



**CITY COUNCIL AGENDA
APRIL 18, 2016, 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. CITY MANAGER'S REPORT

V. 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)

VI. CONSENT CALENDAR

1. Minutes from March 21, 28 and April 9, 2016 Pages 1- 9
2. Approval of Oregon Liquor Control Commission Winery Permit for Et Fille Wines Inc. dba Et Fille Wines Page 10
3. Approval of Oregon Liquor Control Commission Off-Premises Sales Permit for Yamhills, Inc. dba Yamhills Page 11
4. Resolution 2016-3278, A Resolution authorizing the City Manager Pro Tem to enter into a contract with McClure & Sons, Inc. for the Wastewater Treatment Plant On-site Sodium Hypochlorite Generation System project Pages 12-13
5. Resolution 2016-3260, A Resolution to authorize the City Manager Pro Tem to enter into a Professional Services Agreement Amendment with Murray Smith and Associates to provide additional design services for the City's Villa Road Improvement project in the amount of \$297,555.00 Pages 14-62
6. Resolution 2016-3283, A Resolution authorizing the acquisition of storm drainage and access easements for the Blaine Street Stormwater Improvement project Pages 63-68

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.

VII. PUBLIC HEARING – ADMINISTRATIVE

1. Resolution 2016-3268, A Resolution Establishing a Master Fee Schedule Pages 69-97

VIII. PUBLIC HEARING – LEGISLATIVE

1. Ordinance 2016-2800, An Ordinance establishing a process for the Council to adjust an existing Public Safety Fee and declaring an emergency Pages 98-101
2. Ordinance 2016-2794, An Ordinance amending the Newberg Transportation System Plan to reflect changes necessary to accommodate the relocation of Wilsonville Road to a location south of Wynooski Road. Pages 102-143

IX. NEW BUSINESS

1. Resolution 2016-3274, A Resolution approving the Newberg Economic Development Strategy Pages 144-166
2. Resolution 2016-3275, A Resolution recommending that Yamhill County approve a proposed conditional use permit for a Home Occupation commercial kitchen at 1400 NE Chehalem Drive, Yamhill County Tax Lot No. 3218CA-2500 Pages 167-179

X. COUNCIL BUSINESS

1. February Financial Statements Pages 180-188

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: April 18, 2016

Order ___ Ordinance ___ Resolution ___ Motion XX Information ___
No. No. No.

SUBJECT: Minutes

**Contact Person (Preparer) for this
Motion: Sue Ryan, City Recorder
Dept.: Administration
File No.:**

RECOMMENDATION:

Approve City Council minutes from March 21, March 28, and April 9, 2016.

**NEWBERG CITY COUNCIL MINUTES
REGULAR SESSION
MARCH 21, 2016, 7:00 PM
PUBLIC SAFETY BUILDING (401 E. THIRD STREET)**

The work session was held at 6:00 p.m. preceding the meeting. Present were Mayor Bob Andrews, Councilors Lesley Woodruff, Stephen McKinney, Scott Essin, and Denise Bacon. Also present were City Manager Pro Tem Stephen Rhodes, City Attorney Truman Stone, City Recorder Sue Ryan, Finance Director Matt Zook, Community Development Director Doug Rux, Library Director Leah Griffith, Police Chief Brian Casey, and Interim Human Resources Director Nancy McDonald.

Planning Commission Chair Allyn Edwards, Library Board Chair Corina Kanen, Citizens Rate Review Committee Chair Rick Rogers, Budget Chair Lon Wall, Affordable Housing Commission Chair Stuart Brown, and Newberg Downtown Revitalization Ad-Hoc Committee Chair Ben Jaquith.

REVIEW OF COUNCIL AGENDA: None

COUNCIL ITEMS: Mayor Andrews said he had three informational items for Council Business.

WORKSHOPS: Committee chairs gave reports on their mission statements and current activities.

Budget Committee Chair Lon Wall said the Budget Committee had seven citizen members and seven Councilors on the Committee. Currently the Committee was not doing anything, but would begin meeting in April. Their first meeting would be on a Saturday to look at City operations.

CRRC Chair Rick Rogers said seven citizen members served on the Committee. They met nine times between October and February and took a facilities tour. The Committee's recommendation to Council had been remanded back to the Committee. They would be meeting two more times to review Council's suggestions to increase the rates. He suggested the rule be looked at that if the Council had wanted to decrease the rates, it would not have to be remanded back to the Committee.

Library Board Chair Corina Kanen said there were five Board members and she explained their duties. They had been working on the Strategic Plan which Council recently adopted and were working on the Long Range Plan for the library. They got some positive feedback on the increase in library hours.

AHC Chair Stuart Brown said there were five Committee members and described the goals of the Committee. One grant had been disbursed, but no one had been interested in the loan option. He explained what the Committee planned to do in 2016 including offering micro loans or grants for manufactured homes and recapitalization efforts.

Newberg Downtown Revitalization Ad-Hoc Committee Vice Chair Ben Jaquith distributed a timeline, process, and schedule for the Committee which was made up of 18 members. They were working on the Newberg Downtown Improvement Plan and held a public visioning meeting. The plan would be presented in upcoming public hearings and one more public visioning meeting. He then summarized the goals and ten desired outcomes of the Plan.

Planning Commission Chair Allyn Edwards summarized the recent activities of the Commission including the resolution to the Newberg-Dundee Bypass issue, discussion of marijuana land use regulations, and review of annexation applications.

The meeting was adjourned at 6:35 p.m. to attend the Fire Department induction ceremony.

CALL MEETING TO ORDER

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

ROLL CALL

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

Staff Present: Stephen Rhodes, City Manager Pro Tem Sue Ryan, City Recorder
Truman Stone, City Attorney Matt Zook, Finance Director
Doug Rux, Community Development Director Leah Griffith, Library Director
Nancy McDonald, Interim HR Director Steve Olson, Senior Planner

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was performed.

PRESENTATIONS: Library Director Leah Griffith gave the annual report for the Newberg Cultural District. The District was formed as an Intergovernmental Agreement between the City and Chehalem Park and Recreation District in 2013. There was a five member board and she explained the duties of the board. She then discussed the events that were held in 2015 and were also being held in 2016, such as Tunes on Tuesday, Camelia Festival, Public Works Day, Library Summer Reading Program, and Christmas Tree Lighting. The signs for Tunes on Tuesday worked to help with the parking complaints. She then discussed several projects such as wayfinding signage, bollards to close off traffic, festival street designations, District reservations and fee schedule, communicating to the community, options for funding signage, public art, and revising the Parking Plan.

CITY MANAGER PRO TEM'S REPORT: City Manager Pro Tem Stephen Rhodes reported on the progress the Transient Lodging Tax Advisory Committee was making on the Tourism Strategy Plan. He said a firm had been selected to work on the strategy and the contract would be coming to the Council at the next meeting.

PUBLIC COMMENTS: None.

CONSENT CALENDAR:

MOTION: Bacon/Woodruff moved to approve minutes from February 16, 2016 and to approve Resolution 2016-3267, A Resolution authorizing the City Manager Pro Tem to appoint recommended candidate to a position in the Library. Motion carried (5 Yes/ 0 No/1 Absent [Corey]).

PUBLIC HEARING - LEGISLATIVE: Ordinance 2016-2798

Mayor Andrews opened the hearing and called for any abstentions or conflicts of interest on the part of the Council. There were none.

Community Development Director Doug Rux entered the staff report into the record including its attachments (Exhibit A). He said this was a Development Code amendment related to recreational marijuana producers and processors. The proposal was to identify recreational marijuana producers as a prohibited indoor or outdoor use in residential and commercial districts and subdistricts. Producers would be permitted indoors in industrial districts and conditional use outdoors in the industrial districts. Processors would be permitted in the industrial districts, and prohibited in all residential, commercial, community facility, institutional, and miscellaneous districts and subdistricts. Two definitions would be added for recreational marijuana producers and processors.

He explained the HB 3400 and Administrative Rules for marijuana. He discussed the work of the Marijuana Subcommittee. Public comments had been submitted by Shari Ralston who raised questions about a medical marijuana dispensary she owned on Springbrook and using a former bank building nearby that had a vault for a processing facility. That property was zoned C2 and it was recommended by both the Subcommittee and Planning Commission not to allow processing in commercial areas. He explained local governments could regulate time, place, and manner for producers and processors and listed the locations that could not be issued a license.

He discussed the rules for producer indoor and outdoor operations. Marijuana was considered an agricultural crop. In all of the Administrative Rules, there were no limits on time since producers grew plants 24 hours a day and processors could process 24 hours a day. There were many manner types of regulations and limitations on grow canopy sizes. Processors could do edibles, topicals, concentrates, and extracts and they required endorsements. Marijuana products had to be tested through the Oregon Health Authority. He discussed many regulations for processing and grow facilities.

The Subcommittee recommended to the Planning Commission to allow processors in the M1, M2, M3, M4, and Springbrook District Employment, and prohibit them in Airport Industrial, Airport Industrial Overlay, all residential, commercial, community facility, institutional, and miscellaneous districts and subdistricts and adding a definition for recreational processor. For producers, the Subcommittee recommended allowing them as conditional use in R1 and R2, and prohibiting them in commercial, community facility, and institutional districts and subdistricts and permitting them indoors in the M1, M2, M3, M4, SDE, M1/SP, and I/I and conditional use outdoors in M1, M2, M3, M4, SDE, M1/SP, and I/I and prohibiting them in the Airport Industrial and Airport Industrial Overlay, historic, stream corridors, and bypass interchange areas and adding a definition.

The Planning Commission modified that to prohibit producers in the R1 and R2 districts due to information from OLCC that they would not issue licenses for primary residences, but keeping the rest of the Subcommittee's recommendations. He read the definitions proposed and discussed the table showing where they were allowed and where they were prohibited. Staff also went through the Code and made sure each section reconciled with the recommendations and some additional language was proposed. The Planning Commission conducted one public hearing and the Council was providing a second public hearing regarding these changes. This also met a goal in the Comprehensive Plan to provide the opportunity for new types of businesses in the community. If any of the marijuana categories was banned, the City would not receive State revenue sharing from marijuana taxes. None of the activities had been prohibited, but there was a limitation on where the activities might occur in the City. Staff recommended adoption of the ordinance.

Councilor Essin asked if anyone could grow marijuana in their residential area ? CDD Rux said OLCC would not issue a license for a primary residence. If there was an outbuilding or accessory dwelling on the property, it could be grown there. The Planning Commission recommended not allowing producers in any residential districts. These were regulations for producers related to grow operations and processors involved in manufacturing, but this did not address retail, wholesale, laboratories, or research certificates at this time. It decided where to allow or prohibit these activities. For applications, the City received a Land Use Compatibility form and turned it in to OLCC who would not issue a license if it was prohibited and would continue with the process if it was permitted by the City.

Opponent:

Shari Ralston, owner of a medical marijuana dispensary in Newberg, was opposed to the Ordinance. On the same tax lot as her dispensary there was an additional building about 20 feet from the dispensary that she also owned. It had once been used as a bank and had a vault and was an ideal location for a processing plant. She explained what occurred in a processing facility and how the finished product was more valuable than what a grow site produced. She had done some research on a new door and climate control in the vault, and thought it was an ideal location for a processing plant. There was also a back entrance where product could be transported in and out of the building safely.

She wanted to apply for a license to process extractions and edibles, which would require a commercial kitchen. These did not have any type of smell, could be put in a small location, the traffic impact was low, and it was a quiet, private type of business. Other cities thought these types of facilities should be in a similar location as other marijuana facilities to help with police monitoring and safety instead of located throughout the City. She requested a change of zoning usage to allow this type of situation. When the Council considered recreational retail facilities, she recommended repealing the ban that was currently in place so recreational sales could occur. The taxes not being collected in Newberg were significant.

Mayor Andrews closed the public testimony portion of the public hearing. He asked if Council had questions of staff.

Councilor McKinney asked about the issues raised by Ms. Ralston. CDD Rux referred to a map of the 1,000 foot buffer zones from schools and parks. The property located at the corner of Springbrook and Portland roads appeared to be just outside the 1,000 foot buffer. The property was zoned C2 and if they were to allow it here, it would have to be allowed in all of the C2 districts. The recommendation from the Planning Commission and the Subcommittee was to not allow processors in areas zoned C2. The Council could allow processors in C2 if it met the 1,000 foot buffer. The Planning Commission did not discuss that alternative.

Council President Bacon asked about making it conditional use. CDD Rux said conditional use was required to go before the Planning Commission for a public hearing and he discussed the criteria for conditional use including compatibility with the area.

Councilor McKinney liked the idea of consolidating these purposes to the same location. Was there anything prohibiting the property owner from utilizing the property as proposed? CDD Rux replied if the Council adopted the ordinance as proposed, it would not be allowed in C2. The options available were an individual property owner could come in to request an amendment to the Development Code or the Council could direct staff to initiate another Development Code amendment to look at the issue of processors in C2.

Councilor Essin asked about the reasoning of the recommendation to not put such facilities in C2 areas. CDD Rux answered the Subcommittee and Planning Commission viewed processing as an industrial operation rather than a commercial service or retail operation and recommended putting them in industrial districts where it was similar and more compatible.

Council President Bacon agreed this was a perfect location. If the Council made it conditional use tonight, it would still give them an opportunity to show if it was compatible or not. CDD Rux said they could amend the table on Page 70, C2 column, by changing the box to C for Conditional for recreational processor.

Councilor McKinney asked about how many more properties would be affected. CDD Rux detailed the properties in the Portland Road corridor that would be affected as well as properties on the west end of town.

Council President Bacon said since it was Conditional Use, the Planning Commission would review these applications to see if they were compatible or not. CDD Rux reminded Council that with Conditional Use that it was what conditions you could impose that were reasonable to make that use compatible with the surrounding area.

Councilor McKinney asked for a recess before making a motion.

Mayor Andrews asked when and where conditions would be imposed. CDD Rux said at the Planning Commission level.

The Council recessed at 8:10 p.m. and reconvened at 8:25 p.m.

CDD Rux said given the discussion about the conditional use in C2 for a processing facility and the 1,000 foot buffer from schools and parks, he suggested the Council continue the hearing to a date certain of April 4, 2016, to give staff time to come up with suggested language and bring back an alternate proposal. He said OLCC was looking to start issuing licenses on April 1, but he did not think there was harm in the ordinance taking effect on April 5 instead. He said this would provide clear information so that Council could make a decision.

Mayor Andrews asked if that would leave the record open. City Attorney Truman Stone explained the record could be left open for additional testimony or it could be closed.

MOTION: McKinney/Bacon moved to continue the hearing on Ordinance 2016-2798 until April 4, 2016, and to close the public record. Motion carried (5 Yes/0 No/1 Absent [Corey])

NEW BUSINESS: Resolution 2016-3262:

Senior Planner Steve Olson said the Relay for Life of Newberg leadership team requested the Council designate two days of the event as Festival Days in order to install flags in the City's right-of-way to advertise the event. There was a clause in the Code for events that allowed an unlimited number of flags for certain days, such as holidays and festival days. This event was not on a fixed day, but occurred on a weekend near the end of June. This year it would be held on June 25 and 26.

MOTION: McKinney/Woodruff moved to approve Resolution 2016-3262, A Resolution designating the two days of the Relay for Life for Newberg event as festival days in order to permit the installation of flags in the City Right-of-Way (5 Yes/0 No/1 Absent [Corey]).

Sportsmans Airpark: CDD Rux said this was an ongoing discussion between the City and Sportsmans Airpark about an FAA program for a purchase of development rights. In 2005 a new program was created that allowed the City to become a sponsor in an application to the FAA to purchase development rights on an airport. This federal grant program had a 10% local match requirement. He reviewed the FAA's Airport Improvement Handbook, Section 8, which stated the requirements for the grant. The Council adopted a master plan for Sportsmans Airpark in 2005 and it identified this purchase of development rights program as a way to continue the airport's operations. In 2007, the City Manager sent a letter of inquiry to FAA, but nothing happened after that.

Sportsmans Airpark was requesting the City be a sponsor for the program. He explained the area that would be included. The funds would be used to extend the runway to be 3,000 feet as well as provide lighting upgrades. It would also help set up a maintenance operating account. A sponsor's responsibilities would include maintenance. He questioned who would pay for the appraisal and where the matching funds would come from. The City could purchase the development rights even though the airport was outside of the City limits. The first step was bringing this information to the Council and see if staff should continue the discussion.

Council President Bacon clarified the City would not have to pay for the maintenance for the airpark unless the owners walked away. CDD Rux said it would depend upon how the agreement was structured. The intent would be the property owners would do the maintenance into perpetuity. Council President Bacon thought the City already had staff that could do the maintenance. CDD Rux said they did not know if there would be enough funds to repair the runway to excellent condition through the development rights process and there were annual maintenance costs, special costs for paint, and so on.

Jason Dale, representing Sportsmans Airpark, discussed the assessed value of the airport versus using it as industrial land, which was a difference of \$5 or \$6 million, and he thought resurfacing and extending the runway could be done for far less than that. He was there to answer any questions the Council had.

Councilor Essin asked how this would be useful for the City. Mr. Dale said the City would gain a transportation hub that would be useful for emergency services. The funds for the program would be used to extend the runway and increase their business. By the City purchasing the development rights, the City was giving the community certainty that this property would remain an airport. By asking the City to purchase the rights, it was limiting his ability to do something else with the property. He thought it was a minimal risk to the City. There was discussion with Mr. Dale about what type of planes could use the airport, the helipad at one end of the property, compatibility issues, the costs the City could be liable for if the airpark did not continue as a business, how development rights would work, possible airport residential area, and use of the property as an airport only.

Mayor Andrews asked staff if the City was absorbing the costs associated with the application and the 10% match. CDD Rux said those had not yet been negotiated. There was discussion on funding and how it would not apply to activities related to noise or environmental abatement.

Mayor Andrews asked about the risk associated with this proposal. CDD Rux replied in a worst case scenario, the sponsor was the grant recipient who would pass it to the airpark and the risk was that the sponsor had to operate the airport in perpetuity unless the FAA allowed them to transfer the development rights. If the owner walked away, the sponsor would be responsible for the maintenance until they could find someone else to operate the airport. There was a risk in having a governmental agency and its financial resources take on a responsibility that might or might not occur.

CA Stone said the City would be obligated to operate and maintain the airport if it was closed or the owner discontinued safe airport operation and maintenance. It was not only maintenance, but operations that the City would be required to do. Currently the property owners could sell the property and close the airport down and build whatever zoning allowed. They would give up those development rights and narrow their ownership interest to own the property solely for an airport. It would create a restriction on the land to only be used for that purpose.

Councilor Essin saw this as an opportunity to guarantee they had an airport in Newberg. He thought it was worth the minimal risk. CA Stone said cities could own a municipal airport outside of the City limits. He said there was nothing in the City Code regarding the easement or development rights. There was discussion on the City's annexation of the property and what effect that would have on this agreement.

CMPT Rhodes thought it was a good opportunity as long as they could address the concerns of what would happen if it did not work out and the benefits the City would gain were sufficient to take on the risk. A lot of the maintenance work was what the City already did and the annual costs were minimal. The biggest cost would be the slurry seals and larger maintenance items. He explained possible funding sources to support the costs. He felt comfortable that there were sufficient resources that would fit with taking this on, particularly with the benefits of the airport to the City.

MOTION: Andrews/Bacon moved to direct staff to continue discussions with Sportsmans Airpark for the City to be a sponsor for the Federal Aviation Administration Airport Development Rights Pilot Program (5 Yes/0 No/1 Absent [Corey]).

Council Priorities Timelines: CMPT Rhodes said the timelines were discussed in January when Council adopted their priorities. The timeframe was for one to three years for the projects. Two priorities were not on the work plan because they were awaiting the arrival of a new City Manager. They were the visioning and communications priorities. With approval, staff would continue to move the priorities forward.

MOTION: Woodruff/Bacon moved to adopt the work plan timelines for implementation of the City Council Strategic Priorities (5 Yes/0 No/1 Absent [Corey]).

COUNCIL BUSINESS: SP Olson presented on the Yamhill County Block Grant application. He said the Yamhill County Affordable Housing Corporation provided no interest or low interest loans to local home owners for home repairs on land they owned. The State had recently allowed jurisdictions to apply for Block Grant funds to give the money out as grants instead of loans. The money could be given to people living in manufactured homes who did not own the land for urgent repairs. It would allow people to remain in their homes when they might not otherwise be able to. Staff had taken this possibility to the Affordable Housing Commission and the Commission thought it fit well with their goals. Staff would bring this back to Council for approval to apply for the grant. This was a population that the loans did not serve and the service was not available at the County or City level currently.

Mayor Andrews announced the Newberg High School cheerleaders won a third national title. He gave an update on the Newberg/Dundee Bypass Agreement which had been approved by the Oregon Transportation Commission and stated two more veterans only parking signs would be installed on March 22 in the Second Street parking lot.

CA Stone said the State had recently passed a bill removing elections for local annexations. This would change the City's Charter, which required voter approved annexations. Annexations that met the statutory criteria would now go to the Council for approval. There were four pending annexation applications which would be affected, and the Code would have to be changed.

ADJOURNMENT: The meeting was adjourned at 9:50 p.m.

ADOPTED by the Newberg City Council this 18th day of April, 2016.

Sue Ryan, City Recorder

ATTESTED by the Mayor this ____ day of April, 2016.

Bob Andrews, Mayor

**NEWBERG CITY COUNCIL MINUTES
SPECIAL SESSION
MARCH 28, 2016, 5:30 PM
4061 Hayes Street
Friendsview Community Room**

CALL MEETING TO ORDER

Mayor Andrews called the meeting to order at 5:30 p.m.

ROLL CALL

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

Staff Present: Stephen Rhodes, City Manager Pro Tem Truman Stone, City Attorney

EXECUTIVE SESSION: Pursuant to ORS 192.660 (2) a Employment of Officers.
Staff present included City Manager Pro Tem Steve Rhodes and City Attorney Truman Stone.
Council entered executive session at 5:30 p.m. They Council exited executive session at 5:52 p.m.

There was discussion on the City Manager Recruitment process.

ADJOURNMENT: The meeting was adjourned at 5:52 p.m.

ADOPTED by the Newberg City Council this 18^h day of April, 2016.

Sue Ryan, City Recorder

ATTESTED by the Mayor this ____ day of April, 2016.

Bob Andrews, Mayor

**NEWBERG CITY COUNCIL MINUTES
SPECIAL SESSION
APRIL 9, 2016, 8:30 AM
CITY HALL
414 E. First Street**

CALL MEETING TO ORDER

Mayor Andrews called the meeting to order at 8:37 a.m.

ROLL CALL

Members Present:	Mayor Bob Andrews	Scott Essin	Stephen McKinney
	Lesley Woodruff	Denise Bacon	Mike Corey
	Patrick Johnson		

Staff Present:	Stephen Rhodes, City Manager Pro Tem	Truman Stone, City Attorney
	Nancy McDonald, Interim Human Resources Director	

CITY MANAGER RECRUITMENT PROCESS:

Gary Phillips, Bob Murray and Associates briefed the Council on the process.

EXECUTIVE SESSION: Pursuant to ORS 192.660 (2) a Employment of Officers.

Council entered executive session at 8:55 a.m. The Council exited executive session at 4:35 p.m.

The Council interviewed candidates for the City Manager position.

ADJOURNMENT: The meeting was adjourned at 4:36 p.m.

ADOPTED by the Newberg City Council this 18th day of April, 2016.

Sue Ryan, City Recorder

ATTESTED by the Mayor this ____ day of April, 2016.

Bob Andrews, Mayor

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: April 18, 2016

Order ___ Ordinance ___ Resolution ___ Motion XX Information ___
No. No.

SUBJECT: Recommendation for Approval of an Oregon Liquor Control Commission (OLCC) Winery Permit for Et Fille Wines Inc. dba Et Fille Wines

**Contact Person (Preparer) for this Motion: Karan Frketich
Dept.: Police
File No.:**

RECOMMENDATION:

Recommend to the Oregon Liquor Control Commission (OLCC) that they approve a Winery permit for Et Fille Wines, Inc. dba Et Fille Wines

EXECUTIVE SUMMARY:

A local records check and that of the state criminal data base reveals no issues or concern.

The Winery permit of alcohol from OLCC allows only on site sales and consumption of wine.

There is every indication that Et Fille Wines management will responsibly engage in 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: April 18, 2016

Order ___ Ordinance ___ Resolution ___ Motion XX Information ___
No. No.

SUBJECT: Recommendation for Approval of an Oregon Liquor Control Commission (OLCC) Off-Premises Sales Permit for Yamhills, Inc. dba Yamhills

Contact Person (Preparer) for this Motion: **Karan Frketich**
Dept.: **Police**
File No.:

RECOMMENDATION:

Recommend to the Oregon Liquor Control Commission (OLCC) that they approve Off-Premises Sales permit for Yamhills, Inc. dba Yamhills

EXECUTIVE SUMMARY:

A local records check and that of the state criminal data base reveals no issues or concern.

The Off-Premises Sales permit of alcohol from OLCC allows only on site sales of beer, wine and ciders.

There is every indication that Yamhills management will responsibly engage in 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: April 18, 2016

Order ___	Ordinance ___	Resolution <u>XX</u>	Motion ___	Information ___
No.	No.	No. 2016-3278		

SUBJECT: A resolution authorizing the City Manager Pro Tem to enter into a contract with McClure & Sons, Inc., for the wastewater treatment plant on-site sodium hypochlorite generation system project.

**Contact Person (Preparer) for this Motion: Jason Wuertz, Project Manager
Kaaren Hofmann, City Engineer**

Dept.: Engineering Services Department

RECOMMENDATION:

Adopt Resolution No. 2016-3278.

EXECUTIVE SUMMARY:

As identified in the 2007 Wastewater Treatment Plant (WWTP) Facilities Plan Update, and further developed in the 2012 Preliminary Design Report, replacing the aging chlorine gas system which is used for effluent disinfection, is required for multiple reasons. Replacing the current gas system to a liquid chlorine generation system will provide significant safety improvements as well as allow for the increased disinfection needs of the plant as the demands increase.

On September 3rd, 2014, Council authorized the City Manager to enter into a contract with RH2 Engineering, Inc. to provide design services for the On-site Sodium Hypochlorite Generation System per resolution No. 2014-3162. The design was completed and the project was publicly advertised for bid in March, 2016. The estimate for this project was between \$700,000 and \$800,000.

The City received four bids for the project on March 31, 2016. The lowest qualified and responsive bidder is McClure & Sons, Inc., with a price of \$808,779.00. The four bids are as follows:

McClure & Sons Inc.	\$808,779.00
Pacific Excavation	\$845,500.00
Stellar J	\$863,040.00
Charter Mechanical	\$864,781.00

Upon council approval, construction is anticipated to begin in May 2016, and be completed by September, 2016.

FISCAL IMPACT:

Funding for this project is provided through the adopted 2015/2016 budget account No. 04-5150-706415. Additional funding will be allocated for this project in the 2016/2017 budget.

STRATEGIC ASSESSMENT:

This new system will greatly improve safety for the operators as well as the general public within the vicinity of the treatment plant. This project will also allow for necessary upgrades and increases to capacity for the disinfection chlorination system identified as part of the WWTP Repair, Renovation and Expansion Project, which ensures that Newberg is prepared to meet the Department of Environmental Quality regulatory requirements .



RESOLUTION No. 2016-3278

A RESOLUTION AUTHORIZING THE CITY MANAGER PRO TEM TO ENTER INTO A CONTRACT WITH MCCLURE & SONS, INC., FOR THE WASTEWATER TREATMENT PLANT ON-SITE SODIUM HYPOCHLORITE GENERATION SYSTEM PROJECT.

RECITALS:

1. Replacing the current chlorine gas system to a liquid chlorine generation system will provide significant safety improvements as well as allow for the increased disinfection needs of the plant as the demands increase.
2. The City of Newberg advertised the On-site Sodium Hypochlorite Generation System Project and received four bids.
3. The lowest qualified and responsive bidder was McClure & Sons, Inc., with a bid in the amount of \$808,779.00.
4. Construction for this project will begin in May, 2016, and will be complete in September, 2016.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. The City Council, acting as Contract Review Board for the City, authorizes the City Manager Pro Tem to enter into a contract with McClure & Sons, Inc., for an amount of \$808,779.00.
2. The City Manager Pro Tem and/or City Manager 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: April 19, 2016

ADOPTED by the City Council of the City of Newberg, Oregon, this 18th day of April 2016.

Sue Ryan, City Recorder

ATTEST by the Mayor this 21th day of April 2016.

Bob Andrews, Mayor

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: April 18, 2016

Order ___	Ordinance ___	Resolution <u>XX</u>	Motion ___	Information ___
No.	No.	No. 2016-3260		

SUBJECT: A resolution to authorize the City Manager Pro Tem to enter into a professional services agreement amendment with Murray Smith and Associates to provide additional design services for the City's Villa Road Improvement Project in the amount of \$297,555.00.

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

RECOMMENDATION:

Adopt Resolution No. 2016-3260.

EXECUTIVE SUMMARY:

On July 6, 2015, City Council authorized the city manager to enter into a contract with Murray Smith and Associates to provide design services for the design of the Villa Road Improvement Project, per resolution No. 2015-3197.

Due the permitting processes associated with the railroad, and regulations surrounding the culvert construction, the project has been separated into three distinct phases. The first phase includes the replacement of two culverts. The second phase will be the remainder of the road work from Hayworth Ave to Park Lane. The third phase has not been scheduled or budgeted for at this point. A map of the separate phases is shown as figure 1.

Construction services were anticipated to be negotiated at a future date when more detailed project scope was identified. The design of the first phase of work is completed and construction will begin in June 2016. The second phase of work is currently at a 30% design level.

Additional design efforts associated with the separation of this project into two initial phases, and the construction services for both phases have been negotiated. The scope changes and additions can be seen in the attached consultant amendment document (Exhibit "A")



Phase 1



Phase 2

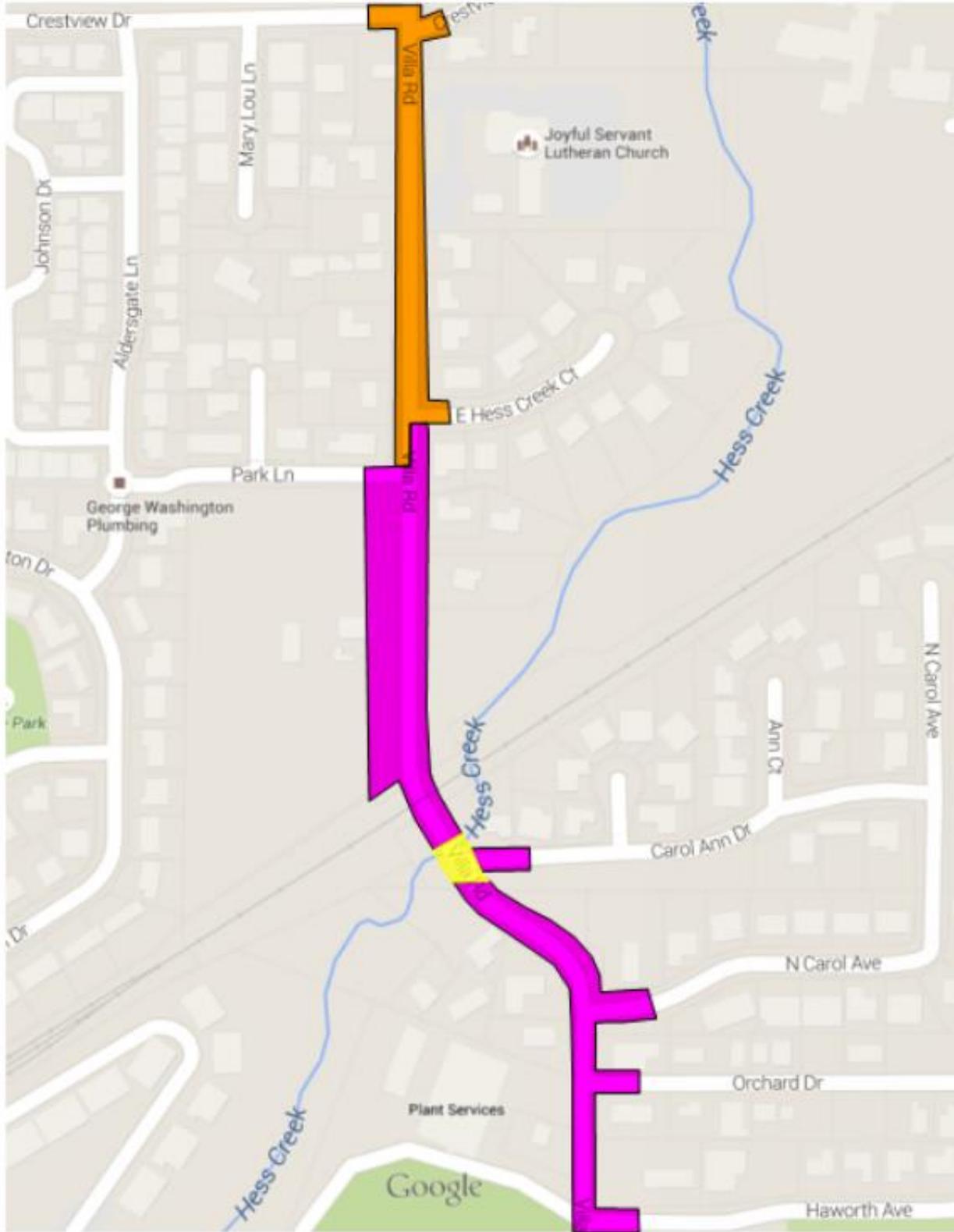


Figure 1 – Project Limits & Phasing

FISCAL IMPACT:

The originally approved contract with Murray Smith and Associates in Resolution #2015-3197 for design services is \$520,938.00. This amendment will bring the total contract value to \$818,493.00, which is approximately 19% of the estimated construction costs. The fiscal year 2015-2016 budget appropriated \$440,000 towards the project.

Funding for this project is from Federal Funds Exchange (~\$780,000) as well as from Transportation System Development Charges and stormwater funds. Pending City Council approval, the fiscal year 2016-2017 budget will provide additional funding for the project.

STRATEGIC ASSESSMENT:

The design will provide for significant pedestrian, bicycle and vehicular mobility and safety improvements along Villa Road, a Major Collector street. Villa Road will be widened to major collector street standards between Haworth Avenue and Park Lane in the initial phase, and to Crestview Drive in a future phase, as budget allows. This project also includes the replacement and improvements to existing culverts, which are identified in the stormwater master plan.



RESOLUTION No. 2016-3260

A RESOLUTION TO AUTHORIZE THE CITY MANAGER PRO TEM TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT AMENDMENT WITH MURRAY SMITH AND ASSOCIATES TO PROVIDE ADDITIONAL DESIGN SERVICES FOR THE CITY'S VILLA ROAD IMPROVEMENT PROJECT IN THE AMOUNT OF \$297,555.00.

RECITALS:

1. The City of Newberg's current transportation master plan identifies the Villa Road design and construction improvements as a capacity improving project. The stormwater master plan identifies improvements necessary for the two culverts that cross Villa Road.
2. The road improvements will provide significant mobility and safety improvements for pedestrians, bicycles, and vehicles. The culvert improvements will provide increased capacity necessary to convey storm events.
3. City Council authorized the initial contract for Murray Smith and Associates of \$520,938.00 per Resolution No. 2015-3197.
4. This amendment provides for design and construction services for two phases of construction.
5. Detailed scope changes and additions are outlined in Exhibit "A" and by this reference incorporated.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. The City Council, acting as contract review board for the City, does hereby authorize the City Manager Pro Tem to enter into a Professional Services Agreement Amendment with Murray Smith and Associates to complete the City's Villa Road Improvement Project that includes the additional engineering design, bid and construction phase services in the amount of \$297,555.00.
2. The City Manager is authorized to amend the Professional Services Agreement up to ten (10) percent of the amended contract amount.

