HAS THE LEGAL RIGHT TO USE THE PROPERTY IN QUESTION FOR THE INTENDED PURPOSE. NO PERMISSION FOR SUCH USE, EITHER EXPRESS OR IMPLIED, IS GIVEN BY YAMHILL COUNTY BY THE ISSUANCE OF THIS PERMIT.

- Layout Approved Provided:
1. No cutting, grading or filling to be in drainfield area.
 2. All drainfield lines to follow contour of land.
 3. Required setbacks be maintained from water supplies, boundary lines, house lines, and cut banks.
 4. Systems to be installed in accordance with the "Regulations Governing the Subsurface Disposal of Sewage" set forth by the Department of Environmental Quality.
 5. Any deviation from this _____ layout must be approved by this department.

Grapes

Bria Arrek
#3209-900
Scale 1"=40'



I. ADDITIONAL SITE PHOTOS



I. ADDITIONAL SITE PHOTOS



I. ADDITIONAL SITE PHOTOS



ANALYSIS REPORT
 ORELAP Accredited Lab#: OR-100013



**Professional
 Laboratory
 Services**

13035 SW Pacific Hwy.
 Tigard, OR 97223
 Tel.: (503) 639-9311 Fax: (503) 684-1588

Reported: 06/24/2015
 Sampled: 06/11/15 07:20
 Received: 06/12/15
 Sampled By: JS/LAB
 Work Order: 5163002

C EVA Architecture
L Attn: Ned Valvoda
I 333 NW 5th Ave.
E Portland OR, 97209
N Phone: (503) 709-7575
T

Project: -
PO #: -
Project #: N/A
Sampling Location: Pressure Tank Outlet
Sample Matrix: Drinking Water

Lab Number	Sample Name							
5163002-01	Well Water Supply							
Metals (Total)	Method	Units	Result	MRL	EPA MCL	Secondary Standard*	Analysis Date/ Time	
<i>Iron</i>	SM3111B	mg/L	1.01	0.050	-	0.3	06/22/15 12:43	
<i>Manganese</i>	SM3111B	mg/L	ND	0.025	-	0.05	06/24/15 13:13	
<i>Silica</i>	EPA 370.1	mg/L	42**	1.0	-		06/16/15 12:10	
<i>Sodium</i>	SM3111B	mg/L	7.5	0.1	-	20	06/17/15 10:42	
Wet Chemistry	Method	Units	Result	MRL	EPA MCL	Secondary Standard*	Analysis Date/ Time	
<i>Hardness</i>	EPA 130.2	mg/L	20.0***	4.00	-	250	06/15/15 15:20	
<i>pH</i>	EPA 150.1	pH Units	6.3		-	5.5 - 8.5	06/12/15 08:00 ^R	
<i>Total Dissolved Solids</i>	EPA 120.1	mg/L	38	1	-	500	06/15/15 15:00	

Lab Number	Sample Name							
5163002-02	Well Water Supply							
Metals (Total)	Method	Units	Result	MRL	EPA MCL	Secondary Standard*	Analysis Date/ Time	
[†] Lead	EPA 200.9	mg/L	ND	0.002	0.015		06/17/15 16:08	


ND = None detected **MRL** = Minimum Reporting Limit **MCL** = Maximum Contamination Limit
R Sample exceeded hold time and was analyzed per customer request.

[†] This analysis conforms to NELAC standards.

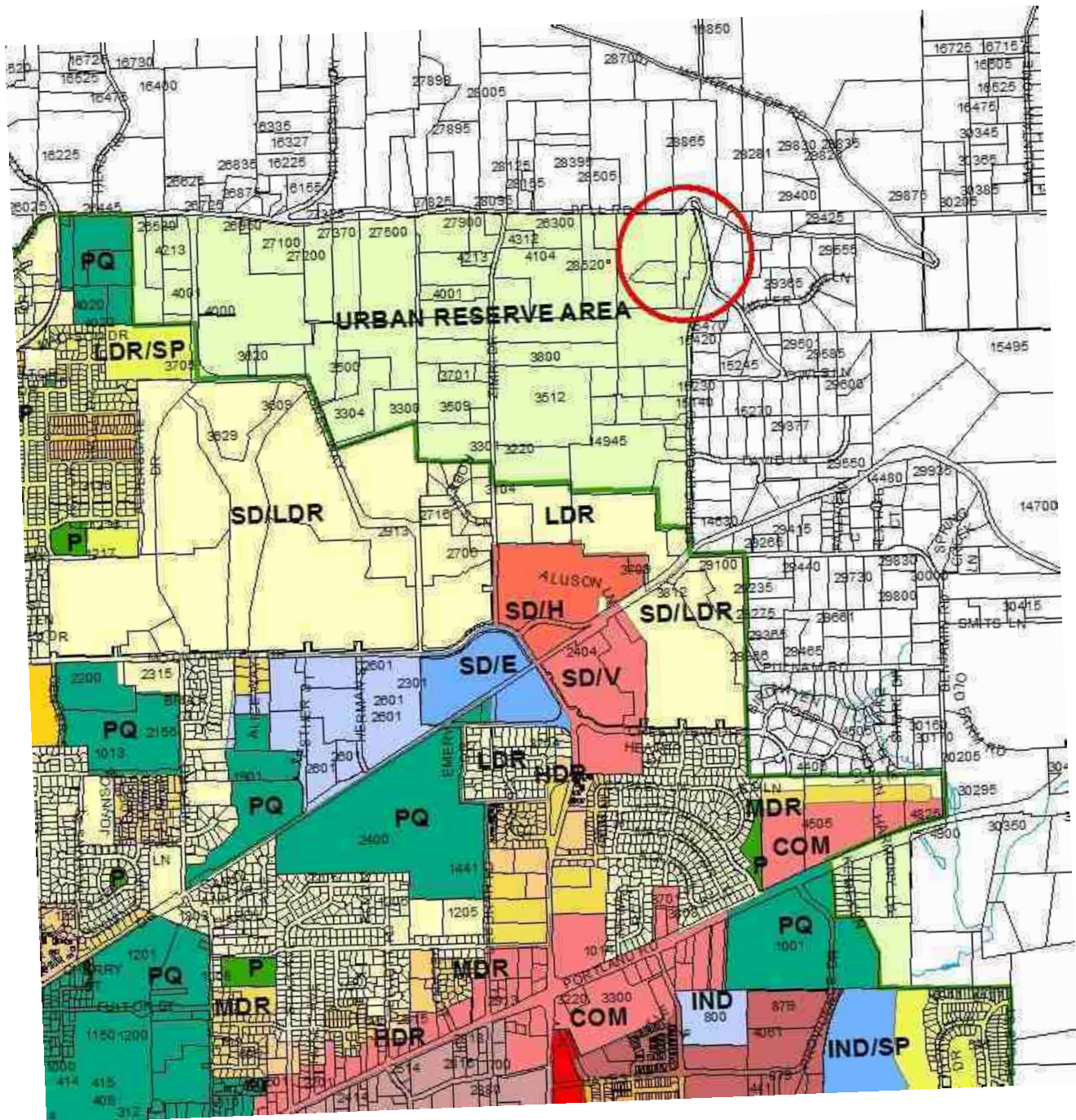
*This is a secondary standard and has no contaminant level. This is a guideline that is associated with aesthetic effects such as staining of plumbing fixtures, tastes, and odors.

**The Silica content of natural water most commonly is in the 1-30 mg/L range, although concentrations as high as 100 mg/L are not unusual.

*** 80-100 mg/L is considered medium hard.

Approved by: 
 Scott Dickman
 Lab Director

Attachment 2: Comprehensive Plan map with B&B location circled in red



REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: August 17, 2015

Order ___ No.	Ordinance ___ No.	Resolution <u>XX</u> No. 2015-3209	Motion ___	Information ___
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SUBJECT: Adopt a Street Seats Pilot Program

Contact Person (Preparer) for this
Motion: Steve Olson, Associate Planner
Dept.: Community Development
File No.: G-15-003

HEARING TYPE: ADMINISTRATIVE

RECOMMENDATION:

Adopt Resolution No. 2015-3209, approving a pilot program for street seats in downtown.

EXECUTIVE SUMMARY:

The City Council had a workshop on the street seat pilot program on July 20, 2015. Street seats are temporary platforms placed in an on-street parking space. The platform is the same height as the curb and extends the sidewalk space in order to add additional outdoor seating for a business. The street seats are owned and maintained by the adjacent private business, and require a permit from the City. They are not public parks, and serve as an extension of the adjacent business. The program includes requirements to make the platforms safe and to make them removable so public infrastructure can be maintained.

Staff is now requesting that the Council adopt a resolution approving the pilot program.

The pilot program is limited in scope, so the city has a chance to test the concept and see how well it works for the city and for downtown businesses. It will last for two years, and will remove no more than six on-street parking spaces. It is limited to the C-3 (downtown) commercial zone, and street seats will not be placed on First Street, Hancock Street or other ODOT rights-of-way.

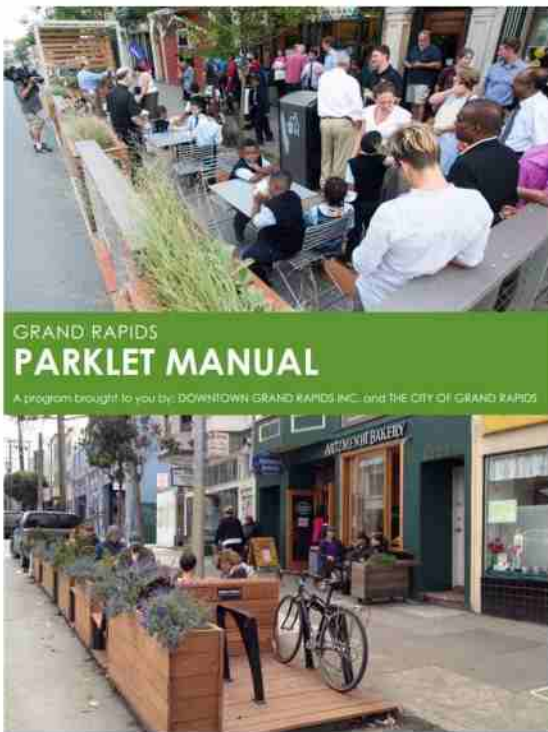
Roles and responsibilities

1. City establishes pilot program, reviews applications, issues permits, inspects.
2. Applicant designs the street seat, documents liability insurance, applies for a permit, installs, and performs maintenance. Obtain Oregon Liquor Control Commission (OLCC) and Yamhill County Health Department permits as needed.
3. Permit review process: Administrative review by Planning and Engineering. Estimated review time of 2-3 weeks.

Design Guidelines:

1. Designed for easy removal to allow maintenance of the public street and other infrastructure.
2. Designed to allow stormwater drainage along the curb.
3. ADA accessible.
4. Adjacent to the applicant's business.
5. No advertising or smoking.
6. Located on a side street, not on First Street, Hancock Street, or other ODOT rights-of-way.
7. Located at least one parking spot in from a corner, unless protected by a bollard, sidewalk bulb-out or similar protective feature.

Examples:



**GRAND RAPIDS
PARKLET MANUAL**



FISCAL IMPACT: There is no fiscal impact to the City from the pilot program.

STRATEGIC ASSESSMENT (RELATE TO COUNCIL GOALS): The program is intended to add vitality to downtown streets and spur economic development. The street seats remove on-street parking, however, which is a shared resource for downtown businesses and residents, so the program is limited in scope. City staff will assess the impact of the program at the end of the two-year period, and advise the City Council whether the program should be continued, expanded, or terminated.

ATTACHMENTS:

- Resolution no. 2015-3209 with
- Exhibit A: Pilot program
- Exhibit B: Map of C-3 zone



RESOLUTION No. 2015-3209

**A RESOLUTION APPROVING A STREET SEAT PILOT PROGRAM IN THE
DOWNTOWN C-3 ZONE.**

RECITALS:

1. On July 20, 2015 the City Council held a workshop on the draft street seat pilot program. The Council was interested in the program and asked staff to return with a final proposal.
2. The Newberg City Council held a public review on August 17, 2015 to consider the street seat pilot program. The City Council finds that the pilot program is in the public interest, and a good fit for downtown Newberg.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. The City Council approves the proposed street seat pilot program, as shown in Exhibit A, and directs city staff to implement the program in the C-3 zone, shown in Exhibit B. Exhibits A and B are hereby adopted and by this reference incorporated.
2. The street seat pilot program will run from August 18, 2015 – August 17, 2017, at which time staff will return to the City Council with a request to continue, expand or terminate the program.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: August 18, 2015.

ADOPTED by the City Council of the City of Newberg, Oregon, this 17th day of August, 2015.

Sue Ryan, City Recorder

ATTEST by the Mayor this 20th day of August, 2015.

