



**CITY COUNCIL AGENDA  
NOVEMBER 16, 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. Presentation by Dave Adams, KLYC Radio, on Live Streaming

**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. Financial Reports for August and September 2015 Pages 1-15
2. Chehalem Valley Chamber of Commerce quarterly report Pages 16-20
3. Resolution 2015-3237, A Resolution to authorize the City Manager Pro Tem to enter into a construction contract with Canby Excavating, Inc. for the groundwater Well No. 9 project in the amount of \$526,325.00 Pages 21-23
4. Resolution 2015-3241, A Resolution designating the first Thursday and first Friday of each month as Festival Days in order to permit the Installation of "First Friday" Flags in the Right-of-Way Pages 24-26
5. Resolution 2015-3240, A Resolution adopting a revised City Manager position description Pages 27-32

**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.

## VIII. PUBLIC HEARING – LEGISLATIVE

1. Ordinance 2015-2791, An Ordinance vacating the Cherry Street Right-of-Way east of Center Street and west of the Friendsview Retirement Community Campus, adjacent to Yamhill County Tax Lots 3217CB-500,-600,-700,-800,-900,-1500,-1700, -1800,-1900,-2000, and -90000 within the corporate city limits of Newberg, Oregon, and retaining public and private utility and access easements over the street being vacated. Pages 33-119
2. Ordinance 2015-2792, An Ordinance repealing Ordinance No. 2008-2697, which expanded the Urban Reserve area. Pages 120-121

## IX. NEW BUSINESS

1. Resolution 2015-3225, A Resolution authorizing the acquisition of certain real property for the Villa Road improvement project Pages 122-138
2. Resolution 2015-3236, A Resolution Adopting the Newberg Public Library Strategic Plan Pages 139-151
3. Resolution 2015-3230, A Resolution adopting the City Classification & Compensation plan update and authorizing the City Manager Pro Tem to implement the results of the update retroactive to July 1, 2015. Pages 152-157
4. Frack Burger liquor license Page 158
5. Coffee Cottage liquor license Page 159

## X. COUNCIL BUSINESS

1. Committee recruitment Pages 160-161

## XI. 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.**

# *REQUEST FOR COUNCIL ACTION*

**DATE ACTION REQUESTED: November 16, 2015**

<b>Order ___ No.</b>	<b>Ordinance ___ No.</b>	<b>Resolution ___ No.</b>	<b>Motion ___</b>	<b>Information <u>XX</u></b>
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**SUBJECT: Newberg Financial Report for August & September 2015**

**Contact Person (Preparer) for this  
Item: Matt Zook  
Dept.: Finance**

**EXECUTIVE SUMMARY:**

Included with this report are the financial summary statements for August and September 2015. These are provided for your information only. No action is required.

Notable Items

- Several departments have higher year-to-date expenditure percentages early in the year due to activity that occurs in a non-routine fashion. Expenditures such as annual dues, licenses, renewals, etc. are often paid at the beginning of the fiscal year. Other items include annual or semi-annual training that occurs in late summer/early fall. This is the case for the General Fund-General Government line on page 1 (35%) and Admin Support Fund-Insurance (77%).
- The Fire Department experiences higher than average expenditures at this time of the year due to their involvement in statewide conflagration incidents. These costs are reimbursed from the State of Oregon during the first part of 2016 and will be recognized in a revenue account. Thus, a supplemental budget will need to occur to recognize this activity. In FY 2014-15, the City received approximately \$115,000 in conflagration reimbursement.
- The City Manager expenditures line is over budget due to the recent transition in personnel as well as contracted professional services. This will need to be addressed in a supplemental budget, which will be presented to Council in early 2016.
- Some revenue lines will appear low at this time of the year due to receipts coming in on a quarterly or other periodic basis. Examples of this include property taxes, interest, and 911 revenue. Interest is low due to the lower fund balances, but once property tax revenue begins to come in, the interest revenue will escalate rapidly.

**SUMMARY REPORT**

**SEPT 2015**

FUNDS	2015-16 BUDGET	MONTH OF SEPT 2015	2015-16 YTD	Current YTD	2014-15 PRIOR YTD
				Compare to Budget 25%	
<b>City Budget Totals</b>					
Total Beg Fund Balance	\$ 33,133,594	\$ 38,243,710	\$ 38,243,710	115%	31,493,673
Total Revenues	55,031,136	3,222,855	8,582,447	16%	13,920,457
Total Beg Fund Bal & Revenues	88,164,730	41,466,565	46,826,158		45,414,130
Total Expenses	65,422,358	3,270,528	8,642,456	13%	13,027,470
Total Contingencies / Reserves	22,742,372	-	-	0%	-
Total Exp & Contingen / Reserves	88,164,730	3,270,528	8,642,456	10%	13,027,470
Total Monthly Activity Net Gain / (Loss)		\$ 38,196,037			
Total Ending Fund Balance			<u>\$ 38,183,701</u>		32,386,660

**City Services**

General Fund

Beg Fund Balance	\$ 2,528,413	\$ 2,797,675	\$ 2,797,675	111%	2,835,743
<b>Revenues</b>					
General Government	-	-	-	0%	15,155.00
Municipal Court	31,000	2,379	7,715	25%	7,434
Police	1,074,135	88,415	308,382	29%	295,467
Fire	330,504	30	45	0%	15
Communications	59,686	-	14,894	25%	14,154
Library	112,859	4,072	12,405	11%	27,851
Planning	476,700	44,326	117,759	25%	91,930
Property Taxes	7,200,000	29,687	127,108	2%	69,456
Other Taxes	1,400	25	100	7%	226
Franchise Fees	1,486,882	-	-	0%	-
Intergovernmental	1,246,755	29,619	274,642	22%	265,825
Miscellaneous	2,500	428	4,928	197%	985
Interest	7,300	(236)	221	3%	537
Transfers	555,000	-	-	0%	-
Revenue Total	12,584,721	198,745	868,199	7%	789,035
<b>Expenses</b>					
General Government	178,758	12,080	62,132	35%	116,064
Municipal Court	356,023	26,281	82,123	23%	81,842
Police	5,695,178	451,258	1,345,732	24%	1,356,510
Fire	3,356,599	342,943	988,696	29%	835,563
Communications	1,061,396	102,352	313,199	30%	309,576
Library	1,251,056	89,489	260,240	21%	249,047
Planning	613,035	51,165	149,929	24%	145,083
Transfers	39,067	-	-	0%	-
Contingency	1,462,022	-	-	0%	-
Unappropriated Ending Balance	1,100,000	-	-	0%	-
Total Expenses	15,113,134	1,075,568	3,202,052	21%	3,093,686
Monthly Activity Net Gain / (Loss)		\$ 1,920,852			
Ending Fund Balance			\$ 463,822		531,091

**SUMMARY REPORT**

**SEPT 2015**

FUNDS	2015-16 BUDGET	MONTH OF SEPT 2015	2015-16 YTD	Current YTD	2014-15 PRIOR YTD
				Compare to Budget 25%	
<u>Public Safety Fee</u>					
Beg Fund Balance	\$ 134,969	\$ 197,858	\$ 197,858	147%	196,153
Revenues	480,600	40,445	120,928	25%	71,611
Expenses	522,796	41,009	117,526	22%	101,579
Contingencies / Reserves	92,773	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 197,294			
Ending Fund Balance			\$ 201,260		166,185
<u>EMS</u>					
Beg Fund Balance	\$ 595,725	\$ 806,952	\$ 806,952	135%	457,509
Revenues	1,791,600	217,950	579,738	32%	408,585
Expenses	1,789,930	142,366	412,026	23%	504,722
Contingencies / Reserves	597,395	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 882,537			
Ending Fund Balance			\$ 974,665		361,372
<u>911 Emergency</u>					
Beg Fund Balance	\$ 19,768	\$ 20,940	\$ 20,940	106%	89,061
Revenues	196,200	(8)	(5)	0%	42
Expenses	197,566	15,285	46,931	24%	49,410
Contingencies / Reserves	18,402	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 5,647			
Ending Fund Balance			\$ (25,995)		39,693
<u>Civil Forfeiture</u>					
Beg Fund Balance	\$ 19,596	\$ 20,146	\$ 20,146	103%	-
Revenues	4,100	1,028	1,042	25%	3,231
Expenses	23,696	-	-	0%	-
Contingencies / Reserves	-	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 21,174			
Ending Fund Balance			\$ 21,188		3,231
<u>Library Gift &amp; Memorial</u>					
Beg Fund Balance	\$ 48,169	\$ 86,434	\$ 86,434	179%	92,623
Revenues	129,389	1,334	9,747	8%	3,704
Expenses	171,000	3,583	6,768	4%	4,989
Contingencies / Reserves	6,558	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 84,186			
Ending Fund Balance			\$ 89,414		91,338

**SUMMARY REPORT**

**SEPT 2015**

FUNDS	2015-16 BUDGET	MONTH OF SEPT 2015	2015-16 YTD	Current YTD	2014-15 PRIOR YTD
				Compare to Budget 25%	
<u>Building Inspection</u>					
Beg Fund Balance	\$ 404,838	\$ 620,378	\$ 620,378	153%	339,929
Revenues	407,850	41,029	174,602	43%	169,448
Expenses	456,453	36,705	109,888	24%	104,921
Contingencies / Reserves	356,235	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 624,703			
Ending Fund Balance			\$ 685,092		404,456
<u>Streets (Operating)</u>					
Beg Fund Balance	\$ 808,548	\$ 798,186	\$ 798,186	99%	689,103
Revenues	1,343,520	140,681	247,426	18%	249,131
Expenses	1,516,339	219,614	403,255	27%	239,989
Contingencies / Reserves	635,729	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 719,253			
Ending Fund Balance			\$ 642,357		698,246
<u>Water (Operating)</u>					
Beg Fund Balance	\$ 3,294,255	\$ 3,773,455	\$ 3,773,455	115%	4,783,887
Revenues	9,851,130	750,560	2,213,689	22%	1,994,676
Expenses	8,298,954	265,261	765,691	9%	1,336,249
Contingencies / Reserves	4,846,431	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 4,258,753			
Ending Fund Balance			\$ 5,221,453		5,442,314
<u>Wastewater (Operating)</u>					
Beg Fund Balance	\$ 4,403,799	\$ 4,944,662	\$ 4,944,662	112%	7,576,184
Revenues	11,780,602	589,704	1,750,801	15%	1,543,752
Expenses	8,419,662	511,339	1,111,311	13%	1,877,512
Contingencies / Reserves	7,764,739	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 5,023,026			
Ending Fund Balance			\$ 5,584,152		7,242,425
<u>Stormwater (Operating)</u>					
Beg Fund Balance	\$ 573,645	\$ 731,487	\$ 731,487	128%	1,004,730
Revenues	1,924,972	112,089	313,741	16%	303,509
Expenses	1,680,019	145,591	347,094	21%	242,598
Contingencies / Reserves	818,598	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 697,984			
Ending Fund Balance			\$ 698,133		1,065,641

**SUMMARY REPORT**

**SEPT 2015**

FUNDS	2015-16 BUDGET	MONTH OF SEPT 2015	2015-16 YTD	Current YTD	2014-15 PRIOR YTD
				Compare to Budget 25%	
<u>Administrative Support</u>					
Beg Fund Balance	\$ 563,272	\$ 588,457	\$ 588,457	104%	684,851
Revenues	3,652,103	306,373	919,574	25%	911,951
Expenses					
City Manager	529,362	35,980	237,436	45%	68,028
Human Resources	-	-	-	0%	32,768
City Recorder	-	-	-	0%	40,573
Emergency Management	-	-	-	0%	-
Finance	544,827	40,663	141,088	26%	171,433
Gen Office(Postage/Phones)	155,000	11,301	33,548	22%	31,628
Utility Billing	275,106	21,120	70,061	25%	65,440
Information Technology	683,610	55,164	176,164	26%	178,047
Legal	497,180	39,539	115,214	23%	106,409
Fleet Maintenance	178,772	13,992	45,804	26%	38,862
Facilities Repair/Replacement	417,695	22,946	92,671	22%	91,431
Insurance	353,168	-	270,627	77%	247,558
Transfers	-	-	-	0%	500,000
Contingencies / Reserves	580,655	-	-	0%	-
Total Expenses	4,215,375	240,705	1,182,612	28%	1,572,178
Monthly Activity Net Gain / (Loss)		\$ 654,125			
Ending Fund Balance			\$ 325,418		24,624

Capital Improvement Projects

Streets CIP's

Beg Fund Balance	\$ 164,193	\$ 164,209	\$ 164,209	0%	109,838
Revenues	778,425	200,461	217,453	28%	119,326
Expenses	777,625	200,266	217,142	28%	119,167
Contingencies / Reserves	164,993	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 164,404			
Ending Fund Balance			\$ 164,520		109,996

Water / Wastewater / Stormwater CIP's

Beg Fund Balance	\$ -	\$ -	\$ -	0%	-
Revenues	6,346,875	298,165	395,716	6%	1,542,553
Expenses	6,346,875	298,165	395,716	6%	159,185
Contingencies / Reserves	-	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 0			
Ending Fund Balance			\$ 0		1,383,368

Wastewater Financed CIP's

Beg Fund Balance	\$ -	\$ (749,096)	\$ (749,096)	0%	-
Revenues	-	-	-	0%	3,095,703
Expenses	-	-	95,834	0%	3,024,929
Contingencies / Reserves	-	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ (749,096)			
Ending Fund Balance			\$ (844,930)		70,774

SUMMARY REPORT

SEPT 2015

FUNDS	2015-16				Current YTD Compare to Budget 25%	2014-15 PRIOR YTD
	BUDGET	MONTH OF SEPT 2015	2015-16 YTD			
<u>Street SDC</u>						
Beg Fund Balance	\$ 1,918,739	\$ 2,574,473	\$ 2,574,473		134%	2,534,551
Revenues	47,839	92,216	160,704		336%	127,796
Expenses	259,125	1,338	9,923		4%	105,331
Contingencies / Reserves	1,707,453	-	-		0%	-
Monthly Activity Net Gain / (Loss)		\$ 2,665,351				
Ending Fund Balance			\$ 2,725,255			2,557,016
<u>Water SDC</u>						
Beg Fund Balance	\$ 36	\$ 1,239,405	\$ 1,239,405		3442793%	468,918
Revenues	927,540	55,678	111,037		12%	101,273
Expenses	846,856	-	-		0%	121,629
Contingencies / Reserves	80,720	-	-		0%	-
Monthly Activity Net Gain / (Loss)		\$ 1,295,083				
Ending Fund Balance			\$ 1,350,442			448,562
<u>Wastewater SDC</u>						
Beg Fund Balance	\$ 3,475,181	\$ 4,175,483	\$ 4,175,483		120%	1,794,112
Revenues	75,120	60,336	151,451		202%	136,728
Expenses	739,361	72	2,459		0%	1,302
Contingencies / Reserves	2,810,940	-	-		0%	-
Monthly Activity Net Gain / (Loss)		\$ 4,235,746				
Ending Fund Balance			\$ 4,324,474			1,929,538
<u>Stormwater SDC</u>						
Beg Fund Balance	\$ 138,259	\$ 131,416	\$ 131,416		95%	351,007
Revenues	3,980	3,630	12,779		321%	6,321
Expenses	3,125	-	-		0%	302
Contingencies / Reserves	139,114	-	-		0%	-
Monthly Activity Net Gain / (Loss)		\$ 135,046				
Ending Fund Balance			\$ 144,195			357,026

SUMMARY REPORT

SEPT 2015

FUNDS	2015-16		MONTH OF		2015-16		Current YTD Compare to Budget 25%	2014-15 PRIOR YTD
	BUDGET		SEPT 2015		YTD			
<b>Debt</b>								
<u>Debt Service (General Op)</u>								
Beg Fund Balance	\$	206,309	\$	210,221	\$	210,221	102%	195,259
Revenues		896,711		21,052		65,716	7%	58,971
Expenses		895,317		8,543		8,543	1%	12,495
Contingencies / Reserves		207,703		-		-	0%	-
Monthly Activity Net Gain / (Loss)				\$	222,730			
Ending Fund Balance					\$	267,395		241,735
<u>City Hall</u>								
Beg Fund Balance	\$	529,638	\$	535,601	\$	535,601	101%	576,115
Revenues		89,400		8,991		27,088	30%	18,134
Expenses		108,240		-		-	0%	-
Contingencies / Reserves		-		-		-	0%	-
Unappropriated Ending Balance		510,798		-		-	0%	-
Monthly Activity Net Gain / (Loss)				\$	544,592			
Ending Fund Balance					\$	562,689		594,249
<b>Reserves</b>								
<u>Water Replacement Reserve</u>								
Beg Fund Balance	\$	5,018,630	\$	5,151,846	\$	5,151,846	103%	2,961,007
Revenues		-		-		-	0%	605,684
Expenses		5,018,630		-		-	0%	17,305
Contingencies / Reserves		-		-		-	0%	-
Monthly Activity Net Gain / (Loss)				\$	5,151,846			
Ending Fund Balance					\$	5,151,846		3,549,386
<u>Wastewater Replacement Reserve</u>								
Beg Fund Balance	\$	5,193,602	\$	6,446,100	\$	6,446,100	124%	1,234,745
Revenues		-		-		-	0%	1,006,224
Expenses		5,193,602		-		-	0%	18,648
Contingencies / Reserves		-		-		-	0%	-
Monthly Activity Net Gain / (Loss)				\$	6,446,100			
Ending Fund Balance					\$	6,446,100		2,222,321
<u>Stormwater Replacement Reserve</u>								
Beg Fund Balance	\$	814,722	\$	684,702	\$	684,702	84%	-
Revenues		-		-		-	0%	50,802
Expenses		814,722		-		-	0%	-
Contingencies / Reserves		-		-		-	0%	-
Monthly Activity Net Gain / (Loss)				\$	684,702			
Ending Fund Balance					\$	684,702		50,802

**SUMMARY REPORT**

**SEPT 2015**

FUNDS	2015-16 BUDGET	MONTH OF SEPT 2015	2015-16 YTD	Current YTD	2014-15 PRIOR YTD
				Compare to Budget 25%	
<u>Vehicle / Equipment Replacement</u>					
Beg Fund Balance	\$ 1,367,710	\$ 1,362,426	\$ 1,362,426	100%	1,658,968
Revenues	\$ 653,111	\$ 53,420	\$ 164,727	25%	468,473
Expenses					
General Government	1,348	-	-	0%	-
City Manager's Office	4,856	-	-	0%	-
Human Resources	-	-	-	0%	-
City Recorder/Clerk	-	-	-	0%	-
Finance	17,267	-	-	0%	-
Information Technology	241,635	-	64,183	27%	155,963
Legal	411	-	-	0%	-
Municipal Court	4,548	560	560	12%	-
Police	530,369	-	-	0%	20,455
Fire	494,099	-	-	0%	-
Communications	97,865	-	-	0%	6,149
Library	11,374	495	751	7%	-
Planning	-	-	-	0%	-
Building	49,573	-	-	0%	-
PW Administration	381,089	-	49,403	13%	60,077
Fleet Maintenance	14,521	47	149	1%	204
Facilities Repair/Replacement	157,000	1,661	2,199	1%	-
Contingencies / Reserves	14,866	-	-	0%	-
Total Expenses	2,020,821	2,763	117,245	6%	242,848
Monthly Activity Net Gain / (Loss)		\$ 1,413,083			
Ending Fund Balance			\$ 1,409,907		1,884,593
<u>Fire &amp; EMS Equip Fee</u>					
Beg Fund Balance	\$ 244,012	\$ 246,483	\$ 246,483	101%	174,453
Revenues	143,700	12,225	36,523	25%	36,012
Expenses	387,712	-	-	0%	-
Contingencies / Reserves	-	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 258,707			
Ending Fund Balance			\$ 283,006		210,465
<u>Community Projects</u>					
<u>Cable TV Trust</u>					
Beg Fund Balance	\$ 38,171	\$ 37,339	\$ 37,339	98%	41,744
Revenues	200	14	40	20%	40
Expenses	38,371	-	-	0%	-
Contingencies / Reserves	-	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 37,353			
Ending Fund Balance			\$ 37,379		41,784
<u>Economic Development</u>					
Beg Fund Balance	\$ 629,395	\$ 646,472	\$ 646,472	103%	643,183
Revenues	66,448	7,608	21,974	33%	97,743
Expenses	446,640	50,938	56,190	13%	76,495
Contingencies / Reserves	249,203	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 603,142			
Ending Fund Balance			\$ 612,256		664,431

**SUMMARY REPORT**

**AUG 2015**

FUNDS	2015-16 BUDGET	MONTH OF AUG 2015	2015-16 YTD	Current YTD	2014-15 PRIOR YTD
				Compare to Budget 17%	
<b>City Budget Totals</b>					
Total Beg Fund Balance	\$ 33,133,594	\$ 38,243,710	\$ 38,243,710	115%	31,493,673
Total Revenues	55,031,136	3,054,366	5,359,593	10%	7,967,368
Total Beg Fund Bal & Revenues	88,164,730	41,298,076	43,603,303		39,461,041
Total Expenses	65,422,358	2,836,101	5,371,928	8%	8,790,695
Total Contingencies / Reserves	22,742,372	-	-	0%	-
Total Exp & Contingen / Reserves	88,164,730	2,836,101	5,371,928	6%	8,790,695
Total Monthly Activity Net Gain / (Loss)		\$ 38,461,975			
Total Ending Fund Balance			<u>\$ 38,231,375</u>		30,670,346

**City Services**

General Fund

Beg Fund Balance	\$ 2,528,413	\$ 2,797,675	\$ 2,797,675	111%	2,835,743
<b>Revenues</b>					
General Government	-	-	-	0%	-
Municipal Court	31,000	3,033	5,336	17%	5,484
Police	1,074,135	102,474	219,967	20%	210,343
Fire	330,504	-	15	0%	-
Communications	59,686	-	14,894	25%	14,154
Library	112,859	3,882	8,333	7%	23,452
Planning	476,700	55,564	73,433	15%	65,570
Property Taxes	7,200,000	56,249	97,421	1%	44,165
Other Taxes	1,400	25	75	5%	226
Franchise Fees	1,486,882	-	-	0%	-
Intergovernmental	1,246,755	139,201	245,023	20%	181,445
Miscellaneous	2,500	2,915	4,500	180%	1,125
Interest	7,300	134	457	6%	586
Transfers	555,000	-	-	0%	-
Revenue Total	12,584,721	363,476	669,454	5%	546,549
<b>Expenses</b>					
General Government	178,758	29,134	50,053	28%	90,352
Municipal Court	356,023	27,043	55,843	16%	53,252
Police	5,695,178	454,700	894,475	16%	925,726
Fire	3,356,599	377,482	645,753	19%	573,558
Communications	1,061,396	75,958	210,847	20%	210,325
Library	1,251,056	88,575	170,751	14%	163,597
Planning	613,035	48,559	98,764	16%	99,858
Transfers	39,067	-	-	0%	-
Contingency	1,462,022	-	-	0%	-
Unappropriated Ending Balance	1,100,000	-	-	0%	-
Total Expenses	15,113,134	1,101,452	2,126,484	14%	2,116,668
Monthly Activity Net Gain / (Loss)		\$ 2,059,700			
Ending Fund Balance			\$ 1,340,645		1,265,624

**SUMMARY REPORT**

**AUG 2015**

FUNDS					Current YTD	2014-15 PRIOR YTD
	2015-16 BUDGET	MONTH OF AUG 2015	2015-16 YTD	Compare to Budget 17%		
<u>Public Safety Fee</u>						
Beg Fund Balance	\$ 134,969	\$ 197,858	\$ 197,858	147%	196,153	
Revenues	480,600	40,161	80,483	17%	47,847	
Expenses	522,796	40,278	76,517	15%	68,050	
Contingencies / Reserves	92,773	-	-	0%	-	
Monthly Activity Net Gain / (Loss)		\$ 197,742				
Ending Fund Balance			\$ 201,824		175,951	
<u>EMS</u>						
Beg Fund Balance	\$ 595,725	\$ 806,952	\$ 806,952	135%	457,509	
Revenues	1,791,600	206,012	361,788	20%	212,112	
Expenses	1,789,930	148,210	269,660	15%	343,023	
Contingencies / Reserves	597,395	-	-	0%	-	
Monthly Activity Net Gain / (Loss)		\$ 864,754				
Ending Fund Balance			\$ 899,081		326,597	
<u>911 Emergency</u>						
Beg Fund Balance	\$ 19,768	\$ 20,940	\$ 20,940	106%	89,061	
Revenues	196,200	(2)	4	0%	41	
Expenses	197,566	16,423	31,646	16%	32,222	
Contingencies / Reserves	18,402	-	-	0%	-	
Monthly Activity Net Gain / (Loss)		\$ 4,515				
Ending Fund Balance			\$ (10,702)		56,880	
<u>Civil Forfeiture</u>						
Beg Fund Balance	\$ 19,596	\$ 20,146	\$ 20,146	103%	-	
Revenues	4,100	8	14	0%	14	
Expenses	23,696	-	-	0%	-	
Contingencies / Reserves	-	-	-	0%	-	
Monthly Activity Net Gain / (Loss)		\$ 20,154				
Ending Fund Balance			\$ 20,160		14	
<u>Library Gift &amp; Memorial</u>						
Beg Fund Balance	\$ 48,169	\$ 86,434	\$ 86,434	179%	92,623	
Revenues	129,389	7,442	8,413	7%	2,465	
Expenses	171,000	1,424	3,185	2%	3,118	
Contingencies / Reserves	6,558	-	-	0%	-	
Monthly Activity Net Gain / (Loss)		\$ 92,452				
Ending Fund Balance			\$ 91,662		91,970	

**SUMMARY REPORT**

**AUG 2015**

FUNDS	2015-16 BUDGET	MONTH OF AUG 2015	2015-16 YTD	Current YTD	2014-15 PRIOR YTD
				Compare to Budget 17%	
<u>Building Inspection</u>					
Beg Fund Balance	\$ 404,838	\$ 620,378	\$ 620,378	153%	339,929
Revenues	407,850	77,584	133,573	33%	129,557
Expenses	456,453	37,447	73,183	16%	71,536
Contingencies / Reserves	356,235	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 660,516			
Ending Fund Balance			\$ 680,768		397,950
<u>Streets (Operating)</u>					
Beg Fund Balance	\$ 808,548	\$ 798,186	\$ 798,186	99%	689,103
Revenues	1,343,520	103,160	106,744	8%	131,202
Expenses	1,516,339	113,633	183,641	12%	146,067
Contingencies / Reserves	635,729	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 787,713			
Ending Fund Balance			\$ 721,289		674,239
<u>Water (Operating)</u>					
Beg Fund Balance	\$ 3,294,255	\$ 3,773,455	\$ 3,773,455	115%	4,783,887
Revenues	9,851,130	872,937	1,463,130	15%	1,201,415
Expenses	8,298,954	264,338	500,430	6%	1,078,596
Contingencies / Reserves	4,846,431	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 4,382,054			
Ending Fund Balance			\$ 4,736,154		4,906,707
<u>Wastewater (Operating)</u>					
Beg Fund Balance	\$ 4,403,799	\$ 4,944,662	\$ 4,944,662	112%	7,576,184
Revenues	11,780,602	592,188	1,161,097	10%	1,054,505
Expenses	8,419,662	318,319	599,971	7%	1,557,295
Contingencies / Reserves	7,764,739	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 5,218,531			
Ending Fund Balance			\$ 5,505,787		7,073,393
<u>Stormwater (Operating)</u>					
Beg Fund Balance	\$ 573,645	\$ 731,487	\$ 731,487	128%	1,004,730
Revenues	1,924,972	101,370	201,652	10%	210,166
Expenses	1,680,019	118,105	201,502	12%	174,700
Contingencies / Reserves	818,598	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 714,752			
Ending Fund Balance			\$ 731,636		1,040,196

**SUMMARY REPORT**

**AUG 2015**

FUNDS	2015-16 BUDGET	MONTH OF AUG 2015	2015-16 YTD	Current YTD	2014-15 PRIOR YTD
				Compare to Budget 17%	
<u>Administrative Support</u>					
Beg Fund Balance	\$ 563,272	\$ 588,457	\$ 588,457	104%	684,851
Revenues	3,652,103	306,064	613,201	17%	608,075
Expenses					
City Manager	529,362	166,814	201,456	38%	45,819
Human Resources	-	-	-	0%	24,235
City Recorder	-	-	-	0%	35,798
Emergency Management	-	-	-	0%	-
Finance	544,827	51,785	100,426	18%	136,355
Gen Office(Postage/Phones)	155,000	10,488	22,247	14%	21,786
Utility Billing	275,106	21,192	48,940	18%	44,320
Information Technology	683,610	60,462	121,000	18%	134,564
Legal	497,180	38,518	75,674	15%	71,156
Fleet Maintenance	178,772	14,166	31,811	18%	24,468
Facilities Repair/Replacement	417,695	44,457	69,725	17%	65,054
Insurance	353,168	1,246	270,627	77%	247,558
Transfers	-	-	-	0%	500,000
Contingencies / Reserves	580,655	-	-	0%	-
Total Expenses	4,215,375	409,129	941,907	22%	1,351,114
Monthly Activity Net Gain / (Loss)		\$ 485,391			
Ending Fund Balance			\$ 259,751		(58,188)

Capital Improvement Projects

Streets CIP's

Beg Fund Balance	\$ 164,193	\$ 164,209	\$ 164,209	0%	109,838
Revenues	778,425	12,520	16,992	2%	107,116
Expenses	777,625	12,450	16,876	2%	106,969
Contingencies / Reserves	164,993	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 164,279			
Ending Fund Balance			\$ 164,325		109,985

Water / Wastewater / Stormwater CIP's

Beg Fund Balance	\$ -	\$ -	\$ -	0%	-
Revenues	6,346,875	84,199	97,551	2%	1,301,534
Expenses	6,346,875	84,199	97,551	2%	35,639
Contingencies / Reserves	-	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ -			
Ending Fund Balance			\$ (0)		1,265,895

Wastewater Financed CIP's

Beg Fund Balance	\$ -	\$ (749,096)	\$ (749,096)	0%	-
Revenues	-	-	-	0%	-
Expenses	-	95,576	95,834	0%	1,361,038
Contingencies / Reserves	-	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ (844,672)			
Ending Fund Balance			\$ (844,930)		(1,361,038)

**SUMMARY REPORT**

**AUG 2015**

FUNDS	2015-16 BUDGET	MONTH OF AUG 2015	2015-16 YTD	Current YTD	2014-15 PRIOR YTD
				Compare to Budget 17%	
<b>Street SDC</b>					
Beg Fund Balance	\$ 1,918,739	\$ 2,574,473	\$ 2,574,473	134%	2,534,551
Revenues	47,839	57,438	68,488	143%	100,882
Expenses	259,125	7,119	8,585	3%	104,426
Contingencies / Reserves	1,707,453	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 2,624,792			
Ending Fund Balance			\$ 2,634,377		2,531,006
<b>Water SDC</b>					
Beg Fund Balance	\$ 36	\$ 1,239,405	\$ 1,239,405	3442793%	468,918
Revenues	927,540	39,189	55,359	6%	50,826
Expenses	846,856	-	-	0%	7,582
Contingencies / Reserves	80,720	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 1,278,594			
Ending Fund Balance			\$ 1,294,765		512,161
<b>Wastewater SDC</b>					
Beg Fund Balance	\$ 3,475,181	\$ 4,175,483	\$ 4,175,483	120%	1,794,112
Revenues	75,120	65,391	91,115	121%	65,171
Expenses	739,361	2,261	2,387	0%	592
Contingencies / Reserves	2,810,940	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 4,238,613			
Ending Fund Balance			\$ 4,264,210		1,858,691
<b>Stormwater SDC</b>					
Beg Fund Balance	\$ 138,259	\$ 131,416	\$ 131,416	95%	351,007
Revenues	3,980	5,403	9,149	230%	3,207
Expenses	3,125	-	-	0%	302
Contingencies / Reserves	139,114	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 136,819			
Ending Fund Balance			\$ 140,565		353,912

**SUMMARY REPORT**

**AUG 2015**

FUNDS	2015-16		MONTH OF		2015-16		Current YTD Compare to Budget 17%	2014-15 PRIOR YTD
	BUDGET		AUG 2015		YTD			
<b>Debt</b>								
<u>Debt Service (General Op)</u>								
Beg Fund Balance	\$ 206,309	\$ 210,221	\$ 210,221	102%				195,259
Revenues	896,711	24,610	44,665	5%				39,613
Expenses	895,317	-	-	0%				-
Contingencies / Reserves	207,703	-	-	0%				-
Monthly Activity Net Gain / (Loss)		\$ 234,830						
Ending Fund Balance			\$ 254,885					234,872
<u>City Hall</u>								
Beg Fund Balance	\$ 529,638	\$ 535,601	\$ 535,601	101%				576,115
Revenues	89,400	15,221	18,097	20%				11,598
Expenses	108,240	-	-	0%				-
Contingencies / Reserves	-	-	-	0%				-
Unappropriated Ending Balance	510,798	-	-	0%				-
Monthly Activity Net Gain / (Loss)		\$ 550,823						
Ending Fund Balance			\$ 553,698					587,713
<b>Reserves</b>								
<u>Water Replacement Reserve</u>								
Beg Fund Balance	\$ 5,018,630	\$ 5,151,846	\$ 5,151,846	103%				2,961,007
Revenues	-	-	-	0%				605,467
Expenses	5,018,630	-	-	0%				15,395
Contingencies / Reserves	-	-	-	0%				-
Monthly Activity Net Gain / (Loss)		\$ 5,151,846						
Ending Fund Balance			\$ 5,151,846					3,551,080
<u>Wastewater Replacement Reserve</u>								
Beg Fund Balance	\$ 5,193,602	\$ 6,446,100	\$ 6,446,100	124%				1,234,745
Revenues	-	-	-	0%				1,006,009
Expenses	5,193,602	-	-	0%				11,769
Contingencies / Reserves	-	-	-	0%				-
Monthly Activity Net Gain / (Loss)		\$ 6,446,100						
Ending Fund Balance			\$ 6,446,100					2,228,986
<u>Stormwater Replacement Reserve</u>								
Beg Fund Balance	\$ 814,722	\$ 684,702	\$ 684,702	84%				-
Revenues	-	-	-	0%				50,777
Expenses	814,722	-	-	0%				-
Contingencies / Reserves	-	-	-	0%				-
Monthly Activity Net Gain / (Loss)		\$ 684,702						
Ending Fund Balance			\$ 684,702					50,777

**SUMMARY REPORT**

**AUG 2015**

FUNDS	2015-16 BUDGET	MONTH OF AUG 2015	2015-16 YTD	Current YTD	2014-15 PRIOR YTD
				Compare to Budget 17%	
<u>Vehicle / Equipment Replacement</u>					
Beg Fund Balance	\$ 1,367,710	\$ 1,362,426	\$ 1,362,426	100%	1,658,968
Revenues	\$ 653,111	\$ 52,822	\$ 111,308	17%	440,607
Expenses					
General Government	1,348	-	-	0%	-
City Manager's Office	4,856	-	-	0%	-
Human Resources	-	-	-	0%	-
City Recorder/Clerk	-	-	-	0%	-
Finance	17,267	-	-	0%	-
Information Technology	241,635	51,860	64,183	27%	142,972
Legal	411	-	-	0%	-
Municipal Court	4,548	-	-	0%	-
Police	530,369	-	-	0%	3,902
Fire	494,099	-	-	0%	-
Communications	97,865	-	-	0%	6,149
Library	11,374	256	256	2%	-
Planning	-	-	-	0%	-
Building	49,573	-	-	0%	-
PW Administration	381,089	-	49,403	13%	49,403
Fleet Maintenance	14,521	-	102	1%	78
Facilities Repair/Replacement	157,000	-	538	0%	-
Contingencies / Reserves	14,866	-	-	0%	-
Total Expenses	2,020,821	52,116	114,483	6%	202,505
Monthly Activity Net Gain / (Loss)		\$ 1,363,131			
Ending Fund Balance			\$ 1,359,251		1,897,070
<u>Fire &amp; EMS Equip Fee</u>					
Beg Fund Balance	\$ 244,012	\$ 246,483	\$ 246,483	101%	174,453
Revenues	143,700	12,143	24,299	17%	24,093
Expenses	387,712	-	-	0%	-
Contingencies / Reserves	-	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 258,625			
Ending Fund Balance			\$ 270,781		198,546
<u>Community Projects</u>					
<u>Cable TV Trust</u>					
Beg Fund Balance	\$ 38,171	\$ 37,339	\$ 37,339	98%	41,744
Revenues	200	15	26	13%	38
Expenses	38,371	-	-	0%	-
Contingencies / Reserves	-	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 37,354			
Ending Fund Balance			\$ 37,364		41,782
<u>Economic Development</u>					
Beg Fund Balance	\$ 629,395	\$ 646,472	\$ 646,472	103%	643,183
Revenues	66,448	6,384	14,366	22%	16,483
Expenses	446,640	2,204	5,252	1%	2,090
Contingencies / Reserves	249,203	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 650,652			
Ending Fund Balance			\$ 655,586		657,576

# THE CHEHALEM VALLEY VISITOR CENTER

2015-16 First Quarter Report

2015-16 FIRST QUARTER STATS

Web Visits: 26,058

Visitor Center Traffic: 3,520

## Wine Education Center Receives Grant

*The Chehalem Valley Chamber's Wine Education Center will use funds for winery training and education*

The Chehalem Valley Chamber of Commerce Oregon Wine Education Center has received a grant through Travel Oregon's Wine Country Plates Matching Grants Program, for marketing and curriculum development. The Wine Education Center will use the funds to provide winery-specific trainings and educational opportunities for the industry.

Several organizations throughout the state received funds for programs that will make it easy for Oregonians and out-of-state visitors to enjoy a wide-array of wine and culinary experiences across the state.

Through its Oregon Wine Country Plates Matching Grants Program, Travel Oregon helps advance wine and culinary tourism projects that improve local economies and communities by enhancing, expanding and promoting Oregon's travel and tourism industry.



"Oregon is known for its incredible wine and culinary scene," said Todd Davidson, Travel Oregon CEO. "The awarded projects will enhance and highlight the state's bounty to visitors and locals, while helping to strengthen local economies and improve communities throughout the state."

Revenue generated by the sale of the Wine Country license plates funded the 2015/2016 grant awards cycle. The awarded grant projects will be completed by September 2016.

## A Great Year for the Oregon Wine Education Center

Wine has become a huge part of Oregon's identity these days and has given international recognition to the Willamette Valley. The world's most sought out varietal, Pinot Noir, thrives in our climate while it struggles in most other growing regions. Wineries and restaurants are springing up like daisies, transforming our valley into a world-renowned travel destination.

This year, the Chehalem Valley Chamber of Commerce re-launched The Oregon Wine Education Center with two purposes in mind: to bring flexible, light-hearted wine education to the Newberg area, and to provide people with the skills to start a new career inside our booming wine industry.

Last February, the Chamber developed The Tasting Room Associates Course, or TRAC, alongside a team of Willamette Valley wineries. TRAC is an affordable, one-day professional development course that provides people with the wine and customer service training they need to succeed in a tasting room. TRAC covers practicalities like how to open bottles, pour, and safely serve large crowds, and it presents a unique Oregon-centric wine education program. Participants leave with a better understanding of how wine is made, and why so much world-class wine is made in Oregon. Several wineries have employed alumni directly from the TRAC program. More information about TRAC can be found at the Oregon Wine Education Center's website, at [www.oregonwineeducation.com](http://www.oregonwineeducation.com).

In addition to TRAC, the Oregon Wine Education Center also began a new blind-tasting seminar in the form of a low-key game show. Participants gather to taste Oregon wines against the same varietals from overseas—such as tasting a Pinot Noir from Oregon against one from Burgundy, France. Participants guess which one is which, and then explore why these wines taste the way they do.

The Oregon Wine Education has taken a pause in time for harvest and the holiday season, but stay tuned for new exciting seminars, wine education courses, and TRAC offerings this winter!

# THE CHEHALEM VALLEY VISITOR CENTER

2015-16 First Quarter Report

## Ruddick/Wood and the Willamette Valley

By Kerry Newberry

This itinerary is featured in the Passport to Oregon Bounty, a culinary trek through the 7 Wonders of Oregon with some of Oregon's best chefs. Order your Passport and plan your own tasty trip around the state.

Paul Losch found his way to Oregon the way many chefs do. While slicing and dicing his way through restaurant kitchens in New York City, he was also daydreaming of the left coast. He took the leap to Portland in the summer of 2008, and after four years of cooking around the city, he and his wife alighted to the wine country town of Newberg, where he now runs the kitchen at Ruddick/Wood.



"The area reminds me of the small towns where I grew up and I wanted to return to that lifestyle," says Losch. "I find that as I get older I am drawn more to rural areas than the city, and that puts me much closer to where a lot of the products that we use come from." Many of the farms the chef works with are within a 20-mile radius of the restaurant. An added bonus: He can sneak in a foraging excursion before dinner prep. "I have a great spot for chanterelles and lobster mushrooms in western Yamhill County," he says.

The dishes at Ruddick/Wood (e.g., deviled eggs with smoked trout roe, duck confit and oat hush puppies, a spicy Fisherman's stew) reflect the tavern-meets-restaurant ethos. "We run a lot of specials that cover what we call hyper-seasonal ingredients," says Losch. "Right now that would be something like Oregon albacore with sweet corn, cherry tomatoes and tomatillo relish. Or, melon salad with amaranth, cucumbers, serrano peppers, apple molasses and pecorino cheese."

You'll find a lot of locals (including boot-clad pinot producers) dining here. And just a few miles away, the most serene and sophisticated lodging at The Allison Inn & Spa, an ideal spot to stay before embarking on a road trip to the wild frontier of Central Oregon. "The high desert landscape is so different from anything around the Willamette Valley," says Losch. It's the scent of sagebrush and sunshine, and views of cathedral-like rocks, and rambling blue sky.

*The area reminds me of the small towns where I grew up and I wanted to return to that lifestyle.*

**PAUL LOSCH**  
Chef & Co-Owner at Ruddick/Wood

# THE CHEHALEM VALLEY VISITOR CENTER

2015-16 First Quarter Report

## Tourism PR Summary

*The Chehalem Valley Chamber (CVCC) provides a number of time-intensive services that are above and beyond the requirements of the Visitor Center Services agreement with the City of Newberg. Working in cooperation with Travel Oregon and other industry organizations and professionals, the CVCC plays a significant role in coordinating media tours that attract national and international media and tour operators to Newberg and the surrounding region. In addition, it is not uncommon to receive and fulfill “same-day” requests for photos and information from national publications with press deadlines. The CVCC provides critical administrative and volunteer support for tourism-related events in Newberg that results in overnight stays.*

- 1 Respond to media call-out for Kylie McLaughlin, Digital Travel Producer with *Fairfax Media*. Traveling to Oregon from Australia on September 15-26th. Coordinate winery tour and accommodations on Monday, September 21st. (Post FEAST media tour)
- 6 Respond to media call-out for Bend based Freelance travel writer John Gottberg Anderson. Needs room at *The Vintages* this week for last minute story.
- 7 Newberg restaurants featured in *Wine Enthusiast Magazine* as result of media call-out.
- 8 Assist *Travel Oregon* with post-FEAST media tour. Two to three journalists. Book one night at *The Allison*, Dinner at *JORY* and wine-tasting at *Sokol Blosser* for two to three journalists.
- 9 *Willamette Valley Visitors Association* request to recruit a Yamhill County chef for a booth at FEAST on September 18th or 19th. Chef donates three hours of time and up to 1,000 small-bites of food. Last year *Allen Routt* and *The Painted Lady* represented us. This year *Chris Czarnecki* from *The Joel Palmer House* has accepted the honor. Work with Chris to get photos and bio to FEAST.
- 12 *USA Today*—“Oregon Matures into World-Class Wine & Food Destination”  
Salem based writer Victor Panichkul is a regular contributor to the *Salem Statesman Journal* and parent publication *USA Today*. His article featured the top 5 wineries, restaurants and lodging recommendations in Wine Country. *The Allison* and *Chehalem Ridge B&B* were listed in Newberg and *Inn at Red Hills* in Dundee. *Ruddick/Wood* was also part of the list of top restaurants to visit along with *Joel Palmer House* and *The Barlow Room* in Dayton.
- 19 *Bend Bulletin Newspaper*—“Unique Wine Country Lodging”  
The last minute media call-out from Bend based journalist, John Anderson resulted in a full page article in the *Bend Bulletin* that featured local lodging options like *The Allison*, *Le Puy*, *Franziskas Haus*, *Wine Country Farm*, *The Black Walnut* and *The Vintages*.
- 27 Review and approve Region 1 (Marion, Polk & Yamhill County) plan for *Wine Country Plate grant* cooperative marketing projects.