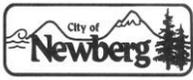
➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: April 19, 2016.

ADOPTED by the City Council of the City of Newberg, Oregon, this 18th day of April, 2016.

Sue Ryan, City Recorder

ATTEST by the Mayor this 21th day of April, 2016.

Bob Andrews, Mayor



CITY OF NEWBERG

Public Works Department
Engineering Division
414 E. First St. P.O. Box 970
Newberg, OR 97132
503.537.1240 Fax:503.537.1277

CONSULTANT AMENDMENT

DESIGN CONSULTANT AMENDMENT

Project Name: Villa Road Improvement Project

Project Funding Account #: 18-5150-702163
04-5150-717763

Date: 04/18/16

Firm /Contractor: Murray Smith & Associates

Amendment No. 1

This amendment separates the project into two distinct phases, with separate bid documents and associated construction schedules, adds bid support, and construction support services to complete the construction of the Villa Road Improvements. The updated scope, fee, and schedule is outlined in Attachment "A".

Contract Amendment No.	DATE OF APPROVAL = (date signed by City Manager)		
	Project Funding Account #	Council Resolution Approval	Task Order Contract Amount
1	18-5150-702163 04-5150-717763	#2016-3260	\$297,555.00

The City Council approved the original contract for \$520,938.00 per resolution #2015-3197. City Council authorized the City Manager to sign amendment #1 to provide design, bid and construction services per resolution #2016-3260 for an amount of \$297,555.00. This amendment brings the total contract amount to \$818,493.00.

Contract Time			
Notice To Proceed Date	5/2/2016	Completion Date	12/31/2017

CITY OF NEWBERG

Murray, Smith & Associates, Inc.

Prepared by: _____
Project Manager Date

Accepted by: _____
Please Print Date

Approved by: _____
City Engineer Date

Signature: _____

Public Works Director Date

Title: _____

City Manager Date

**Amendment No. 1 to the
Scope of Work Design Engineering Services for:**

City of Newberg | Project No. 702163
Villa Road Improvements Design | Haworth to Crestview Project
Yamhill County, Oregon

This amendment updates the previously approved Scope of Work. The format to identify alterations to the original document are as follows:

- Shaded font identifies original scope language that remains unchanged.
- ~~Strikethrough shaded font~~ identifies deleted original scope language.
- Standard font identifies added scope language.

PROJECT BACKGROUND

The City of Newberg is located approximately 24 miles southwest of Portland, on the northeast side of Yamhill County, Oregon. Three State routes, namely Highway 99W, 219 and 240, weave through a network of City and County roads. Villa Road runs north/south between Highway 99 and Mountainview Road and is one of the City's major collector streets. This design and construction project is for improvements on Villa Road between Crestview Dr. and Haworth Ave. The total length of roadway to be improved is approximately 2,300 feet of two-way roadway with no bike lane, curb or sidewalks, and poor pavement condition.

The City's goal for the new typical roadway cross-section width is 55 feet. This includes two 11 foot travel lanes, two 6 foot bike lanes, two 5.5 foot landscaped stormwater planter strips (including curb) and two 5 foot sidewalks on both sides of the road each. A minimum 1 foot buffer is provided to the right-of-way for a minimum right-of-way width of 57 feet. The primary exceptions to this typical section will be between Haworth Avenue and North Carol Avenue due to narrow existing right-of-way and the crossing under the railroad trestle due to narrower clearance between the existing trestle superstructure.

Stormwater management techniques to capture, treat and store runoff originating from roadway within narrow right-of-way corridors presents unique design challenges. Narrow right-of-way prevents the use of curb tight stormwater planters that can manage stormwater near its point of origination. This creates conditions for regional management facilities since stormwater runoff must be sent downstream for treatment and detention.

The road alignment goes under a railroad bridge and crosses culverts at Hess Creek's main channel and a smaller tributary named the East Fork. Both of these culvert crossings will require replacement and modification under current State statutes to meet fish passage requirements.

PURPOSE OF PROJECT

This project will widen Villa Road in accordance with the City's *Transportation System Plan* (June 2005) to accommodate two major collector standard travel lanes, bicycle lanes and sidewalk(s) between Haworth Avenue and Crestview Drive.

THE SCOPE OF WORK

The project will be phased as shown in *Figure A* at the end of this document. Due to the availability of funding and schedule requirements associated with environmental permitting and utility relocations, two separate design packages and construction contracts will be completed. The project will be phased as follows:

- Phase 1 – Culvert replacements at Hess Creek and East Fork (2016)
- Phase 2 – Haworth Avenue to Park Lane (2017)
- Phase 3 – Park Lane to Crestview Drive (Unknown future date)

Phase 1 shall apply to the tasks necessary to achieve completion of the existing Hess Creek and East Fork culverts in 2016. Phase 2 improvements from Haworth Avenue to Park Lane will be completed in 2017 as a separate project. A timeline for Phase 3 improvements is not yet established and will be dependent on future funding. In general, Phase 2 shall include preliminary through final design, while Phase 3 shall include preliminary through 30% design. Where not specifically delineated in this Scope of Work (SOW), each task contained herein shall apply towards all three phases.

Funding for this project comes from local funds. No state or federal funds will be used. This SOW addresses the services for preliminary through final design and bid award support. Construction contract administration services (noted as *Deferred Task*) are not currently part of the proposed scope of work and have been included for discussion/check-in purposes only.

Following agreement with the City on the overall scope of services, the Consultant shall develop a fee consistent with the confirmed scope for these tasks for review and approval. Contingency Tasks noted within shall require a separate notice to proceed from the City's project manager prior to beginning work on those tasks.

Unless specifically noted under each task, all deliverables shall be provided in electronic format.

CITY RESPONSIBILITIES

The City of Newberg will be responsible for the following tasks and activities:

- Task 1 - Project Management
 - Provide a Project Manager/Engineer responsible for the overall project management and coordination between the Consultant and the City, and with any of the City's other service providers.
 - Coordinate communication among City staff and provide a unified guidance/direction to the Consultant.

- Ensure that City staff members provide timely responses to questions, and be available for any meetings requested by the Consultant. Meetings between City staff and the Consultant take place at the Newberg City Hall Building.
- Review and process Consultant's monthly payment requests.
- Negotiate any contract amendments, as needed.
- Task 2 - Survey
 - Provide landowner, business owner and/or tenant contact information to MSA in spreadsheet format (owner name, tenant name, business name, site address, mailing addresses for each party, tax lot id, and other pertinent contact info obtained).
 - Provide available as-built information, utility mapping, existing condition surveys, topographic information, and other relevant information developed during previous City projects.
 - Make available City policies, regulations, guidelines and records such as as-built information and geographically referenced GIS maps.
 - Assemble and transfer all required information and data, both hard copy and electronic, at no charge to the Consultant.
 - Provide fee payment for filing preconstruction record of survey with the County.
 - Provide fee payment for obtaining any necessary right-of-way records.
 - **City attorney to coordinate and lead the legalization process for Villa Road, if so desired.**
- Task 3 - Stakeholder Involvement
 - Facilitate or otherwise lead the stakeholder involvement process, with support from Consultant.
 - Obtain meeting rooms for public involvement and partnering workshops.
 - Provide advertisement for public involvement meetings. Finalize, print, and distribute meeting notices.
 - Collect and transmit public comment forms and comments solicited by the project, and provide MSA with written documentation of unsolicited comments/suggestions. MSA to compile information for reference.
 - Set-up and host project webpage on City's website.
 - Provide property owner records for project area (adjacent/affected properties as well as a larger project area, for public meeting notices and informational mailings)
- Task 4 – Environmental & Permitting
 - Obtain Permits of Entry or provide access to property belonging to others.

- Pay for all permit application fees.
- Supply report templates using City preferred formats.
- If compensatory wetland mitigation is addressed by use of a mitigation bank, the City shall be responsible for the mitigation bank payment.
- The City shall request signatures from all appropriate parties including applicants, landowners, and local planning officials.
- The City shall provide the Consultant with any relevant information concerning site conditions, including environmental, geotechnical, and wetland reports.
- Provide legal review of railroad application documentation. Obtain a signature for the application from a City authorized representative.
- **Provide payment of \$25,000 for Union Pacific Railroad Preliminary Engineering (PE) Application.**

- Task 5 – Geotechnical
 - Review and approve traffic control plan provided by Consultant.

- Task 6 – Utility Coordination
 - Provide available utility contact information.

- Task 7 – Right-of-Way
 - Facilitate or otherwise lead the right-of-way process, with support from Consultant.
 - Attend one-on-one property owner meetings, if required.
 - Provide property owner information described under *Task 2*.
 - Provide payment for obtaining all title reports, property acquisition costs (including closing costs), and parcel file recording.
 - Obtain and provide payment for the services of an attorney for condemnation support, if necessary.

- Task 8 – PS&E Delivery
 - Supply plan, specification and estimate templates using City preferred formats.
 - Provide City “front end” documents for the construction bid package including invitation to bid, instructions to bidders, bid proposal, bonds, certificates of compliance, contract, general conditions etc.
 - Coordinate staff reviews and comments for construction plans, specifications, estimates and reports. Staff review time for the 30%, 60% and 90% deliverables will be two weeks.

- Task 9 – Bid Services

- Provide and manage bidding as primary point of contact.
- Issue bid advertisement and bid document printing services.
- Provide legal review of all contract documents.
- Task 10 – Construction Services (~~Deferred Task~~) – **New Task**
 - Provide daily site observations, general inspections, project management and overall administrative coordination during construction.
 - Setup and manage electronic plan center during construction, including posting of major construction documents, permits, contact information, and Contractor’s request for information and change orders.
 - Organize, facilitate and obtain meeting room for pre-construction meeting.
 - Monitor for erosion control issues.
 - Prepare and distribute all work change directives, change order requests, pay estimates and generate payments.
 - Review certified payrolls and cost proposals (Contractor to submit directly to the City)
 - Prepare construction correspondences including punch list, substantial completion, and final acceptance.

CONSULTANT SCOPE OF SERVICES

Task 1 - Project Management

Provide overall management, direction and coordination for the project, including the following subtasks:

Task 1.1 Overall Project Management – Additional Effort (10 months)

Consultant shall review project files, supplied technical data, City design standards, and policy and procedure manuals. Consultant shall obtain and review information provided by the developer for the Martell Commons on Villa Road Project.

Consultant shall coordinate with subconsultants, assign to and manage the appropriate level of staff expertise for the project at each phase of design, coordinate design reviews and the implementation of design review comments and perform other project coordination as required. For each submittal, all review comments provided by the City and other involved parties will be compiled, along with a proposed response to each comment received.

The project schedule anticipates that the project will be ready for advertisement in February of 2017, extending the time needed for this task by 10 months from the original SOW.

Task 1.2 Project Meetings – Additional Effort

Schedule, prepare for, and conduct a project kick-off meeting to review the purpose and scope of the project. This meeting will be an internal project team meeting with City staff. In addition to the project kickoff meeting, budget assumes up to five (5) project meetings will be required, three of which will be in Newberg and two at the Consultant office. Consultant shall schedule and lead project meetings and prepare meeting agendas and minutes. For estimating purposes, it is assumed three design team members will be present at each meeting.

Assume up to three (3) additional project meetings will be required during the design process.

Task 1.3 Scheduling and Invoicing – Additional Effort (10 months)

Consultant shall prepare a project design schedule detailing the design and construction phases. This schedule shall be updated monthly, as needed. Consultant shall monitor project scope, schedule and budget on a monthly basis. Invoices will be submitted on a monthly basis to the City's project manager. Issues potentially affecting scope, schedule or budget will be identified.

Schedule:

Within 14 calendar days after receipt of Notice to Proceed (NTP) (NTP Target Date - July 15, 2015), Consultant shall submit to City for review and approval the Project Design Schedule. Invoices must be submitted on a monthly basis. Meeting agendas will be typically two (2) business days in advance of meetings and minutes typically within five (5) business days of meetings.

Consultant shall update the project design schedule detailing the design and construction phases as needed. The project schedule anticipates that the project will be ready for advertisement in February of 2017, extending the time needed for this task by 10 months from the original SOW.

Task 2 - Topographic Surveying and Boundary Survey

The limits of surveying for this scope of services shall include Villa Road (at least 10' beyond the existing right-of-way) from 100' south of Haworth Avenue to 100' north of E. Crestview Drive including 100' east and west along all side streets. Potentially environmentally sensitive areas along the Hess Creek main channel and fork are also included (see *Figure A* at the end of this document).

A portion of the survey (from Carol Ann to Park Lane) was completed in the fall of 2014 for the Martell Commons Project. The owner of this survey data is HDJ Design Group and has condoned the use of this information for City purposes. As a result, it will be updated, expanded, checked by MSA and used for this project. The specific surveying services to be performed are as follows:

Task 2.1 Pre-Construction Survey – Additional effort

Includes establishing survey control and field locating existing property/right-of-way monuments within the limits of survey, reviewing existing right-of-way records (i.e. surveys, plats, deeds and right-of-maps), determining right-of-way location from the above information and then preparing and filing a Record-of-Survey with the Yamhill County Surveyor’s Office, prior to Construction.

Due to complications discovered during the pre-construction survey process with the legal road boundary, assist the City with the road legalization process. The current alignment of Villa Road through the “S” curve segment does not match the original 1879 dedicated alignment (County Road No. 230). That dedication was a 40 foot wide road centered on the DLC lines. Surveys prepared by County Surveyors (Herring, Cox and Jones), over the years, beginning as early as 1912 show the road in approximately the same location as it is today, however there is no evidence that the road was legally realigned. The existing centerline used for design is per the monuments set along the “As-Travelled” centerline by Summers in 1979 for the survey and plat of Carol Ann Subdivision. The right-of-way on the southwest side of the road (through the “S” curve) follows a slightly different alignment that was an “As-Travelled” surveyed by Mursell in 1977 with a right-of-way width of 60 feet.

Deliverable(s):

- Record-of-Survey

Task 2.2 Topographic Survey

Topographic survey work shall include field survey of all existing above ground features (i.e. edge of pavement, curbs, sidewalks, buildings, trees, utilities, wetland flags, drainage facilities, railroad trestle piles and decking, etc.) as well as elevations with one foot contour intervals. In-water bathymetry mapping of Hess Creek shall be provided to facilitate *Task 4*. The below ground utilities will be located from one-call locate paint marks and existing as-built maps. An existing conditions base map will be prepared using the above data at an agreed upon scale to be included with the final plan set. The Consultant shall be responsible for notifying all affected property owners of field work conducted on private property.

Deliverable(s):

- Existing conditions base map

Task 2.3 Easements & Exhibits – Additional Effort

Includes preparation of legal descriptions and exhibits for right-of-way takes and construction easements as required. ~~For budgeting purposes, it is assumed that up to 3 legal descriptions and exhibits shall be prepared.~~ Stakes for the proposed property locations shall be provided in the field to facilitate right-of-way acquisitions.

For budgeting purposes, it is assumed that the updated assumptions for legal descriptions and exhibits shall be prepared as shown in *Table 2.3* below.

Properties indicated as utilizing a Right-of-Entry are anticipated to address improvements on private property informally through a City led process. Consultant shall prepare non-legal 8.5” x 11” exhibits for each Right-of-Entry to illustrate general dimensions for frontage improvements. These exhibits are informational only and are to be used by the City to facilitate discussion with property owners.

Table 2.3 – Easements & Exhibits						
Property Address	Right-of-Way Acquisition	Temporary Construction Easement	Right-of-Entry	Phase 1	Phase 2	Phase 3
Tax Lot 1000 Map 3 2 17CA	•				•	
Tax Lot 900 Map 3 2 17CA			•		•	
Tax Lot 200 Map 3 2 17CA			•		•	
Tax Lot 2000 Map 3 2 17BD	•	•		•		
Union Pacific Railroad		•			•	
Tax Lot 100 Map 3 2 17BD	•	•			•	
Tax Lot 1900 Map 3 2 17BD			•		•	
Tax Lot 1902 Map 3 2 17BD			•		•	
Tax Lot 1901 Map 3 2 17BD			•		•	
Tax Lot 1800 Map 3 2 17BD			•		•	
Tax Lot 200 Map 3 2 17BD			•			•
Tax Lot 2100 Map 3 2 17BA			•			•
Tax Lot 1804 Map 3 2 17BA			•			•
Tax Lot 2800 Map 3 2 17CA	•				•	
Tax Lot 3002 Map 3 2 17CA	•				•	
Tax Lot 2700 Map 3 2 17CA			•		•	
Tax Lot 2701 Map 3 2 17CA			•		•	
Tax Lot 2705 Map 3 2 17CA			•	•		
Tax Lot 800 Map 3 2 17BC	•	•		•		
Tax Lot 602 Map 3 2 17BC			•			•
Tax Lot 701 Map 3 2 17BC			•			•
Tax Lot 700 Map 3 2 17BC			•			•
Tax Lot 601 Map 3 2 17BC			•			•
Tax Lot 611 Map 3 2 17BC			•			•
Tax Lot 500 Map 3 2 17BC	•					•
Tax Lot 400 Map 3 2 17BC	•					•
Tax Lot 100 Map 3 2 17BC	•					•
Totals	9	4	17	3	13	11

Deliverable(s):

- ~~Up to 3 legal descriptions and exhibits.~~
- ~~Visual staking of right of way during property acquisition process.~~
- Up to 9 right-of-way acquisition and 4 temporary construction easement legal descriptions and exhibits associated with Phases 1 and 2 only, with visual staking of right-of-way during property acquisition process.

- Up to 9 Right-of-Entry exhibits associated with Phases 1 and 2 only.

Task 2.4 Post-Construction Survey (~~Deferred Task~~) – New Task

~~Includes setting centerline monuments along the existing alignment with references to the pre-construction survey. Record a Record of Survey with Yamhill County Surveyor's Office.~~

Includes preparation of a Record of Survey upon completion of construction activities showing the legalized centerline (assuming City proceeds with legalization process) of right-of-way, existing and acquired right-of-way lines and monuments set at P.C.'s, P.T.'s and intersections for the length of the project. The Record-of-Survey will be recorded with Yamhill County Surveyor's Office.

Assumption(s):

- The Consultant will pay the fee to record the survey with Yamhill County (Up to \$300).

Deliverable(s):

- Paper copy of filed Record of Survey.
- Civil3D drawing file.

Task 3 – Stakeholder Involvement

Task 3.1 Public Involvement Plan

City shall lead the public outreach to be conducted throughout the project. Consultant shall provide guidance to the City during preparation of the plan. The public involvement plan will include key messages, project goals and objectives, list of stakeholders, project issues, a general schedule, and list of responsibilities.

Assumption(s):

- City will provide property owner records.
- The plan will be informed by interviews through team meetings and up to 6 interviews with identified stakeholders.
- City will print/mail any public information/invites mailers over duration of project
- City will set-up/host webpage on City website.

Deliverable(s):

- Basic project fact sheet/mailed that can be mailed prior to survey work, introducing project and schedule (to be printed/mailed by City)
- Basic text for project webpage (to be posted by City on Newberg website).

Task 3.2 Public Meetings and Outreach Support – Modified effort

Consultant shall assist the City with the following public outreach events:

- Staffing at an early design or 30% design information booth at the Old Fashioned Festival, Farmers Market, other project open house, or community event.
- A general open house meeting at 30% to 60% design for Phase 1 work – Share the project area, scope, and solicit input on design considerations, safety issues, and discuss construction staging and impacts.
- An informal drop-in event to view 60% to 90% design for Phase 1 work in 2016 and Phase 2 work in 2017 (2 total) - Provides an opportunity for those most impacted to view project decisions, talk with design team, and provide feedback on specific project options/issues. This event targeted to directly affected stakeholders along alignment.
- A City Council meeting at 90% design for Phase 1 work in 2016 and Phase 2 work in 2017 (2 total) – Consultant will brief Council on the project design; it is assumed staff will provide opportunities to keep Council updated throughout design.
- Mailer sharing final plans, schedule, ways that project has adjusted over time, and upcoming construction considerations (staging, detours, and any special provisions).
- *Deferred Task* - Pre-construction open house to share project prior to traffic and other access issues.

Assumption(s):

- Attendance will include two MSA team members.
- The location of the public meetings shall be at a location of City's choice. The purpose of these meetings will be to inform the public of the project alternatives investigated, to receive and answer questions/comments about the project, and to explore and problem solve on construction challenges related to community impact.
- Poster boards for outreach needs including open houses, Old Fashioned Festival, etc., shall be made available for public events and are defined under *Task 8.1*.

Deliverable(s):

- Mailings/web info available for the following meetings, see invites in parenthesis
- MSA notes and summaries for the following meetings:
 - ~~Information table set up at key location to share information and hear what people are interested in (draft and final basic project info sheet/initial mailer)~~
 - ~~30-60% open house (draft and final mailer with graphics)~~
 - ~~60% targeted stakeholder meeting (draft and final letter to property owners/renters/campus facilities managers, etc., inviting to meeting or seeking specific input)~~

- Council briefing (provide any information/schedule at meeting – no letter to be distributed)
- ~~Draft and final newsletter sharing final plans/schedule/council update~~

Task 3.3 Individual Stakeholder Outreach – Reduced effort

The project team will identify areas that may require discussions with private properties regarding potential impacts, project trade-offs, access issues. The consultant will arrange for up to ~~4~~ **3** meetings to discuss issues with individuals or area specific issues. This will likely occur during 60% design as issues are explored.

Assumption(s):

- Attendance will include one MSA team members at 5 meetings.
- No more than ~~5~~ **3** meetings will be held. They will likely be with individuals/groups regarding one location.

Deliverable(s):

- Meeting notes and summaries to share with City

Task 4 – Environmental Coordination & Permitting

Consultant shall conduct research, field studies, and analysis to document the environmental consequences of the Project. Work will be documented in a series of technical reports and memoranda intended to support development of the project designs and document potential regulatory requirements.

Task 4.1 Wetland Delineation and Reporting – Additional effort

Preliminary review of available environmental data indicates the presence of Hess Creek and an unnamed tributary to Hess Creek along with areas of wetlands and roadside drainage ditches within the area of potential impact (API) for the project. To comply with the Oregon Removal-Fill Law and the Federal Clean Water Act Section 404, a delineation of wetland and waters features within the API and documentation of the boundaries will be required. The limits of the API are described in *Figure A*.

Consultant shall delineate all wetlands, streams, and roadside ditches within the API with all applicable codes and standards. Consultant shall also review the site for potential listed plant and wildlife habitat and determine the average active channel width and D₁₀₀ gravel sizes of both creeks during this field effort in support of *Task 4.6*.

Consultant shall prepare a wetland delineation report, and shall submit the draft wetland delineation report for preliminary review by the City. Consultant shall also prepare an Oregon Department of State Lands (DSL) Wetlands Delineation/Determination Report Cover Form before submission of the final report to the U.S. Army Corps of Engineers (USACE) and DSL. Consultant shall submit the final draft report to the DSL electronically and to the USACE via hard copy.

Consultant will prepare and resubmit an additional wetland delineation report following 30% PS&E to capture roadway improvements extending outside the initially assumed API. Reporting effort will include additional delineation, and wetland boundary definition using GPS. Consultant (MSA and MB&G) will meet with regulatory agencies on-site to review areas of concern and explain how the project is dealing with impacts, minimization, mitigation, and other issues to help minimize back-and-forth in the permit review process.

Assumption(s):

- Project API, design elements, construction staging areas, or other areas of impact will not change after completion of the wetland delineation fieldwork.
- No hydrologic or groundwater monitoring is included in this task. The ordinary high water mark of both creeks will be determined based on field indicators.
- Consultant will spend up to four (4) person days conducting the wetland/waters delineation.
- Consultant will act as authorized agent on behalf of City for submitting the wetland delineation report to the USACE and DSL for review and concurrence.
- City shall provide review comments on draft wetland delineation report to Consultant within ten (10) business days.
- Topographic survey of all wetland/waters delineation flags shall be accomplished under *Task 2*.
- A site visit with the DSL and/or USACE to review wetland/waters boundaries is not included.
- The Consultant shall pay the DSL review fee (up to \$406).

Deliverable(s):

- Draft and Final Wetland Delineation Report
- DSL Wetland Delineation/Determination Report Cover Form and cover letter text for City signature (MS Word format); one (1) hard copy for submittal to the USACE.
- Consultant shall submit final wetland report to DSL (one (1) electronic (PDF) version) and to USACE (one (1) hard copy).
- USACE/DSL field visit meeting notes.

Task 4.2 Endangered Species Act Compliance

Endangered Species Act (ESA)-listed fish are known to occur in the Willamette River; 3.5 river miles downstream and in Hess Creek 2.0 river miles downstream of the project. As such, stormwater runoff from new impervious surfaces within the project may affect downstream listed fish species including Chinook salmon of the Upper Willamette River Essential Salmonid Unit. Consultant will prepare compliance documentation for the project's anticipated effects utilizing the USACE's Standard Local Operating Procedures for Endangered Species (SLOPES) V Biological Opinion (BO) from the National Marine Fisheries Service (NMFS).

Consultant shall prepare a SLOPES V Compliance Report that documents potential impacts to downstream federally-listed fish species and/or designated critical habitat and outlines appropriate conservation measures and best management practices. Consultant shall provide the draft SLOPES V Compliance Report to City for review. Consultant shall revise the draft SLOPES V Compliance Report once following review comments and prepare the final fish passage plan for submittal to the USACE with the JPA package.

Assumption(s):

- ESA consultation for federally-listed wildlife and plants will not be required. If listed plant or wildlife habitat is observed during *Task 4.1*, additional surveys may be required to document presence or absence of listed species, requiring an amendment to this SOW.
- Additional fieldwork beyond *Task 4.1* will not be required for this task. All existing or proposed riprap for the project will be vegetated with large wood.
- The new culverts will avoid elements within 1.5 times the average active channel width and will be below and outside of the scour prism and embedment depths. Stormwater management for the project will meet SLOPES V requirements. If the Project does not meet these or other terms and conditions of the SLOPES V Programmatic BO, preparation of a Biological Assessment (BA) will be required, which would require an amendment to this SOW.

Deliverable(s):

- Draft and Final ESA Compliance Documentation

Task 4.3 Cultural Resource Analysis

Because of the federal permitting with the USACE, the cultural resource work will be done to meet compliance under Section 106 of the National Historic Preservation Act of 1966 (as amended), and its implementing regulations under 36CFR800. The cultural resource work will also comply with SHPO guidelines for archaeology and historic resources, and state and local laws and regulations that protect archaeological and historic resources on public lands (ORS358.910 and 358.653).

Consultant shall conduct a literature search and background review of archival sources, historical maps, books, online information, and other sources. Previous surveys and previously recorded archaeological sites and historic resources would be researched on

databases maintained by the State Historic Preservation Office (SHPO). This background review will determine the potential for cultural resources within the project API. The trestle is a historic structure that will not be structurally modified, and thus not physically impacted by the project. The railroad trestle shall be researched to assist in determining significance and to provide context for recording the trestle during the survey phase.

Consultant shall conduct a reconnaissance/windshield survey to document existing conditions in order to make recommendations if additional field work is needed. The survey shall note whether intact landforms are present that may be likely for archaeological sites. The amount of fill or disturbance at the trestle and the potential for archaeological resources along the creek banks and areas near older oak trees within the API will also be noted.

Assumption(s):

- The existing culverts are dual 60-inch diameter structures and are assumed to be modern.
- The railroad trestle is at least 45 years in age and is in the API. The trestle will need to be evaluated to determine whether it is eligible for listing in the National Register of Historic Places (NRHP).
- The cultural resource report will be reviewed by the USACE and submitted to SHPO and the Tribes by the USACE.

Deliverable(s):

- Draft cultural resource memo report in electronic format summarizing the results of the background review and reconnaissance within 3 weeks from NTP. The memo information will be included in the cultural resource survey report that is a deliverable under *Task 4.4*.

Task 4.4 Archaeological and Historical Survey and Reporting (Contingency Task) – Additional Effort

Consultant shall investigate, document, and submit memorandum regarding any potential cultural and historic resources within the Project API. This information will be used to satisfy the requirements of Section 106 of the federal Historic Preservation Act and will be required to be included in the JPA under *Task 4.5*.

The USACE may require an archaeological pedestrian survey and shovel testing within the API outside of the road prism based on the results of the reconnaissance/windshield survey, literature search, and background review. **The Consultant shall complete an archaeological pedestrian survey and shovel testing within the API outside of the road prism based on the results of the reconnaissance/windshield survey, literature search, and background review.** An archaeological pedestrian survey identifies resources on the surface and notes areas of moderate to high probability for containing buried archaeological resources.

A historic resource survey identifies buildings and structures within the API that are 45 years in age or older that will be affected by the project. The trestle's close proximity to the

improvements warrants documentation under Section 106 in case minor effects may occur. The trestle is the only historic resource in the APE that will be entered into the SHPO Oregon Historic Sites Database. The report will include the database form and recommendations for the resources that may meet eligibility criteria for listing in the NRHP that may be affected by the project.

Assumption(s):

- The trestle is the only archaeological site within the API and one site form will be prepared.
- Archaeological shovel testing is ~~not~~ included in this scope of work.
- Up to 1 historic resource will be recorded.

Deliverable(s):

- Draft and Final Cultural Resource Report

Task 4.5 Joint Permit Application Preparation – Additional effort

Impacts to wetlands and waters delineated under *Task 4.1* are expected for the proposed project. As such, authorizations for removal/fill activities in compliance with the Federal Clean Water Act Section 404 and State Removal/Fill Law will be required. Consultant shall prepare a draft and final Joint Permit Application (JPA) for an USACE Nationwide Permit (NWP) and a DSL General Removal-Fill Permit (GP). Preparation of the JPA may include correspondence in the form of telephone calls, letters, and memorandums to document permit needs. Consultant shall also prepare brief narratives and descriptions on project purpose and need, potential impacts, and project alternatives to complete the JPA.

Consultant shall provide pre-submittal coordination with representatives of the USACE and DSL to confirm permitting requirements and application procedures. This coordination shall include pre-application correspondence. Consultant shall ensure that features and impacts are correctly identified for the permit applications. Consultant shall prepare all necessary narratives, drawings, calculations, maps, and photographs for inclusion in the permit application. During the development of the permit application, Consultant shall evaluate potential wetland impacts and methods for avoidance or minimization measures.

Following the submission of the JPA, Consultant shall respond to questions or comments raised by the agencies during their review of the permit application. Consultant shall assist the City in developing appropriate responses to questions regarding the information submitted to the agencies on this project. This task may include correspondence and clarification of the JPA and related tasks as necessary to clarify regulatory agency concerns and to facilitate the issuance of USACE's and DSL's permits for this Project.

Consultant will update documentation following 30% PS&E to capture roadway improvements extending outside the initially assumed API.

Assumption(s):

- Project-related impacts will be permitted under the existing NWP Program administered by the USACE and GP administered by DSL. An Individual Wetland Fill Permit will not be required from either the USACE or DSL. This scope does not include the additional effort of preparing an Individual Wetland Fill permit application (if it is later determined that the project cannot be permitted under a NWP or GP).
- The JPA shall be prepared in accordance with requirements set forth in OAR 141-085-0025 (which is assumed to satisfy both DSL and USACE permit application requirements). USACE permit and DSL permit will be applied for concurrently through a JPA.
- The project will not affect any plant or wildlife species listed or proposed for listing under the state and federal Endangered Species Acts (ESA). Effects to listed fish species are covered under *Task 4.2*.
- Waters mitigation will be provided through a combination of fish passage improvements, water quality management, and riparian plantings and will be documented in a compensatory non-wetland mitigation plan and best professional judgement function and value assessment, included in this task per OAR 141-085-0765 (3 and 4). Financial security and administrative protection will not be required.
- All fieldwork for this task is included in *Task 4.1*.
- Wetland mitigation will be provided solely at a wetland mitigation bank. A principal objective analysis for use of bank credits and one (1) Oregon Rapid Wetland Assessment Protocol function and value assessment is included in this task. The City will be responsible for all wetland mitigation bank fees.
- Preparation of a formal compensatory wetland mitigation plan and locating offsite mitigation sites for the project is not covered under this SOW. Should the USACE or DSL require direct mitigation and a formal compensatory wetland mitigation plan to mitigate for proposed wetland or waters impacts, an amendment to the SOW would be required.
- USACE/DSL/DEQ permit conditions will not change during the application phase.
- Up to ten (10) hours of pre- and post-submittal coordination with the DSL and USACE are included in this task.
- The Consultant shall pay the DSL review fee (Up to \$1,155).
- Phase 2 of the project API does not appear to contain environmentally sensitive areas. In the event that *Task 4.1* thru *Task 4.4* encounter environmentally sensitive areas within Phase 2, the permitting effort necessary would require an amendment to this SOW.

Deliverable(s):

- Draft and Final Joint Permit Application

Task 4.6 Fish Passage Plan – Additional effort

The twin Hess Creek culverts and East Fork culvert under Villa Road must be upgraded to address fish passage since they are within/below the channel, native migratory fish were historically present at the location, and over 50% of the roadway will be modified by the project. ~~The Hess Creek tributary culvert replacement identified in the City's CIP may not have the historical fish triggers for a passage plan.~~

Consultant shall prepare and submit a fish passage plan required under *Task 4.2* to the Oregon Department of Fish and Wildlife (ODFW) for both Hess Creek and the ~~unnamed tributary of Hess Creek, if applicable.~~ **East Fork.**

Assumption(s):

- All in-water-work will be conducted within the in-water-work window (July 15-September 30). An extension request will not be required.
- The new culverts shall be designed to meet stream simulation requirements.
- All fieldwork for this task is included in *Task 4.1*.
- Consultant shall submit the final fish passage plan to ODFW on behalf of the City.

Deliverable(s):

- Draft and Final Fish Passage Plans

Task 4.7 Level I Hazardous Materials Site Assessment – Deferred Task

~~Consultant shall prepare a Level I Hazardous Materials Site Assessment (HMSA) for the Project in accordance with applicable industry standards. The assessment will be conducted to identify potential sources of contamination that could impact the Project, thereby reducing the City's risk for schedule delays and increased costs during design and construction.~~

Task 4.8 Stormwater Analysis and Reporting – Additional effort

Consultant shall prepare a Stormwater Management Report providing stormwater management strategies and engineering recommendations in support of obtaining the necessary permits and clearances. Work at this level will be equivalent to approximately 30% design. A preliminary drainage design will be developed, sufficient to determine general drainage patterns, changes to the drainage basin and identify additional right-of-way required for storm conveyance systems and water quality/quantity facilities.

Consultant shall:

- Use the City's Public Works Standards as a basis for the analysis.
- Identify preliminary stormwater conveyance size and general location. Profiles, catch basin spacing analysis and manhole locations will not be included.

- Identify approximate locations of the stormwater outfalls so as to avoid sensitive areas (wetlands, historic and/or archaeological sites etc.)
- Describe the existing contributing impervious area and proposed contributing impervious area.
- Conduct a downstream analysis of Hess Creek including rainfall research as required by regulatory agencies and develop upstream tributary areas for high flow assessment and fish passage design of culverts under Villa Road.
- Evaluate and recommend stormwater management needs for the Project including rough size and location of stormwater quality Low Impact Development Approaches (LIDA), based on the preferred alternative established under *Task 8.1*. Include preliminary design for a Regional Stormwater Facility to manage runoff originating outside of the Villa Road right-of-way in meeting with USACE and DSL permit requirements.

Deliverable(s):

- Draft and Final Stormwater Management Report

Task 4.9 Railroad Coordination and Permitting – Additional effort

Any alterations to the roadway under the trestle will involve coordination and approval from the Portland and Western Railroad, Union Pacific Railroad, and the ODOT Rail Division. Prior to 1977, the Villa Road crossing was a single lane crossing that went between the bents of the existing timber trestle. In 1977, an additional lane was constructed and the City assumed responsibility for any costs associated with damage to the structure caused by motor vehicle traffic on the roadway. In 1998, the railroad removed 4 timber bents and installed the steel span in existence today. Each of these alterations have ODOT Rail Orders associated with the changes.