Bob Andrews, Mayor

City of Newberg: Street Seats pilot program

A joint program of the Community Development Department & Engineering Services Department

Acknowledgement: The program is closely based on a pilot program created by the City of Milwaukie, Oregon

INFORMATION and APPLICATION

ABOUT THE STREET SEATS PILOT PROGRAM

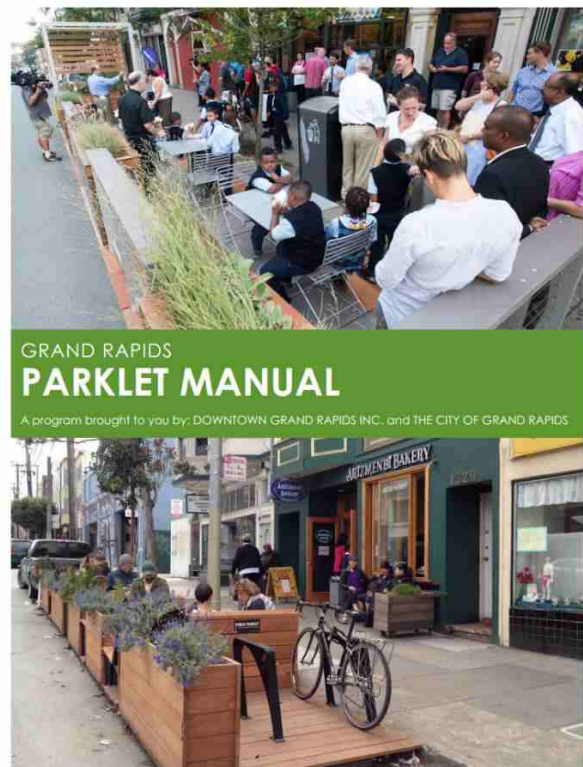
The City of Newberg is introducing a 2015 Downtown Street Seats pilot program. This pilot program is geared toward applications for a semi-permanent street seat (regular or daily occupancy) – repurposing on-street parking spaces to add additional outdoor seating for a restaurant so people can stop, sit, and take in the life of the street. To justify construction expense, and help ensure active use, this is a 2-year pilot program: August 2015 through August 2017.

WHAT ARE STREET SEATS?

Street seats are temporary platforms placed in an on-street parking space. The platform is the same height as the curb and extends the sidewalk space in order to add additional outdoor seating for a restaurant. The street seats are owned and maintained by the private business, and require a permit from the City.

Some cities call them “parklets”, and others call them “street seats.” Some cities create “parklets” as miniature public parks, while others only allow privately owned versions. Newberg’s pilot program is only for privately-owned street seats, so to avoid confusion the term “street seats” will be used in this document instead of “parklet.” One benefit of privately-owned street seats is that they are maintained and monitored by the adjacent business.

Example: From the City of Grand Rapids parklet manual



KEY ITEMS

- **Eligibility:** The pilot program is limited to eating/drinking establishments in the downtown C-3 commercial zone.
- **Location Limitations:** The pilot program uses a maximum of 6 parking spaces; no more than one street seat per block face. Street seats cannot be located on First Street, Hancock Street, or other ODOT rights-of-way. One establishment has been preselected (pending application submittal), having shown great interest in the program; a few additional street seats would be possible.
- **Parking space stenciling:** Applicants recognize that parking space stenciling done by the City will not be done where street seats are in place.
- **Design Documentation:** Design document package required at time of application submittal. Street seat applicants will be required to submit a complete set of proposal drawings in order to be considered for approval, including a full set of detailed design drawings.
- **OLCC & Yamhill County Health Dept.:** If applicable, applicant is responsible for obtaining separate Oregon Liquor Control Commission (OLCC) permits and Yamhill County Health Department permits.
- **Change in ownership:** If your business changes ownership you will either need to remove your street seat or transfer the permit to the new owner.
- **As a pilot project, the City reserves the right to adjust requirements as situations arise.**

FEES

All eligible applicants will be charged a \$150 base permit fee. If the street seat requires other changes to the street (e.g. parking sign or striping changes) the applicant will be responsible for those costs. City staff will provide accurate cost estimates of these charges based on location. Filing fee will be due upon filing of application.

INSURANCE

If your application is approved, you will be required to provide evidence of at least \$2M in liability insurance naming the City of Newberg as additional insured. Most businesses already carry this insurance; please check with your provider.

MAINTENANCE

The street seat will be owned and maintained by the applicant. The applicant is responsible for all costs associated with the design development, construction, installation, maintenance, and removal of the street seat. If an application is approved, this represents that the applicant shall keep the street seat free of debris, grime, and graffiti, and to keep all plants in good health.

The permit obligates you to ensure that the facility is swept daily and debris is removed from under (if applicable) and around the street seat a minimum of once a week. Any cleaning products that are used on the facility are required to be biodegradable and environmentally friendly, since they will ultimately drain into nearby streams.

DESIGN EVALUATION

The following evaluation criteria will be used to evaluate the design submissions and award approvals:

- **Design quality:** The quality and creativity of the design; the quality and durability of proposed materials and furniture.
- **Streetscape enhancement:** How the proposal will enhance the aesthetic quality of the streetscape.

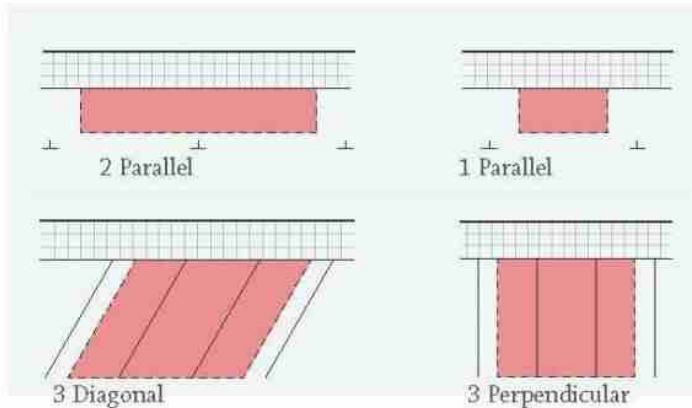
GENERAL GUIDELINES

- The street seat must be located adjacent to the applicant's business; no more than one street seat per business will be permitted.
- In some areas of downtown, curb heights in combination with the slope of the street make the installation of a traditional street seat platform very challenging. In these cases, the applicant may propose to not install a platform, but must demonstrate compliance with ADA accessibility requirements to ensure that accessible seating is provided in the overall street seat.
- Design for easy removal. The street seat will sit on top of the existing street surface. Because street seats may sit on top of critical infrastructure and utilities such as gas lines, sewer and water mains, they need to be designed for easy removal in case of an emergency. If the street seat has to be removed for city maintenance then the owner must remove it at their expense.
- The street seat may remain in place year-round but must be moveable.
- A street seat may include a bike corral. The bike corral must be located beyond the seating area, not before it, and cannot be permanently attached to the paving.
- No power lines can extend over the sidewalk to the street seat.
- No advertising. Logos, advertising, or other branding is prohibited.
- Smoking is prohibited in street seats.
- The proposal must include detailed plans for securing furniture when the business is closed.
- Maintenance and litter removal is the responsibility of the applicant/owner. Failure to maintain the street seat may result in the revocation of the permit.
- Extended lack of use may result in the revocation of the permit.
- Be creative.

LOCATION CRITERIA

- Street seats are not permitted in front of fire hydrants, in active bus service areas, across driveways, or over manholes or public utility valves or covers (including water shut off valves). As an alternative, if valves are present, the street seat must be designed for easy access.
- Fire hydrants cannot be blocked for a total distance of 10 feet (5 feet in each direction along the street from the hydrant).
- The proposed site should be located at least one parking spot in from a corner; otherwise a protected bollard, sidewalk bulb-out, or other similar feature must be present if located at the corner.
- The proposed site should be located on a street with a speed limit of 25 MPH or less.
- Street seats cannot be located on First Street, Hancock Street, or other ODOT rights-of-way.

- Multiple businesses may propose a shared street seat; details regarding the shared use agreement must be included.
- For street seats proposed on parallel parking spaces, a maximum of two (2) parking spaces shall be used. For proposals using angled parking spaces, a maximum of three (3) parking spaces shall be used. For proposals using perpendicular parking spaces, a maximum of three (3) parking spaces shall be used. Refer to Figure 1 for details.



DESIGN ELEMENTS – applicable to all street seats

- The street seat design must include vegetation in the form of planters.
- The use of high quality, durable materials capable of withstanding year-round use is encouraged.
- All rails must be capable of withstanding a 200-lb horizontal force. No wall, planter, or rail may be higher than 3', as measured from the walking surface.
- Design must maintain a minimum five-foot clear pedestrian through zone in the sidewalk corridor where access is taken to the street seat area.
- Street seat footprint: parallel parking. Twenty-four (24") inch setback on either end of the street seat, adjacent to parallel parking, shall be maintained. Wheel stops may be used but are not required. If proposed, wheel stops will be installed by the applicant and inspected by the City after final facility construction/installation is complete.
- Street seat footprint: diagonal parking. For diagonal and perpendicular spaces, the edge of the street seat must be set back eighteen (18") inches from the adjacent parking space on either side. This setback space must be included within the street seat space, and not be taken from the adjacent space.
- Street seat design must include a physical barrier along the street while maintaining clear visual sightlines to the street. Vertical elements, such as planters and umbrellas, should be included so that the facility is visible to vehicles.
- To protect a street seat in a parallel parking space from parking maneuvers, substantial planters, weighted bollards, or other structure that can withstand light vehicular impact, must be installed on either end of the street seat and at the street edge. Street seats in diagonal parking

spaces are not required to have such substantial edge materials, except for the side and corners at the street edge. Additional traffic safety items may be added to the final design by City staff.

- The proposed number of table and chairs shall be approved by the City. Furniture must be able to accommodate those with disabilities, wheelchairs, or mobility devices.
- Proposed covers or shelters may have additional structural engineering requirements. If canopies/tents/awnings are used there may be additional Fire Code requirements.
- Surface materials: loose particles, such as sand or loose stone, are not permitted on the street seat.

DESIGN ELEMENTS – applicable to street seats with platforms

- The platform may not be attached to or damage the street and must be easily assembled and disassembled. Any damage to the street is the responsibility of the applicant.
- Platform must be designed to allow for curblinestormwater drainage.
- Platform must be designed to accommodate the crown and cross slope of the street surface.
- Street seat decking must be flush with the curb and may not have more than a ½ inch gap from the curb. If this is impossible, the submitted design must demonstrate compliance with ADA accessibility requirements to ensure that accessible seating is provided in the overall street seat (e.g. sidewalk café seating).
- All plans must clearly articulate the spans and supports to be used for the body of the street seat.
- Street seat platform rest areas cannot exceed two percent (2%) cross slopes.

DEVELOPING the DESIGN DOCUMENT PACKAGE

Quality of design will be one of the prioritized evaluation criteria.

Site locations and street seat design are approved by City staff based on the attached Design Guidelines. Applicants are encouraged to communicate with staff during the design development phase. Staff can help flag potential design concerns early on, and foresee potential issues that could be arise later in the process.

Hiring a professional engineer is not required. Use of Google Earth or similar technology for planning purposes is sufficient. But accurate measurements are required for design details. Please provide as much detail as possible – it will speed the process of reviewing the application. The City prefers documents in 11" x 17" format.

1. Street seat Location and Context Plan. This drawing should show the street seat footprint in relation to the surrounding streetscape context. It should include footprint of the proposed platform in context with the surrounding streetscape, including:

- "footprint" of the proposed street seat
- building "footprints" and entrances
- sidewalk width
- existing parking stalls
- existing curb cuts and driveways
- adjacent bike lane and auto lanes
- all surface obstructions within 15 feet of the proposed area (e.g. fire hydrants, utilities, streetlights, parking meters, street trees, tree pits, etc.)
- required setbacks from adjacent parking stalls

2. Detailed Design Plan. This is a top-view drawing of your street seat design and should include:

- Various elements included in the design.
- Different materials to be used in the design.
- Plant types and/or species to be used.
- Street seat dimensions and elements (including required buffer areas).
- ADA compliance.
- If applicable, a detail showing how you will maintain positive drainage flow along the curb line.

3. Elevations. These are side-view drawings of your proposed design and should include:

- Various elements included in the design.
- Different materials to be used in the design.
- Dimensions of platform, street seat elements and buffer areas.

4. Renderings and Perspectives (optional)

5. Construction Drawings (if applicable). These drawings should show how your street seat will be assembled or constructed. They will include:

- Confirmation of all dimensions and materials to be used in the design.

- Any hardware such as fasteners to be used in the construction process.
- A detail showing how you will accommodate existing curb height and the cross slope of the road surface.

6. Right-of-way use drawing and construction information. This drawing identifies any right-of-way area to be temporarily used during the construction of the street seat. Identify any area of the street, parking spaces, sidewalk, etc. that are proposed to be temporarily used. A minimum of 5' of clear sidewalk access for pedestrians must be maintained at all times. Indicate the duration of construction including proposed dates and times.

STREET SEAT APPLICATION and PROCESS

The following is an overview of the street seat application, approval, and installation process:

1. Applicant reviews application materials and design guidelines
2. A location is selected that meets location criteria.
3. It is strongly recommended that applicants request a meeting with City staff to review design ideas prior to submitting an application.
4. Business and property owner approvals are obtained using Application Form.
5. Work begins on detailed design document package.
6. Applicant should consider contacting City staff with any questions about their application submission. Questions can be sent to the Community Development Department and Engineering Services Department.
7. Completed application and all required attachments and fees are submitted at the Community Development Department permit center counter.
8. The City will review the application for completeness and that all design guidelines have been met. Incomplete applications will need to submit any required information.
9. Applications are reviewed for design and technical requirements.
10. Applicants with approved applications will be contacted by City staff to schedule a preconstruction on-site visit if needed.
11. Installation must occur within 90 days of permit issuance.
12. Once installation is complete, applicant is required to notify the City within 48 hours of the completion of street seat construction to schedule a post-construction on-site inspection.
13. Post Construction. The City will continue to monitor the street seat for compliance with your revocable permit and design guidelines. Failure to comply may result in revocation of your permit. The City may also request your participation in assessments and studies of the program.