July

# THE CHEHALEM VALLEY VISITOR CENTER

2015-16 First Quarter Report

## Tourism PR Summary, Continued

August

- 5 Tour *Wine Country Farms Bed & Breakfast* to determine their availability for Media Fam Tours\*
- 17 *Los Angeles Daily News*—“Oregon’s Willamette Valley: Where to Eat”  
This Los Angeles based writer featured five restaurants in the Willamette Valley. Of the five restaurants mentioned, only one was outside of Yamhill County. The list includes *The Allison’s JORY* and *Recipe* in Newberg, *The Joel Palmer House* in Dayton and *Red Hills Provincial* in Dundee.



From *Recipe*: House smoked trout with horseradish panna cotta Golden beets and black lentils

- 17 *Los Angeles Daily News*—TRAVEL, “Wining and dining in Oregon’s Willamette Valley”  
Features a number of Newberg wineries including: *Beaux Freres*, *Penner-Ash*, *Shea Wine Cellars* and *Bergstrom* and recommends *The Allison* or *Inn at Red Hills* for lodging.

Both articles that published on August 17th were syndicated in four different California newspapers plus some online publications and Twitter feeds. According to our media clipping service, the combined audience of all those publications is about 1.6 million readers.

- 26 Respond to Media Call-out from *OrganicAuthority*. Topic: “Wine Harvest Weekends in the USA”

September

- 1 Respond to Media Call-out from Tom Thornton, Food & Drink Editor, *CultureMap* Austin. Research and recommend his transportation options in Wine Country.  
Respond to Media Call-out from writer Liza Zimmerman.
- 8 Plan itinerary for Bay Area based travel writer Nancy D. Brown. Coordinate accommodations and itinerary for October 7th. Reserved a room at *Le Puy* in Newberg at media rate. Working on balance of itinerary including meals. Potential theme “Sober things to do in Willamette Valley Wine Country”.
- 9 Tour *La Bastide B&B*. Determine availability for Media Fam Tours.\* Provide information on getting listed on Travel Oregon website.  
Respond to Media Call-out from Tab Hauser who writes a wine column for the *Long Island Weekly*.
- 19 Work at the *FEAST* event at the *Willamette Valley Visitors Association* booth to promote Newberg and Yamhill County.
- 20 Confirm lodging and itinerary details for post-*FEAST* media tour. The journalists arriving today include: Kiri Tannebaum writes for *Cosmopolitan*, *FoodNetwork.com*. Katie Chang is NYC-based, and writes for *Food Republic* and *Details*.

\* A Media Fam Tour—or Media Familiarization Tour—provides journalists, travel media, tour operators, and travel agents with first-hand experiences and knowledge that will be used to promote tourism to the Newberg area.

# THE CHEHALEM VALLEY VISITOR CENTER

2015-16 First Quarter Report

## Budget: Q1 July-September, 2015

	Q1	YTD 2015-16	BUDGET
<b>REVENUE:</b>			
City of Newberg	\$34,250.01	\$34,250.01	\$137,000.00
City of Dundee	\$0	\$0	\$2,500.00
<b>TOTAL REVENUES:</b>	\$34,250.01	\$34,250.01	\$139,500.00
<b>EXPENSE:</b>			
Personnel	\$15,487.96	\$15,487.96	\$62,000.00
Marketing	\$13,530.00	\$13,530.00	\$40,000.00
Overhead/Utilities, etc.	\$17,152.95	\$17,152.95	\$47,979.00
<b>TOTAL EXPENSES:</b>	\$46,170.91	\$46,170.91	\$149,979.00
<b>NET INCOME:</b>	<b>-\$11,920.90</b>		

Note: Chehalem Valley Chamber is responsible for tourism expenses beyond the scope of budgeted revenues.



# REQUEST FOR COUNCIL ACTION

**DATE ACTION REQUESTED: November 16, 2015**

Order ___ No.	Ordinance ___ No.	Resolution <u>XX</u> No. 2015-3237	Motion ___	Information ___
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**SUBJECT:** A resolution to authorize the City Manager Pro Tem to enter into a construction contract with Canby Excavating, Inc. for the Groundwater Well No. 9 Project in the amount of \$526,325.00.

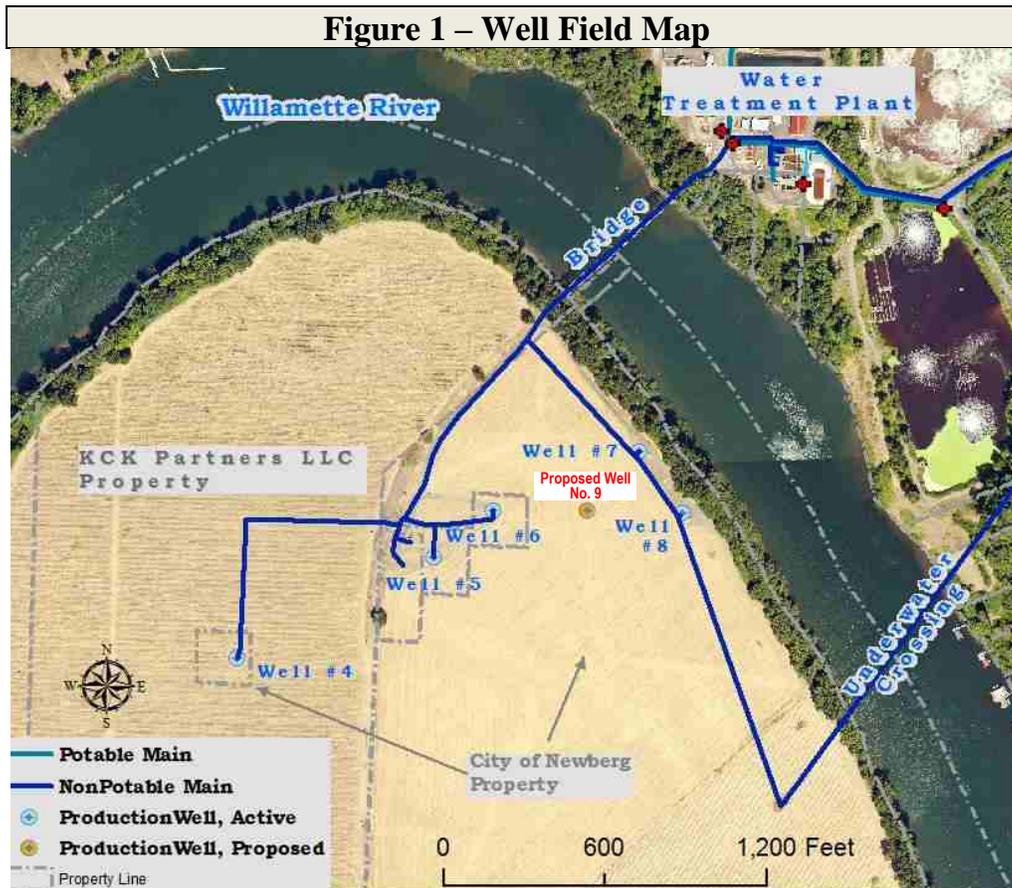
Contact Person (Preparer) for this Motion: Paul Chiu, P.E., Senior Engineer  
Dept.: Engineering Services Department  
File No.:

**RECOMMENDATION:**

Adopt Resolution No. 2015-3237 authorizing the City Manager Pro Tem to award the Groundwater Well No. 9 Construction Project to Canby Excavating, Inc. in the amount of \$526,325.00.

**EXECUTIVE SUMMARY:**

The City of Newberg relies on groundwater supply wells in the city’s well field on the south side of the Willamette River to meet its potable water supply demands. The city’s well field currently contains five production wells (No. 4 thru No. 8). Refer to Figure 1 below for the city’s well field map, which also shows the proposed location of Well No. 9.



This project constructs Well No. 9 that will help prevent potential shortages of water supply for summer demands, and due to interruptions in output caused by mechanical or electrical failure in existing production wells.

This project was advertised for bid in October after Murray, Smith and Associates, Inc. (MSA) completed the well design as authorized by Resolution No. 2015-3175. On November 3, 2015, the city received and opened two qualified bids from:

- (a) Canby Excavating, Inc. for \$526,325.00, and
- (b) The Saunders Company for \$631,260.00.

The Engineer's estimate was in the range of \$470,000.00 to \$570,000.00. Staff recommends this bid be awarded to Canby Excavating, Inc.

**FISCAL IMPACT:**

Funding for construction of the Well No. 9 project has been appropriated in the current fiscal budget under account number 04-5150-707609.

**STRATEGIC ASSESSMENT:**

The addition of Well No. 9 to the city's well field is part of the well field expansion plan to meet the potable water demand for the city's customers throughout the year, in particular for peak summertime flows.



## **RESOLUTION No. 2015-3237**

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**A RESOLUTION TO AUTHORIZE THE CITY MANAGER PRO TEM TO ENTER INTO A CONSTRUCTION CONTRACT WITH CANBY EXCAVATING, INC. FOR THE GROUNDWATER WELL NO. 9 PROJECT IN THE AMOUNT OF \$526,325.00.**

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### **RECITALS:**

1. The City of Newberg relies on groundwater supply wells in the city's well field, currently containing five production wells, to meet its water supply demands.
2. The proposed Well No. 9 will provide additional water production to prevent the potential shortage of water supply to meet future summer peak demands, and any interruptions in output due to mechanical or electrical failure in existing production wells.
3. The Well No. 9 Project is an approved capital improvement project in the 2015-16 fiscal year budget.
4. The City of Newberg advertised the project on the city's website and in the Daily Journal of Commerce on October 13, 2015, soliciting bids in accordance with ORS Chapter 279B Public Contracting and Public Procurement requirements.
5. Two qualified bids were received on November 3, 2015. They were from: (a) Canby Excavating, Inc. for \$526,325.00, and (b) The Saunders Company for \$631,260.00. The Engineer's estimate was in the range of \$470,000.00 to \$570,000.00.

### **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 construction contract with Canby Excavating, Inc. to complete the city's Well No. 9 Project in the amount of \$526,325.00.
2. The City Manager Pro Tem is authorized to negotiate and approve any needed construction change orders not to exceed 10 percent of the original contract amount.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: November 17, 2015.

**ADOPTED** by the City Council of the City of Newberg, Oregon, this 16<sup>th</sup> day of November, 2015.

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Sue Ryan, City Recorder

**ATTEST** by the Mayor this 19<sup>nd</sup> day of November, 2015.

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Bob Andrews, Mayor

# *REQUEST FOR COUNCIL ACTION*

**DATE ACTION REQUESTED: November 16, 2015**

<b>Order</b> ___	<b>Ordinance</b> ___	<b>Resolution</b> <u>XX</u>	<b>Motion</b> ___	<b>Information</b> ___
<b>No.</b>	<b>No.</b>	<b>No. 2015-3241</b>		

**SUBJECT: A request that the City Council designate the first Thursday and first Friday of each month as festival days.**

**Contact Person (Preparer) for this Motion: Steve Olson, Associate Planner  
Dept.: Community Development  
File No.: G-15-004**

**RECOMMENDATION:**

Adopt Resolution No. 2015-3241, which would designate the first Thursday and first Friday of each month as festival days, in order to allow the placement of flags advertising the First Friday event.

**EXECUTIVE SUMMARY:** The Newberg Downtown Coalition (NDC) has requested that the City Council designate the first Thursday and first Friday of each month as festival days, in order to allow the NDC to install “First Friday” flags on these days in the same manner that U.S. flags are installed during national holidays.

*15.435.100 Temporary signs for events.*

*D. Flags. An unlimited number of flags are permitted on Memorial Day, Presidents’ Day, Independence Day, Veterans’ Day, Labor Day, Flag Day, Peace Officers Day, the Friday of the Camellia Festival, the Friday of the Old Fashioned Festival, or on any festival day designated by the Newberg city council. [Ord. 2782 § 1 (Exh. A), 9-8-15; Ord. 2731 § 3, 10-18-10; Ord. 2499, 11-2-98. Code 2001 § 151.599.]*

The NDC has purchased flags for this purpose, and has used them on several days. They found them to be effective, but have also discovered that the Municipal Code does not allow them to use the flags as they have been used in the past. If the Council designates the first Thursday and first Friday of each month as festival days then the NDC could install “First Friday” flags on these days in the same manner that U.S. flags are installed on national holidays in order to raise awareness of the First Friday event. Installing the flags on the Thursday before First Friday is seen a critical by the NDC, as it reminds people on Thursday to make plans for First Friday.

**FISCAL IMPACT:** No significant fiscal impact to the City is expected.

**STRATEGIC ASSESSMENT (RELATE TO COUNCIL GOALS):** The City wants to foster and encourage economic development in the community, and maintain Newberg’s small town feel. Events like First Friday deserve support because they bring people into downtown, and directly support the existing businesses. First Friday events are centered on walking, which ties in strongly to the goal of a walkable downtown with a small town feel.

Attachments:

Resolution 2015-3241

1. Letter from Mike Ragsdale, Executive Director of the Newberg Downtown Coalition



## ***RESOLUTION No. 2015-3241***

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**A RESOLUTION DESIGNATING THE FIRST THURSDAY AND FIRST FRIDAY OF EACH MONTH AS FESTIVAL DAYS IN ORDER TO PERMIT THE INSTALLATION OF “FIRST FRIDAY” FLAGS IN THE RIGHT-OF-WAY.**

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### **RECITALS:**

1. The Newberg Downtown Coalition (NDC) has requested that the Newberg City Council designate the first Thursday and first Friday of each month as festival days, in order to allow the installation of “First Friday” flags in the right-of-way.
2. The City Council supports the First Friday event and wants it to be successful, in order to support downtown businesses and help make downtown a walkable and vibrant place.

### **THE CITY OF NEWBERG RESOLVES AS FOLLOWS:**

1. The City Council therefore designates the first Thursday and first Friday of each month as festival days, in order to allow the placement of First Friday flags in the right-of-way.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: November 17, 2015.

**ADOPTED** by the City Council of the City of Newberg, Oregon, this 16<sup>th</sup> day of November, 2015.

\_\_\_\_\_  
Sue Ryan, City Recorder

**ATTEST** by the Mayor this 19<sup>th</sup> day of November, 2015.

\_\_\_\_\_  
Bob Andrews, Mayor

Attachment 1: NDC letter



502 East Second, Newberg, OR 97132  
O 503.557.1010 E info@newbergdowntown.org W newbergdowntown.org

November 4, 2015

✓ Mayor Bob Andrews  
Council President Denise Bacon  
Councilor Mike Corey  
Councilor Scott Essin  
Councilor Stephen McKinney  
Councilor Tony Rourke  
Councilor Lesley Woodruff

Dear Mayor and Council Member,

The Newberg Downtown Coalition has recently expanded downtown First Friday activity to an evening of promotions, events and activities in addition to the long running and successful Art Walk.

To encourage patrons to enjoy the First Friday activities the downtown merchants use posters and social media to promote their sales and events. Part of the promotion for the evening is the installation of flags along First Street that simply say "First Friday". It is our desire to display those banners Thursday before the first Friday of each month and on First Friday itself.

To allow that, we are asking the Council for the ability to put the flags up by designating those days as festival days under 15.435.100 (D) of the Newberg code.

Thank you for your consideration of this matter.

Sincerely,

A handwritten signature in black ink that reads "Mike".

Mike Ragsdale  
Executive Director

C: Manager Pro Tem Steve Rhodes  
Community Development Director Doug Rux  
Interim Planning and Building Director Steve Olson

# REQUEST FOR COUNCIL ACTION

**DATE ACTION REQUESTED: November 16, 2015**

<b>Order</b> ___	<b>Ordinance</b> ___	<b>Resolution</b> <u>XX</u>	<b>Motion</b> ___	<b>Information</b> ___
<b>No.</b>	<b>No.</b>	<b>No. 2015-3240</b>		

**SUBJECT: Adopting a revised position description for the City Manager.**

**Contact Person (Preparer) for this Motion: Nancy McDonald, Interim Human Resources Director  
Dept.: Administration  
File No.:**

**RECOMMENDATION:**

Adopt **Resolution No. 2015- 3240** revising the position description for the class title, City Manager.

**EXECUTIVE SUMMARY:**

The position description for the class title, City Manager was last updated in February 2011. In preparation for the upcoming recruitment process for a new City Manager, it was the appropriate time for the Recruitment Sub-Committee to review and revise the position description.

**FISCAL IMPACT:**

None

**STRATEGIC ASSESSMENT:**

A current and relevant position description is the cornerstone document which succinctly defines and enumerates the scope and responsibility of a position within an organization and outlines the required qualifications and inherent knowledge, skills and abilities required for the position. This document will aid in the establishment of performance evaluation goals and standards.



***RESOLUTION No. 2015-3240***

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**A RESOLUTION ADOPTING A REVISED CITY MANAGER POSITION DESCRIPTION**

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**RECITALS:**

1. The City has a position titled City Manager.
2. The position description for the City Manager was last reviewed and revised in 2011 and formally adopted by the City Council through Resolution No. 2011-2934.
3. The position description has been reviewed and revised to accurately reflect the current duties, responsibilities and qualifications for the position.

**THE CITY OF NEWBERG RESOLVES AS FOLLOWS:**

The position description of City Manager is attached as Exhibit "A" and by this reference is hereby adopted.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: November 17, 2015. **ADOPTED** by the City Council of the City of Newberg, Oregon, this 16th day of November, 2015.

\_\_\_\_\_  
Sue Ryan, City Recorder

**ATTESTED** by Mayor this \_\_\_\_\_ day of November, 2015.

\_\_\_\_\_  
Bob Andrews, Mayor

Exhibit "A"  
To Resolution No. 2015-3240

**CITY OF NEWBERG  
POSITION DESCRIPTION**

<b>Class Title:</b>	City Manager	<b>Salary Range:</b>	\$129,000 – \$156,000
<b>Department:</b>	Administration	<b>FLSA Status:</b>	Exempt
<b>Location:</b>	City Hall	<b>Date:</b>	November, 2015

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**SUMMARY OF DUTIES & RESPONSIBILITIES**

Performs high-level administrative, technical, and professional work in directing and supervising the administration of city government. The City Manager is responsible for preparing and administering the budget for the City of Newberg. The City Manager demonstrates knowledge of all laws, ordinances, resolutions, and orders to ensure that they are performed in good faith.

The City Manager is an appointive officer of the City as provided for in Chapter VIII, Section 34 of the Charter. This excerpt follows:

**Section 34. City Manager.**

- (a) The office of City Manager is established as the administrative head of the City government. The City Manager is responsible to the Mayor and Councilors for the proper administration of all City business. The City Manager will assist the Mayor and Councilors in the development of City policies, and carry out policies established by ordinances, resolutions, and orders.
- (b) A majority of the Council must appoint and may remove the manager. The appointment must be made without regard to political considerations and solely on the basis of education and experience in competencies and practices of local government management.
- (c) The manager need not reside in the City or the state at the time of appointment.
- (d) The manager may be appointed for a definite or an indefinite term, and may be removed at any time by a majority of the Council. The Council must fill the office by appointment as soon as practicable after the vacancy occurs.
- (e) The manager must:
- (1) Attend all Council meetings unless excused by the Mayor or Council;
  - (2) Make reports and recommendations to the Council about the needs of the City;
  - (3) Administer and enforce all City ordinances, resolutions, orders, franchises, leases, contracts, permits, and other City decisions;
  - (4) Appoint, supervise and remove City employees;
  - (5) Organize City departments and administrative structure;
  - (6) Prepare and administer the annual City budget;
  - (7) Administer City utilities and property;
  - (8) Encourage and support regional and intergovernmental cooperation;
  - (9) Promote cooperation among the Council, staff and citizens in developing City policies, and building a sense of community;
  - (10) Perform other duties as directed by the Council;

- (11) Delegate duties, but remain responsible for acts of all subordinates.
- (f) The manager has no authority over the Council, City Attorney, or the judicial functions of the Municipal Judge.
- (g) The manager, the City Attorney, and other employees designated by the Council may sit at Council meetings but have no vote. The manager may take part in all Council discussions.
- (h) When the manager is temporarily disabled from acting as manager or when the office of manager becomes vacant, the Council must appoint a manager pro tem. The manager pro tem has the authority and duties of manager, except that a pro tem manager may appoint or remove employees only with Council approval.
- (i) No Council member may directly or indirectly attempt to coerce the manager or a candidate for the office of manager in the appointment or removal of any City employee, or in administrative decisions regarding City property or contracts. Violation of this prohibition is grounds for removal from office by a majority of the Council after a public hearing. In Council meetings, Councilors may discuss or suggest anything with the manager relating to City business.

### **SUPERVISION RECEIVED**

The City Manager works under the broad policy guidance of the City Council, and is subject to its direction.

### **SUPERVISION EXERCISED**

The City Manager shall exercise supervision over all municipal employees either directly or through department heads and supervisors, exclusive of the City Attorney, legal department staff and Municipal Judge,

### **TYPICAL EXAMPLES OF WORK**

The City Manager may perform a combination of some or all of the following duties that are a representative sample of the level of work appropriate to this position. However, these examples do not include all duties that an employee may be expected to perform, as directed by the City Council.

1. Management:
  - a. Responsible for the management and supervision of all City departments, agencies, and offices to achieve goals within available resources by appropriately delegating duties.
  - b. Oversees the administration of workloads and staff assignments by studying, standardizing, and determining work roles, responsibilities, and procedures to improve efficiency and effectiveness of operations; preparing work schedules to expedite workflow.
  - c. Appoints and removes all department heads and employees of the City.
  - d. Assures the training, motivation, and evaluation of City staff and directs changes as needed.
2. Planning Goals:
  - a. Provides leadership and direction in the development of short and long-range plans with the City staff and the City Council.
  - b. Oversees the administration of plans, reviews progress, and directs changes as needed, based on new developments in technology, legislation, practices, and regulations.
  - c. Investigates, integrates, and implements technology where administratively and fiscally feasible.
  - d. Gathers, interprets, and prepares data for studies, reports, and policy recommendations.
  - e. Coordinates department activities with other departments and agencies as needed.
3. Communications:
  - a. Provides written and oral professional advice to the City Council and department heads in a timely, clear, thorough, and concise manner.
  - b. Communicates official plans, policies, and procedures to staff, the media, and to the general public.
  - c. Presents information to councils, boards, commissions, civic groups, and to the general public.
  - d. Issues clearly written and concise oral instructions to assign duties and examine work for exactness, neatness, and conformance to policies and procedures.
  - e. Maintains harmony among City staff and works to resolve grievances, in a consistent manner, including giving and accepting direction and instructions in a positive way.

4. Fiscal Agent/Budget Officer:
  - a. Assures that assigned areas of responsibility are performed within budget and demonstrates effective and efficient use of budgeted funds, personnel, materials, facilities, and time in compliance with federal, state and local laws.
  - b. As budget officer, performs cost control activities and monitors revenues and expenditures in all departments, to assure sound fiscal control and to encourage innovative practices.
  - c. As budget officer, prepares annual budget requests and ensures that the budget addresses the City Council's goals and objectives.
  
5. Community Relations:
  - a. Advises and assists City staff in performing duties to adjust errors and to address complaints.
  - b. Projects a positive public image and is courteous to the public at all times.
  - c. Maintain effective relations with media representatives.
  - d. Promotes cooperation among the City Council, staff, and citizens in developing policies and to build a sense of community.
  
6. Intergovernmental Relations:
  - a. Maintains effective communication with local, regional, state, and federal government agencies.
  - b. Actively pursues financial resources (grants) from other agencies.
  - c. Contributes to good government through participation in local, regional, and state committees and organizations.
  - d. Effectively represents City programs and projects with legislators and state agencies in coordination with the City Council and Mayor.
  - e. Keeps the City Council informed of current plans and activities of administration and new developments in technology, legislation, governmental practices and regulations.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This position description does not constitute an employment agreement between the City Council and the employee and is subject to change by the Council as the needs of the City and requirements of the job change.

#### **QUALIFICATIONS - EDUCATION, EXPERIENCE, AND CERTIFICATION**

A Baccalaureate degree is required, with a Master's Degree preferred, from an accredited college or university in public administration, political science, business management, or a closely related field; five (5) years of experience as a high-level director, preferably in a municipality; possession of, or the ability to obtain appropriate, recognized professional certification; must be bondable, and possess a valid state driver's license.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Extensive knowledge of modern policies and practices of public administration; working knowledge of municipal finance, human resources, public works, public safety, and community development.
- Knowledge of state laws and local ordinances, resolutions, and orders; oversees that they are faithfully performed.
- Skill in preparing and administering municipal budgets; skill in planning, directing, and administering municipal programs.
- Ability to prepare and analyze comprehensive reports; ability to carry-out assigned projects to their completion; ability to effectively communicate verbally and in writing; ability to establish and maintain effective working relationships with employees, City officials, and the public; ability to efficiently and effectively administer a municipal government.
- Demonstrate effective personal traits such as initiative, creativity, judgment, fairness, and impartiality; demonstrates respect for individuals and for City equipment and resources.

- Ability to foster a work environment that supports and encourages the investigation and implementation of innovative applications.
- Ability to deal with distraught or difficult individuals.
- Ability to attend meetings and activities outside of normal working hours.
- Ability and willingness to travel as needed and perform the duties and responsibilities.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to speak or hear; sit; use hands to handle, feel or operate objects, tools, or controls; and reach with hands and arms; stand or walk for considerable distances or time. Must occasionally lift and move up to 20 pounds. Specific vision abilities include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most functions will be performed in an indoor office like setting with infrequent exposure to outside weather conditions.

**TOOLS AND EQUIPMENT USED**

Skilled in operating standard office equipment and a computer with word processing, database, and spreadsheet software, and the ability to operate a motor vehicle.

**SELECTION GUIDELINES**

The selection process will be set forth as determined by the City Council.

Approval by Resolution No. 2015-3240 on November 16, 2015.

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

Signature attests that a motion was duly passed accepting this position description.

Effective Date: November 17, 2015, per Resolution No. 2015-3240

# *REQUEST FOR COUNCIL ACTION*

**DATE ACTION REQUESTED: November 16, 2015**

<b>Order</b> ___	<b>Ordinance</b> <u>XX</u>	<b>Resolution</b> ___	<b>Motion</b> ___	<b>Information</b> ___
<b>No.</b>	<b>No. 2015-2791</b>	<b>No.</b>		

**SUBJECT: Vacate the Cherry Street right-of-way east of Center Street and west of the Friendsview Retirement Community campus**

**Contact Person (Preparer) for this Motion: Steve Olson, AICP, Associate Planner  
Dept.: Community Development  
File No.: VAC-15-001**

**HEARING TYPE:**     **LEGISLATIVE**     **QUASI-JUDICIAL**     **NOT APPLICABLE**

**RECOMMENDATION:**

Adopt Ordinance No. 2015-2791, vacating a section of the Cherry Street right-of-way located east of Center Street and west of the Friendsview Retirement Community campus, and reserving utility easements and access easements over the vacated area as needed for City and franchise utility facilities and vehicles.

**EXECUTIVE SUMMARY:** The Friendsview Retirement Community has requested the right-of-way vacation because they intend to redevelop the area west of their campus into the Friendsview University Village independent-living apartments. Friendsview owns the properties abutting the proposed vacation, and Cherry Street dead ends into the Friendsview campus. Vacating the Cherry Street right-of-way would allow Friendsview flexibility to develop the University Village area as a more pedestrian-oriented site.

The City Council initiated the vacation process on October 5, 2015 through Resolution 2015-3229. The initiation did not make a decision for or against the proposal; it merely scheduled it for a public hearing on November 16, 2015.

The vacation application was referred to City departments, local agencies and utilities for review. The street contains public water and sanitary sewer lines owned by the City, and franchise utility lines and equipment owned by Portland General Electric and Frontier. Waste Management garbage trucks also use the street to access their customers.

The proposed vacation would include all of the full right-of-way width of Cherry Street, east of Center Street and west of the Friendsview Retirement Community campus, approximately 40 feet wide by 382.41 feet long, as shown in Exhibit B.

The following easements would need to be created: A 15 foot wide public utility easement centered on the public waterline, a 15 foot wide public utility easement centered on the public sanitary sewer line, a 10 foot wide utility easement over Portland General Electric lines and equipment, a 10 foot wide utility easement over Frontier lines and equipment, and a 25 foot wide access easement for City emergency service vehicles, and franchise utility vehicles.

If the vacation is approved then the applicant shall have a surveyor prepare legal descriptions and maps of the easements, and submit them to city staff for review and approval. The instrument that creates the easements will be recorded simultaneously with the ordinance that vacates the right-of-way.

**FISCAL IMPACT:** No significant fiscal impact is expected. If the street is vacated then Friendsview Retirement Community will take over maintenance of the street area, which will slightly reduce the City's costs for street maintenance.

**STRATEGIC ASSESSMENT (RELATE TO COUNCIL GOALS):** This portion of Cherry Street serves as a gateway for Friendsview Retirement Community. Friendsview owns 100% of the adjacent sites. Approval would allow more flexibility for the redevelopment of the area, while still retaining utility easements and access easements as needed to protect the public interest. The City supports the growth of local institutions like the Friendsview Retirement Community, and supports the development of a range of housing options needed by the community.

Attachments:

Ordinance No. 2015-2791 with:

Exhibit A: Findings

Exhibit B: Location map

1. VAC-15-001 vacation application
2. Utility maps and comments



November 11, 2015

Steve Olson  
Associate Planner  
City of Newberg  
P.O. Box 970  
Newberg, OR 97132

Dear Steve,

In 2011, Friendsview Retirement Community celebrated its 50<sup>th</sup> year. In the years before our existence, Charles Beals, a Quaker pastor from our Friends heritage, along with other community members, recognized a problem. Many of the yearly meeting members who because of their service to the church and the community did not have adequate assets to meet their own needs at the end of their lives. This group of forefathers set about creating a Christian continuing care retirement community. No one could have imagined the impact this vision of gracious living and affordable pricing could make for the thousands of people who have made Friendsview their home. Nor could they imagine the difference a community like Friendsview could make to a town like Newberg and our state.

Because of Friendsview's affordable model of life care, and our commitment to not participating in Medicaid, we have kept thousands of people from applying for financial assistance throughout the state. Community members give many hours of service to other not-for-profits in our community. Friendsview residents frequent many businesses in town and add to the vitality of the larger community. Friendsview also is one of the larger employers in the community currently providing jobs for over 160 employees. We provide scholarship and growth opportunities to our employees and provide internships and practicum placements to students of several regional schools.

In 2003 and 2004 the Newberg community supported Friendsview's growth and expanded our community from 200 residents to now over 400. We are a vital community where people want to come and participate in a vital life. Currently our intent list is over 500 and growing. We need to grow to maintain our strength as an organization and to make room for family and friends who want to make Friendsview their home.

We are ready to continue our growth and add new housing to the neighborhood to the west of our main building. We are working to be good stewards of the limited space contiguous to our campus. Over the years we have thought ahead and purchased properties in these blocks. Our current plan calls for rezoning the residential neighborhood from residential to institutional, consolidation of

*"A Trusted Friend Since 1961"*

the individual parcels and vacation of the street. This will allow us to make the best use of the space that is available. With the University on the South and the Railroad tracks on the north, impact on neighbors should be minimal.

Thank you for considering the vacation of Cherry Street. This process will enable us to expand our mission of providing active residential living and quality continuing care in our Christ-centered community.

Sincerely,

A handwritten signature in black ink, appearing to read "Todd Engle". The signature is written in a cursive style with a long horizontal stroke at the top.

Todd Engle  
Executive Director



## ORDINANCE No. 2015-2791

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**AN ORDINANCE VACATING THE CHERRY STREET RIGHT-OF-WAY EAST OF CENTER STREET AND WEST OF THE FRIENDSVIEW RETIREMENT COMMUNITY CAMPUS, ADJACENT TO YAMHILL COUNTY TAX LOTS 3217CB-500, -600, -700, -800, -900, -1500, -1700, -1800, -1900, -2000, AND -90000 WITHIN THE CORPORATE CITY LIMITS OF NEWBERG, OREGON, AND RETAINING PUBLIC AND PRIVATE UTILITY AND ACCESS EASEMENTS OVER THE STREET BEING VACATED.**

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### RECITALS:

1. Friendsview Retirement Community applied on August 7, 2015 to vacate the Cherry Street right-of-way east of Center Street and west of the Friendsview Retirement Community campus.
2. The Newberg City Council initiated the vacation on October 5, 2015 and set a public hearing date for November 16, 2015 through Resolution 2015-3229.
3. Notice was published in *The Newberg Graphic* newspaper once a week for two consecutive weeks prior to the final public hearing of the City Council.
4. The Newberg City Council conducted a public hearing on November 16, 2015, to consider the vacation and any written objections or remonstrances, and take public comment.
5. All of the abutting property owners have signed consent to vacate forms, as Friendsview Retirement Community owns all of the abutting properties.

### THE CITY OF NEWBERG ORDAINS AS FOLLOWS:

1. The following described public right-of-way within the City of Newberg, County of Yamhill, State of Oregon, is hereby vacated: All of the full right-of-way width of Cherry Street, east of Center Street and west of the Friendsview Retirement Community campus, approximately 40 feet wide by 382.41 feet long, as shown in Exhibit B. Exhibit B is hereby adopted and by this reference incorporated.

And further, retaining a 15 foot wide public utility easement centered on the public waterline, a 15 foot wide public utility easement centered on the public sanitary sewer line, a 10 foot wide utility easement over Portland General Electric lines and equipment, a 10 foot wide utility easement over Frontier lines and equipment, and a 25 foot wide access easement for City emergency service vehicles, and franchise utility vehicles.

The applicant shall have a licensed surveyor prepare map and legal description exhibits for the utility and access easements noted above, and submit to City staff for review and approval.

2. The findings, listed as Exhibit A and attached to this ordinance, are hereby adopted and by this reference incorporated.
3. Subject to the above provisions, the recorder of the City of Newberg is hereby directed to file for recording with the County Clerk and Ex-Officio Recorder of Conveyances of the County of Yamhill, State of Oregon, a certified copy of this ordinance and a map of said public right-of-way (Exhibit B) so vacated, and the Recorder is further directed to file a copy of this ordinance and a map with the Surveyor and the Assessor of said Yamhill County, Oregon, respectively. The instrument creating the utility easements and access easements noted above shall be recorded simultaneously with the vacation ordinance.
4. Title to the real property included within said rights-of-way hereby vacated shall attach to the property abutting said right-of-way, in accordance with the provisions of ORS 271.140.

➤ **EFFECTIVE DATE** of this ordinance is 30 days after the adoption date, which is: December 16, 2015.

**ADOPTED** by the City Council of the City of Newberg, Oregon, this 16th day of November, 2015, by the following votes: **AYE:**    **NAY:**            **ABSENT:**            **ABSTAIN:**

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Sue Ryan, City Recorder

**ATTEST** by the Mayor this 19<sup>th</sup> day of November, 2015.

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Bob Andrews, Mayor

**EXHIBIT A**  
**FINDINGS FOR APPROVAL OF A RIGHT-OF-WAY VACATION**

ORS 271.130 lists the criteria for vacations. The section states that approval must include affirmative findings that:

**Criteria 1. Notice shall be given as provided by ORS 271.110. Notice will be published in *The Newberg Graphic* for two consecutive weeks prior to the City Council hearing on this matter.**

**Finding:** Notice has been provided in accordance with ORS 271.110. Notice was published in the *Newberg Graphic* for two consecutive weeks beginning November 4, 2015. In addition, notice has been posted near the site, and a mailed notice was sent to all property owners within 100 feet of the site.

**Criteria 2. Obtain consent from the owners of all abutting property and at least 2/3 majority consent of owners in the affected area.**

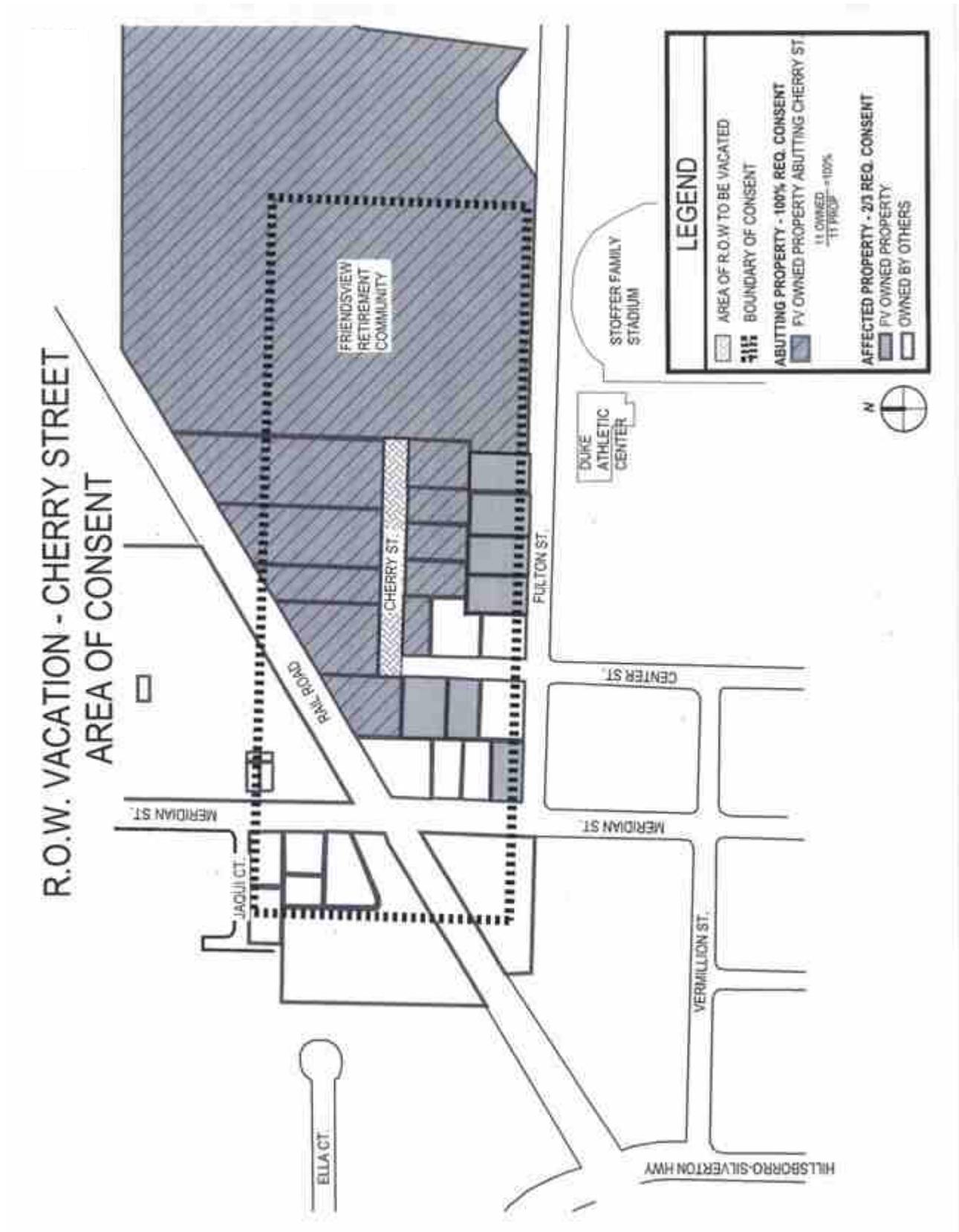
**Finding:** Written consent has been received from the owners of all abutting properties and more than 2/3 of owners in the affected area.

**Criteria 3. Where owner consent has not been provided, the vacation will not significantly affect the value of the abutting properties, unless the city provides for paying damages.**

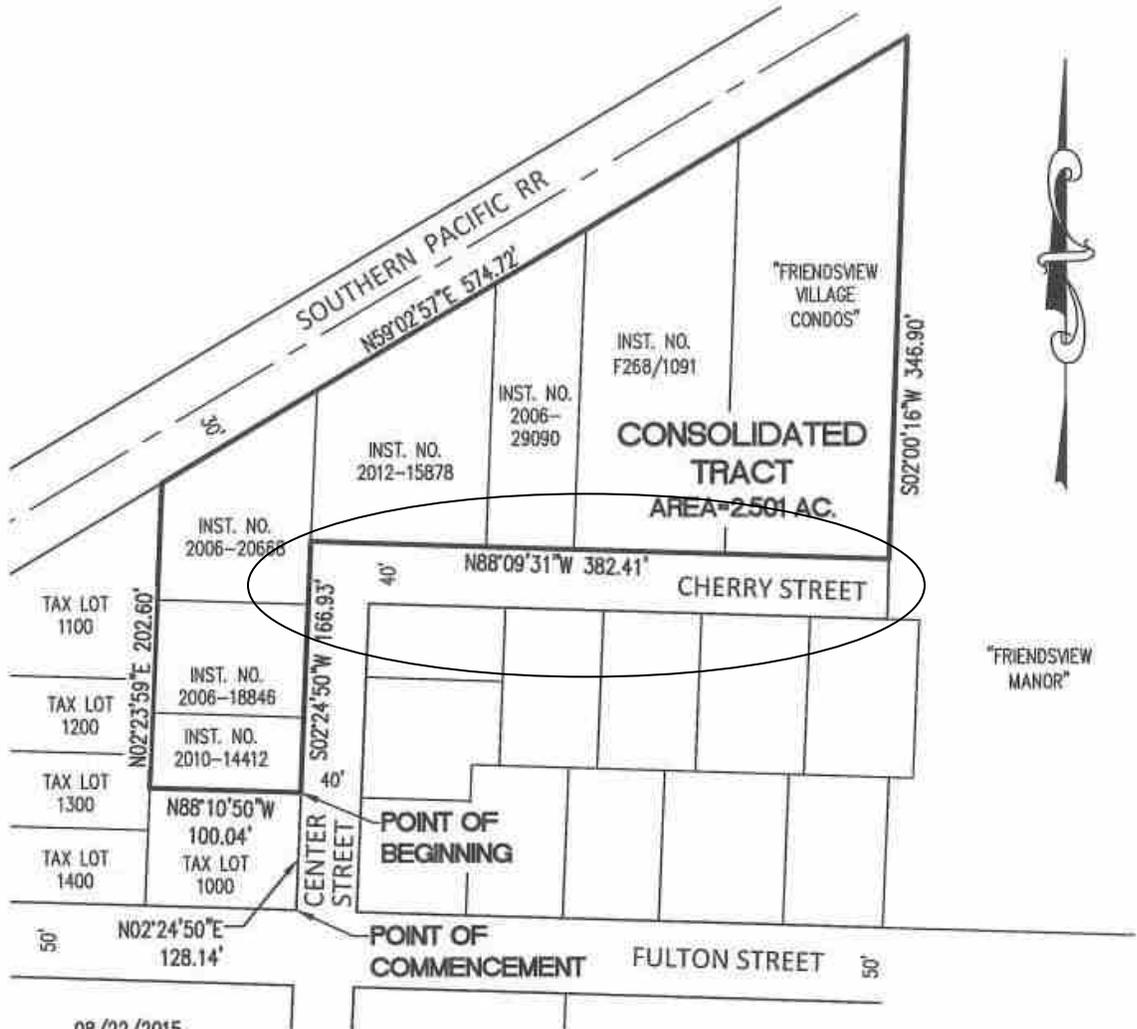
**Finding:** The owners of all abutting properties and more than 2/3 of owners in the affected area have provided written consent.

**Conclusion:** Based on the criteria and conclusionary findings, the proposed vacation satisfies City standards and approval criteria.