The consultant shall coordinate the proposed designs with both railroads and ODOT Rail until consensus is reached. At about the 60% design stage, the ODOT Application will be prepared and transmitted to the City for signature. The Consultant shall submit the signed application to ODOT Rail. This process takes approximately 3-6 months following the application submittal to ODOT Rail. By reaching consensus prior to submittal of the application, the application review may be closer to the 3 month time frame. Also, the Consultant shall work with the City during the application development process to allow the City Attorney to review concurrently with the initial railroad reviews so that there is not additional time required after the application is prepared and prior to submission.

In addition, any alterations will need to be reviewed by the railroad's Bridge Department to determine if there are impacts to the existing structure and to determine the level of protection required. This will involve preparation and submittal of a PE Application before any of the City's design concepts are reviewed for initial comment. The pedestrian undercrossing of the existing trestle will require a Trail Protection Review. It is assumed that designs for pedestrian safety enhancements required by the railroad can be provided without impacting the existing trestle structure, therefore a Structural Review will not be required. A

chain link safety structural is assumed that will not require the services of a structural engineer for design. Initial submittals at the preliminary (30%) level as well as submission of calculations and plans at the 60, 90 and 100% level, ~~if~~ shall be provided as required. Typically, each railroad review will take 30-45 days.

Consultant shall:

- Review the existing ODOT Orders dating back to 1977
- Prepare concept plans that limit the impacts to the trestle and structure.
- Coordinate with the railroads and ODOT Rail to determine condition of existing trestle and requirements for alteration of the roadway.
- Coordinate two meetings with the two railroads and ODOT Rail to review the concepts and develop a consensus on the planned approach.
- Develop a Draft ODOT Rail Application.
- Review the Draft ODOT Rail Application with ODOT Rail and the two railroads prior to submission by the City.
- **Develop and submit a Union Pacific Railroad PE Application.**
- Coordinate the submission of structure and trail protection reviews with the railroad Bridge Department.

Assumption(s):

- Structural modifications to the existing trestle will not be required.
- Structurally designed impact walls to protect the trestle bents will not be required. Jersey barriers are assumed to be sufficient.
- Road profile changes will not have significant impacts to settlement on the trestle.
- The railroads and ODOT Rail are in general consensus that the proposed alterations are required by the public for safety, necessity, convenience and general welfare.

Deliverable(s):

- Draft and Final ODOT Rail Application
- Union Pacific Railroad PE Application

Task 5 – Geotechnical

Consultant shall conduct geotechnical field investigations to explore the subsurface conditions of the proposed culvert replacement, LIDA stormwater facilities, and the existing roadway and widening areas and provide a report which summarizes and presents the results of the investigation, analyses, and recommendations.

Task 5.1 Data Review and Site Reconnaissance

Consultant shall review available existing information such as City and Country records, previous reports, as-built plans, and maintenance records to evaluate the geologic conditions and hazards along the proposed project alignment, such as geologic units, historic land use, and fill materials.

Consultant shall review the proposed plans and design narratives of all structures and earthwork within the project area. Consultant shall then determine the geotechnical impacts to the proposed project with respect to the performance of the proposed structures and earthwork based on the collected site history, records, geology, and geography.

Consultant shall conduct a geologic reconnaissance of the site, and identify the geologic conditions, any geologic hazards present and their impacts to the proposed project elements. Consultant shall identify the exploration locations in the field during the reconnaissance.

The reconnaissance shall include the following work:

- Observe surface conditions indicative of subsurface conditions as well as past or ongoing geologic processes (e.g., areas of seeps or springs, erosion, unstable slopes, shallow groundwater, roadway settlement, offsets and depressions, existing earthwork performance, exposed soil and bedrock units).
- Identify site constraints, staging concerns (for exploration and construction), and environmental issues (including wetland locations).
- Observe and identify the existing pavement conditions.
- Identify potential exploration and/or monitoring locations.

The reconnaissance shall facilitate understanding of the site constraints for field explorations, construction, and traffic staging. Proposed exploration locations will be staked or painted on the ground during this site visit.

Consultant shall perform visual pavement assessment in accordance with the ODOT's Good-Fair-Poor (GFP) Pavement Condition Rating Manual. The primary goal shall be to identify and map areas of severely distressed existing pavement to determine the cause of the distresses and to determine potential mitigation strategies. Mapping will identify surface manifestation of weak, poor, or failing subgrade, and locations of pavement failure such as longitudinal cracking or raveling; in addition, subsurface drainage conditions shall be assessed. The mapped locations shall be identified using project stationing. The proposed exploration locations will be located based on the results of the pavement conditions assessment.

Deliverable(s):

- Deliverables for this task are detailed in deliverables for *Task 5.5*.

5.2 Field Explorations and Traffic Control Plan

Consultant shall prepare a site plan showing the proposed exploration locations and traffic control plan prior to beginning the work. No fieldwork is to be performed under this task,

until the traffic control plan is reviewed and approved by City. Consultant shall perform exploration work in accordance with all Federal, State, and Local regulations.

Consultant shall perform geotechnical field explorations for structures to determine the subsurface conditions for the purpose of characterizing subsurface conditions along the project limits and determining the foundation recommendations for new culverts, and a sign structure. Up to 2 borings will be provided and depths between 20 and 30 feet.

Consultant shall conduct field investigation work for pavement rehabilitation areas in accordance with the ODOT Pavement Design Guide. Consultant shall perform pavement explorations along Villa Road to determine the subgrade conditions for the new roadway and widening alignments and the condition of the existing pavement. The field exploration for pavement will include up to 5 pavement corings and shallow borings up to 10 feet depth, and up to 11 Dynamic Cone Penetrometer (DCP) tests. The field explorations for pavement shall be performed in conjunction with the field explorations for structures detailed in above.

Consultant shall also perform one boring near the proposed fill roadway area to obtain a relatively undisturbed soil sample at a depth below 5 feet to perform a laboratory consolidation test to estimate the magnitude and the rate of settlement. In addition, a bulk sample will be collected for laboratory Proctor testing.

One infiltration test will be performed at up to 10 proposed LIDA facility locations at depths between 3 and 4 feet below ground surface. The infiltration tests will be performed in general accordance with the Encased Falling Head technique in the City of Portland, 2014 Portland Stormwater Management Manual.

Consultant shall provide an experienced engineer or geologist to supervise the field operations, observe infiltration tests, log the borings and DCP tests, and conduct a detailed visual pavement condition survey to identify the type, extent and severity of the distress present.

Assumption(s):

- A Work Plan for Field Exploration and Testing is not included in this SOW.
- No drilling permit is required from the City of Newberg.
- Drilling will be completed on weekdays, between the times of 0800 to 1700 hours.
- Rock coring is not anticipated for the project.
- Temporary traffic control will be required for single closure.
- The subsurface material is not contaminated and no testing will be performed to investigate the possible presence of toxic or hazardous materials and petroleum products.
- The drill cuttings will be collected in sealable steel drums and removed from the site.
- The borings will be abandoned and backfilled according to Oregon Department of Water Resources regulations.

- All boring through pavement will be patched with cold patch asphalt emulsion, or quick set PCC as appropriate.
- Core samples of the asphalt concrete must be retrieved using a diamond bit core drill.
- Asphalt concrete cores must be logged according to the ODOT Pavement Design Guide and photographed for inclusion in the report.
- Ground water mounding analysis for LIDA facility performance will not be required.

Deliverable(s):

- Deliverables for this task detailed in deliverables from *Task 5.5*.

5.3 Laboratory Testing

Consultant shall perform laboratory tests on disturbed and undisturbed soil samples obtained from the explorations to characterize the subgrade soils and to develop engineering soil parameters for foundations, embankments, and pavement design, and assist with determining engineering geologic unit boundaries. The laboratory tests will be used to confirm soil descriptions for preparation of the final computer-generated boring logs (gINT logs). The laboratory testing program shall consist of some or all of the following tests:

- Moisture content;
- Atterberg Limits; and
- Gradation.

Consolidation testing and optimum moisture content from the Proctor testing will be completed from the additional samples.

Deliverable(s):

- Deliverables for this task are detailed in deliverables for *Task 5.5*.

5.4 Geotechnical Engineering Analysis and Pavement Design

Consultant shall perform a geotechnical analysis of the field and laboratory test data to develop design recommendations for the project. Consultant's geotechnical analysis shall include:

- Review of available existing geotechnical data including geology, soil maps, seismicity and previous borings.
- Evaluation of seismic hazards, including liquefaction potential, settlement, lateral spreading, and slope instability at structure and/or culvert locations.
- Provide bearing resistance for spread footings, estimate consolidation settlement, lateral earth pressures (both dynamic and static), and sliding coefficient for structures, and/or culverts.

- Stability of embankment slopes and recommendations for short term (construction), and long term consideration.
- Recommendations for subgrade and embankment benching preparation for new pavement areas if needed.
- Foundation design recommendations for one sign (kiosk) structure.
- Review of the anticipated excavation conditions and cut slope recommendations.
- Mitigation of deleterious soil or fill conditions, if appropriate.
- Construction considerations, excluding shoring and dewatering design.
- Unfactored infiltration rates, based on infiltration testing.

Consultant shall develop a pavement design criteria, design parameters, and pavement sections for an acceptable pavement design to be used in this application. It is assumed that up to four (4) pavement sections will be designed, including new pavement for widening areas and inlay, overlay, and reconstruction sections for existing roadway travel lanes. Pavement section design will be performed in accordance with the current ODOT Pavement Design Guide, AASHTO Guide for Design of Pavement Structures, and applicable city and county requirements.

Assumption(s):

- Seismic mitigation ground improvement evaluation is not included in the scope of work.
- Pavement life cycle analysis is not included.
- Portland Cement Concrete (PCC) pavement design is not included.
- Consultant will use traffic counts and traffic growth rate to compute the equivalent 18-kip single axle loads (ESALs) within the project limits as required for the pavement design analysis.
- Groundwater mounding analysis for LIDA facilities will not be required.
- Excluding culvert headwalls, structurally designed retaining walls will not be required for this project. The Martell Commons on Villa Road project will be responsible for the design and construction of any retaining wall needed to accommodate public improvements.

Deliverable(s):

- Deliverables for this task are detailed in deliverables for *Task 5.5*.

5.5 Geotechnical Design Report and Foundation Data Sheets

Consultant shall prepare a draft Geotechnical Design Report. An evaluation of alternative foundation systems must be included to document the reasoning behind the preferred foundation type. Consultant's draft Foundation Report shall:

- Summarize the results of field and laboratory testing, engineering analyses and boring logs.
- Summarize the results of the engineering analysis.
- Summarize the design and construction recommendations.
- Identify general specification criteria for the construction documents and provide recommendations for special provisions.

Consultant shall prepare up to two (2) Foundation Data Sheets for the **Hess Creek and East Fork** culverts ~~and kiosk structures~~ that include detailed boring logs. Consultant shall prepare the draft Foundation Data Sheet for City review with the draft Geotechnical Design Report. Consultant shall finalize the Foundation Data Sheet following review by City. Consultant shall incorporate City review comments into the final Geotechnical Design Report.

The report will be updated to include the results of the additional sampling and analysis. The report will describe the magnitude and rate of potential settlement. It will also contain information about optimum vs. natural moisture content to allow the contractor to determine how much drying will be needed or if it will be necessary to add lime to reduce moisture content of the soils for compaction or import granular fill materials.

Deliverable(s):

- Draft and Final Geotechnical Design Report including test results.

Task 6 – Utility Coordination

The Consultant will perform utility coordination work related to all private and public utilities that may be present within the project limits. The public utilities may include water, irrigation, sanitary sewer and storm sewer facilities throughout the project area. Consultant shall identify utilities within the project limits, evaluate undergrounding of aerial facilities, potential utility conflicts and coordinate utility efforts for relocation of impacted facilities.

Task 6.1 Impact Assessment and Notifications – Additional Effort

Consultant shall identify utilities within the project limits and determine possible conflicts with the proposed project. Consultant shall:

- Develop a utility contact information list and mail project information letters to all utility companies involved to explain nature of the work.
- Provide preliminary project 30% Phase I and 2 plans to each utility, and coordinate with each provider for a phased approach to construction.
- Maintain a record of correspondence with utility companies.
- Obtain utility-provided as-built and system mapping information.
- Compare utility provided information with project base-mapping and field verify the location of utility facilities.

- Identify potential design conflicts (conflicts to be identified on plan sheets) and develop an itemized conflict list.
- Issue conflict notices to impacted utilities.
- Inform franchise utility companies to relocate their facilities, if required.

Assumption(s):

- Task 6.1 shall apply to Phase ~~1~~ and 2 only.

Deliverable(s):

- Utility contact list
- Utility conflict plan sheets and spreadsheet

Task 6.2 Coordinate and Review Utility Relocation Designs – Additional Effort

Consultant shall receive and review utility relocation plans from utilities within the Phase ~~1~~ and 2 project areas. Consultant shall provide comments regarding proposed plan locations and scheduling to achieve relocations prior to roadway construction, and coordinate a phased approach to construction with each utility provider.

Assumption(s):

- Task 6.2 shall apply to Phase ~~1~~ and 2 only.

Deliverables:

- Mark-ups of utility relocation plans with appropriate comments and recommendations to achieve relocated facilities consistent with proposed roadway project.

Task 6.3 Utility Undergrounding Feasibility Study

In addition to the review of available utility information described above, Consultant shall perform the following specifically in regards to utility undergrounding feasibility:

- Identify and classify required meter conversions:
 - Field identify classification ratings for each meter to facilitate overhead to underground conversion cost estimates.
 - Classify each meter conversion using a rating as to difficulty of conversion.
- Create spreadsheet with meter type and conversion requirements

Consultant shall coordinate with impacted utilities to address and review conceptual utility undergrounding designs, potential conflicts, and key design issues. Work elements must include:

- Developing utility undergrounding corridor alternatives utilizing information collected during utility mapping review to determine potential corridors (“utilidors”) for utility undergrounding placement
- Recommending relocation design concepts for utility undergrounding based on identified viable corridors
- Coordinating with Utilities. Review conceptual designs and cost estimates with utility companies, identifying approximate number and size of conduits, number and size of vaults, and number and location of commercial and residential service connections. Coordinate and obtain utility design standards and material lists from each respective utility. Coordinate with the power company for service conversion details and other system details.
- Identifying cost sharing provisions of franchise agreements between City and Utility Owners.
- Preparing cost estimates to reflect relocation design concepts, meter conversion classifications, and utility company input.

Results shall be incorporated into draft and final Undergrounding Feasibility Report. Consultant shall develop a draft report summarizing utility relocation design concepts, cost estimates, benefits, and possible conflicts.

Consultant shall submit a Final Undergrounding Feasibility Report, integrating City recommendations and comments from the Draft Undergrounding Feasibility Report review.

Assumption(s):

- Task 6.3 shall apply to Phase I ~~1~~ **2** only.
- A maximum of two potential utilidors will be developed.
- Undergrounding designs will be limited to conduit and vaults that can be placed within the right of way.
- The utilities and City will negotiate a cost sharing agreement for the work.
- Utility undergrounding designs shall be incorporated into the 90% and Final design submittals if undergrounding is approved by the City.

Deliverable(s):

- Spreadsheet with meter type and conversion requirements submitted with Undergrounding Feasibility Report
- Draft Undergrounding Feasibility Report
- Final Undergrounding Feasibility Report

Task 6.4 *Utility Coordination Meetings*

Consultant shall coordinate, attend and conduct a group utility meeting to discuss ~~30%~~ Phase ~~1~~ **1 and 2** design plans, identify potential utility conflicts to be resolved and discuss the project schedule.

Deliverable(s):

- Meeting agenda and minutes for group utility meeting for up to 2 meetings.

Task 6.5 Supplemental Potholes (Contingency Task)

Consultant shall complete up to ten (10) individual utility potholes to a depth of four feet on an as-needed basis to determine existing utility locations.

Assumption(s):

- The City of Newberg will review and approve pothole locations and traffic control plan.
- Potholing will be completed on weekdays, between the times of 0800 to 1700 hours.
- Temporary traffic control will be required for single closure.
- The subsurface material is not contaminated and no testing will be performed to investigate the possible presence of toxic or hazardous materials and petroleum products.
- Any excavated material from potholes will be removed from the site.
- The potholes will be abandoned and backfilled according to Oregon Department of Water Resources regulations. All potholes through pavement will be patched with cold patch asphalt emulsion, or quick set PCC as appropriate.

Deliverable(s):

- Field report and field measurement data.

Task 7 – Right-of-Way

R/W activities shall conform to the standards contained in the Uniform Act of 1970 and amendments, the laws of the State of Oregon and the policies and procedures of the City.

Task 7.1 Property Owner Meetings and Public Meetings

An MSA representative shall be present at all property owner and public meetings described under *Task 3* to explain the right of way acquisition process and answer general questions.

An MSA representative shall accompany the City at one-on-one property owner meetings to discuss the project and address concerns property owners may have regarding impacts. These meetings are not a federal or state requirement, however, they typically give the City and Consultant an opportunity to begin the establishment of a positive working relationship with the property owners by answering their questions regarding the acquisition process.

Consultant shall research real estate market and provide City with a range of land values for the types of properties impacted by the project. Values will be for the City's use in preparing valuation determinations of the land being acquired.

Deliverable(s):

- Consultant will provide City with notes for each meeting with a list of issues and/or action items.

Task 7.2 Title Reports – Deferred Task

~~Consultant shall be responsible for ordering of preliminary title reports as needed. Preliminary title reports may be needed for development of the legal descriptions and may need to be ordered prior to the preparation of legal descriptions.~~

Task 7.3 Appraisals/Appraisal Review (Deferred Task) – (Contingency Task)

~~Consultant shall obtain the services of Oregon state-certified appraisers to estimate land valuations used in the right-of-way acquisition process. Consultant shall provide one real estate appraisal for each ownership from which a property interest is to be acquired. Real estate appraisals shall conform to State standards and be in conformance with the Uniform Standards of Appraisal Practice (USPAP).~~

Consultant shall provide not fewer than fifteen (15) days written notice to owners of a planned appraisal inspection and shall provide any property owner or designated representative an invitation to accompany the appraiser on the property inspection for appraisal purposes.

Assumptions

- No specialty reports for signs, fixtures, equipment, timber, etc., will be required.
- Services for an arborist to establish property valuations are not needed for this project
- No expert witness fees for trial preparation and testimony are included in this scope.

Deliverables

- Up to 1 real estate appraisals

Task 7.4 Acquisition (Deferred Task) – (Contingency Task)

~~The Consultant shall assist conduct property acquisition negotiations conducted by on behalf of the City, and shall inform property owners in writing those considering a donation of their right to just compensation. Consultant shall compile and/or prepare all essential documents submitted to property owners. These may include project information letters, acquisition and relocation brochures, offer-benefit letters, acquisition summary statements, property valuations, acquisition maps, and instruments of conveyance as the City's budget allows.~~

Task 7.5 Closing – Deferred Task

~~Consultant will review the preliminary title report and identify issues with the title that need to be cleared at the start of the project. Once negotiations with the property owner have been completed and acquisition documents have been signed, the closing process will conclude.~~

Task 7.6 *Condemnation Support – Deferred Task*

~~Consultant shall provide support to the City on any parcel that can't be resolved through acquisition and must start the court process. Consultant support involves providing copies of the complete right of way parcel file to be delivered to the City's attorney, providing any right of way research requested by the attorney, attending meetings as requested for preparation of mediation and/or settlement conferences.~~

Task 7.7 *Record Keeping – Deferred Task*

~~Consultant shall provide the City with records and documentation of all property owners at the closing of each acquisition. Copies of all documents shall be retained by the Consultant for seven years.~~

Task 8 – PS&E Delivery

~~The project will be phased as shown in *Figure 1A* at the end of this document. Phase 1 limits are within the immediate vicinity of the Hess Creek and East Fork culverts. Phase 2 limits are from Haworth Avenue to Park Lane, and Phase 3 limits are from Park Lane to Crestview Drive. In general, Phase 1 and 2 shall include preliminary through final design. Phase 3 shall include preliminary through 30% design., however pavement rehabilitation and striping along this corridor will be incorporated into the project construction documents.~~

Task 8.1 *30% Design – Phases 2 and 3 – Additional Effort*

~~Consultant shall develop an alternatives evaluation regarding impacts to the project through the placement of sidewalk on one or both sides of Villa Road. This analysis shall be documented in a memorandum, and include the following:~~

- ~~• Descriptions of the alternatives considered and the conceptual design elements for each alternative~~
- ~~• Environmental impacts and potential permits (scoping level) for each alternative~~
- ~~• Geotechnical and structural considerations for each alternative~~
- ~~• Utility conflicts (scoping level)~~
- ~~• Placement of LIDA facilities and schematic sizing for each alternative~~
- ~~• Discussion of the potential safety benefits of proposed alternatives~~
- ~~• Conceptual-level cost estimates for each alternative~~
- ~~• Recommendations for the preferred design alternative~~

~~Consultant shall develop a 30% design for the footprint and basic layout of the project based on the preferred alternative described above and obtain concurrence from the City prior to proceeding with the development of the 30% Plans. Consultant shall work with the City to refine the project footprint to minimize the ROW impacts to the extent feasible.~~

Consultant shall develop 30% plans with sufficient detail to identify impacts and estimate construction quantities. Horizontal alignments will be refined and vertical profiles developed, with a review of earthwork impacts, match points and driveway connections. Consultant shall obtain the services of an arborist to evaluate proposed impacts to any trees of concern identified by the City.

Roadway templates will be run with curb and sidewalk limits to determine impacts and identify limits for the proposed edge of road and additional right-of-way required. A Regional Stormwater Facility shall be located to collect drainage from off-site impervious surfaces tributary to the project area. In addition to the already planned Hess Creek culvert replacement with a fish friendly design, Consultant shall also design a fish friendly culvert design for the East Fork tributary to Hess Creek. Consultant shall prepare a conceptual-level cost estimate. Cost estimates must include cost of construction, right-of-way (if any), reimbursable utility relocations to be paid by City (if any), and other associated costs for the conceptual design, with a 30% contingency factor.

Assumption(s):

- Specification outline to be provided at 60% Design.
- The City is the floodplain administrator for the site, and can approve cut/fill work within the Hess Creek corridor. Involvement with FEMA will not be necessary for this project.

Deliverable(s):

- ~~One (1) precedence board illustrating options for LIDA facilities, informational kiosk, and site furnishings.~~
- One (1) conceptual perspective view at the railroad trestle undercrossing and one (1) roll map for public meeting purposes.
- ~~One (1) conceptual layout plan for Interpretative Area.~~
- ~~Up to 20 PowerPoint slides of design elements for use at public meeting(s).~~
- Draft and final Alternatives Analysis memorandum in electronic format.
- Draft and final Design Criteria Summary memorandum in electronic format.
- Draft and final 30% Design cost estimate in electronic format.
- 30% Plans (see *Tables 1A and 2B* at the end of this document) and Construction Estimate. Additional sheets (erosion control plans and details; structural plans; signing and striping plans and details; construction staging etc.) will be developed and provided after the 30% Design stage.

Task 8.2 60% Design – Phases 1 and 2 – Additional Effort

The 60% design submittal shall be advanced from the 30% submittal, incorporating all review comments, and includes:

- Preparing separate procurement packages for Phases 1 and 2 improvements.

- Developing additional design and cost information for Phase 3 to determine if interim shoulder widening and bike lanes could be installed as an extension of Phase 2 work.
- Conducting a computerized photometric analysis to determine a conceptual-level light-emitting diode (LED) street light pole layout. The results of the lighting analysis will be summarized in table format and provided to the City.
- Verifying that the proposed design conforms to the right-of-way, slope, utility and drainage easements (if any) identified in the 30 percent design, and identifying additional property acquisition needs if necessary.
- ~~Provide structural analysis of the proposed kiosk and culvert wing walls to generate foundation loads and develop a preliminary foundation configuration drawings.~~
- Providing a preliminary Engineer's construction cost estimate based on itemized quantity estimate, with appropriate contingencies.
- Completing a field evaluation of existing signs to determine which signs should be replaced or relocated, and development of signing and striping plans.
- Preparing and submitting 60% plans to the City's project manager for review.

Assumption(s):

- No formal Street Lighting Analysis Memorandum will be prepared for the project.
- Signing and striping will be combined on the same plan sheets.
- Specification outline to be submitted at this stage, with full specifications provided during the 90% Design submittal.

Deliverable(s):

- Street Lighting Analysis Summary Table.
- Phases 1 and 2 60% Plans (see *Tables A and B* at the end of this document), Specifications Outline and Construction Estimate.

Task 8.3 90% Design –Phases 1 and 2 – Additional Effort

The 90% design for Phases 1 and 2 submittals shall be advanced from the 60% submittal, incorporating all review comments, and includes:

- Plans, profiles and construction notes including typical sections and/or details for all work shown on plan sheets.
- Designs for Rectangular Rapid Flashing Beacons and Speed Feedback signs for traffic control during Phase 2.
- Planting mitigation plans per the City's Type II Process for Stream Corridor Overlay Zones during Phase 2.
- Restoration and Mitigation Planting Plans for Phase 1.

- Incorporate utility undergrounding designs received from utility providers into submittal materials.
- Special Provisions supplementing the 2015 Oregon Standard Specifications for Construction (Oregon Department of Transportation/APWA) including any unique Special Provisions required, and revisions to the Special Provisions based on comments received during reviews. Special provisions shall address key construction issues, technical construction requirements, permit requirements, environmental protection restrictions, utility coordination requirements, and any other construction management and coordination activities.
- Cost estimate and bid schedule, including verification of description and method of payment for all items of work.
- Construction schedule, in MS Project, showing a ~~six~~ 12 month construction period starting in July 2016 for Phase 1 improvements and April 2017 for Phase 2 improvements.
- ~~Provide final structural calculations for each element identified at 60% design for use in permitting, signed by a registered Oregon Structural Engineer.~~

Consultant shall participate in a site visit with the City's project manager to review plans and specifications in detail relative to existing field conditions.

Deliverable(s):

- 90% Plans (see *Tables A and B* at the end of this document), Specifications and Construction Estimate
- Bid Schedule
- Construction Schedules

Task 8.4 Final Design –Phases 1 and 2 – Additional Effort

The final design submittal for Phases 1 and 2 improvements shall be advanced from the 90% submittal, incorporating utility and City review comments as necessary.

Assumption(s):

- Design drawings will contain the same sheet count as the 90% Design submittal.

Deliverable(s):

- Final Plans (see *Tables A and B* at the end of this document), Specifications and Construction Estimate
- Bid Schedule
- Construction Schedule

Task 9 – Bid Services

The City will lead the advertisement and bid administration. Consultant shall assist the City with the following items:

Task 9.1 Questions During Bidding –Phases 1 and 2 – Additional Effort

- Respond to bidder inquiries during the bid period in a manner assuring no bidder or supplier is provided with information not in the bid documents and that could provide a bidding advantage or disadvantage.
- Provide a written log on a daily basis documenting questions asked by bidders/suppliers and responses provided by Consultant.

Deliverable(s):

- Written log of conversations, questions and answers.

Task 9.2 Addenda to Bid Documents –Phases 1 and 2 (Contingency Task) – Additional Effort

If necessary, prepare up to one bid addendum to clarify contract documents if necessary and requested by City.

Deliverable(s):

- Addendum documents.

Task 10 – Construction Services (~~Deferred Task~~) – New Task

As described above, the City will lead the construction administration and management for Phases 1 and 2. The construction contractor will provide their own surveying. Consultant shall provide supplemental construction support services during. The following consultant services will be provided as requested:

- Provide on-call construction inspection and associated documentation.
- Ensure project is constructed as intended per the design and meets standards and specifications.
- Address design questions and resolve issues, manage design changes and maintain current and accurate design plans.
- Provide construction management support to include attendance at meetings throughout the duration of the project through final acceptance by the City.
- Organize and deliver files to City for project completion, including final punch list and as-built drawings.

Task 10.1 Meetings

- Attend two (2) pre-construction conferences for Phases 1 and 2 respectively.
- Attend progress meetings during construction at the request of the City (assume

attendance at ten (10) total meetings).

- Lead up to four (4) utility/service provider coordination meetings (franchise utilities, railroad, garbage/recycling, postal).
- Lead up to two (2) railroad coordination meetings as necessary.

Deliverable(s):

- Meeting notes and records from pre-construction conference and periodic progress meetings.
- Meeting agenda, notes and records from Consultant lead coordination meetings.

Task 10.2 Consultation During Construction

- Assist the City in responding to Requests For Information (RFI's) and issuing Clarifications, Work Change Directives (WCD), and Change Orders (CCO's).
- Coordinate and complete up to four (4) design modifications.
- Attend two (2) substantial completion walk-throughs and prepare punchlist (includes memo).
- Attend two (2) final punchlist inspection walk-throughs (includes memo).

Deliverable(s):

- RFI responses.
- Up to four (4) design modifications.
- Substantial completion and final punchlist comments.

Task 10.3 Construction Inspection Services

- Provide up to four (4) total street light and special geotechnical subgrade inspections as needed.
- Conduct site visits as necessary (assume ten (10) total site visits).

Deliverable(s):

- Special inspection reports with photographs for each occurrence.

Task 10.4 Submittals & Processing

- Assist the City's review and approval of material submittals, shop drawings, mock ups, and coordinate design changes (includes review by subconsultants and assumes up to 20 total submittals).

Task 10.5 Record Drawings

- Utilize Contractor and City provided construction documentation information to complete electronic record drawings to be delivered to the City after Phases 1 and 2 project completion (1 half size paper, 1 full size paper and electronic CAD and PDF files).

PROJECT SCHEDULE

The anticipated project delivery timeline for work through final plans is as follows:

- ~~30% Plans by October 2015~~
- ~~60% Plans by February 2016~~
- ~~90% Plans by April 2016~~
- ~~Final Plans by May 2016~~
- ~~Ready to advertise by June 2016~~
- 30% Plans for Phases 2 and 3 by October 2015
- 60% Plans for Phase 1 by December 2015
- 90% Plans for Phase 1 by mid-February 2016
- Final Plans for Phase 1 by end-of-March 2016
- Ready to advertise Phase 1 by end-of-March 2016
- 60% Plans for Phase 2 by October 2016
- 90% Plans for Phase 2 by December 2016
- Final Plans for Phase 2 by mid-January 2017
- Ready to advertise Phase 2 in March 2017

Table 1 – Drawing Submittal List Phase I					
Sheet Name	Sheet Count	PS&E Submittal Milestone			
		30%	60%	90%	Final
Cover Sheet	1	•	•	•	•
General Notes	1	•	•	•	•
Legend & Abbreviations	1	•	•	•	•
Sheet Map & Horizontal Control	1	•	•	•	•
Typical Sections ²	2	•	•	•	•
Details ²	3		•	•	•
General Structural Notes	1		•	•	•
Structural QA/QC Plan	1		•	•	•
Culvert 1 Wingwall Plans & Details	4		•	•	•
Culvert 2 Wingwall Plans & Details	4		•	•	•
Temp. Water Management Plan	1	•	•	•	•
Alignment & Grading Plan ¹	5	•	•	•	•
Street Plan ^{1,2}	5	•	•	•	•
Utility & Drainage Plan ¹	5	•	•	•	•
Utility Undergrounding Plan ¹	5			•	•
Profiles	5	•	•	•	•
Esc Cover	1		•	•	•
Esc Notes	1		•	•	•
Esc Plan ¹	5		•	•	•
Esc Details	2		•	•	•
Staging Plan	2	•	•	•	•
Detour Plan	2	•	•	•	•
Illumination Legend	1		•	•	•
Illumination Plans ³	3		•	•	•
Illumination Details	1		•	•	•
Signing & Striping Plans ²	3		•	•	•
Signing & Striping Details	1		•	•	•
Sign & Post Data Table	1		•	•	•
Planting Plan ⁴	2		•	•	•
Planting Details	2		•	•	•
Plaza Plan	1		•	•	•
Plaza Details	1		•	•	•
Kiosk Plan & Sections	1		•	•	•
Kiosk Details	1		•	•	•
Total Sheets	76	37	71	76	76

¹ 22x34 sheet size; 1"=20'

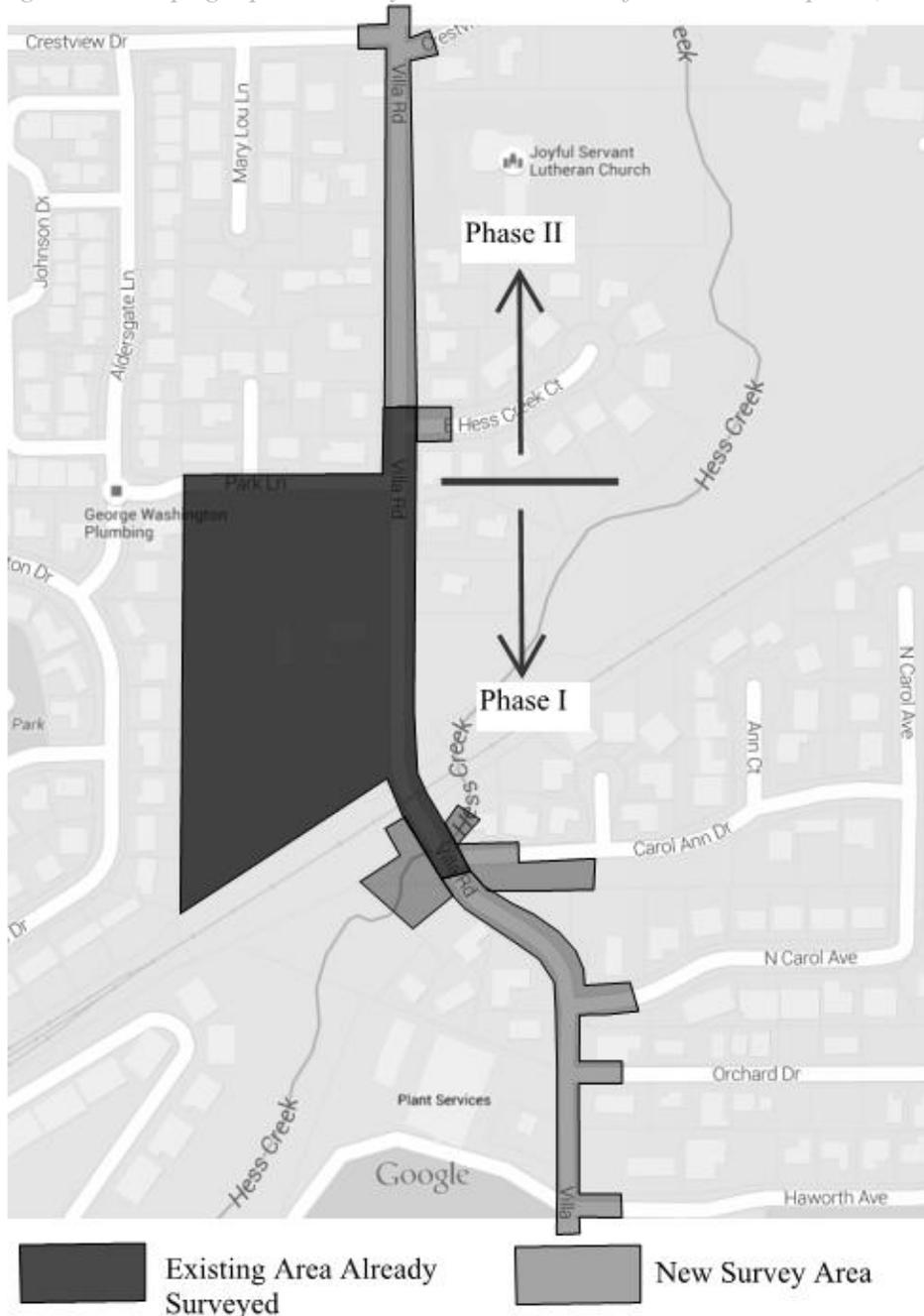
² Street plan and associated details, sections, etc., to include pavement rehabilitation within Phase II limits.