Street seat Pilot Program: Application Form.

Permit #: _____

I. APPLICATION FORM

Site Address: _____

Cross-Street 1: _____ Cross Street 2: _____

Applicant Contact Information (main contact assigned to work with City staff)

Project Contact Name: _____

Phone Number: _____ Email: _____

Business Information

Name of Business: _____

Address: _____

Type of Business: _____

Owner Name: _____

Owner Phone: _____

Owner Email: _____

Property Owner Information

Name of Property Owner or Representative: _____

Name of Property Owner Company: _____

Street Address: _____

City: State: Zip: _____

Business and Property Owner’s Affirmation

I, the undersigned, do affirm that I am the owner or a duly authorized representative of the corporation owning the above referenced property. I have been made aware of the Applicant’s intent to install a street seat in the parking lane in front of the business listed on this application and have no objections.

Business owner: _____ {Signature}
_____ -{Print Name} _____ - {Date}

Property owner _____ {Signature}
_____ {Print Name} _____ - _____ {Date}

Site Information

Proposed size of street seat (Square feet and # of parking spaces): _____

Is the street seat intended to span more than one storefront? Yes No

* If “yes”, application must be received from each sponsoring business.

What is the proposed duration of the street seat? (Daily, every weekend, monthly, etc. Please describe expected timeframe.)

II. REQUIRED DESIGN DOCUMENT PACKAGE

Please refer to the design requirements in the Street seat Program Overview. You can use the following checklist to ensure that your design proposal package is complete.

- Street seat Location and Context Plan. This drawing should show the street seat footprint in relation to the surrounding streetscape context.
- Detailed Site Plan. A top-view drawing of the street seat design.
- Design Elevations. Side-view drawings of the proposed design.
- Renderings and Perspectives (optional)
- Construction Drawings (if applicable)
- Right-of-way use drawing and construction information

Design/Architecture Services (if applicable)

Designer Name: _____

Design Firm: _____

Phone Number: _____

Email: _____

Construction Services (if applicable)

Contractor Name: _____

Company Name: _____

Phone Number: _____

Email: _____

III. APPLICATION SUBMISSION INSTRUCTIONS

- How to submit your completed application package:
- Format drawings to an 11x17 page layout
- Provide five (5) copies of the application and Design Package
- Attach documentation of Insurance Requirements
- Filing Fee

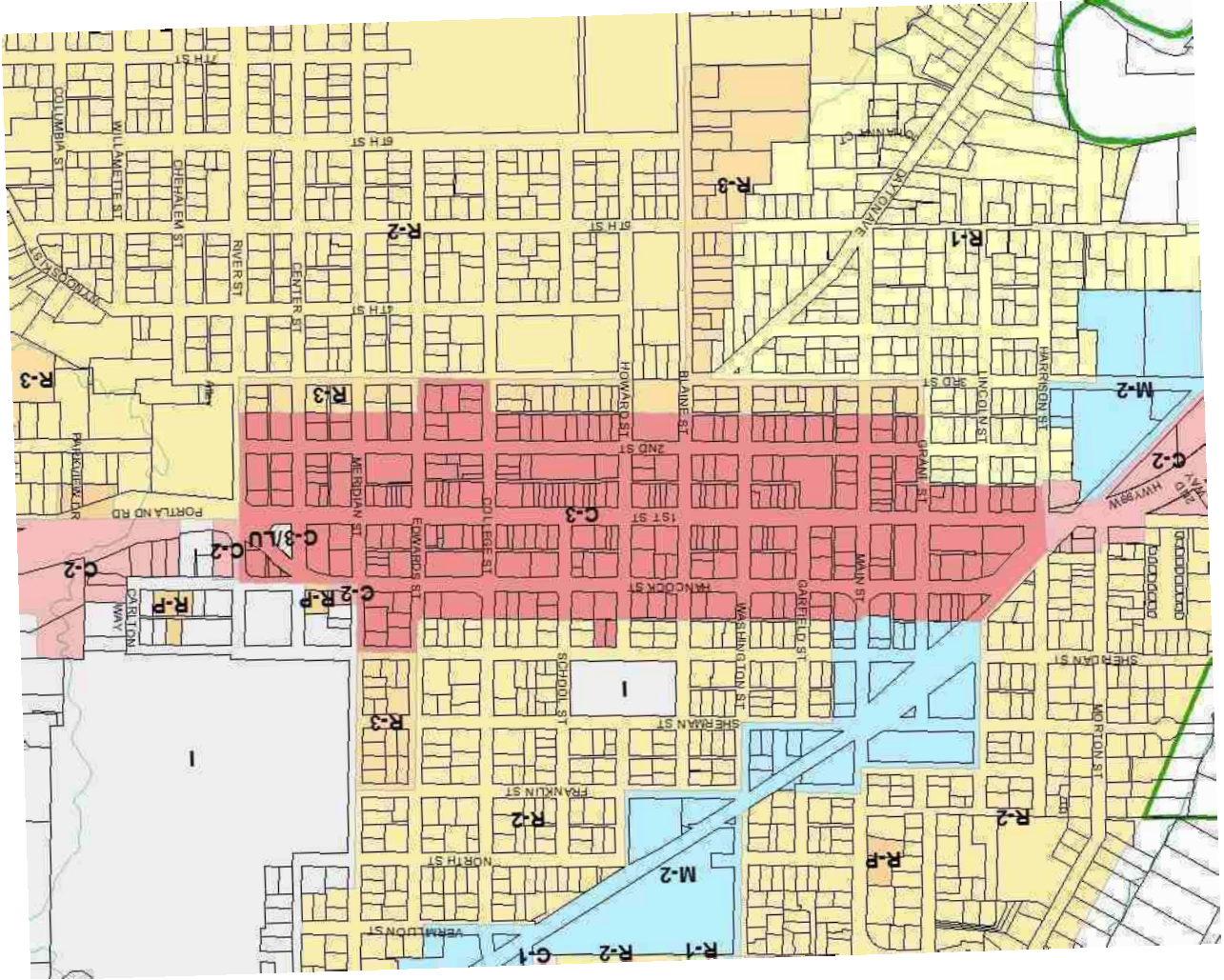


EXHIBIT B: C-3 MAP

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: August 17, 2015

Order ___ No.	Ordinance ___ No.	Resolution <u>XX</u> No. 2015-3205	Motion ___	Information ___
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SUBJECT: Resolution to Ratify Collective Bargaining Agreement between the City and the Newberg-Dundee Public Safety Association.

**Contact Person (Preparer) for this Resolution: Nancy McDonald, Interim Human Resources Director
Dept.: Administration
File No.:**

RECOMMENDATION:

Adopt Resolution No. 2015-3205, ratifying the collective bargaining agreement between the City and the Newberg-Dundee Public Safety Association.

EXECUTIVE SUMMARY:

The City and Newberg-Dundee Public Safety Association (the “Association”) have negotiated a tentative collective bargaining agreement for the time period of July 1, 2015 to June 30, 2017 subject to ratification by the Council and Association Members. The specific terms are set out in the attachment to the resolution.

FISCAL IMPACT: The 1% COLA for FY 15-16 was adopted in the current budget. The market wage adjustments enumerated in the agreement as well as subsequent market wage adjustments for the non-represented Sergeants, will have an impact of \$\$282,033 during FY15-16. This impact to the budget will be addressed in a supplemental budget request presented to the Council by the end of this calendar year. Not including a FY 16-17 cost of living adjustment, the second year market wage adjustments enumerated in the agreement will be \$27,980 and will be included in that year’s budget.

STRATEGIC ASSESSMENT: Continued quality police protection and dispatch services while providing fair compensation for personnel.



RESOLUTION No. 2015-3205

A RESOLUTION APPROVING THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CITY AND THE NEWBERG-DUNDEE PUBLIC SAFETY ASSOCIATION; AND AUTHORIZING THE CITY MANAGER PRO TEM TO EXECUTE THE AGREEMENT

RECITALS:

1. City staff has been in negotiations with the Newberg-Dundee Public Safety Association, (“Association”) representatives for a new collective bargaining agreement with a contract period of July 1, 2015, through June 30, 2017.
2. The Association ratified the proposed collective bargaining agreement, attached as Exhibit “A” and by this reference incorporated.
3. City staff and Association representatives negotiated constructive language changes and obtained comparable wage data. Based on that research and comparable wage data the increase in compensation is justified and fair. The proposed agreement benefits the City.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. The City ratifies the Collective Bargaining Agreement between the City and the Association, attached as Exhibit “A” and by this reference incorporated.
2. The city manager pro tem is authorized to execute the Agreement with the Association on behalf of the City. The city manager or city manager pro tem is authorized to interpret the Agreement.
3. The city attorney is directed to review the Agreement as to form and content.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: August 18, 2015.

ADOPTED by the City Council of the City of Newberg, Oregon, this 17th day of August, 2015.

Sue Ryan, City Recorder

ATTEST by the Mayor this _____ day of _____, 2015.

Bob Andrews, Mayor

COLLECTIVE BARGAINING AGREEMENT

THE NEWBERG-DUNDEE PUBLIC SAFETY ASSOCIATION

And

THE CITY OF NEWBERG, OREGON

July 1, 2015 - June 30, 2017

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PREAMBLE

A working Agreement entered into by and between the CITY OF NEWBERG, OREGON, hereinafter called the "City" and the NEWBERG-DUNDEE PUBLIC SAFETY ASSOCIATION, hereinafter called the "Association."

ARTICLE 1. RECOGNITION

1.1 BARGAINING AGENT AND BARGAINING UNIT.

The City recognizes the Association as the exclusive bargaining agent in all matters of wages, hours, and conditions of employment for all police officers, communication officers, , records & evidence technician, and regular part-time employees, excluding limited duration employees (employees hired to work a period not to exceed 90 days), Captains, Sergeants, Support Services Manager, Chief of Police, Chief's Secretary (or otherwise titled individual), and any other confidential and supervisory employees, hereafter called "employees."

1.2 MANAGEMENT RIGHTS.

Except as otherwise specifically limited by the terms of this Agreement or the Public Employee's Collective Bargaining Act, as it relates to mid-contract changes involving mandatory subjects of bargaining or changes in a permissive subject of bargaining which impacts a mandatory subject, the City retains all of the customary, usual and exclusive rights, prerogatives, functions and authority connected with, or in any way incident to, its responsibility to manage the affairs of the City or any part of it. The Association recognizes the prerogatives of the City to operate and manage its affairs in all respects in accordance with its responsibilities and powers of authority. Without limitation, but by way of illustration, the exclusive prerogatives, functions and rights of the City will include the following:

To direct and supervise all operations, functions and policies of the divisions in which the employees in the bargaining unit are employed;

To schedule work most advantageous to the parties, consistent with requirements of municipal employment, the public safety, and consistent with this Agreement;

To manage and direct the work force, including but not limited to, the right to determine the methods, equipment, uniforms, processes, and manner of performing work; the determination of the duties, qualification of job classifications, the right to hire, promote, train, demote, transfer, evaluate performance and retain employees; the right to discipline or discharge for proper cause; the right to layoff for lack of work or funds; the right to abolish positions or reorganize the department or work; the right to schedule employee vacations; the right to purchase, dispose and assign equipment or supplies; and

To implement new and to revise or discard, wholly or in part, procedures, materials, equipment, facilities and standards after discussion with the Association Representatives.

1.3 LABOR-MANAGEMENT ADVISORY TEAM.

The Chief of Police will continue to hold regular meetings of the Labor-Management Advisory Team. The purpose of the Labor-Management Advisory Team is to identify and review issues of concern to department personnel, to review department policies, to consider and resolve issues and to make recommendations to the Chief of Police. The Team will be comprised of the Association President and one Executive Board member together with designated management representation. Of the two Association members, one will be a police officer and one will be a communications officer. The meetings, will be attended by on-duty personnel subject to call and without loss of pay.

1.4 MATTERS NOT COVERED.

In matters not covered by specific language of this Agreement, the City retains the exclusive right to take action(s) and to continue for the term of this Agreement, the practices and policies of the department which are the status quo as of the date of this Agreement by reason of mutual knowledge, acceptance and repetition. Such action(s) will not be subject to the grievance procedure contained herein, except as provided by law.

ARTICLE 2. ASSOCIATION SECURITY AND CHECK-OFF OF DUES

2.1 DUES DEDUCTIONS.

The City agrees to deduct the Association membership dues or fair share amount from the pay of each member of the bargaining unit. The amount to be deducted will be certified, to the City by the Association. The aggregate deduction of those members will be remitted together with an itemized statement to the Association by the tenth (10th) day of the succeeding month after such deductions are made.

2.2 FAIR SHARE DEDUCTION.

Employees that are in the bargaining unit that are covered by this Agreement who are not members of the Association, will make a fair share payment in lieu of dues to the Association.

2.3 EMPLOYER NOTICE TO ASSOCIATION OF ALL EMPLOYEES AND THEIR STATUS.

The Employer will furnish to the Association, on a current basis, notice of all regular employees and part-time employees as defined in Article 4 who have been hired, rehired, laid off or terminated.

2.4 INDEMNIFICATION BY ASSOCIATION: CORRECTION OF ERRORS.

The Association agrees to defend, indemnify, save and hold the City harmless from, for and against any and all claims arising from the application of this Article. The Association and employees will cooperate to correct withholding and payroll errors.