EXHIBIT B: LOCATION MAP



LAND LOCATED IN THE SW 1/4 OF SEC. 17, T3S, R2W, W.M.,  
CITY OF NEWBERG, YAMHILL COUNTY, OREGON



08/22/2015  
FOR CITY REVIEW

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

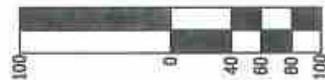
*Theodore G. Lambert*

OREGON  
JULY 16, 1987  
THEODORE G. LAMBERT  
2294

RENEWS: 12/31/16

PREPARED FOR  
FRIENDSVIEW MANOR  
1301 FULTON STREET  
NEWBERG, OR 97132

SCALE 1" = 100 FEET



FRIENDSVIEW - NORTH CONSOLIDATION EXHIBIT

EXHIBIT  
**B**

AKS ENGINEERING & FORESTRY, LLC  
12965 SW HERMAN RD SUITE 100  
TUALATIN, OR 97062 www.aks-eng.com  
PHONE: 503.563.6151 FAX: 503.563.6152

**AKS**

DRWN: TGL  
CHKD: TGL  
AKS JOB:  
3199

**City of Newberg  
Department of Planning**

**Development Review Application For:**

**Friendsview University Village**

**Phase I - Independent Living, Group Care Facility Apartments  
Tax Lots: 00500-00900, 01001, 01500, 01700-02000,**

**TYPE III APPLICATION – R.O.W. VACATION**



**Owner:**  
Friendsview Retirement Community  
1301 Fulton St.  
Newberg, OR 97132  
503-538-3144

**Owner's Representative (Applicant):**  
LRS Architects  
720 NW Davis St, Suite 300  
Portland, OR 97214  
Dean Masukawa, Associate  
503-221-1121

**DESIGN TEAM**

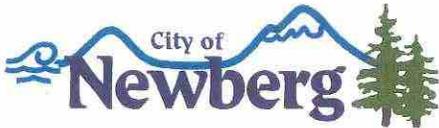
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**Phase I – Administrative Zone Change**

**Owner/Applicant** Friendsview Retirement Community  
1301 Fulton St.  
Newberg, OR 97132  
Todd Engle, Executive Director  
503-538-3144

**Architect** LRS Architects  
720 NW Davis St, Suite 300  
Portland, OR 97214  
Dean Masukawa, Project Manager  
503-221-1121

**Civil Engineer** AKS Engineering & Forestry, LLC  
12965 SW Herman Road, Suite 100  
Tualatin, OR 97062  
Chuck Gregory  
503.563-6151



# VACATION APPLICATION 2013

File #: VAC-15-001

**For Office Use Only:**

Total Application Fee	_____	Project Cost:	_____
Less Pre-App Fee (Optional):	_____	Date Paid:	_____
Balance due:	_____	Date:	_____

**APPLICANT INFORMATION:**

APPLICANT: LRS Architects, Dean Masukawa  
 ADDRESS: 720 NW Davis St., Suite 300, Portland, OR 97209  
 EMAIL ADDRESS: dmasukawa@lrsarchitects.com  
 PHONE: 503-265-1545 MOBILE: \_\_\_\_\_ FAX: 503.221.1121  
 OWNER (if different from above): Friendsview Retirement Community, Todd Engle PHONE: 503-563-6151  
 ADDRESS: 3301 East Fulton Street, Newberg, OR 97132

**GENERAL INFORMATION:**

VACATION TYPE: \_\_\_\_\_ ALLEY: \_\_\_\_\_ EASEMENT: \_\_\_\_\_ STREET: x  
 ALLEY/EASEMENT/RIGHT-OF-WAY/LOCATION: Cherry Street ZONE: R-2, I overlay  
 IS THE PROPOSED VACATION SITE CURRENTLY IN USE? IF YES, INDICATE CURRENT USE: Single Family Residential, duplexes, medium density residential  
 SURROUNDING USES:  
 NORTH: Railroad/R-3 SOUTH: R-2/I with Institutional Overlay  
 EAST: Institutional WEST: M-2  
 STATE WHY THE VACATION SHOULD BE APPROVED: Vacating the right-of-way at Cherry Street will alleviate the yard requirements of a public street and allow the design of the development to shift from a car-focused street to a pedestrian oriented private drive

IDENTIFY THE TAX LOT NUMBERS OF THOSE LOTS WHICH ABUT THE PROPOSED VACATION SITE:

Tax Lot Number	Tax Lot Number	Tax Lot Number
<u>3217CB 01001</u>	<u>3217CB 00900</u>	<u>3217CB 00800</u>
<u>3217CB 00700</u>	<u>3217CB 00600</u>	<u>3217CB 00500</u>
<u>3217CB 01500</u>	<u>3217CB 01700</u>	<u>3217CB 01800</u>
<u>3217CB 01900</u>	<u>3217CB 02000</u>	_____

**SPECIFIC PROJECT CRITERIA AND REQUIREMENTS ARE ATTACHED**

**General Checklist:** ♦ Fees ♦ Current Title Report ♦ Vicinity Map ♦ Property Owner's Signature

The application must include a current title report for each parcel adjacent to the area proposed for vacation, and a vicinity map of the area. Property owners abutting the proposed vacation site must sign the CONSENT TO VACATE form, which is on the reverse side of this application. The above statements and information herein contained are in all respects true, complete, and correct to the best of my knowledge and belief. Tentative plans must substantially conform to all standards, regulations, and procedures officially adopted by the City of Newberg. All owners must sign the application or submit letters of consent. Incomplete or missing information may delay the approval process.

Todd Engle  
 Applicant / Title Holder / Contract Purchaser Signature  
Todd Engle, Ex. Dir.  
 Print Name

7/31/15  
 Date

**Attachments: Consent to Vacate Form, General Information, Criteria, Noticing Procedures, Fee Schedule, Checklist**

***FEE CALCULATIONS***

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Based on the City of Newberg's Fee schedule effective April 1, 2015

<b>Process</b>	<b>Fees Due with Application</b>
Right-of-Way Vacation	\$1,545
<b>Total Land Use Process Fees</b>	<b>\$1,545</b>

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Fee Calculations	Page 4

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Written Criteria Response	Page 7
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### **Exhibits**

R.O.W. Vacation – Cherry Street Area of Consent Diagram	Exhibit A
Abutting Properties Consent Form	Exhibit B
Consent Signature of Properties in Affected Area	Exhibit C
▪ List of Owners	
▪ Sample of Request for Consent Letter	
▪ Original Signature pages	

### **Attachments**

Title Reports	Attachment 1
Posted Notice Examples	Attachment 2
▪ Mailing List	
▪ Notice Letter	
▪ Posted Notice	

## **PROJECT DESCRIPTION**

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### **Project Location:**

805, 814, and 815 Center St Newberg, OR 97132  
801, 1003, 1006, 1007, 1012, 1014, and 1100 Cherry St. Newberg, OR 97132

### **Zoning Base Zones:**

Institutional (I) per zone change approval on 7/31/15

### **Lots:**

Tax lots 00500-00900, 01001, 01700-02000,

### **Map:**

3217CB

### **Owner:**

Friendsview Retirement Community  
1301 Fulton St.  
Newberg, OR 97132

### **Comprehensive Plan:**

PQ – Public/Quasi Public

### **School District:**

Newberg School District

### **General Description:**

Friendsview Retirement Community (Friendsview) is an active and established contributor to the City of Newberg, serving the needs of seniors looking for a comfortable, secure, friendly, faith-based retirement home community since 1961. As a not-for-profit community, Friendsview operates with the needs and best interests of the residents in mind. The senior community of Friendsview is growing and with a larger, more active community Friendsview is proposing to expand the campus in a way that is consistent with their values of integrity, stewardship, compassion, community, excellence, dignity, service, and Quaker heritage.

### **Friendsview Retirement Community is requesting:**

- 1) Right-of-Way Vacation of Cherry Street where it is bound by Center Street on the West and Friendsview Manor on the East. It is North of Fulton Street and South of the Rail Road.

## **WRITTEN CRITERIA RESPONSE**

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### **1) What is the proposed use for the site?**

#### **Response:**

Friendsview has developed a master plan to continue to care for their community and welcome new senior friends. As a part of the master plan Friendsview proposes the development of University Village, a phased development of a series of Independent Living units, a type of Group Care Facility. The next step in the process of developing University Village is to vacate the right-of-way at Cherry Street between Center Street and the main Friendsview Manor property.

Phase I of University Village will include the demolition of 3 existing single family or duplex homes and the construction of an approximately 77,500 SF, four story building with 38 independent living units and 38 resident parking spaces in the ground floor garage and 3-6 new surface parking spaces for guests. Phase I, Building A will affect approximately 50,000 SF of land. There is an existing parking lot along Center Street that will be re-stripped and utilized for over-flow guest parking of 6 spaces.

At its final stage, University Village will be approximately 175 units with approximately 230 parking spaces. Covered pedestrian walkways and pathways parks will connect these buildings to the main campus of Friendsview and the community.

### **2) Identify the specific public need to vacate this right-of-way.**

#### **Response:**

Friendsview currently owns all properties abutting Cherry Street in addition ending with no public outlet at the Friendsview Manor Property. Vacating the right-of-way at Cherry Street will alleviate the yard requirements of a public street and allow the design of the development to shift from a car-focused street to a pedestrian oriented private drive, with covered pedestrian walkways and pathways connecting the new buildings to the main campus of Friendsview and the community.

### **3) What impacts will this street vacation have upon public services such as police and fire protection, sewer, water, electrical utilities and access thereto?**

#### **Response:**

##### **Police:**

Impact on police services will be proportionate to the increase in density of proposed new construction and the expected call rate of elders who are capable of living independently.

##### **Fire Protection:**

Fire access routes will be maintained; fire hydrants will be assessed and added as needed with new construction, new construction will be built to code standards.

##### **Sanitary Sewer:**

Per City of Newberg GIS and topographic survey by AKS, a 6" public sanitary sewer currently exists in N. Center Street and E. Cherry Street. Based on the topographic survey data, there appears to be a highpoint in the sanitary sewer splitting the flow direction at the manhole at the intersection of Cherry and Center and is to be confirmed by City staff. This splitting of flow essentially provides two sanitary sewer services to the area. Preliminary calculations based on the proposed number of dwelling units showed

that the single 6" main in Cherry Street at a slope of 0.0070 ft/ft has adequate capacity to serve Friendsview University Village at full buildout. It is understood that the sanitary sewer will be converted to private once the future lot consolidation occurs. Based on final calculations, if it is deemed the sanitary sewer in Cherry Street and Center Street cannot adequately convey the sanitary sewer flow, these pipes will be upsized if needed. Based on this information and pre-application meeting discussions with City staff, there are no known deficiencies in the area, therefore sanitary sewer service is available for the proposed use.

**Water:**

Per City of Newberg GIS and topographic survey by AKS, a 6" public water main exists in Center Street and Cherry Street. These mains connect to a 6" main in Fulton Street and an 8" main in the driveway of the Friendsview Manor. In 2011 a fire hydrant flow test was performed on the hydrant on Cherry Street with a measured static pressure of 85 psi and a residual pressure of 81 psi at 1510 gallons per minute (gpm) and an estimated flow of 6,815 gpm at 20 psi. Based on this information and pre-application meeting discussions with City staff, there are no known deficiencies in the area, therefore water service is available for the proposed use.

**Storm Drainage:**

Per City of Newberg GIS and topographic survey by AKS, public storm drainage catchbasins and pipes exist at the east end of Cherry Street. The proposed area of zone change is fully developed with single family and condominium housing (including a previously demolished apartment and large single family house on Center Street) with a significant amount of impervious area lot coverage. Based on the proposed Friendsview University Village Master Plan, it appears there will be an overall reduction in impervious area at full build out. This should result in a net reduction of stormwater runoff from the site. The future development will comply with the City of Newberg Stormwater Management Manual. It is understood that the storm drainage system will be converted to private once the future lot consolidation occurs. Based on final calculations, if it is deemed the storm drainage system cannot adequately convey the stormwater flow, the pipes will be upsized if needed. Based on this information and pre-application meeting discussions with City staff, there are no known deficiencies in the area, therefore storm drainage service is available for the proposed use.

**Franchise Utilities:**

Overhead and underground CATV, power, and telephone exist in Center Street and Cherry Street. There is no reason to believe that these utilities would not be available to serve the proposed use.

**4) Identify specific impacts this vacation will have on abutting property owners.**

**Response:**

Friendsview Retirement Community owns all abutting properties to Cherry Street. Proper access for buildings and residences of the Friendsview community will be maintained. Access for properties on Center Street will remain similar to the current access as there is only currently a public outlet from Center Street to the South.

## **CONCLUSION**

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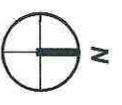
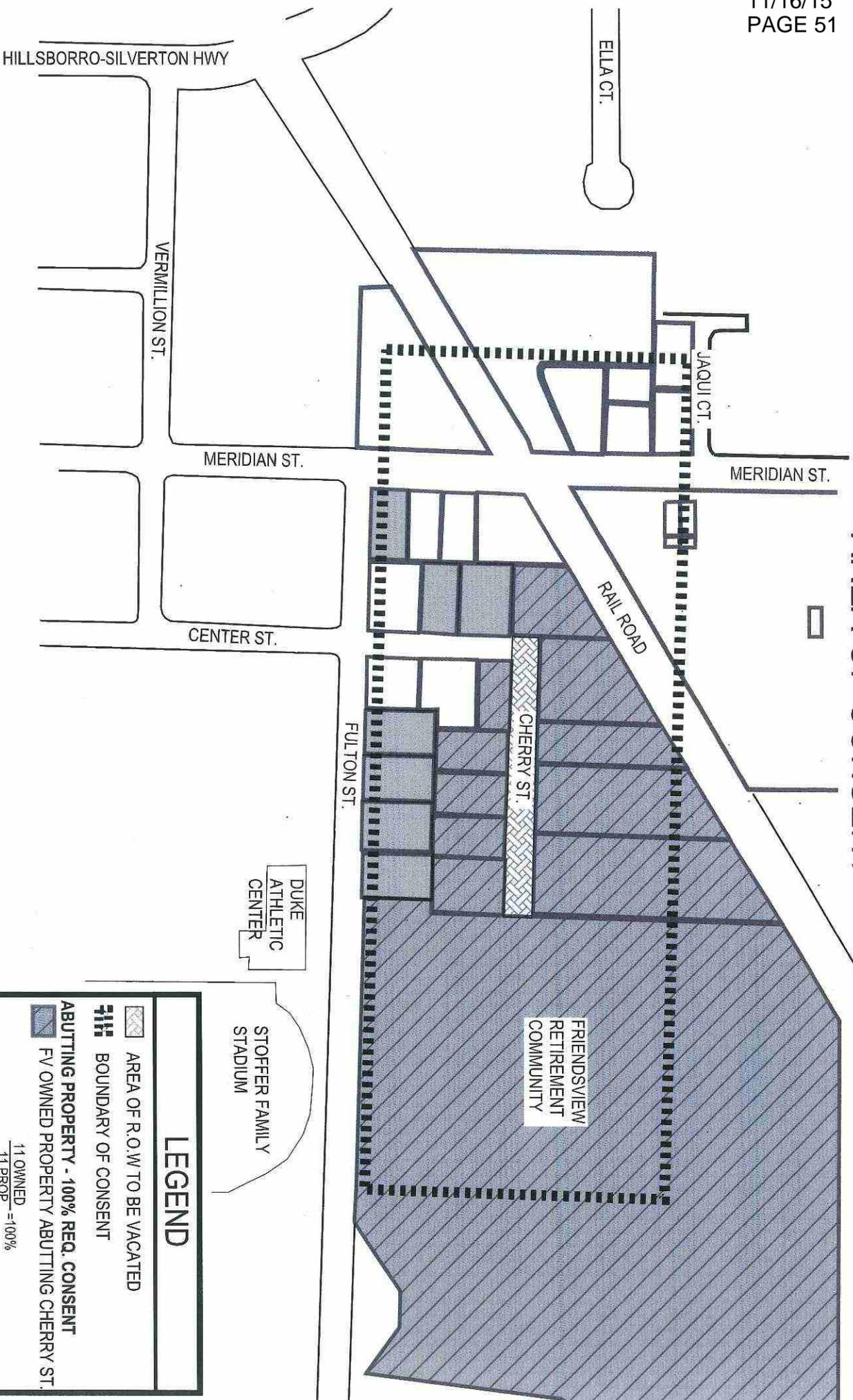
Friendsview's proposal for University Village as an extension of the Friendsview campus would be limited if Cherry Street remained a public street and all yard requirements remained in place. If the right-of-way vacation is approved, this would aid Friendsview in achieving their vision for University Village as a safe, healthy and friendly community for Newberg's aging population, while allowing efficient use of the available land and resources and creating jobs for the community.

The Design team respectfully requests approval of the project and looks forward to working with the City during the subsequent stages of the development.

Submitted By  
**Dean Masukawa**  
**LRS Architects, Inc.**  
**720 NW Davis, Suite 300**  
**Portland, Or 97209**  
**503-221-1121**

# R.O.W. VACATION - CHERRY STREET AREA OF CONSENT

**EXHIBIT A**



LEGEND	
	AREA OF R.O.W TO BE VACATED
	BOUNDARY OF CONSENT
	ABUTTING PROPERTY - 100% REQ. CONSENT
	FV OWNED PROPERTY ABUTTING CHERRY ST. $\frac{11 \text{ OWNED}}{11 \text{ PROP}} = 100\%$
	AFFECTED PROPERTY - 2/3 REQ. CONSENT
	FV OWNED PROPERTY
	OWNED BY OTHERS

**ABUTTING PROPERTIES ONLY  
CONSENT TO VACATE FORM**

EXHIBIT B

PRINTED OWNER NAME	OWNER SIGNATURE	ADDRESS	TAX LOT
FRIENDSVIEW MANOR		803, Cherry Street	3217CB 01001
DOING BUSINESS AS		805, Cherry Street	3217CB 00900
FRIENDSVIEW RETIREMENT COMMUNITY, (FRIENDSVIEW RETIREMENT COMMUNITY OWNS ALL ABUTTING PROPERTIES)		815, Cherry Street	3217CB 00800
		1003, Cherry Street	3217CB 00700
		1007, Cherry Street	3217CB 00600
		801, Cherry Street	3217CB 00500
		814, Cherry Street	3217CB 01500
		1006, Cherry Street	3217CB 01700
		1012, Cherry Street	3217CB 01800
		1014, Cherry Street	3217CB 01900
		1100, Cherry Street	3217CB 02000

**EXHIBIT C**

**CONSENT TO VACATE LIST  
PROPERTY OWNER SIGNATURES IN AFFECTED AREA  
FOR THE VACATION OF CHERRY STREET**

	Owner	Properties	Owner Address	Yes	
1	Fred & Joan Mickelson	810 N Center St	32520 NE Corral Creek Rd Newberg OR 97132	X	
2	Divonna Crecellus	800 N Center St	1301 Fulton St No 112 Newberg OR 97132	X	signed
3	Helen Cadd	909 Fulton St	909 E Fulton St Newberg OR 97132	X	signed
4	Newberg Area Habitat For Humanity	801 N Meridian St	PO Box 118 Newberg OR 97132	X	<a href="mailto:office@newberghabitat.org">office@newberghabitat.org</a> 503-537-9938
5	David & Martha Park	804 N Meridian St Unit 2	804 N Meridian St No 2 Newberg OR 97132		NOT RECEIVED
6	Thomas & Jo Ann Davis	808 N Meridian St	808 N Meridian St Newberg OR 97132	X	signed
7	Andy & Cara Copeland	812 N Meridian St	812 N Meridian St Newberg OR 97132		NOT RECEIVED
8	Michael & Barbara Doran	901 N Meridian St	22070 NE Sunnycrest Rd Newberg OR 97132	X	signed
9	Jorge Vega	923 N Meridian St	923 N Meridian Newberg OR 97132	X	signed
10	Dennis Stahlnecker Jr	921 N Meridian St	921 N Meridian St Newberg OR 97132		NOT RECEIVED
11	Justino Rizo	925 N Meridian St	925 N Meridian St Newberg OR 97132	X	signed
12	Newberg Area Habitat For Humanity	927 N Meridian St	PO Box 118 Newberg OR 97132		Antonio Pena P signed. In contract with Habitat to purchase this home.
13	James Fisher Jr	820 & 830 Jacqui Ct	23225 NE Dillon Rd Newberg OR 97132	X	signed for both addresses
14	Lenora Franey	1100 N Meridian St Unit 53	1100 N Meridian St No 53 Newberg OR 97132	X	signed
15	Carol Ferring	1100 N Meridian St Unit 54	1100 N Meridian St Unit 54 Newberg OR 97132	X	signed
	Pensco Trust Company Custodian Fbo	1100 N Meridian St Unit 55	PO Box 173859 Denver CO 80217		Robert Holveck is the owner. Used investment money held by Pensco to purchase house.
16				X	
17	Barbara Birney	1100 N Meridian St Unit 52	1100 N Meridian St Unit 52 Newberg OR 97132	X	signed
18	Spaulding Oaks Homeowners Association	1100 N Meridian St	1100 N Meridian St Newberg OR 97132	X	Phyllis McKinney, HOA Board Chair, signed
19	Friendsview Retirement Community	1301 Fulton Street	1301 Fulton St. Newberg OR 97132	X	signed

**16 Owner Signatures  
84% Owner Approval**

July 16, 2015

# Friendsview Retirement Community

Requests your consent to a

## Right-of-Way Vacation

A Right-of-Way Vacation (ROW Vacation, or Street Vacation) is soon to be requested by Friendsview Retirement Community (Friendsview, or FV) of the City of Newberg for Cherry Street where it is bounded by Friendsview Retirement Community on the East, and Center Street on the West. It is North of Fulton Street and South of the Rail Road.

### **What is a Right-of-Way Vacation?**

An owner or neighborhood association submits an application to request the approval from City Council to vacate a portion of public right-of-way, usually an alley or portion of a street. Right-of-way is generally only vacated when it is no longer used by the city for transportation or utility provision purposes. If the City Council approves the request to vacate public right-of-way, the former right-of-way area is added to the adjacent property owners' lots, dividing the area among the adjacent property owners. The property taxes associated with the re-allocated land will be apportioned to the landowners.

### **How will this Row-of-Way Vacation affect public travel?**

Currently Cherry Street is a local street accessed by Center Street and the public right-of-way of Cherry Street dead-ends at the Friendsview Retirement Community property. Friendsview currently owns each of the properties that abut Cherry Street. Upon approval of the street vacation, Center Street would remain a public right-of-way and the public portion would end at the intersection of Cherry Street

### **Why vacate a public street?**

The senior community of Friendsview is growing and with a larger, more active community Friendsview is proposing to expand the campus in a way that is consistent with their values of integrity, stewardship, compassion, community, excellence, dignity, service, and Quaker heritage.

Friendsview has developed a master plan to continue to care for their community and welcome new senior friends. As a part of the master plan Friendsview proposes a phased development of a series of Independent Living units. The next step in the process of developing these apartments is to vacate the right-of-way at Cherry Street, which will allow the design of the development to shift from a car-focused street to a pedestrian oriented private drive, with covered pedestrian walkways and pathways, parks will connect the new buildings to the main campus of Friendsview and the community.

### **Why have you received this letter?**

As an owner of a property in the vicinity of this right-of-way vacation, you may be affected by the changes and have a right to know and share your voice. Cherry Street is already primarily accessed by Friendsview residents and is not a through-street.

### **Please show your support**

Your consent to the vacation of Cherry Street will assist Friendsview to continue to provide excellent care and improve the community. Please sign and return the pre-addressed consent form on the following page. Please contact me if you have any other questions or concerns.

Sincerely,

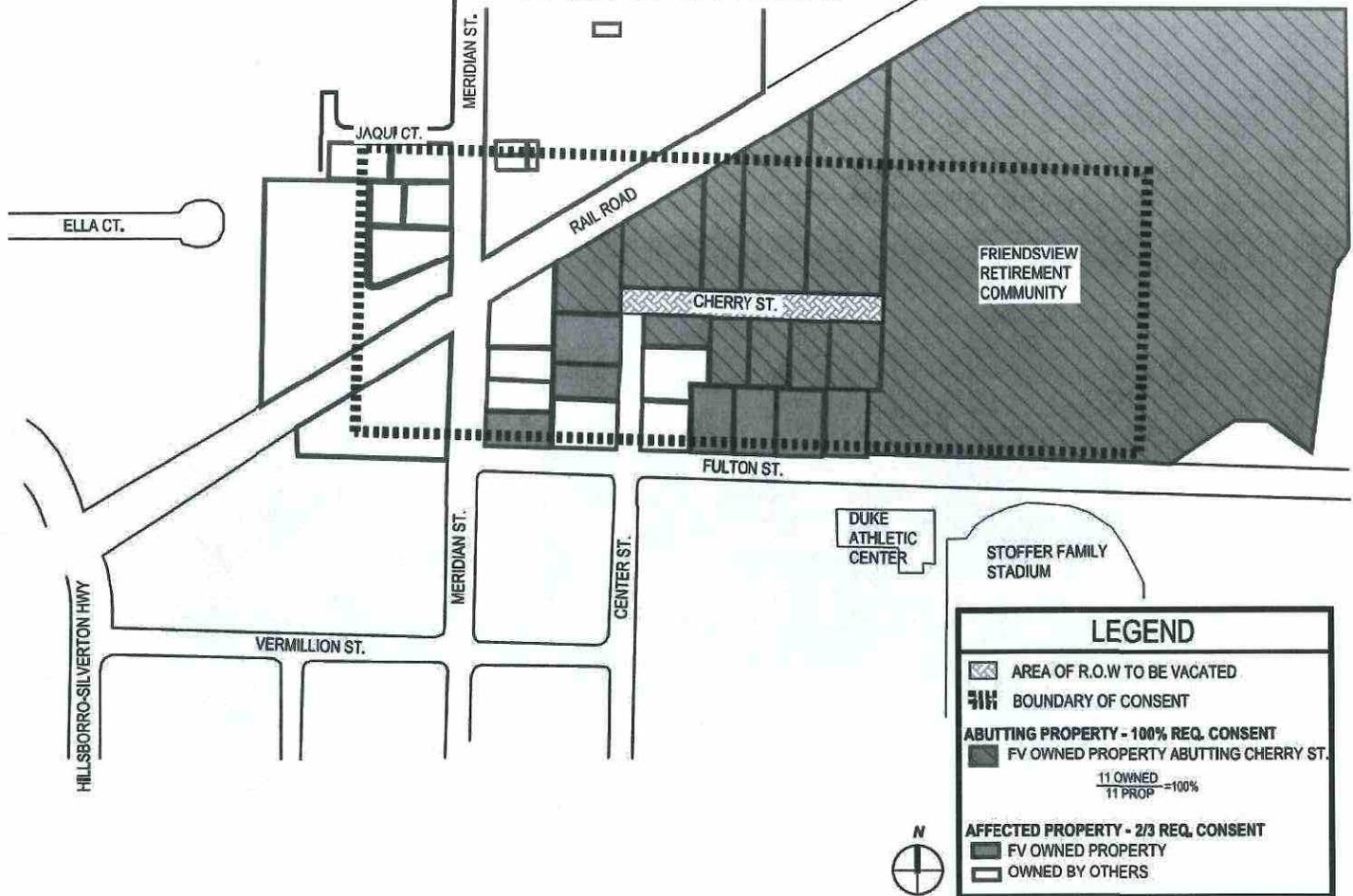
Todd Engle  
Executive Director  
Friendsview Retirement Community  
1301 E. Fulton Street Newberg OR 97132  
503-538-3144  
tengle@friendsview.org

Letter of Consent  
For  
Right-of-Way Vacation  
Requested by  
Friendsview Retirement Community

Area of Request for vacation:

Cherry Street of Newberg, Oregon; bounded by Friendsview Retirement Community on the East, and Center Street on the West. It is North of Fulton Street and South of the Rail Road.

R.O.W. VACATION - CHERRY STREET  
AREA OF CONSENT



By signing below, you express your consent to the street vacation as an owner of property affected by the right-of-way vacation. Please return this postage-paid signature form by folding the sheet with the Friendsview address in the recipient location.

I consent, as owner of an affected property, to the above described Right-of-Way Vacation.

7-31-15  
(Date)  
Property Address:  
Fred & Joan Mickelson  
810 N Center St  
Newberg, OR 97132

H Fred Mickelson  
(Printed Name)

32520 NE CONANT CREEK ROAD  
NEWBERG, OREGON 97132  
(Address)

[Signature]  
(Signature)

Fred & Joan Mickelson  
32520 NE Corral Creek Rd  
Newberg, OR 97132

FRIENDSVIEW RETIREMENT COMMUNITY  
1301 E Fulton St.  
Newberg, OR 97132



**FRIENDSVIEW RETIREMENT COMMUNITY IS PLANNING TO EXPAND!**

Important information is in this letter regarding the development and how you may be affected.

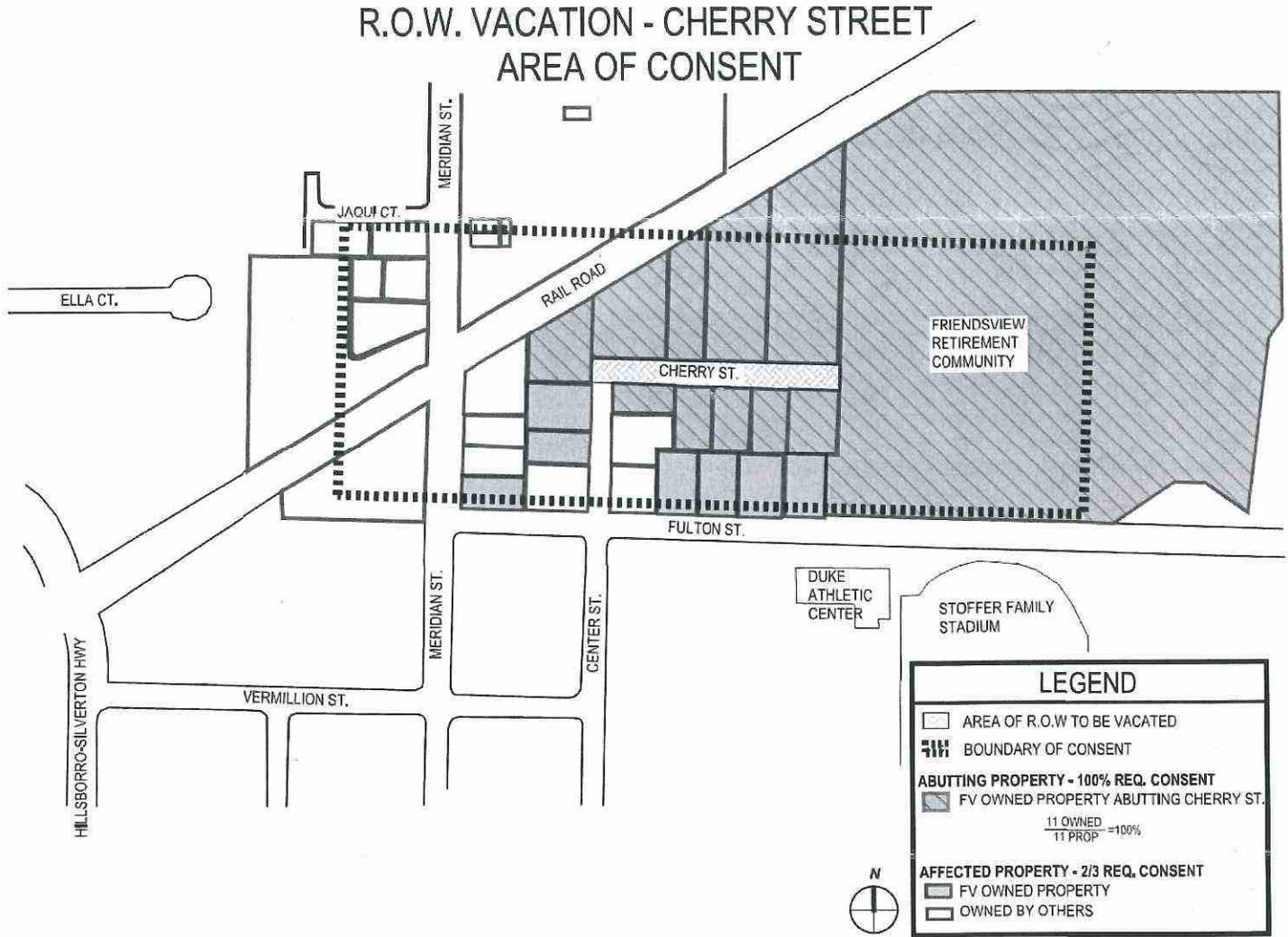
FRIENDSVIEW RETIREMENT COMMUNITY  
1301 E Fulton St.  
Newberg, OR 97132

Fred & Joan Mickelson  
32520 NE Corral Creek Rd  
Newberg, OR 97132

**Letter of Consent**  
For  
**Right-of-Way Vacation**  
Requested by  
**Friendsview Retirement Community**

**Area of Request for vacation:**

Cherry Street of Newberg, Oregon; bounded by Friendsview Retirement Community on the East, and Center Street on the West. It is North of Fulton Street and South of the Rail Road.



By signing below, you express your consent to the street vacation as an owner of property affected by the right-of-way vacation. Please return this postage-paid signature form by folding the sheet with the Friendsview address in the recipient location.

I consent, as owner of an affected property, to the above described Right-of-Way Vacation.

Property Address:  
800 N Center St  
Newberg, OR 97132

7-19-15  
(Date)

Divonna Crecelius  
(Printed Name)

1301 E. Fulton #112  
(Address)

Divonna Crecelius  
(Signature)

Divonna Crecelius  
1301 Fulton St No 112  
Newberg, OR 97132

FRIENDSVIEW RETIREMENT COMMUNITY  
1301 E Fulton St.  
Newberg, OR 97132

PORTLAND OR 9700  
16 JUL 2015 PM 3 T



**FRIENDSVIEW RETIREMENT COMMUNITY IS PLANNING TO EXPAND!**  
Important information is in this letter regarding the development and how you may be affected.

FRIENDSVIEW RETIREMENT COMMUNITY  
1301 E Fulton St.  
Newberg, OR 97132

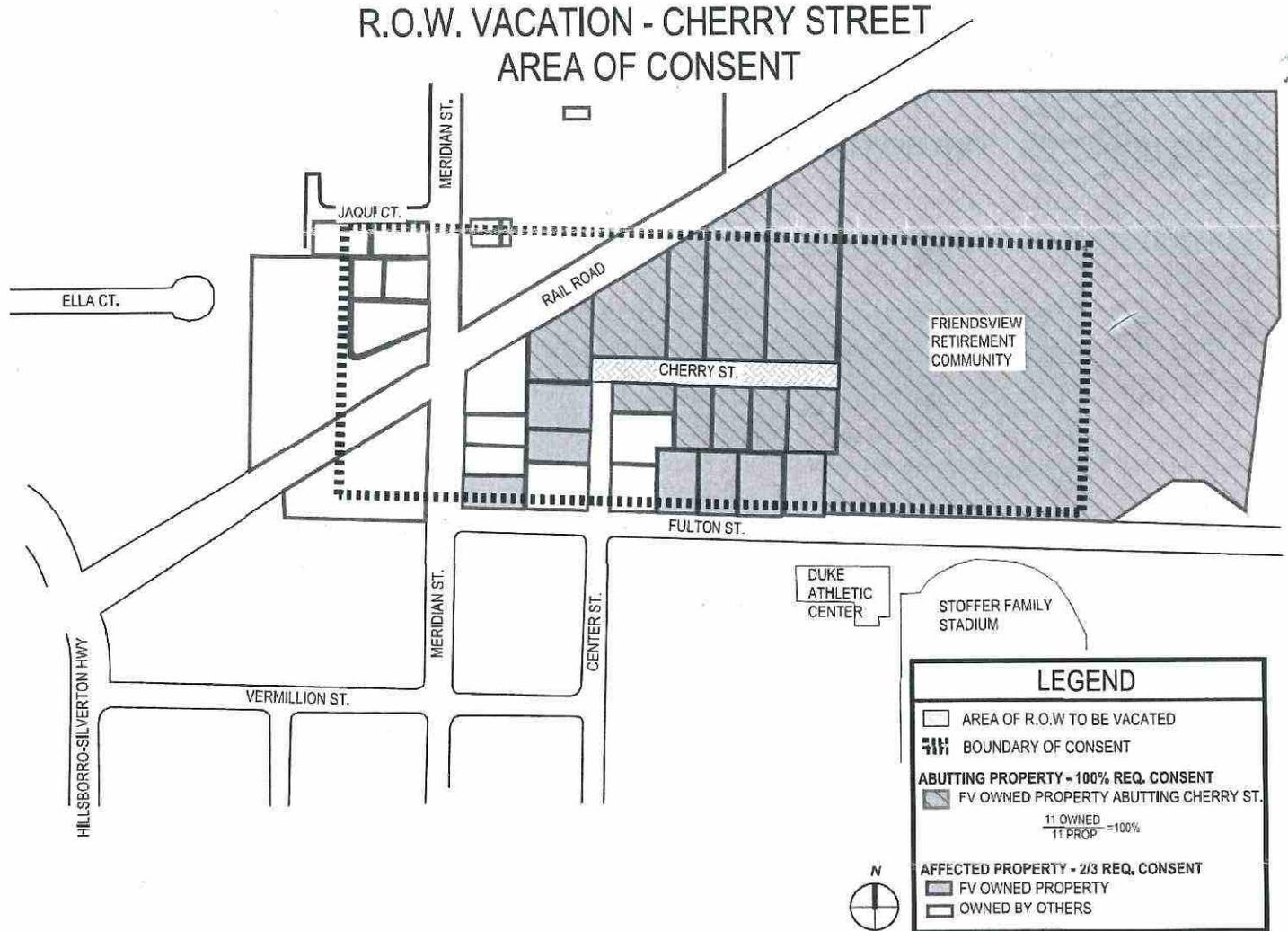
Divonna Crecelius  
1301 Fulton St No 112  
Newberg, OR 97132



**Letter of Consent**  
For  
**Right-of-Way Vacation**  
Requested by  
**Friendsview Retirement Community**

**Area of Request for vacation:**

Cherry Street of Newberg, Oregon; bounded by Friendsview Retirement Community on the East, and Center Street on the West. It is North of Fulton Street and South of the Rail Road.



By signing below, you express your consent to the street vacation as an owner of property affected by the right-of-way vacation. Please return this postage-paid signature form by folding the sheet with the Friendsview address in the recipient location.

I consent, as owner of an affected property, to the above described Right-of-Way Vacation.

July 20, 2015

(Date)

Helen Cadd

(Printed Name)

909 Fulton St,

(Address)

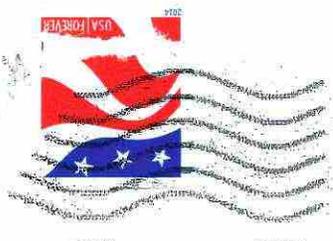
Helen Cadd

(Signature)

57132171209



Helen Cadd  
909 E Fulton St  
Newberg, OR 97132



PORTLAND OR 970  
23 JUL 15  
PM 11

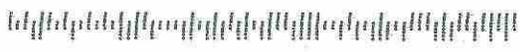
FRIENDSVIEW RETIREMENT COMMUNITY  
1301 E Fulton St.  
Newberg, OR 97132



**FRIENDSVIEW RETIREMENT COMMUNITY IS PLANNING TO EXPAND!**

Important information is in this letter regarding the development and how you may be affected.

57132185099



1301 E Fulton St.  
Newberg, OR 97132

FRIENDSVIEW RETIREMENT COMMUNITY



PORTLAND  
OR 970  
23 JUL 15  
PM 11

Helen Cadd  
909 E Fulton St  
Newberg, OR 97132

Carol Ferring  
1100 N Meridian St Unit 54  
Newberg, OR 97132

FRIENDSVIEW RETIREMENT COMMUNITY  
1301 E Fulton St.  
Newberg, OR 97132



**FRIENDSVIEW RETIREMENT COMMUNITY IS PLANNING TO EXPAND!**  
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FRIENDSVIEW RETIREMENT COMMUNITY  
1301 E Fulton St.  
Newberg, OR 97132

Carol Ferring  
1100 N Meridian St Unit 54  
Newberg, OR 97132

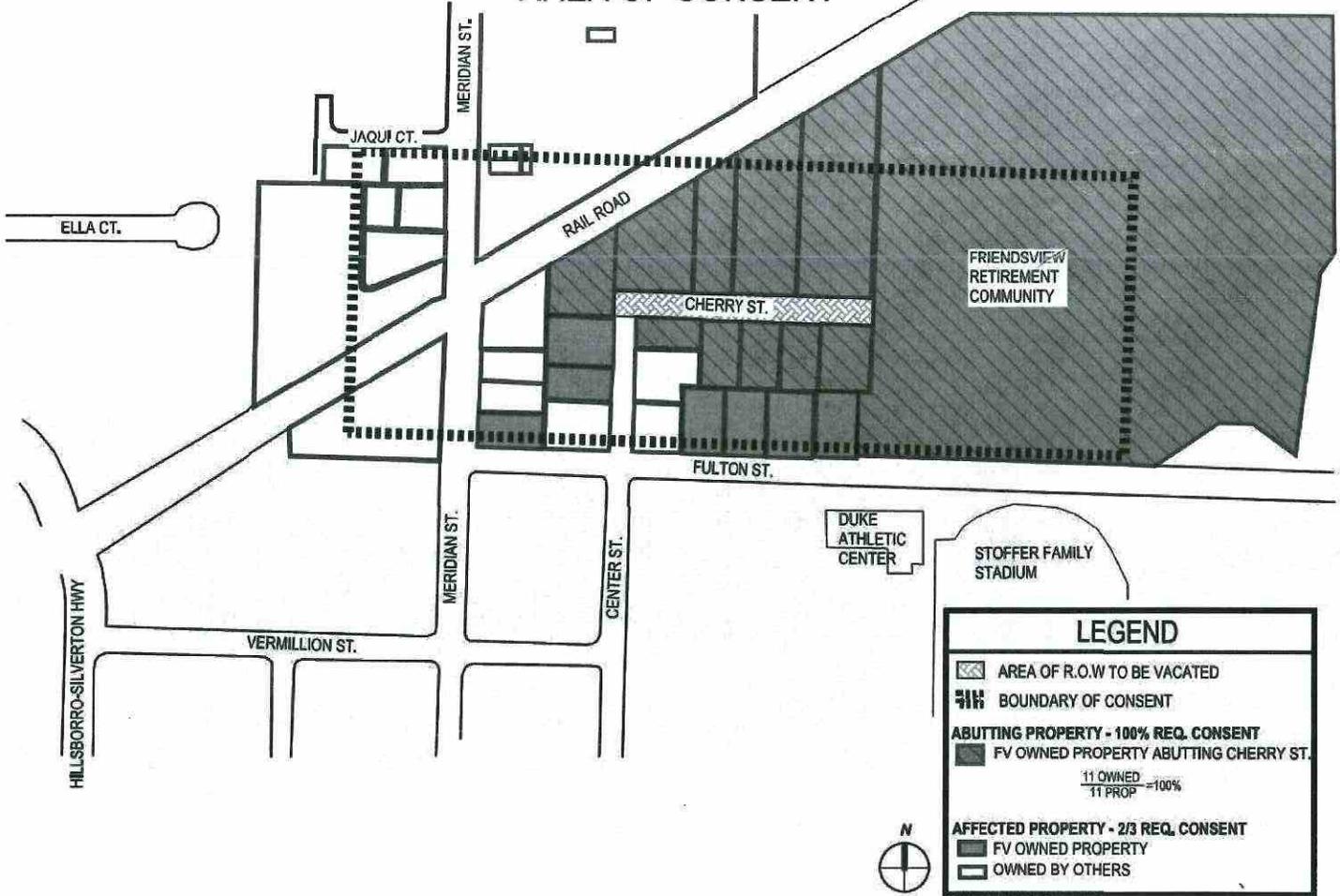


**Letter of Consent**  
For  
**Right-of-Way Vacation**  
Requested by  
**Friendsview Retirement Community**

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**R.O.W. VACATION - CHERRY STREET  
AREA OF CONSENT**



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7-27-15  
(Date)

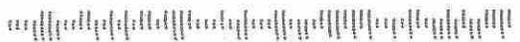
Property Address:  
Carol Ferring  
1100 N Meridian St Unit 54  
Newberg, OR 97132

Carol Ferring  
(Printed Name)

1100 N Meridian St. unit 54  
(Address)

Carol Ferring  
(Signature)

97132118633



*NOT HERE*

Lenora Franey  
1100 N Meridian St No 33  
Newberg, OR 97132



PORTLAND, OR 972  
25 JUL 2015 PM 3:11

FRIENDSVIEW RETIREMENT COMMUNITY  
1301 E Fulton St.  
Newberg, OR 97132



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97132118633

FRIENDSVIEW RETIREMENT COMMUNITY  
1301 E Fulton St.  
Newberg, OR 97132



PORTLAND  
OR 972  
25 JUL 15  
PM 11

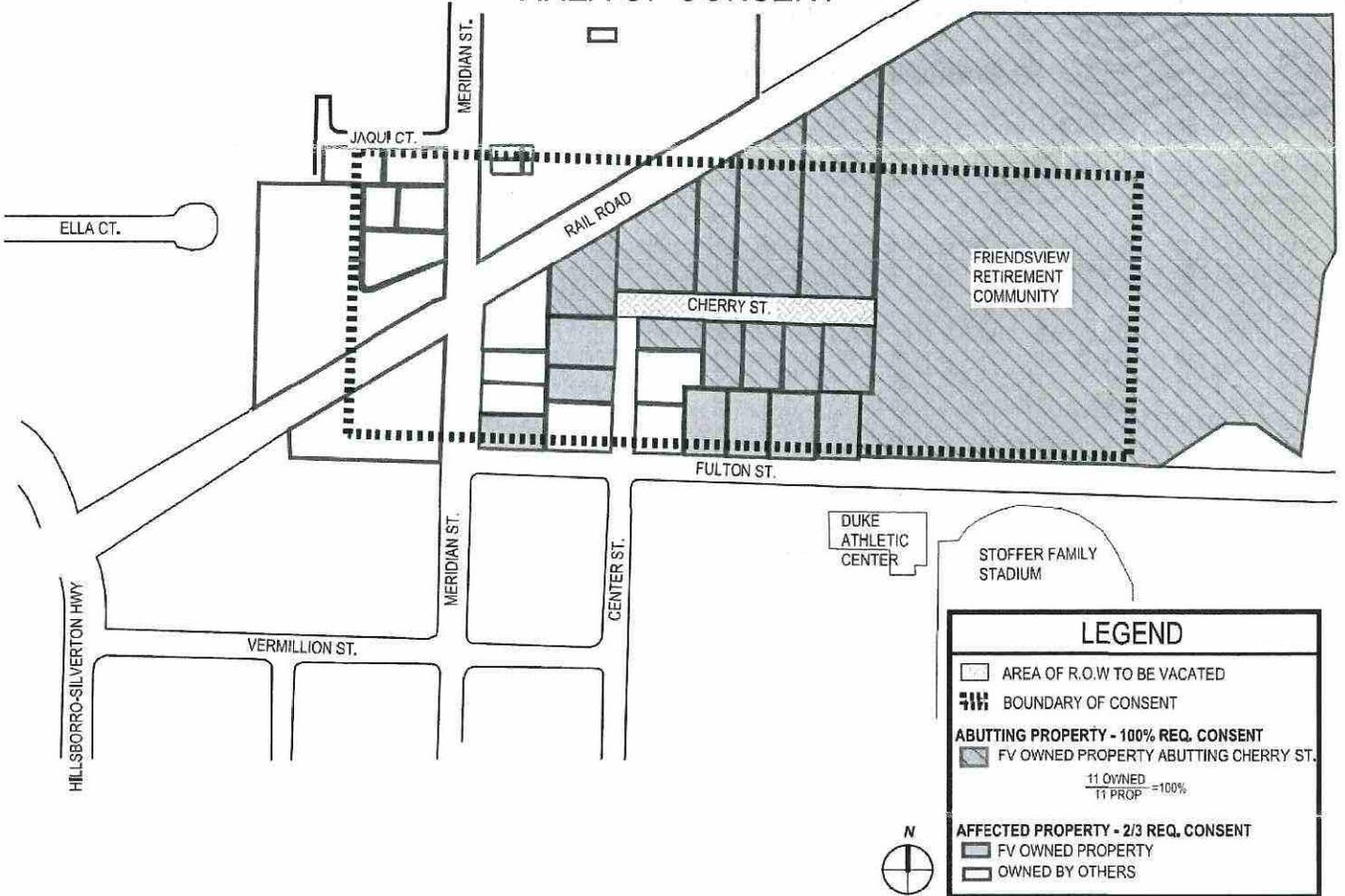
Lenora Franey  
1100 N Meridian St No 33  
Newberg, OR 97132  
*#53*

**Letter of Consent**  
For  
**Right-of-Way Vacation**  
Requested by  
**Friendsview Retirement Community**

**Area of Request for vacation:**

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**AREA OF CONSENT**



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I consent, as owner of an affected property, to the above described Right-of-Way Vacation.