³ 22x34 sheet size; 1"=40'

⁴ An irrigation plan is excluded, therefore either the City or Contractor shall be responsible for plant establishment.

Table 2 - Drawing Submittal List Phase II					
Sheet Name	Sheet Count	PS&E Submittal Milestone			
		30%	60%	90%	Final
Alignment & Grading Plan ¹	2	•			
Street Plan ⁵	2	•	•	•	•
Utility & Drainage Plan ¹	2	•			
Profiles	2	•			
Signing & Striping Plan ⁴	2		•	•	•
Total Sheets	8	8	4	4	4

Figure 1 – Topographic Survey Limits & Area of Potential Impact (API)



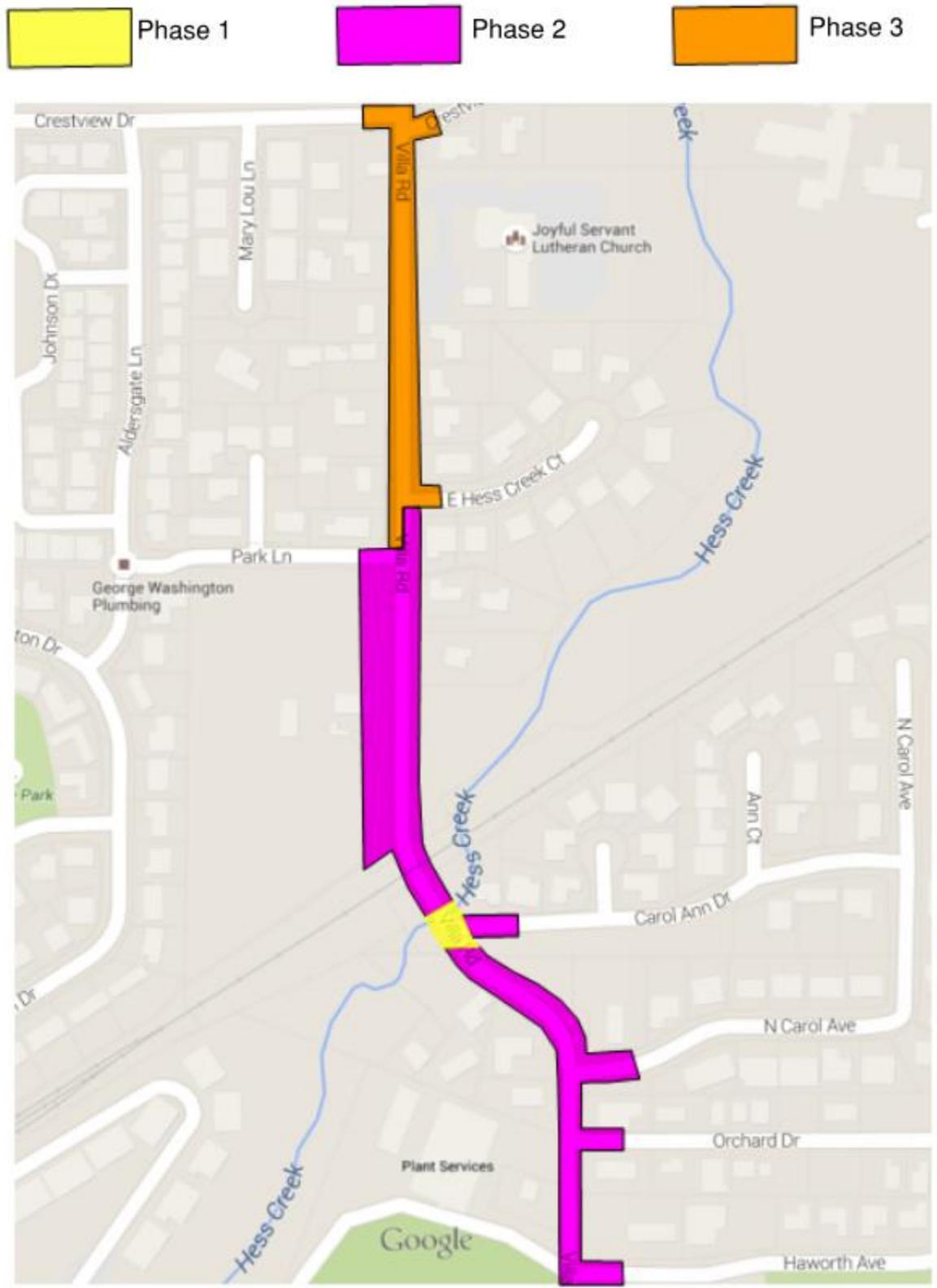
⁵-Street Plan and Striping Plan for Phase II will address pavement rehabilitation.

Table A - Drawing Submittal List Phase 1				
Sheet Name	Sheet Count	PS&E Submittal Milestone		
		60%	90%	Final
Cover Sheet	1	•	•	•
General Notes	1	•	•	•
Legend & Abbreviations	1	•	•	•
Existing Conditions Plan	1		•	•
Phasing Plan	1	•	•	•
Temporary Water Management Plan	1	•	•	•
Culvert A Plan & Profile	1	•	•	•
Culvert A Upstream Grading	1	•	•	•
Culvert A Downstream Grading	1	•	•	•
Culvert B Plan & Profile	1	•	•	•
Culvert B Upstream Grading	1	•	•	•
Culvert B Downstream Grading	1	•	•	•
Composite Utility Plan	1	•	•	•
Details	4	• (3)	•	•
Erosion Control Plan	1	•	•	•
Detour Plan	1	•	•	•
Total Sheets		17	19	19

Table B - Drawing Submittal List Phases 2 and 3 ⁶					
Sheet Name	Sheet Count	PS&E Submittal Milestone			
		30%	60%	90%	Final
Cover Sheet	1	●	●	●	●
General Notes	1	●	●	●	●
Legend & Abbreviations	1	●	●	●	●
Sheet Map & Horizontal Control	1	●	●	●	●
Typical Sections	2	●	●	●	●
Roadway Cross Sections	2	●	●	●	●
Details	6		●	●	●
Alignment and Street Plan	6	●	●(5)	●(5)	●(5)
Grading and Storm Plan & Profile	6	●	●(5)	●(5)	●(5)
Utilities Plan & Profile	6	●	●(5)	●(5)	●(5)
Utility Undergrounding Plan	6			●	●
Esc Cover	1		●	●	●
Esc Notes	1		●	●	●
Esc Plan	4		●	●	●
Esc Details	2		●	●	●
Staging Plan	9	●	●(4)	●(4)	●(4)
Detour Plan	1	●	●	●	●
Illumination Legend	1		●	●	●
Illumination Plans	4		●	●	●
Illumination Details	1		●	●	●
Signing & Striping Plans	4		●	●	●
Signing & Striping Details	2		●	●	●
Sign & Post Data Table	1		●	●	●
Planting Legend and Notes	1		●	●	●
Planting Plan	4		●	●	●
Planting Details	2		●	●	●
Planting Mitigation Plan	1		●	●	●
Total Sheets		36	66	72	72

⁶ Phase 3 to be developed to 30% design level.

Figure A – Topographic Survey Limits & Area of Potential Impact (API)



**VILLA ROAD IMPROVEMENTS DESIGN - HAWORTH TO CRESTVIEW
 CITY OF NEWBERG
 PROPOSED FEE ESTIMATE - AMENDMENT NO. 1**

	ESTIMATED FEES			
	MSA Labor	MSA Expenses	Subconsultant Fees & Expenses	Total
Task 1 - Project Management				
Task 1.1 - Overall Project Management	\$ 9,060	\$ 91	\$ -	\$ 9,151
Task 1.2 - Project Meetings	\$ 4,608	\$ 46	\$ -	\$ 4,654
Task 1.3 - Scheduling and Invoicing	\$ 4,730	\$ 47	\$ -	\$ 4,777
Task 1 Subtotal	\$ 18,398	\$ 184	\$ -	\$ 18,582
Task 2 - Topographic Surveying and Boundary Survey				
Task 2.1 - Pre-Construction Survey	\$ -	\$ -	\$ 6,600	\$ 6,600
Task 2.3 - Easements & Exhibits	\$ 1,552	\$ 160	\$ 6,600	\$ 8,312
Task 2.4 - Post-Construction Survey - New Task	\$ -	\$ -	\$ 5,280	\$ 5,280
Task 2 Subtotal	\$ 1,552	\$ 160	\$ 18,480	\$ 20,192
Task 3 - Stakeholder Involvement				
Task 3.3 - Individual Stakeholder Outreach	\$ (2,208)	\$ (22)	\$ -	\$ (2,230)
Task 3 Subtotal	\$ (2,208)	\$ (22)	\$ -	\$ (2,230)
Task 4 - Environmental Coordination & Permitting				
Task 4.1 - Wetland Delineation and Reporting	\$ 1,104	\$ 11	\$ 8,969	\$ 10,084
Task 4.4 - Arch. & Historical Survey & Report <i>(Contingency Task)</i>	\$ -	\$ -	\$ 1,088	\$ 1,088
Task 4.5 - Joint Permit Application Preparation	\$ 1,264	\$ 85	\$ 4,476	\$ 5,825
Task 4.6 - Fish Passage Plan	\$ 1,656	\$ 17	\$ -	\$ 1,673
Task 4.8 - Stormwater Analysis and Reporting	\$ 12,858	\$ 309	\$ -	\$ 13,167

**VILLA ROAD IMPROVEMENTS DESIGN - HAWORTH TO CRESTVIEW
 CITY OF NEWBERG
 PROPOSED FEE ESTIMATE - AMENDMENT NO. 1**

	ESTIMATED FEES			
	MSA Labor	MSA Expenses	Subconsultant Fees & Expenses	Total
Task 4.9 - Railroad Coordination and Permitting	\$ 1,964	\$ 20	\$ 1,918	\$ 3,902
Task 4 Subtotal	\$ 18,846	\$ 440	\$ 16,452	\$ 35,738
Task 5 - Geotechnical				
Task 5.2 - Field Explorations and Traffic Control Plan	\$ -	\$ -	\$ 3,300	\$ 3,300
Task 5.3 - Laboratory Testing	\$ -	\$ -	\$ 1,100	\$ 1,100
Task 5.5 - Geotech. Design Report and Foundation Data Sheets	\$ -	\$ -	\$ 4,400	\$ 4,400
Task 5 Subtotal	\$ -	\$ -	\$ 8,800	\$ 8,800
Task 6 - Utility Coordination				
Task 6.1 - Impact Assessment and Notifications	\$ 3,852	\$ 39	\$ -	\$ 3,891
Task 6.2 - Coordinate and Review Utility Relocation Designs	\$ 2,876	\$ 29	\$ -	\$ 2,905
Task 6 Subtotal	\$ 6,728	\$ 67	\$ -	\$ 6,795
Task 7 - Right-of-Way				
Task 7.3 - Appraisals/Appraisal Review (Contingency Task)	\$ 276	\$ 3	\$ 4,873	\$ 5,152
Task 7.4 - Acquisition (Contingency Task)	\$ 276	\$ 3	\$ 2,069	\$ 2,348
Task 7 Subtotal	\$ 552	\$ 6	\$ 6,942	\$ 7,500
Task 8 - PS&E Delivery				
Task 8.1-4 30% - Final Design, Phase 2 & 3 - Kiosk & Arborist	\$ -	\$ (2,000)	\$ (13,466)	\$ (15,466)
Task 8.1 - 30% Design, Phase 1	\$ 23,974	\$ 1,284	\$ -	\$ 25,258
Task 8.2 - 60% Design, Phase 1	\$ 28,944	\$ 1,801	\$ -	\$ 30,745

**VILLA ROAD IMPROVEMENTS DESIGN - HAWORTH TO CRESTVIEW
 CITY OF NEWBERG
 PROPOSED FEE ESTIMATE - AMENDMENT NO. 1**

	ESTIMATED FEES			
	MSA Labor	MSA Expenses	Subconsultant Fees & Expenses	Total
Task 8.3 - 90% Design, Phase 1	\$ 24,852	\$ 1,329	\$ -	\$ 26,181
Task 8.4 - Final Design, Phase 1	\$ 8,060	\$ 369	\$ -	\$ 8,429
Task 8.1 - 30% Design, Phase 2 & 3	\$ -	\$ -	\$ -	\$ -
Task 8.2 - 60% Design, Phase 2	\$ 10,588	\$ 538	\$ 3,062	\$ 14,188
Task 8.2 - 60% Design, Phase 3 (no deliverable)	\$ 4,864	\$ 265	\$ -	\$ 5,129
Task 8.3 - 90% Design, Phase 2	\$ -	\$ -	\$ 2,457	\$ 2,457
Task 8.4 - Final Design, Phase 2	\$ -	\$ -	\$ 2,045	\$ 2,045
Task 8 Subtotal	\$ 101,282	\$ 3,585	\$ (5,902)	\$ 98,965
Task 9 - Bid Services				
Task 9.1 - Questions During Bidding, Phase 1	\$ 1,836	\$ 18	\$ -	\$ 1,854
Task 9.2 - Addenda to Bid Documents, Phase 1 (Contingency Task)	\$ 2,480	\$ 97	\$ -	\$ 2,577
Task 9.1 - Questions During Bidding, Phase 2	\$ -	\$ -	\$ -	\$ -
Task 9.2 - Addenda to Bid Documents, Phase 2 (Contingency Task)	\$ -	\$ -	\$ -	\$ -
Task 9 Subtotal	\$ 4,316	\$ 115	\$ -	\$ 4,431
Task 10 - Construction Services - New Task	\$ -	\$ -	\$ -	\$ -
Task 10.1 - Meetings, Phase 1	\$ 13,408	\$ 134	\$ 528	\$ 14,070
Task 10.2 - Consultation During Construction, Phase 1	\$ 10,756	\$ 468	\$ 352	\$ 11,576
Task 10.3 - Construction Inspection Services, Phase 1	\$ 4,032	\$ 40	\$ 682	\$ 4,754
Task 10.4 - Submittals & Processing, Phase 1	\$ 2,992	\$ 30	\$ 528	\$ 3,550
Task 10.5 - Record Drawings, Phase 1	\$ 3,528	\$ 323	\$ -	\$ 3,851
Task 10.1 - Meetings, Phase 2	\$ 15,616	\$ 156	\$ 7,638	\$ 23,411

**VILLA ROAD IMPROVEMENTS DESIGN - HAWORTH TO CRESTVIEW
 CITY OF NEWBERG
 PROPOSED FEE ESTIMATE - AMENDMENT NO. 1**

	ESTIMATED FEES			
	MSA Labor	MSA Expenses	Subconsultant Fees & Expenses	Total
Task 10.2 - Consultation During Construction, Phase 2	\$ 10,756	\$ 468	\$ 2,605	\$ 13,828
Task 10.3 - Construction Inspection Services, Phase 2	\$ 4,032	\$ 40	\$ 3,447	\$ 7,520
Task 10.4 - Submittals & Processing, Phase 2	\$ 2,992	\$ 30	\$ 6,573	\$ 9,594
Task 10.5 - Record Drawings, Phase 2	\$ 3,528	\$ 323	\$ 2,776	\$ 6,628
Task 10 Subtotal	\$ 71,640	\$ 2,012	\$ 25,130	\$ 98,782
TOTAL - ALL TASKS	\$ 221,106	\$ 6,547	\$ 69,902	\$ 297,555

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: April 18, 2016

Order ___	Ordinance ___	Resolution <u>XX</u>	Motion ___	Information ___
No.	No.	No. 2016-3283		

SUBJECT: A resolution authorizing the acquisition of storm drainage and access easements for the Blaine Street Stormwater Improvement Project

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

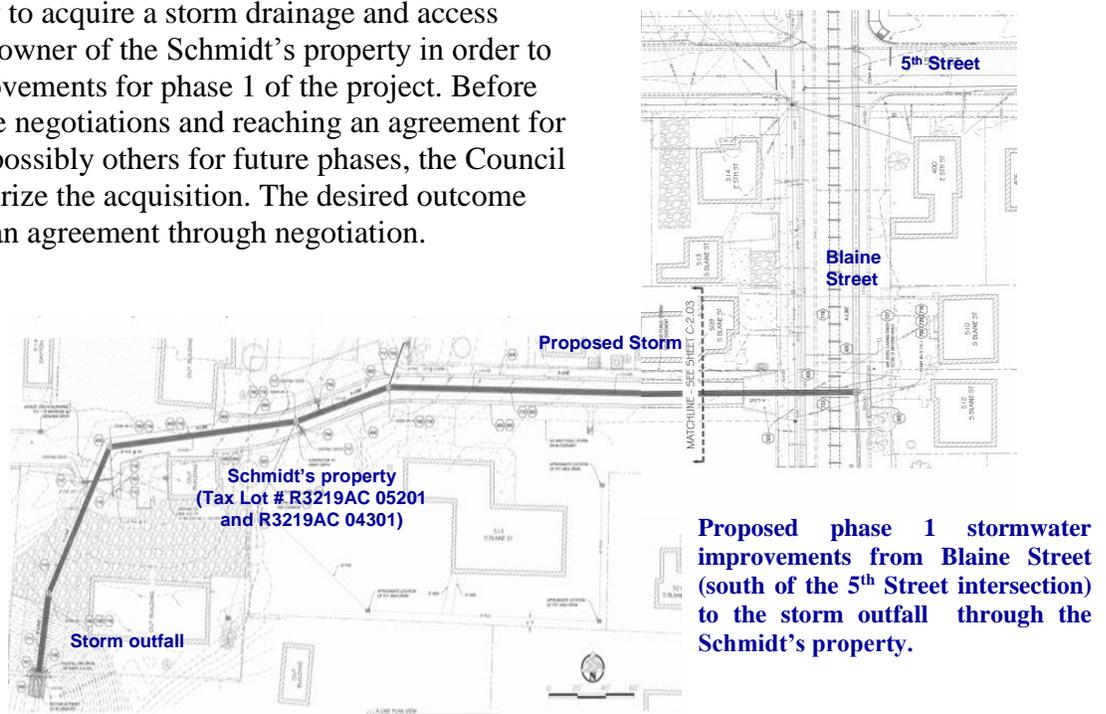
RECOMMENDATION:

Adopt Resolution No. 2016-3283, authorizing the acquisition of storm drainage and access easements for the Blaine Street Stormwater Improvement Project.

EXECUTIVE SUMMARY:

The current stormwater master plan identifies the Blaine Street Stormwater Improvement Project as a high priority project for the City of Newberg. Phase 1 of the project, depicted in Figure 1 below and planned for construction this summer, will provide upsizing, relocation and replacement for the segment of pipes from Blaine Street, south of 5th Street, to their outfall through the Schmidt’s property.

It will be necessary to acquire a storm drainage and access easement from the owner of the Schmidt’s property in order to complete the improvements for phase 1 of the project. Before proceeding with the negotiations and reaching an agreement for this easement and possibly others for future phases, the Council is required to authorize the acquisition. The desired outcome would be to reach an agreement through negotiation.



FISCAL IMPACT:

Acquisition for the storm drainage and access easements over any private property will be funded through the approved budget for the Blaine Street Stormwater Improvements Project, under account number 04-5150-717711.

STRATEGIC ASSESSMENT:

Acquisition of the storm drainage and access easements will allow for the construction of needed stormwater improvements for the Blaine Street Stormwater Improvement Project.



RESOLUTION No. 2016-3283

A RESOLUTION AUTHORIZING THE ACQUISITION OF STORM DRAINAGE AND ACCESS EASEMENTS FOR THE BLAINE STREET STORMWATER IMPROVEMENT PROJECT

RECITALS:

1. Under the laws of the State of Oregon, the City of Newberg is authorized and empowered to locate, acquire, access, install, construct, use, repair and maintain stormwater pipe conveyance systems with appurtenant structures across private property as are necessary and proper for the city in the judgment of the Council.
2. Under the laws of the State of Oregon, the City of Newberg may acquire by purchase, gift, condemnation proceedings, or otherwise, storm drainage and access easements as are necessary and/or proper to exercise its powers in the judgment of the Council.
3. It is necessary and in the public interest to acquire the storm drainage and access easement over the Schmidt's property (Tax Lot Nos R3219AC 05201 and R3219AC 04301) and possibly others for the purpose of constructing, maintaining, repairing, and reconstructing stormwater improvements in the City of Newberg.
4. The stormwater pipe conveyance system is being planned and located in a manner that is most compatible with the greatest public good and the least private injury.
5. The acquisition of the storm drainage and access easement will be performed by the city's consultant, Project Delivery Group, LLC., for the Blaine Street Storm Improvements Project.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. The Council finds that it is necessary, required and in the public interest for the Blaine Street Stormwater Improvement Project, that storm drainage and access easements, including the easement over the Schmidt's property as shown in Exhibit "A" which is hereby adopted and by this reference incorporated, be acquired through negotiations.
2. The city staff, assisted by the city's consultant, is directed to begin negotiations to acquire the storm drainage and access easement in accordance with all applicable laws, rules, and regulations governing such acquisition. Any agreement for the easement acquisition is subject to Council approval.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: April 19, 2016.
ADOPTED by the City Council of the City of Newberg, Oregon, this 18th day of April, 2016.

Sue Ryan, City Recorder

ATTEST by the Mayor this 20th day of April, 2016.

Bob Andrews, Mayor

EXHIBIT "A" - 1

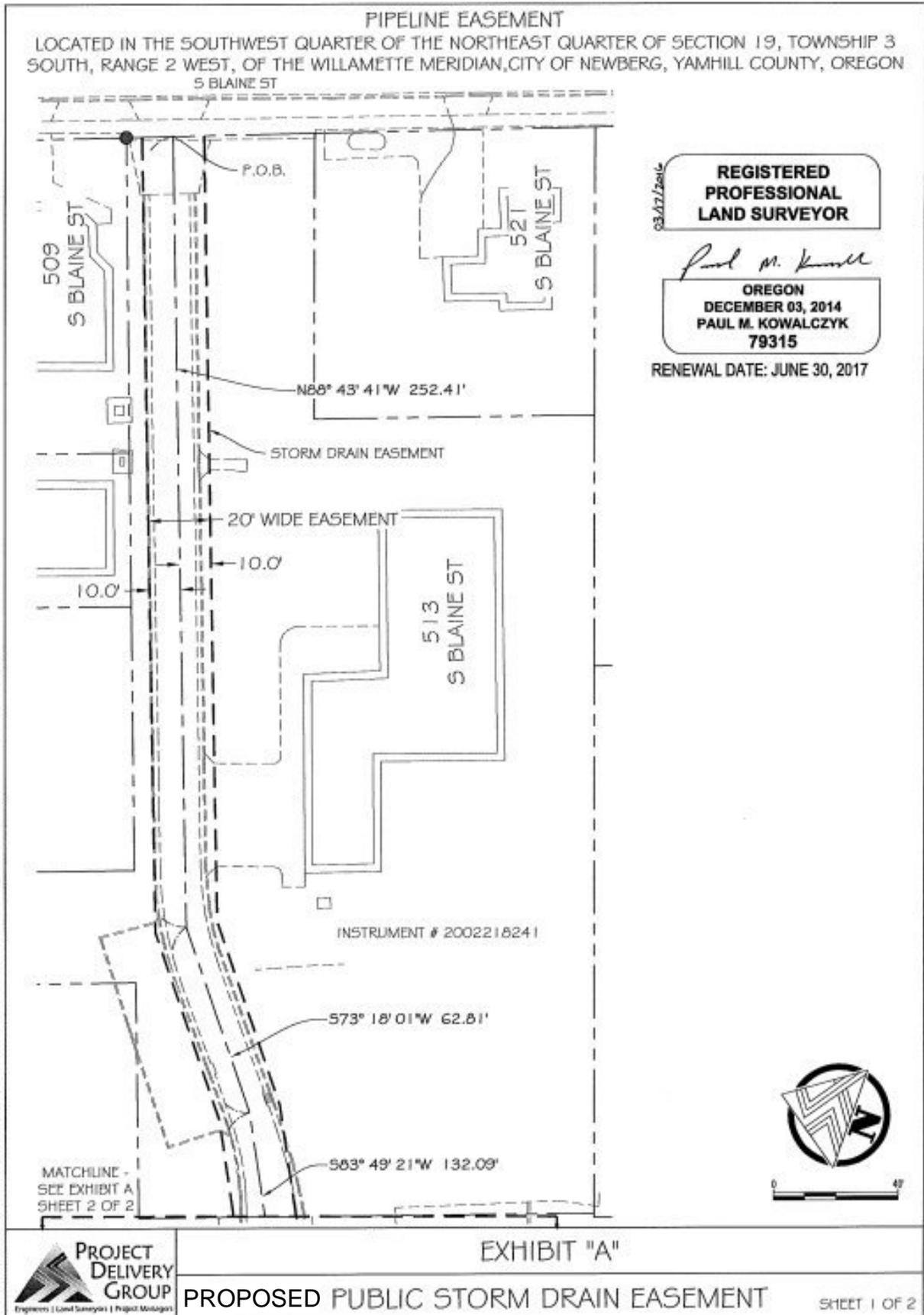


EXHIBIT "A" - 2

PIPELINE EASEMENT
LOCATED IN THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER
OF SECTION 19, TOWNSHIP 3 SOUTH, RANGE 2 WEST, OF THE
WILLAMETTE MERIDIAN, CITY OF NEWBERG, YAMHILL COUNTY, OREGON

REGISTERED
PROFESSIONAL
LAND SURVEYOR

Paul M. Kowalczyk

OREGON
DECEMBER 03, 2014
PAUL M. KOWALCZYK
79315

RENEWAL DATE: JUNE 30, 2017

\\p\2015 Projects\12251_Baino Street Storm Improvements\2015_04\04\19\1901_Storm Drain Easement Exhibit.dwg
PLOT DATE/TIME: 3/17/2016 - 8:35am

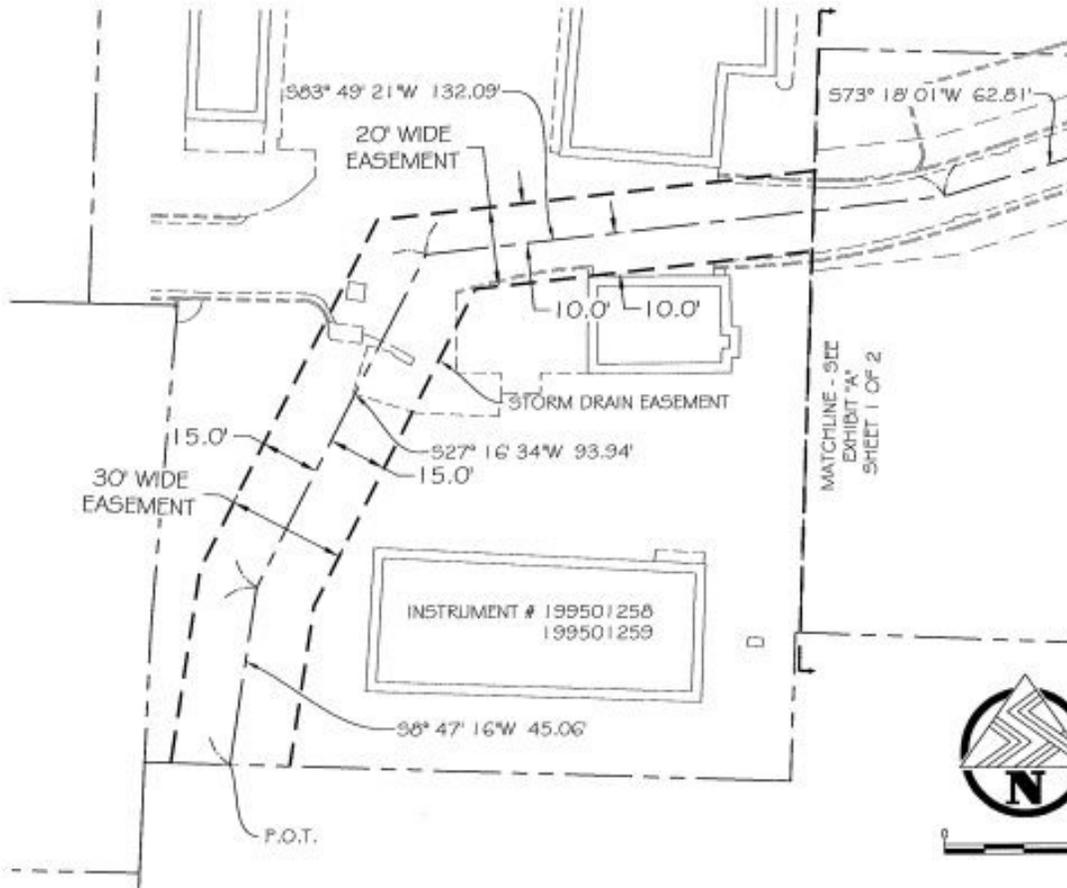


EXHIBIT "A"
PROPOSED PUBLIC STORM DRAIN EASEMENT

SHEET 2 OF 2

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: April 18, 2016

Order ___	Ordinance ___	Resolution <u>X</u>	Motion ___	Information ___
No.	No.	No. 2016-3268		

SUBJECT: Establishing a Master Fee Schedule

**Contact Person (Preparer) for this Motion: Sue Ryan, City Recorder
Dept.: City Manager Office
File No.:**

RECOMMENDATION:

Adopt Resolution No. 2016-3238, A Resolution establishing a Master Fee Schedule for the City of Newberg.

EXECUTIVE SUMMARY:

This executive summary details fees by department and explains the reason for changes if any. In order for clarity and to meet different timelines this fee schedule does not include any pass through fees collected for other entities, franchise fees or city taxes. Various fees are tied to consumer price index (CPI) measurements, which have been selected differently between City departments. The specific CPIs used are noted below. Staff will review the various CPIs used in the future with the goal to use the same CPI measure across the City.

CITY RECORDER:

Fees for Public Records requests were set by Resolution 2008-2771 and have not been updated since then. The original resolution gives authority to the City Recorder to adjust fees annually. City Recorder Sue Ryan did a study of five cities of comparable size that included Sherwood, Canby, Wilsonville, Lake Oswego and Tualatin with widely varying results. The overall focus of updating public records fees was to simplify and streamline the process of preparing cost estimates both for staff and the public. Changes include dropping a billable rate category and going with a per hour charge based on the City of Lake Oswego for general research fees and simplifying the materials charges. There is an increase from \$35.50 per hour to \$60 per hour with a one-hour minimum and time charged in 15-minute increments over the 1 hour minimum. This rate will be used for all labor spent on requests except for the City Attorney and GIS Analyst rates. While the public records law permits recovery of reasonable costs, it does not require recovery of all costs and the time spent preparing a response to a request can be labor intensive and confusing for the public. Going with an average per hour cost aids transparency and response time to requests as well as matching the processes to the current staff level, which has been cut back since 2008.

FIRE & EMS: The prices reflect a 2.2 % price increase based on the 2015 Annual average CPI-U Portland-Salem, OR-WA of 1.2% plus 1% for medical equipment as authorized under Resolution 2014-3136. Effective July 1, 2016, billing for emergency medical services will be through the IGA with Tualatin Valley Fire & Rescue, however, the City will carry Fire & EMS fees on the City Master Fee Schedule for the duration of the IGA should the City return to delivery of Fire & EMS services.

FINANCE:

There is no change with Finance administrative fees.

LIBRARY:

There is no change with Library administrative fees.

PERMIT CENTER:

Building Fees were set by Executive Order 46 in order to meet timelines required by the State Building Codes Division and are incorporated into the Master Fee Schedule.

Engineering permit center fees were increased by 1.8% based on the CPI for urban west consumers, December 2014 to December 2015.

Planning permit center fees were increased by 1.8 % based on the CPI for urban west consumers, December 2014 to December 2015.

The fee schedule includes a new category in the Permit Center section, which is a technology fee of 5% of the permit amount. This fee will be added to all Planning, Engineering and Building Fees but does not apply to System Development Charges. The City of Newberg has initiated steps to upgrade its technology capabilities that will create efficiencies, expand online capabilities, and allow for digital plan submission and review. In order to support this new technology, we are proposing a new Technology Fee. This fee is increasingly utilized regionally and nationally. The Technology Fee will support the upgrade, implementation, maintenance, and usage of hardware and software to support permitting operations. The funds gathered from this fee are strictly dedicated to technology improvements which will enhance the City's customer service.

POLICE:

There were no changes with Police fees this year.

PUBLIC WORKS:

Public works fees are the same as last year except for a change in the fee for reserving property. It is now \$35.00 flat fee rather than a deposit. This includes the Butler Property (located across from Newberg City Hall on First Street), Francis Square and the Memorial Park Gazebo.

FISCAL IMPACT:

Fees are necessary to help the City provide municipal services

STRATEGIC ASSESSMENT:

Resolution 2016-3268 helps the City in meeting Goal #7 – Manage and operate the City government in an efficient and effective manner.



RESOLUTION No. 2016-3268

A RESOLUTION ESTABLISHING A MASTER FEE SCHEDULE FOR THE CITY OF NEWBERG

RECITALS:

1. The City performs and offers certain services, the cost of which are most reasonably borne by the resident, as opposed to paying for said services from general City funds
2. Over the years, a multitude of fee schedules have been created by separate mechanisms within the City.
3. Establishing a Master Fee Schedule creates transparency and increases efficiency in managing city services.
4. The City Manager's office has developed a set of administrative fees and charges for the Council and City to use when recovering general costs of performing actions requiring oversight and administration by City staff.
5. The City has met the requirement for providing an opportunity for public comment prior to the adoption of this fee resolution as required by ORS 294.160.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. To establish a master fee schedule for all city departments that will be updated annually,
2. Establishing a new fee for the reservation of public properties including Butler Property, Francis Square and Memorial Park Gazebo,
3. Establishing a new technology fee in the Permit Center of 5 % of Planning, Building and Engineering Fees that will support the maintenance, upgrade, and implementation of hardware and software to support permitting operations.
4. Update the fee schedule for public records requests, as allowed under Resolution 2008-2771,
5. Increase fees for Fire & EMS services by 2.2 % as allowed under Resolution 2014-3136,
6. Increase fees for Engineering Permit Center services to reflect changes in the Consumer Price Index as allowed under Resolution 2014-3115,
7. Increase fees for Planning Permit Center services to reflect changes in the Consumer Price Index as allowed under Resolution 1999-2210,

8. Have the fee schedule attached to this resolution as Exhibit A take effect July 1, 2016 with the exception of fees established prior to the resolution separately.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: April 19, 2016.

ADOPTED by the City Council of the City of Newberg, Oregon, this 18th day of April, 2016.

Sue Ryan, City Recorder

ATTEST by the Mayor this _____ day of April, 2016.

Bob Andrews, Mayor



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Sue Ryan, City Recorder

ATTEST by the Mayor this _____ day of April, 2016.