ARTICLE 3. CONTINUATION OF WORK

3.1 NO STRIKE PROVISION.

The City and the Association agree that the public interest requires efficient and uninterrupted performance of all Police services and to that end pledge their best efforts to avoid or eliminate any conduct to the contrary of this objective. Specifically, during the term of this Agreement the Association will not cause or condone any work stoppage, slow-down, refusal to perform any customarily assigned duties, sick leave absence which is not bona-fide, or other interference with Police functions by employees of the bargaining unit under this Agreement. Should same occur, the Association agrees to take appropriate steps to end such interference.

3.2 ASSOCIATION'S RESPONSE TO WORK STOPPAGE AND CAUSE FOR EMPLOYEE TERMINATION.

Upon notification in writing by the City to the Association that any of the Association's members are engaged in work stoppage, the Association will, immediately, in writing, order such members to immediately cease engaging in such work stoppage and will provide the City with a copy of such order. In addition, the Association will use their best efforts to end such interference. Any violation of this Article on the part of an employee in the bargaining unit will be cause for disciplinary action, up to and including termination.

ARTICLE 4. EMPLOYEES

4.1 REGULAR EMPLOYEE.

A Regular Employee is one who is hired to work at least 40 hours a week.

4.2 REGULAR PART-TIME EMPLOYEE.

A Regular Part-time Employee is one who is hired to regularly work more than 85 hours per month.

4.3 LIMITED DURATION EMPLOYEE.

A limited duration employee is one who is hired for 90 calendar days or less and has no entitlement to benefits or seniority rights, and is paid an established hourly rate. Any extension requires the approval of the City and the Association.

4.4 EMPLOYEE EVALUATIONS

A member's evaluations shall be completed within sixty (60) days of the member's anniversary / hire date. The evaluation shall only encompass performance during that one (1) year period unless it is an ongoing issue. Performance issues falling outside of the evaluation period shall be addressed on the employee's subsequent evaluation.

It is understood that there may be exceptions to meeting this sixty (60) day requirement due to extraneous issues. This could include sickness, vacation, extended training, internal investigation, officer's portion not being returned with timeliness, etc. If this were to occur, the evaluating supervisor will note the reason(s) on the officer's evaluation.

ARTICLE 5. PROBATIONARY PERIOD

5.1 PROBATIONARY PERIOD.

The probationary period will be 18 months for all employees. The probationary period may be extended for an additional six (6) months with mutual agreement between the City, the Association and the Employee. Prior to completion of the probationary period, employees may be discharged with or without cause and such discharge is not subject to Article 13, related to grievance and dispute resolution.

5.2 PROMOTIONAL PROBATIONARY PERIOD.

All promotions will be subject to a 12-month "probationary period." If performance is not satisfactory during or at the completion of this period, the employee who is or was covered by this Agreement, will be returned to his/her former classification. Employees who are or were members of the bargaining unit and are serving a promotional probationary period will retain seniority rights. For purposes of this Article, promotional positions are Sergeant and Communications Supervisor.

5.3 SPECIAL CIRCUMSTANCES

During a probationary period if an employee is absent from regular duty or unable to perform the full range of position duties, the probationary period will be extended for a period of time equal to the time affected by the absence or limitation to the duties.

ARTICLE 6. SENIORITY

6.1 SENIORITY STATUS.

An employee will establish seniority when he/she becomes a regular employee of the bargaining unit. An employee acquires seniority status based upon his/her first date of employment or re-employment.

6.2 LAYOFF AND REHIRE.

Seniority by classification for a regular employee will prevail in the case of layoff or rehire where qualifications are equal. The last employee hired will be the first employee laid off and the last employee laid off will be the first employee rehired. If there is any question of any senior employee being qualified to perform the work available in the case of layoff and rehire, the City must show cause for not rehiring or laying off such senior employee.

6.3 PROMOTION.

Where qualifications are equal, promotions will be based on performance and evaluations.

6.4 BREAK IN SENIORITY.

A break in seniority will occur if an employee resigns or is discharged for cause. A break in seniority will also occur if an employee has a total lapse of employment of 12 months due to non-occupational illness or injury; or except as otherwise required by law 12 months or more due to an authorized leave of absence or layoff.

6.5 SAME DATE OF OBTAINMENT OF STATUS.

In the event two (2) or more employees reach regular status on the same date, the date of written application of such employee filed with the City for the position involved will establish seniority.

6.6 SENIORITY LIST.

On or by January 15th of each year of this Agreement, the City/Department and the Association will meet to review and agree upon a list of police officers and a list of communications officers showing the respective officers' seniority in the department from the highest seniority police officer and communications officer to the lowest seniority.

ARTICLE 7. HOURS OF WORK AND OVERTIME

7.1 HOURS OF WORK - REGULAR FULL TIME.

The work week shall consist of forty (40) hours of work in seven (7) consecutive calendar days commencing with the first work day of the employee's regular work schedule. Work days shall consist of twenty-four (24) hour periods commencing with the first work day of the employee's regular work schedule. The intent will be to maintain regularly scheduled workdays of not less than eight (8) hours per day for regular full-time employees.

The starting and expiration times will be consistent with the schedule outlined by the Chief of Police. Days off will be consecutive, except during times of normal shift rotations.

Members may propose schedule changes for review by the Management Advisory Team, with the Chief of Police retaining final authority over approving and implementing schedule changes. Other shifts may be implemented by the Chief of Police; nothing in this Agreement will preclude the City and an employee (or employees) from agreeing to a temporary modification of the employee(s) regular shift.

Nothing in this Agreement precludes the City from mandating overtime work nor from changing payroll processing and pay cycle during the life of this Agreement.

The Department will make best efforts to contact an employee for shift changes occurring with less than seventy-two (72) hours' notice. For the purposes of this Article, "notice" means the employee has been contacted in person, on the telephone or by an electronic transmission and the employee's response to such communication indicates their knowledge of such schedule change. It is also agreed that no additional compensation will be paid for this interactive communication. Shift changes for regular employees with less than 48-hours' notice will implement the call out provisions in paragraph 7.4 of the Agreement, except those shift changes required to cover an absence due to injury or illness. Shift changes made to cover an injury or illness will only implement the call out provision if less than two (2) hours' notice is given.

Upon mutual agreement of the employees involved, the City may shift a workweek by one day, grant an additional day off at the end of the preceding days off, and reduce the concluding days off by one (or make other similar arrangements).

For patrol officers with forty-eight (48) hours' notice or more, the City may adjust the start time of a shift or extend the shift. When a shift extension or "early call in" is necessary with less than forty eight (48) hours' notice, the employee will be paid at the overtime rate for hours of work not normally scheduled unless the change is mutually agreed.

For patrol officers with forty-eight (48) hours' notice or more, the City may adjust the start time of a shift or extend the shift. When a shift extension or "early call in" is necessary with less than forty eight (48) hours' notice, the employee will be paid at the overtime rate for hours of work not normally scheduled unless the change is mutually agreed.

For Communications Officers, when a shift change is required, and with forty-eight (48) hours' notice or more, the City may adjust the shift a maximum of four (4) hours forward or as a holdover.

When Communications Officers are asked to sign up for an overtime shift, the City will not thereafter adjust that overtime shift in a manner that reduces the Communications Officer's anticipated overtime opportunity, with less than forty-eight (48) hours' notice, or an otherwise mutually agreed upon arrangement between the involved employees and the City.

If an employee assigned the anticipated overtime does not wish to give up the anticipated overtime, the employee who first requested the time off that precipitated the overtime, will be required to take the time off he or she originally requested.

If an employee works over 40 hours in a work week and the employee wishes to take comp time off during that week that has not been scheduled for at least 48 hours, that time off will be handled as a shift adjustment commensurate to the amount of the actual number of overtime hours worked, not the expanded hours.

EXAMPLE: A CO works 12 hours on Thursday and on their Friday, wishes to leave four hours early that had not been previously scheduled. The four hours worked on Thursday will be traded for the four hours taken off on Friday. No overtime or comp time is earned by the employee and the city does not pay overtime or comp time for hours not worked.

7.2 OVERTIME.

The following will be regarded as hours worked for the purpose of computing overtime hours for all employees: time off in lieu of holidays; compensatory leave; vacation leave; and time on the job. Under the current dispatch model, if all budgeted dispatch positions are not filled and released for solo performance, then sick leave of said dispatchers will be considered hours worked.

Overtime which has been specifically authorized by supervisory or command personnel and is performed in excess of forty (40) hours in an employee's work week will be paid at the overtime rate of one and one-half (1-1/2) times the employee's regular rate computed in accordance with the Fair Labor Standards Act (FLSA). Voluntary shift trades do not affect hours of work in accord with the FLSA. Regular rate equals base pay plus all additions to pay which the employee is entitled to under this contract. Under no condition will overtime compensation be received twice for the same hours worked.

Employees attending scheduled department meetings or events during their off-duty time will be paid at the overtime rate for hours present at the meeting or event, applicable to the employees' forty (40) hour work week. In all cases, attendance and subsequent overtime must be with prior approval. A meeting or event with less than forty-eight (48) hours' notice will implement the call out provision in paragraph 7.3.

If overtime is scheduled for an employee and the employee voluntarily goes home early, overtime stops. If the employee is mandated to go home, overtime continues through the remainder of the scheduled overtime period.

If with less than forty-eight (48) hours' notice, an employee is mandated to return to work from a previously scheduled vacation, comp, or holiday time taken off, the employee will earn overtime in addition to the vacation, comp or holiday time taken, or can opt to reduce the number of hours the employee returned to work from the employee's time taken bank. It is expected that the employee make reasonable efforts to contact the court in advance of planned vacation, comp, holiday or sick time.

If an employee is on approved federal or state leave time off and is subpoenaed to court, the employee is not eligible for overtime. Rather, the employee will be permitted to take additional time off commensurate with the time spent in court.

Employees cannot make themselves available for an overtime opportunity or otherwise earn overtime by taking vacation, comp or holiday bank time, unless it is mutually agreed upon by the employee and department.

The health and safety of the employees of this Department is of utmost importance to the city and police administration. It is also recognized that investigations and circumstances in the field of emergency services can dictate hours worked to accomplish the goals of the investigation and department. To that end, the City/Department will make every effort to ensure that employees have a minimum of eight (8) consecutive hours off between shifts or, either before or after court appearances, subject to the operational needs of the Department. Additionally, if an employee works more than 16 hours during a single block of time, the employee has the option of taking all hours worked in excess of 16 hours at the overtime rate of pay or adjusting time out commensurate with the time worked in excess of the 16 hours in accordance with the operational needs of this Department.

7.3 CALL OUT & COURT CALL BACK.

Employees who are called to return to work after leaving their duty station for the day will receive three (3) hours pay at the overtime rate. A "call out" is a call to return to work and its duration will not exceed the requirements for the call out. This section will not apply to early "call in" of less than two (2) hours preceding the start of a regular shift or up to two (2) hours after the end of the shift.

Employees who are subpoenaed to court will receive three (3) hours pay at the overtime rate of pay. A "court call back" is a call to appear at any court and its duration will not exceed the requirements of the call back. This section will not apply if the "court call back" is less than two (2) hours preceding the start of a regular shift or up to two (2) hours after the end of a shift.

Members are responsible to call the court schedule recording and check the Circuit Court and Municipal Court schedule board after 5:00 p.m. on the preceding day or forfeit all rights to call out pay for court if canceled.

Employees subpoenaed to court at the Yamhill County Courthouse who live outside McMinnville city limits will start their court call back time 30 minutes prior to their subpoenaed court time. Employees who live within the city limits of McMinnville who are subpoenaed to court at the Yamhill County Courthouse will start their court call back time 15 minutes prior to their subpoenaed court time.

Employees subpoenaed to court in another county for a court appearance will start court call back time when departing from the police department, or when departing from the personal residence if that is closer to the courthouse than the Police Department.

Employees who are subpoenaed to Newberg Municipal Court or Dundee Municipal Court will start their court call back time at the time listed on the subpoena.

A second (and any additional subpoenas) court call back or court appearance within the applicable three hour minimum calculated from the ending of the preceding court appearance, will be considered a single call back.

Meetings or events scheduled in excess of forty-eight (48) hours that are to be held on an employee's off-duty time will be paid at the overtime rate of pay, applicable to the employees' forty (40) hour work week and not the "call out" rate of pay.

Regarding DMV Hearings, the Department encourages officers to attend DMV hearings in person. However, if an officer attends DMV hearings by phone, that testimony is paid for on a "time-for-time" basis, rounded to the nearest one-quarter (1/4) hour, not at the "court call out" rate of pay.

7.4 COMPENSATORY TIME OFF.

If an employee elects to accrue compensatory ("comp") time in lieu of overtime pay, the comp time will accrue at the rate of time and one-half (1-1/2). No employee may accrue more than eighty (80) hours of comp time. Use of Compensation Leave will be approved by the Chief of Police or his designee subject to the operational needs of the Department. Requests for comp time off must be submitted to the supervisor within a reasonable time keeping in mind the supervisor's availability to respond to the request.

The City will be under no obligation to grant comp time off if to do so will require coverage by another employee accruing comp time. Employees who elect to accrue comp time do so with full understanding and acceptance of this requirement in the City comp time procedure, and with full understanding of employees' entitlement to be paid in full for overtime hours at the overtime rate in the applicable pay period. The parties' intend that comp time will be accrued and taken only in accordance with the understandings of this paragraph.