Property Address:  
1100 N Meridian St Unit 53  
Newberg, OR 97132

7-25-15  
(Date)

Lenora Franey  
(Printed Name)

1100 N Meridian # 53  
(Address)

Lenora Franey  
(Signature)

9713273125

James Fisher Jr  
23225 NE Dillon Rd  
Newberg, OR 97132



PORTLAND OR 970  
15 JUL 2015 PM 3 L

FRIENDSVIEW RETIREMENT COMMUNITY  
1301 E Fulton St.  
Newberg, OR 97132



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FRIENDSVIEW RETIREMENT COMMUNITY  
1301 E Fulton St.  
Newberg, OR 97132



PORTLAND  
15 JUL 15  
PM 3 L

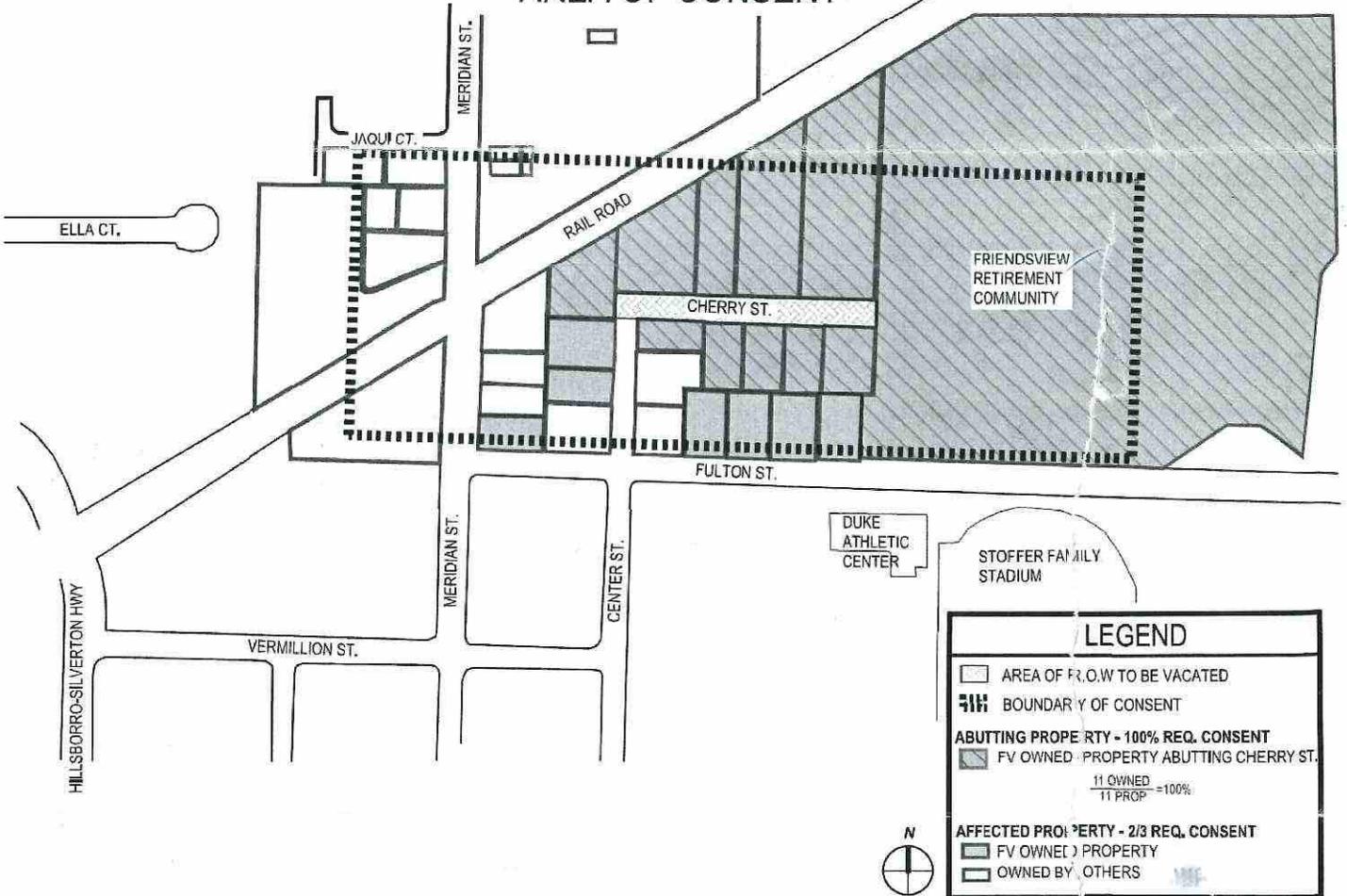
James Fisher Jr  
23225 NE Dillon Rd  
Newberg, OR 97132

**Letter of Consent**  
For  
**Right-of-Way Vacation**  
Requested by  
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7/20/15  
(Date)

Property Address:  
830 Jacqui Ct  
Newberg, OR 97132

23225 NE DILLON RD  
(Address) Newberg OR

Property Address:  
James Fisher Jr  
820 Jacqui Ct  
Newberg, OR 97132

JAMES L FISHER JR  
(Printed Name)

[Signature]  
(Signature)



**FRIENDSVIEW RETIREMENT COMMUNITY**  
1301 E Fulton St.  
Newberg, OR 97132



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**FRIENDSVIEW RETIREMENT COMMUNITY**  
1301 E Fulton St.  
Newberg, OR 97132

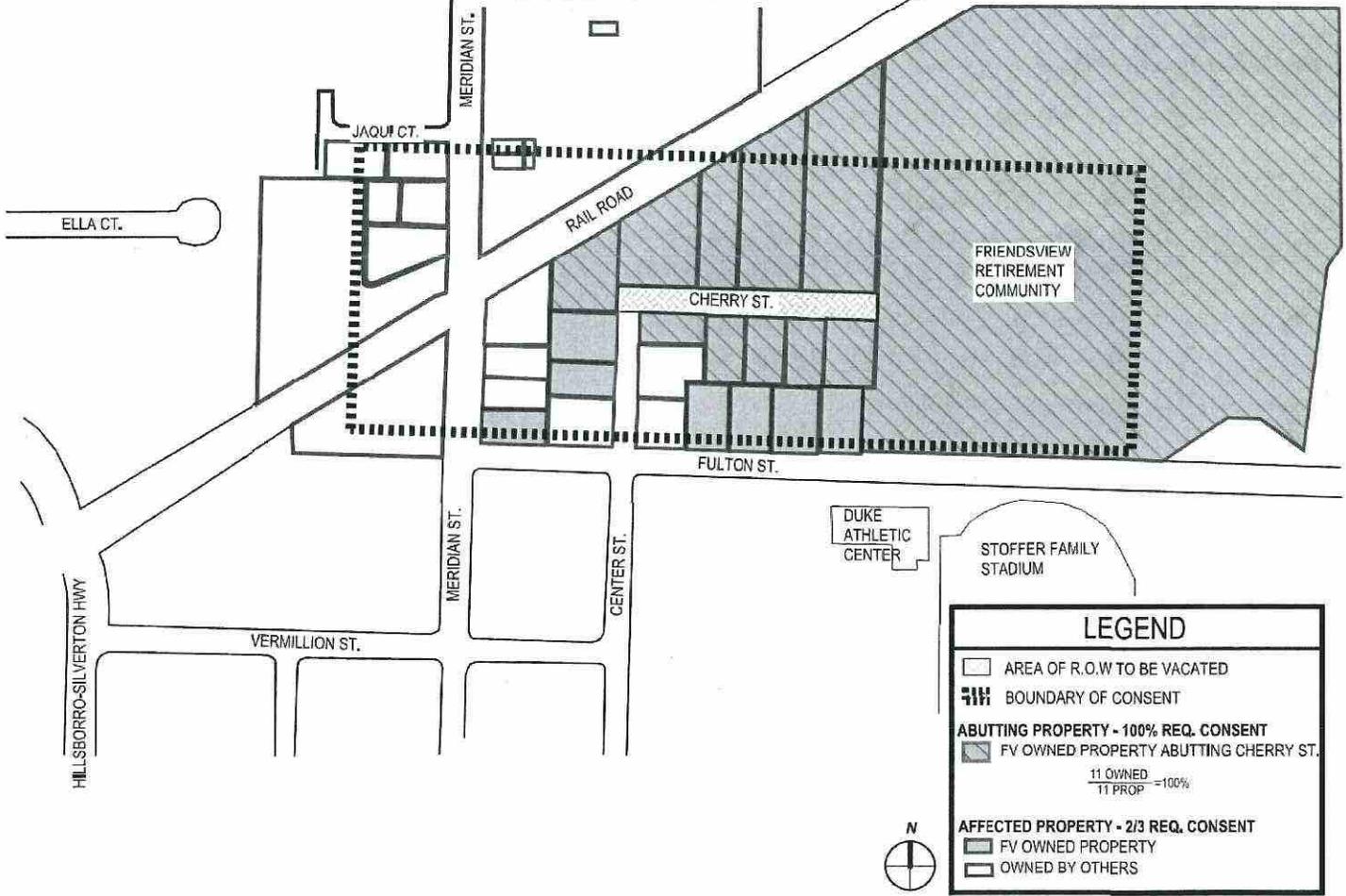


**Letter of Consent**  
For  
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Requested by  
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I consent, as owner of an affected property, to the above described Right-of-Way Vacation.

7-27-15  
(Date)

Antonio Peña P  
(Printed Name)

927 N Meridian St.  
(Address) Newberg OR 97132

Antonio Peña P  
(Signature)

Justino Rizo  
925 N Meridian St  
Newberg, OR 97132

FRIENDSVIEW RETIREMENT COMMUNITY  
1301 E Fulton St.  
Newberg, OR 97132



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FRIENDSVIEW RETIREMENT COMMUNITY  
1301 E Fulton St.  
Newberg, OR 97132

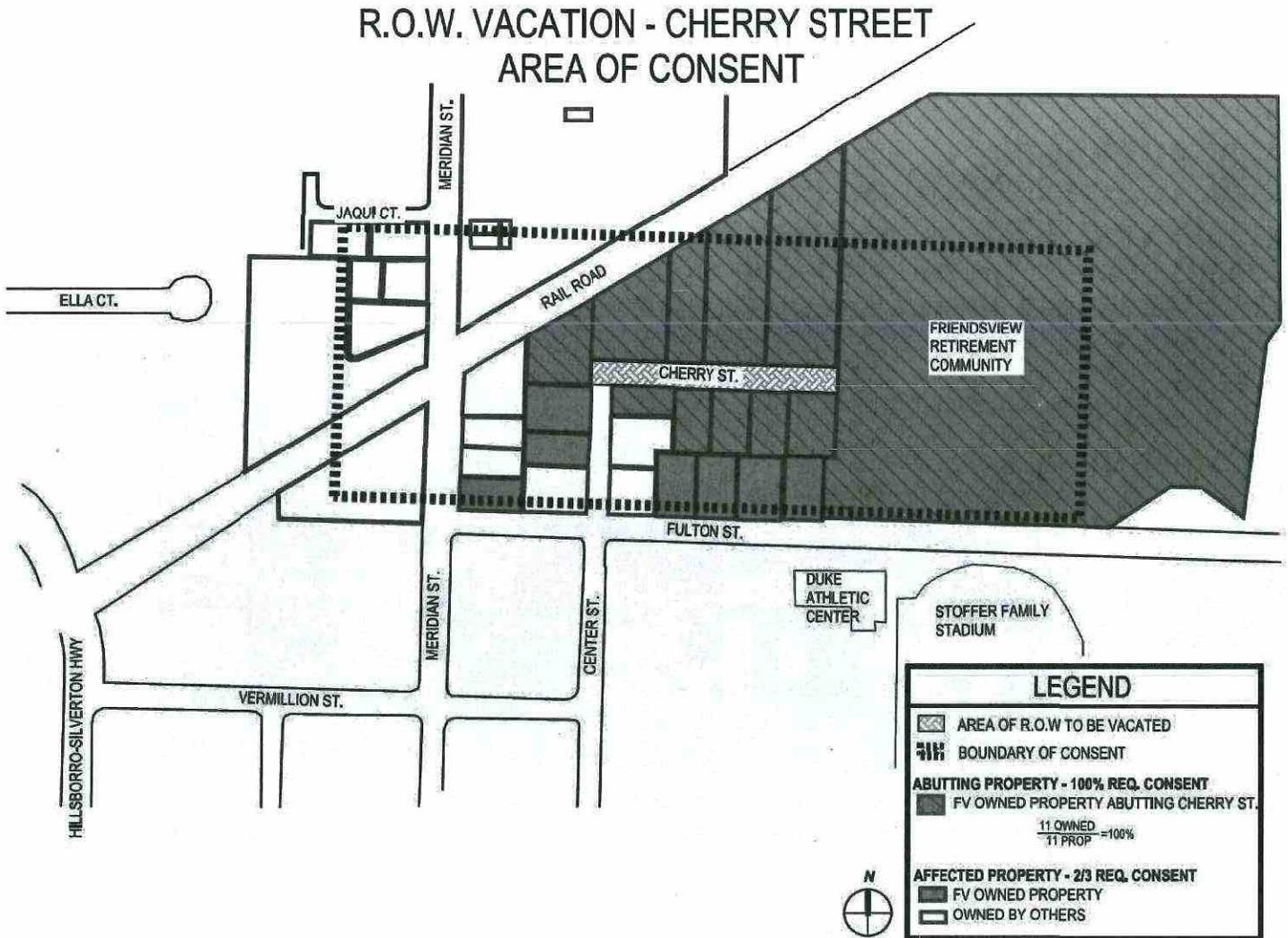
Justino Rizo  
925 N Meridian St  
Newberg, OR 97132



**Letter of Consent**  
For  
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Requested by  
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7-27-15

(Date)

Property Address:  
Justino Rizo  
925 N Meridian St  
Newberg, OR 97132

Justino Rizo

Printed Name)

925 N Meridian St  
Newberg OR 97132

(Address)

Justino Rizo

(Signature)

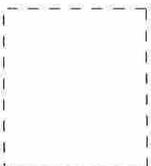


**FRIENDSVIEW RETIREMENT COMMUNITY**  
1301 E Fulton St.  
Newberg, OR 97132



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**FRIENDSVIEW RETIREMENT COMMUNITY**  
1301 E Fulton St.  
Newberg, OR 97132

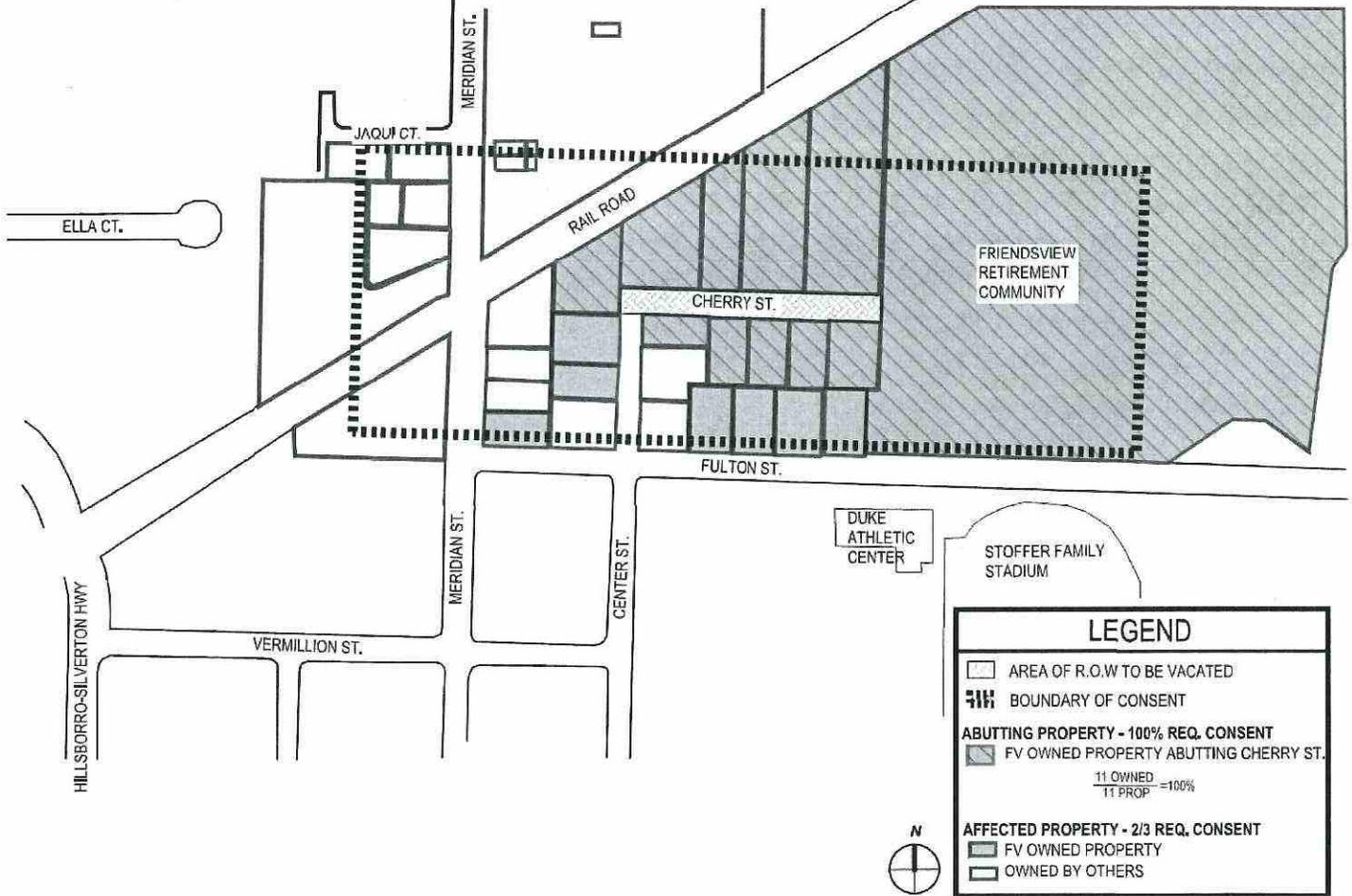


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**R.O.W. VACATION - CHERRY STREET**  
**AREA OF CONSENT**



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I consent, as owner of an affected property, to the above described Right-of-Way Vacation.

7/27/15  
(Date)

JORGE Pina Vega  
(Printed Name)

923 N Meridian St  
(Address)

Jorge Pina Vega  
(Signature)

97132185099

Michael & Barbara Doran  
22070 NE Sunnycrest Rd  
Newberg, OR 97132

1301 E Fulton St.  
Newberg, OR 97132

FRIENDSVIEW RETIREMENT COMMUNITY

PORTLAND OR 970  
20 JUL 15 PM 5 L  
20 JUL 2015 PM 5 L



**FRIENDSVIEW RETIREMENT COMMUNITY IS PLANNING TO EXPAND!**

Important information is in this letter regarding the development and how you may be affected.

97132185099

1301 E Fulton St.  
Newberg, OR 97132

FRIENDSVIEW RETIREMENT COMMUNITY

Michael & Barbara Doran  
22070 NE Sunnycrest Rd  
Newberg, OR 97132

PORTLAND  
20 JUL 15 PM 5 L  
20 JUL 2015 PM 5 L

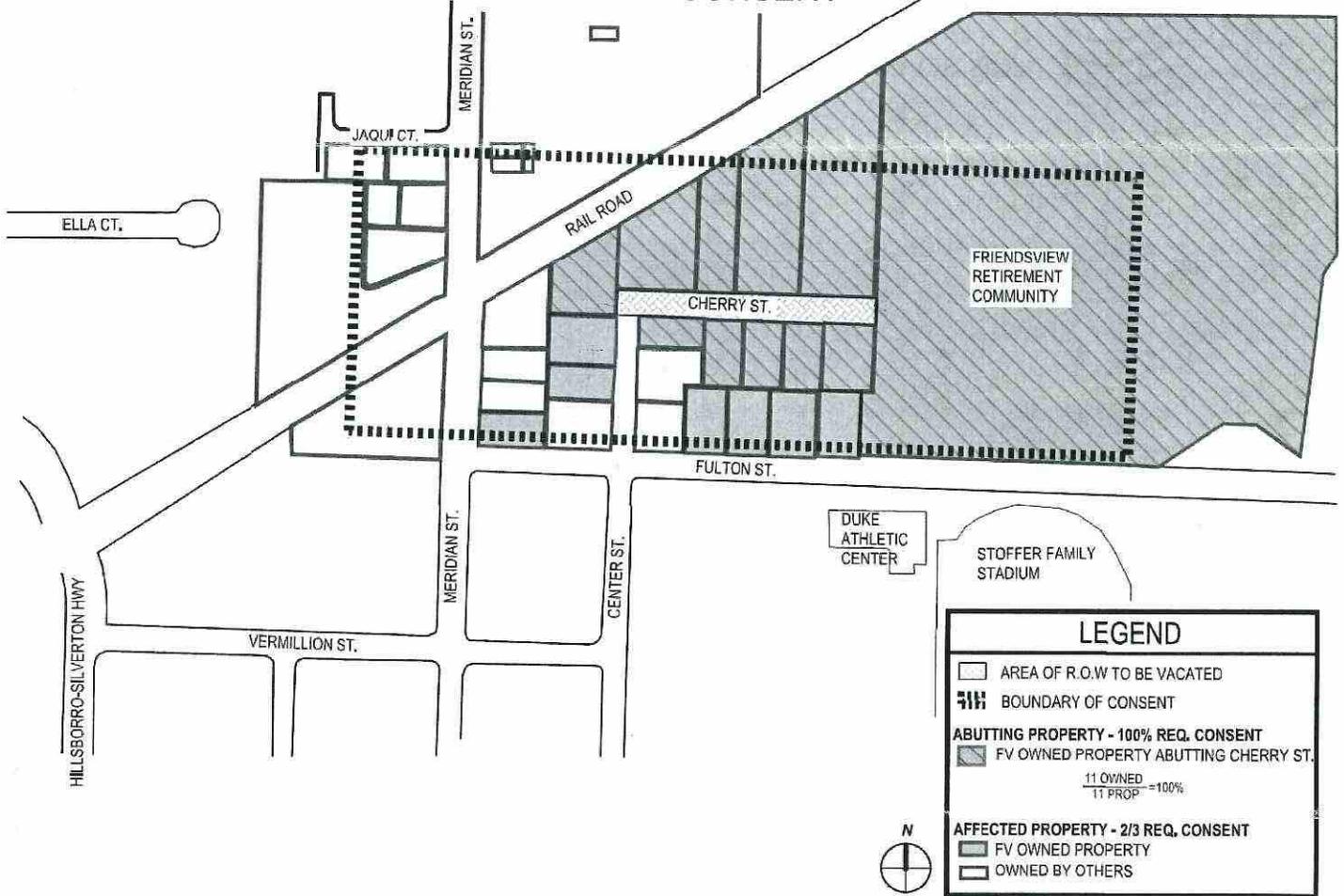


**Letter of Consent**  
For  
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Requested by  
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7/19/15  
(Date)

Property Address:  
901 N Meridian St  
Newberg, OR 97132

Barbi Doran  
(Printed Name)

901 N Meridian St  
(Address)

[Signature]  
(Signature)

Thomas & Jo Ann Davis  
808 N Meridian St  
Newberg, OR 97132

1301 E Fulton St.  
Newberg, OR 97132

FRIENDSVIEW RETIREMENT COMMUNITY

PORTLAND OR 970  
15 JUL 2015 PM 3 L



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57132155099

FRIENDSVIEW RETIREMENT COMMUNITY  
1301 E Fulton St.  
Newberg, OR 97132

PORTLAND OR 970  
24 JUL 2015 PM 4 L



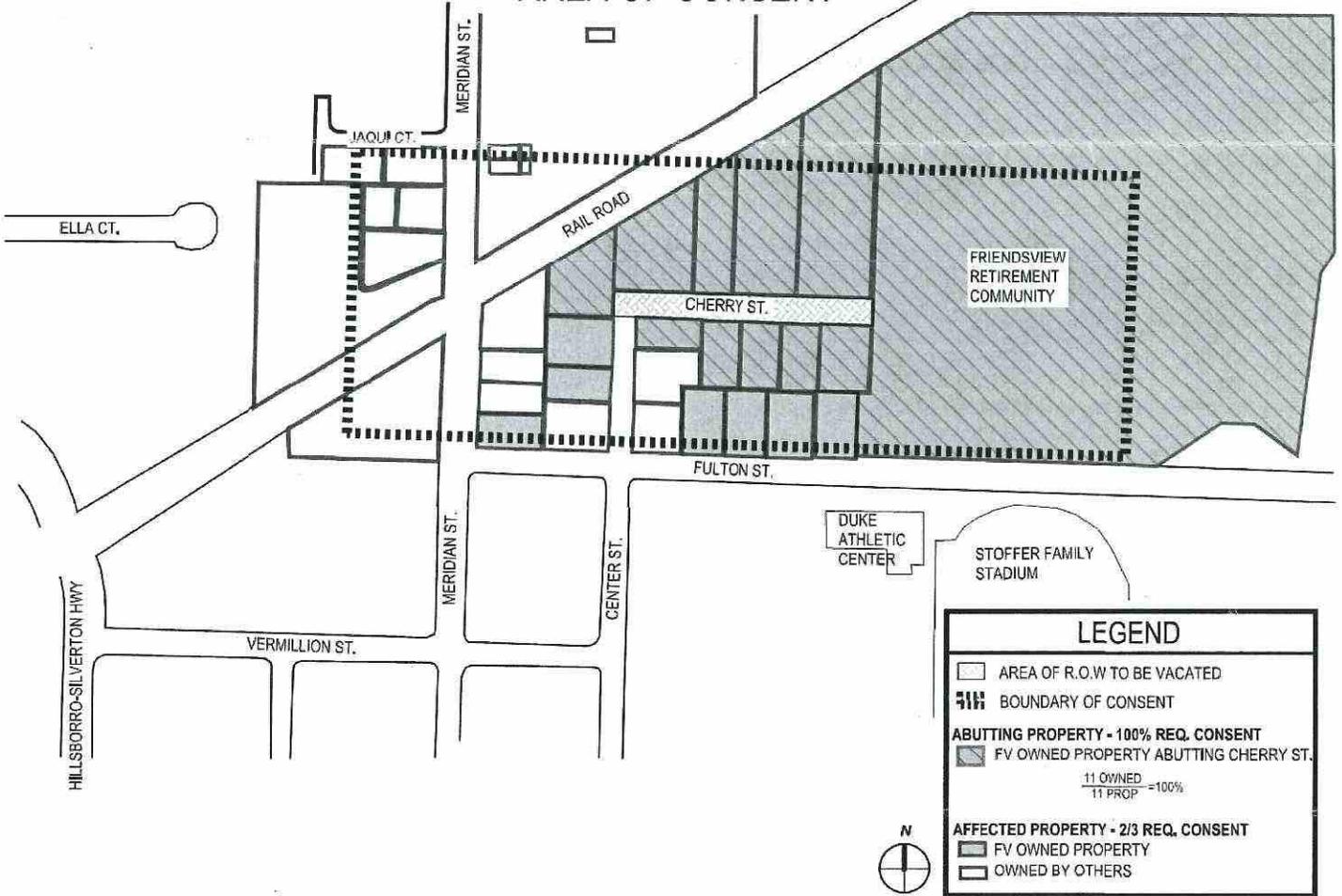
Thomas & Jo Ann Davis  
808 N Meridian St  
Newberg, OR 97132

**Letter of Consent**  
For  
**Right-of-Way Vacation**  
Requested by  
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AREA OF CONSENT**



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July 23, 2015

(Date)

Jo Ann Davis

(Printed Name)

808 N. Meridian St.

(Address)

Jo Ann Davis

(Signature)

670 N Mont  
Newberg, OR 97132

Newberg Area Habitat For  
Humanity  
PO Box 118  
Newberg, OR 97132

FRIENDSVIEW RETIREMENT COMMUNITY  
1301 E Fulton St.  
Newberg, OR 97132



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FRIENDSVIEW RETIREMENT COMMUNITY  
1301 E Fulton St.  
Newberg, OR 97132

Newberg Area Habitat For  
Humanity  
PO Box 118  
Newberg, OR 97132

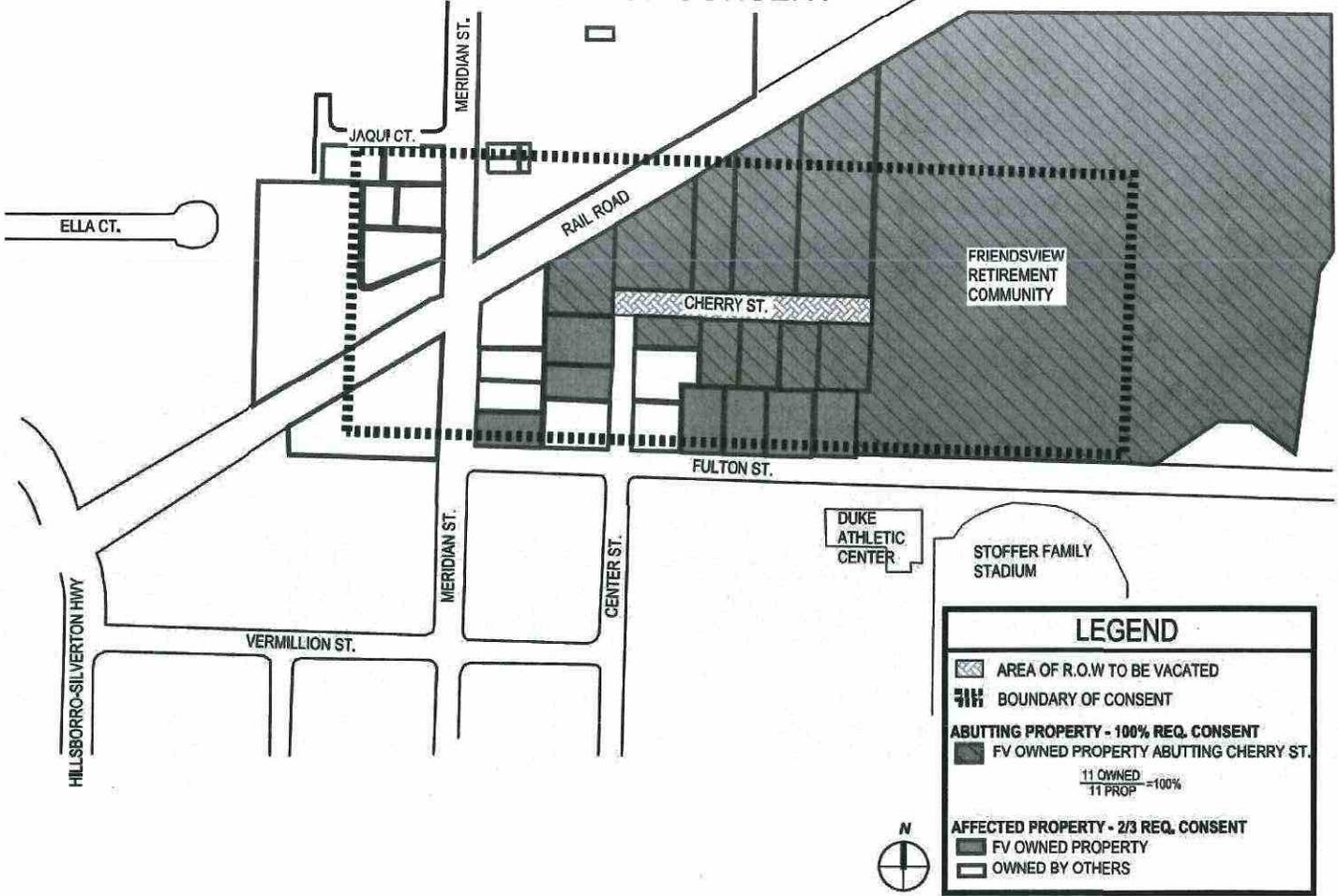


Letter of Consent  
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Requested by  
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Property Address:  
Newberg Area Habitat For Humanity  
927 N Meridian St  
Newberg, OR 97132

Property Address:  
Newberg Area Habitat For Humanity  
801 N Meridian St  
Newberg, OR 97132

7-30-15

(Date)

927 N Meridian  
+ 801 N Meridian

(Address)

Rick Rogers, Ex Dir.

(Printed Name)

[Handwritten Signature]

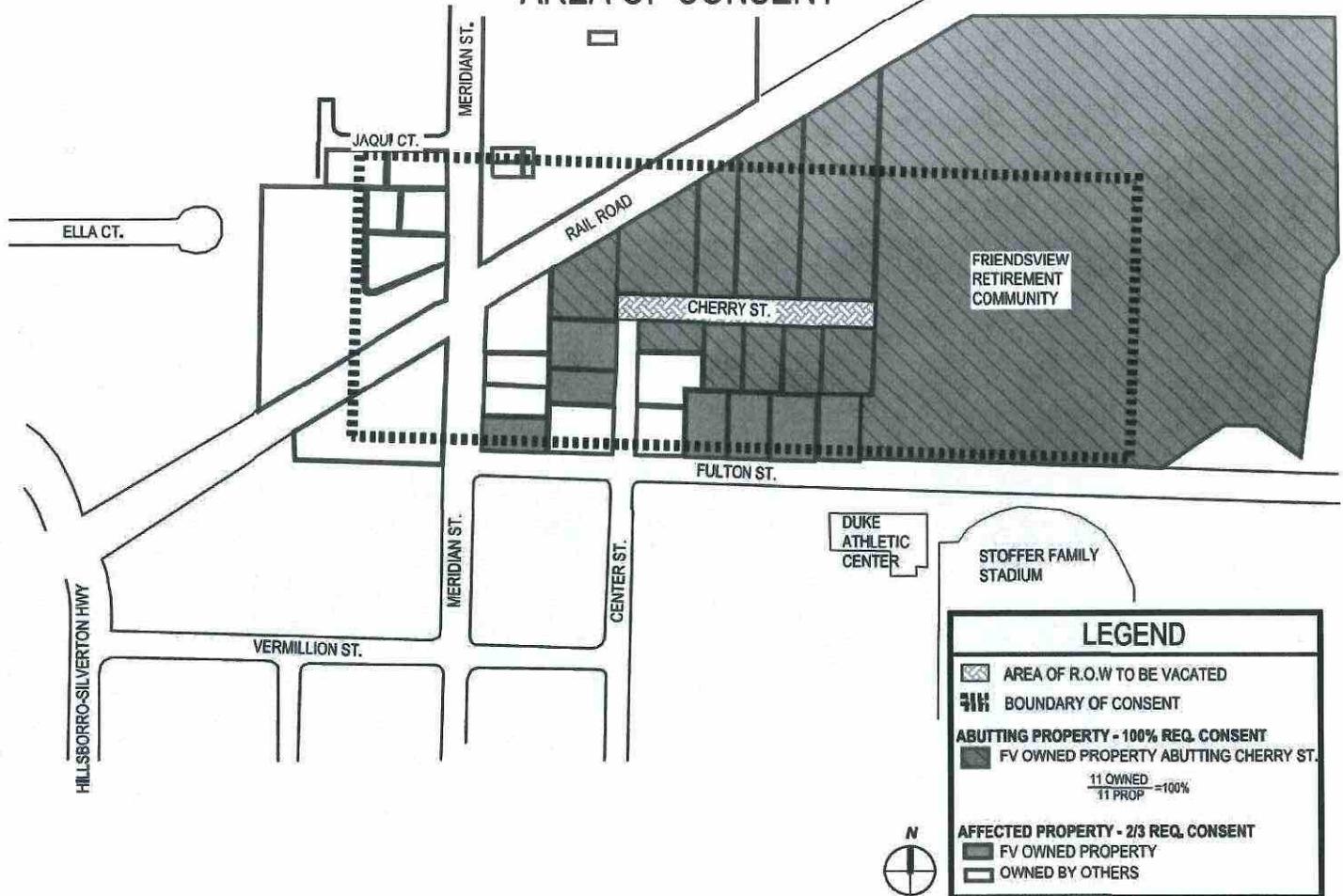
(Signature)

Letter of Consent  
For  
Right-of-Way Vacation  
Requested by  
Friendsview Retirement Community

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7-23-15  
(Date)  
Property Address:  
Pensco Trust Company Custodian Fbo  
1100 N Meridian St Unit 55  
Newberg, OR 97132

Robert K. Holveck  
(Printed Name)

P.O. Box 285 personal address  
(Address)

Robert K. Holveck  
(Signature)

Pensco Trust Company Custodian  
FBO Bob Holvick  
PO Box 173859  
Denver, CO 80217

FRIENDSVIEW RETIREMENT COMMUNITY  
1301 E Fulton St.  
Newberg, OR 97132



**FRIENDSVIEW RETIREMENT COMMUNITY IS PLANNING TO EXPAND!**

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FRIENDSVIEW RETIREMENT COMMUNITY  
1301 E Fulton St.  
Newberg, OR 97132

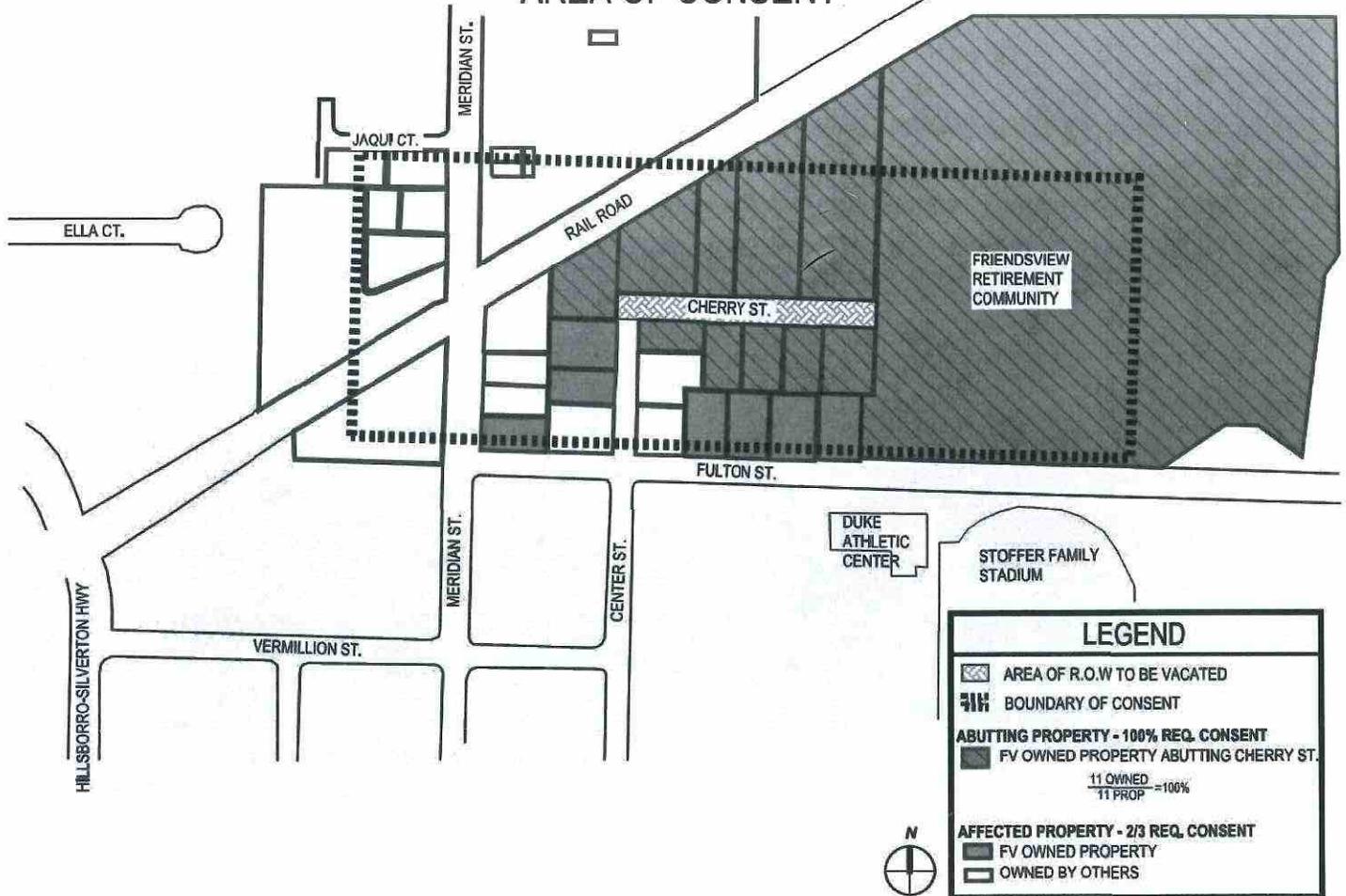
Pensco Trust Company Custodian  
FBO Bob Holvick  
PO Box 173859  
Denver, CO 80217