Bob Andrews, Mayor

CITY RECORDER	Public Records Fees – Initially set by Resolution 2008-2771	2016-17
	<i>Research Requests – These fees are in addition to any copy, shipping, and handling fees. When research is less than 15 minutes, research fees may be waived. Research is charged at 1 hour minimum and billed in 15 minute increments after 1 hour.</i>	
	General records research	\$60.00 per hour
	City Attorney research	\$92.10 per hour
	<i>Paper Copies and prints – Fees noted are for one sided copies. For two-sided copies, fees are double those shown.</i>	
	Letter, legal, or tabloid size. Larger sizes charged at third copy party rate	.25 cents
	Copies by third party	Actual Cost
	Shipping and Handling	Actual Cost
Other records	City of Newberg Street maps	\$3.00
	Comprehensive Plan Map and Zoning Maps	\$15.00
GIS/Large	Custom Maps - Engineering	\$15.00 per map plus \$62.00 per hour labor
FINANCE		2016-17
	Lien Search	\$22.00
	NSF returned checks	\$25.00
	Municipal Services Statement Late Fee	\$20.00 per meter
	Municipal Services Statement Water Connection Fee	\$20.00 per meter
	Municipal Services Statement Water Re-connection Fee	\$50.00 per meter

FIRE & EMS	Originally set by Resolution 2014-3136, modified by Executive Order 2015-044	2016-17
	Basic Life Support Base Rate	\$1,690.80
	Advanced Life Support (ALS) Base Rate	\$1,690.80
	Interfacility & Specialty Care Transfers	\$2,113.50
	Aid Call	\$475.54
	Sit-Up Charge	\$332.88
	Waiting Time	\$99.34
	Extra Technician	\$347.67
	Mileage Rate	\$22.19 per mile
	FireMed	\$52.00

LIBRARY		
	Damage to Items	Time & Materials (up to replacement cost)
	Lost or Destroyed Items	Price of the item (if item returned within six months, the price of the item is refunded, the fine is not. There are no refunds on items returned 6 months after payment is made). <i>Fines are set by CCRLS</i>
	Lost Library Card	\$1.00
	Computer Printing & Copies	10¢ each B & W 25¢ each Color 5¢ each if using own higher quality paper, i.e. for resumes (not available for regular paper)
	MicroFilm Reader Prints	25¢ each
	Exam Proctoring Fee No charge for online exams	10¢ per page to print from e-mail \$2.00 to mail the test back
	Inter Library Loan Fee	\$10 each after 10 items per year
	Non-resident Library Card Fee Scholarship (donated funds) may be available for those unable to pay the fee	\$79 per year-Household \$40 for 6 months \$70 per year- Senior, \$35 for 6 months Free card to youth 18 and younger (Newberg materials only)

	PERMIT CENTER FEES	2016-17
BUILDING	Building Fees – Set by Executive Order 46 on 4/1/16	
See Glossary for ICC Valuation Data August 2015	Building Permits: \$1-\$500 Valuation	\$79.77
See Glossary for Valuation definitions	\$501-\$2,000 Valuation	\$79.77 for the first \$500 plus \$1.50 for each additional \$100 or fraction thereof, to and including \$2,000
	\$2,001-\$25,000 Valuation	\$102.27 for the first \$2,000 plus \$7.80 for each additional \$1,000 or fraction thereof, to and including \$25,000
	\$25,001- \$50,000	\$281.67 for the first \$25,000 plus \$5.85 for each additional \$1,000 or fraction thereof, to and including \$50,000
	\$50,001 - \$100,000	\$427.92 for the first \$50,000 plus \$3.90 for each additional \$1,000 or fraction thereof, to and including \$100,000
	\$100,001 and above	\$622.92 for the first \$100,000 plus \$3.25 for each additional \$1,000 or fraction thereof
	Demolition Permit	\$79.77 flat fee – complete Based on building value partial
	Fire Alarm Permit, Fire Sprinkler Permit – Commercial, Fire Suppression Permit – for Type 1 Hood	Use Building Valuation Table
	Fire Sprinkler Permit – Residential Stand Alone	Not part of the plumbing system, requires a building permit and plumbing (backflow) permit
	Solar	Prescriptive- \$79.77 Non-Prescriptive– based on building value
	Building Plan Review Fee	85% of the Building Permit Fee
	Fire and Life Safety Plan Review Fee	60% of the Building Permit Fee

	PERMIT CENTER FEES	
BUILDING	City Facility Fee	.25 % of the project valuation
See Glossary for definition	Community Development Fee	.75% of the project valuation
	Grading Permit Fees: (no permit is required for 0-50 Cubic Yards)	
	51-100 Cubic Yards	\$79.77
	101-1,000 Cubic Yards	\$79.77 for the first 100 Cubic Yards plus \$21.68 for each additional 100 Cubic Yards or fraction thereof
	1,001-10,000 Cubic Yards	\$274.89 for the first 1,000 Cubic Yards plus \$29.48 for each additional 1,000 Cubic Yards or fraction thereof
	10,001 – 100,000 Cubic Yards	\$540.21 for the first 10,000 Cubic Yards plus \$82.10 for each additional 10,000 Cubic Yards or fraction thereof
	100,001 Cubic Yards and above	\$1,279.11 for the first 100,000 Cubic Yards plus \$45.23 for each additional 100,000 Cubic Yards or fraction thereof
	Grading Plan Review Fee	85% of the Grading Permit Fee
See Glossary for Definition	Phased Permit Fees	\$257.81 plus 10% of the Building Permit Fee with a maximum of \$1,500 excluding Phase 1
	Other Fees:	
	Inspections Outside of normal business hours	\$79.77 per hour minimum of 2 hours
	Additional plan review required by changes, additions or revisions to approved plans, Inspections for which no fee is specifically indicated, occupancy change permit	\$79.77 first hour, fraction thereof each ¼ hour, minimum of 1 hour
	Reinspection Fee	\$79.77 each
	Investigation Fee	\$79.77 per hour minimum ¼ hour

	PERMIT CENTER FEES	
BUILDING	Deferred Submittal	\$ 206.25 for each deferred or 10% of the permit fee for the value of the deferred work, whichever is greater
	Furnace:	Res Fee Com Value
	FAU/Gravity Furnace <100K BTU	\$18.42 \$1,488.93
	FAU/Gravity Furnace > 100K BTU	\$22.16 \$1,718.00
	Wall/Floor/Suspended/Mounted	\$18.42 \$1,488.93
	Other Heating Units:	
	Wood/Fireplace/Masonry/Factory Built	\$32.15 \$1,145.34
	Room Heaters, Non-Portable	\$23.39 \$114.53
	Appliance Vents and Air Ducts	\$10.92 \$687.20
	Boilers/Compressors/Absorption Systems:	
	1K-100K BTU	\$18.42 \$1,488.93
	101K – 500K BTU	\$29.88 \$2,634.27
	501K – 1,000K BTU	\$40.89 \$3,550.54
	1,001K – 1,750K BTU	\$59.61 \$5,268.69
	> 1,750K BTU	\$97.07 \$7,673.73
	Air Handler:	
	1-10K CFM	\$14.67 \$1,718.00
	>10K CFM	\$22.16 \$1,718.00
	Evaporative Coolers	\$14.67 \$1,488.93
	Ventilation and Exhaust:	
	Ventilation Fan – Single Duct	\$10.92 \$687.20
	Ventilation System	\$14.67 \$687.20
	Exhaust Hoods	\$14.67 \$1,145.34
	Incinerator:	
	Domestic	\$22.16 \$2,519.73

	PERMIT CENTER FEES	
BUILDING	Commercial/Industrial	\$78.35 \$7,101.07
	Gas Piping:	
	Gas Pipe Outlet 1-4	\$13.42 \$570.97
	Gas Pipe Outlet Each Outlet over 4	\$5.92 \$114.53
Mechanical	Miscellaneous: Clothes Dryer/Water Heater/Etc.	\$14.67 N/A
	Minimum Fee:	\$79.77 N/A
	Mechanical Valuation Table – Commercial/Industrial	
	\$1-\$2,000	\$79.77
	\$2,001 - \$5,000	\$79.77 for the first \$2,000 and \$2.30 for each additional \$100 or fraction thereof, to and including \$5,000
	\$5,001 -\$10,000	\$148.77 for the first \$5,000 and \$1.80 for each additional \$100 or fraction thereof, to and including \$10,000
	\$10,001 - \$50,000	\$238.77 for the first \$10,000 and \$1.50 for each additional \$100 or fraction thereof, to and including \$50,000
	\$50,001 - \$100,000	\$838.77 for the first \$50,000 and \$1.25 for each additional \$100 or fraction thereof, to and including \$100,000
	\$100,001 and above	\$1,463.77 for the first \$100,000 and \$1.10 for each additional \$100 or fraction thereof
	Type 1 Hood	Use Mechanical valuation table
	Mechanical Plan Review Fee	50% of the Mechanical permit fee
BUILDING - Plumbing	1 & 2 Family New:	
	1 Bath	\$193.49
	2 Bath	\$255.92
	3 Bath	\$318.33
	Each additional bath/kitchen	\$79.77

	PERMIT CENTER FEES	
BUILDING - Plumbing		
	1 & 2 Family addition, alteration, remodel, repair, replace: each fixture	\$18.73
	1 & 2 Family Fire Sprinkler system – multi-purpose (is part of the plumbing system):	
	0-2,000 Square Feet	\$79.77
	2,001 – 3,600 Square Feet	\$106.34
	3,601-7,200 Square Feet	\$132.94
	>7,201 Square Feet	\$186.11
	Commercial:	
	1-10 fixtures	\$193.49
	Each fixture over 10	\$18.73
	Water/Sanitary/ Sewer:	
	First 100 Feet	\$79.77
	Each additional	\$31.21
	1 & 2 Family Rain Drains: Downspouts	\$79.77
	Miscellaneous:	
	Alternative Water Heating	\$79.77
	Backflow Device	\$79.77
	Minimum Fee: Minimum Fee is charged unless the calculated fee is greater	\$79.77
	Medical Gas:	
	\$1-\$25,000	\$250.83

	PERMIT CENTER FEES	
BUILDING- Plumbing	\$25,001-\$50,000	\$250.83 for the first \$25,000 + \$5.85 for each additional \$1,000 or fraction thereof, to and including \$50,000
	\$50,001-\$100,000	\$397.08 for the first \$50,000 +\$3.90 for each additional \$1,000 or fraction thereof, to and including \$100,000
	\$100,001 and above	\$592.08 for the first \$100,000 + \$3.25 for each additional \$1,000 or fraction thereof
	Plumbing Plan Review Fee	50% of the Plumbing Permit Fee
New Manufactured Park Fees	Manufactured Dwelling Park Permit Fee – Table 1	
	\$1-\$500	\$15.00
	\$501-\$2,000	\$15.00 for the first \$500 plus \$2.00 for each additional \$100 or fraction thereof, to and including \$2,000
	\$2,001-\$25,000	\$45.00 for the first \$2,000 plus \$9.00 for each additional \$1,000 or fraction thereof, to and including \$25,000
	\$25,001-\$50,000	\$252.00 for the first \$25,000 plus \$6.50 for each additional \$1,000 or fraction thereof, to and including \$50,000
	\$50,001-\$100,000	\$414.50 for the first \$50,000 plus \$4.50 for each additional \$1,000 or fraction thereof, to and including \$100,000
	\$100,001-\$500,000	\$639.50 for the first \$100,000 plus \$3.50 for each additional \$1,000 or fraction thereof, to and including \$500,000

PERMIT CENTER FEES									
BUILDING – Manufactured Parks	\$500,001 - \$1,000,000	\$2,039.50 for the first \$100,000 plus \$3.50 for each additional \$1,000 or fraction thereof, to and including \$500,000							
	\$1,000,000 and above	\$3,039.50 for the first \$1,000,000 plus \$2.00 for each additional \$1,000 or fraction thereof, to and including \$500,000							
See Glossary for definitions	Manufactured Dwelling Park Valuation Fee Table 2 Formula for Manufactured Dwelling Park Permit and Plan Review Fee	1. Square Feet of Area being developed ÷ 43,560 (43,560 = 1 acre) 2. Number of spaces ÷ number of acres = valuation in Table 2 3. Valuation in Table 2 x Number of spaces = Permit Fee in Table 1 4. The Permit Fee is taken from Table 1 5. The Plan Review Fee is 85% of the Permit Fee							
Park Class	Spaces Per Acre								
	4	5	6	7	8	9	10	11	12
A	17194.61	16075.69	15143.27	14397.32	13651.37	13091.91	12718.94	12504.22	12345.97
B	16037.82	15224.29	13986.46	13240.52	12494.58	11935.11	11562.15	11375.65	11084.27
C	15478.34	14650.81	13427.00	12681.06	12439.21	11375.65	11002.69	10816.19	10629.71
	Manufactured Building Fees:								
See Glossary for definitions	Manufactured Building in a Park: for new parks					\$558.06 Flat Fee			
	Manufactured Building Elsewhere					\$687.92 Flat Fee			
	Manufactured Building Commercial					Based on Building Value			
See Glossary for Table	New Recreational Park Fees								

	PERMIT CENTER FEES	
ENGINEERING	System Development Charges	
	Wastewater Development Fee:	
	For the first 18 fixture units	\$6,066.00
	Per each fixture unit over 18	\$338.00
See glossary for definition	Efficiency Dwelling Unit (EDU)	\$338.00
	Water Development Fee:	
	5/8" - 3/4" meter	\$6,248.00
	1" meter	\$10,622.00
	1.5" meter	\$20,618.00
	2" meter	\$33,114.00
	3" meter	\$62,480.00
	4" meter	\$104,342.00
	6" meter	\$208,058.00
	8" meter	\$333,018.00
	10" meter	\$520,458.00
	EDU	\$347.11
	Storm System Development Fee	\$333.00 Single Family EDU Other – impervious area/2777-# EDU's x \$333.00

	PERMIT CENTER FEES			
ENGINEERING	Transportation Development Fee:			
	Single Family – LDR per unit			\$3,110.25
	Multi Family – MDR per unit			\$2,600.00
	Multi Family - HDR per unit			\$2,184.00
	Condominium			\$1,904.50
	Manufactured Home – in a park			\$1,621.75
	Commercial/Industrial	See formula in Transportation System Plan		
	EDU			\$1,462.50
	Wastewater Connection Fee			Actual costs
	Water Connection Fee			Actual costs
	Signalization Fee - Single Family			\$205.00
		BASE	ADDITIONAL	PER
	Sidewalk or Driveway approach permit and inspection	\$26.50	\$0.25	Square Feet
	Public street ADA ramp review and inspection	\$31.50	N/A	Each ramp
	Land Use Review Fees:	BASE	ADDITIONAL	PER
	Planning review, Partition and Subdivision (Type II/III applications)	\$258.50 2-19 lots	\$11.50	lot after 20 lots
	Final plat review, partition and subdivision	\$258.50	\$6.50	each lot or parcel
	Development Review for public improvements on Commercial, Industrial and Multifamily developments	\$361.50	\$206.50	Additional first acre developed

	PERMIT CENTER FEES			
ENGINEERING	Construction/Site Development Plan Review and Inspection Fees	BASE	ADDITIONAL	PER
	Erosion Control Plan review and inspection:			
	500 To 5000 Square Feet disturbed	\$154.50	N/A	each permit
	5001 Square Feet to less than 1 acre disturbed	\$361.50	N/A	each permit
	1 acre and larger disturbed	By DEQ permit	N/A	N/A
	Site Improvement:			
	Public Improvement site development permit – refer to application form for additional fee details	5%	N/A	Public construction cost estimate
	Single Family house Site Plan Review, stormwater review and Engineering Building permit final	\$154.50	N/A	EACH PERMIT
	Stormwater: Commercial/Industrial/Multi Family private facility storm drainage plan review and final inspection for water quality/quality facilities	\$309.50 First Acre CRE	\$77.50 Additional developed acre ACRE	
	Reinspection Fee			\$52.00
	Hardship Requests			\$206.50
	Right of Way, Easement review			\$258.50
	Subsurface permit for franchise			\$154.50
	Stormwater Fee in lieu - Private			\$1.50/SF
	Stormwater Fee in lieu - Public			\$2.00/SF

	PERMIT CENTER FEES	
PLANNING	Pre-Application Review	\$100
	Type I (Administrative Review):	
	Any Type I action not specifically listed in this section	\$161
	Property Consolidation	\$161
	Code Adjustment	\$399
	Design Review – (Duplex or Commercial/Industrial minor addition review)	0.3% of project value, \$399 minimum
	Minor modification or extension of Type I decision	\$161
	Major modification of Type I decision	50% of original fee
	Partition final plat	\$798 + \$71 per parcel
	Property line adjustment	\$798
	Sign review	\$72 + \$1 per sq. ft. of sign face
	Subdivision, PUD or Condominium final plat	\$1,596 + \$71 per lot or unit
	Type II (Land Use Decision):	
	Any Type II action not specifically listed in this section	\$798
	Minor modification or extension of Type II decision	\$161
	Major modification of Type II decision	50% of original fee
	Design Review (Including Mobile/Manufactured Home Parks)	0.6% of total project cost, \$798 minimum*
	Partition preliminary plat	\$798 + \$71 per parcel
	Subdivision preliminary plat	\$1,596 + \$71 per lot
	Variance	\$798
	<i>*For any Design Review fee in excess of \$10,000, 50 % of the Design Review Fee is due at time of application and 50% due at time of building or similar permit issuance.</i>	
	Type III (Quasi-Judicial Review)	
	Any Type III action not specifically listed in this section	\$1,691
	Annexation	\$2,223 + \$214 per acre
	Comprehensive plan amendment (Site specific)	\$2,084
	Conditional Use Permit	\$1,691

	PERMIT CENTER FEES	
PLANNING	Minor modification or extension of Type III decision	\$161
	Major modification of Type II decision	50% of original fee
	Historic Landmark establishment or modification	\$0
	Historic Landmark elimination	\$1,938
	Planned Unit Development	\$3,376 + \$71 per unit
	Subdivision preliminary plat	\$1,596 + \$71 per lot
	Zoning Amendment (site specific)	\$2,106
	Type IV (Legislative amendments)	
	Comprehensive plan text amendment or large scale map revision	\$2,395
	Development Code text amendment or large scale map revision	\$2,395
	Appeals	
	Type I or II Appeal to Planning Commission	\$459
	Type I or II Appeal to City Council	\$830
	Type III Appeal to City Council	\$974
	Type I Adjustments or Type II variances that are not designed to regulate the physical characteristics of a use permitted outright	\$258
	Other Fees:	
	Community Development Fee	0.75% of project cost
	City Hall Fee	0.25% of project cost
	(The above two charges added to any Building Permit application)	
	Technology Fee (This fee will be added to all Planning, Engineering and Building Fees. This does not apply to System Development Charges.)	5% of the permit amount
	Expedited Land Division	\$5,929 + \$71 per lot or unit
	Urban Growth Boundary amendment	\$3,790
	Vacation of Public Right-of-Way	\$1,573

	PERMIT CENTER FEES	
PLANNING	License Fees:	
	Temporary Merchant	\$97/45 days or \$316 perpetual
	Home Occupation	\$25
	Business License	\$50
	Peddler/Solicitor/Street Vendor License	\$50

POLICE		
	Alarm Permit: False alarms – First 2 free, 3 to 9 false alarms	\$50.00 per incident per calendar year
	Alarm Permit: False alarms – Over 10	\$100 per incident per calendar year
	Dance Permit	\$10.00
	Liquor License Applications	\$25.00
Police Public Records	Certified Background Check	\$35.00 per person
	Electronic documents or file copied to CD or DVD	\$13.50 per disk
	Photographs from negatives or slides	\$15.00 for first photo plus \$1.00 per photo each additional photo
	Reports, up to 10 pages	\$15.00
	Reports over 10 pages	\$27.18/hour labor over ½ hour plus copying, shipping & handling fees
	Tapes: Audio	\$37.00
	Tapes: VHS or VHS to CD	\$39.00

PUBLIC WORKS		
	Newgrow Compost (Bulk)	\$14.00 per cubic yard
	Newgrow Compost (Bag)	\$4.50 per 1.5 cubic foot bag
	Sawdust	\$30.00 per cubic yard
	Septic Drop-off (permitted septic companies only)	\$.13 per gallon
	Recreational Vehicle Waste	\$5.00 per vehicle
	Property Reservations: Butler Property, Francis Square or Memorial Park Gazebo	\$35.00 Flat Fee

Building Permit Fees - Building Valuation Table – see above: The Fee complies with the definition of “valuation” in Section 423 of the State of Oregon Structural Specialty Code and includes Architectural, Structural, Electrical, Plumbing, Heating, Ventilation Devices and Equipment. The valuation also includes the contractor’s profit which should not be omitted. The determination of value or valuation under any provisions of this code shall be made by the Building Official. The value shall be the estimated amount from the City of Newberg building valuation data table or the estimated value including all construction work for which the permit is issued as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems and any other permanent equipment, whichever is greater.

The square foot construction costs table determines the cost of the project by the building use and type of construction. To calculate the valuation, the cost per square foot is multiplied by the projects total square footage. For projects where square footage is not added, the value is calculated by multiplying product value by 1.6 to determine valuation.

Valuation Table ICC Valuation Data August 2015

SQUARE FOOT CONSTRUCTION COSTS		TYPE OF CONSTRUCTION								
GROUP	(INTERNATIONAL BUILDING CODE)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1	ASSEMBLY, THEATERS, WITH STAGE	229.03	221.51	216.10	207.06	194.68	189.07	200.10	177.95	171.21
A-1	ASSEMBLY, THEATERS, WITHOUT STAGE	209.87	202.35	196.94	187.90	175.62	170.01	180.94	158.89	152.15
A-2	ASSEMBLY, NIGHTCLUBS	177.89	172.85	168.07	161.49	151.98	147.78	155.80	137.68	132.99
A-2	ASSEMBLY, RESTAURANTS, BARS, BANQUET HALLS	176.89	171.85	166.07	160.49	149.98	146.78	154.80	135.68	131.99
A-3	ASSEMBLY, CHURCHES	211.95	204.43	199.02	189.98	177.95	172.34	183.02	161.22	154.48
A-3	ASSEMBLY, GENERAL, COMMUNITY HALLS, LIBRARIES, MUSEUMS	176.88	169.36	162.95	154.91	141.73	137.12	147.95	125.00	119.26
A-4	ASSEMBLY, ARENAS	208.87	201.35	194.94	186.90	173.62	169.01	179.94	156.89	151.15
B	BUSINESS	182.89	176.17	170.32	161.88	147.55	142.00	155.49	129.49	123.76
E	EDUCATIONAL	192.29	185.47	180.15	172.12	160.72	152.55	166.18	140.46	136.18
F-1	FACTORY AND INDUSTRIAL, MODERATE HAZARD	108.98	103.99	97.83	94.17	84.37	80.56	90.16	69.50	65.44
F-2	FACTORY AND INDUSTRIAL, LOW HAZARD	107.98	102.99	97.83	93.17	84.37	79.56	89.16	69.50	64.44
H-1	HIGH HAZARD, EXPLOSIVES	102.01	97.02	91.86	87.20	78.60	73.79	83.19	63.73	0.00
H234	HIGH HAZARD	102.01	97.02	91.86	87.20	78.60	73.79	83.19	63.73	58.67
H-5	HPM	182.89	176.17	170.32	161.88	147.55	142.00	155.49	129.49	123.76
I-1	INSTITUTIONAL, SUPERVISED ENVIRONMENT	182.53	175.88	170.97	162.73	150.55	146.48	162.73	135.02	130.72
I-2	INSTITUTIONAL, HOSPITALS	308.50	301.79	295.93	287.50	272.14	0.00	281.10	254.09	0.00
I-2	INSTITUTIONAL, NURSING HOMES	213.56	206.85	200.99	192.56	179.22	0.00	186.16	161.17	0.00
I-3	INSTITUTIONAL, RESTRAINED	208.37	201.66	195.80	187.37	174.54	167.98	180.97	156.48	148.74
I-4	INSTITUTIONAL, DAY CARE FACILITIES	182.53	175.88	170.97	162.73	150.55	146.48	162.73	135.02	130.72
M	MERCANTILE	132.61	127.57	121.79	116.21	106.35	103.15	110.52	92.05	88.36
R-1	RESIDENTIAL, HOTELS	184.11	177.46	172.55	164.31	152.38	148.31	164.31	136.85	132.55
R-2	RESIDENTIAL, MULTIPLE FAMILY	154.38	147.73	142.82	134.58	123.25	119.18	134.58	107.72	103.42
R-3	RESIDENTIAL, ONE- AND TWO-FAMILY	143.93	139.97	136.51	132.83	127.95	124.61	130.57	119.73	112.65
R-4	RESIDENTIAL, CARE/ASSISTED LIVING FACILITIES	182.53	175.88	170.97	162.73	150.55	146.48	162.73	135.02	130.72
S-1	STORAGE, MODERATE HAZARD	101.01	96.02	89.86	86.20	76.60	72.79	82.19	61.73	57.67
S-2	STORAGE, LOW HAZARD	100.01	95.02	89.86	85.20	76.60	71.79	81.19	61.73	56.67
U	UTILITY, MISCELLANEOUS	77.82	73.48	69.04	65.52	59.23	55.31	62.58	46.83	44.63

A. PRIVATE GARAGES AND COVERED DECKS, USE UTILITY, MISCELLANEOUS

B. UNFINISHED BASEMENTS (ALL USE GROUP) = \$15.00 PER SQ. FT.

C. FOR SHELL ONLY BUILDINGS DEDUCT 20 PERCENT

D. N.P. = NOT PERMITTED

E. CARPORT, COVERED PORCH, PATIO, OR DECK SQUARE FOOTAGE SHALL BE CALCULATED SEPARATELY AT 50% OF THE VALUE OF A PRIVATE GARAGE FROM THE ICC BUILDING VALUATION DATA TABLE CURRENT AS OF APRIL 1 – OAR 918-050-0100

NEWBERG MASTER FEE GLOSSARY FOR 2016-17

Community Development Fee: Revenues are used to cover the costs of operating the Permit Center. The Permit Center provides services including customer information, planning and zoning, and engineering review that are necessary prior to building plan review, and are not covered under Building Plan Review Fees.

City Facility Fee: Revenues are used to cover office space costs for the Permit Center.

Grading Plan Review Fee: The fee for Grading Permit authorizing additional work to that under a valid permit shall be the difference between the fee paid for the original permit and the fee shown for the entire project.

MANUFACTURED PARKS:**Manufactured Dwelling Park Valuation Fee – Table 2 Definitions**

- * Class A Parks contain paved streets, curbs and sidewalks
- * Class B Parks contain no paved streets, no curbs but have sidewalks on one side of each street
- * Class C Parks contain no paved streets, no curbs but have sidewalks on one side of each street
- * Parks containing spaces in more than one class, figure the spaces in each class; then add them together to obtain the total valuation for the park.
- *The Area Development Permit does not include permits or related fees for buildings, manufactured dwelling installations, accessory buildings or structures, mechanical, plumbing or electrical systems, boiler, or elevated or permits required by other agencies.
- * See Oregon Administrative Rule (OAR) 918-600-030 for plan review and inspection fees based on this valuation

Phased Permit Fees: in each phase of Building, Phase 1 – Foundation, Phase 2 – Building “Shell”, Phase 3 – Completion, Building Permits may be obtained as phased permits under the following conditions: 1) In each phase there must be sufficient information provided in order to allow a complete review of the plans. 2) Plans shall be prepared by a licensed Oregon architect or engineer. 3) Deferral of any submittal items shall have prior approval of the Building Official. The licensed Oregon architect or engineer of record shall list the deferred submittals on the plans and shall review the deferred submittal documents for compatibility with the design of the building prior to submittal to the Building Official for review. 4) the City of Newberg will accept plans submitted in the sequence listed for phased development.

NEW RECREATIONAL PARK FEES TABLES

NEW RECREATIONAL PARK FEES

RECREATIONAL PARK PERMIT FEE – TABLE 1

\$1 - \$500	\$15.00
\$501 - \$2,000	\$15.00 FOR THE FIRST \$500 PLUS \$2.00 FOR EACH ADDITIONAL \$100 OR FRACTION THEROF, TO AND INCLUDING \$2,000
\$2,001 - \$25,000	\$45.00 FOR THE FIRST \$2,000 PLUS \$9.00 FOR EACH ADDITIONAL \$1,000 OR FRACTION THEREOF, TO AND INCLUDING \$25,000
\$25,001 - \$50,000	\$252.00 FOR THE FIRST \$25,000 PLUS \$6.50 FOR EACH ADDITIONAL \$1,000 OR FRACTION THEREOF, TO AND INCLUDING \$50,000
\$50,001 - \$100,000	\$414.50 FOR THE FIRST \$50,000 PLUS \$4.50 FOR EACH ADDITIONAL \$1,000 OR FRACTION THEREOF, TO AND INCLUDING \$100,000
\$100,001 - \$500,000	\$639.50 FOR THE FIRST \$100,000 PLUS \$3.50 FOR EACH ADDITIONAL \$1,000 OR FRACTION THEROF, TO AND INCLUDING \$500,000
\$500,001 - \$1,000,000	\$2,039.50 FOR THE FIRST \$500,000 PLUS \$2.00 FOR EACH ADDITIONAL \$1,000 OR FRACTION THEREOF, TO AND INCLUDING \$1,000,000
\$1,000,000 AND ABOVE	\$3,539.50 FOR THE FIRST \$1,000,000 PLUS \$2.00 FOR EACH ADDITIONAL \$1,000 OR FRACTION THEREOF.

RECREATIONAL PARK VALUATION FEE - TABLE 2

PARK CLASS	SPACES PER ACRE	6	8	10	12	14	16	18	20	22
A		2637	2470	2320	2189	2074	1978	1907	1849	1798
B		2483	2317	2176	2035	1920	1824	1754	1696	1645
C		1792	1626	1485	1344	1229	1133	1062	1005	954

- DEDUCT 10% FROM THE VALUATION OF PARKS AND CAMPS CONSTRUCTED EAST OF THE CASCADE SUMMIT
- "CLASS A" PARKS AND CAMPS CONTAIN PAVED STREETS AND ELECTRIC, WATER AND SEWER SERVICE TO EACH R.V. OR CAMPING SPACE
- "CLASS B" PARKS AND CAMPS CONTAIN ELECTRIC, WATER AND SEWER SERVICE TO EACH R.V. OR CAMPING SPACE, BUT DO NOT HAVE PAVED STREETS
- "CLASS C" PARKS AND CAMPS CONTAIN A COMBINATION OF NO MORE THAN TWO SERVICES INVOLVING ELECTRIC, WATER OR SEWER AND DO NOT HAVE PAVED STREETS
- WHEN A PARK OR CAMP CONTAINS SPACES IN MORE THAN ONE CLASS, FIGURE THE SPACES IN EACH CLASS, THEN ADD THEM TOGETHER TO OBTAIN THE TOTAL VALUATION
- THE AREA DEVELOPMENT PERMIT DOES NOT INCLUDE PERMITS OR RELATED FEES FOR BUILDINGS, MANUFACTURED DWELLING INSTALLATIONS, ACCESSORY BUILDINGS OR STRUCTURES, MECHANICAL, PLUMBING OR ELECTRICAL SYSTEMS, BOILER, ORE ELEVATORS, OR PERMITS REQUIRED BY OTHER AGENCIES
- SEE OREGON ADMINSTRATIVE RULE (OAR) 918-600-030 FOR PLAN REVIEW AND INSPECTION FEES BASED ON THIS VALUATION

FORMULA FOR MANUFACTURED DWELLING PARK PERMIT AND PLAN FEVIEW FEE:

- | | |
|--|---|
| 1. SQUARE FEET OF AREA BEING DEVELOPED ÷ 43,560 (43,560 = 1 ACRE) | 4. THE PERMIT FEE IS TAKEN FROM TABLE 1 |
| 2. NUMBER OF SPACES ÷ NUMBER OF ACRES = VALUATION IN TABLE 2 | 5. THE PLAN REVIEW FEE IS 65% OF THE PERMIT FEE |
| 3. VALUATION IN TABLE 2 X NUMBER OF SPACES = PERMIT FEE IN TABLE 1 | 6. THE STATE SURCHARGE IS 12% OF THE PERMIT FEE |

NEWBERG MASTER FEE GLOSSARY FOR 2016-17

PERMIT CENTER –ENGINEERING**SYSTEM DEVELOPMENT CHARGES DEFINITIONS**

Efficiency Dwelling Unit (EDU): A Studio or one bedroom dwelling unit with less than 600 square feet floor area and one bathroom. The unit is located on a lot with other dwelling units or primary uses

Water Development Fees: Per Fixture Unit Count – 1/18” of the standard 3/4” meter. EDU’s with 18 or more fixture units shall be charged the standard water SDC Rate.

Wastewater Development Fee: Revenues are used to maintain the City’s Wastewater System. This fee is collected for any new connections to the City’s Wastewater System and is determined by the number of fixture units i.e. sink, bathtub, etc. in the unit.

Water Development Fee: Revenues are used to maintain the City’s Water System. This fee is collected for each new connection to the City’s water system and is determined by the size of the water meter. Standard single family meter size is ¾”.

Storm System Development Fee: Revenues are used to maintain the City’s Stormwater System. This fee is collected for each new development that connects to or otherwise uses the City Stormwater System and is determined by the square feet of impervious area. Impervious surface is the hard surface area which either prevents or retards entry of water into the soil mantle and/or causes water to run off the surface in greater quantities or at an increased rate of flow from that pre

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: April 18, 2016

Order ___ Ordinance XX Resolution ___ Motion ___ Information ___
No. No. 2016-2800 No.

SUBJECT: An Ordinance Establishing A Process For The Council To Adjust An Existing Public Safety Fee and Declaring an Emergency.

Contact Person (Preparer): Truman Stone
Dept.: City Attorney's Office
File No.:

HEARING TYPE: LEGISLATIVE QUASI-JUDICIAL NOT APPLICABLE

RECOMMENDATION:

Adopt Ordinance No. 2016-2800.

EXECUTIVE SUMMARY:

In 2009, the Council adopted Ordinance No. 2009-2714, establishing a process for enacting a public safety fee (PSF) to finance police and fire services. That ordinance has been codified as Chapter 3.30 of the Newberg Municipal Code. The PSF ordinance as enacted contains no process or procedure for adjustment of a PSF, once a fee is enacted.

The Council has since adopted two separate PSFs. Order No. 2009-0021, dated July 6, 2009, enacted a PSF to fund three police officer positions. Order No. 2014-0035, dated October 20, 2014, funded two communication officer positions.

Over time, the estimated amount needed to fund a police officer or communication officer positions may prove to be insufficient to support the funded positions on an ongoing basis. Increases in the cost of insurance, wage scales under new collective bargaining agreements, and salary increases attributed to longevity and advancement may leave a funding gap.

This ordinance does not increase any existing public safety fee or create any new fee. The purpose is to establish a mechanism and criteria for the Council to adjust fee amounts should a determination be made that an increase or decrease is warranted.

This Ordinance contains an emergency clause to make it effective upon passage. This is to meet the budget schedule and allow consideration of adjustment of the fee as part of the imminent budget process.

FISCAL IMPACT:

None at this time. Future impacts may occur if enacted PSF's are adjusted.

STRATEGIC ASSESSMENT (RELATE TO COUNCIL GOALS):



ORDINANCE No. 2016-2800

AN ORDINANCE ESTABLISHING A PROCESS FOR THE COUNCIL TO ADJUST AN EXISTING PUBLIC SAFETY FEE AND DECLARING AN EMERGENCY

RECITALS:

1. On May 18, 2009, the Council adopted Ordinance No. 2009-2714, establishing a process for enacting a public safety fee to finance police and fire services. That ordinance has been codified as Chapter 3.30 of the Newberg Municipal Code.
2. Since 2009, the City has enacted and levied two public safety fees. Order No. 2009-0021, enacted July 6, 2009, funded three police officer positions. Order No. 2014-0035, enacted October 20, 2014, funded two communication officer positions.
3. The public safety fee ordinance as enacted contains no process or procedure for adjustment of a public safety fee, once a fee is enacted.
4. Over time, the estimated amount needed to fund a police officer or communication officer position may prove to be insufficient to support the funded positions. Increases in the cost of insurance, wage scales under new collective bargaining agreements, and salary increases attributed to longevity and advancement may leave a funding gap.
5. This ordinance does not increase any existing public safety fee or create any new fee. The purpose is to establish a mechanism and criteria for the Council to adjust fee amounts should a determination that an increase or decrease is warranted.

THE CITY OF NEWBERG ORDAINS AS FOLLOWS:

Section 1. Section 3.30.040, Adjustment of Existing Public Safety Fee, is added to Chapter 3.30 to read as follows:

3.30.040 Adjustment of Existing Public Safety Fee.

A. Purpose of Adjustment. The council recognizes that unanticipated increases in the cost of living, health care, pension obligations, renegotiation of collective bargaining agreements, and other circumstances may require the council to adjust a previously enacted PSF to provide the revenue needed support the resources to provide the services for which the PSF was enacted.