When an employee takes comp time off and coverage is provided by a second and/or third employee, the coverage hours will be paid as overtime wages and not taken in accrued comp time. Comp time off requests will not be approved if it will cause the second and/or third employee to be paid at the "penalty rate" of overtime* applies when there is less than 48 hours' notice.

Denials of comp time off are not subject to grievance.

* Penalty rate of overtime is equivalent to the "call back" rate or an automatic three (3) hours of overtime regardless if worked three (3) hours or one (1) hour. Scheduled overtime with more than forty-eight (48) hours' notice is time worked in excess of forty (40) hours.

7.5 STAND-BY.

Any employee who does not receive "On Call" pay under Article 11.2 of this Agreement and who is required to be on "Stand-By" will be compensated one dollar (\$1.00) for every hour so acting. A person on call is required to carry a phone and be able to respond to calls and return to work within forty-five (45) minutes. Stand-By status is directed by the City for a specific duration.

7.6 TRAINING.

All required training time will be counted as time worked. The City will reimburse, per City Personnel Rules and Regulations, the cost of meals during training required by the City, but not department sponsored training in the greater Newberg-Dundee area. The City may place an employee on an administrative five (5) days of eight (8) hour shifts in conjunction with non-department sponsored training of more than four (4) days' duration. This clause shall not apply to any employee required to attend the DPSST police or communications academy necessary for the employee's ability to become a certified police or communications officer in this state. In these events, required or voluntary training time in excess of forty (40) hours in the work week, will be paid at the overtime rate of pay but must have prior supervisory authorization to attend.

7.7 MANDATORY TRAINING:

All employees required to travel outside the corporate city limits of Newberg or Dundee for training or other reason shall have all such time considered as hours worked regardless of whether the employee was a passenger or a driver. The City will make efforts to provide a City owned vehicle for travel. If the City cannot provide a vehicle, mileage reimbursement will be made as per IRS rules. If a City owned vehicle is offered and the employee chooses to use his/her personal vehicle, no mileage reimbursement will be offered or authorized.

Mandatory training is defined as training that is mandated by the Chief of Police or his/her designee or training required to maintain necessary certification(s) for employment within the employee's discipline for which he or she is employed as required by DPSST, APCO, or other entity recognized by both the City and the Association.

7.8 VOLUNTARY TRAINING:

All employees who request to travel outside the corporate city limits of Newberg or Dundee for training or otherwise, shall have such time considered as hours worked regardless of whether the employee was a passenger or a driver. The employee will adjust his/her work schedule to a mutually agreed upon date and time to avoid incurring overtime or comp time arising from the training and/or travel. It is expected that both the City and employee will work to mutually agree upon shift adjustments sincerely and in good faith. The City will make efforts to provide a City owned vehicle for travel. If the City cannot provide a vehicle, mileage reimbursement will be made as per IRS rates. If a City owned vehicle is offered and the employee chooses to use his/her personal vehicle, no mileage reimbursement will be offered or authorized.

Additionally, if mutually agreed upon, an employee and the City may enter into a specific, non-precedent setting agreement to attend training.

If the mutually agreed upon shift adjustments cannot be accomplished within 30 days from the end of the training, the time will be credited to the employee's comp bank or paid to the employee, at the employee's choice. In either case, time will be earned at straight time.

7.9 WORKING IN A HIGHER CLASSIFICATION.

Any employee who is required to work in a higher classification beyond ten (10) consecutive working days will receive their regular rate of pay or the base rate of pay for the work being performed whichever is higher. In the event the employee works beyond ten (10) working days, the higher rate of pay will be retroactive back to the first day worked in that position. A higher classification is defined as that of a higher rank; or a classification requiring different and higher skills than the employee's normal classification and whose wage schedule is higher than the employee's normal wage schedule.

7.10 SHIFT TRADES.

Non-probationary employees in the same job classification may trade shifts in accordance with this section provided that the trade does not require work on multiple shifts on the same workday, provided however that a Communications Officer may trade one half shift with another employee. In no case may an employee pay back a trade on a work day if the scheduled shift and the pay-back hours combine to greater than twelve (12). The trade will be documented in advance on a shift trade request form provided by the City, submitted to and approved by the supervisor at least two (2) days in advance unless an exception is permitted by the supervisor for cause which is reasonable under the circumstances. The shift trade form will reflect the date when the parties have agreed to pay back the trade.

The time records will reflect hours of work regularly scheduled by the participants in the trade, each of whom will be paid accordingly. If a trade participant works hours in excess of the traded shift on the same workday, such hours will be paid at the overtime rate to the employee who performed the overtime work. Arrangements related to the payback of a trade are the sole responsibility of the trade participants and the City will bear no responsibility for a failure to payback. Once a trade is approved by a supervisor, the employee who agrees to trade assumes full responsibility to work the shift. Trade and payback scenarios will not involve more than two trade participants, and a trade of a shift acquired by trade will not be permitted; trades will not be permitted if the trade scenario results in an employee working more than seven (7) consecutive days. An arrangement to trade an entire shift rotation may be documented by the parties in writing and submitted to a supervisor at least thirty (30) days prior to the rotation. At the end of the traded shift rotation, the employees revert to their regular place in the rotation, unless otherwise assigned.

7.11 MEAL PERIODS AND REST BREAKS.

A. Communications Officers, and Police Officers.

Communications Officers and Police Officers, provide services in emergency situations which may preclude taking a break or meal period altogether or delay them. Breaks and meal periods are paid time, and, if missed, no additional compensation will be due the employee. Employees and supervisors will devote best efforts to facilitating that breaks and meal periods are taken within the shift.

Employees working an eight (8) hour shift or ten (10) hour shift will have two paid fifteen (15) minute breaks during the shift approximately half way through each half of the shift.

The eight (8) and ten (10) hour shift will have a thirty (30) minute paid lunch period.

Provisions of the subsection will not apply to employees attending approved training or educational programs. In such cases, any rest periods or lunch breaks will be as designated by the person(s) in charge of the program.

B. Police Records Clerks/Evidence Technician(s):

Police Records Clerks and Evidence Technicians will be scheduled to work Monday through Friday, 8 a.m. - 5 p.m. and, except for emergency situations, will receive two (2) paid fifteen (15) minute breaks during the shift approximately half way through each half of the shift and a one (1) hour unpaid lunch period, or as mutually agreed. During meal periods no work will be performed.

C. BOLI Rules Not Applicable:

The rules promulgated by the Bureau of Labor and Industries Commissioner pursuant to ORS 653.261(1) do not apply to employees covered by this Agreement, which prescribes rules herein pertaining to conditions of employment, including meal periods and rest periods, as provided in this Article. The exclusive remedy for any alleged violation of these provisions will be through Article 13 Grievance and Dispute Resolution.

ARTICLE 8. HOLIDAYS

8.1 HOLIDAY BANK.

A. CERTAIN HOLIDAYS SUBJECT TO HOLIDAY BANK.

All holidays will be placed in a holiday bank except for the following holidays, which are considered to have significant family orientation:

- Thanksgiving Day
- The Day after Thanksgiving Day
- Christmas Eve
- Christmas Day

These holidays will be paid in the manner previously paid for holidays and time worked during holidays in accordance with paragraph C of this section for holidays of significant family-orientation. All other holidays (8 holidays) will be placed in the holiday bank.

B. HOLIDAY BANK OPERATION.

The Chief of Police and the City has authorized eighty (80) hours of time be credited to each member employee's holiday bank beginning January 1st of each year. This is consistent with the monthly accrual amount of six and sixty-seven hundredths (6.67) hours per month.

It is the responsibility of the member employee to be aware of his/her holiday bank balance. An employee cannot use more than eighty (80) hours of holiday bank time in a calendar year.

Time used from an employee's holiday bank may be taken for any day an employee chooses. Time off using holiday bank time will be granted in accordance with Article 9.5 of this Agreement. Requests and uses of time from an employee's holiday bank must be for a minimum of one full work shift or more. For this, an employee must take one full work shift and can, if desired, take a portion of their next immediately scheduled work shift. Next immediately scheduled work shift means that shifts cannot be separated by an otherwise scheduled day off. An employee cannot take a portion of a shift first and then one full shift the next scheduled work day.

In the event the member employee leaves the employment of the City and has not used his/her holiday bank consistent with the hours accrued at six and sixty-seven hundredths (6.67) hours per month at the time of separation, the City will pay the employee the balance of the unused time in the employee's final paycheck.

Such holiday hours if not taken by the member will be paid in December's pay check of each year. An employee may not use holiday bank time that has not yet been accrued.

Example: If a member takes Labor Day off, they would be paid for Labor Day and that time could be deducted from their holiday bank time if the employee chooses, or the employee could have the time taken from accrued vacation time or available comp time. If they work on Labor Day, they would be paid, their regular salary, and no time would be deducted from their holiday bank. At the end of the year, they would be paid for that holiday when their holiday bank is paid. This means that they would be paid twice for working on Labor Day-once for the work they performed and once for their holiday ' bank.

If they take a holiday off work, the members may choose to use accrued vacation hours and/or available comp time for that holiday thus maintaining their holiday bank, which would be paid to them in the December paycheck.

C. MANNER OF HOLIDAY PAY FOR CERTAIN HOLIDAYS An employee who is assigned to shift work on a 5/8 schedule plan will be paid his/her regular wages for those hours worked on a holiday for which the holiday has been placed in the Holiday Bank as defined in this article, subsection A. An employee who is assigned to shift work on a 4/10 schedule plan, will be paid at his/her regular wages for those hours worked on a holiday for which has been placed in the Holiday Bank, as defined above.

An employee who is assigned to shift work, (5/8's or 4/10's) and who has a holiday of significant family orientation, as stated in this Article, Subsection A, fall on his/her regularly scheduled work day will be paid at his or her regular wages for all hours actually worked on that holiday.

In addition to the above an employee who is assigned to shift work, (5/8's or 4/10's) and who has a holiday of significant family orientation, as stated in this Article, Subsection A, fall on his/her regularly scheduled work day will be paid at the rate of one and one-half (1 LA) times the employee's regular wages for all hours worked or receive comp time at one and one-half (1-1/2) time for all hours actually worked.

Shift work employees whose regular day off falls on any holiday of significant family orientation, will be paid their regular rate of pay, eight (8) or ten (10) hours, whichever is applicable.

Holidays as defined, for shift work employees will be observed on the actual calendar holiday.

Employees normally scheduled Monday through Friday, 8 a.m. - 5 p.m. or similar, are not considered shift workers. Those employees not scheduled to work shift work, at the discretion of the Chief of Police or his/her designee, will normally be scheduled off for any holiday. Holidays for non-shift work employees will be observed on a date consistent with City Policy.

All regular part-time employees, as defined in Article 4.2 will receive holidays and holiday compensation for each holiday worked or that falls on a regularly scheduled day off. Regular part-time employees who work less than eight (8) hours per work day will receive a pro-rated holiday allowance equal to the hours worked.

For shift work employees, the City reserves the right to reduce staffing numbers on holidays subject to the operational needs of the department. The selection process for this reduction in staffing will be made by seniority. The highest seniority employee has first option to work or take the holiday day off, the second highest employee in seniority has the second option to work or take the holiday day off, and selection process will be used for both police officers and communications officers, but the two divisions are separate and the reduction in staffing will be done independent of each other.

Requests to take certain holidays off must be made a minimum of seven (7) days prior to the requested holiday. Time off requests for these certain holidays will be granted on a first-come first-serve basis. If there is a dispute as to whose request was submitted first, the City will grant the time off request based on the involved employee's seniority. The City will provide a time stamp machine. Employees are required to time stamp their time off request prior to submission to the supervisor.

If a holiday(s) are imbedded into a vacation request of one full work week or more, the vacation request will trump the individual holiday(s) request. Finally, as per Article 7.3, under no condition will overtime compensation be received twice for the same hours worked.

8.2 PAYMENT FOR HOLIDAY BALANCE AT TERMINATION.

Employees will be compensated for accrued but unused holidays at termination of employment at the employee's final hourly rate. If the member employee leaves the employment of the City and has used more holiday hours than would have been accrued at the rate of six and sixty- seven hundredths (6.67) hours per month at the time of separation, the employee will be required to pay the city for those hours used from any of the employee's other time accruals (vacation, comp, sick), or from the employee's final paycheck.

8.3 FOUR-TEN.

For an employee working a 4/10 plan, a paid day off will constitute a ten (10) hour day.

8.4 BEREAVEMENT DAYS.

All members of the Association will receive paid personal emergency leave for a death in the immediate family of three (3) days. This personal emergency leave is not deductible from the member's accrued sick leave, vacation or comp time. Pay will be at his/her regular wage. Immediate family includes current spouse, children, stepchildren, stepparent, mother, father, mother-in-law, father-in-law, sister, brother and grandparents. The leave provided herein will be in addition to any leave the employee may be entitled to under the Oregon Family Leave Act.

ARTICLE 9. VACATIONS

9.1 VACATION ACCRUAL AND CARRY OVER.

The City recognizes the employee's last date of hire or rehire as the anniversary date for vacation accrual time. Vacation hours are accrued monthly. All employees are encouraged to take their vacation during the year it is awarded. Carryover of vacation from month to month will be limited to two (2) times the annual vacation accrual an employee may earn in any given twelve (12) month period.