Letter of Consent  
For  
Right-of-Way Vacation  
Requested by  
Friendsview Retirement Community

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7/23/2015  
(Date)

Property Address:  
Barbara Birney  
1100 N Meridian St Unit 52  
Newberg, OR 97132

BARBARA BIRNEY  
(Printed Name)

1100 N Meridian St Apt 52  
(Address) Newberg, 97132

*Barbara Birney*  
(Signature)

Barbara Birney  
1100 N Meridian St Unit 52  
Newberg, OR 97132

FRIENDSVIEW RETIREMENT COMMUNITY  
1301 E Fulton St.  
Newberg, OR 97132



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FRIENDSVIEW RETIREMENT COMMUNITY  
1301 E Fulton St.  
Newberg, OR 97132

Barbara Birney  
1100 N Meridian St Unit 52  
Newberg, OR 97132

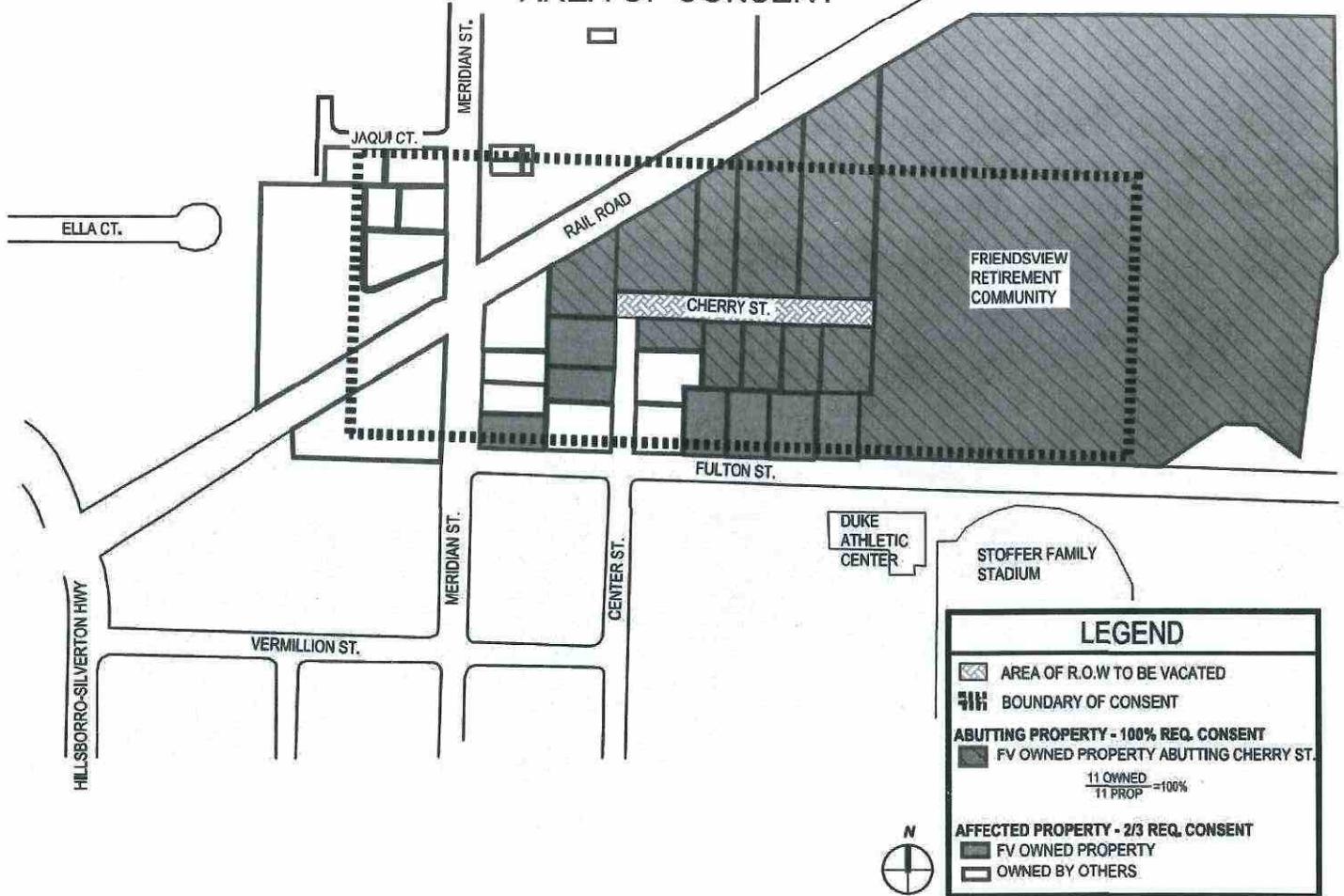


Letter of Consent  
For  
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July 24, 2015  
(Date)

Property Address:  
Spaulding Oaks HOA  
1100 N Meridian St  
Newberg, OR 97132

Phyllis McKinney  
Printed Name) HOA Board Chair

1100 N. Meridian St.  
(Address) Newberg, OR 97132

Phyllis McKinney  
(Signature)

Spaulding Oaks Homeowners  
Association  
1100 N Meridian St  
Newberg, OR 97132

FRIENDSVIEW RETIREMENT COMMUNITY  
1301 E Fulton St.  
Newberg, OR 97132



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FRIENDSVIEW RETIREMENT COMMUNITY  
1301 E Fulton St.  
Newberg, OR 97132

Spaulding Oaks Homeowners  
Association  
1100 N Meridian St  
Newberg, OR 97132

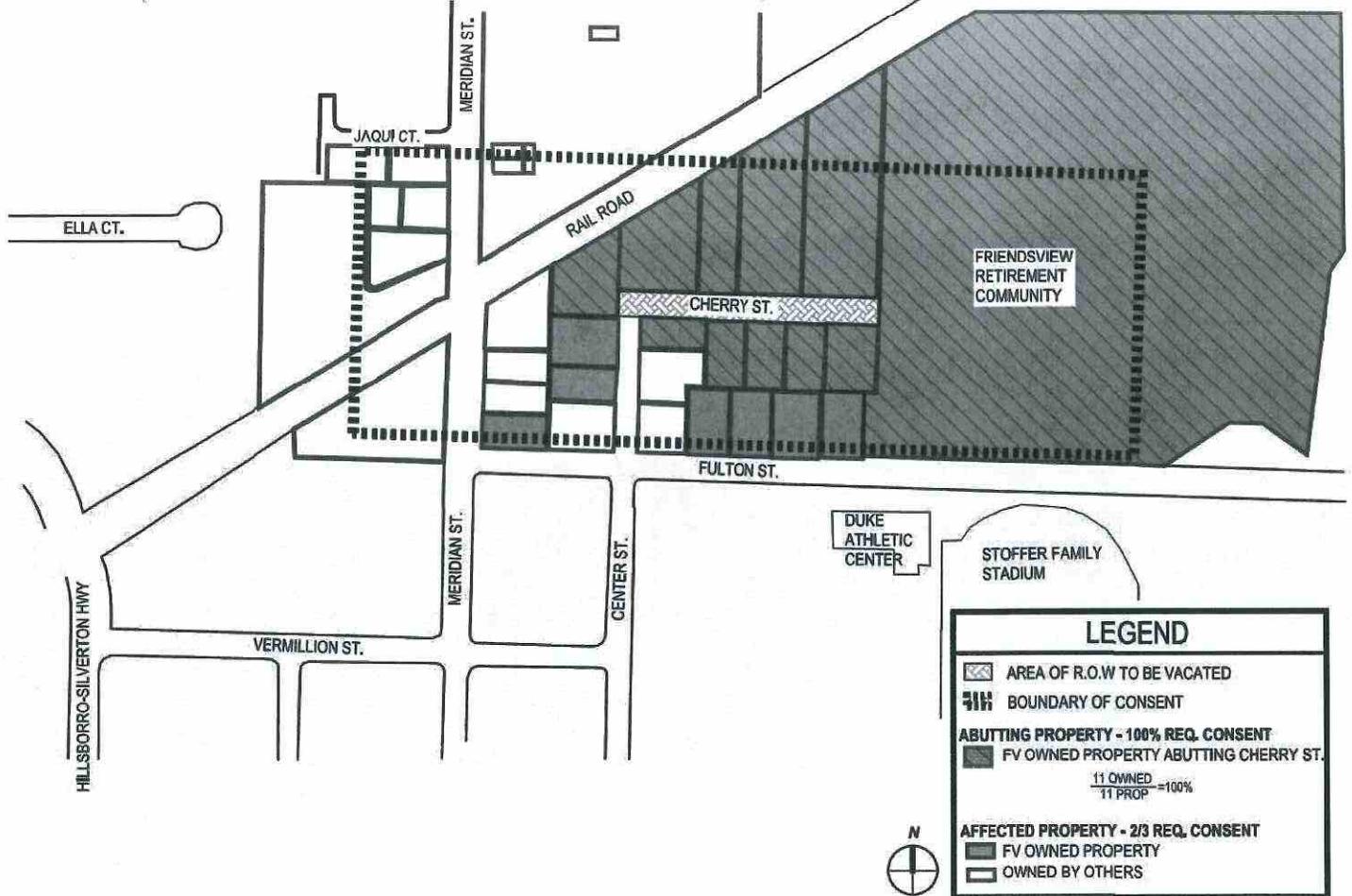


Letter of Consent  
For  
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7-23-15  
(Date)



1301 E. Fulton Street  
Newberg, OR 97132

Todd Engle  
Printed Name) Exec Dir

\_\_\_\_\_  
(Address)

[Signature]  
(Signature)

1301 E. Fulton Street  
Newberg, OR 97132



FRIENDSVIEW RETIREMENT COMMUNITY  
1301 E Fulton St.  
Newberg, OR 97132



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FRIENDSVIEW RETIREMENT COMMUNITY  
1301 E Fulton St.  
Newberg, OR 97132

1301 E. Fulton Street  
Newberg, OR 97132



**TITLE REPORTS**  
**ATTACHMENT 1**



**First American**

**First American Title Company of Oregon**

825 NE Evans Street  
McMinnville, OR 97128  
Phn - (503)376-7363  
Fax - (866)800-7294

**YAMHILL COUNTY TITLE UNIT**

FAX (866)800-7294

Title Officer: **Clayton Carter**

(503)376-7363

ctcarter@firstam.com

**LOT BOOK SERVICE**

Friendsview Manor  
1301 E. Fulton Street  
Newberg, OR 97132

Order No.: 1039-2462904

June 08, 2015

Attn: Todd Engle  
Phone No.: (503)538-3144  
Email: tengle@friendsview.org

Fee: \$500.00

We have searched our Tract Indices as to the following described property:

The land referred to in this report is described in Exhibit A attached hereto.

and as of June 1, 2015 at 8:00 a.m.

We find that the last deed of record runs to

Friendsview Manor, as to Parcels 1, 2, 10 & 14

Friendsview Manor Inc. dba Friendsview Retirement Community, as to Parcels 3, 12 & 13

Friendsview Manor dba Friendsview Retirement Community, an Oregon non-profit corporation, as to  
Parcels 4 & 6

Friendsview Manor Inc. dba Friendsview Retirement Community, an Oregon non-profit 501c3 Charitable  
Organization, as to Parcel 5

Friendsview Manor, an Oregon Corporation, as to Parcels 7 & 9

Friendsview Manor, an Oregon non-profit corporation, as to Parcels 8 & 11

We find the following apparent encumbrances within ten (10) years prior to the effective date hereof:

1. Easement, including terms and provisions contained therein:  
 Recording Information: May 14, 1962 in Volume 22, Page 603  
 In Favor of: City of Newberg  
 For: Sanitary sewer lines and storm sewer lines  
 (Affects Parcel 10)
  2. Reservation of utilities in vacated Center Street and the right to maintain the same as set forth in Ordinance No. 2062, a copy of which was recorded August 27, 1981 in Film Volume 163, Page 1407.  
 (Affects Parcel 3)
  3. Easement, including terms and provisions contained therein:  
 Recording Information: January 5, 1999 as Instrument No. 199900136  
 In Favor of: City of Newberg  
 For: Storm sewer and sanitary sewer lines  
 (Affects Parcel 10)
  4. Easement, including terms and provisions contained therein:  
 Recording Information: January 5, 1999 as Instrument No. 199900137  
 In Favor of: City of Newberg  
 For: Public sidewalk and underground utilities  
 (Affects Parcels 9 and 10)
  5. Line of Credit Trust Deed, Assignment, Security Agreement and Fixture Filing, including the terms and provisions thereof, given to secure an indebtedness of up to \$23,840,022.00  
 Grantor: Friendsview Manor dba Friendsview Retirement Community, an Oregon nonprofit corporate corporation  
 Beneficiary: U.S. Bank National Association, a national banking association  
 Trustee: First American Title Insurance Company of Oregon  
 Dated: October 01, 2007  
 Recorded: October 23, 2007  
 Recording Information: Instrument No. 200723075, Deed and Mortgage Records  
 (Affects Parcels 1, 9, 10, 11, 14 and Additional Property)
- A Notice of Continuation of said Financing Statement was recorded August 9, 2012 as Instrument No. 2012-11174.
6. Mortgage and the terms and conditions thereof.  
 Mortgagor: Friendsview Manor dba Friendsview Retirement Community  
 Mortgagee: Friends Church Extension Fund  
 Amount: \$500,000.00  
 Recorded: November 25, 2009  
 Recording Information: Instrument No. 200918439, Deed and Mortgage Records  
 (Affects Parcels 2, 5 & 8)

7. Mortgage and the terms and conditions thereof.
- |                        |   |
|------------------------|---|
| Mortgagor:             | Friendsview Manor dba Friendsview Retirement Communtiy  |
| Mortgagee:             | Friends Church Extension Fund   |
| Amount:                | \$1,000,000.00  |
| Recorded:              | July 23, 2010   |
| Recording Information: | Instrument No. 2010009935, Deed and Mortgage Records<br>(Affects Parcels 2, 4, 5, 7, 8, 13 and Additional Property) |
- And Re-Recorded: July 30, 2010
- Recording Information: Instrument No. 201010340, Deed and Mortgage Records

8. Mortgage and the terms and conditions thereof.
- |                        |   |
|------------------------|---|
| Mortgagor:             | Friendsview Manor dba Friendsview Retirement Communtiy                    |
| Mortgagee:             | Friends Church Extension Fund   |
| Amount:                | \$1,000,000.00  |
| Recorded:              | February 15, 2011   |
| Recording Information: | Instrument No. 201102258, Deed and Mortgage Records<br>(Affects Parcel 6) |

We have also searched our General Index for Judgments and State and Federal Liens against the Grantee(s) named above and find: NONE

We find the following unpaid taxes and city liens: NONE

NOTE: Taxes for the year 2014-2015 PAID IN FULL

Tax Amount:	\$10,167.27
Map No.:	R3217CB 00500
Property ID:	35232
Tax Code No.:	29.0

(Affects Parcel 1)

Situs Address as disclosed on Yamhill County Tax Roll:

1013 Cherry Street, Newberg, OR, 97132 (Parcel 1)

NOTE: Taxes for the year 2014-2015 PAID IN FULL

Tax Amount:	\$2,294.53
Map No.:	R3217CB 00600
Property ID:	35250
Tax Code No.:	29.0

(Affects Parcel 2)

Situs Address as disclosed on Yamhill County Tax Roll:

1007 Cherry Street, Newberg, OR, 97132 (Parcel 2)

NOTE: Taxes for the year 2014-2015 PAID IN FULL

Tax Amount: \$2,386.21  
Map No.: R3217CB 00700  
Property ID: 35269  
Tax Code No.: 29.0

(Affects Parcel 3)

Situs Address as disclosed on Yamhill County Tax Roll:

1003 Cherry Street, Newberg, OR, 97132 (Parcel 3)

NOTE: Taxes for the year 2014-2015 PAID IN FULL

Tax Amount: \$1,646.54  
Map No.: R3217CB 00800  
Property ID: 35287  
Tax Code No.: 29.0

(Affects Parcel 4)

Situs Address as disclosed on Yamhill County Tax Roll:

815 N Center Street, Newberg, OR, 97132 (Parcel 4)

NOTE: Taxes for the year 2014-2015 PAID IN FULL

Tax Amount: \$5,045.21  
Map No.: R3217CB 00900  
Property ID: 35296  
Tax Code No.: 29.0

(Affects Parcel 5)

Situs Address as disclosed on Yamhill County Tax Roll:

805 N Center Street, Newberg, OR, 97132 (Parcel 5)

NOTE: Taxes for the year 2014-2015 PAID IN FULL

Tax Amount: \$2,053.11  
Map No.: R3217CB 01001  
Property ID: 35321  
Tax Code No.: 29.0

(Affects Parcel 6)

Situs Address as disclosed on Yamhill County Tax Roll:

803 N Center Street, Newberg, OR, 97132 (Parcel 6)

NOTE: Taxes for the year 2014-2015 PAID IN FULL

Tax Amount: \$2,721.76  
Map No.: R3217CB 01700  
Property ID: 35429  
Tax Code No.: 29.0

(Affects Parcel 7)

Situs Address as disclosed on Yamhill County Tax Roll:

1006 Cherry Street, Newberg, OR, 97132 (Parcel 7)

NOTE: Taxes for the year 2014-2015 PAID IN FULL

Tax Amount: \$2,706.82  
Map No.: R3217CB 01800  
Property ID: 35438  
Tax Code No.: 29.0

(Affects Parcel 8)

Situs Address as disclosed on Yamhill County Tax Roll:

1012 Cherry Street, Newberg, OR, 97132 (Parcel 8)

NOTE: Taxes for the year 2014-2015 PAID IN FULL

Tax Amount: \$1,841.87  
Map No.: R3217CB 01900  
Property ID: 35456  
Tax Code No.: 29.0

(Affects Parcel 9)

Situs Address as disclosed on Yamhill County Tax Roll:

1014 Cherry Street, Newberg, OR, 97132 (Parcel 9)

NOTE: Taxes for the year 2014-2015 PAID IN FULL

Tax Amount: \$4,176.85  
Map No.: R3217CB 02000  
Property ID: 35474  
Tax Code No.: 29.0

(Affects Parcel 10)

Situs Address as disclosed on Yamhill County Tax Roll:

1100 Cherry Street, Newberg, OR, 97132 (Parcel 10)

NOTE: Taxes for the year 2014-2015 PAID IN FULL

Tax Amount: \$1,165.91  
Map No.: R3217CB 02200  
Property ID: 35553  
Tax Code No.: 29.0

(Affects Parcel 11)

Situs Address as disclosed on Yamhill County Tax Roll:

1105 Fulton Street, Newberg, OR, 97132 (Parcel 11)

NOTE: Taxes for the year 2014-2015 PAID IN FULL

Tax Amount: \$2,515.85  
Map No.: R3217CB 02300  
Property ID: 35571  
Tax Code No.: 29.0

(Affects Parcel 12)

Situs Address as disclosed on Yamhill County Tax Roll:

1101 Fulton Street, Newberg, OR, 97132 (Parcel 12)

NOTE: Taxes for the year 2014-2015 PAID IN FULL

Tax Amount: \$2,740.26  
Map No.: R3217CB 02400  
Property ID: 35599  
Tax Code No.: 29.0

(Affects Parcel 13)

Situs Address as disclosed on Yamhill County Tax Roll:

1011 Fulton Street, Newberg, OR, 97132 (Parcel 13)

NOTE: Taxes for the year 2014-2015 PAID IN FULL

Tax Amount: \$1,674.68  
Map No.: R3217CB 02500  
Property ID: 35606  
Tax Code No.: 29.0

(Affects Parcel 14)

Situs Address as disclosed on Yamhill County Tax Roll:

1007 Fulton Street, Newberg, OR, 97132 (Parcel 14)

THIS IS NOT a title report since no examination has been made of the title to the above described property. Our search for apparent encumbrances was limited to our Tract Indices, and therefore above listings do not include additional matters which might have been disclosed by an examination of the

record title. We assume no liability in connection with this Lot Book Service and will not be responsible for errors or omissions therein. The charge for this service will not include supplemental reports, rechecks or other services.

**Exhibit "A"**

Real property in the County of Yamhill, State of Oregon, described as follows:

**PARCEL 1:**

A part of the Daniel D. Deskins Donation Land Claim No. 54 in Section 17, Township 3 South, Range 2 West of the Willamette Meridian in Yamhill County, Oregon, described as follows:

Beginning at a point 245 feet North and 140 feet East of the intersection of the East line of East Street with the North line of Fulton Street in the City of Newberg; thence East 100 feet; thence North parallel to the West line of Hazel Dell to the Southerly boundary of the Southern Pacific Railroad Right of Way; thence South 57°08' West along the Southerly line of said right of way to the most Northerly corner of a tract conveyed by John Illig to Edward H. Benford by deed recorded September 27, 1884 in Book 90, Page 625, Deed Records; thence South 205.34 feet to the place of beginning.

Tax Lot No.: 3217CB-500

**PARCEL 2:****Tract A**

Being a part of the Donation Land Claim of Daniel D. Deskins, Claim No. 54, Notification No. 1475 in Section 17, Township 3 South, Range 2 West of the Willamette Meridian in Yamhill County, Oregon, and more particularly described as follows:

Commencing at a point on the East line of Center Street, 245 feet North of the North line of Fulton Street as platted and dedicated by Christine Clemenson and J.C. Clemenson, her husband, in the City of Newberg, Yamhill County, Oregon, and running thence East 90 feet to a point which marked the beginning point of the tract herein conveyed; thence North to the Southern Pacific Railroad right of way along a line parallel with and 90 feet East of the East line of Center Street; thence in a Northeasterly direction along said right of way to a point in the East line of a tract of land conveyed by John Illig to Emily Binford and Edward M. Binford, by deed dated June 30, 1924, recorded September 27, 1924, in Book 90, Page 625, Deed Records of Yamhill County, Oregon; thence South about 210 feet to the Southeast corner of the latter described tract; thence West 50 feet to the place of beginning.

**Tract B**

Being a part of the Donation Land Claim of Daniel D. Deskins, Claim No. 54, Notification No. 1475 in Section 17, Township 3 South, Range 2 West of the Willamette Meridian in Yamhill County, Oregon, and more particularly described as follows:

Commencing at a point on the East line of North Center Street (formerly East Street) 245 feet North of the North line of Fulton Street as platted and dedicated by Christine Clemenson and J.C. Clemenson, her husband, in the City of Newberg, Yamhill County, Oregon, and running thence East 82 feet to the true place of beginning; thence East 8 feet; thence North parallel with the East line of said North Center Street to the South line of the Southern Pacific Railroad right of way; thence Southwesterly along the South line of said right of way to a point directly North of the true point of beginning; thence South parallel with the East line of said North Center Street to the true place of beginning.

Tax Lot No.: 3217CB-600

PARCEL 3:

Tract A

Being a part of the Donation Land Claim of Daniel D. Deekins, Claim No. 54, Notification No. 1475, in Township 3 South, Range 2 West of the Willamette Meridian, in Yamhill County, Oregon, and more particularly described as follows:

Commencing at a Point on the East line of North Center Street (formerly East Street) 245 feet North of the North line of Fulton Street as platted and dedicated by Christine Clemenson and J.C. Clemenson, her husband, in the City of Newberg, Yamhill County, Oregon; and running thence East 82 feet; thence North parallel with the East line of North Center Street (formerly East Street) to the South line of the Southern Pacific Railroad right of way; thence Southwesterly along the South line of said right of way to the East line of North Center Street (formerly East Street); thence South along the East line of North Center Street (formerly East Street); 120 feet, more or less, to the place of beginning.

Together with that portion of the vacated Center Street inuring thereto by Vacation Ordinance No. 2062 recorded on August 27, 1981 in Film Volume 163, Page 1407, Yamhill County Records.

Tract B

The West 1/2 of that certain vacated street as per Vacation Ordinance No. 2062 dated August 3, 1981, City of Newberg, Yamhill County, Oregon, and as recorded August 27, 1981 in Film Volume 163, Page 1407-1408, Deed Records of Yamhill County, Oregon.

Tax Lot No.: 3217CB-700

PARCEL 4:

Being a part of the Daniel D. Deskins Donation Land Claim and particularly described as follows:

Beginning on the West line of East Street and 100 feet North of the North line of Fulton Street in the City of Newberg, Yamhill County, Oregon; and running thence West 100 feet; thence North to the South line of Southern Pacific Railroad right of way; thence Easterly along said railroad right of way to the West line of said East Street; thence South along the West line of said East Street to the place of beginning.

EXCEPTING THEREFROM the South 103 feet as conveyed to Leander A. Crockett et ux by deed recorded February 24, 1951, in Book 160, Page 678, Deed Records.

Tax Lot No.: 3217CB-800

PARCEL 5:

Being a part of the Daniel D. Deskins Donation Land Claim and more particularly described as follows:

The North 75 feet of the following described tract of land, to wit:

Beginning at a point on the West line of East Street, now North Center Street, and 100 feet North of the North line of Fulton Street, in the City of Newberg, Yamhill County, Oregon; and running thence West

100 feet; thence North 103 feet; thence East 100 feet to the West line of said East Street; thence South along the West line of said East Street to the place of beginning.

Tax Lot No.: 3217CB-900

PARCEL 6:

Beginning at a point on the West line of East Street (now North Center Street) in Section 17, Township 3 South, Range 2 West in the City of Newberg, Yamhill County, Oregon, said point being 128 feet North of the North line of Fulton Street, said point also being the Southeast corner of that certain tract of land conveyed to Ivan L Adams, et ux, by deed recorded July 2, 1976 in Film Volume 113, Page 419, Deed and Mortgage Records; thence West along the South line of said Adams tract 100 feet; thence South 50 feet; thence East 100 feet to the West line of said North Center Street; thence North 50 feet to the place of beginning.

Tax Lot No.: 3217CB-1001

PARCEL 7:

Beginning at a point on the South line of Cherry Street in the City of Newberg, in Yamhill County, Oregon, said point being South 00°34' West 20 feet and North 89°59' East 175 feet from the intersection of the centerlines of Cherry and Center Streets in said City of Newberg; thence South 00°34' West 105 feet; thence South 89°59' West 65 feet; thence North 00°34' East 105 feet; thence North 89°59' East 65 feet to the place of beginning.

Tax Lot No.: 3217CB-1700

PARCEL 8:

Beginning at a point on the South line of Cherry Street in the City of Newberg in Yamhill County, Oregon, said point being South 00°34' West 20 feet and North 89°59' East 175 feet from the intersection of the center line of Cherry and Center Streets in said City of Newberg; thence North 89°59' East along the South line of Cherry Street, 65 feet; thence South 00°34' West 105 feet; thence South 89°59' West 65 feet; thence North 00°34' East 105 feet to the place of beginning.

Tax Lot No.: 3217CB-1800

PARCEL 9:

Beginning at a point on the South line of Cherry Street in the City of Newberg, in Yamhill County, Oregon, said point being South 00°34' West 20 feet and North 89°59' East 240 feet from the intersection of the center lines of Cherry and Center Streets in said City of Newberg; thence South 00°34' West 105 feet; thence North 89°59' East 70 feet; thence North 00°34' East 105 feet; thence South 89°59' West 70 feet to the place of beginning.

EXCEPTING THEREFROM the East 5 feet.

Tax Lot No.: 3217CB-1900

PARCEL 10:

Tract A

Beginning at point 290 feet East of the intersection of the South line of Cherry Street with the East line of East Street (now North Center Street) in the City of Newberg, Yamhill County, Oregon; thence East along the South line of Cherry Street and the same extended a distance of 73 feet, more or less, to the Northeast corner of that certain tract conveyed to Frank L. Hill and Belva E. Hill by deed recorded in Book 143, Page 246, Deed Records; thence South along the East line of the Hill tract, 105 feet to the Southeast corner thereof; thence West 72 feet, more or less, to the Southwest corner of that certain tract conveyed to Frank and Belva E. Hill by deed recorded in Book 108, Page 232, Deed Records; thence North along the West line of the Hill tract, 105 feet to the place of beginning.

Tract B

Beginning at a point on the South line of Cherry Street in the City of Newberg, in Yamhill County, Oregon, said point being South 0°34' West 20 feet and North 89°59' East 310 feet from the intersection of the center lines of Cherry Street and Center Street in said City of Newberg; thence South 00°34' West 105 feet; thence South 89°59' West 5 feet; thence North 00°34' East 105 feet; thence North 89°59' East 5 feet to the place of beginning.

Tax Lot No.: 3217CB-2000

PARCEL 11:

A part of the Daniel D. Deskins Donation Land Claim No. 54 in Township 3 South, Range 2 West of the Willamette Meridian in Yamhill County, Oregon, described as follows:

Beginning at a point on the North line of Fulton Street, 282 feet East of the East line of East Street in Newberg, Yamhill County, Oregon; thence East 66 feet along the North line of Fulton Street; thence North 100 feet; thence West 66 feet; thence South 100 feet to the place of beginning.

Tax Lot No.: 3217CB-2200

PARCEL 12:

Part of the Daniel D. Deskins Donation Land Claim No. 54 in Township 3 South, Range 2 West of the Willamette Meridian in Yamhill County, Oregon, described as follows:

Beginning at a point on the North line of Fulton Street 200 feet East of the East line of East Street in Newberg; thence East 82 feet; thence North 100 feet; thence West 82 feet; thence South 100 feet to the place of beginning.

Tax Lot No.: 3217CB-2300

PARCEL 13:

A tract of land located in Section 17, Township 3 South, Range 2 West of the Willamette Meridian in Yamhill County, Oregon, described as follows:

Beginning at a point on the North line of Fulton Street and 136 feet East of the East line of Center Street; thence North 100 feet; thence East 64 feet; thence South 100 feet; thence West 64 feet to the point of beginning.

Tax Lot No.: 3217CB-2400

**PARCEL 14:**

A tract of land located in Section 17, Township 3 South, Range 2 West of the Willamette Meridian in Yamhill County, Oregon, described as follows:

Beginning at a point on the North line of Fulton Street and 72 feet East of the East line of Center Street; thence North 100 feet; thence East 64 feet; thence South 100 feet; thence West 64 feet to the point of beginning.

Tax Lot No.: 3217CB-2500





**First American**

*First American Title Company of Oregon*  
825 NE Evans Street  
McMinnville, OR 97128  
Phn - (503)376-7363  
Fax - (866)800-7294

Order No.: 1032-2480698  
July 17, 2015

**FOR QUESTIONS REGARDING YOUR CLOSING, PLEASE CONTACT:**

**CAROL BECHTOLD**, Escrow Officer/Closer  
Phone: (503)538-7361 - Fax: (866)800-7290 - Email: cbechtold@firstam.com  
First American Title Company of Oregon  
515 E Hancock, Newberg, OR 97132

**FOR ALL QUESTIONS REGARDING THIS PRELIMINARY REPORT, PLEASE CONTACT:**

**Clayton Carter**, Title Officer  
Phone: (503)376-7363 - Fax: (866)800-7294 - Email: ctcarter@firstam.com

**Preliminary Title Report**

**County Tax Roll Situs Address:** 814 N. Center Street, Newberg, OR 97132

**Proposed Insured Lender:**

2006 ALTA Owners Standard Coverage	Liability \$	430,000.00	Premium \$	1,216.00
2006 ALTA Owners Extended Coverage	Liability \$		Premium \$	
2006 ALTA Lenders Standard Coverage	Liability \$		Premium \$	
2006 ALTA Lenders Extended Coverage	Liability \$		Premium \$	
Endorsement			Premium \$	
Govt Service Charge			Cost \$	20.00
Other			Cost \$	

We are prepared to issue Title Insurance Policy or Policies of First American Title Insurance Company, a Nebraska Corporation in the form and amount shown above, insuring title to the following described land:

The land referred to in this report is described in Exhibit A attached hereto.

and as of June 17, 2015 at 8:00 a.m., title to the fee simple estate is vested in:

Friendsview Manor, an Oregon religious corporation

Subject to the exceptions, exclusions, and stipulations which are ordinarily part of such Policy form and the following:

1. Taxes or assessments which are not shown as existing liens by the records of any taxing authority that levies taxes or assessments on real property or by the public records; proceedings by a public agency which may result in taxes or assessments, or notices of such proceedings, whether or not shown by the records of such agency or by the public records.

This report is for the exclusive use of the parties herein shown and is preliminary to the issuance of a title insurance policy and shall become void unless a policy is issued, and the full premium paid.

2. Facts, rights, interests or claims which are not shown by the public records but which could be ascertained by an inspection of the land or by making inquiry of persons in possession thereof.
3. Easements, or claims of easement, not shown by the public records; reservations or exceptions in patents or in Acts authorizing the issuance thereof; water rights, claims or title to water.
4. Any encroachment (of existing improvements located on the subject land onto adjoining land or of existing improvements located on adjoining land onto the subject land), encumbrance, violation, variation, or adverse circumstance affecting the title that would be disclosed by an accurate and complete land survey of the subject land.
5. Any lien, or right to a lien, for services, labor, material, equipment rental or workers compensation heretofore or hereafter furnished, imposed by law and not shown by the public records.

**The exceptions to coverage 1-5 inclusive as set forth above will remain on any subsequently issued Standard Coverage Title Insurance Policy.**

**In order to remove these exceptions to coverage in the issuance of an Extended Coverage Policy the following items are required to be furnished to the Company; additional exceptions to coverage may be added upon review of such information:**

- A. Survey or alternative acceptable to the company
  - B. Affidavit regarding possession
  - C. Proof that there is no new construction or remodeling of any improvement located on the premises. In the event of new construction or remodeling the following is required:
    - i. Satisfactory evidence that no construction liens will be filed; or
    - ii. Adequate security to protect against actual or potential construction liens;
    - iii. Payment of additional premiums as required by the Industry Rate Filing approved by the Insurance Division of the State of Oregon
6. Water rights, claims to water or title to water, whether or not such rights are a matter of public record.
  7. Taxes for the fiscal year 2015-2016 a lien due, but not yet payable.
  8. The rights of the public in and to that portion of the premises herein described lying within the limits of streets, roads and highways.
  9. Deed of Trust and the terms and conditions thereof.

Grantor/Trustor:	Jeffrey Lee Northcutt and Joann Northcutt, as tenants by entirety
Grantee/Beneficiary:	Rivermark Community Credit Union
Trustee:	Ticor Title Company
Amount:	\$147,200.00
Recorded:	December 22, 2010
Recording Information:	Instrument No. 201017831, Deed and Mortgage Records

10. Deed of Trust and the terms and conditions thereof.

Grantor/Trustor: Joann Northcutt, as to an undivided one-half interest and Jeffrey Lee Northcutt, as to an undivided one-half interest , wife and husband

Grantee/Beneficiary: Discover Bank

Trustee: David A. Kubat, BAR# OSBA84265

Amount: \$20,000.00

Recorded: February 4, 2015

Recording Information: Instrument No. 201501444, Deed and Mortgage Records

- END OF EXCEPTIONS -

NOTE: According to the public record, the following deed(s) affecting the property herein described have been recorded within 24 months of the effective date of this report: Quit Claim Deed recorded February 4, 2015 as Instrument No. 201501443, Deed and Mortgage Records, Jeffrey Lee Northcutt and Joann Northcutt, also known of record as Jo Ann Northcutt to Jeffrey Lee Northcutt and Joann Northcutt.

NOTE: We find no matters of public record against Friendsview Manor that will take priority over any trust deed, mortgage or other security instrument given to purchase the subject real property as established by ORS 18.165.

NOTE: Taxes for the year 2014-2015 PAID IN FULL

Tax Amount: \$2,118.83

Map No.: R3217CB-01500

Property ID: 35394

Tax Code No.: 29.0

Situs Address as disclosed on Yamhill County Tax Roll:

814 N. Center Street, Newberg, OR 97132

**THANK YOU FOR CHOOSING FIRST AMERICAN TITLE!  
WE KNOW YOU HAVE A CHOICE!**

**RECORDING INFORMATION**

Filing Address: **Yamhill County**  
535 NE Fifth Street  
McMinnville, OR 97128

Recording Fees: \$ **41.00** for the first page  
\$ **5.00** for each additional page

cc: Friendsview Manor, an Oregon religious corporation  
cc: Jeffrey L. Northcutt and Joann Northcutt  
cc: Rick Talbott, More Realty, Inc.  
14945 SW Sequoia Parkway, Suite 150, Portland, OR 97224



## First American Title Insurance Company

### SCHEDULE OF EXCLUSIONS FROM COVERAGE

#### ALTA LOAN POLICY (06/17/06)

The following matters are expressly excluded from the coverage of this policy, and the Company will not pay loss or damage, costs, attorneys' fees, or expenses that arise by reason of:

1. (a) Any law, ordinance, permit, or governmental regulation (including those relating to building and zoning) restricting, regulating, prohibiting, or relating to
  - (i) the occupancy, use, or enjoyment of the Land;
  - (ii) the character, dimensions, or location of any improvement erected on the Land;
  - (iii) the subdivision of land; or
  - (iv) environmental protection;
 or the effect of any violation of these laws, ordinances, or governmental regulations. This Exclusion 1(a) does not modify or limit the coverage provided under Covered Risk 5.
- (b) Any governmental police power. This Exclusion 1(b) does not modify or limit the coverage provided under Covered Risk 6.
2. Rights of eminent domain. This Exclusion does not modify or limit the coverage provided under Covered Risk 7 or 8.
3. Defects, liens, encumbrances, adverse claims, or other matters
  - (a) created, suffered, assumed, or agreed to by the Insured Claimant;
  - (b) not Known to the Company, not recorded in the Public Records at Date of Policy, but Known to the Insured Claimant and not disclosed in writing to the Company by the Insured Claimant prior to the date the Insured Claimant became an Insured under this policy;
  - (c) resulting in no loss or damage to the Insured Claimant;
  - (d) attaching or created subsequent to Date of Policy (however, this does not modify or limit the coverage provided under Covered Risk 11, 13, or 14); or
  - (e) resulting in loss or damage that would not have been sustained if the Insured Claimant had paid value for the Insured Mortgage.
4. Unenforceability of the lien of the Insured Mortgage because of the inability or failure of an Insured to comply with applicable doing-business laws of the state where the Land is situated.
5. Invalidity or unenforceability in whole or in part of the lien of the Insured Mortgage that arises out of the transaction evidenced by the Insured Mortgage and is based upon usury or any consumer credit protection or truth-in-lending law.
6. Any claim, by reason of the operation of federal bankruptcy, state insolvency, or similar creditors' rights laws, that the transaction creating the lien of the Insured Mortgage, is
  - (a) a fraudulent conveyance or fraudulent transfer, or
  - (b) a preferential transfer for any reason not stated in Covered Risk 13(b) of this policy.
7. Any lien on the Title for real estate taxes or assessments imposed by governmental authority and created or attaching between Date of Policy and the date of recording of the Insured Mortgage in the Public Records. This Exclusion does not modify or limit the coverage provided under Covered Risk 11(b).

#### ALTA OWNER'S POLICY (06/17/06)

The following matters are expressly excluded from the coverage of this policy, and the Company will not pay loss or damage, costs, attorneys' fees, or expenses that arise by reason of:

1. (a) Any law, ordinance, permit, or governmental regulation (including those relating to building and zoning) restricting, regulating, prohibiting, or relating to
  - (i) the occupancy, use, or enjoyment of the Land;
  - (ii) the character, dimensions, or location of any improvement erected on the Land;
  - (iii) the subdivision of land; or
  - (iv) environmental protection;
 or the effect of any violation of these laws, ordinances, or governmental regulations. This Exclusion 1(a) does not modify or limit the coverage provided under Covered Risk 5.
- (b) Any governmental police power. This Exclusion 1(b) does not modify or limit the coverage provided under Covered Risk 6.
2. Rights of eminent domain. This Exclusion does not modify or limit the coverage provided under Covered Risk 7 or 8.
3. Defects, liens, encumbrances, adverse claims, or other matters
  - (a) created, suffered, assumed, or agreed to by the Insured Claimant;
  - (b) not Known to the Company, not recorded in the Public Records at Date of Policy, but Known to the Insured Claimant and not disclosed in writing to the Company by the Insured Claimant prior to the date the Insured Claimant became an Insured under this policy;
  - (c) resulting in no loss or damage to the Insured Claimant;
  - (d) attaching or created subsequent to Date of Policy (however, this does not modify or limit the coverage provided under Covered Risks 9 and 10); or
  - (e) resulting in loss or damage that would not have been sustained if the Insured Claimant had paid value for the Title.
4. Any claim, by reason of the operation of federal bankruptcy, state insolvency, or similar creditors' rights laws, that the transaction vesting the Title as shown in Schedule A, is
  - (a) a fraudulent conveyance or fraudulent transfer; or
  - (b) a preferential transfer for any reason not stated in Covered Risk 9 of this policy.
5. Any lien on the Title for real estate taxes or assessments imposed by governmental authority and created or attaching between Date of Policy and the date of recording of the deed or other instrument of transfer in the Public Records that vests Title as shown in Schedule A.

#### SCHEDULE OF STANDARD EXCEPTIONS

1. Taxes or assessments which are not shown as existing liens by the records of any taxing authority that levies taxes or assessments on real property or by the public records; proceedings by a public agency which may result in taxes or assessments, or notices of such proceedings, whether or not shown by the records of such agency or by the public records.
2. Facts, rights, interests or claims which are not shown by the public records but which could be ascertained by an inspection of the land or by making inquiry of persons in possession thereof.
3. Easements, or claims of easement, not shown by the public records; reservations or exceptions in patents or in Acts authorizing the issuance thereof; water rights, claims or title to water.
4. Any encroachment (of existing improvements located on the subject land onto adjoining land or of existing improvements located on adjoining land onto the subject land), encumbrance, violation, variation, or adverse circumstance affecting the title that would be disclosed by an accurate and complete land survey of the subject land.
5. Any lien or right to a lien, for services, labor, material, equipment rental or workers compensation heretofore or hereafter furnished, imposed by law and not shown by the public records.

NOTE: A SPECIMEN COPY OF THE POLICY FORM (OR FORMS) WILL BE FURNISHED UPON REQUEST

TI 149 Rev. 7-22-08



## First American Title

### Privacy Information

#### We Are Committed to Safeguarding Customer Information

In order to better serve your needs now and in the future, we may ask you to provide us with certain information. We understand that you may be concerned about what we will do with such information - particularly any personal or financial information. We agree that you have a right to know how we will utilize the personal information you provide to us. Therefore, together with our subsidiaries we have adopted this Privacy Policy to govern the use and handling of your personal information.

#### Applicability

This Privacy Policy governs our use of the information that you provide to us. It does not govern the manner in which we may use information we have obtained from any other source, such as information obtained from a public record or from another person or entity. First American has also adopted broader guidelines that govern our use of personal information regardless of its source. First American calls these guidelines its Fair Information Values.

#### Types of Information

Depending upon which of our services you are utilizing, the types of nonpublic personal information that we may collect include:

- Information we receive from you on applications, forms and in other communications to us, whether in writing, in person, by telephone or any other means;
- Information about your transactions with us, our affiliated companies, or others; and
- Information we receive from a consumer reporting agency.

#### Use of Information

We request information from you for our own legitimate business purposes and not for the benefit of any nonaffiliated party. Therefore, we will not release your information to nonaffiliated parties except: (1) as necessary for us to provide the product or service you have requested of us; or (2) as permitted by law. We may, however, store such information indefinitely, including the period after which any customer relationship has ceased. Such information may be used for any internal purpose, such as quality control efforts or customer analysis. We may also provide all of the types of nonpublic personal information listed above to one or more of our affiliated companies. Such affiliated companies include financial service providers, such as title insurers, property and casualty insurers, and trust and investment advisory companies, or companies involved in real estate services, such as appraisal companies, home warranty companies and escrow companies. Furthermore, we may also provide all the information we collect, as described above, to companies that perform marketing services on our behalf, on behalf of our affiliated companies or to other financial institutions with whom we or our affiliated companies have joint marketing agreements.