B. Amended Order. The Council may adjust an enacted PSF by an amended order. The amended order shall only address a change in the fee amount. The amended order may index future increases to the PSF to an objective criteria, including but not limited to a

CPI published by the U.S. Bureau of Labor Statistics.

C. Criteria. Any adjustment must be based upon the following criteria:

1. Identification of the financial circumstances that have changed since the original enactment of the PSF.
2. The amount of revenue needed to support the resources to provide the services identified in the PSF.
3. Any other criteria that should reasonably be considered that would be likely to assist in establishing an equitable adjustment to the PSF.
4. The report proposing the PSF adjustment will address the criteria to be considered.

D. Public Hearing. Prior to adjusting any enacted PSF, the Council shall hold a public hearing at which the city council may receive from the public advice, input and comment concerning the proposed adjustment. The testimony at the public hearing should be addressed to the criteria.

Section 2. All other provisions of Chapter 3.30 shall remain unchanged.

Section 3. In order to allow time for the council to consider a potential adjustment of one or more PSF during the Fiscal Year 15-16 Budget process, an emergency is declared to exist. To carry out the intention of this ordinance, this ordinance shall take effect on April 19, 2016.

➤ **EFFECTIVE DATE** of this ordinance is: April 19, 2016.

ADOPTED by the City Council of the City of Newberg, Oregon, this ____ day of _____, 2016, by the following votes: **AYE:** **NAY:** **ABSENT:** **ABSTAIN:**

Sue Ryan, City Recorder

ATTEST by the Mayor this _____ day of _____, 2016.

Bob Andrews, Mayor

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: April 18, 2016

Order ___	Ordinance <u>XX</u>	Resolution ___	Motion ___	Information ___
No.	No. 2016-2794	No.		

SUBJECT: An Ordinance amending the Newberg Transportation System Plan to reflect changes necessary to accommodate the relocation of Wilsonville Road to a location south of Wynooski Road.

**Contact Person (Preparer) for this Motion: Jessica Pelz, AICP
Dept.: Community Development
File No.: CPTA-15-002**

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

RECOMMENDATION: Adopt Ordinance No. 2016-2794, amending the Newberg Transportation System Plan to reflect changes necessary to accommodate the relocation of Wilsonville Road to a location south of Wynooski Road.

EXECUTIVE SUMMARY: In October 2015, the Oregon Department of Transportation (ODOT) submitted an application to the City of Newberg for a proposed Transportation System Plan (TSP) amendment with two components: change the road and lane configuration of southbound Oregon Highway 219 consistent with the refined construction plans for the Phase 1 Bypass; and to change the Oregon 219/Phase 1 Bypass/Wilsonville Road intersection to a “No Thru Traffic” design. In January 2016, the Planning Commission voted to approve the first request with adoption of Resolution No. 2015-310 and deny the second request with adoption of Resolution No. 2015-311, but recommended that City Council delay their vote on the second request to have further discussions about a solution to the intersection issues. The City Council approved the first request by adopting Ordinance No. 2016-2796 on March 7, 2016.

Following the Planning Commission recommendation for further coordination among the involved parties, ODOT participated in mediation with City of Newberg, Yamhill County, Clackamas County, City of Wilsonville, and Ladd Hill Neighborhood Association. The mediation resulted in an Agreement of Understanding, which the City Council approved and directed the Mayor to execute by adoption of Resolution No. 2016-3269. The Agreement of Understanding directed ODOT to revise its TSP amendment request to realign Wilsonville Road to the location south of Wynooski Road that was previously approved as its final location in the Newberg Dundee Bypass Final Environmental Impact Statement (FEIS) and Record of Decision [Newberg Ordinance No. 2011-2734 and Yamhill County Ordinance 866]. ODOT submitted the revised TSP amendment application in accordance with the Agreement.

While the relocation of Wilsonville Road to a location south of Wynooski Road is already an action that is approved at the local, state, and federal levels, this request requires TSP amendments to reflect the various long-term and interim changes necessary to accommodate the relocation. The TSP amendment includes the following three changes to the Newberg TSP necessary for the relocation:

1. Addition of a cul-de-sac to serve as access to Adolf Road and the Springbrook Estates mobile home park from Springbrook Road once Wilsonville Road is relocated and no longer connected to Springbrook Road. The location of the cul-de-sac will be east of the current Wilsonville Road/Adolf Road intersection (see Exhibit “B”).

2. Changing the lane configuration of the Oregon 219/Phase 1 Bypass intersection to remove the eastbound turn and through travel lanes previously shown on the 2013 TSP amendment, as shown in both Exhibits “B” and “C”.
3. A new TSP policy to acknowledge that the installation of the temporary right/in, right/out restriction at the intersection of Springbrook Road and Wilsonville Road during design and construction of the Wilsonville Road Relocation (see Exhibits “A” and “C”) is necessary to provide a safer transportation system.

These TSP amendments will replace the 2013 TSP amendment that had adopted the Wilsonville Road direct connection to Oregon 219. With Wilsonville Road moved to its ultimate location, future phases of the Bypass and the Oregon 219 interchange can be constructed without further impacts to or relocation of Wilsonville Road.

FISCAL IMPACT: There is no direct fiscal impact to the City. However, the Wilsonville Road Relocation will require ODOT to prepare final design plans and construction documents, purchase new right of way that includes relocation of existing residents, and construct the new road. Consequently, ODOT's schedule for opening the Wilsonville Road Relocation portion of the Phase 1 Bypass is July 2020.

STRATEGIC ASSESSMENT (RELATE TO COUNCIL GOALS): Adoption of the proposed TSP amendment will help meet City Council Goal 5: “Maintain and modernize the City’s transportation and utilities infrastructure.”

ATTACHMENTS:

1. ODOT revised application
2. Signed Agreement of Understanding
3. City Engineer comments
4. Planning Commission Resolution No. 2015-311

Ordinance No. 2016-2794 with:

- Exhibit “A”: TSP Amendment Text and Revised Figure 6-1A
- Exhibit “B”: Map A-1
- Exhibit “C”: Map B-1
- Exhibit “D”: Findings

Wilsonville Road Revised TSP Amendment Request

Introduction

In October 2015, ODOT submitted an application for a TSP Amendment that included two components. The first request was to reduce the number of southbound through lanes on Oregon 219 from two to one and add a dedicated right turn lane. This request was approved by the Planning Commission and by the City Council. The second request was a change in the design of the Oregon 219/Phase 1 Bypass/Wilsonville Road intersection to a "No Thru Traffic" design. In January 2016 the Planning Commission rejected this request. Instead, the Planning Commission recommended that the City of Newberg enter into mediation with the supporters of the "No Thru Traffic" intersection design to look for a solution that did not impact the City and satisfied the concerns of the Ladd Hill Neighborhood Association (LHNA), Clackamas and Yamhill Counties, and the City of Wilsonville.

After listening to Planning Commission testimony, reviewing the Planning Commission decisions, and participating in mediation leading to an Agreement of Understanding, ODOT has agreed to revise its previous TSP amendment request to instead request that the City of Newberg amend its TSP to enable ODOT to realign Wilsonville Road south of Wynooski Road to the location that has already been approved in the Newberg Dundee Final Environmental Impact Statement (FEIS) and Record of Decision (ROD), and in the Yamhill County and City of Newberg TSP. See below for more detail.

While the realignment of Wilsonville Road to a location south of Wynooski Road (hereinafter referred to as the Wilsonville Road Relocation) is already an action that is approved at the local, state, and federal levels, this request requires that the City take action to approve and adopt the long-term and interim roadway changes on Springbrook Road, the portion of existing Wilsonville Road that remains with the City's jurisdiction, and on Oregon 219 needed to make the Newberg TSP fully consistent with the revised amendment request and ensure safer operations during the interim period when the Wilsonville Road Relocation is being designed and constructed.

Wilsonville Road Relocation

With Newberg's approval, ODOT intends to design and construct the Wilsonville Road Relocation (see Figure A-1) as part of Phase 1 of the Newberg Dundee Bypass. The Wilsonville Road Relocation moves the connection of Wilsonville Road with Oregon 219 to the south as already approved in the Newberg Dundee Bypass FEIS and ROD and through local land use actions taken by Yamhill County and the City of Newberg. With Wilsonville Road moved to its ultimate location, future phases of the Bypass and the Oregon 219 interchange can be constructed without further impacts to or relocation of Wilsonville Road. The Wilsonville Road Relocation was amended into the Newberg TSP as part of Newberg's adoption of the Newberg Dundee Bypass FEIS alignment in March 2011 in Ordinance No. 2011-2734. While most of the Wilsonville Road Relocation is on Yamhill County EFU land, a portion of the relocation along Adolf Road is within the Newberg UGB. Yamhill County adopted the Newberg Dundee Bypass FEIS alignment and local road relocations in May 2011 in Ordinance 866.

The new Wilsonville Road Relocation intersection on Oregon 219 will be south of the Oregon 219/Wynooski Road intersection and will meet all of ODOT's access management requirements. The Wilsonville Road Relocation will use a portion of existing Adolf Road right of way inside of the Newberg UGB. The northern portion of Adolf Road would continue to provide access to adjoining properties but would not connect to the Wilsonville Road Relocation. The new Wilsonville Road Relocation intersection will provide a direct connection between Wilsonville Road and Oregon 219, but does not provide a direct connection to the Phase 1 Bypass.

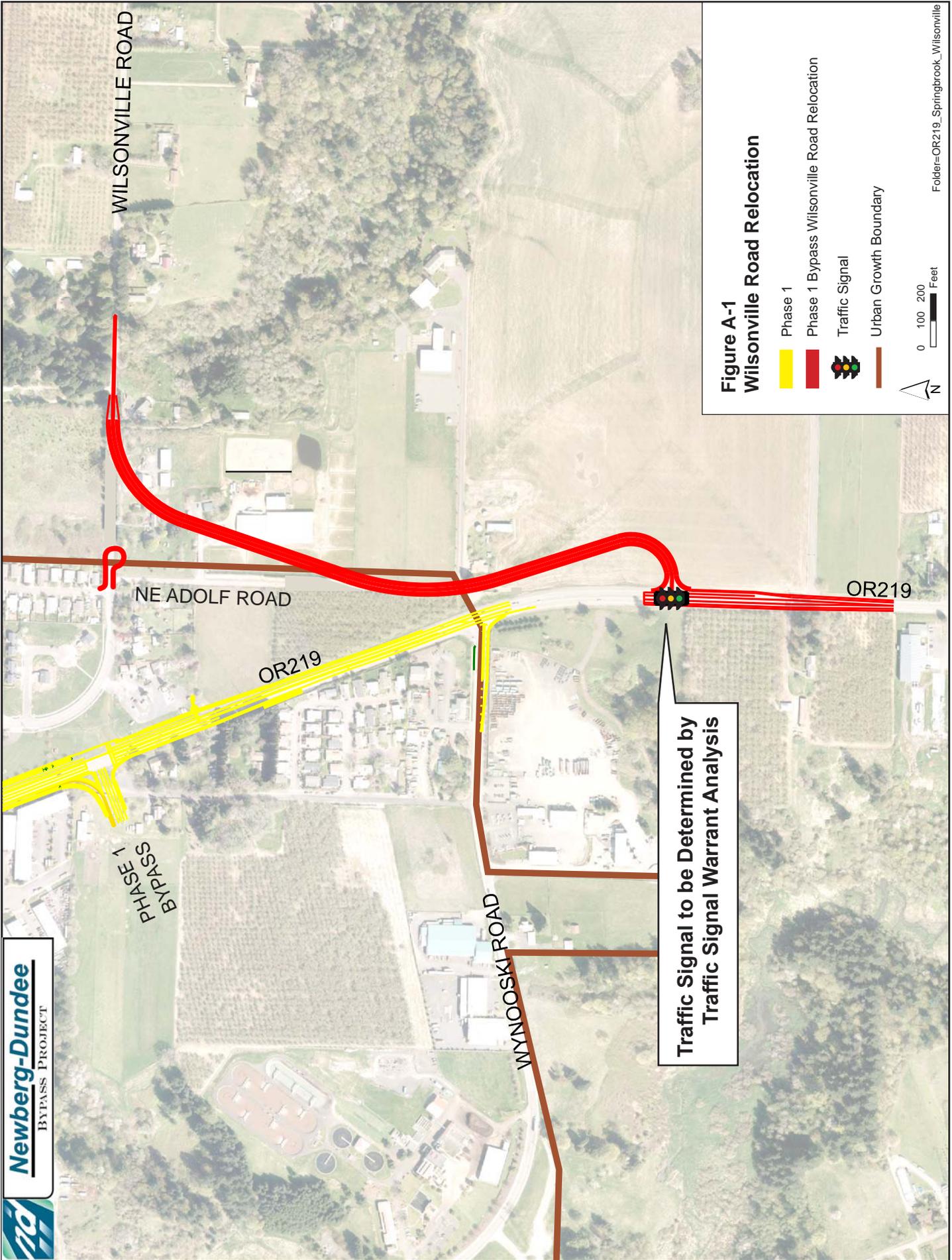
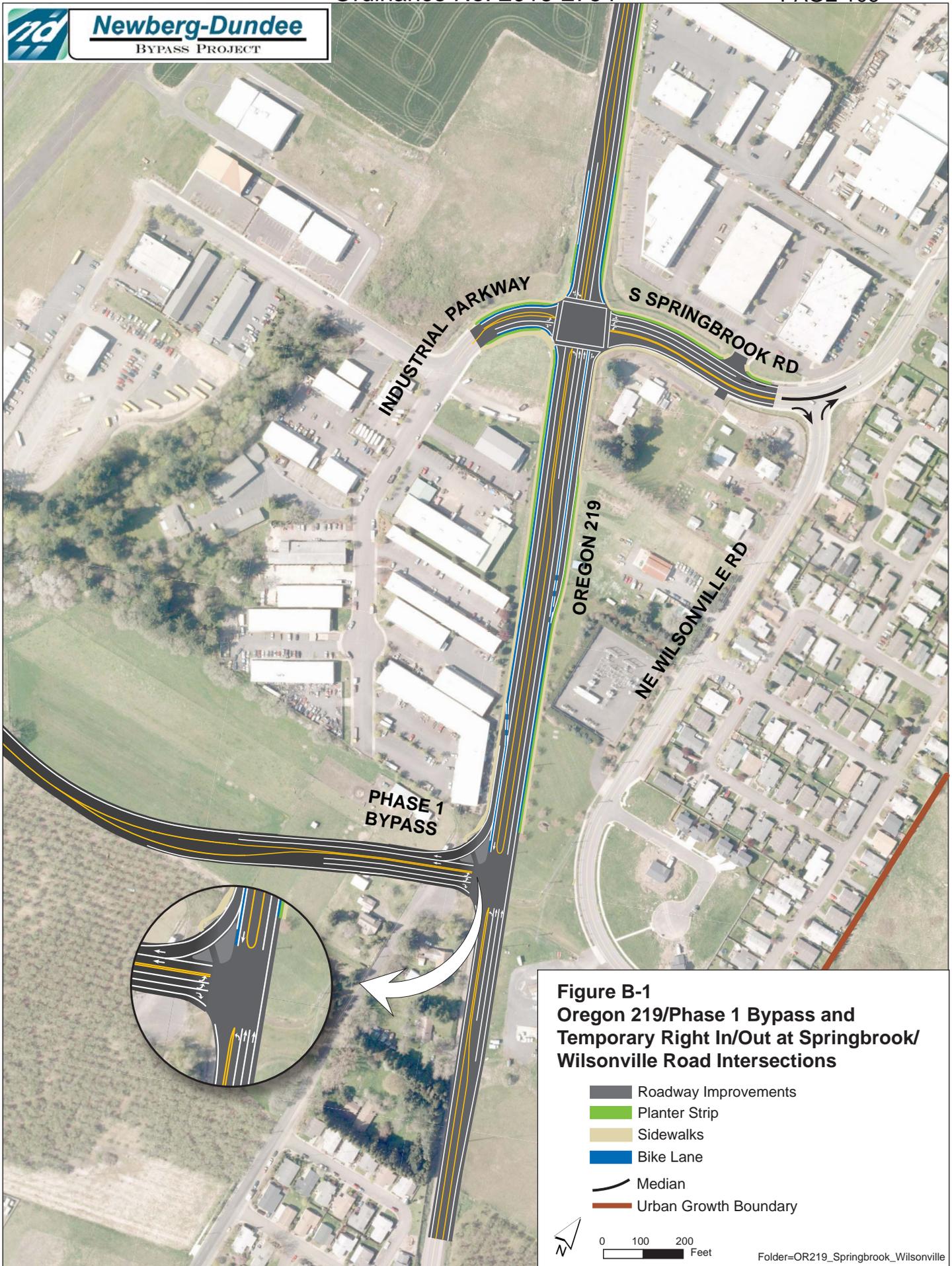


Figure A-1
Wilsonville Road Relocation

-  Phase 1
-  Phase 1 Bypass Wilsonville Road Relocation
-  Traffic Signal
-  Urban Growth Boundary



**Traffic Signal to be Determined by
Traffic Signal Warrant Analysis**



The Wilsonville Road Relocation will require preparing final design plans and construction documents, purchase of new right of way that includes relocation of existing residents, and construction of the new road. Consequently, ODOT's schedule for opening the Wilsonville Road Relocation portion of Phase 1 is July 2020.

The volume to capacity (v/c) ratio in the opening year (2020) of the Wilsonville Road Relocation is forecast to be 0.78 without a traffic signal and 0.64 with a traffic signal (See Attachment C). Both configurations would meet ODOT's operational performance mobility targets. A traffic signal warrant analysis will be conducted as part of developing final design plans and construction documents to determine if the new intersection will be signalized upon opening.

Within Newberg, the Wilsonville Road Relocation will also include disconnecting the existing Wilsonville Road alignment from the Wilsonville Road Relocation and constructing a cul-de-sac to prohibit traffic on the Wilsonville Road Relocation from directly accessing Springbrook Road as is currently possible. The location of the cul-de-sac that will be constructed on the disconnected portion of existing Wilsonville Road will be just east of the existing Wilsonville Road/Adolf Road intersection (see Figure A-1). The western portion of the cul-de-sac is within the Newberg UGB, while the eastern portion of the cul-de-sac is in Yamhill County. Properties north and west of the cul-de-sac along the disconnected portion of Wilsonville Road will continue to use existing Wilsonville Road and Springbrook Road to travel to Newberg and beyond.

Springbrook Road/Wilsonville Road Intersection Temporary Right In/Right Out

The Wilsonville Road Relocation will not be constructed when the Phase 1 Bypass opens in late 2017. Wilsonville Road will continue to connect to Springbrook Road during the design and construction of the Wilsonville Road Relocation. As noted in previous information submitted as part of this TSP Amendment, westbound traffic queues on Springbrook Road from the Oregon 219/Springbrook Road intersection are expected to spill back across the Springbrook Road/Wilsonville Road intersection blocking left turn access between Wilsonville Road and Springbrook Road. Also, standing queues within the intersection could create concerns for pedestrian safety and other nonmotorized users.

Therefore, for the interim period between the initial opening of the Phase 1 Bypass in late 2017 until the Wilsonville Road Relocation opens in 2020, the Springbrook Road/Wilsonville Road intersection will be converted to a temporary right turn in/right turn out intersection (see Figure B-1). The right turn in/right turn out intersection will include all appropriate signing and will include construction of a raised median or some other kind of barrier to physically prohibit vehicles from turning left between Springbrook Road and Wilsonville Road. The Springbrook Road/Wilsonville Road right turn in/right turn out intersection would operate with a v/c ratio of 0.63 in 2017 when the Phase 1 Bypass opens. The right turn in/right turn out intersection control will be removed after the Wilsonville Road Relocation opens in 2020 when the only traffic volumes approaching this intersection from the south will be those which come from the properties adjacent to the disconnected portion of Wilsonville Road.

The interim right turn in/right turn out intersection restriction will result in some out-of-direction travel movements for eastbound and westbound drivers seeking to travel between Wilsonville Road and some locations in Newberg or to the Phase 1 Bypass. All eastbound travelers will still be able to use the Oregon 219/Springbrook Road intersection to get to Wilsonville Road. Westbound Wilsonville Road travelers destined for Oregon 219 or areas in Newberg west of Oregon 219 will be able to use Springbrook Road and 2nd Street, Hayes Street, several county roads, or Oregon 99W to travel into Newberg or access the Phase 1 Bypass. Because of the expected decrease in traffic volumes on Oregon 99W after the Phase 1 Bypass opens, many drivers may also simply continue to use Oregon 99W to travel west to Dundee, McMinnville, and beyond, as opposed to using the Bypass. In any case, the interim right turn in/right turn out intersection restriction will shift some additional traffic to city streets, county roads, and state

highways during the interim period when the Wilsonville Road Relocation is being designed and constructed.

Given the out-of-direction travel anticipated with the right turn in/right turn out intersection, the Springbrook Road/2nd Street/Fernwood Road intersection peak-hour traffic operation was also reviewed. Approximately 200 additional out-of-direction vehicles per hour would use the Springbrook Road/2nd Street/Fernwood Road intersection to find alternative routes. With this additional traffic, the intersection would still operate at a v/c ratio of 0.85, which meets the City's adopted performance standard.

Oregon 219/Phase 1 Bypass Intersection

The 2013 TSP Amendment, Ordinance No. 2013-2766, covered extending Wilsonville Road to the west to connect to Oregon 219 at the Phase 1 Bypass intersection. The Wilsonville Road Relocation will design and construct a new connection from Wilsonville Road to the south to Oregon 219. Therefore, approval of this revised amendment request will also authorize the intersection design and lane configurations shown in both Figures A-1 and B-1.

Revised TSP Amendment Request

ODOT requests approval of the following three changes to the Newberg TSP:

1. Add a cul-de-sac to prohibit direct access of Wilsonville Road into the Newberg UGB. The location of the cul-de-sac is east of the current Wilsonville Road/Adolf Road intersection (see Figure A-1).
2. Change the lane configuration of the Oregon 219/Phase 1 Bypass intersection to remove turn or through travel lanes to the east of Oregon 219 as shown in both Figures A-1 and B-1.
3. Adoption of a TSP policy which acknowledges that the installation of the temporary right/in, right/out restriction at the intersection of Springbrook Road and Wilsonville Road is necessary to provide safer transportation system.

The Wilsonville Road Relocation was amended into the Newberg TSP as part of Newberg's adoption of the Newberg Dundee Bypass alignment in March 2011 in Ordinance No. 2011-2734. No further action on the Wilsonville Road Relocation is required.

Consistency with Statewide Planning Goals, City of Newberg Comprehensive Plan, and Newberg Transportation System Plan

In the Statewide Planning Goals, City of Newberg Comprehensive Plan, and Newberg Transportation System Plan findings below, reference to the Wilsonville Road Relocation includes:

1. The new cul-de-sac to prohibit direct access of Wilsonville Road into the Newberg UGB.
2. The lane configuration of the Oregon 219/Phase 1 Bypass intersection with no through or turn lanes to the east of Oregon 219.
3. The temporary right/in, right/out restriction at the intersection of Springbrook Road and Wilsonville Road.

The findings of consistency do not specifically address the realignment of Wilsonville Road to the south to connect to Oregon 219 south of Wynooski Road as this action is already approved and adopted into the Newberg and Yamhill County Comprehensive Plans and TSPs as per the goal exceptions and other plan amendments processed in 2011.

Statewide Planning Goals

The proposed TSP and related Comprehensive Plan map amendments are consistent with all applicable Statewide Planning Goals.

The goals identified below are the only Statewide Planning Goals applicable to the land use actions needed to fully support the Wilsonville Road Relocation. Goals not identified do not apply.

A. Goal 1 (Citizen Involvement)

Goal 1 requires the opportunity for citizens to be involved in all phases of the planning process. Generally, Goal 1 is satisfied when a local government follows the public involvement procedures set out in its acknowledged comprehensive plan and land use regulations.

The City of Newberg Comprehensive Plan requires the city to maintain a Citizen Involvement Program that offers citizens the opportunity for involvement in all phases of the planning process. Compliance with these regulations results in compliance with Goal 1.

B. Goal 2 (Land Use Planning), Part I

Goal 2, Part I requires that actions related to land use be consistent with acknowledged comprehensive plans of cities and counties. It is specifically noted that the City of Newberg updated the Comprehensive Plan in 2011 to include the Newberg Dundee Bypass, Phase 1, and the Wilsonville Road Relocation.

Goal 2, Part I also requires coordination with affected governments and agencies, evaluation of alternatives, and an adequate factual base. In adding the Wilsonville Road Relocation to Phase 1 of the Newberg Dundee Bypass, ODOT engaged in coordination with the City of Newberg, Yamhill County, Clackamas County, the City of Wilsonville and LHNA. ODOT will continue coordination with planners, officials, and other representatives of Newberg and Yamhill County through review of ODOT Final Design plan sets at the Design Acceptance Package (30%), Preliminary Plan (60%), and Advanced Plan (90%) phases.

E. Goal 5 (Open Spaces, Scenic and Historic Areas, and Natural Resources)

Goal 5 requires local governments to adopt programs to protect natural resources and conserve scenic, historic, and open space resources for present and future generations as provided in the Oregon Department of Land Conservation and Development's Goal 5 administrative rule, OAR 660, Division 23.

Under OAR 660-023-0250(3)(b), local governments are not required to apply Goal 5 in post-acknowledgment plan amendment proceedings unless the amendment affects a Goal 5 resource to allow new uses that could be conflicting uses with a particular significant Goal 5 resource site. The Wilsonville Road Relocation does not impact any resource sites inventoried and designated as significant under Goal 5. Therefore, Goal 5 does not apply.

F. Goal 6 (Air, Water and Land Resources Quality)

Goal 6 addresses the quality of air, water, and land resources. In the context of a comprehensive plan amendment, a local government complies with Goal 6 by explaining why it is reasonable to expect that the proposed uses authorized by the plan amendment will be able to satisfy applicable federal and state environmental standards, including air and water quality standards. The Wilsonville Road Relocation will not affect air quality in Newberg but will impact water resources by adding a larger amount of impervious surface to the watershed area than did the 2013 TSP amendment.

The Wilsonville Road Relocation is necessary to ensure safe and efficient traffic operation in the first step (Phase 1) of implementing the Bypass project. The Bypass project, including the Wilsonville Road Relocation, is an approved project in the City of Newberg's acknowledged TSP and Comprehensive Plan

and will improve air quality by substantially relieving traffic congestion in Newberg. Water quality impacts will be mitigated by stormwater treatment facilities included in Wilsonville Road Relocation. This amendment will facilitate implementation of Phase 1 and the Wilsonville Road Relocation and is consistent with the City's TSP and Comprehensive Plan findings of compliance with Goal 6.

H. Goal 8 (Recreational Needs)

Goal 8 provides for local governments to meet the recreational needs of the citizens of Oregon. The Bypass project, including the Wilsonville Road Relocation, will further Goal 8 objectives by improving access to recreational destination areas such as the Oregon coast, Yamhill County wineries, and the Spirit Mountain Casino. The Wilsonville Road Relocation will not impact existing park or recreational lands.

I. Goal 9 (Economic Development)

Goal 9 requires local governments to adopt comprehensive plans and policies that "contribute to a stable and healthy economy in all regions of the state." The City of Newberg's Comprehensive Plan has been acknowledged to comply with Goal 9. The Phase 1 Bypass project, including the Wilsonville Road Relocation, will improve mobility and accessibility generally, and freight movement in particular, throughout the Newberg-Dundee urban area, thus resulting in substantially reduced congestion and fewer hours of delay.

J. Goal 10 (Housing)

Goal 10 applies inside urban growth boundaries. Within Newberg, the remaining land use actions needed to support construction of the Wilsonville Road Relocation will have no impacts to housing within the Newberg UGB. Therefore, this action is consistent with Goal 10.

L. Goal 12 (Transportation)

Goal 12 requires local governments to "provide and encourage a safe, convenient, and economic transportation system." Goal 12 is implemented through the Transportation Planning Rule (TPR), OAR 660, Division 12. The Newberg Dundee Bypass Project, including the Wilsonville Road Relocation, is an approved project in the City of Newberg's acknowledged TSP. The remaining land use actions needed to support implementation of the Wilsonville Road Relocation are necessary to address traffic operations and safety issues associated with construction of Phase 1 of the Bypass. The TPR addresses project development activities. The Wilsonville Road Relocation is consistent with Goal 12 and with the TPR requirements. ODOT will address forecasted intersection operational performance on Oregon 219 through application of alternative mobility standards as part of the Newberg TSP update process.

M. Goal 13 (Energy Conservation)

Goal 13 directs cities and counties to manage and control land uses to maximize the conservation of all forms of energy, based on sound economic principles.

The Bypass project, including Phase 1 and the Wilsonville Road Relocation, is intended to improve statewide and regional mobility through the area and to make existing Oregon 99W more accessible for local and regional traffic. The project will help relieve much of the substantial traffic congestion that already exists along Oregon 99W. Facilitating the smooth flow of traffic at improved levels of service will help conserve fuel.

Compliance with City of Newberg's Comprehensive Plan and Transportation System Plan

In addition to compliance with applicable statewide planning goals, TSP amendments must comply with applicable local comprehensive plan policies (including relevant policies in adopted transportation system plans) and with applicable standards in local land use regulations.

The findings below address only those policies and associated actions that are directly applicable to the changes to the Wilsonville Road Relocation.

A. Citizen Involvement

Policy A, Citizen Involvement, notes that the City of Newberg will continue to implement an ongoing citizen involvement program that provides residents with the opportunity to be involved in all phases of the planning process. For the Wilsonville Road relocation, the city will provide public notice to affected property owners, opportunities for testimony at public hearings, and appeal of local decisions.

B. Land Use Planning

The goal is to maintain an ongoing land use planning program to implement statewide and local goals. The program shall be consistent with natural and cultural resources and needs.

The Wilsonville Road Relocation is consistent with the land use planning goal because it is already a component of the full Bypass project which was approved and adopted by Newberg in 2011.

H. The Economy

The goal is to develop a diverse and stable economic base.

The Phase 1 Bypass Project, including the Wilsonville Road Relocation, will improve mobility and accessibility generally, and freight movement in particular, throughout the Newberg Dundee urban area, thus resulting in substantially reduced congestion and fewer hours of delay. This supports the goal of developing a diverse and stable economic base.

M. Energy

Goal M, Energy, is to conserve energy through efficient land use patterns and energy-related policies and ordinances.

The Bypass project, including Phase 1 and the Wilsonville Road Relocation, are intended to improve statewide and regional mobility through the area and to make existing Oregon 99W more accessible for local and regional traffic. The project will help relieve much of the substantial traffic congestion that already exists along Oregon 99W and will help conserve fuel.

There is a public need for a change of the kind in question.

The public need for this amendment is to reflect transportation planning and project decisions that are necessary to address traffic operation and safety to add the Wilsonville Road Relocation to Phase 1 of the Bypass.

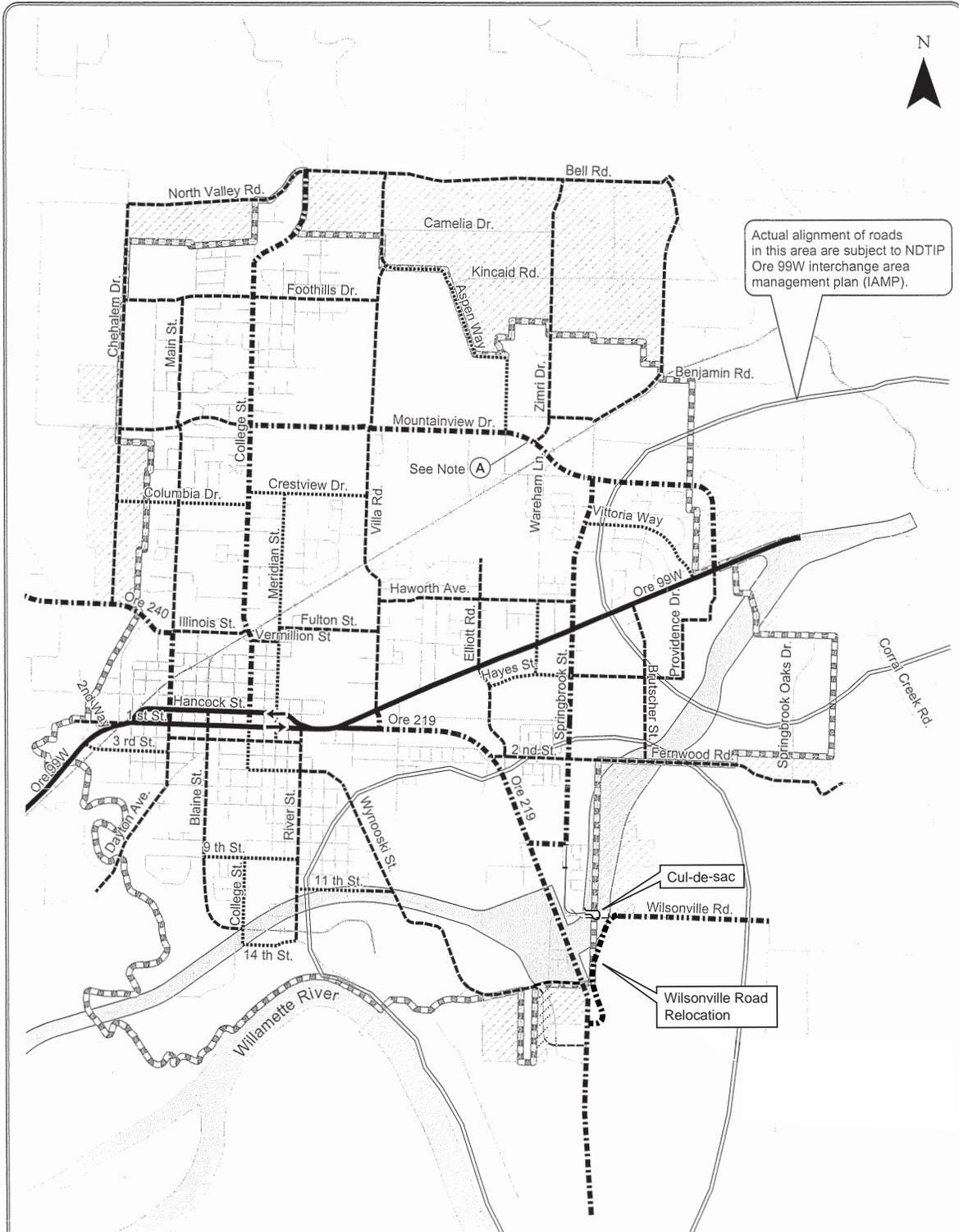
The need will be best served by changing the classification of the particular piece of property in question as compared with other available property.

There is no reclassification of the property in question. The actions requested are within the Newberg city limits and urban growth boundary.

Newberg TSP Text Change Proposal

6. *Wilsonville Road*: Wilsonville Road is to be extended to the ~~west~~ south to connect to Oregon 219 south of Wyooski Road. A cul-de-sac will be placed on Wilsonville Road at the eastern edge of the UGB to prohibit direct access from Wilsonville Road into Newberg ~~between the extension to Oregon 219 and Springbrook Road~~. The rerouting ~~and extension~~ of Wilsonville Road will be constructed to minor arterial street standards. ~~The purpose of this project is to provide access to Phase 1 of the Bypass at acceptable levels of service and improve safety.~~ The ~~improvement~~ new Oregon 219/Wilsonville Road intersection will comply with ODOT spacing standards for a District Highway. See TSP Figure 6-1A (attached) for a conceptual plan of this project. With Wilsonville Road moved to the south to its ultimate location, future phases of the Bypass can be constructed without further impacts to or relocations of Wilsonville Road. ~~The future Phase 2 of the Bypass will disconnect the new intersection of Wilsonville Road and Oregon 219. During Phase 2 construction, Wilsonville Road will be rerouted further south to a new intersection with Oregon 219.~~

The existing intersection of Wilsonville Road and Springbrook Road will remain open while the Wilsonville Road Relocation is being designed and constructed. However, because of the significant traffic volume increases expected on Springbrook Road after the initial opening of the Phase 1 Bypass, and in order to improve safety, this intersection will be reconfigured to allow only right/in and right/out turning movements. The right turn in/right turn out intersection control will be removed when the Wilsonville Road Relocation is completed and opened to traffic.