9.2 VACATION DAYS EARNED

Vacation awards depend on the employee's years of continuous employment with the City determined as of their vacation anniversary date. Vacation is awarded and accrued according to the following chart:

VACATION CHART

Vacation award key: Hours earned for each calendar month worked (96 hours)
 Days earned per calendar month worked
 Days earned annually

Length of Service Based on Anniversary Date	Vacation Award	Maximum Vacation Accrual Award
Up to 5 Years	8 hours per month 1 day per month 12 days annually	192 Hours
5 years but 10 less than years	10 hours per month 1.25 days per month 15 days annually	240 hours
10 years but less than 15 years	12 hours per month 1.5 days per month 18 days annually	288 hours
15 years but less than 20 years	13.28 hours per month 1.66 days per month 20 days annually	320 hours
20 years or	14.666 hours per 1.833 days per month 22 days annually	352 hours

No vacation days will be accrued during a leave of absence without pay. Employees will earn no vacation during their first six (6) months of employment. When the employee receives credit for the vacation earned in the seventh (7th) month of employment, the employee will also be credited with vacation accruals for the first six (6) months of employment which will not be deemed "earned" until that time.

9.3 PART-TIME.

Regular part-time employees will earn one (1) vacation day, eight (8) hours, per month, prorated to their percentage of full time of employment is charged employees who have completed six (6) months of service will be paid for all accrued and prorated vacation time.

9.4 VACATION SCHEDULES.

An employee with a vacation balance of eighty (80) hours or more on January 21st and at the time of the bid, will bid and use at least forty (40) vacation hours during the calendar year.

Vacation schedules will be approved by the Chief of Police subject to the operational needs of the department. Seniority vacation requests must be made between December 20th of the year prior to the dates requested and up to and including February 28th of each year and will be determined based on classification seniority. If there is a conflict between employees who have requested vacation scheduling during January and February as to the date requested, preference will be given to the employee with the most seniority, provided however, that a single employee's requests for multiple vacation blocks will be granted in priority order in relation to other employees' multiple requests. (For example, three (3) employees request two (2) blocks of vacation.

The first preference will be granted based on all bidders' first preference request based on classification seniority. Then, remaining second priority bids will be awarded based on seniority of those with two (2) bids. Such preferences may be granted only for vacation scheduled prior to February 28th only once during the term of this Agreement and for one (1) block of time not to exceed 80 hours during June, July, and August. Exceptions may be made to the 80 hour block rule by the Chief of Police. All approved vacations requested before February 28th will be posted by March 15th in the schedule books. Thereafter, preference will be given in order of employee request for all other vacation time off on a first come first serve basis, provided however that vacation requests of a block of forty (40) hours or more will be given preference over time off requests of shorter duration. A request for vacation time off for a full work shift or more will trump any holiday or comp time request. Vacation requests of less than an employee's full shift, will be treated the same as a comp time off request.

ARTICLE 10. SICK LEAVE.

10.1 ACCRUAL.

All regular employees earn sick leave at the rate of 8 hours for each full calendar month of service to a maximum of 1,000 hours. The following formula will be used to calculate paid sick leave earned by regular part-time employees: 8 hours will be multiplied by the budgeted percentage of full-time equivalent of the employee. For example, if the employee is budgeted at 50% of a full-time equivalent then 8 hours will be multiplied by 50%, resulting in 4 hours of earned paid sick leave each month. Sick

10.2 UTILIZATION.

Sick leave may be used for non-occupational illness or injury or other reasons consistent with state law or for medical appointments. It may also be used for care of an immediate family member living with the employee.

An employee may use time from the employee's comp., vacation, or holiday time banks, in lieu of sick time as long as the following conditions are met:

- It does not cost overtime for the city to cover the sick employee's shift or any portion of the sick employee's shift.
- If vacation or holiday bank is used, it must be for an entire shift, not a portion of a shift. Example: If an employee goes home five hours into his/her shift, the employee can only use sick or comp time; the employee cannot use vacation or holiday bank.
- This does not apply wherein FMLA/OFLA is instituted.

10.3 INTEGRATION WITH WORKERS COMP.

When an employee is absent from work because of an on-the-job injury covered by Workers Compensation, the time off will not be charged to sick leave, except as provided below.

The employee may select one of the following options:

- a) The employee will only receive his/her Workers Compensation payments; or
- b) An employee may voluntarily turn in his/her first and all subsequent Workers Compensation payments and in turn will receive a regular paycheck.
- c) Under option (b), the following will occur:

- 1) First 180 days of absence because of on-the-job injury - For the first 180 days of absence (including the three day waiting period for Workers Compensation to apply), the City will make additional payment for integration with the employees' Workers Compensation payments in order to receive their gross wages. This additional payment will not be charged against any leave the employee may have accrued.
 - 2) After the first 180 days of absence - After the 180th day of absence, employee will use available leave for integration with their Workers Compensation payments in order to receive their gross wages, first exhausting sick leave, and then other paid leaves as permitted by FMLA/OFLA.
 - 3) Integration and Notice -Section 10.3 is only applicable for as long as the Association remains with CIS for Workers Compensation insurance coverage because CIS allows such utilization (integration) of sick leave as a form of salary continuation with the Workers Compensation payment in order for employees to receive their gross wages. However, the City cannot guarantee that such utilization of sick leave, as a form of salary continuation, will be allowed pursuant to other insurance providers' contracts. The City will notify the Association of change of Workers Compensation insurance carrier and discuss with them such change.
 - 4) Available leave necessary - After the first 180 days of absence because of on-the-job injury or determination of employee negligence, a full pay check will only be received if the employee has available sick leave or other paid leave as permitted by FMLA/OFLA.
- d) Under both options (a & b), a healthcare provider certification that the employee is not able to perform job functions will be required prior to approval of such payments.
 - e) To the extent permitted by law the city may require a healthcare provider's approval for an employee to return to work after such injury.

10.4 NOTIFICATION OF USE.

In the event an employee is ill and cannot report as scheduled, the employee must report the general reason and the expected duration of their absence at least two (2) hours prior to the beginning of the scheduled workday, unless physically unable to do so. Employees will report to an on-duty supervisor. In the event an on-duty supervisor is not available, the next available supervisor, once made aware of the absence, will contact the employee. Employees on such leave will call their supervisor daily; after the third day of such leave the City may require medical verification to the extent that such medical verification is permitted by law. The City will safeguard privacy related to employee medical information.

10.5 TRANSFER OF ACCRUED LEAVE.

An employee may request through the Chief of Police that some of the employee's paid sick leave be transferred to another employee who is absent from work for an extended period of time because of an injury, unexpected illness, or other reason for which the use of paid sick leave would normally be allowed. The Chief of Police will pass the request, with the Chief of Police's recommendation to the City Manager for approval. The employee receiving a donation of paid sick leave must be non-probationary and must first have used all available paid leave and vacation time. Employees transferring paid sick leave must have accrued a minimum of two-hundred (200) hours of paid sick leave. All donated leave will be used in the order received. Any paid sick leave not used by the employee receiving the paid sick leave will be returned to the donor employee, if the total paid sick leave is under the allowable maximum.

10.6 SICK LEAVE INCENTIVE.

If a Sick Leave Incentive program is offered to City employees in general, the Association members shall also be eligible for that program. There will be no retroactive compensation or benefit paid for this program.

10.7 HIGH ABSENTEEISM PROGRAM.

The ability to attend work regularly and with reliability is regarded as a job requirement. The City may examine the total sick leave usage of each employee periodically, as reported on the Administrative Time Keeper's Report of "Hours to Date, Vacation, Sick and Compensatory" Report. This Report also will be supplied to each Supervisor and the Association. If there is a reasonable belief based on objective and articulable facts that the use of sick time by an employee appears excessive, the City may examine the employee's sick leave reports and conduct an investigation pursuant to Article 15 in order to identify the cause(s) of the sick leave.

When there is probable cause to believe that an employee's pattern of sick leave usage appears excessive, the City may require the employee to furnish health care provider's certificate for each incident of sick leave use that occurs in the future. This requirement will be for a designated period of time not to exceed ninety (90) days and may be renewed if there is probable cause to believe that there continues to be a pattern of sick leave misuse by an employee.

A. HIGH ABSENTEEISM CRITERIA.

Employees' use of sick leave under a combination of the following factors of illustrative criteria may indicate a pattern of high absenteeism (subject to consideration of extenuating circumstances, such as family illness) and may constitute a reasonable belief as described in Section A above:

1. Except as the result of the use of leave protected under FMLA/OFLA, a zero balance of sick leave or unexplained sudden decline in a stable reserve balance.
2. Except as the result of the use of leave protected under FMLA/OFLA,—amount of usage above the yearly average for department personnel.
3. Employee return to work after showing signs of outdoor recreation (tan, wind or sun burns).
4. When incidents of usage indicate a pattern in conjunction with regular days off, vacation, comp time and holidays or other specific pattern usage, including absence in conjunction with undesirable tasks or in retaliation.
5. Employee's reasons are consistently vague or general.
6. Frequency of absences, unreported absences, one (1) day absences, one (1) hour (short) leave blocks at the start or end of the shift.
7. Factors not to be considered as excessive absenteeism are:
 - a. Pregnancy, surgery and/or health care provider-ordered confinement.
 - b. Workers' Compensation, or non-compensable, City service connected occupational illness.
 - c. Authorized leaves, unless the particular leave appears to be based on an inappropriate use of characterization of illness or disability.

B. EMPLOYEES' RESPONSIBILITY UNDER NOTIFICATION OF POSSIBLE MISUSE.

An employee who has been served with a notice of excessive absenteeism may be required to do the following:

1. Upon returning to work, certify in writing that the employee was ill or injured and unable to perform routine job functions, or facts upon which the claim of entitlement for sick leave is based.
2. Remain at home, at the location of treatment or therapy, or enroute between these locations, unless released by the City for greater activity due to the nature of the illness or injury. Be available for call or visit by a supervisor.

3. Submit to a City-paid health care provider evaluation by a health care provider to determine the fitness for duty and the bona fides of the illness, injury or disability and/or prognosis for return to work at full or limited duty.
4. For incidents of sick leave, the employee will to the extent allowed by law, provide to the City a health care provider's certificate for each incident of illness as requested. Employees who fail to provide a health care provider's certificate upon return to work from sick leave are subject to disciplinary action.

C. DISCIPLINARY ACTION.

Pursuant to Article 15, appropriate disciplinary action available under this Agreement for the misuse of sick leave may be imposed. The parties recognize that, notwithstanding the City's sick leave plan, the ability of an employee to attend work regularly is a job requirement.

10.8 FMLA.

The City will administer FMLA rights in accordance with federal and Oregon family leave laws.

ARTICLE 11. COMPENSATION

11.1 WAGE SCHEDULE.

- A. For the first year of this Agreement (July 01, 2015 through June 30, 2016) the City agrees that employees' in the classifications of Police Officer and Communication Officer wages will be increased by five and seven-tenths percent (5.7%) All bargaining unit members will receive a one percent (1%) cost of living adjustment.

The wage increase and cost of living adjustment will be made retroactive to July 01, 2015 upon the agreement of this contract.

- B. For the second year of this Agreement (July 01, 2016 through June 30, 2017) the City agrees that the wage rates of Communication Officers will be increased by two and sixty-seven/one-hundredths percent (2.67%). In addition, all bargaining unit employees' will receive a cost of living allowance based on the 2015 annual average of schedule CPI-U for the Portland - Salem Metro area, with a minimum of 2% and a maximum of 3%.
- C. An employee will advance one (1) step annually on the salary schedule on the employee's anniversary date provided the employee obtains an overall satisfactory performance evaluation.

However, for the first, second and subsequent year of this Agreement, advancement for police officers from, step "A" to step "C" will be automatic upon successful completion of the basic academy (or receipt of DPSST Basic Police Certification), field training, and being designated as solo qualified by the officer's supervisor. Advancement to step "C" will be no longer than eighteen (18) months from the date of hire. Step D occurs at the employee's second anniversary. All subsequent step increases will be on an annual basis, described in the above paragraph.

11.2 ON CALL PAY.

Any employee required to carry a cell phone provided by the City will receive forty dollars (\$40) per month. An employee required to carry a smart phone will receive a monthly stipend of \$45. Depending on assignment and department need, some employees may be required to carry one or both. An employee receiving "on call" pay may be directed to "stand-by" status under Article 7.6 of this Agreement and in such event will not be entitled to "stand-by" pay under Article 7.6. Payment for callouts provided for in Article 7.4 applies whether or not the employee is receiving "on call" pay.

11.3 PAY PERIODS.

There will be one monthly pay period per month. However, an employee may have a regularly scheduled draw on the 15th of each month. Such regularly scheduled draw will be scheduled annually, or whenever the employee's rate of pay changes and such draw will not exceed 40% of pay.

11.4 MOTOR OFFICERS.

Officers assigned as motor officers will receive a monthly premium of five percent (5%) of their regular base pay during the time they serve in this assignment. The assignment includes bike maintenance. Assignment and duration of assignment will be according to department policy and are at the discretion of the Chief of Police.

11.5 DOG HANDLERS.

Officers assigned as dog handlers will receive an additional five (5%) assignment pay adjustment during the time they serve in this assignment. Dog Handler canine training activities will be conducted on duty. Dog Handlers accept and may resign from the position voluntarily. Acceptance of the assignment is based upon willingness to care for the animal off-duty as a family pet/household member as provided for in Wage and Horn's rules of the US Department of Labor. The parties agree that commuting to work with the dog does not constitute "hours of work" solely because the dog is in the vehicle.

Dog masters and Dog Handlers will not be entitled to a call back premium when duty concerns emergency care of their animal. Such time will be paid at either straight time or overtime if applicable.