#### Former Customers

Even if you are no longer our customer, our Privacy Policy will continue to apply to you.

#### Confidentiality and Security

We will use our best efforts to ensure that no unauthorized parties have access to any of your information. We restrict access to nonpublic personal information about you to those individuals and entities who need to know that information to provide products or services to you. We will use our best efforts to train and oversee our employees and agents to ensure that your information will be handled responsibly and in accordance with this Privacy Policy and First American's Fair Information Values. We currently maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your nonpublic personal information.

#### Information Obtained Through Our Web Site

First American Financial Corporation is sensitive to privacy issues on the Internet. We believe it is important you know how we treat the information about you we receive on the Internet.

In general, you can visit First American or its affiliates' Web sites on the World Wide Web without telling us who you are or revealing any information about yourself. Our Web servers collect the domain names, not the e-mail addresses, of visitors. This information is aggregated to measure the number of visits, average time spent on the site, pages viewed and similar information. First American uses this information to measure the use of our site and to develop ideas to improve the content of our site.

There are times, however, when we may need information from you, such as your name and email address. When information is needed, we will use our best efforts to let you know at the time of collection how we will use the personal information. Usually, the personal information we collect is used only by us to respond to your inquiry, process an order or allow you to access specific account/profile information. If you choose to share any personal information with us, we will only use it in accordance with the policies outlined above.

#### Business Relationships

First American Financial Corporation's site and its affiliates' sites may contain links to other Web sites. While we try to link only to sites that share our high standards and respect for privacy, we are not responsible for the content or the privacy practices employed by other sites.

#### Cookies

Some of First American's Web sites may make use of "cookie" technology to measure site activity and to customize information to your personal tastes. A cookie is an element of data that a Web site can send to your browser, which may then store the cookie on your hard drive.

FirstAm.com uses stored cookies. The goal of this technology is to better serve you when visiting our site, save you time when you are here and to provide you with a more meaningful and productive Web site experience.

#### Fair Information Values

**Fairness** We consider consumer expectations about their privacy in all our businesses. We only offer products and services that assure a favorable balance between consumer benefits and consumer privacy.

**Public Record** We believe that an open public record creates significant value for society, enhances consumer choice and creates consumer opportunity. We actively support an open public record and emphasize its importance and contribution to our economy.

**Use** We believe we should behave responsibly when we use information about a consumer in our business. We will obey the laws governing the collection, use and dissemination of data.

**Accuracy** We will take reasonable steps to help assure the accuracy of the data we collect, use and disseminate. Where possible, we will take reasonable steps to correct inaccurate information. When, as with the public record, we cannot correct inaccurate information, we will take all reasonable steps to assist consumers in identifying the source of the erroneous data so that the consumer can secure the required corrections.

**Education** We endeavor to educate the users of our products and services, our employees and others in our industry about the importance of consumer privacy. We will instruct our employees on our fair information values and on the responsible collection and use of data. We will encourage others in our industry to collect and use information in a responsible manner.

**Security** We will maintain appropriate facilities and systems to protect against unauthorized access to and corruption of the data we maintain.

**Exhibit "A"**

Real property in the County of Yamhill, State of Oregon, described as follows:

Beginning at a point 1069.45 feet South and 1769.57 feet West from the Northeast corner of the Daniel D. Deskens Donation Land Claim No. 54 in Township 3 South, Range 2 West of the Willamette Meridian in Yamhill County, Oregon, said beginning point also being North 00°34' East 181.0 feet from the center of Fulton Street in the City of Newberg; thence North 00°34' East 49.0 feet to an iron pipe; thence North 89°59' East 90 feet to an iron pipe; thence South 00°34' West 49.0 feet to an iron pipe; thence South 89°59' West 90.0 feet to an iron pipe at the point of beginning.



MAILING NOTICE LIST FOR PROPERTIES WITHIN 500'  
 OF

**ATTACHMENT 2**

500' Radius-Cherry St. Vacation

Owner/Addr	Owner/City/Zip	Owner/Nm/First	Owner/Nm/Last	Owner/State	Owner/Zip	Site/Addr	Site/City	Site/State	Site/Zip
PO Box 308	Newberg	Rebecca	Bertagna	OR	97132	1206 S Pennington Dr	Newberg	OR	97132
133520 NE Hyland Dr	Newberg	Bret & Serena	Martin	OR	97132	1202 S Pennington Dr	Newberg	OR	97132
PO Box 340	St Paul	Christopher	Niehus	OR	97137	1118 S Pennington Dr	Newberg	OR	97132
1509 Springbrook Way	Newberg	Beverly K For & Beverly	Payton	OR	97132	1114 S Pennington Dr	Newberg	OR	97132
PO Box 10	Amity	Richard	Hayes	OR	97101	1110 S Pennington Dr	Newberg	OR	97132
PO Box 3066	Newberg	Darrell & Rae	Jones	OR	97132	1106 S Pennington Dr	Newberg	OR	97132
1103 S Pennington Dr	Newberg	Gary	Smith	OR	97132	1103 S Pennington Dr	Newberg	OR	97132
16705 NE Chehalam Dr	Newberg	Ralph & Norma J For	Johnson	OR	97132	1111 S Pennington Dr	Newberg	OR	97132
1115 S Pennington Dr	Newberg	Richard & Sheryl	Greiner	OR	97132	1115 S Pennington Dr	Newberg	OR	97132
1119 S Pennington Dr	Newberg	Donald	Bjurstrom	OR	97132	1119 S Pennington Dr	Newberg	OR	97132
1203 S Pennington Dr	Newberg	Robert & Donna	Young	OR	97132	1203 S Pennington Dr	Newberg	OR	97132
PO Box 655	Newberg	Tom	Shuler	OR	97132	1108 Sierra Vista Dr	Newberg	OR	97132
1104 Sierra Vista Dr	Newberg	Jay & Sherry	Johnson	OR	97132	1104 Sierra Vista Dr	Newberg	OR	97132
1208 Hoskins St	Newberg	Juana Pina	Vega	OR	97132	1208 Hoskins St	Newberg	OR	97132
1204 Hoskins St	Newberg	Richard & Jo Anne	Kramer	OR	97132	1204 Hoskins St	Newberg	OR	97132
1104 S Pennington Dr	Newberg	Randall	Thieme	OR	97132	1104 S Pennington Dr	Newberg	OR	97132
1102 S Pennington Dr	Newberg	Homero & Alejandro	Chavez	OR	97132	1102 S Pennington Dr	Newberg	OR	97132
3830 NE Wistaria	Portland	Margaret For & Margaret	Bollinger	OR	97212	1094 S Pennington Dr	Newberg	OR	97132
1301 Fulton St	Newberg		Friendsview Manor	OR	97132	1301 Fulton St	Newberg	OR	97132
1301 Fulton St	Newberg		Friendsview Manor	OR	97132	1013 Cherry St	Newberg	OR	97132
1301 Fulton St	Newberg		Friendsview Manor	OR	97132	1007 Cherry St	Newberg	OR	97132
1301 E Fulton	Newberg		Friendsview Manor Inc Dba	OR	97132	1003 Cherry St	Newberg	OR	97132
1301 Fulton St	Newberg		Friendsview Manor Inc Dba	OR	97132	815 N Center St	Newberg	OR	97132
1301 Fulton St	Newberg		Friendsview Manor	OR	97132	805 N Center St	Newberg	OR	97132
909 E Fulton St	Newberg	Helen	Cadd	OR	97132	909 Fulton St	Newberg	OR	97132
1301 Fulton St	Newberg		Friendsview Manor Dba	OR	97132	803 N Center St	Newberg	OR	97132
1301 Fulton St	Newberg	Andy & Cara	Copeland	OR	97132	812 N Meridian St	Newberg	OR	97132
812 N Meridian St	Newberg	Thomas & Jo Ann	Davis	OR	97132	808 N Meridian St	Newberg	OR	97132
808 N Meridian St	Newberg	David & Martha	Park	OR	97132	804 N Meridian St Unit 2	Newberg	OR	97132
804 N Meridian St No 2	Newberg		Friendsview Manor Dba	OR	97132	901 Fulton St	Newberg	OR	97132
1301 Fulton St	Newberg		Northcutt	OR	97132	814 N Center St	Newberg	OR	97132
814 N Center St	Newberg	Jeffrey & Jo Ann	Mickelson	OR	97132	810 N Center St	Newberg	OR	97132
32520 NE Corral Creek Rd	Newberg	H Fred & D Joan For	Friendsview Manor	OR	97132	1006 Cherry St	Newberg	OR	97132
1301 Fulton St	Newberg		Friendsview Manor	OR	97132	1012 Cherry St	Newberg	OR	97132
1301 Fulton St	Newberg		Friendsview Manor	OR	97132	1014 Cherry St	Newberg	OR	97132
1301 Fulton St	Newberg		Friendsview Manor	OR	97132	1100 Cherry St	Newberg	OR	97132
1301 Fulton St	Newberg		Friendsview Manor	OR	97132	1105 Fulton St	Newberg	OR	97132
1301 Fulton St	Newberg		Friendsview Manor	OR	97132	1101 Fulton St	Newberg	OR	97132
1301 Fulton St	Newberg		Friendsview Manor Dba	OR	97132	1011 Fulton St	Newberg	OR	97132
1301 Fulton St	Newberg		Friendsview Manor	OR	97132	1007 Fulton St	Newberg	OR	97132
1301 Fulton St No 112	Newberg	Ronald Sr & Divonna	Creeelius	OR	97132	800 N Center St	Newberg	OR	97132
1301 Fulton St	Newberg		Friendsview Manor	OR	97132	1015 Cherry St Unit 1	Newberg	OR	97132
1301 Fulton St	Newberg		Friendsview Manor Inc	OR	97132	1015 Cherry St Unit 1	Newberg	OR	97132
1301 Fulton St	Newberg		Friendsview Manor Inc	OR	97132	1015 Cherry St Unit 1	Newberg	OR	97132

FRIENDSVIEW UNIVERSITY VILLAGE  
 PROJ: 215047

500' Radius-Cherry St. Vacation

OwnerAddr	OwnerCityNm	OwnerNmFirst	OwnerNmLast	OwnerState	OwnerZIP	SiteAddr	SiteCity	SiteState	SiteZIP
15301 Fulton St	Newberg		Friendsview Manor	OR	97132	1015 Cherry St Unit 3	Newberg	OR	97132
13301 Fulton St	Newberg		Friendsview Manor	OR	97132	1015 Cherry St Unit 5	Newberg	OR	97132
11301 Fulton St	Newberg		Friendsview Manor Inc	OR	97132	1015 Cherry St	Newberg	OR	97132
11301 Fulton St	Newberg		Friendsview Manor Inc	OR	97132	1015 Cherry St	Newberg	OR	97132
422 N Meridian St	Newberg	Betty	George Fox University	OR	97132	414 N Meridian St	Newberg	OR	97132
1008 Fulton St	Newberg	John	Henselman	OR	97132	1008 Fulton St	Newberg	OR	97132
706 N Center St	Newberg	John	Kalenda	OR	97132	706 N Center St	Newberg	OR	97132
PO Box 1440	Lake Oswego	Thomas & Lori	Avgerakis	OR	97035	616 N Center St	Newberg	OR	97132
612 N Center St	Newberg	Tim	McGanty	OR	97132	612 N Center St	Newberg	OR	97132
414 N Meridian St	Newberg		George Fox University	OR	97132	610 N Center St	Newberg	OR	97132
414 N Meridian St	Newberg		George Fox University	OR	97132	1003 E North St	Newberg	OR	97132
414 N Meridian St	Newberg		George Fox University	OR	97132	1007 E North St	Newberg	OR	97132
914 Fulton St	Newberg	Rollin & Nancy	Robertson	OR	97132	914 Fulton St	Newberg	OR	97132
912 Fulton St	Newberg	Michael & Karen	Riggan	OR	97132	912 Fulton St	Newberg	OR	97132
714 N Meridian St	Newberg	M Scott & Janet	Hamilton	OR	97132	714 N Meridian St	Newberg	OR	97132
704 N Meridian St	Newberg	Christian	Petersen	OR	97132	704 N Meridian St	Newberg	OR	97132
4430 Rose Valley Rd	Kelso	Leslie	Orr	WA	98626	700 N Meridian St	Newberg	OR	97132
915 Vermillion St	Newberg	Carleton & Connie	Lloyd	OR	97132	915 Vermillion St	Newberg	OR	97132
414 N Meridian St	Newberg		George Fox University	OR	97132	914 Vermillion St	Newberg	OR	97132
912 Vermillion St	Newberg	Von	Stevens	OR	97132	912 Vermillion St	Newberg	OR	97132
414 N Meridian St	Newberg		George Fox University	OR	97132	612 N Meridian St	Newberg	OR	97132
414 N Meridian St	Newberg		George Fox University	OR	97132	608 N Meridian St	Newberg	OR	97132
901 N Brutscher St No D355	Newberg	Judith	George Fox University	OR	97132	605 N Center St	Newberg	OR	97132
10275 SW Hazelbrook	Tualatin	Melody	North Meridian LLC	OR	97132	1200 N Meridian St	Newberg	OR	97132
18445 NE Rainbow Ln	Newberg	Janice	Martin	OR	97062	1021 Pennington Ct	Newberg	OR	97132
1011 Pennington Ct No A	Newberg		McMaster	OR	97132	1221 Hoskins St	Newberg	OR	97132
901 N Brutscher St No D355	Newberg		Cammack	OR	97132	1011 Pennington Ct	Newberg	OR	97132
1649 Stanford Dr	Anchorage		North Meridian LLC	OR	97132		Newberg	OR	97132
25106 SW 65th Ave	Tualatin		Church Robert H & Darleen S Trustees For	AK	99508	1005 Pennington Ct	Newberg	OR	97132
10275 SW Hazelbrook St	Tualatin	Judith	Sandvig Properties LLC	OR	97062	1000 Pennington Ct	Newberg	OR	97132
901 N Brutscher St No 201	Newberg	Curtis	Martin	OR	97062	1016 Pennington Ct	Newberg	OR	97132
1649 Stanford Dr	Anchorage		Walker	OR	97132	1130 N Meridian St	Newberg	OR	97132
135 NE Dunn Pl	McVinnville		Church Robert H & Darleen S Trustees For	AK	99508	1003 Pennington Ct	Newberg	OR	97132
1018 N College St	Newberg	Kurt & Cynthia	Deskins Commons Housing LLC	OR	97128	1103 N Meridian St	Newberg	OR	97132
23225 NE Dillon Rd	Newberg	James	Ziegenbein	OR	97132		Newberg	OR	97132
1100 W Sheridan St	Newberg	James	Fisher Jr	OR	97132	725 Ella Ct	Newberg	OR	97132
726 Ella Ct	Newberg	Brian	Fisher Jr	OR	97132	726 Ella Ct	Newberg	OR	97132
Attn: Highway Commission	Salem		Smith	OR	97132		Newberg	OR	97132
23225 NE Dillon Rd	Newberg	James	Oregon State Of	OR	97310	730 N College St	Newberg	OR	97132
23225 NE Dillon Rd	Newberg	James	Fisher Jr	OR	97132	1017 N Meridian St	Newberg	OR	97132
23225 NE Dillon Rd	Newberg	James L Jr & Jacqui	Fisher Jr	OR	97132	825 Jacqui Ct	Newberg	OR	97132
	Newberg		Fisher	OR	97132	815 Jacqui Ct	Newberg	OR	97132

500' Radius-Cherry St. Vacation

Owner/Addr	Owner/City/Zip	Owner/Name/First	Owner/Name/Last	Owner/State	Owner/Zip	Site/Addr	Site/City	Site/State	Site/Zip
PO Box 328	Newberg	Susan	Baird	OR	97132	810 Jacqui Ct	Newberg	OR	97132
2225 NE Dillon Rd	Newberg	James	Fisher Jr	OR	97132	820 Jacqui Ct	Newberg	OR	97132
2225 NE Dillon Rd	Newberg	James	Fisher Jr	OR	97132	830 Jacqui Ct	Newberg	OR	97132
55 N Meridian St	Newberg	Justino	Rizo	OR	97132	925 N Meridian St	Newberg	OR	97132
22070 NE Sunnycrest Rd	Newberg	Michael & Barbara	Doran	OR	97132	901 N Meridian St	Newberg	OR	97132
PO Box 118	Newberg	Jorge	Newberg Area Habitat For Humanity	OR	97132	927 N Meridian St	Newberg	OR	97132
923 N Meridian	Newberg	Dennis	Vega	OR	97132	923 N Meridian St	Newberg	OR	97132
1100 N Meridian St	Newberg	Dennis	Stalhecker Jr	OR	97132	921 N Meridian St	Newberg	OR	97132
1301 Fulton St	Newberg		Spaulding Oaks Homeowners Association	OR	97132	1100 N Meridian St	Newberg	OR	97132
1301 Fulton St	Newberg		Friendsview Manor	OR	97132	1100 N Meridian St Unit 1	Newberg	OR	97132
1301 Fulton St	Newberg		Friendsview Manor	OR	97132	1100 N Meridian St Unit 2	Newberg	OR	97132
1301 Fulton St	Newberg		Friendsview Manor	OR	97132	1100 N Meridian St Unit 3	Newberg	OR	97132
1301 Fulton St	Newberg		Friendsview Manor	OR	97132	1100 N Meridian St Unit 4	Newberg	OR	97132
1100 N Meridian St No 6	Newberg	Claude & Yvette For	Friendsview Manor	OR	97132	1100 N Meridian St Unit 5	Newberg	OR	97132
1100 N Meridian St No 11	Newberg	Norman	Arrington	OR	97132	1100 N Meridian St Unit 6	Newberg	OR	97132
PO Box 285	Newberg		Kindel	OR	97132	1100 N Meridian St Unit 11	Newberg	OR	97132
1100 N Meridian St No 4	Newberg	Marilyn	Penasco Trust Company Fbo	OR	97132	1100 N Meridian St Unit 16	Newberg	OR	97132
1100 N Meridian St No 18	Newberg	Sandra	Harmon	OR	97132	1100 N Meridian St Unit 17	Newberg	OR	97132
1100 N Meridian St Unit 19	Newberg	Charles & Karen	Waide	OR	97132	1100 N Meridian St Unit 18	Newberg	OR	97132
1100 N Meridian St Unit 20	Newberg	Martha	Scott	OR	97132	1100 N Meridian St Unit 19	Newberg	OR	97132
1100 N Meridian St No 21	Newberg	Stephen & Phyllis	Iancu	OR	97132	1100 N Meridian St Unit 20	Newberg	OR	97132
1100 N Meridian St No 22	Newberg	Carol	Mckinney	OR	97132	1100 N Meridian St Unit 21	Newberg	OR	97132
1301 E Fulton St	Newberg		Suarez	OR	97132	1100 N Meridian St Unit 22	Newberg	OR	97132
1100 N Meridian St Unit 36	Newberg	May O For & May	Friendsview Manor Inc	OR	97132	1100 N Meridian St Unit 23	Newberg	OR	97132
1100 N Meridian St #25	Newberg		Wallace	OR	97132	1100 N Meridian St Unit 24	Newberg	OR	97132
1301 Fulton St	Newberg		Fieldhouse R Ronald	OR	97132	1100 N Meridian St Unit 25	Newberg	OR	97132
1301 Fulton St	Newberg		Friendsview Manor	OR	97132	1100 N Meridian St Unit 25	Newberg	OR	97132
1100 N Meridian St No 28	Newberg	Gordon & Katherine	Friendsview Manor	OR	97132	1100 N Meridian St Unit 26	Newberg	OR	97132
1301 Fulton St	Newberg		Baugh	OR	97132	1100 N Meridian St Unit 27	Newberg	OR	97132
1100 N Meridian St No 30	Newberg		Friendsview Manor	OR	97132	1100 N Meridian St Unit 28	Newberg	OR	97132
7785 SW Fairway Dr	Wilsonville	Bonnie D For & Bonnie	Cox	OR	97132	1100 N Meridian St Unit 29	Newberg	OR	97132
1100 N Meridian St Unit #32	Newberg	Luka	Steinborn	OR	97132	1100 N Meridian St Unit 30	Newberg	OR	97132
509 Holveck Ct	Newberg	Joshua & Cassie	Staerk	OR	97070	1100 N Meridian St Unit 31	Newberg	OR	97132
1301 Fulton St	Newberg		Montoya	OR	97132	1100 N Meridian St Unit 32	Newberg	OR	97132
1100 N Meridian St No 35	Newberg	Barbara	Friendsview Manor	OR	97132	1100 N Meridian St Unit 33	Newberg	OR	97132
1100 N Meridian St No 36	Newberg	May O For & May	Davis	OR	97132	1100 N Meridian St Unit 34	Newberg	OR	97132
PO Box 223	Fort Dick	Gregory	Wallace	OR	97132	1100 N Meridian St Unit 35	Newberg	OR	97132
PO Box 1373	Depoe Bay		Farrow	CA	95538-0223	1100 N Meridian St Unit 37	Newberg	OR	97132
2038 Crestline St	Woodburn	Sue & Lynn	Simpson	OR	97341	1100 N Meridian St Unit 38	Newberg	OR	97132
1100 N Meridian St No 40	Newberg	Philip & Nancy	Eyerly	OR	97071	1100 N Meridian St Unit 39	Newberg	OR	97132
4501 W Powell Blvd No 111	Gresham	Martha A For	Phillips	OR	97132	1100 N Meridian St Unit 40	Newberg	OR	97132
1100 N Meridian St No 42	Newberg	Nancy	Helbling	OR	97030	1100 N Meridian St Unit 41	Newberg	OR	97132
			Webb	OR	97132	1100 N Meridian St Unit 42	Newberg	OR	97132

500' Radius-Cherry St. Vacation

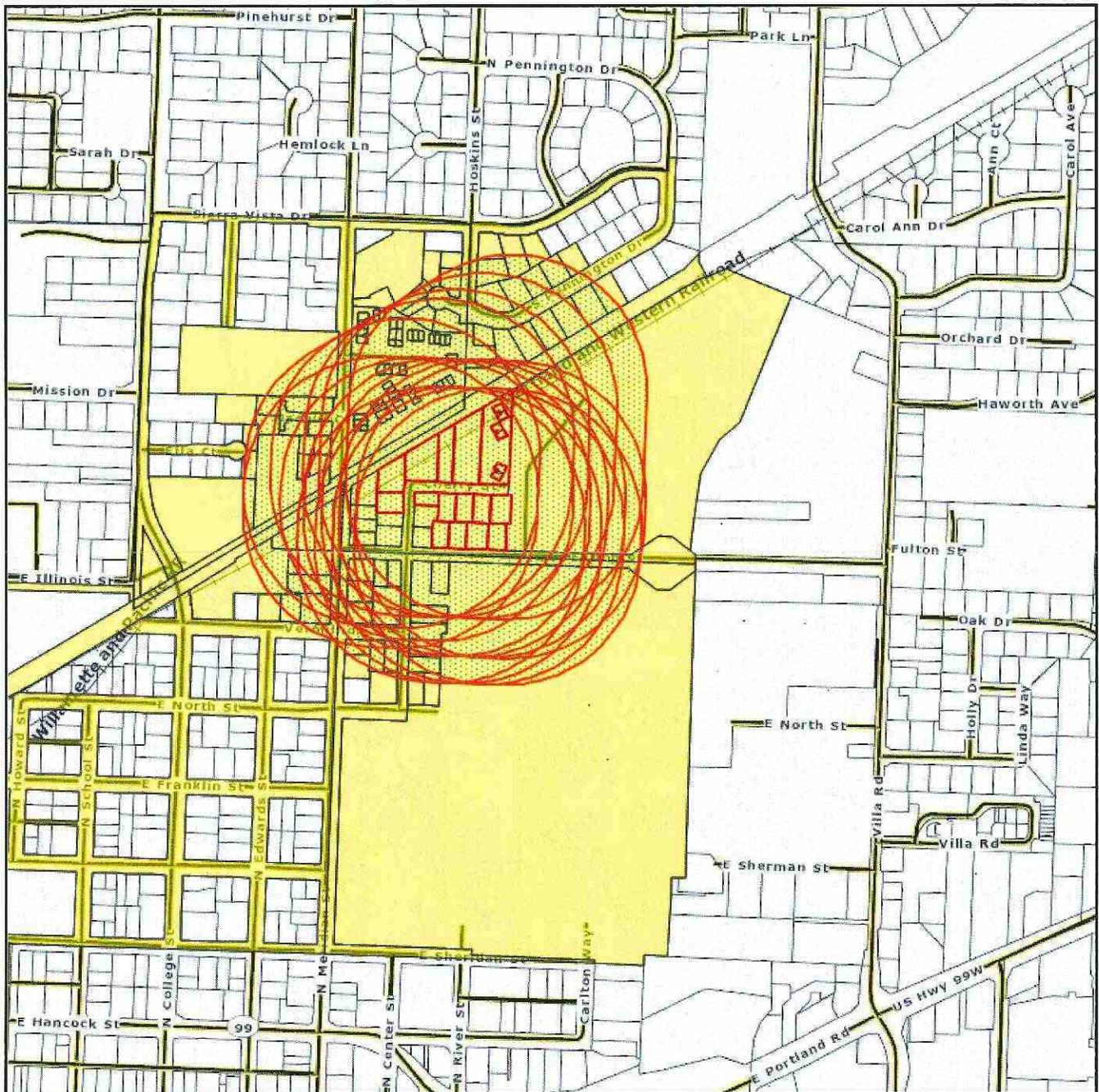
OwnerAddr	OwnerCityNm	OwnerNmFirst	OwnerNmLast	OwnerState	OwnerZIP	SiteAddr	SiteCity	SiteState	SiteZIP
1100 N Meridian St No 43	Newberg	Malcolm	Magee	OR	97132	1100 N Meridian St Unit 43	Newberg	OR	97132
PO Box 173859	Denver	Robert	Holveck	CO	80217-3859	1100 N Meridian St Unit 46	Newberg	OR	97132
1100 N Meridian St No 47	Newberg	Harvey & Barbara	Becroft	OR	97132	1100 N Meridian St Unit 47	Newberg	OR	97132
1100 N Meridian St Apt 50	Newberg	Donna	Coleman	OR	97132-1189	1100 N Meridian St Unit 50	Newberg	OR	97132
1100 N Meridian St No 33	Newberg	Lenora	Franey	OR	97132	1100 N Meridian St Unit 53	Newberg	OR	97132
1100 N Meridian St Unit 54	Newberg	Carol	Ferring	OR	97132	1100 N Meridian St Unit 54	Newberg	OR	97132
1301 Fulton St	Newberg		Friendsview Manor	OR	97132	1100 N Meridian St Unit 7	Newberg	OR	97132
1100 N Meridian St No 9	Newberg	Craig & Susan	Leavitt	OR	97132	1100 N Meridian St Unit 9	Newberg	OR	97132
1100 N Meridian No 13	Newberg	Randy	Helgeson	OR	97132	1100 N Meridian St Unit 13	Newberg	OR	97132
1100 N Meridian St No 15	Newberg	Kay	Wiser	OR	97132	1100 N Meridian St Unit 15	Newberg	OR	97132
1100 N Meridian St No 45	Newberg	John & Marlene	Dallof	OR	97132	1100 N Meridian St Unit 45	Newberg	OR	97132
1301 Fulton St	Newberg		Friendsview Manor Db	OR	97132	1100 N Meridian St Unit 49	Newberg	OR	97132
1855 N College St	Newberg	Barbara	Baker	OR	97132	1100 N Meridian St Unit 51	Newberg	OR	97132
PO Box 173859	Denver		Pensco Trust Company Custodian Fbo	CO	80217	1100 N Meridian St Unit 55	Newberg	OR	97132
PO Box 118	Newberg		Newberg Area Habitat For Humanity	OR	97132-0118	801 N Meridian St	Newberg	OR	97132
PO Box 248	Newberg	Jason	Dale	OR	97132	715 N Meridian St	Newberg	OR	97132
11980 NE Worden Hill Rd	Newberg	Nabor & Maria	Pereda	OR	97132	701 N Meridian St	Newberg	OR	97132
701 N Meridian St	Newberg	Dennis & Aileen	Manning	OR	97132	701 N Meridian St	Newberg	OR	97132
PO Box 907	Newberg	Micah	Olson	OR	97132-0907	700 N College St	Newberg	OR	97132
801 Vermillion St	Newberg	Robert	Dexter Jr	OR	97132	801 Vermillion St	Newberg	OR	97132
803 Vermillion St	Newberg	Peter	Sully	OR	97132	803 Vermillion St	Newberg	OR	97132



*First American Title*

Sentry Dynamics, Inc. and its customers make no representations, warranties or conditions, express or implied, as to the accuracy or completeness of information contained in this report.

**geoAdvantage**  
[www.sentrydynamics.net](http://www.sentrydynamics.net)

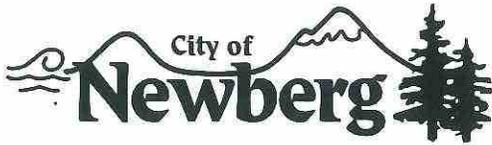


**First American Title**

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**geoAdvantage**

[www.sentrydynamics.net](http://www.sentrydynamics.net)



08/04/2015 11:11:52 AM

**NOTICE OF CITY COUNCIL HEARING  
ON A VACATION**

A property owner in your neighborhood submitted an application to the City of Newberg to vacate {describe location}. The Newberg City Council will hold a hearing on **Tuesday, September 8, 2015** at 7pm at the Newberg Public Safety Building, 401 E. Third Street, Newberg, OR, to evaluate the proposal. You are invited to take part in the City's review of this project by sending in your written comments or testifying before the City Council. For more details about giving comments, please see the back of this sheet.

The application would vacate Cherry Street from Center Street to where it is bounded by Friendsview Manor. As a part of a master plan to care for their community and welcome new senior friends, Friendsview proposes a phased development of a series of Independent Living units. The next step in the process of developing these apartments is to vacate the right-of-way at Cherry Street, which will allow the design of the development to shift from a car-focused street to a pedestrian oriented private drive, with covered pedestrian walkways and pathways connecting the new buildings to the main campus of Friendsview and the community.

APPLICANT: **Todd Engle**  
TELEPHONE: **503.318.3114**

PROPERTY OWNER: **Friendsview Manor DBA, Friendsview Retirement Community**

LOCATION: **##### Fulton St.**  
New Address of consolidated Lot

TAX LOT NUMBER: **Yamhill County Tax Map and Lot Number (i.e. 3219AB-1400)**  
New? Lot number of consolidated Lot



We are mailing you information about this project because you own land within 500 feet of the proposed vacation. We invite you to participate in the land use hearing scheduled before the City Council. If you wish to participate in the hearing, you may do so in person or be represented by someone else. You also may submit written comments. Oral testimony is typically limited to five minutes per speaker.

If you mail your comments to the City, please put the following information on the outside of the envelope:

Written Comments: File No.XX (City staff will give you the file number for  
City of Newberg your project at the time of application)  
Community Development Department  
PO Box 970  
Newberg, OR 97132

The City Council asks written testimony be submitted to the City Recorder before 4:30 p.m. on the preceding Wednesday. Written testimony submitted after that will be brought before the Council on the night of the meeting.

You can look over all the information about this project or drop comments off at Newberg City Hall, 414 E. First Street. You can also buy copies of the information for a cost of 25 cents a page. A staff report relating to the proposal will be available for inspection at no cost seven days prior to the public hearing. If you have any questions about the project, you can call the Newberg Planning Division at 503-537-1240.

Any issue which might be raised in an appeal of this case to the Land Use Board of Appeals (LUBA) must be raised during the public hearing process. You must include enough detail to enable the decision maker an opportunity to respond. The applicable criteria used to make a decision on this application for a vacation are found in ORS 271.130.

Prior to the conclusion of the initial evidentiary hearing, any participant may request an opportunity to present additional evidence, arguments or testimony regarding the application through a continuance or extension of the record. Failure of an issue to be raised in the hearing, in person or by letter, or failure to provide statements or evidence sufficient to afford the decision maker an opportunity to respond to the issue precludes appeal to the State Land Use Board of Appeals based on that issue.

The City Council will make a decision on the application at the end of the public hearing process. If you participate in the public hearing process, either by testifying at the public hearing, or by sending in written comments, you will be sent information about any decision made by the City relating to this project.

Date Mailed: *Date notice is mailed*

# Draft Print

08/04/2015 11:12:59 AM

**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 48 hours prior to the meeting. To request these arrangements, please contact the City Recorder at 503- 537-1283. For TRS services please dial 711.*

## ATTACHMENT 2: Utility maps and comments

City of Newberg  
414 E. First Street  
P.O. Box 970  
Newberg, OR 97132



City Manager  
(503) 538-9421  
(503) 538-5013 Fax

**Community Development Department - Planning Division**  
P.O. Box 970 - 414 E. First Street - Newberg, Oregon 97132 - (503) 537-1240 - Fax (503) 537-1272

**REFERRAL TO:** Service & Design , PGE

The enclosed material has been referred to you for your information and comment. Any comments you wish to make should be returned to the Community Development Department prior to 10/22. Please refer questions and comments to Steve Olson

**NOTE:** Full size plans are available at the Community Development Department Office.

**APPLICANT:** Friendsview University Village

**REQUEST:** Vacation of the Cherry Street right-of-way east of Center Street and West of the Friendsview retirement Community Campus

**SITE ADDRESS:** Cherry St

**LOCATION:** 805, 814, and 815 Center St, Newberg, OR  
801, 1003, 1006, 1007, 1012, 1014, and 1100 Cherry St. Newberg, OR

**TAX LOT:** 00500 – 00900, 01001, 01700 – 02000 Map 3217CB

**FILE NO:** VAC-15-001

**ZONE:** R-2

**HEARING DATE:** (/)

Reviewed; no conflict.

Reviewed; recommend denial for the following reasons:

Require additional information to review. (Please list information required)

Meeting requested.

Comments: (Attach additional pages as needed) *Need 10ft. easement to cover existing overhead power line.*

*Steve Schulze*  
Reviewed By:

*10/21/15*  
Date:

---

**Steve Olson**

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**From:** Bielec, John <John.bielec@ftr.com>  
**Sent:** Monday, October 26, 2015 10:16 AM  
**To:** Steve Olson  
**Cc:** Calo, Peter  
**Subject:** RE: Newberg - Cherry Street vacation application

Hello Steve,

Frontier Communications standard easement for any overhead/aerial lines will require a 10' easement dedication, and for all underground facilities Frontier will require a 8' easement dedication these are a standard width practice.

Let me know and I will send you a detailed sketch of the facilities within the outlined mapped area for Cherry St vacating.

*Please feel free to contact me if you have any additional questions or concerns.*

*Thanks,  
John Bielec  
Network Engineer  
Frontier Communications  
4155 SW Cedar Hills Blvd.  
Beaverton, OR. 97005  
Cell:503-367-5106  
Office:503-643-1001  
Fax:503-643-0977  
[John.bielec@ftr.com](mailto:John.bielec@ftr.com)*



 Think Green : please print only if necessary and recycle.

City of Newberg  
414 E. First Street  
P.O. Box 970  
Newberg, OR 97132



City Manager  
(503) 538-9421  
(503) 538-5013 Fax

**Community Development Department - Planning Division**  
P.O. Box 970 - 414 E. First Street - Newberg, Oregon 97132 - (503) 537-1240 - Fax (503) 537-1272

**REFERRAL TO:** , Waste Management

The enclosed material has been referred to you for your information and comment. Any comments you wish to make should be returned to the Community Development Department prior to 10/22. Please refer questions and comments to Steve Olson

**NOTE:** Full size plans are available at the Community Development Department Office.

**APPLICANT:** Friendsview University Village  
**REQUEST:** Vacation of the Cherry Street right-of-way east of Center Street and West of the Friendsview retirement Community Campus  
**SITE ADDRESS:** Cherry St  
**LOCATION:** 805, 814, and 815 Center St, Newberg, OR  
801, 1003, 1006, 1007, 1012, 1014, and 1100 Cherry St. Newberg, OR  
**TAX LOT:** 00500 - 00900, 01001, 01700 - 02000 Map 3217CB  
**FILE NO:** VAC-15-001  
**ZONE:** R-2

**HEARING DATE:**

*VACATION OF Cherry Street would keep us from servicing our customers on Center and Cherry Street. The customers on Center would have to bring their cars out to Fulton Street, as there will be no turn around at the end of Center and Cherry. We have a customer at 1013 Cherry Street.*

- Reviewed; no conflict.
- Reviewed; recommend denial for the following reasons:
- Require additional information to review. (Please list information required)
- Meeting requested.
- Comments. (Attach additional pages as needed)

Jack Miller *503 537 6952* 10-27-15  
Reviewed By: Date:



# *REQUEST FOR COUNCIL ACTION*

**DATE ACTION REQUESTED: November 16, 2015**

Order ___ No.	Ordinance <u>XX</u> No. 2015-2792	Resolution ___ No.	Motion ___	Information ___
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**SUBJECT: Repeal Ordinance No. 2008-2697, which expanded the urban reserve area**

Contact Person (Preparer) for this Motion: Jessica Pelz, AICP  
Dept.: Community Development  
File No.: URA-05-010

**HEARING TYPE:**     LEGISLATIVE     QUASI-JUDICIAL     NOT APPLICABLE

**RECOMMENDATION:** Adopt Ordinance No. 2015-2792, repealing Ordinance No. 2008-2697.

**EXECUTIVE SUMMARY:** City Council adopted Ordinance No. 2008-2697 on July 7, 2008, to repeal Ordinance No. 2007-2681 and adopt the proposed urban reserve area amendment with no references to the Southeast Transportation Plan [the Southeast Transportation Plan was adopted by Ordinance No. 2007-2682, not adopted by Yamhill County, and subsequently repealed by Ordinance No. 2008-2698]. Due to space constraints, the text of those ordinances is not included here, but they can be found individually on the city website at [codepublishing.com/OR/Newberg/](http://codepublishing.com/OR/Newberg/) under “tables” in the table of contents.

Repeal of Ordinance No. 2008-2697 does the following:

- Repeals the 2007 Urban Reserve Area Justifications & Findings Report.
- Does not include the area proposed by the 2007 Urban Reserve Area Justifications & Findings Report on the Newberg Comprehensive Plan Map.
- Does not include the “McClure” property, consisting of parcels 3215-00500, 3215-00502, and 3210-01800, into the urban reserve area [Note: Newberg had a development agreement with the McClures for annexation and development of their property. The development agreement was adopted by Ordinance No. 2007-2761 and then later repealed by Ordinance No. 2012-2748].

Yamhill County adopted Newberg’s proposed urban reserve amendment following Newberg’s adoption of Ordinance No. 2008-2697. The Department of Land Conservation and Development (DLCD) issued a remand of the urban reserve area amendment in 2009, which was appealed to the Land Conservation and Development Commission (LCDC) by both Newberg and 1000 Friends of Oregon. LCDC remanded Newberg’s urban reserve area amendment on April 10, 2010, for more work on several areas of the proposal.

The remand order was set to expire on December 31, 2011; however, the city had asked for and received two extensions to the remand order, putting the new completion date at December 31, 2015. At this time, staff recommends repealing Ordinance No. 2008-2697 and withdrawing the proposed urban reserve area amendment from consideration at the state level. The main reason for this action is that staff does not find it feasible to update all of the outdated data in the urban reserve area amendment plan within the available time frame. Staff has sent notice of the proposed repeal action to all property owners within the affected area.

**FISCAL IMPACT:** None at this time.

**STRATEGIC ASSESSMENT (RELATE TO COUNCIL GOALS):** Future planning for the city, including the urban reserve area, is related to Council goals #1: Create a clear vision for the future of Newberg, maintaining its small town feel, and #4: Foster and encourage economic development in the community.



## ORDINANCE NO. 2015-2792

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### AN ORDINANCE REPEALING ORDINANCE NO. 2008-2697, WHICH EXPANDED THE URBAN RESERVE AREA

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#### RECITALS:

1. City Council adopted Ordinance No. 2008-2697 on July 7, 2008, to repeal Ordinance No. 2007-2681 and adopt the proposed urban reserve area amendment with no references to the Southeast Transportation Plan.
2. Newberg’s adopted urban reserve area amendment was appealed to the Land Conservation and Development Commission and subsequently remanded on April 10, 2010, for more work on several areas of the proposal. The remand order was set to expire on December 31, 2011; however, the city had asked for and received two extensions to the remand order, putting the new completion date at December 31, 2015. Staff recommends repealing Ordinance No. 2008-2697 and withdrawing the proposed urban reserve amendment from consideration at the state level due to the age of the project and its data, which would require significant staff time to update.
3. Repeal of Ordinance No. 2008-2697 does the following:
  - o Repeals the 2007 Urban Reserve Area Justifications & Findings Report.
  - o Does not include the area proposed by the 2007 Urban Reserve Area Justifications & Findings Report on the Newberg Comprehensive Plan Map.
  - o Does not include the “McClure” property, consisting of parcels 3215-00500, 3215-00502, and 3210-01800, into the urban reserve area [Note: Newberg had a development agreement with the McClures for annexation and development of their property. The development agreement was adopted by Ordinance No. 2007-2761 and then later repealed by Ordinance No. 2012-2748].

Note: the full text of Ordinance No. 2008-2697 can be found on the city website at [www.newbergoregon.gov/ord2697.pdf](http://www.newbergoregon.gov/ord2697.pdf).

#### THE CITY OF NEWBERG ORDAINS AS FOLLOWS:

1. Ordinance No. 2008-2697, which repealed Ordinance No. 2007-2681 and expanded the urban reserve area, is hereby repealed. Ordinance No. 2007-2681, which amended the urban reserve area, is hereby repealed.

➤ **EFFECTIVE DATE** of this ordinance is 30 days after the adoption date, which is: December 16, 2015

**ADOPTED** by the City Council of the City of Newberg, Oregon, this 16<sup>th</sup> day of November, 2015, by the following votes: **AYE:**        **NAY:**        **ABSENT:**        **ABSTAIN:**

\_\_\_\_\_  
Sue Ryan, City Recorder

**ATTEST** by the Mayor this 19<sup>th</sup> day of November, 2015.

\_\_\_\_\_  
Bob Andrews, Mayor

# *REQUEST FOR COUNCIL ACTION*

**DATE ACTION REQUESTED: November 16, 2015**

<b>Order ___ No.</b>	<b>Ordinance ___ No.</b>	<b>Resolution <u>XX</u> No. 2015-3225</b>	<b>Motion ___</b>	<b>Information ___</b>
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**SUBJECT: A resolution authorizing the acquisition of Certain Real Property for the Villa Road Improvement Project**

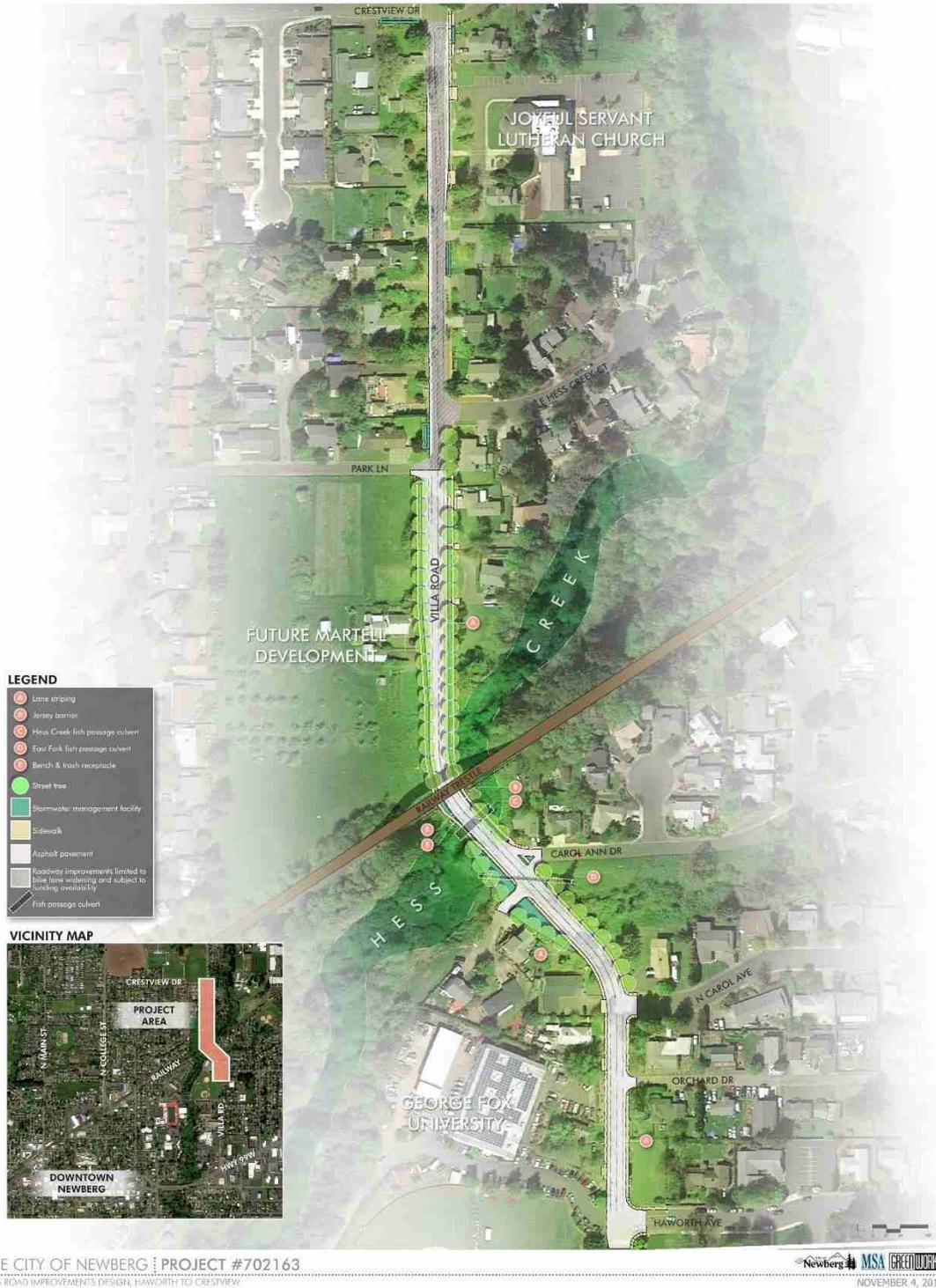
**Contact Person (Preparer) for this Motion: Jason Wuertz, PE, Project Manager  
Dept.: Engineering Services Department  
File No.:**

**RECOMMENDATION:**

Adopt Resolution No. 2015-3225, authorizing the acquisition of Certain Real Property for the Villa Road Improvement Project.