Actual alignment of roads in this area are subject to NDTIP Ore 99W interchange area management plan (IAMP).

Notes:

(A) The configuration and alignment of Mountainview Drive in this area is subject to the major street alignment location review process as outlined in the development code.

- Street located outside of Urban Growth Boundary are outside of Newberg's jurisdiction. If a proposed roadway alignment extends outside the UGB, than a plan amendment is required. Improvements recommended would need to be coordinated with Yamhill County.

LEGEND

- Statewide Highway
- Major Arterial
- Minor Arterial
- Major Collector
- Minor Collector
- Interchange Area Management Plan Boundary
- Urban Growth Boundary
- Urban Reserve Area
- Railroad
- Streets
- River

FUNCTIONAL CLASSIFICATION PLAN
NEWBERG, OR.

FIGURE
6-1A

Attachment C



MEMORANDUM

Date: March 2, 2016

Project #: 9372

To: Bill Ciz, Parametrix

From: Julia Kuhn, Wade Scarbrough, and Zachary Bugg

Project: Newberg-Dundee Bypass Phase 1

Subject: Year 2020 Analysis of OR 219/Wilsonville Road Intersection

Per your request, this memo provides additional analysis related to Option 4 considered for alternative configurations of the Oregon 219/Bypass intersection. Under Option 4, Wilsonville Road would be realigned to form a new intersection with Oregon 219 south of the existing Oregon 219/Wynoski Road intersection. The southerly connection would occur partially via Adolf Road. This option would provide a direct connection between Wilsonville Road and Oregon 219, but would not directly provide a connection to the Phase 1 Bypass. Instead, drivers would go through the new Oregon 219 intersection to travel to/from Wilsonville Road and the Phase 1 Bypass.

Our previous analysis assumed that the new Oregon 219/Wilsonville Road intersection would be signalized. ODOT has requested an alternative analysis assuming the intersection is stop-controlled on the Wilsonville Road approach instead. In addition, ODOT requested analysis of traffic conditions in year 2020, the year in which the Wilsonville Road realignment is anticipated to be complete. The year 2020 traffic volumes were developed by interpolating between the year 2017 and year 2035 volumes, assuming Phase 1 of the Bypass is complete.

Table 1 summarizes the volume-to-capacity analysis results at the subject intersection under 2020 and 2035 traffic conditions, for both the unsignalized and signalized scenarios.

Table 1: OR219 at Realigned Wilsonville Road – Analysis Results

Intersection Control	2020 P.M. Peak Hour Volume-to-Capacity Ratio	2035 P.M. Peak Hour Volume-to-Capacity Ratio
Two-Way Stop Control	0.78	>1.0
Signalized	0.64	0.87

As shown in Table 1, the resultant volume-to-capacity ratio (mobility target) for the critical westbound left-turn movement at the Wilsonville Road/Oregon 219 intersection is 0.78 assuming two-way stop

control under 2020 traffic conditions. Thus, the intersection is expected to meet the ODOT mobility target (less than or equal to 0.80 volume-to-capacity) under opening year conditions. By year 2035, the intersection is expected to exceed capacity, and signalization may be necessary. A more detailed signal warrant analysis should be completed after construction.

Please let us know if you need any additional information.

AGREEMENT OF UNDERSTANDING

Newberg-Dundee Bypass Phase 1/OR 219/Wilsonville Road

THIS AGREEMENT is made and entered into by and between the CITY OF NEWBERG, hereinafter referred to as "Newberg"; STATE OF OREGON, acting by and through its Department of Transportation, hereinafter referred to as "State;" CITY OF WILSONVILLE, hereinafter referred to as "Wilsonville"; YAMHILL COUNTY, hereinafter referred to as "Yamhill"; CLACKAMAS COUNTY, hereinafter referred to as "Clackamas"; and LADD HILL NEIGHBORHOOD ASSOCIATION, hereinafter referred to as "Ladd Hill" all herein referred to individually or collectively as "Party" or "Parties."

RECITALS

1. Oregon Jobs and Transportation Act of 2009 (JTA) Program, hereinafter referred to as the "JTA Program", provides funding for preservation and modernization projects chosen by the Oregon Transportation Commission (OTC). On October 21, 2009 the OTC approved funding for the first phase of the Newberg Dundee Bypass project and amended the Statewide Transportation Improvement Program (STIP) to include the project.
2. Oregon Route 99W (OR 99W), Oregon Route 18 (OR 18) and Oregon Route 219 (OR 219), are part of the state highway system under the jurisdiction and control of the OTC. Springbrook Road and Wilsonville Road are part of the city street system under the jurisdiction and control of Newberg. Wilsonville Road outside of the Newberg city limits is under the jurisdiction of Yamhill, Clackamas and Wilsonville. The first phase of the Newberg-Dundee Bypass will be temporarily routed on Springbrook Road and will affect the intersection at Wilsonville Road. This Agreement will address only those portions of the street system within the corporate limits of the City of Newberg and within Yamhill County.
3. Phase 1 of the Newberg-Dundee Bypass (Bypass) will construct two (2) lanes, one (1) in each direction of the four (4) lane Bypass between City of Newberg and City of Dundee; approximately four (4) miles in length. Phase 1 will also include required local circulation improvements needed to accommodate construction of this phase of the Bypass. The Bypass, in Phase 1, will have access points at the two ends, OR 219 in Newberg and OR 99W south of Dundee. The Bypass is designated an expressway and will operate at fifty-five (55) miles per hour. The connection at OR 99W (Dundee) is a temporary connection and may be removed when the Bypass is extended to OR 18 in City of Dayton. This Agreement will address the Project elements constructed within Newberg's corporate limits and within Yamhill County as represented in Exhibits A and B.
4. Newberg and State have entered into an agreement, COOPERATIVE IMPROVEMENT AGREEMENT Oregon Route 18: Newberg-Dundee Bypass - Phase 1 City of Newberg.
5. Yamhill and State are currently in negotiations to enter into an agreement, COOPERATIVE IMPROVEMENT AGREEMENT Oregon Route 18: Newberg-Dundee Bypass - Phase 1W.

6. The City of Newberg amended its Transportation System Plan in 2013 at the request of State to reflect the approved Phase 1 Bypass which included a full movement intersection at OR 219/Phase 1 Bypass/Wilsonville Road.
7. The Parties have been discussing impacts of the Newberg-Dundee Bypass Phase 1 as it relates to the intersection design at OR 219, OR 18 (Newberg-Dundee Bypass Phase 1) and Wilsonville Road for traffic patterns and safety concerns on Wilsonville Road and Newberg's local street system through a Comprehensive Plan Text Amendment to the Newberg Transportation System Plan (CPTA-15-002). State has requested a modification to the intersection design to establish a "No Thru Traffic" option with no direct connection provided between the Newberg-Dundee Bypass Phase 1 and Wilsonville Road.
8. The Newberg Planning Commission adopted Resolution No. 2015-311 recommending that the Newberg City Council delay their vote on the Comprehensive Plan Text Amendment to the Newberg Transportation System Plan until March 2016 to allow time for all entities to meet in an effort to mitigate impacts of the final decision.

TERMS OF UNDERSTANDING

STATE

1. State agrees to the following activities related to OR 219, OR 18 (Newberg-Dundee Bypass Phase 1) and Wilsonville Road:
 - a. Identify and allocate funding by April 30, 2016 to design and building the Final Environmental Impact Statement (FEIS) Wilsonville Road Relocation shown as Exhibit A, and associated existing Wilsonville Road modifications.
 - b. Advance the design solution for Wilsonville Road that represents FEIS Wilsonville Road Relocation; see Exhibit A, which includes but is not limited to right-of-way, design and construction by July 31, 2020.
 - c. Modify the Transportation System Plan amendment for the FEIS Wilsonville Road Relocation.
 - d. Modify the construction contract for Phase 1G (Springbrook Road) to include the following:
 - i. Remove the Wilsonville Road connection to OR 219 at the OR 18 (Newberg-Dundee Bypass Phase 1) intersection by May 1, 2016.
 - ii. Retain the current Wilsonville Road alignment and connection with Springbrook Road (Exhibit B).
 - iii. Include a temporary right-in, right-out intersection for Wilsonville Road at the Wilsonville Road and Springbrook Road intersection that may include construction of a traffic median (see Exhibit B).
 - e. Construction of FEIS Wilsonville Road Relocation shall include:

- i. Removal of the temporary right-in, right-out intersection for Wilsonville Road at the Wilsonville Road and Springbrook Road intersection including the traffic median.
 - ii. Modification of Wilsonville Road south of Springbrook Road to be a cul-de-sac street.
 - iii. Working with Newberg and Yamhill to ensure access to impacted properties from the relocation of FEIS Wilsonville Road Relocation.
- f. Cooperate with Newberg to modify the COOPERATIVE IMPROVEMENT AGREEMENT Oregon Route 18: Newberg-Dundee Bypass - Phase 1 City of Newberg to reflect the State's obligations in compliance with this Agreement of Understanding.
- g. Cooperate with Newberg to make necessary Newberg Comprehensive Plan and Transportation System Plan amendments in compliance with this Agreement of Understanding.
- h. Cooperate with Yamhill to execute the COOPERATIVE IMPROVEMENT AGREEMENT Oregon Route 18: Newberg-Dundee Bypass - Phase 1 W to reflect the State obligations in compliance with this Agreement of Understanding.
- i. Cooperate with Yamhill to amend the Yamhill County Comprehensive Plan and Transportation System Plan, if necessary, to ensure compliance with this Agreement of Understanding.
- j. Submit a quarterly status report starting in May 2016 and every three months thereafter to all signatories of this Agreement (eMail is sufficient), with a courtesy copy to the Governor's Office, Parkway Committee and local State representatives, including progress on Agreement milestones, emerging issues and proposed mitigation.

NEWBERG

1. Newberg agrees to the following activities related to OR 219, OR 18 (Newberg-Dundee Bypass Phase 1) and Wilsonville Road:
 - a. Agrees to FEIS Wilsonville Road Relocation shown as Exhibit A and associated TERMS OF UNDERSTANDING, STATE 1.b., d. and e.
 - b. Not object to the modification of the Transportation System Plan amendment for the FEIS Wilsonville Road Relocation with Newberg.
 - c. Cooperate with State to modify the COOPERATIVE IMPROVEMENT AGREEMENT Oregon Route 18: Newberg-Dundee Bypass - Phase 1 City of Newberg to reflect the State obligations of the Agreement of Understanding.
 - d. Cooperate with State to make necessary Newberg Comprehensive Plan and Transportation System Plan amendments in compliance with this Agreement of Understanding.

- e. Support the final draft of the COOPERATIVE IMPROVEMENT AGREEMENT Oregon Route 18: Newberg-Dundee Bypass - Phase 1 W and any Yamhill County Comprehensive Plan and Transportation System Plan amendments, if necessary, to ensure compliance with this Agreement of Understanding.

YAMHILL COUNTY

1. Yamhill agrees to the following activities related to OR 219, OR 18 (Newberg-Dundee Bypass Phase 1) and Wilsonville Road:
 - a. Agrees to FEIS Wilsonville Road Relocation shown as Exhibit A and associated TERMS OF UNDERSTANDING, STATE 1.b., d., and e.
 - b. Cooperate with State to execute the COOPERATIVE IMPROVEMENT AGREEMENT Oregon Route 18: Newberg-Dundee Bypass - Phase 1 W to reflect the State obligations of the Agreement of Understanding.
 - c. Cooperate with State to amend the Yamhill County Comprehensive Plan and Transportation System Plan amendments, if necessary, to ensure compliance with this Agreement of Understanding.
 - d. Support modifications of the COOPERATIVE IMPROVEMENT AGREEMENT Oregon Route 18: Newberg-Dundee Bypass - Phase 1 City of Newberg and Newberg Comprehensive Plan and Transportation System Plan amendments in compliance with this Agreement of Understanding.
 - e. Not request a Compatibility Determination through the Department of Land Conservation and Development once the following conditions have been met:
 - i. ODOT has verified that the thru-thru design has been removed from the Phase 1 contract;
 - ii. ODOT has modified the Newberg Comprehensive Plan and Transportation System Plan amendment request; and
 - iii. Necessary Yamhill Comprehensive Plan and Transportation System Plan amendments consistent with FEIS Wilsonville Road Relocation have been approved by Yamhill.

WILSONVILLE

1. Wilsonville agrees to the following activities related to OR 219, OR 18 (Newberg-Dundee Bypass Phase 1) and Wilsonville Road:
 - a. Agrees to FEIS Wilsonville Road Relocation shown as Exhibit A and associated TERMS OF UNDERSTANDING, STATE 1.b., d. and e.
 - b. Support modifications of the COOPERATIVE IMPROVEMENT AGREEMENT Oregon Route 18: Newberg-Dundee Bypass - Phase 1 City of Newberg, COOPERATIVE IMPROVEMENT AGREEMENT Oregon Route 18: Newberg-Dundee Bypass - Phase 1 W, Newberg Comprehensive Plan and Transportation System Plan amendments in compliance with

this Agreement of Understanding, and any amendments to the Yamhill County Comprehensive Plan and Transportation System Plan, if necessary, to ensure compliance with this Agreement of Understanding.

- c. Not request a Compatibility Determination through the Department of land conservation and Development once the following conditions have been met:
 - i. ODOT has verified that the thru-thru design has been removed from the Phase 1 contract;
 - ii. ODOT has modified the Newberg Comprehensive Plan and Transportation System Plan amendment request; and
 - iii. Necessary Yamhill Comprehensive Plan and Transportation System Plan amendments consistent with FEIS Wilsonville Road Relocation have been approved by Yamhill.

CLACKAMAS COUNTY

- 1. Clackamas agrees to the following activities related to OR 219, OR 18 (Newberg-Dundee Bypass Phase 1) and Wilsonville Road:
 - a. Agrees to FEIS Wilsonville Road Relocation shown as Exhibit A and associated TERMS OF UNDERSTANDING, STATE 1.b., d. and e.
 - b. Support modifications of the COOPERATIVE IMPROVEMENT AGREEMENT Oregon Route 18: Newberg-Dundee Bypass - Phase 1 City of Newberg, COOPERATIVE IMPROVEMENT AGREEMENT Oregon Route 18: Newberg-Dundee Bypass - Phase 1 W, Newberg Comprehensive Plan and Transportation System Plan amendments in compliance with this Agreement of Understanding, and any amendments to the Yamhill County Comprehensive Plan and Transportation System Plan, if necessary, to ensure compliance with this Agreement of Understanding.
 - c. Not request a Compatibility Determination through the Department of Land Conservation and Development once the following conditions have been met:
 - i. ODOT has verified that the thru-thru design has been removed from the Phase 1 contract;
 - ii. ODOT has modified the Newberg Comprehensive Plan and Transportation System Plan amendment request ; and
 - iii. Necessary Yamhill Comprehensive Plan and Transportation System Plan amendments consistent with FEIS Wilsonville Road Relocation have been approved by Yamhill.

LADD HILL

- 1. Ladd Hill agrees to the following activities related to OR 219, OR 18 (Newberg-Dundee Bypass Phase 1) and Wilsonville Road:
 - a. Agrees to FEIS Wilsonville Road Relocation shown as Exhibit A and associated TERMS OF UNDERSTANDING, STATE 1.b., d. and e.

- b. Support modifications of the COOPERATIVE IMPROVEMENT AGREEMENT Oregon Route 18: Newberg-Dundee Bypass - Phase 1 City of Newberg, COOPERATIVE IMPROVEMENT AGREEMENT Oregon Route 18: Newberg-Dundee Bypass - Phase 1 W, Newberg Comprehensive Plan and Transportation System Plan amendments in compliance with this Agreement of Understanding, and any amendments to the Yamhill County Comprehensive Plan and Transportation System Plan, if necessary, to ensure compliance with this Agreement of Understanding.
- c. Not request that a local government or state agency request a Compatibility Determination through the Land Conservation and Development Department once the following conditions have been met:
 - i. ODOT has verified that the thru-thru design has been removed from the Phase 1 contract;
 - ii. ODOT has modified the Newberg Comprehensive Plan and Transportation System Plan amendment request ; and
 - iii. Necessary Yamhill Comprehensive Plan and Transportation System Plan amendments consistent with FEIS Wilsonville Road Relocation have been approved by Yamhill.

GENERAL PROVISIONS

- 1. This Agreement may be further refined by subsequent agreements, comprehensive plan amendments and transportation system plan amendments that clarify the purpose and intent of advancing FEIS Wilsonville Road Relocation, and the temporary Wilsonville Road and Springbrook Road connection (see Exhibits A & B), as the preferred option for the alignment of Wilsonville Road with OR 219.

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its TERMS OF UNDERSTANDINGS.

- Exhibits:
- A. Final Environmental Impact Statement (FEIS) Wilsonville Road Relocation
 - B. Temporary Right In/Right Out at Springbrook Road/Wilsonville Road

CITY OF NEWBERG



Bob Andrews, Mayor

3/8/16

Date

OREGON DEPARTMENT OF TRANSPORTATION

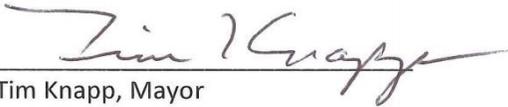


Matthew Garrett, Director

3-3-16

Date

CITY OF WILSONVILLE



Tim Knapp, Mayor

3-1-16

Date

YAMHILL COUNTY



Mary Starrett, Chair

3-10-16

Date

CLACKAMAS COUNTY

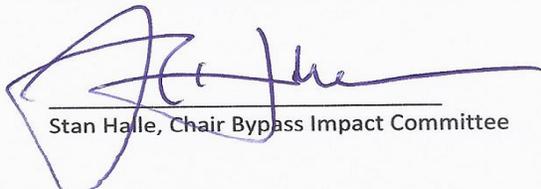


John Ludlow, Chair

3-10-15 B.S.

Date

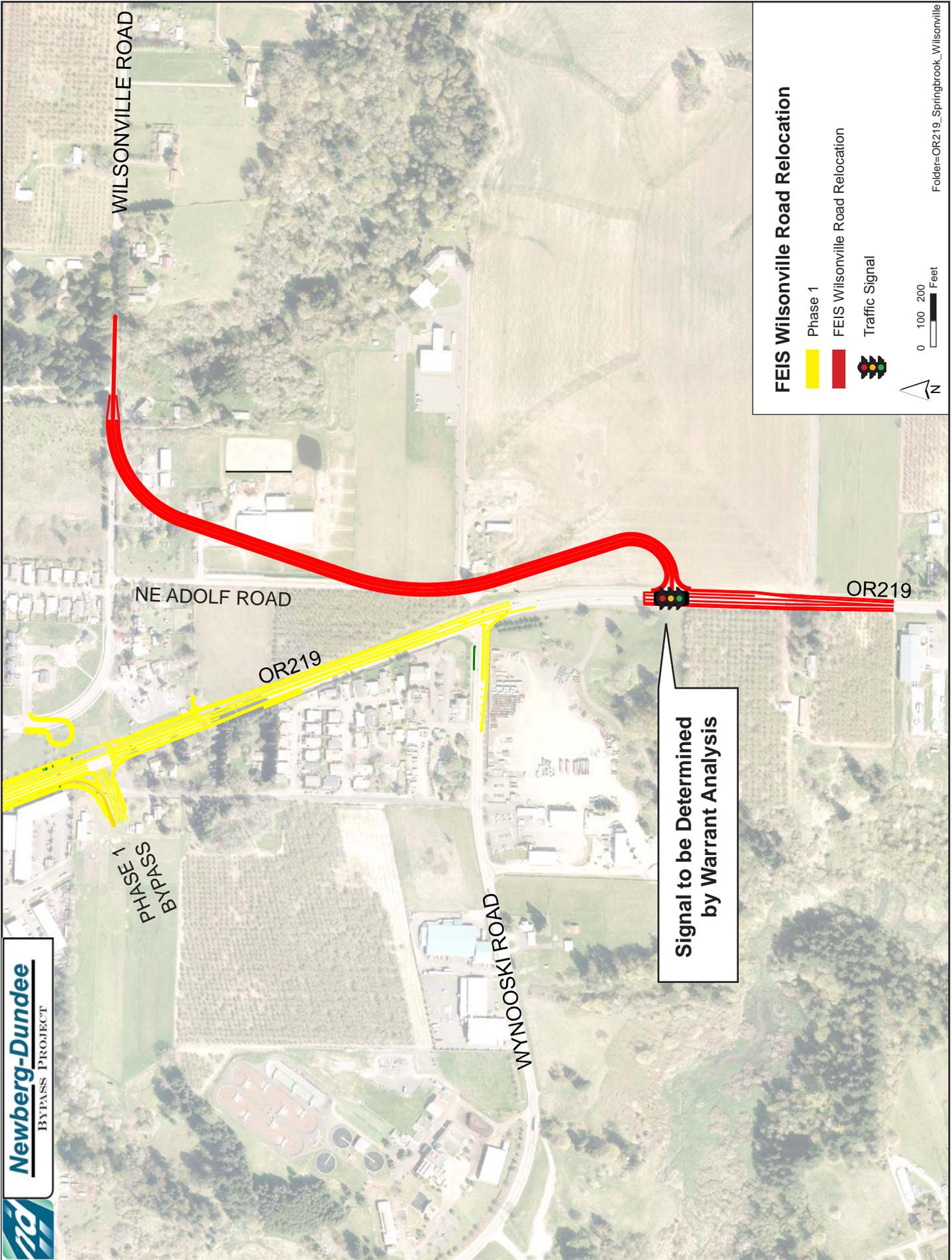
LADD HILL NEIGHBORHOOD ASSOCIATION



Stan Halle, Chair Bypass Impact Committee

3-March-2016

Date



FEIS Wilsonville Road Relocation

Phase 1

FEIS Wilsonville Road Relocation

Traffic Signal

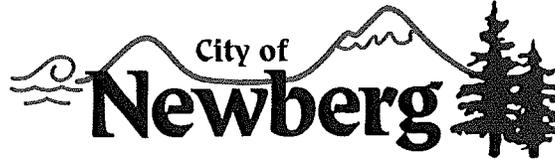
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Folder-OR219_Springbrook_Wilsonville

Signal to be Determined
by Warrant Analysis



Newberg City Hall
Tel: 503.537.1240
www.newbergoregon.gov



City Engineer's Office
Tel: 503.537.1273

ENGINEERING SERVICES DEPARTMENT

P.O. Box 970 • 414 E. First Street • Newberg, Oregon 97132 • 503.537.1273 • Fax 503.537.1277

March 21, 2016

Jessica Pelz
Associate Planner
Community Development Department

RE: CPTA-15-002
ODOT Newberg Dundee Bypass TSP Amendment

Dear Jessica:

On March 10, 2016, the City received the revised proposed amendment from the Oregon Department of Transportation.

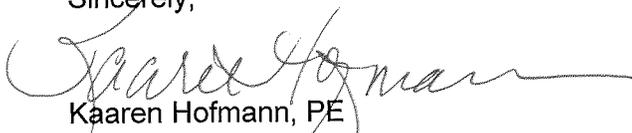
The proposed amendment furthers the implementation of the full Newberg-Dundee Bypass with the new alignment of Wilsonville Road being in the ultimate location. The right in/right out at the intersection of Springbrook Road and Wilsonville Road is a temporary solution and once Wilsonville Road is constructed to connect to OR219 south of Wynooski, the intersection will become a full movement intersection again.

The information received from the applicant supports the proposed amendment. Therefore, the City Engineer recommends:

1. Approval of the proposed revision of the Transportation System Plan.

Feel free to contact me with any questions.

Sincerely,



Kaaren Hofmann, PE
City Engineer
Direct: 503.537.1273
Email: newbergoregon.gov

c: Jay Harris, Public Works Director
Doug Rux, Community Development Director



PLANNING COMMISSION RESOLUTION 2015-311

A RESOLUTION RECOMMENDING CITY COUNCIL DENY A TRANSPORTATION SYSTEM PLAN AMENDMENT TO CHANGE THE OREGON HIGHWAY 219/PHASE 1 BYPASS/WILSONVILLE ROAD INTERSECTION TO A “NO THRU TRAFFIC” DESIGN

RECITALS:

1. The City of Newberg amended its Transportation System Plan (TSP) in 2013 to reflect the approved Phase 1 Bypass details, which included a full movement intersection at Oregon 219/Phase 1 Bypass/Wilsonville Road. Following approval of the TSP amendment in 2013, the Oregon Department of Transportation (ODOT) and the Ladd Hill Neighborhood Association (LHNA) have continued to investigate solutions to the LHNA concerns regarding the use of Wilsonville Road as a route to get to I-5 from Oregon 219 in Newberg. In response to the concerns raised by LHNA and their coalition, ODOT explored additional design options seeking to minimize Phase 1 Bypass-related traffic using Wilsonville Road. ODOT submitted an application to the City of Newberg for a TSP amendment to change the Oregon 219/Phase 1 Bypass/Wilsonville Road intersection to a “No Thru Traffic” option to mitigate LHNA’s safety concerns.
2. Under the “No Thru Traffic” option, no direct connection would be provided between Wilsonville Road and the Phase 1 Bypass. Rather, the eastbound and westbound through movements would be prohibited at the Oregon 219/Phase 1 Bypass/Wilsonville Road intersection. Travelers desiring to travel between Wilsonville Road and the Phase 1 Bypass would need to use one of these alternate routes: U-turn movements northbound and southbound; travel within Springbrook Estates mobile home park; travel on Springbrook Road, Fernwood Road, Corral Creek Road, and Renne Road as an alternate path to and from Wilsonville Road; or travel on 2nd Street and Springbrook Road to circle back around to Oregon 219 and the traffic light at the Oregon 219/Phase 1 Bypass/Wilsonville Road intersection.
3. The “No Thru Traffic” option operational standard is about the same as all other options considered, including the currently adopted “Full Movement” intersection option. However, the city is concerned with additional out of direction travel through neighborhoods, the potential safety issues that may arise from unsafe U-turn movements on Highway 219, and the impacts on the Springbrook Estates mobile home park, which is 126 units served by an internal narrow private drive network.
4. According to the data, the “No Thru Traffic” option would require an estimated 50 vehicles per hour to use the alternate routes. This is the same approximate number of vehicles that would be added to Wilsonville Road (25 cars each direction) using the currently adopted “Full Movement” intersection option. The “No Thru Traffic” option may also cause an increase in travel time, energy use, and potential driver frustration, which can lead to unsafe driving conditions such as speeding through neighborhoods to make up time.

5. Based on safety and livability concerns, the low overall number of trips projected to use Wilsonville Road with the current "Full Movement" intersection option, and the overall good health of the Wilsonville Road corridor expected in the Yamhill County TSP in both 2016 and 2035, no change to the current configuration of the intersection can found to be warranted.
6. After proper notice, the Newberg Planning Commission held a hearing on December 10, 2015 to consider the proposal.
7. Based on an abundance of public testimony and a desire to integrate regional community concerns into a satisfactory solution, the Newberg Planning Commission seeks a solution agreeable to our neighbors as well as our citizens.

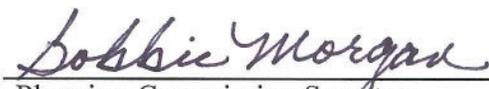
NOW THEREFORE, BE IT RESOLVED by the Planning Commission of the City of Newberg that it recommends the City Council deny the proposed Transportation System Plan amendment as shown in Exhibit "A". The Planning Commission recommended approval of this Resolution and asks the City Council to delay their vote on the matter until March 2016 in order to allow time for all entities to meet in an effort to mitigate impacts of the final decision. This recommendation is based on the staff report, the findings in Exhibit "B", and testimony.

Adopted by the Newberg Planning Commission this 14th day of January, 2016.



Planning Commission Chair

ATTEST:



Planning Commission Secretary

Attached:
Exhibit "A": Transportation System Plan amendment
Exhibit "B": Findings

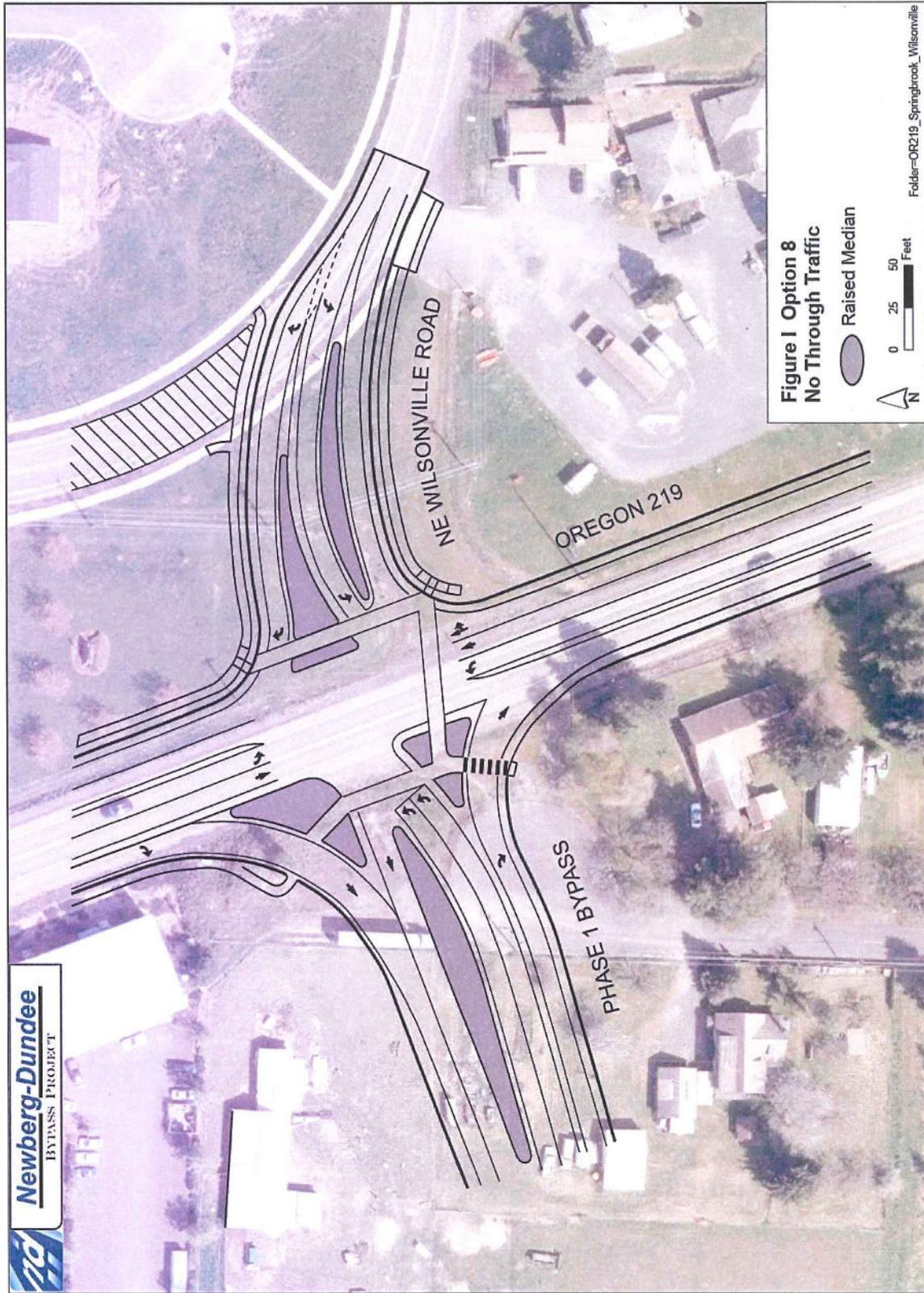


Exhibit "B": Findings

CPTA-15-002 – ODOT TSP Amendments – Resolution No. 2015-311

Applicable Newberg Comprehensive Plan (NCP) Goals and Policies & Applicable Oregon Statewide Planning Goals (SPG)

SPG 1/NCP A. Citizen Involvement. Goal: To maintain a Citizen Involvement Program that offers citizens the opportunity for involvement in all phases of the planning process.

Finding: The city meets this requirement by having various citizen committees with opportunities for the public to testify on general or specific matters. For this specific application, the proposal will go to both the Planning Commission and the City Council, providing multiple opportunities for citizen participation. In addition, a mailed courtesy notice was sent to property owners within 500 feet of the affected intersection and notice was published in the Newberg Graphic newspaper.

SPG 2. Land Use Planning. Goal: To establish a land use planning process and policy framework as a basis for all decision and actions related to use of land and to assure an adequate factual base for such decisions and actions.

Finding: This Goal requires that actions related to land use be consistent with acknowledged comprehensive plans of cities and counties. The City of Newberg updated its Transportation System Plan (which is adopted as part of the Comprehensive Plan) in 2013 to include the Newberg Dundee Bypass and Phase 1 realignment of Wilsonville Road. The Goal also requires coordination with affected governments and agencies, evaluation of alternatives, and an adequate factual base. All proposed changes are based on traffic modeling data and professional engineer analysis, and are supported by an adequate factual base.

SPG 6/NCP E. Air, Water, and Land Resource Quality. Goal: To maintain and, where feasible, enhance the air, water, and land resource qualities within the community.

Finding: Goal 6 addresses the quality of air, water, and land resources. In the context of a comprehensive plan amendment, a local government complies with Goal 6 by explaining why it is reasonable to expect that the proposed uses authorized by the plan amendment will be able to satisfy applicable federal and state environmental standards, including air and water quality standards. The same number of travel trips will be moving through the area with either of the proposed intersection configurations; consequently, air quality and stormwater runoff generated by the roadway will not change.

SPG 9. Economic Development/NCP H. The Economy. Goal: To develop a diverse and stable economic base.

Finding: The Phase 1 Bypass project will improve mobility and accessibility generally, and freight movement in particular, throughout the Newberg-Dundee urban area, thus resulting in substantially reduced congestion and fewer hours of delay. Having better freight movement through the area will also be attractive to industries, which will help Newberg create a stable economic base as envisioned by the Goal.

NCP J. Urban Design. Goal 2: To develop and maintain the physical context needed to support the livability and unique character of Newberg. Policy c: Neighborhoods should be designed to promote safety and interaction with neighbors, with items such as walking paths and neighborhood parks.

Finding: Local neighborhood streets are intended to have relatively small levels of traffic, generally just the neighborhood residents and visitors. Collector and arterial streets then funnel traffic from local streets out to destinations. ODOT is asking for a change to the intersection of a city minor arterial (Highway 219) and a Yamhill County minor arterial (Wilsonville Road) to divert through traffic from the Yamhill County minor arterial. One alternative traffic movement would be travel through the Springbrook Estates mobile home park, which has 126 units and is served by a network of narrow private drives. Adding cut-through traffic to this neighborhood would severely undermine the safety and livability of this area.

SPG 12. Transportation. Goal: To provide and encourage a safe, convenient and economic transportation system. A Transportation Plan shall...(2) be based upon an inventory of local, regional and state transportation needs; (3) consider the differences in social consequences that would result from utilizing differing combinations of transportation modes; (5) minimize adverse social, economic and environmental impacts and costs; (6) conserve energy; (8) facilitate the flow of goods and services so as to strengthen the local and regional economy...

Guideline B. Implementation. 2: Plans for new or for the improvement of major transportation facilities should identify the positive and negative impacts on: (1) local land use patterns, (2) environmental quality, (3) energy use and resources, (4) existing transportation systems, (5) fiscal resources in a manner sufficient to enable local governments to rationally consider the issues posed by the construction and operation of such facilities.

NCP K. Transportation. Goal 1: Establish cooperative agreements to address transportation based planning, development, operation and maintenance. Policy f: The City shall coordinate with Yamhill County and the State on the development of the Newberg-Dundee Bypass.