11.6 BI-LINGUAL.

Employees who are qualified by the department as bilingual in English and Spanish, or a language spoken by over ten percent (10%) of City residents as documented by the most recent U.S. Census, will receive a monthly premium of five percent (5%) of their regular base pay.

11.7 DETECTIVE ASSIGNMENT PAY.

Officers assigned to work a regularly scheduled rotation as a Detective will receive an additional five (5%) assignment pay adjustment during the time they serve in this assignment. Assignments and duration of assignments will be according to department policy and are at the discretion of the Chief of Police.

11.8 PRIMARY FIELD TRAINING OFFICER ASSIGNMENT PAY.

The Police Officer and/or Communications Officer assigned as a Trainee's Primary Field Training Officer (FTO) is the person who performs the duty of reporting on the performance of the trainee using the Daily Observation Report, and will receive an additional five percent (5%) assignment pay adjustment during the time he/she is assigned and performs duties as the Primary FTO. Such assignments and duration of assignments will be according to the department policy and are at the discretion of the Chief of Police. A Senior Communications Officer who works with an advanced trainee who is permitted to work dispatch desk under the general supervision of a lead worker is not paid the FTO premium for being the senior employee on duty.

11.9 PRIMARY CAD MAINTENANCE ASSIGNMENT PAY.

Communications Officer assigned to serve as the Department's primary CAD Maintenance person will receive an additional five percent (5%) assignment pay adjustment during the time he/she serves in this assignment. Assignments and duration of assignments will be according to department policy and are at the discretion of the Chief of Police.

11.10 CERTIFICATION PAY.

A. Intermediate Certification - Communications Officers and Police Officers who hold an Oregon Department of Public Safety Standards and Training (DPSST) intermediate certificate will receive an additional five percent (5%) pay adjustment during the time they have and maintain their certification while serving in their classification.

B. Advanced Certification - Communications Officers and Police Officers who hold an Oregon DPSST advanced certificate will receive an additional five percent (5%) adjustment during the time they have and maintain their certification while serving in their classification.

11.11 LONGEVITY PAY.

Each employee who is a member of the bargaining unit, will receive the following additional pay to encourage longevity and employment with the City. Such additional pay will be paid into a deferred compensation plan that is approved by the City.

An additional forty dollars (\$40) per month beginning the first full month after the ten year anniversary date of employment with the City.

An additional sixty dollars (\$60) per month beginning the first full month after the fifteenth year anniversary date of employment with the City.

An additional one-hundred dollars (\$100) per month beginning the first full month after the twentieth year anniversary date of employment with the City.

The employee receiving such longevity pay will sign the proper authorization forms with the City to enable the City to pay such monies to the employee's deferred compensation pursuant to this article.

11.12 CLOTHING ALLOWANCE FOR DETECTIVES.

Police Officers assigned to work regularly scheduled rotation as a Detective will receive a clothing allowance of thirty dollars (\$30.00) per month. This clothing allowance will be paid as a regular part of the employee's wages. It will be the employees' responsibility to account for expenses for purposes of their income tax return.

11.13 CLEANING OF CONTAMINATED CLOTHING.

An employee whose clothing becomes contaminated by blood or other body fluids, will submit the clothing item(s) to the City for cleaning.

ARTICLE 12. ASSOCIATION ACTIVITIES

12.1 ANTI-DISCRIMINATION AGAINST ASSOCIATION MEMBERS.

It is mutually understood that the City will not in any manner discriminate against any member of the Association as the result of such member's activities on behalf of the Association and in furtherance of the purposes of the Association. Any dispute regarding this section of the Agreement may be processed through the grievance procedure. If not resolved at the City Manager level, the employee/Association may only pursue the matter further to the appropriate State agency for adjudication. The employee/Association may not arbitrate disputes under this section.

12.2 NEGOTIATIONS.

Of the Association representatives who are present at negotiations at least one will be a police officer and one will be a communications officer. If the negotiation session(s) are during their normally scheduled work time, they will be compensated for that time.

If they are present during negotiations and it is during a time when they are normally not scheduled for work, they will not be compensated. Employees and the City will cooperate in making shift trade arrangements in order to facilitate Association representative attendance at bargaining sessions. The Association will cooperate in keeping the number of Association members at any negotiation session at a reasonable number, typically no more than four (4) Association members.

ARTICLE 13. GRIEVANCE AND DISPUTE RESOLUTION

13.1 PROCEDURE.

In the event an attempt to informally address the grievance is unsuccessful then this procedure shall be the exclusive means of resolving disputes arising under this Agreement. For the purpose of this Agreement, a grievance is defined as any of the following:

- A. A claim by an employee covered by this Agreement concerning the meaning or interpretation of a specific provision or clause of this Agreement as it affects such employee;
- B. A claim by the Association concerning the interpretation or application of a specific provision or clause of this Agreement as it affects a specific member of the Association.
- C. In the event of a grievance concerning a disciplinary issue, an individual employee who does not wish the Association to pursue a grievance may notify the Association in writing at any time. A grievance which is resolved by an individual's exercise of the right to not pursue a grievance shall not constitute a precedent with regard to the substance of the discipline and/or grievance in question.

STEP 1: After first attempting to resolve the grievance informally, the Association or any employee with notice to the Association, may claim a breach of this Agreement in writing to the employee's immediate supervisor within fourteen (14) days from the occurrence thereof, or fourteen (14) days from when the employee knew, or should have known of the occurrence. The notice will include:

- a) statement of the grievance and relevant facts;
- b) provisions of the Agreement violated; and
- c) remedy sought.

The supervisor will respond to the grievance in writing within fourteen (14) days, with a copy to the Association.

STEP 2: If still unresolved, the employee or the Association may submit the grievance within fourteen (14) days from the receipt of the supervisor's response to a Captain. The Captain may meet with the aggrieved party and the Association. The Captain will respond to the grievance in writing within fourteen (14) days with a copy to the Association.

For communications officers, records and evidence personnel, the employee may submit the grievance within fourteen (14) days from the receipt of the supervisor's response to the Support Services Manager. The Support Services Manager may meet with the aggrieved party and the Association. The Support Services manager will respond to the grievance in writing within fourteen (14) days with a copy to the Association.

STEP 3: If still unresolved, the employee or the Association may submit the grievance within fourteen (14) days from the receipt of the Captain's response to the Chief of Police. For communications officers, records and evidence personnel, if still unresolved, the employee may submit the grievance within fourteen (14) days to the Chief of Police. The Chief of Police may meet with the aggrieved party and the Association. The Chief of Police will respond to the grievance in writing within fourteen (14) days with a copy to the Association.

STEP 4: If still unresolved, the employee or the Association may submit the grievance within fourteen (14) days from the receipt of the Chief of Police's response to the City Manager. The City Manager will meet with the aggrieved party, Association representatives and any other party deemed necessary. The City Manager will respond to the grievance in writing within fourteen (14) days with a copy to the Association. Written reprimands are not subject to arbitration.

- A. The opportunity to have an Association representative present at a meeting in Step 3 and/or Step 4 of the grievance process shall not cause an undue delay in scheduling of said meetings with the Chief of Police or the City Manager.

STEP 5: If still unresolved, the Association may submit the grievance within fourteen (14) days of the receipt of the City Manager's response to an arbitrator.

13.2 ARBITRATION.

If a grievance is submitted to arbitration, the arbitrator will be selected by the parties as follows:

A list of eleven (11) arbitrators from Oregon/Washington will be requested from the Employment Relations Board, and the parties will alternately strike one (1) name from the list until only one (1) is left. The Association will strike the first name. The one remaining will be the arbitrator.

The arbitrator will render a decision in writing within 30 days of the close of the hearing and receipt of the briefs, if any. The arbitrator will be limited to interpreting this Agreement and determining if a violation has been committed. The arbitrator's decision will be strictly limited to those issues disputed by the parties. The arbitrator will have no authority to add to, subtract from, or modify this Agreement. The decision of the arbitrator will be binding on both parties.

The costs of the arbitration exclusive of representation costs will be borne by both parties. Each party will be responsible for the cost of presenting its own case to arbitration.

13.3 TIME LIMITS.

Any time limits specified in this grievance procedure may be waived by mutual consent of the parties. "Day" will be defined as calendar day. Failure to submit the grievance in accordance with these time limits without such waiver will constitute abandonment of the grievance. Failure by the City to submit a reply within the specified time will constitute a denial of the grievance. A grievance may be terminated at any time upon receipt of a signed statement from the employee or Association that the matter has been resolved. The parties may defer any potential grievance to consideration of the Labor Management Advisory Team provided for in Article 1.3 of this Agreement.

13.4 ARBITRATION OF ASSOCIATION DISCRIMINATION CLAIMS OR EEO CLAIMS.

EEO claims, will not be subject to the grievance procedure beyond STEP 3 unless the employee first agrees to be bound by the arbitrator's decision and waives, in writing, in a form acceptable to the City, the right to pursue claims in all other forums including the Bureau of Labor and Industries, the EEOC, and State and Federal Court.

ARTICLE 14. HEALTH & WELFARE

14.1 HEALTH BENEFITS.

Beginning July 01, 2011 and then for the duration of this Agreement, the City will make available and maintain for the benefit of bargaining unit employees and their families medical, dental and vision insurance benefits identical to that provided to the bargaining unit of the Newberg Fire Department, the "International Association of Fire Fighters" by the "Northwest Firefighters' Relief Association".

If, during the duration of this Agreement, the Association is made aware of any real or potential change in insurance benefits(s) and /or cost(s) provided by or associated with that plan, the Association is required to immediately notify the City and the City reserves the right to re-negotiate this portion of the Agreement.

If at any time throughout the duration of this Agreement, the Association bargaining unit opts to return to the insurance carrier provided by the City, the Association will be subject to the rules of the City's insurance provider requires to opt back in. A fee to the Association bargaining unit to do so will apply commensurate with the actual costs incurred by the City in personnel costs. The City will contribute to the cost of medical, dental and vision insurance no less than ninety percent (90%) and the employees in the bargaining unit will contribute the remainder of the full premiums which will be paid by payroll deduction.

The City will contribute to HRA VEBA accounts of each bargaining unit employee one hundred eighty-five dollars (\$185) per month for the duration of the Agreement.

14.2 LIFE INSURANCE BENEFITS.

The City will continue as a minimum, the current life insurance it now maintains for its employees. The amount of the life insurance will be one and a half (1.5) times the base salary of the employee.

14.3 DISABILITY BENEFITS.

The City will maintain the current disability insurance benefit for the employee.

ARTICLE 15. EMPLOYEE DISCIPLINE/TERMINATION

15.1 DISCIPLINARY MEASURES.

Disciplinary action will be for just cause. Discipline includes the following steps and will normally be progressive as outlined below but the disciplinary process may be entered at any step depending upon the severity of the incident causing the disciplinary action:

- Verbal warning or reprimand, including written documentation thereof
- Written reprimand
- Reduction in pay
- Suspension without pay
- Demotion
- Discharge

The City will not impose a reduction in pay, suspension without pay, demotion or discharge of a non-probationary employee without appropriate pre-disciplinary due process procedures hereinafter defined in this Article. In the event a "reduction in pay" is the disciplinary action taken, the employee will have the option of using vacation time in lieu of suffering a pay reduction.

Verbal warnings and verbal reprimands are not subject to grievance. A written rebuttal may be provided by the employee and filed with the written documentation of the verbal warning or verbal reprimand.

Written reprimands are subject to grievance, however only up to and including Step 3 of the grievance process.

15.2 ASSOCIATION REPRESENTATION IN DISCIPLINE PROCESS.

The City acknowledges the right of the employee to request a representative of the Association to be present at any interview where the employee reasonably believes that discipline may result from the interview. Whenever appropriate, it will be sufficient that a supervisor documents that the employee was advised that the interview will not result in discipline in order to require an employee to proceed in dialog without the presence of an Association representative.

15.3 GENERAL PROCEDURES.

- a) Potential Discipline Situations. Any employee who will be interviewed at a disciplinary interview concerning an act which, if proven, could reasonably result in disciplinary action involving loss of pay or dismissal, untruthfulness, unlawful use of force, and/or a violation of civil rights will be afforded the following safeguards:
- (1) The employee and the Association will be informed that a formal investigation is commencing, unless the employee is under investigation for violation of the Controlled Substance Act, or violations which are punishable as felonies or misdemeanors under law, or if doing so would jeopardize either the criminal or administrative investigation.
 - (2) At least seventy-two (72) hours prior to a disciplinary interview by the City of an employee, the result of which could be that the City may impose an economic sanction upon the employee as a result of the underlying incident, the employee and the Association will be informed, in writing, of the nature of the investigation and the specific allegations, policies, procedures and/or laws which form the basis for the investigation at that time; the employee will be afforded the opportunity to consult with an Association representative; and the employee and the Association will be provided all available materials the City possesses related to the investigation, unless the City elects to provide a written statement of essential facts which would support any contemplated basis of discipline. When releasing information to the employee and the Association, the City may place conditions on disclosure of witness statements under circumstances where the conditions are warranted in order to limit risk of claims or aggravation of difficult circumstances in the work place or in the City's relationship with a victim. In such event, the City and the Association will cooperate to meet appropriate investigative and due process needs. The employee will be allowed the right to have an Association representative present during the interview. The opportunity to have the Association representative present at the interview will not delay the interview more than four (4) hours, except for minor complaints (incidents for which no more than an oral warning may result) which may be handled immediately when a representative is not readily available. However, if in the course of the interview it appears as if a more serious disciplinary problem has developed, the employee will be allowed up to four (4) hours to obtain a representative to be present at the interview, or otherwise as mutually agreed.
 - (3) All interviews will take place at Department facilities, or elsewhere if mutually agreed, unless an emergency exists which requires the interview to be conducted elsewhere.
 - (4) The City will make a reasonable good faith effort to conduct these interviews during the employee's regularly scheduled shift, except for emergencies.