**EXECUTIVE SUMMARY:**

The current transportation master plan identifies the Villa Road Improvements as a capacity improving project. The project limits stretch along Villa Road from Haworth Avenue to Crestview Drive. Below is a drawing showing the basic concept of the improvements:



*Figure 1 – Project Concept Layout*

The scope of improvements is to widen the road to major collector standards from Haworth Avenue to Park Lane. This includes sidewalks and bike lanes. It will be necessary to acquire right-of-way from property owners along this stretch of roadway in order to complete the improvements. Potential affected properties are identified in Attachment “A”, and negotiations with those property owners will commence for the acquisition of the real property.

Before proceeding with the negotiations, the Council is required to authorize this resolution per ORS

35.235. The desired outcome would be to reach an agreement through negotiations, but if necessary, condemnation would be pursued.

**FISCAL IMPACT:**

The right-of-way acquisition will be funded through the approved budget for the Villa Road Project. The total cost of acquisition is yet to be determined. The funds used for acquisition will be split between the following funds. The approved budget for the Villa Road Project is split between the following funds:

18-5150-702163	Street Fund	(Transportation Improvement Related Acquisition)
04-5150-717763	Storm Rates	(Storm Improvement Related Acquisition)

**STRATEGIC ASSESSMENT:**

Acquisition of ROW along Villa Road between Haworth Ave and Crestview Drive will allow for the installation of needed transportation and stormwater improvements.



## RESOLUTION No. 2015-3225

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### A RESOLUTION AUTHORIZING THE ACQUISITION OF CERTAIN REAL PROPERTY FOR THE VILLA ROAD IMPROVEMENT PROJECT

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#### RECITALS:

1. Under the laws of the State of Oregon, the City of Newberg is authorized and empowered to locate, acquire, construct, reconstruct, alter, enlarge, renew, replace, operate and maintain such roadway systems and facilities as are necessary and proper for the City in the judgment of its Council
2. Under the laws of the State of Oregon, the City of Newberg may acquire by purchase, gift, condemnation proceedings, or otherwise, such real and personal property, interests in property and rights-of-way, either within or without the limits of the City as are necessary or proper to exercise its powers in the judgment of the Council
3. It is necessary and in the public interest to acquire right-of-way along Villa Road between Haworth Avenue and Crestview Drive (the "Property") for the purpose of constructing, maintaining, repairing, and reconstructing roadway and stormwater improvements in the City of Newberg (the "Project").
4. The Project is being planned and located in a manner that is most compatible with the greatest public good and the least private injury.

#### THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. The Council finds that it is necessary, required and in the public interest for the Project, that the interests in real property along Villa Road between Haworth Avenue and Park Lane as identified in Exhibit "A" which is hereby adopted and by this reference incorporated, be acquired by negotiation.
2. The City of Newberg staff is directed to begin negotiations to acquire the Property interests in accordance with all applicable laws, rules, and regulations governing such acquisition. Any agreement to purchase property is subject to Council approval.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: November 17, 2015.

**ADOPTED** by the City Council of the City of Newberg, Oregon, this 16<sup>th</sup> day of November, 2015.

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Sue Ryan, City Recorder

**ATTEST** by the Mayor this 18<sup>th</sup> day of November, 2015.

---

Bob Andrews, Mayor



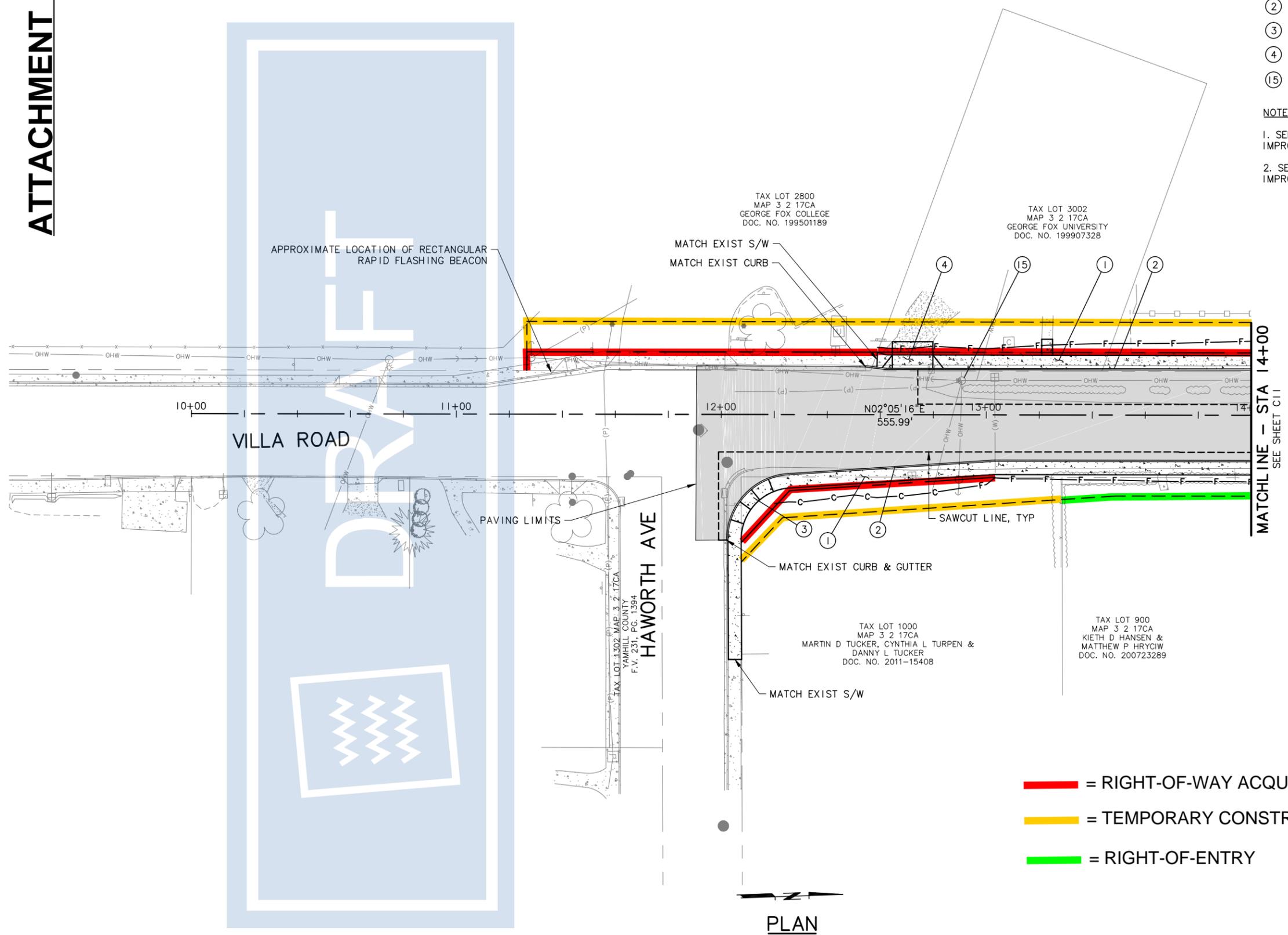
**ATTACHMENT "A"**

**CONSTRUCTION NOTES**

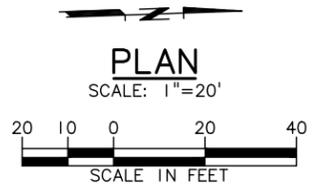
- ① CONSTRUCT CONCRETE SIDEWALK, SEE CITY OF NEWBERG STANDARD DRAWING 504
- ② CONSTRUCT CONCRETE CURB AND GUTTER, SEE CITY OF NEWBERG STANDARD DRAWING 501
- ③ CONSTRUCT CONCRETE SIDEWALK RAMP, SEE SHEET X FOR DETAILS
- ④ CONSTRUCT CONCRETE DRIVEWAY, SEE CITY OF NEWBERG STANDARD DRAWING 509
- ⑮ RELOCATE UTILITY POLE (BY OTHERS)

**NOTES:**

- 1. SEE GRADING & STORM PLAN & PROFILE FOR DRAINAGE IMPROVEMENTS.
- 2. SEE UTILITIES PLAN & PROFILE FOR UTILITY IMPROVEMENTS.



- █ = RIGHT-OF-WAY ACQUISITION
- █ = TEMPORARY CONSTRUCTION EASEMENT
- █ = RIGHT-OF-ENTRY



**VILLA ROAD IMPROVEMENTS,  
HAWORTH TO CRESTVIEW**  
CITY OF NEWBERG, OREGON

**ALIGNMENT AND STREET PLAN  
STA 10+00 TO STA 14+00**

**PRELIMINARY ONLY  
DO NOT USE FOR CONSTRUCTION**

OCTOBER 2015  
MURRAY, SMITH & ASSOCIATES, INC.  
Engineers/Planners

SCALE:	AS SHOWN	NO.	REVISION	DATE
DATE:	October 19, 2015			
REVIEWED:	NJM			
DESIGNED:	SBB			
APPROVED:	NJM			
PLOT DATE:	October 19, 2015			

**SHEET**  
**C10**  
XX of YY

**30% SUBMITTAL**



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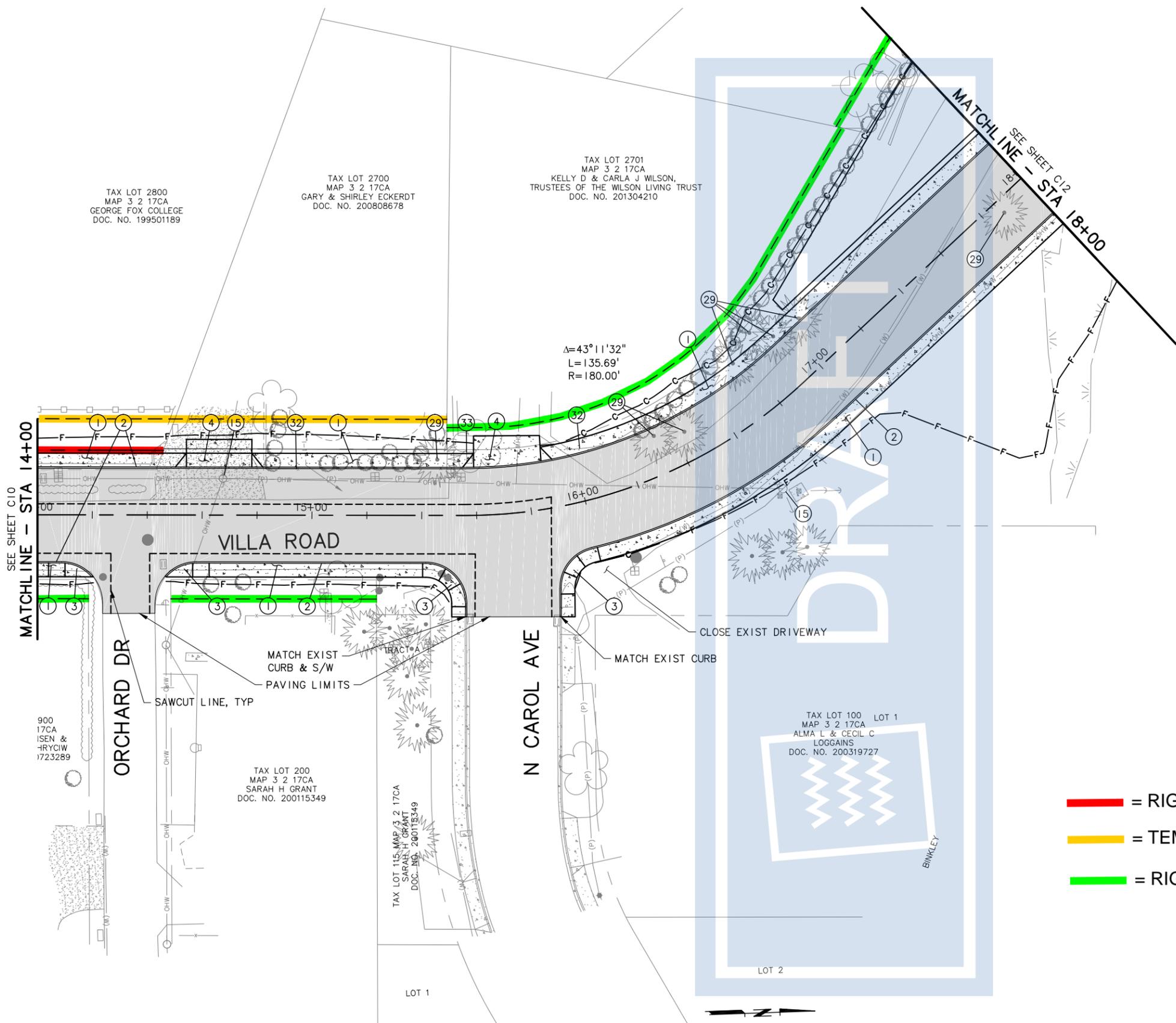
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CONSTRUCTION NOTES

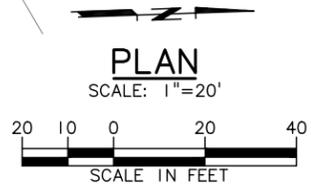
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- ④ CONSTRUCT CONCRETE DRIVEWAY, SEE CITY OF NEWBERG STANDARD DRAWING 509
- ⑮ RELOCATE UTILITY POLE (BY OTHERS)
- ⑲ REMOVE EXISTING TREE
- ⑳ REMOVE & REPLACE EXISTING FENCE
- ㉓ RELOCATE MAILBOX

NOTES:

- 1. SEE GRADING & STORM PLAN & PROFILE FOR DRAINAGE IMPROVEMENTS.
- 2. SEE UTILITIES PLAN & PROFILE FOR UTILITY IMPROVEMENTS.



- █ = RIGHT-OF-WAY ACQUISITION
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VILLA ROAD IMPROVEMENTS,  
HAWORTH TO CRESTVIEW  
CITY OF NEWBERG, OREGON  
ALIGNMENT AND STREET PLAN  
STA 14+00 TO STA 18+00

PRELIMINARY ONLY  
DO NOT USE FOR CONSTRUCTION  
OCTOBER 2015  
MURRAY, SMITH & ASSOCIATES, INC.  
Engineers/Planners

SCALE:	AS SHOWN	NO.	REVISION	DATE
DATE:	October 19, 2015			
REVIEWED:	NJM			
DESIGNED:	SBB			
APPROVED:	NJM			
PLOT DATE:	October 19, 2015			
FILE:				

SHEET  
**C11**  
XX of YY

**30% SUBMITTAL** Murray Smith & Associates, Inc.  
Engineers/Planners  
121 S.W. Salmon, Suite 900 PORTLAND 503-255-9010  
Portland, Oregon 97204 FAX 503-255-9022



ATTACHMENT "A"

CONSTRUCTION NOTES

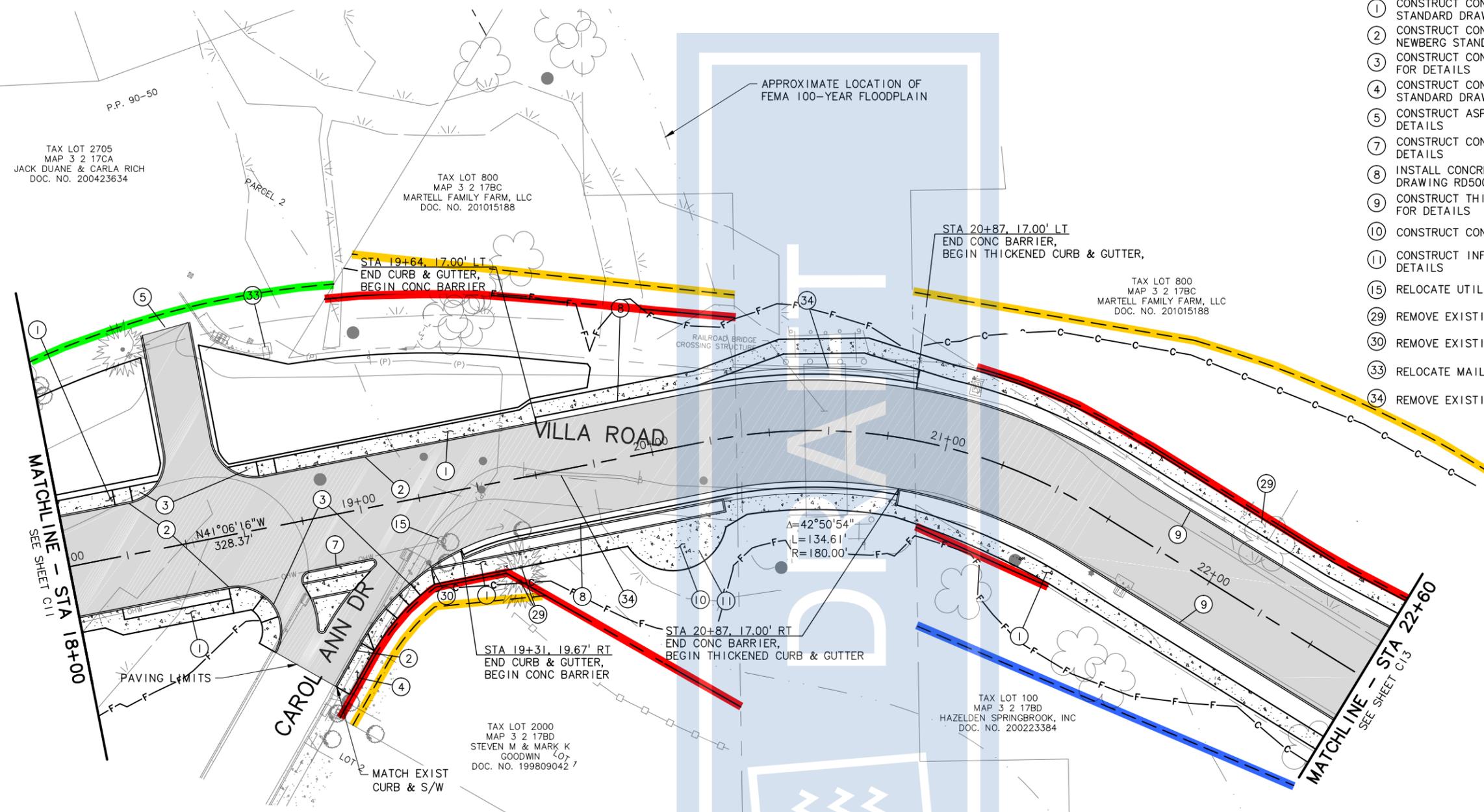
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- ④ CONSTRUCT CONCRETE DRIVEWAY, SEE CITY OF NEWBERG STANDARD DRAWING 509
- ⑤ CONSTRUCT ASPHALT DRIVEWAY, SEE SHEET X FOR DETAILS
- ⑦ CONSTRUCT CONCRETE ISLAND, SEE SHEET X FOR DETAILS
- ⑧ INSTALL CONCRETE BARRIER, SEE ODOT STANDARD DRAWING RD500 FOR DETAILS
- ⑨ CONSTRUCT THICKENED CURB AND GUTTER, SEE SHEET X FOR DETAILS
- ⑩ CONSTRUCT CONCRETE PLAZA, SEE SHEET X FOR DETAILS
- ⑪ CONSTRUCT INFORMATIONAL KIOSK, SEE SHEET X FOR DETAILS
- ⑮ RELOCATE UTILITY POLE (BY OTHERS)
- ⑲ REMOVE EXISTING TREE
- ⑳ REMOVE EXISTING LIGHT POLE
- ㉓ RELOCATE MAILBOX
- ㉔ REMOVE EXISTING BARRIER

VILLA ROAD IMPROVEMENTS,  
HAWORTH TO CRESTVIEW  
CITY OF NEWBERG, OREGON  
ALIGNMENT AND STREET PLAN  
STA 18+00 TO STA 22+60

PRELIMINARY ONLY  
DO NOT USE FOR CONSTRUCTION  
OCTOBER 2015  
MURRAY, SMITH & ASSOCIATES, INC.  
Engineers/Planners

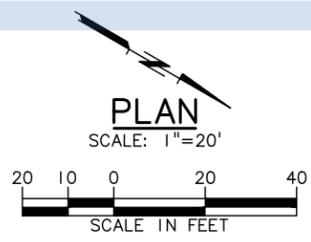
SCALE:	AS SHOWN	NO.	REVISION	DATE
DATE:	October 19, 2015			
REVIEWED:	NJM			
DESIGNED:	SBB			
APPROVED:	NJM			
FILE:	PLOT DATE: October 19, 2015			

SHEET  
**C12**  
XX of YY



- = RIGHT-OF-WAY ACQUISITION
- = TEMPORARY CONSTRUCTION EASEMENT
- = SLOPE EASEMENT
- = RIGHT-OF-ENTRY

NOTES:  
1. SEE GRADING & STORM PLAN & PROFILE FOR DRAINAGE IMPROVEMENTS.  
2. SEE UTILITIES PLAN & PROFILE FOR UTILITY IMPROVEMENTS.

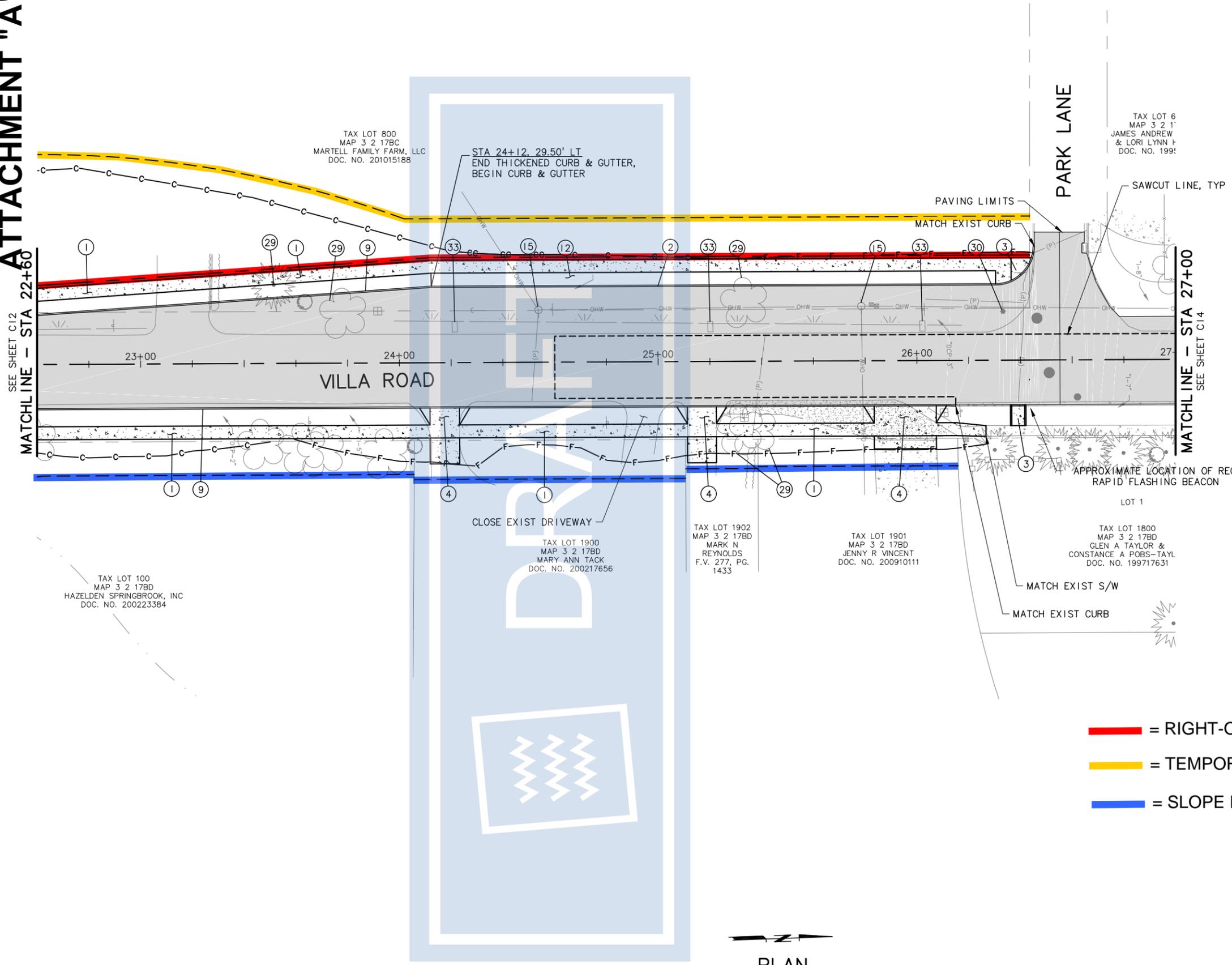


**30% SUBMITTAL** **MSA** Murray Smith & Associates, Inc.  
Engineers/Planners  
121 S.W. Salmon, Suite 900 PORTLAND 97204-255-9010  
Portland, Oregon 97204 FAX 503-255-9022

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ATTACHMENT "A"

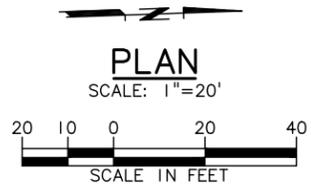


- CONSTRUCTION NOTES**
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  - ⑨ CONSTRUCT THICKENED CURB AND GUTTER, SEE SHEET X FOR DETAILS
  - ⑫ CONSTRUCT PLANTER STRIP
  - ⑮ RELOCATE UTILITY POLE (BY OTHERS)
  - ⑲ REMOVE EXISTING TREE
  - ⑳ REMOVE EXISTING LIGHT POLE
  - ㉓ RELOCATE MAILBOX

**NOTES:**

1. SEE GRADING & STORM PLAN & PROFILE FOR DRAINAGE IMPROVEMENTS.
2. SEE UTILITIES PLAN & PROFILE FOR UTILITY IMPROVEMENTS.

- = RIGHT-OF-WAY ACQUISITION
- = TEMPORARY CONSTRUCTION EASEMENT
- = SLOPE EASEMENT



**VILLA ROAD IMPROVEMENTS,  
HAWORTH TO CRESTVIEW  
CITY OF NEWBERG, OREGON  
ALIGNMENT AND STREET PLAN  
STA 22+60 TO STA 27+00**

**PRELIMINARY ONLY  
DO NOT USE FOR CONSTRUCTION**  
OCTOBER 2015  
MURRAY, SMITH & ASSOCIATES, INC.  
Engineers/Planners

SCALE:	AS SHOWN	NO.	REVISION	DATE
DATE:	October 19, 2015			
REVIEWED:	NJM			
DESIGNED:	SBB			
APPROVED:	NJM			
FILE:	PLOT DATE: October 19, 2015			

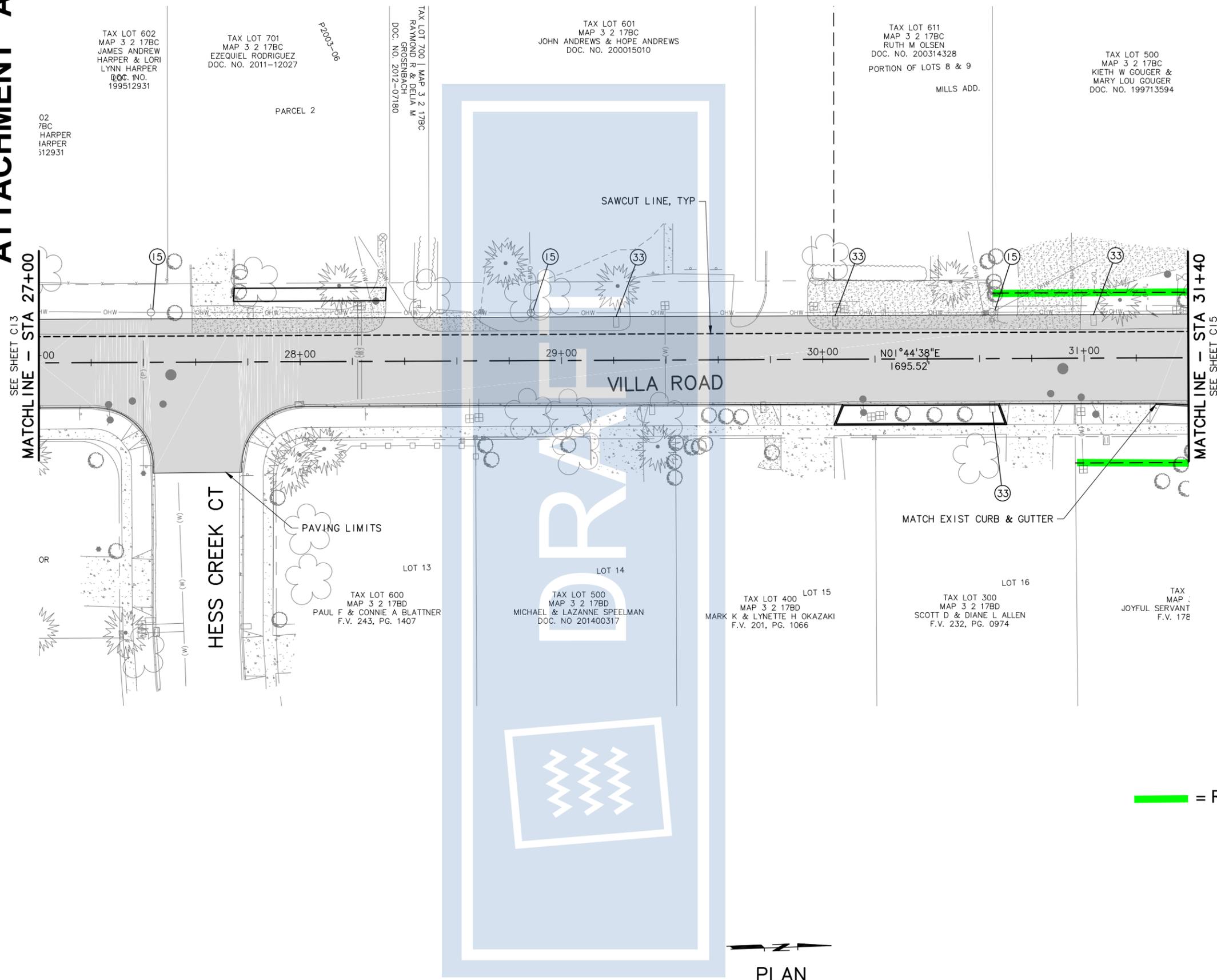
**SHEET**  
**C13**  
XX of YY

G:\PDX\_PROJECTS\15\1699 - NEWBERG VILLA RD IMPROVEMENTS\CAD\SHEETS\15-1699-OR-ST-PLANS.DWG



**ATTACHMENT "A"**

G:\PDX\_PROJECTS\15\1699 - NEWBERG VILLA RD IMPROVEMENTS\CAD\SHEETS\15-1699-OR-ST-PLANS.DWG



**CONSTRUCTION NOTES**

- ② CONSTRUCT CONCRETE CURB AND GUTTER, SEE CITY OF NEWBERG STANDARD DRAWING 501
- ⑮ RELOCATE UTILITY POLE (BY OTHERS)
- ③③ RELOCATE MAILBOX

**NOTES:**

- 1. SEE GRADING & STORM PLAN & PROFILE FOR DRAINAGE IMPROVEMENTS.
- 2. SEE UTILITIES PLAN & PROFILE FOR UTILITY IMPROVEMENTS.

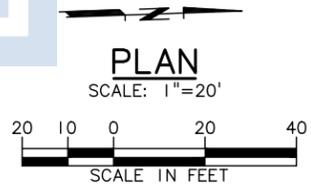
**VILLA ROAD IMPROVEMENTS,  
HAWORTH TO CRESTVIEW**  
CITY OF NEWBERG, OREGON  
**ALIGNMENT AND STREET PLAN  
STA 27+00 TO STA 31+40**

**PRELIMINARY ONLY  
DO NOT USE FOR CONSTRUCTION**  
OCTOBER 2015  
MURRAY, SMITH & ASSOCIATES, INC.  
Engineers/Planners

SCALE:	AS SHOWN	NO.	REVISION	DATE
DATE:	October 19, 2015			
REVIEWED:	NJM			
DESIGNED:	SBB			
APPROVED:	NJM			
FILE:	PLOT DATE: October 19, 2015			

**SHEET**  
**C14**  
XX of YY

**30% SUBMITTAL**

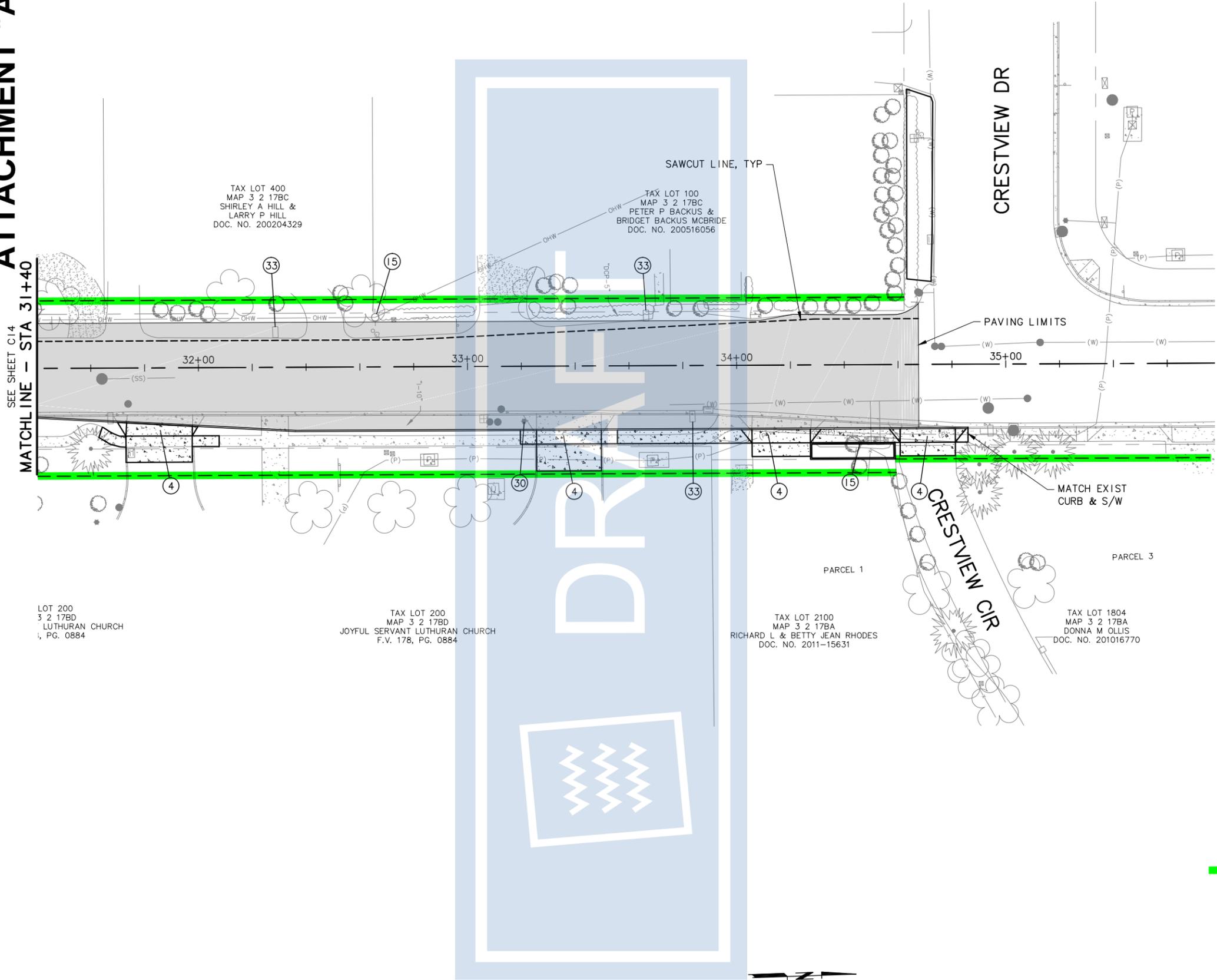


**RIGHT-OF-ENTRY**



**ATTACHMENT "A"**

G:\PDX\_PROJECTS\15\1699 - NEWBERG VILLA RD IMPROVEMENTS\CAD\SHEETS\15-1699-OR-ST-PLANS.DWG



**CONSTRUCTION NOTES**

- ④ CONSTRUCT CONCRETE DRIVEWAY, SEE CITY OF NEWBERG STANDARD DRAWING 509
- ⑮ RELOCATE UTILITY POLE (BY OTHERS)
- ③① REMOVE EXISTING LIGHT POLE
- ③③ RELOCATE MAILBOX

**NOTES:**

1. SEE GRADING & STORM PLAN & PROFILE FOR DRAINAGE IMPROVEMENTS.
2. SEE UTILITIES PLAN & PROFILE FOR UTILITY IMPROVEMENTS.