However, where the Chief or the Chiefs designee is a party to the interview, the City may schedule the interview outside the employee's regular working hours as long as the appropriate overtime or irregular hours payments are made to the employee. Where an employee is working on a graveyard shift, the City will endeavor to conduct the interview contiguously to the employee's shift, and the appropriate overtime or irregular hour's payments will be made to the employee.

- (5) The employee will be required to answer any questions specifically involving the non-criminal matter(s) under investigation and will be afforded all rights and privileges to which they are entitled under the laws of the State of Oregon or the United States of America. Whenever a Garrity statement is obtained pursuant to this Agreement, this Agreement constitutes a waiver of the Fifth Amendment rights for purposes of giving the compelled statement to the City, and Garrity precludes admissibility of the compelled statement or the fruits thereof in any criminal proceeding which is an independent right not waived hereby. Garrity advice and acknowledgment will be accomplished in writing. The compelled statement will not be provided in any form to the District Attorney or a criminal investigator.
 - (6) The employee will be entitled to such reasonable intermissions as may be requested for personal necessities.
 - (7) All interviews will be limited in scope to activities, circumstances, events, conduct or acts which pertain to the incident which is the subject of the investigation. Nothing in this section will prohibit the City from questioning the employee about information which is developed during the course of the interview.
 - (8) The City will tape record the interview and a copy of the complete interview of the employee will be furnished, upon request, to the Association. If the interviewed employee is subsequently disciplined and the recording is transcribed by the City, the employee and the Association will be provided a copy thereof.
 - (9) Interviews and investigations will be concluded without unreasonable delay.
- b) This article will not prevent informal inquiry by the City or its representative following a critical incident in order to ascertain what occurred. This may include a walk through. Information obtained will be used for administrative purposes only, and the scope will be limited to facilitate the on-scene investigation and scene processing and/or preparation of a public statement. .
 - c) This Article 15.3 relating to general procedures will not apply to a criminal investigation conducted by another law enforcement agency.
 - d) Use of force situations will be governed by the Agreement, police department policy, and the process developed for Yamhill County as required by SB 111.

15.4 FAIRNESS AND DUE PROCESS.

Pre-disciplinary "due process" means written notice of the charges and the facts upon which the charges are based (i.e. date/time/place), notice of the maximum range of discipline under consideration, and an opportunity to meet with the decision maker or his/her designee.

If the essential facts which support the allegations are not described in detail in the written notice, the City will provide the Association and the affected employee with all the documents which are relied upon.

The City's practice is to afford employees the opportunity to consider, accept and/or comment upon all discipline for at least twenty-four (24) hours before final issuance. If the employee's interests are not met, then the employee or the Association may submit a written rebuttal to a documented discipline which will be maintained with the record of discipline. When discipline is to be imposed and the notice of pre-disciplinary due process is given, documents upon which the City has relied may be provided to the Association and the affected employee in lieu of a description of facts in the notice itself.

15.5 AVOIDANCE OF EMBARRASSMENT.

If the Chief of Police has reason to discipline an employee, the Chief of Police will make a reasonable effort to investigate and impose such discipline in a manner that will not unduly embarrass the employee before other employees or the general public.

15.6 DISCIPLINARY RECORDS RETENTION.

Personnel records will be maintained as prescribed by OAR 166-200-0090 (4) and (7). Any records, if removed, will be retained in a separate system of records in the office of the City Attorney for use in civil litigation response, charges of unevenly applied discipline or failure to represent. Removal upon employee request will be determined by the City based on considerations of accuracy, timeliness and relevance to City purposes.

ARTICLE 16. SAVING CLAUSE

If any Article or Section in this Agreement, or any addendum thereto, should be held invalid by operation of law or by any tribunal of competent jurisdiction, the Article or provision will not invalidate the entire Agreement, it being the express intention of the parties hereto that all other provisions not declared invalid will remain in full force and effect. The parties will enter into immediate collective bargaining for the purpose of arriving at a mutually satisfactory replacement for such Article or Section that has been declared invalid. If the parties are in disagreement about an item and whether in fact it has been rendered invalid, then this item will be temporarily inoperative pending a resolution of the matter.

ARTICLE 17. RETIREMENT

17.1 EMPLOYEE CONTRIBUTION UNDER PERS.

The City will pay six percent (6%) PERS pick-up contribution to the Oregon Public Employees Retirement System (PERS) and/or OPSRP in accordance with state law. The City will pay the full contribution provided for by the plan.

17.2 UNUSED SICK LEAVE.

Upon retirement or disability retirement, the City will report one hundred percent (100%) of the employee's un-used sick leave to PERS so PERS can use the reported amount to calculate employee's retirement allowance in accordance with ORS 238.350 and applicable PERS rules for employees enrolled in PERS; a similar benefit provided for in the City Retirement Plan will be continued in accordance with the Plan document.

ARTICLE 18. TERM OF AGREEMENT

This Agreement will be effective and retroactive to July 1, 2015 upon signing by both the City and the Association, and will remain in full force and effect through June 30, 2017. This Agreement shall remain in full force and effect during the period of negotiations for a successor agreement.

ARTICLE 19. DRUG TESTING PROVISIONS

The Newberg-Dundee Police Department implements the following Substance Abuse Policy to become effective upon execution of the Agreement:

It is the policy of this Department that the critical mission of law enforcement services justifies maintenance of an alcohol and drug-free work environment. Furthermore, the law enforcement profession has several uniquely compelling interests that justify the use of employee alcohol and drug testing and other reasonable restrictions designed to produce an alcohol and drug-free working environment. The public has a right to expect that those who are sworn to protect them are at all times both physically and mentally prepared to assume these duties. Therefore, in order to ensure the integrity of this Department and to preserve public trust and confidence in an alcohol and drug-free law enforcement profession, this department has adopted the following:

A. Prohibited Conduct:

The following conduct is specifically prohibited:

1. Buying, selling, consuming, distributing or possessing drugs or alcohol during working hours, including rest and meal periods, except in conjunction with the performance of work duties (confiscated evidence, approved undercover operations, etc.)

2. Reporting for work or returning to duty under the influence of alcohol or drugs. An employee while on duty is considered “under the influence” of alcohol if her/her alcohol concentration is .001 BAC or more. Alcohol concentration levels measuring less than .001 BAC are considered a negative result. An employee is considered to be “under the influence” of drugs, if the employee tests positive for having such substances present in his/her body.

In no event will an employee consume any kind of alcoholic beverages within four (4) hours of the time he/she is scheduled to report for work. Where an employee is subject to callout and he/she has consumed alcoholic beverages within the preceding eight (8) hour period, the employee will be required to advise her or her supervisor of that fact, the amount and when the alcohol was consumed.

3. Failing to promptly report arrests, convictions and or/plea bargains for an alcohol or drug related criminal offense to the Chief of Police and/or designee, respective of the jurisdiction where such action was taken.
4. Failing or refusing to promptly submit to testing as long as reasonable suspicion is present. An employee may not delay a test by requesting Association representation, due to the dissipation of alcohol or controlled substances over time. However the employee may request to be accompanied to the test site by a witness in addition to the supervisor involved.
5. Giving false, diluted or altered samples or obstructing the testing process.

Drugs include but are not limited to the following controlled substances: opiates, cocaine, marijuana, phencyclidine, amphetamines / methamphetamines, and barbiturates. However, drugs does not include prescription and over-the-counter medications that are lawfully prescribed and used in a manner consistent with a physician’s instructions and/or medication warnings.

Employees who engage in any prohibited conduct will be subject to discipline, including discharge.

B. Disclosure of Medications:

Employees are responsible for consulting with their physician and carefully reviewing medication warnings, including any warning pertinent to the effects of use of a combination of medications. Employees who are using over-the-counter or prescribed medications which have any reported side effects that the employee could reasonably believe affects their ability to safely perform all essential job duties must notify their supervisor of the substance taken and its side effects before the employee is allowed to continue her/her job assignment. Employees are eligible to utilize sick leave benefits pending receipt of acceptable verification.

Although the use of prescribed and over-the-counter medication as paid of a medical treatment program is not grounds for disciplinary action, failure to fully disclose the use of substances which the employee could reasonably believe impairs the safe performance of essential job duties; illegally obtaining the substance or use which is inconsistent with prescriptions of labels will subject an employee to disciplinary action.

C. Employee Testing:

The City may require employees to submit to breath, urine and blood substance testing in accordance with City policy and in a manner not inconsistent with this Agreement.

Tests may be conducted for reasonable suspicion. Reasonable suspicion is based upon articulable observations concerning the appearance, unusual behavior, speech, breath/odor, body symptoms, or other reliable indicators that an employee has consumed drugs and/or alcohol. Reasonable suspicion will include but is not limited to personal involvement in an accident or incident resulting in significant personal injury to self or others, or a traffic accident involving personal injury or property damage in excess of fifteen hundred dollars (\$1500.00). In such event, the employee will be deemed to have consented to the taking of a necessary sample by medical personnel.

Tests will be conducted at Providence Newberg Hospital (or a medical facility to which the employee has been transported) under the supervision of a Medical Review Officer qualified for DOT CDL purposes, with appropriate procedures and safeguards which apply to CDL testing. An employee may not delay a test by requesting Association representation, due to the dissipation of alcohol or controlled substances over time. However the employee may request to be accompanied to the test site by a witness in addition to the supervisor involved.

COLLECTIVE BARGAINING AGREEMENT

Between the City of Newberg
and the Newberg-Dundee Public Safety Association
For the Period of: July 1, 2015 – June 30, 2017

SIGNED this _____ day of _____, 2015.

CITY OF NEWBERG

**NEWBERG-DUNDEE PUBLIC SAFETY
ASSOCIATION**

City Manager, or City Manager Pro Tem

Adopted by the Newberg City Council
on August 17, 2015 via
Resolution No. 2015-3205

**Daryl S. Garrettson, Attorney at Law
Labor Representative**

**Association Officer or Representative
(Patrol)**

APPROVED TO LEGAL SUFFICIENCY:

**Association Officer or Representative
(Communications)**

Truman A. Stone, City Attorney

REQUEST FOR COUNCIL ACTION

Date of Council Meeting: August 17, 2015

Order ___ No.	Ordinance ___ No.	Resolution ___ No.	Motion ___	Information <u>XX</u>
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**SUBJECT: Forward Looking Calendar,
Water Efficiency Kits**

**Contact Person (Preparer) for this
Item: Sue Ryan, City Recorder
Dept.:
File No.:**

EXECUTIVE SUMMARY: These items are informational for the Council and the public.

The Council Forward Looking Calendar is attached.

Water Efficiency Kits Free to Newberg Water Customers

Install a water efficiency kit today and save up to 2,000 gallons of water each month for an average family of four. The kits include a handy plumbing guide (English or Spanish), faucet aerators, showerheads, dye tablets to check your toilet for leaks, and more.

Email environment@newbergoregon.gov to order yours today. Or call 503-537-1282.

FISCAL IMPACT: None.

STRATEGIC ASSESSMENT (RELATE TO COUNCIL GOALS): To keep the citizenry informed.

**NEWBERG CITY COUNCIL
2015 FORWARD LOOKING CALENDAR**

Tuesday, September 8, 2015

Recreational and Medical Marijuana workshop
Resolution 3214 Library roof repair
Resolution 3215 City Hall Heating Ventilation Air Conditioning replacement & upgrade
Presentation on Springs Divestiture
Temporary and Portable Signs Code Amendment Public Hearing and Ordinance 2782
Newberg Municipal Code Chapter 13 Revisions Public Hearing and Ordinance 2784
2nd reading of Ordinance 2785 – (Amend Ordinance 2749 to correct language for Housing Trust Fund)
Resolution for Council Support of Department of Land Conservation and Development Technical Assistance Grant
Resolution 3218 Initiate amendment to the Transportation System Plan to direct Planning Commission to take action re: Wilsonville Road and Newberg-Dundee Bypass route

Monday, September 21, 2015

Street Preservation – Work Session on potential funding options
Inflow & Infiltration Update – Work Session on private lateral discussion
Committee appoints: Affordable Housing Commission, Citizens Rate Review Committee, and Planning Commission
Resolution to Initiate a Comprehensive Plan Amendment for the Transportation System Plan update
Resolution 3206 Springs Divestiture consideration
2nd reading of Ordinance 2782 – (Code amendment on temporary & portable signs)
2nd reading of Ordinance 2784 - (Newberg Municipal Code Chapter 13 contracting & design standards)
Placeholder for possible Medical and Recreational Marijuana actions

Monday, October 5, 2015

Quasi-Judicial Process Work Session
Ordinance on Comprehensive Plan Amendment for Population and Employment Numbers
Ordinance on Urban Growth Boundary repeal

Monday, October 19, 2015

Library Strategic Plan presentation
America's Best Communities application and Economic Development Strategic Plan presentation
Resolution to Adopt Library Plan
2nd reading on Ordinance on Comprehensive Plan Amendment for Population and Employment Numbers
2nd reading on Ordinance on Urban Growth Boundary repeal