SEE SHEET C14  
MATCHLINE - STA 31+40

LOT 200  
MAP 3 2 17BD  
LUTHURAN CHURCH  
PG. 0884

TAX LOT 400  
MAP 3 2 17BC  
SHIRLEY A HILL &  
LARRY P HILL  
DOC. NO. 200204329

TAX LOT 200  
MAP 3 2 17BD  
JOYFUL SERVANT LUTHURAN CHURCH  
F.V. 178, PG. 0884

TAX LOT 100  
MAP 3 2 17BC  
PETER P BACKUS &  
BRIDGET BACKUS MCBRIDE  
DOC. NO. 200516056

TAX LOT 2100  
MAP 3 2 17BA  
RICHARD L & BETTY JEAN RHODES  
DOC. NO. 2011-15631

TAX LOT 1804  
MAP 3 2 17BA  
DONNA M OLLIS  
DOC. NO. 201016770

**PLAN**  
SCALE: 1"=20'



= RIGHT-OF-ENTRY

**VILLA ROAD IMPROVEMENTS,  
HAWORTH TO CRESTVIEW**  
CITY OF NEWBERG, OREGON  
**ALIGNMENT AND STREET PLAN  
STA 31+40 TO STA 36+00**

**PRELIMINARY ONLY  
DO NOT USE FOR CONSTRUCTION**  
OCTOBER 2015  
MURRAY, SMITH & ASSOCIATES, INC.  
Engineers/Planners

SCALE:	AS SHOWN	NO.	REVISION	DATE
DATE:	October 19, 2015			
REVIEWED:	NJM			
DESIGNED:	SBB			
APPROVED:	NJM			
FILE:	PLOT DATE: October 19, 2015			

**SHEET**

**C15**  
XX of YY

**30% SUBMITTAL**

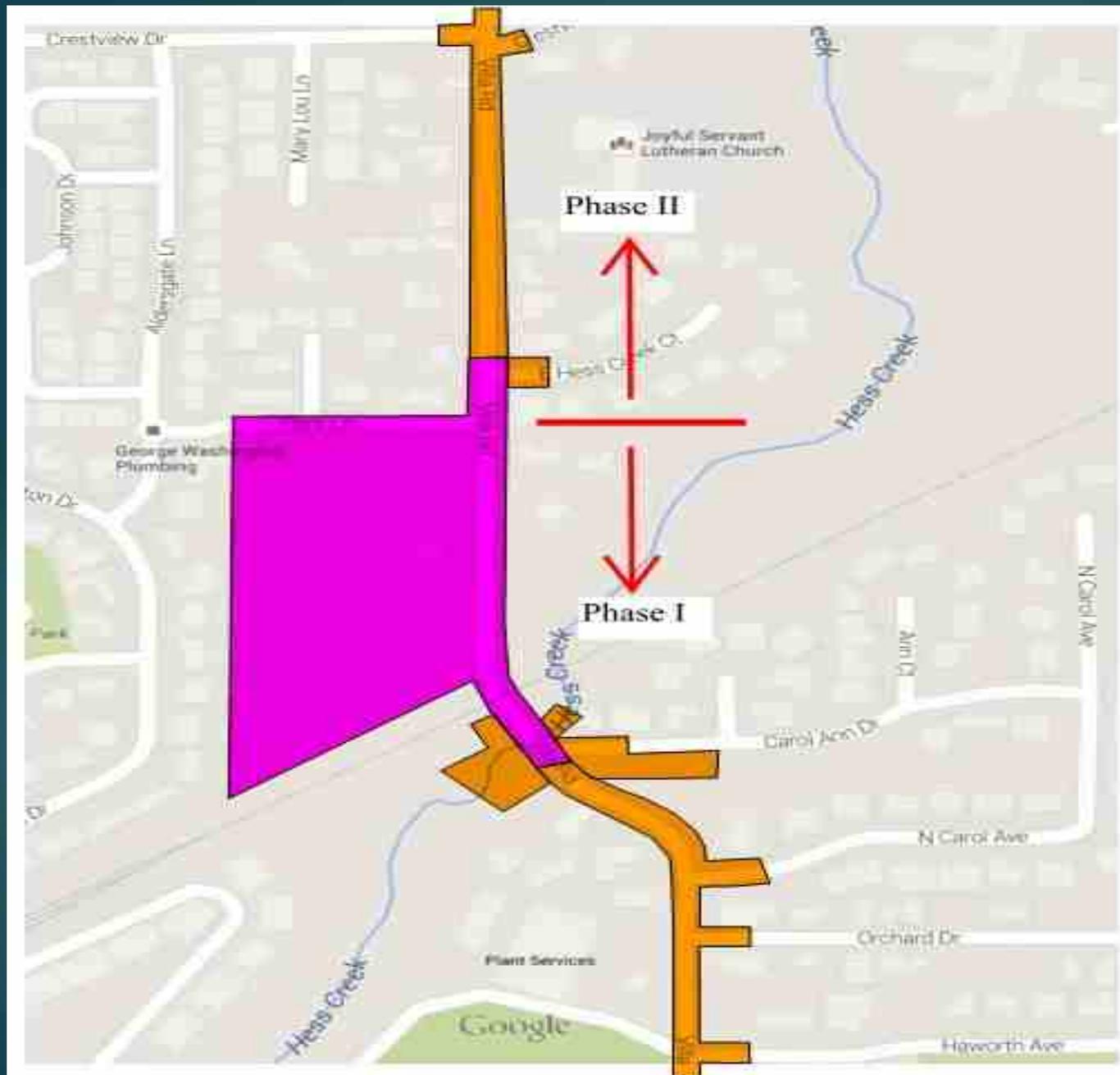


Murray Smith & Associates, Inc.  
Engineers/Planners  
121 S.W. Salmon, Suite 900 PORTLAND 503-255-9010  
Portland, Oregon 97204 FAX 503-255-9022

# Villa Road Project

CITY COUNCIL MEETING

NOVEMBER 16, 2015



# Project Limits

# Project Design Overview



### LEGEND

- A Lane striping
- B Jersey barrier
- C Hess Creek fish passage culvert
- D East Fork fish passage culvert
- E Bench & trash receptacle
- Street tree
- Stormwater management facility
- Sidewalk
- Asphalt pavement
- Roadway improvements limited to bike lane widening and subject to funding availability
- ▬ Fish passage culvert

### VICINITY MAP

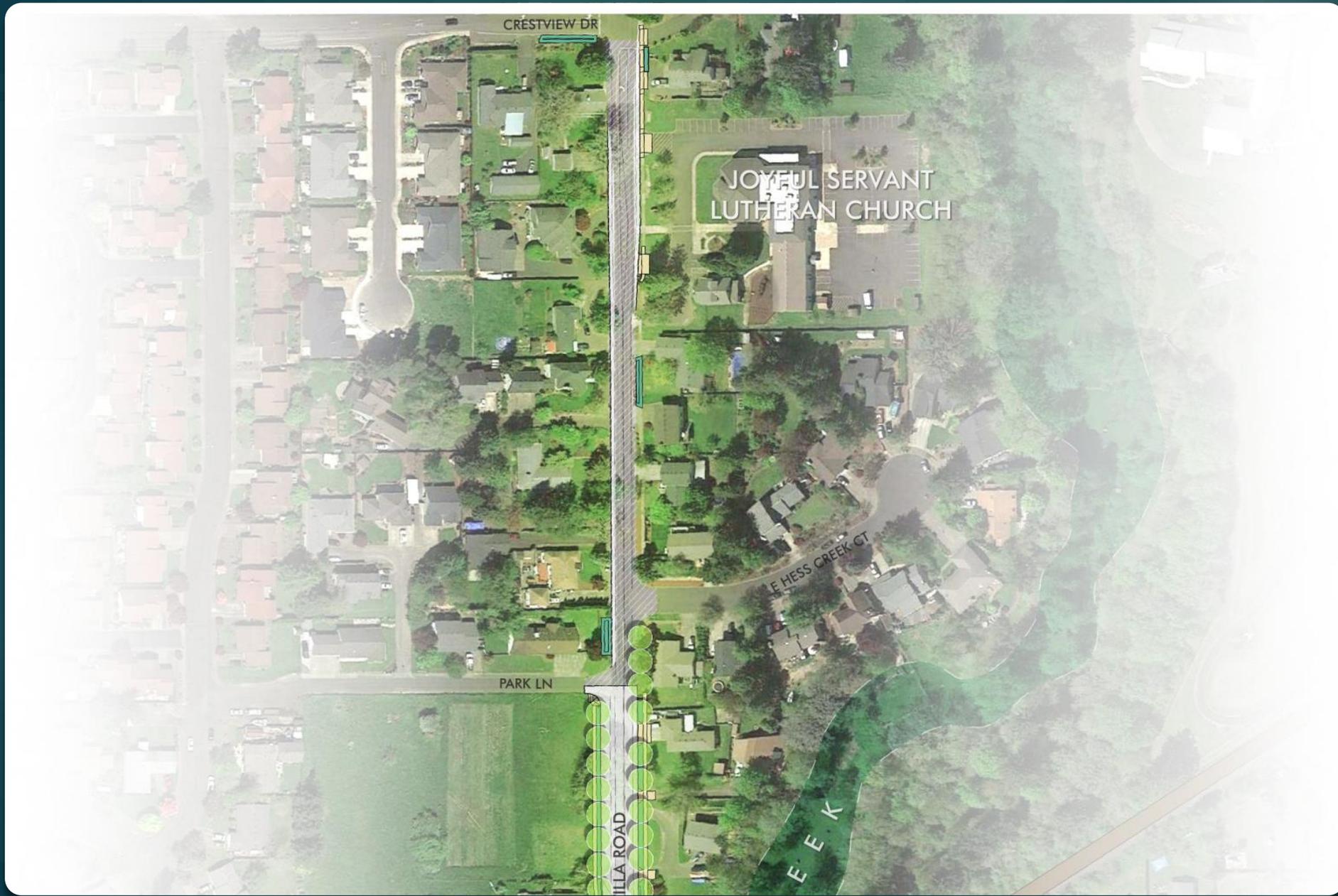


# Project Design Overview South

# Project Design Overview

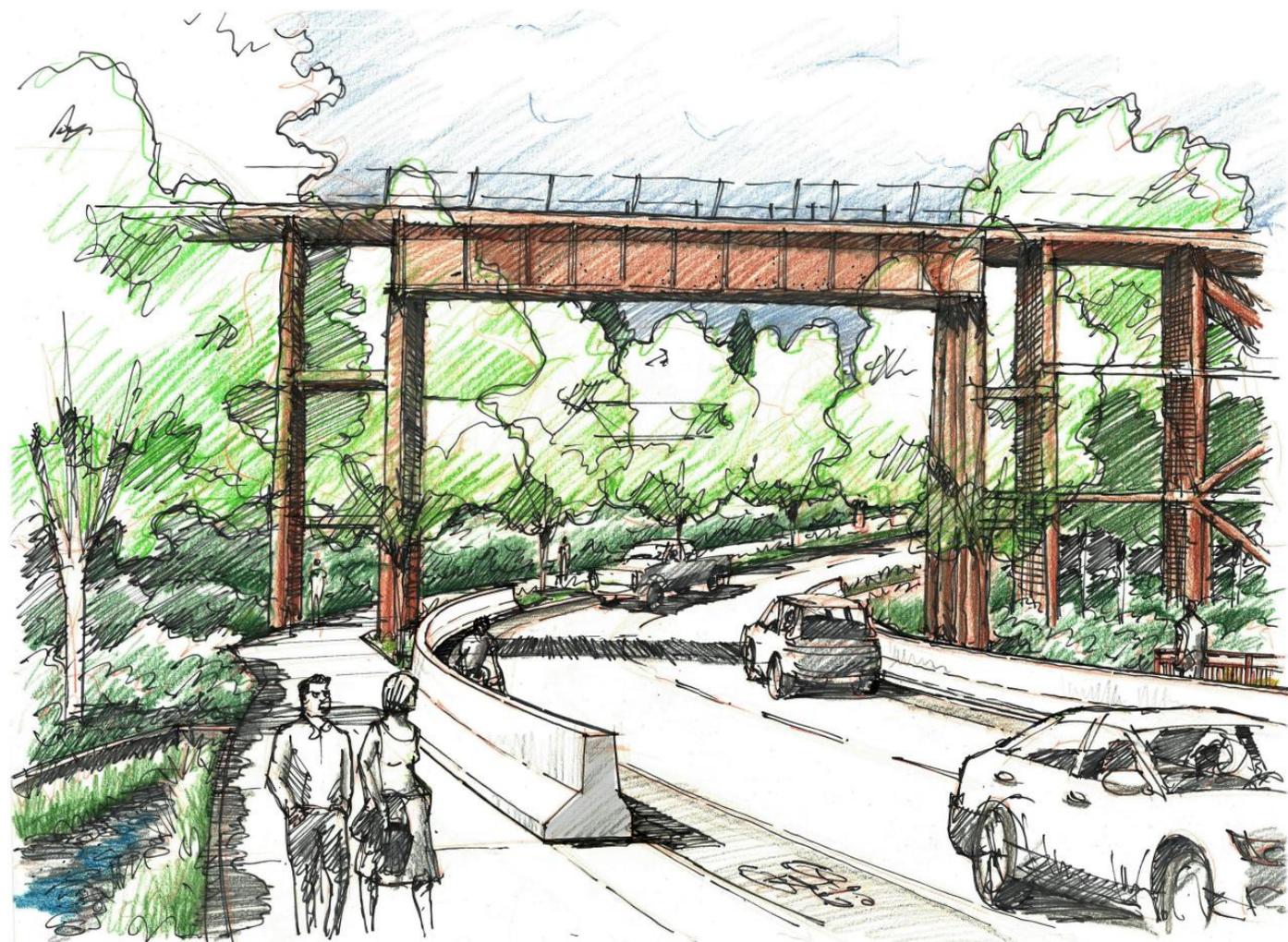
## Middle





# Project Design Overview

## North



VIEW LOOKING NORTH AT EXISTING TRAIN TRESTLE  
WITH PROPOSED IMPROVEMENTS

THE CITY OF NEWBERG PROJECT #702163  
VALIA ROAD IMPROVEMENTS DESIGN, TOWN OF NEWBERG

NEWBERG  
M&A CREDITORS  
NOVEMBER 4, 2015

# Conceptual View

# *REQUEST FOR COUNCIL ACTION*

**DATE ACTION REQUESTED: November 16, 2015**

<b>Order</b> ___	<b>Ordinance</b> ___	<b>Resolution</b> <u>XX</u>	<b>Motion</b> ___	<b>Information</b> ___
<b>No.</b>	<b>No.</b>	<b>No. 2015-3236</b>		

**SUBJECT: Adoption of the Newberg Public Library Strategic Plan 2015-2020**

**Contact Person (Preparer) for this Motion: Leah M. Griffith**  
**Dept.: Library**  
**File No.:**

**RECOMMENDATION:**

Adopt **Resolution No. 2015-3236** adopting the Newberg Public Library Strategic Plan 2015-2020.

**EXECUTIVE SUMMARY:**

Every few years the library’s Advisory Board, citizens and staff come together to develop a strategic plan for library service to the Newberg community. These plans have helped the Newberg Public Library weather the recent financial challenges and still be one of the busiest libraries in the region and a valued community resource.

This latest plan continues that work. Last fall a group of citizens, board members and staff started meeting to develop a list of values and priorities for library services. They brought in library experts and community leaders to move the process along.

The group refined their ideas until they became the plan that is before you, a plan for a library of tomorrow with services that reach into and enhance the lives of those in our community. It encourages everyone in approaching any project or idea to be creative, open to new concepts, innovative, original, ingenious, and **imaginative** as well as aware of ways to **leverage support** for those project and ideas.

Highlights of the plan include expanding services with additional library materials and more open hours, partner to expand Newberg’s historical resources, expand and analyze programming efforts, develop a new brand and promotion methods, increase technology training and develop a plan to enhance access to technology, be good stewards of the facility by making needed repairs and improvements, cross train staff and look at a variety of efficiencies and expand sources of funding.

**FISCAL IMPACT:**

The plan has activities that require additional funds, re-prioritization of existing funds, and some projects that require no additional funds at all.

**STRATEGIC ASSESSMENT (RELATE TO COUNCIL GOALS):**

This plan provides a blueprint for library services and operations for the next 5 years. It includes technology planning and outreach methods to the community.



## *RESOLUTION No. 2015-3236*

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**A RESOLUTION ADOPTING THE NEWBERG PUBLIC LIBRARY  
STRATEGIC PLAN 2015-2020**

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### **RECITALS:**

1. The Library Advisory Board worked with a citizen committee as well as library staff to develop a strategic plan for the Newberg Public Library.
2. Highlights of the plan include expanding services with additional library materials and more open hours, partner to expand Newberg's historical resources, expand and analyze programming efforts, develop a new brand and promotion methods, increase technology training and develop a plan to enhance access to technology, be good stewards of the facility by making needed repairs and improvements, cross train staff and look at a variety of efficiencies and expand sources of funding.
3. After review, the Library Advisory Board adopted the Strategic Plan on October 15, 2015, and forwarded it to the City Council with the recommendation the Plan be adopted.

### **THE CITY OF NEWBERG RESOLVES AS FOLLOWS:**

1. The City Council adopts the Newberg Public Library Strategic Plan 2015-2020 and encourages the library staff and board to move forward in utilizing the plan to provide quality library service to the Newberg Community, which is attached hereto as Exhibit "A" and by this reference incorporated.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: November 17, 2015.

**ADOPTED** by the City Council of the City of Newberg, Oregon, this 16<sup>th</sup> day of November, 2015.

\_\_\_\_\_  
Sue Ryan, City Recorder

**ATTEST** by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Bob Andrews, Mayor



# Newberg Public Library

## Strategic Plan 2015-2020

In the fall of 2014, a group of citizens, library users and library staff started the process of developing the library's strategic plan, the fifth since 1993. The previous plans had moved the library forward with service improvements. With the economy growing, the members of this latest planning group started the process with the vision that goals would have the funding needed to make them happen.

The group first looked at where the library was, the starting point. Then two experts from the Oregon State Library and the Washington County Cooperative Library Service shared the possibilities for libraries, the potential that is out there.

Carr Biggerstaff facilitated the next phase of discussion and the group talked about what they wanted to see their library become. This was an opportunity to dream and project a vision for what a library could be for the community.

The group continued to refine their ideas until they became what you will find in these pages; a plan for a library of tomorrow with services that reach into and enhance the lives of those in our community. It encourages everyone in approaching any project or idea, to be **creative**, **open to new concepts**, **innovative**, **original**, **ingenious**, and **imaginative** as well as aware of ways to **leverage** support for those projects or ideas. We encourage readers of this document to watch this future unfold.

### Strategic Planning Committee 2014-15

#### **Citizen Members:**

Araceli Chavez  
Ben Frankamp  
Bethany Lee  
Melissa Lee  
Jakin Lieggi (teen)  
Taylor Rockwell (teen)

#### **Library Board Members:**

Bob McCombs  
Chris Koch  
Corina Kanen  
Geoff Godfrey  
Crystal Garcia  
Kerrie Allen

#### **Staff:**

Leah Griffith  
*Director*  
Korie Buerkle  
*Assist Director*  
K'Lyn Hann  
*Senior Librarian*

**Facilitator:** Carr Biggerstaff

#### **Library Mission Statement**

*"Newberg Public Library enriches and nourishes the life of our community, providing countless opportunities for the integration of people and knowledge."*  
Adopted, 2004

#### **City of Newberg Mission 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."* Adopted, 2011

# Strategic Areas of Focus

The plan was sorted into six areas of focus, with objectives determined for each area. An overall strategy was developed as a guideline for all activities and projects.

## **Overall Strategy**

In approaching any project or idea, be **creative, open to new concepts, innovative, original, ingenious, and imaginative** as well as aware of ways to **leverage** support in approaching those projects or ideas.

## **Strategic Area of Focus 1: Community**

*Provide excellent service to our members and the community to inspire lifelong learning*

## **Strategic Area of Focus 2: Programming**

*Work to continually refresh and diversify programming for the community (members and non-members alike) as well as create engaging marketing and communication methods*

## **Strategic Area of Focus 3: Promote**

*Create new and workable methods to share library services with the entire community*

## **Strategic Area of Focus 4: Technology**

*Create better technology solutions for members, community and staff to enhance service and communication*

## **Strategic Area of Focus 5: Building/Facility**

*Provide a safe, well-maintained and welcoming facility that encourages community use*

## **Strategic Area of Focus 6: Operations**

*Improve operational efficiencies*

# Strategic Areas of Focus

## **Strategic Area of Focus 1: Community**

*Provide excellent service to our members and the community to inspire lifelong learning*

### Objectives:

- 1.1 Make more resources available to members
  - 1.1a Increase the materials budget
  - 1.1b Work with CCRLS to leverage more online, system-wide resources
  
- 1.2 Revise the non-resident fee information (to Dundee and rural residents) to present it in a more positive light and include multiple services available
  - 1.2a Develop a new brochure by 2016
  - 1.2b Start a fundraising campaign for scholarship funds for non-resident households, starting in 2016 with at least \$1,000 annually
  
- 1.3 Expand Hours, looking at creative ways to do so
  - 1.3a Get community input on Sundays or Mondays, evenings, etc.
  - 1.3b Work with the city to prioritize additional hours
  
- 1.4 Actively participate in the Newberg Cultural District, considering the library's goals and needs
  - 1.4a Advocate for replacing the Annex with a performance stage including storage, green room, public restrooms, etc.
  
- 1.5 Partner with the Historical Society, Historical Commission, Newberg Graphic and GFU archivist to increase local history resources.
  - 1.5a Raise funds for and make the Newberg Graphic 1899-1922 available online by 2017
  
- 1.6 Increase library staff involvement with community groups/activities outside the library
  - 1.6a Report to the board on library staff community connections in 2016
  - 1.6b Support staff involvement with appropriate support for dues and work time
  
- 1.7 Work with local and regional agencies to develop a megaquake disaster plan for the NPL and determine how we can serve the community in a disaster
  - 1.7a Participate in the Oregon Shake Out program each October
  - 1.7b Develop a plan by 2018

## **Strategic Area of Focus 2: Programming**

*Work to continually refresh and diversify programming for the community (members and non-members alike) as well as create engaging marketing and communication methods*

### Objectives:

- 2.1 Identify programming partners such as the Cultural Center, PCC, community supported agriculture, the local wine industry, etc.
  - 2.1a Evaluate providing fee-for-service child-care for events such as “Date Night,” First Friday, etc.
  - 2.1b Partner with at least four groups each year
  
- 2.2 Coordinate more library-wide programs between individual divisions
  - 2.2a Plan at least one series and one coordinated theme for programming each year
  
- 2.3 Analyze programming for effectiveness based on outcomes, cost, and attendance
  - 2.3a Develop an online report form to analyze outcomes by 2016

## **Strategic Area of Focus 3: Promote**

*Create new and workable methods to share library services with the entire community.*

### Objectives:

- 3.1 Look for ways to generate “excitement”
  - 3.1a Make this a topic for each staff meeting
  - 3.1b Provide at least one “exciting” activity each quarter
  - 3.1c Identify “exciting” partners and opportunities
  
- 3.2 Create a library brand that reflects this excitement and ensure consistency in advertisements, windows and interior signage, and print pieces, etc.
  - 3.2a Develop a new brand, logo, window displays, etc. by the end of 2016
  - 3.2b Refresh the welcome brochure with the new brand by the end of 2016
  - 3.2c Revise signage to reflect the new brand by 2017
  
- 3.3 Explore different avenues of promotion
  - 3.3a For example: partner with local realtors to ensure their new-to-Newberg clients know about the library with a variety of communication methods starting in 2016
  
- 3.4 Promote the library to non-members (e.g. college students for pleasure reading, etc.)
  - 3.4a Use social media to continuously promote library services

#### **Strategic Area of Focus 4: Technology**

*Create better technology solutions for members, community and staff to enhance service and communication*

##### Objectives:

- 4.1 Investigate Makerspace options and implement as appropriate
  - 4.1a Investigate and if appropriate, add a 3D printer and/or Maker Boxes (kits of tools and supplies to allow members to try out various maker activities i.e. knitting, robotics, cooking) starting in 2016 with the assistance of volunteers and/or interns.
  - 4.1b Consider offering/participating in a Maker Faire in 2017
  
- 4.2 Provide training with *Book A Librarian* or *Genius Bar* concepts to provide members and the community with opportunities to improve their technology skills
  - 4.2a Develop these training tools by 2016
  
- 4.3 Develop and utilize a technology plan that includes replacing computers and adding new technology such as a public scanner, e-readers and laptops.
  - 4.3a Complete a technology plan by the end of 2016 as part of *The Edge* program offered through the Oregon State Library

#### **Strategic Area of Focus 5: Building/Facility**

*Provide a safe, well-maintained, and welcoming facility that encourages community use*

##### Objectives:

- 5.1 Review and reconfigure upstairs workrooms, the help desk and public computing areas, etc. for better access and efficiency
  - 5.1a Install a new upstairs service desk by 2016
  - 5.1b Revise public computing areas by 2016
  - 5.1c Review and rearrange all work areas by 2019
  
- 5.2 Make improvements to landscaping, considering the Cultural District needs as well as ease of maintenance
  - 5.2a Work with City Public Works as well as the Cultural District Board on a continuing basis
  
- 5.3 Maintain the physical structures
  - 5.3a Repair outside brick work, trim etc.
  - 5.3b Paint interior of Carnegie
  - 5.3c Maintain a regular cycle for building improvements
  - 5.3d Improve interior janitorial service
  - 5.3e Maintaining a regular cycle for building inspections and repairs

- 5.4 Develop 211 N. School for delivery location and staff parking
  - 5.4a Find funds to demolish and then build a parking lot/delivery area by 2018
- 5.5 Maintain 211 N. Howard (Library Annex) until it is removed for Cultural District stage
  - 5.5a Work with the Cultural District, the City and CPRD for the revisions

## **Strategic Area of Focus 6: Operations**

### *Improve Operational Efficiencies*

#### Objectives:

- 6.1 Cross-train staff to break down division silos and increase efficiency
  - 6.1a Train all staff to perform basic check out operations
  - 6.1b Train all staff in basic reference interview techniques
- 6.2 Provide opportunities for staff to develop additional skills
  - 6.2a Provide staff the time to participate in webinars and other training opportunities at a rate of at least 1 hour per month
- 6.3 Revise circulation area for better efficiency for members and staff
  - 6.3a Establish member self-pick-up of holds areas by 2016
  - 6.3b Add additional self-check capacity in 2017
  - 6.3c Install RFID with CCRLS taking the lead in 2017
- 6.4 Review staffing levels as self-check, self pick up of holds and retirements occur that change operations and resources
  - 6.4a Revise job descriptions and responsibilities as retirements and staffing changes occur
- 6.5 Develop a volunteer recruitment program for volunteers with specific job descriptions and skills
  - 6.5a Develop the *Summer Internship* program for the 2016 season
  - 6.5b Develop “job ads” for specific volunteer tasks by 2017
- 6.6 Expand sources of funding
  - 6.6a Pursue at least two grants each year
  - 6.6b Pursue putting the Carnegie Library on the Historic Registry to be eligible for grants
  - 6.6c Work with the Library Foundation to increase the endowment to build a rainy day fund for operations
  - 6.6d Develop a spring and fall book drive program with the Library Friends each year to increase their stock and subsequent sales

# Background

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## *The library provides...*

- Access to over 2 million items in the catalog, through the partnership with the Chemeketa Cooperative Regional Library Service (CCRLS)
- A mobile app for smart phones or tablets where members can place holds or access audio books to listen to on the go as well as other activities
- Computers, printers and WiFi access for applying for jobs, completing resumes, e-mail, plane tickets, research, and more
- Ebooks to download to readers, iPhones, iPads or more
- Early Literacy classes for preschoolers for readiness for school
- Test proctoring for students in online or remote education courses
- Chilton's Auto Repair guides available free online to card holders
- Learning Express which provides test practice (GED, etc) online and is free to card holders
- Access to libraries throughout Oregon (the coast, Washington County, eastern Oregon, etc) through the Oregon Library Passport Program
- Free, or reduced, admission to Evergreen Museums, Portland Japanese Garden, Portland Art Museum and other venues to local library card holders
- Book clubs for adults and kids on a regular basis
- Books and storytimes in Spanish
- Access to books in almost every library in the country, even world, through interlibrary loan
- Ancestry.com and other genealogical resources
- Books, DVDs, CDs and magazines on a wide variety of topics for you to check out

## ***Key Issues***

### ***Reduced Book and Materials Budget***

- The budget for books and materials (AV, magazines, databases, etc.) since 2008 has gone down and in 2014-15 it was at the same level as 1988. In 2015-16, the budget was restored to \$87,000, which are pre-recession levels. Average for comparable libraries is \$111,063.

### ***Access to the Library***

- The library is open just 37 hours a week, considerably lower than comparable libraries at 54 hours a week and the Oregon Library Association standards of 40 hrs deemed essential/minimal.
- The standards list 55 hrs per week as enhanced service levels and 70 hrs per week is considered exemplary service levels. This is for libraries serving up to 24,999 residents. For libraries over 25,000, the standards go to 50 for essential/minimal, 60 for enhanced and 75 hours are considered exemplary.

### ***Repairs to Facility***

- The “new” library is 31 years old and the “old” library is 103. The facility needs continued maintenance. The roof is scheduled for replacement in October, 2015, however the outside trim needs painting, repairs to the fascia are needed and in about 5-10 years the carpet will need to be replaced.
- The remodeled Children’s Room (2014) was done with donations and grants and the Library Foundation supported new furnishings throughout the upstairs in 2014-15. The “temporary” reference desk from the 1990’s will be replaced in Fall, 2015.

### ***Newberg Cultural District***

- The Library is one of the central facilities within the Newberg Cultural District (NCD) along with the Chehalem Cultural Center. The Library Annex and Carnegie Court (the grassy area) are key components of the district along with the north end of Howard Street (library parking). The Annex eventually needs to be removed and new stage, storage, green room, public restrooms etc. needs to be built in its place.
- As the NCD develops, Howard St (library parking area) will be revised which should allow for a better entrance to the library and connect the area to the recently designed Sheridan Street area. With changes to Howard St, the regional library district’s 40 foot daily delivery truck would likely not be able to enter the library through Howard St. and the city owned building at the rear of the library (211 N. School St) would need to be removed and turned into a parking lot and truck delivery area.

### ***Statistics and comparisons with other cities***

Newberg continues to have great participation in classes and activities offered by the library. The early literacy and early learning activities are a very active part of service with hundreds attending the storytimes each week. Class and event attendance is greater than average for comparable libraries with Newberg ranked in the top 15% statewide.

Checkouts are lower than most other libraries due to the fact that Newberg charges for a library card for those living outside the city limits. The other libraries are all part of cooperatives or county systems that provide library service at no charge for those living close by, but outside the city limits. Many of the libraries are in the metro area with large numbers of people residing just outside the city limits and, due to county funding for those libraries, these residents receive free service. Newberg charges \$79 annually for a library card to those in Dundee and rural Newberg, which obviously limits use.

Newberg is below average for the number of librarians with a Masters in Library Science degree. We are ranked 38th in the state but we are the largest community to have so few professional librarians on staff.

Newberg is open just 37 hours per week, the lowest number of hours for comparable libraries and 87<sup>th</sup> in the state. Most libraries open 37 or fewer hours are in communities of 5,000 people or fewer except for the very economically depressed areas of Josephine, Douglas and Jackson counties. The state median is 44 open hours per week.

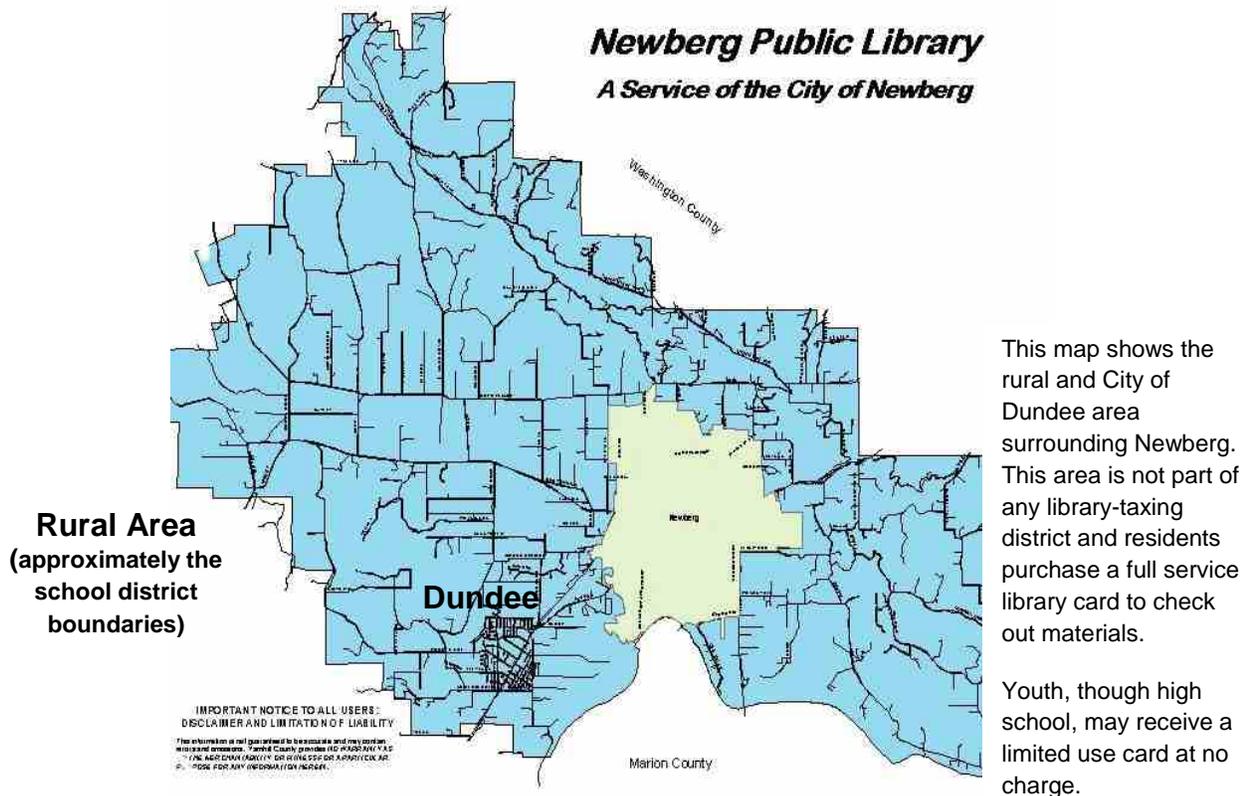
	<b>Registered Borrowers</b>	<b>Total Program Attendance</b>	<b>Total Checkouts</b>	<b>Librarians with MLS</b>	<b>Hours Open</b>
<b><i>Newberg</i></b>	<b><i>(7<sup>th</sup>) 17,654</i></b>	<b><i>(4<sup>th</sup>) 17,288</i></b>	<b><i>(9<sup>th</sup>) 291,850</i></b>	<b><i>(10<sup>th</sup>) 2.00</i></b>	<b><i>(10<sup>th</sup>) 37</i></b>
Woodburn	15,730	4,909	157,163	3.75	45
McMinnville	24,353	14,582	351,672	5.73	45
Sherwood	11,443	12,887	367,240	3.60	60
Forest Grove	13,276	6,727	383,207	3.80	51
Tualatin	20,413	18,074	704,234	7.00	65
West Linn	18,148	16,912	653,925	7.00	56
Wilsonville	18,100	29,624	507,338	4.63	61
Milwaukie	20,404	17,310	725,861	5.55	66
<u>Oregon City</u>	<u>20,278</u>	<u>5,886</u>	<u>482,036</u>	<u>3.30</u>	<u>56</u>
<b>Average</b>	<b>17,980</b>	<b>14,420</b>	<b>462,453</b>	<b>5</b>	<b>54</b>

*(Statistics from 2013-14, the last full year of statistics for Oregon libraries)*

***Numbers in ( ) are Newberg Library's rank with these 10 comparable libraries***

## Service Area

Newberg Public Library is supported by the tax payers within the city limits of Newberg and those within the Chemeketa Cooperative Regional Library Service District. Dundee and the rural areas surrounding Newberg are not part of any library funding district and residents are provided with full library service for a fee of \$79 annually (\$70 for seniors). The Newberg City Council, through a generous program, provides library cards for youth (high school and younger) which provides access to Newberg's collection.



# REQUEST FOR COUNCIL ACTION

**DATE ACTION REQUESTED: November 16, 2015**

**Order \_\_\_      Ordinance \_\_\_      Resolution XX      Motion \_\_\_      Information \_\_\_**  
**No.                      No.                      No. 2015-3230**

**SUBJECT: Resolution adopting the City Classification & Compensation Plan Update and authorizing the City Manager Pro Tem to implement the results of the update retroactive to July 1, 2015.**

**Contact Person (Preparer) for this Motion: Nancy McDonald, Interim Human Resources Director  
Dept.: Administration  
File No.:**

**RECOMMENDATION:**

Adopt **Resolution No. 2015-3230** The City Classification & Compensation Plan Update and authorize the City Manager Pro Tem to implement the results of the Update retroactive to July 1, 2015.

**EXECUTIVE SUMMARY:**

To provide the City Council with a comprehensive analysis of the City’s current classification and compensation plan for non-represented employees, the Interim Human Resources Director conducted a survey of wages and benefits and a comparison of position descriptions on twelve cities identified as comparable to Newberg; ten defined by Oregon state statute and an additional two that have been recently used during collective bargaining with the Newberg-Dundee Public Safety Association and the Newberg Fire Department. The result of this survey indicated that while benefit packages were relatively equal, the salary ranges for non-represented employees lagged behind the average of the comparable cities.

**FISCAL IMPACT:**

Funding for the implementation of the compensation portion of the plan update will be addressed by means of a supplemental budget request slated for presentation to the City Council in January, 2016. Said supplemental budget request will reflect adjustments indicated on the attached Resolution 2015-3230 which are delineated by fund.

Option A. Implementing the results in the least cost manner, moving the incumbent employee from their current wage step in their current classification range to the closest, but not lower than dollar amount, step of the new range associated with their classification will be \$195,832.00. With the exception of pending increases based on offers of employment to select employees, this option will require suspending the current practice of allowing employees hired prior to 06/30/2013 to move two steps (5%) instead of just one step (2.5%) as a result of a satisfactory evaluation.

Option B. Implementing the results in the higher cost manner, moving the incumbent employee from their current wage step in their current classification range to the closest, but not lower than dollar amount, step of the new range associated with their classification will be \$227,987.00. While recognizing pending increases based on offers of employment to select employees, this option would continue the current practice of allowing employees hired prior to 06/30/2013 to move two steps (5%) as a result of a satisfactory evaluation.

A resolution on one of these options will be presented to the Council during the regular meeting.

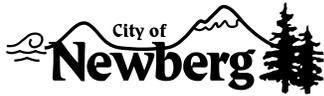
**STRATEGIC ASSESSMENT:**

The fiscal climate, budget cuts, frozen merit and zero cost of living increases over the last five fiscal years have resulted in pay ranges of employee classifications which are not represented by an employee association or union to fall behind the average of public agency market comparables.

The organization has lost valuable employees to other agencies, and those that have stayed have done so out of allegiance to the City bolstered by repeated promises of pending salary studies aimed at eliminating the deficits in their compensation and the wage compression experienced by supervisors and department heads.

The issue of wage compression caused by zero, or reduced increases to managers and supervisors is prevalent through the organization. Salary Schedules have been updated over the years, but lack any consistency in classification placement or wage assignment. Represented employees are earning more than their management counterparts which results in an inability to promote within the organization as there is no monetary benefit, just additional duties and responsibilities.

There have been so many reorganizations and classification changes over the years that position descriptions are in dire need of an update both for internal placement and promotional purposes as well as bringing them into conformance with mandated language to meet changes in federal and state law.



## RESOLUTION No. 2015-3230

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### A RESOLUTION ADOPTING THE CITY CLASSIFICATION & COMPENSATION PLAN UPDATE AND AUTHORIZING THE CITY MANAGER PRO TEM TO IMPLEMENT THE RESULTS OF THE UPDATE RETROACTIVE TO JULY 1, 2015.

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#### RECITALS:

1. Reason for Action: The fiscal climate, budget cuts, frozen merit and zero cost of living increases over the last five fiscal years have resulted in pay ranges of employee classifications which are not represented by an employee association or union to fall behind the average of public agency market comparables.
2. Recommendation: Interim Human Resources Director McDonald recommends the adoption of the City Classification and Compensation Plan Update for non-represented employees.
3. Funding: Funding of the changes resulting for the Classification and Compensation Plan Update will be addressed by a supplemental budget in January, 2016. The overall cost of this implementation will be \$ 195,832.00 allocated to the following funds:

01	General Fund	\$91,863.00
02	Street Fund	\$5,612.00
05	EMS Fund	\$10,385.00
06	Wastewater Fund	\$12,842.00
07	Water Fund	\$6,752.00
08	Building Fund	\$14,054.00
13	911 Fund	\$2,629.00
14	Economic Development Fund	\$25.00
16	Public Safety Fee	\$0
17	Storm Water Fund	\$6,828.00
31	Administrative Support Services	\$44,842.00

4. Implementation: Changes in employee classification salary range placement will be retroactive to July 1, 2015 and with the exception of pending increases based on offers of employment to select employees, will suspend the current practice of allowing employees hired prior to 06/30/2013 to move two steps (5%) instead of just one step (2.5%) as a result of a satisfactory evaluation.

**THE CITY OF NEWBERG RESOLVES AS FOLLOWS:**

The City Council adopts the City Classification & Compensation Plan Update and authorizes the City Manager Pro Tem to implement the results of the update retroactive to July 1, 2015.

- **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: November 17, 2015.

**ADOPTED** by the City Council of the City of Newberg, Oregon, this 16th day of November, 2015.

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Sue Ryan, City Recorder

**ATTESTED** by Mayor this \_\_\_\_\_ day of November, 2015.

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Bob Andrews, Mayor



## RESOLUTION No. 2015-3230

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### A RESOLUTION ADOPTING THE CITY CLASSIFICATION & COMPENSATION PLAN UPDATE AND AUTHORIZING THE CITY MANAGER PRO TEM TO IMPLEMENT THE RESULTS OF THE UPDATE RETROACTIVE TO JULY 1, 2015.

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#### RECITALS:

1. Reason for Action: The fiscal climate, budget cuts, frozen merit and zero cost of living increases over the last five fiscal years have resulted in pay ranges of employee classifications which are not represented by an employee association or union to fall behind the average of public agency market comparables.
2. Recommendation: Interim Human Resources Director McDonald recommends the adoption of the City Classification and Compensation Plan Update for non-represented employees.
3. Funding: Funding of the changes resulting for the Classification and Compensation Plan Update will be addressed by a supplemental budget in January, 2016. The overall cost of this implementation will be \$ 227,987.00 allocated to the following funds:

01	General Fund	\$102,346.00
02	Street Fund	\$6,772.00
05	EMS Fund	\$12,228.00
06	Wastewater Fund	\$15,408.00
07	Water Fund	\$11,353.00
08	Building Fund	\$14,054.00
13	911 Fund	\$3,457.00
14	Economic Development Fund	\$25.00
16	Public Safety Fee	\$0
17	Storm Water Fund	\$7,987.00
31	Administrative Support Services	\$54,357.00

4. Implementation: Changes in employee classification salary range placement will be retroactive to July 1, 2015 and with the exception of pending increases based on offers of employment to select employees, will continue the current practice of allowing employees hired prior to 06/30/2013 to move two steps (5%) instead of just one step (2.5%) as a result of a satisfactory evaluation.

**THE CITY OF NEWBERG RESOLVES AS FOLLOWS:**

The City Council adopts the City Classification & Compensation Plan Update and authorizes the City Manager Pro Tem to implement the results of the update retroactive to July 1, 2015.

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Sue Ryan, City Recorder

**ATTESTED** by Mayor this \_\_\_\_\_ day of November, 2015.

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Bob Andrews, Mayor

# REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: November 16, 2015

Order \_\_\_      Ordinance \_\_\_      Resolution \_\_\_      Motion XX      Information \_\_\_  
No.                      No.

**SUBJECT: Recommendation for Approval of an Oregon Liquor Control Commission (OLCC) Limited On-Premises Sales Permit for Plan-It Financial Incorporated, dba Frack Burger**

Contact Person (Preparer) for this Motion: Chris Bolek  
Dept.: Police  
File No.:

**RECOMMENDATION:**

Recommend to the Oregon Liquor Control Commission (OLCC) that they approve a Limited On-Premises Sales permit for Plan-It Financial Incorporated dba Frack Burger.

**EXECUTIVE SUMMARY:**

Frack Burger is a recently opened local business in the Newberg Community. However, there are other Frack Burger restaurants in Portland, Canby and Boring, Oregon.

The police department has no indications of poor business practices or law violations.

The Limited On-Premises Sales permit of alcohol from OLCC allows only on site sales and consumption of beer, wine and ciders. Frack Burger also sells other hot and cold non-alcoholic beverages, milk shakes and foods.

There is no indication that Frack Burger management will not responsibly handle this new feature for their customers and insure that their staff maintains all of the necessary requirements and responsibilities associated with such a permit.

**FISCAL IMPACT:**

None

**STRATEGIC ASSESSMENT (RELATE TO COUNCIL GOALS):**

None

# REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: November 16, 2015

Order \_\_\_      Ordinance \_\_\_      Resolution \_\_\_      Motion XX      Information \_\_\_  
No.                      No.

**SUBJECT: Recommendation for Approval of an Oregon Liquor Control Commission (OLCC) Limited On-Premises Sales Permit for Bondservants Incorporated, dba The Coffee Cottage**

Contact Person (Preparer) for this Motion: Chris Bolek  
Dept.: Police  
File No.:

**RECOMMENDATION:**

Recommend to the Oregon Liquor Control Commission (OLCC) that they approve a Limited On-Premises Sales permit for Bondservants Incorporated dba The Coffee Cottage.

**EXECUTIVE SUMMARY:**

The Coffee Cottage has been a successful local business in the Newberg Community since 1990.

The police department has no indications of poor business practices or law violations. Rather, The Coffee Cottage has proven themselves to be a responsible member of the Newberg community

The Limited On-Premises Sales permit of alcohol from OLCC allows only on site sales and consumption of beer, wine and ciders. The Coffee Cottage also sells other hot and cold non-alcoholic beverages and foods.

There is every indication that The Coffee Cottage management will responsibly handle this new feature for their customers and insure that their staff maintains all of the necessary requirements and responsibilities associated with such a permit.

**FISCAL IMPACT:**

None

**STRATEGIC ASSESSMENT (RELATE TO COUNCIL GOALS):**

None

# ***REQUEST FOR COUNCIL ACTION***

**Date of Council Meeting: November 16, 2015**

<b>Order</b> ___	<b>Ordinance</b> ___	<b>Resolution</b> ___	<b>Motion</b> ___	<b>Information</b> <u><b>XX</b></u>
<b>No.</b>	<b>No.</b>	<b>No.</b>		

**SUBJECT: Forward Looking Calendar,**  
Committee Recruitment

**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.

The city of Newberg is seeking applications from citizens and local high school students to serve on a commission or committee. This is an opportunity to serve and be part of the decision-making team governing your community. Appointments are planned for December 7. Applications are available on the city’s website at <https://www.newbergoregon.gov/citycouncil/> or from the City Recorder’s Office at city hall (414 E. 1<sup>st</sup> Street), [cityrecorder@newbergoregon.gov](mailto:cityrecorder@newbergoregon.gov) and submitted via mail, email, or in person by **November 30<sup>th</sup>**. Questions ? Contact the city recorder at the email above or call (503) 537-1283. Student commissioners must attend Newberg area high schools or homestudy programs.

**Budget Committee - 1 vacancy with 3-year term starting in January 2016.**

The Budget Committee meets from January – June. Their duties are to review, analyze and discuss the annual City budget proposed by City staff. Among revenues and expenditures is the proposed budget Property Tax distribution. The City of Newberg’s Budget Committee is a forum of City Council members and an equal number of non-council citizen members. The Committee has an important impact on where City dollars go and which services benefit the community the most.

Applicant requirements include: Residency within the City limits.

**Traffic Safety Commission - 2 vacancies with 3-year term starting in January 2016; 1 student commissioner vacancy for unfilled position from January to June 2016.**

The purpose of the Traffic Safety Commission is to promote traffic safety through investigation, study, and analysis of traffic patterns. The Commission makes decisions on the location of parking, crosswalks, safety zones, traffic lanes, truck routes, and all manner of traffic control devices within the community. In addition, they conduct and promote traffic safety programs. The student representative is a non-voting, student commissioner position. Student members will be active participants. Experience may also be used as a senior project or included as volunteer activity on a college application.

**FISCAL IMPACT:** In order to keep the city functioning, we need volunteers to fill roles on our committees and commissions.

**STRATEGIC ASSESSMENT (RELATE TO COUNCIL GOALS):** To keep the citizenry informed.

**NEWBERG CITY COUNCIL  
2015 FORWARD LOOKING CALENDAR**

**Monday, December 7, 2015**

Department Head Presentations

Pavement Maintenance Funding Options presentation

Committee Appointments

Ordinance 2788 Comprehensive Plan amendment for Population Numbers

Resolution 3206 Springs Divestiture

**Monday, December 21, 2015 - Cancelled**

**Monday, January 4, 2016**

Presentation on Court Amnesty program

Resolution on IGA between ODOT & City for Newberg Dundee Bypass

**Monday, January 19, 2016**

Waste Water Treatment Plant presentation on remodel work

Report on Urban Forestry program

Resolution on College Street Local Improvement District

Ordinance TSP Amendment Wilsonville Road and Newberg Dundee Bypass Route