Goal 4: Minimize the impact of regional traffic on the local transportation system. Policy b: Provide for alternate routes for regional traffic. Policy g: Minimize the use of local and minor collector streets for regional traffic through application of traffic calming measures as traffic operations and/or safety problems occur. Policy s: Special planning and efforts shall be made to retain and create livable and desirable neighborhoods near the bypass. This shall include retaining or creating street connections, pedestrian paths, recreational areas, landscaping, noise attenuation, physical barriers to the bypass, and other community features.

Goal 12: Minimize the negative impact of a Highway 99 bypass on the Newberg community.

Finding: The adopted configuration of the Phase 1 Bypass in Newberg means that there will be some adverse impacts on local and regional circulation due to the use of Springbrook Road as a primary connection to the Bypass: increased traffic along Springbrook Road, impacting residential and commercial properties; increased traffic on other city streets in the eastern part of Newberg as drivers try to avoid the Highway 99W/Springbrook Road intersection and congestion along Springbrook Road; and the reconnection of Wilsonville Road to Highway 219 for operational reasons, which will increase traffic somewhat on Wilsonville Road. Traffic modeling shows an increase of approximately 50 cars in

the PM peak hour on Wilsonville Road due to the new Bypass intersection. The Ladd Hill Neighborhood Association objected to this adverse impact on their neighborhood, and has worked with ODOT on a potential solution that would divert traffic from Wilsonville Road. However, their identified solution adversely impacts local city streets by diverting that same number of cars into out-of-direction travel and alternate routes to reach their destinations.

The city must weigh the alternatives, and filter the proposals through the lens of what is best for Newberg's local transportation and land use system, particularly considering the social, economic, and environmental impacts and costs. ODOT's proposed alternative is referred to as the "No Thru Traffic" option. Under this option, no direct connection would be provided between Wilsonville Road and the Phase 1 Bypass. Rather, the eastbound and westbound through movements would be prohibited at the Oregon 219/Phase 1 Bypass/Wilsonville Road intersection. Travelers desiring to travel between Wilsonville Road and the Phase 1 Bypass would need to use one of these alternate routes:

- Travel northbound and use a median opening to make a U-turn on Oregon 219, or travel southbound and make a U-turn at Wynooski Road or another southbound point, and then turn at the Oregon 219/Phase 1 Bypass/Wilsonville Road traffic signal.
- Make a U-turn at the Oregon 219/Springbrook Road/Industrial Parkway traffic signal and then turn at the Oregon 219/Phase 1 Bypass/Wilsonville Road traffic signal.
- Use Springbrook Road and McKern Court (currently Wilsonville Road). The traveler could then turn left into Springbrook Estates and follow the local network to travel between Wilsonville Road and the Phase 1 Bypass. This would result in cut-through traffic in the Springbrook Estates mobile home park.
- Use Springbrook Road, Fernwood Road, Corral Creek Road, and Renne Road to travel between Wilsonville Road and Bypass.
- Travel northbound, turn right at 2nd Street, right on Springbrook Road, left onto Oregon 219, and then turn at the Oregon 219/Phase 1 Bypass/Wilsonville Road traffic signal.

From an operational standpoint, the "No Thru Traffic" option volume to capacity performance standard is about the same as the other options considered, including the currently adopted "Full Movement" option. However, there are concerns with additional out of direction travel through neighborhoods and the potential safety issues that may arise from unsafe U-turn movements on Highway 219. It is particularly concerning that travel through Springbrook Estates will be an attractive route, as that is a mobile home park with 126 units that is served by a network of narrow private drives. The city believes this to be a significant social equity issue, and that permitting cut-through traffic through this neighborhood would significantly degrade the safety and livability of this area.

According to the data, the "No Thru Traffic" option would require an estimated 50 vehicles per hour to use the alternate routes. This is the same approximate number of vehicles that would be added to Wilsonville Road (25 cars each direction) using the "Full Movement" option. Therefore, the principal issues for consideration come down to: 1) whether 50 cars an hour is a significant impact, and 2) which area should be impacted by the 50 cars – out of direction travel through Newberg/other county roads or Wilsonville Road by a direct connection.

The City Engineer and Planning Division staff have significant concerns about making changes to an intersection that may then cause impacts to safety and livability within the city, as well as the potential safety and social equity issues caused by permitting cut-through traffic through an existing mobile home

park. The “No Thru Traffic” option may also cause an increase in travel time, energy use, and potential driver frustration, which can lead to unsafe driving conditions such as speeding through neighborhoods to make up time. Yamhill County recently adopted an updated TSP, and their analysis was based on the currently adopted Phase 1 layout. The average daily trips estimated for 2016 and 2035 are both in the 3,000-6,000 range, and the overall Wilsonville Road corridor health is rated as being good both in 2016 and 2035. Based on a review of all of the data submitted, including the information submitted by the Ladd Hill Neighborhood Association, we find that there would be an adverse impact to the safety and livability of Newberg’s transportation and land use system and cannot find that Goal 12 is met by this proposed change.

SPG 13/NCP M. Energy. Goal: To conserve energy through efficient land use patterns and energy-related policies and ordinances.

Finding: The Bypass project, including Phase 1 and changes to the road and lane configuration of Oregon 219 from north of the Springbrook Road intersection through the Wilsonville Road intersection, are intended to improve statewide and regional mobility through the area and to make existing Oregon 99W more accessible for local and regional traffic. The project will help relieve much of the substantial traffic congestion that already exists along Oregon 99W. Facilitating the smooth flow of traffic at acceptable levels of service helps conserve fuel.



ORDINANCE No. 2016-2794

AN ORDINANCE AMENDING THE NEWBERG TRANSPORTATION SYSTEM PLAN TO REFLECT CHANGES NECESSARY TO ACCOMMODATE THE RELOCATION OF WILSONVILLE ROAD TO A LOCATION SOUTH OF WYNOOSKI ROAD

RECITALS:

1. The Oregon Department of Transportation (ODOT) submitted an application to the City of Newberg for a proposed Transportation System Plan (TSP) amendment to change the Oregon 219/Phase 1 Bypass/Wilsonville Road intersection to a “No Thru Traffic” design. In January 2016, the Planning Commission voted to deny the request with adoption of Resolution No. 2015-311, but recommended that City Council delay their vote on the request to have further discussions with the affected parties about a solution to the intersection issues.
2. Following the Planning Commission recommendation for further coordination among the involved parties, ODOT participated in mediation with City of Newberg, Yamhill County, Clackamas County, City of Wilsonville, and Ladd Hill Neighborhood Association. The mediation resulted in an Agreement of Understanding, which the City Council approved and directed the Mayor to execute by adoption of Resolution No. 2016-3269. The Agreement of Understanding directed ODOT to revise its TSP amendment request to realign Wilsonville Road to the location south of Wynooski Road that was previously approved as its final location in the Newberg Dundee Bypass Final Environmental Impact Statement (FEIS) and Record of Decision [Newberg Ordinance No. 2011-2734 and Yamhill County Ordinance 866]. ODOT submitted the revised TSP amendment application in accordance with the Agreement.
3. The City has already adopted the ultimate Wilsonville Road alignment through Ordinance No. 2011-2734. However, TSP amendments are needed to reflect the various long-term and interim changes necessary to accommodate the relocation:
 - Addition of a cul-de-sac to serve as access to Adolf Road and the Springbrook Estates mobile home park from Springbrook Road once Wilsonville Road is relocated and no longer connected to Springbrook Road. The location of the cul-de-sac will be east of the current Wilsonville Road/Adolf Road intersection (see Exhibit “B”).
 - Changing the lane configuration of the Oregon 219/Phase 1 Bypass intersection to remove the eastbound turn and through travel lanes previously shown on the 2013 TSP amendment, as shown in both Exhibits “B” and “C”.
 - A new TSP policy to acknowledge that the installation of the temporary right/in, right/out restriction at the intersection of Springbrook Road and Wilsonville Road during design and construction of the Wilsonville Road Relocation (see Exhibits “A” and “C”) is necessary to provide a safer transportation system.
4. After proper notice, the Newberg City Council held a hearing on April 18, 2016 to consider the proposed amendment.

THE CITY OF NEWBERG ORDAINS AS FOLLOWS:

1. The Transportation System Plan is hereby amended as shown in Exhibit "A", with the details shown in Exhibits "B" and "C". Adoption of the amendment is based upon the findings in Exhibit "D". Exhibits "A", "B", "C", and "D" are hereby adopted and by this reference incorporated.

➤ **EFFECTIVE DATE** of this ordinance is 30 days after the adoption date, which is: May 18, 2016.

ADOPTED by the City Council of the City of Newberg, Oregon, this 18th day of April, 2016, by the following votes: **AYE:** **NAY:** **ABSENT:** **ABSTAIN:**

Sue Ryan, City Recorder

ATTEST by the Mayor this this 21st day of April, 2016.

Bob Andrews, Mayor

TSP Amendment

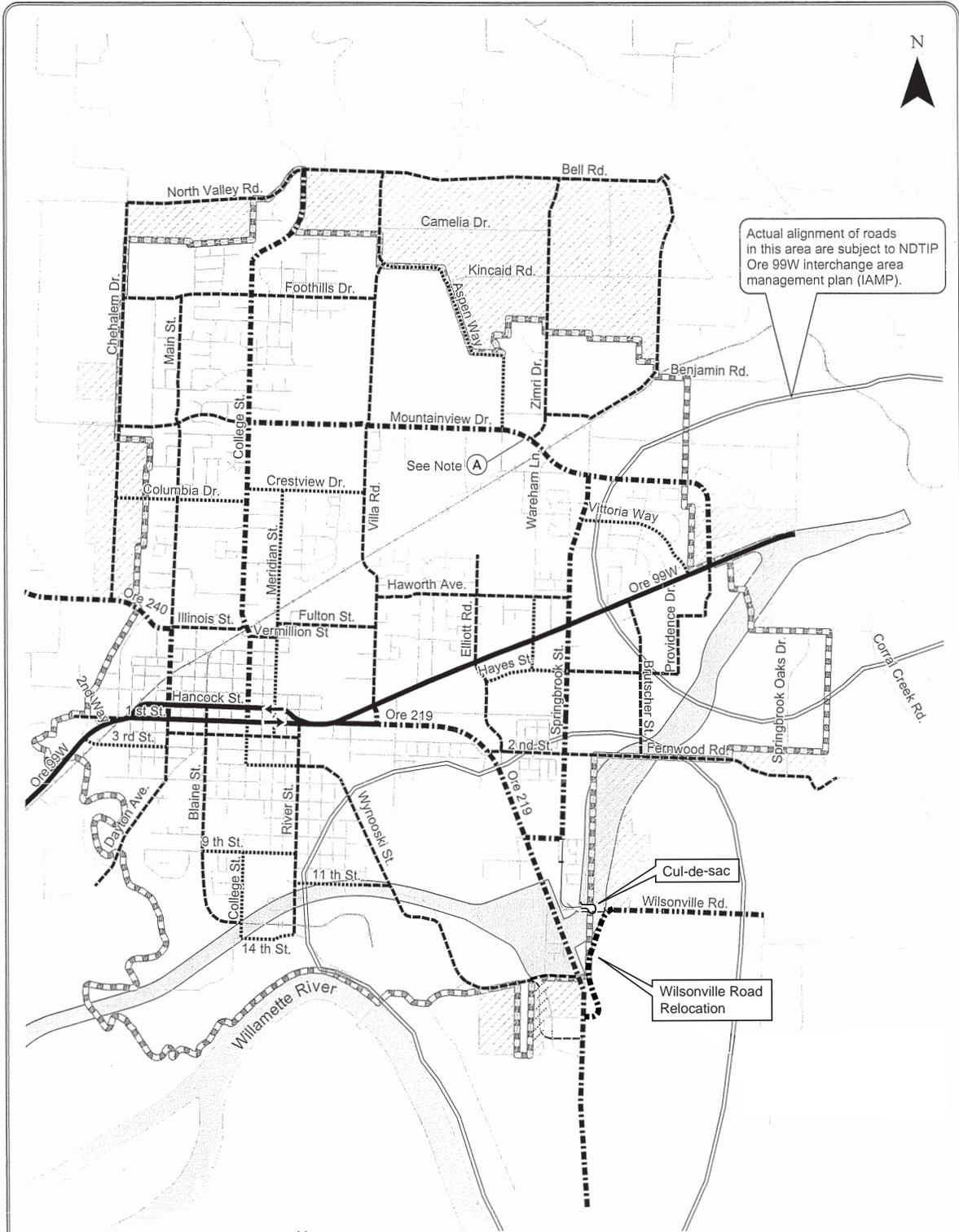
CPTA-15-002 – ODOT TSP Amendment – Wilsonville Road Relocation

The following text amendment should be made to section 6.2.2(6) of the Newberg Transportation System Plan (2005). Deletions are shown as strikethrough; additions are shown as double underline:

(From page 123 of 2005 TSP.)

6. *Wilsonville Road*: Wilsonville Road is to be extended to the ~~west~~ south to connect to Oregon 219 south of Wynooski Road. A cul-de-sac will be placed on Wilsonville Road at the eastern edge of the UGB to prohibit direct access from Wilsonville Road into Newberg ~~between the extension to Oregon 219 and Springbrook Road~~. The rerouting ~~and extension~~ of Wilsonville Road will be constructed to minor arterial street standards. ~~The purpose of this project is to provide access to Phase 1 of the Bypass at acceptable levels of service and improve safety.~~ The ~~improvement~~ new Oregon 219/Wilsonville Road intersection will comply with ODOT spacing standards for a District Highway. With Wilsonville Road moved to the south to its ultimate location, future phases of the Bypass can be constructed without further impacts to or relocations of Wilsonville Road. ~~The future Phase 2 of the Bypass will disconnect the new intersection of Wilsonville Road and Oregon 219. During Phase 2 construction, Wilsonville Road will be rerouted further south to a new intersection with Oregon 219.~~

The existing intersection of Wilsonville Road and Springbrook Road will remain open while the Wilsonville Road Relocation is being designed and constructed. However, because of the significant traffic volume increases expected on Springbrook Road after the initial opening of the Phase 1 Bypass, and in order to improve safety, this intersection will be reconfigured to allow only right/in and right/out turning movements. The right turn in/right turn out intersection control will be removed when the Wilsonville Road Relocation is completed and opened to traffic.



Actual alignment of roads in this area are subject to NDTIP Ore 99W interchange area management plan (IAMP).

See Note (A)

Cul-de-sac
Wilsonville Rd.
Wilsonville Road Relocation

Notes:

- (A) The configuration and alignment of Mountainview Drive in this area is subject to the major street alignment location review process as outlined in the development code.
- Street located outside of Urban Growth Boundary are outside of Newberg's jurisdiction. If a proposed roadway alignment extends outside the UGB, than a plan amendment is required. Improvements recommended would need to be coordinated with Yamhill County.

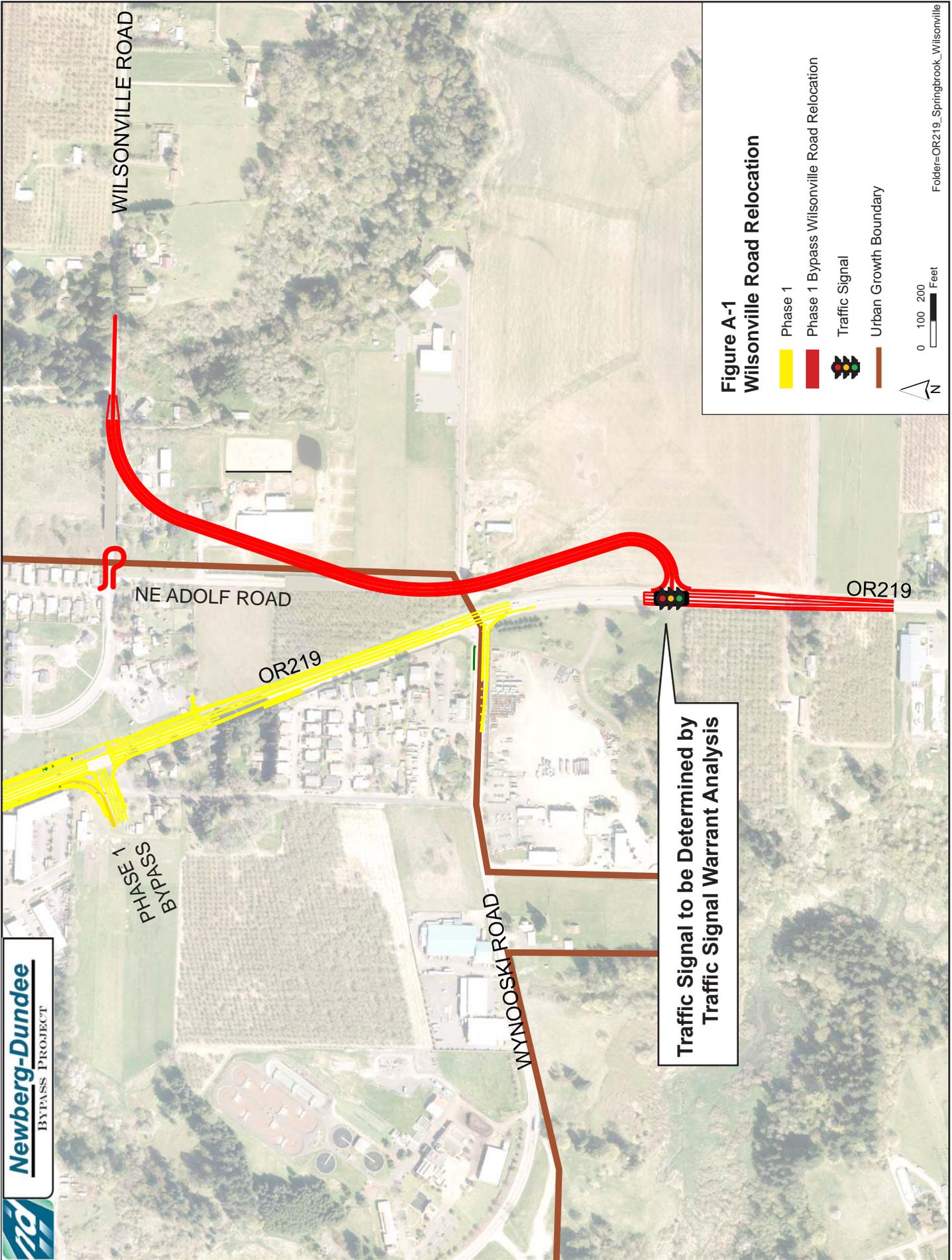
LEGEND

- Statewide Highway
- Major Arterial
- Minor Arterial
- Major Collector
- Minor Collector
- Interchange Area Management Plan Boundary
- Urban Growth Boundary
- Urban Reserve Area
- Railroad
- Streets
- River

FUNCTIONAL CLASSIFICATION PLAN
NEWBERG, OR.

FIGURE
6-1A

FOUR-CORNER SPRINGBROOK, WILAMETTE

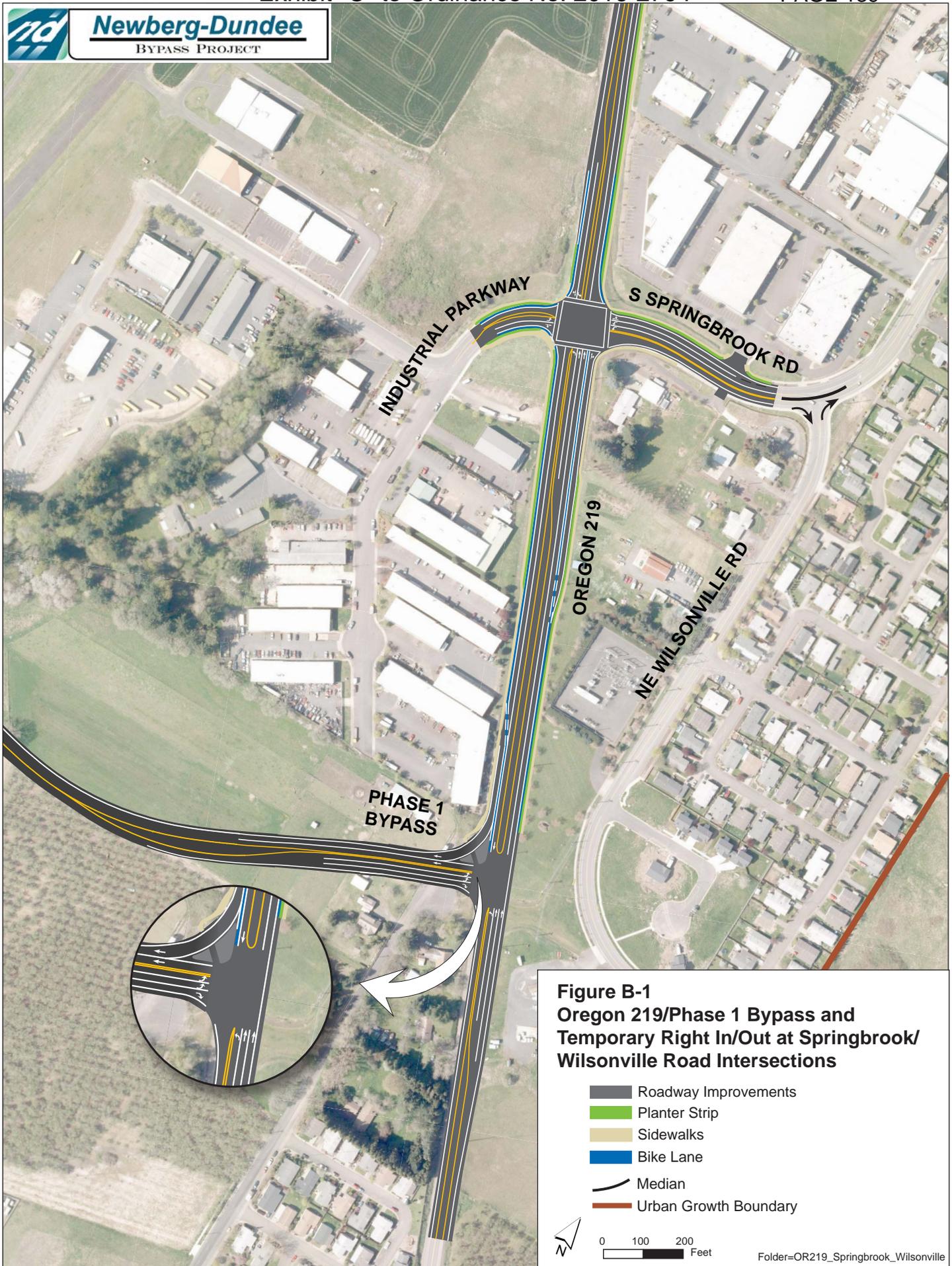


**Figure A-1
Wilsonville Road Relocation**

- Phase 1
- Phase 1 Bypass Wilsonville Road Relocation
- Traffic Signal
- Urban Growth Boundary



**Traffic Signal to be Determined by
Traffic Signal Warrant Analysis**



Findings

CPTA-15-002 – ODOT TSP Amendment – Wilsonville Road Relocation

Note: In the findings below, reference to the Wilsonville Road Relocation includes:

- The new cul-de-sac to prohibit direct access of Wilsonville Road into the Newberg UGB.
- The lane configuration of the Oregon 219/Phase 1 Bypass intersection with no through or turn lanes to the east of Oregon 219.
- The temporary right/in, right/out restriction at the intersection of Springbrook Road and Wilsonville Road.

The findings of consistency do not specifically address the realignment of Wilsonville Road to the south to connect to Oregon 219 south of Wynooski Road as this action is already approved and adopted into the Newberg and Yamhill County Comprehensive Plans and TSPs as per the goal exceptions and other plan amendments processed in 2011.

Applicable Newberg Comprehensive Plan (NCP) Goals and Policies & Applicable Oregon Statewide Planning Goals (SPG)

SPG 1/NCP A. Citizen Involvement. Goal: To maintain a Citizen Involvement Program that offers citizens the opportunity for involvement in all phases of the planning process.

Finding: The city meets this requirement by having various citizen committees with opportunities for the public to testify on general or specific matters. For this specific application, the proposal goes to both the Planning Commission and the City Council, providing multiple opportunities for citizen participation. In addition, a mailed courtesy notice was sent to property owners within 500 feet of the affected intersection and notice was published in the Newberg Graphic newspaper.

SPG 2. Land Use Planning. Goal: To establish a land use planning process and policy framework as a basis for all decision and actions related to use of land and to assure an adequate factual base for such decisions and actions.

Finding: This Goal requires that actions related to land use be consistent with acknowledged comprehensive plans of cities and counties. The City of Newberg updated its Transportation System Plan (which is adopted as part of the Comprehensive Plan) in 2011 to adopt the Newberg Dundee Bypass Final Environmental Impact Statement (FEIS) and Record of Decision and again in 2013 to include the Newberg Dundee Bypass Phase 1 details. The Goal also requires coordination with affected governments and agencies, evaluation of alternatives, and an adequate factual base. The relocation of Wilsonville Road to the adopted 2011 FEIS location required coordination efforts with planners, officials, other representatives of Newberg, and outside interests. All proposed changes are based on traffic modeling data and professional engineer analysis, and are supported by an adequate factual base.

SPG 6/NCP E. Air, Water, and Land Resource Quality. Goal: To maintain and, where feasible, enhance the air, water, and land resource qualities within the community.

Finding: Goal 6 addresses the quality of air, water, and land resources. In the context of a comprehensive plan amendment, a local government complies with Goal 6 by explaining why it is reasonable to expect that the proposed uses authorized by the plan amendment will be able to satisfy applicable federal and state environmental standards, including air and water quality standards. The Wilsonville Road Relocation will not affect air quality in Newberg but will impact water resources by adding a larger amount of impervious surface to the watershed area than the previous 2013 TSP amendment, which had Wilsonville Road directly connecting to Highway 219.

The Wilsonville Road Relocation is necessary to ensure safe and efficient traffic operation in the first step (Phase 1) of implementing the Bypass project. The Bypass project, including the Wilsonville Road Relocation, is an approved project in the City of Newberg's acknowledged TSP and Comprehensive Plan and will improve air quality by substantially relieving traffic congestion in Newberg. Water quality impacts will be mitigated by stormwater treatment facilities included in the Wilsonville Road Relocation.

SPG 9. Economic Development/NCP H. The Economy. Goal: To develop a diverse and stable economic base.

Finding: The Phase 1 Bypass project will improve mobility and accessibility generally, and freight movement in particular, throughout the Newberg-Dundee urban area, thus resulting in substantially reduced congestion and fewer hours of delay. Having better freight movement through the area will also be attractive to industries, which will help Newberg create a stable economic base as envisioned by the Goal.

SPG 12. Transportation. Goal: To provide and encourage a safe, convenient and economic transportation system. A Transportation Plan shall...(2) be based upon an inventory of local, regional and state transportation needs; (3) consider the differences in social consequences that would result from utilizing differing combinations of transportation modes; (5) minimize adverse social, economic and environmental impacts and costs; (6) conserve energy; (8) facilitate the flow of goods and services so as to strengthen the local and regional economy...

Guideline B. Implementation. 2: Plans for new or for the improvement of major transportation facilities should identify the positive and negative impacts on: (1) local land use patterns, (2) environmental quality, (3) energy use and resources, (4) existing transportation systems, (5) fiscal resources in a manner sufficient to enable local governments to rationally consider the issues posed by the construction and operation of such facilities.

NCP K. Transportation. Goal 1: Establish cooperative agreements to address transportation based planning, development, operation and maintenance. Policy f: The City shall coordinate with Yamhill County and the State on the development of the Newberg-Dundee Bypass.

Goal 4: Minimize the impact of regional traffic on the local transportation system. Policy b: Provide for alternate routes for regional traffic. Policy g: Minimize the use of local and minor collector streets for regional traffic through application of traffic calming measures as traffic operations and/or safety problems occur. Policy s: Special planning and efforts shall be made to retain and create livable and desirable neighborhoods near the bypass. This shall include

retaining or creating street connections, pedestrian paths, recreational areas, landscaping, noise attenuation, physical barriers to the bypass, and other community features.

Goal 12: Minimize the negative impact of a Highway 99 bypass on the Newberg community.

Finding: Goal 12 is implemented through the Transportation Planning Rule (TPR), OAR 660, Division 12. The Newberg-Dundee Bypass Project is an approved project in the City of Newberg's acknowledged TSP. The relocation of Wilsonville Road to its final adopted FEIS location was decided upon through a public process and direction coordination between the City of Newberg, Yamhill County, Clackamas County, City of Wilsonville, Ladd Hill Neighborhood Association, and ODOT.

The new Wilsonville Road Relocation intersection on Oregon 219 will be south of the Oregon 219/Wynooski Road intersection and will meet all of ODOT's access management requirements. The volume to capacity (v/c) ratio in the opening year (2020) of the Wilsonville Road Relocation is forecast to be 0.78 without a traffic signal and 0.64 with a traffic signal (See Attachment C). Both configurations would meet ODOT's operational performance mobility targets. A traffic signal warrant analysis will be conducted as part of developing final design plans and construction documents to determine if the new intersection will be signalized upon opening.

Wilsonville Road will continue to connect to Springbrook Road during the design and construction of the Wilsonville Road Relocation. Westbound traffic queues on Springbrook Road from the Oregon 219/Springbrook Road intersection are expected to spill back across the Springbrook Road/Wilsonville Road intersection blocking left turn access between Wilsonville Road and Springbrook Road. Also, standing queues within the intersection could create concerns for pedestrian safety and other non-motorized users. Therefore, for the interim period between the initial opening of the Phase 1 Bypass in late 2017 until the Wilsonville Road Relocation opens in 2020, the Springbrook Road/Wilsonville Road intersection will be converted to a temporary right turn in/right turn out intersection (see Figure B-1). The right turn in/right turn out intersection will include all appropriate signing and will include construction of a raised median or some other kind of barrier to physically prohibit vehicles from turning left between Springbrook Road and Wilsonville Road. The Springbrook Road/Wilsonville Road right turn in/right turn out intersection would operate with a v/c ratio of 0.63 in 2017 when the Phase 1 Bypass opens. The right turn in/right turn out intersection control will be removed after the Wilsonville Road Relocation opens in 2020 when the only traffic volumes approaching this intersection from the south will be those which come from the properties adjacent to the disconnected portion of Wilsonville Road.

The interim right turn in/right turn out intersection restriction will result in some out-of-direction travel movements for eastbound and westbound drivers seeking to travel between Wilsonville Road and some locations in Newberg or to the Phase 1 Bypass. All eastbound travelers will still be able to use the Oregon 219/Springbrook Road intersection to get to Wilsonville Road. Westbound Wilsonville Road travelers destined for Oregon 219 or areas in Newberg west of Oregon 219 will be able to use Springbrook Road and 2nd Street, Hayes Street, several county roads, or Oregon 99W to travel into Newberg or access the Phase 1 Bypass. Because of the expected decrease in traffic volumes on Oregon 99W after the Phase 1 Bypass opens, many drivers may also simply continue to use Oregon 99W to travel west to Dundee, McMinnville, and beyond, as opposed to using the Bypass. In any case, the interim right turn in/right turn out intersection restriction will shift some additional traffic to city streets, county roads, and state highways during the interim period when the Wilsonville Road Relocation is being designed and constructed.

Given the out-of-direction travel anticipated with the right turn in/right turn out intersection, the Springbrook Road/2nd Street/Fernwood Road intersection peak-hour traffic operation was also reviewed. Approximately 200 additional out-of-direction vehicles per hour would use the Springbrook Road/2nd Street/Fernwood Road intersection to find alternative routes. With this additional traffic, the intersection would still operate at a v/c ratio of 0.85, which meets the City's adopted performance standard.

With Wilsonville Road moved to its ultimate location, future phases of the Bypass and the Oregon 219 interchange can be constructed without further impacts to or relocation of Wilsonville Road.

SPG 13/NCP M. Energy. Goal: To conserve energy through efficient land use patterns and energy-related policies and ordinances.

Finding: The Bypass project is intended to improve statewide and regional mobility through the area and to make existing Oregon 99W more accessible for local and regional traffic. The project will help relieve much of the substantial traffic congestion that already exists along Oregon 99W. Facilitating the smooth flow of traffic at acceptable levels of service helps conserve fuel.

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: April 18, 2016

Order ___	Ordinance ___	Resolution <u>X</u>	Motion ___	Information ___
No.	No.	No. 2016-3274		

SUBJECT: A Resolution approving the Newberg Economic Development Strategy.

**Contact Person (Preparer) for this Motion: Doug Rux, Director
Dept.: Community Development
File No.: G-15-006**

RECOMMENDATION:

Adopt Resolution No. 2016-3274 approving the Newberg Economic Development Strategy.

EXECUTIVE SUMMARY:

The Chehalem Valley Chamber of Commerce Economic Development Workgroup in coordination with the City of Newberg, Newberg Downtown Coalition, Austin Industries, George Fox University and members of the Newberg finance and development communities have been working since March of 2015 developing an economic development strategy for the Newberg community. This effort has been coordinated with over 60 organizations locally, regionally and statewide in the strategy preparation.

The Newberg Economic Development Strategy is based on four pillars of activity:

1. Industrial Sector
2. Commercial Sector
3. Business Development and Workforce
4. Tourism and Hospitality

The process in preparing the strategy involved establishing a team of dedicated individuals from the Chehalem Valley Chamber of Commerce, City of Newberg and Newberg Downtown Coalition who met routinely over a 12 month period and coordinated with the Core Group consisting of the Chehalem Valley Chamber of Commerce, City of Newberg, Newberg Downtown Coalition, Austin Industries, George Fox University and members of the Newberg finance and development communities. Through this process:

1. A definition was crafted on what economic development meant for the project.
2. A Strengths, Weaknesses, Opportunities and Threats assessment was conducted.
3. Baseline data was collected on the Newberg economy.
4. Stakeholders were identified, categorized and mapped.
5. Vision and Mission statements were created.
6. Goals were crafted.
7. Strategies, Actions, Reporting and Metrics were prepared.

The outcome of the process established the four pillars noted above. For the Industrial Sector there are nine strategies and lead and support organizations are identified along with metrics, reporting, funding and staffing. Under the Commercial Sector seven strategies were developed and lead and support organizations are identified along with metrics, reporting, funding and staffing. For Business Development and Workforce there are eight strategies and lead and support organizations are identified along with metrics, reporting, funding and staffing. Finally for Tourism and Hospitality there are three strategies and lead and support

organizations are identified along with metrics, reporting, funding and staffing. Details of the Strategy are included in Exhibits “A” and “B” to Resolution No. 2016-3274.

The Industrial Sector has the following strategies:

- Diversify the Local Economy (includes vertical integration of Wine Industry)
- Retention & Expansion of Existing Companies
- Recruitment of Traded Sector Companies
- Partnerships
- Marketing
- Increase Land Supply
- Regulatory Environment
- Infrastructure/Utilities
- Transportation

The Commercial Sector strategies are:

- Downtown Revitalization
- Business Retention
- Redevelopment Vacant/Underutilized Land
- Marketing
- Downtown Infrastructure
- New Business Creation
- Land Supply

Business Development and Workforce strategies include:

- Business Formation
- Innovation Accelerator
- Buy Local
- Enhance Business Mix
- Workforce Development
- Business Resource Center
- Employment Training
- Business Financing

Tourism and Hospitality strategies are:

- Visitor/Tourist Counts
- Events
- Transient Lodging Tax Program

Actions are identified for each strategy and broken down into Short-term (0 – 12 months), Mid-term (12 – 24 months) and Long-term (24 – 36 months).

With approval of the Newberg Economic Development Strategy by the City Council and other Core Group members implementation of the strategy will commence. It is anticipated that the team who worked on developing the strategy will continue to meet on a regular basis to monitor the status of activities and that the Core Group, along with other contributors to the strategy development, will meet on an annual basis to report out on activities. It is further anticipated that the strategy will be reviewed in its entirety every two years and be updated.

FISCAL IMPACT:

The City of Newberg's identified lead responsibilities in the Strategy are estimated at 1.8 FTE's disbursed amongst the Community Development Department, Public Works Department and City Manager's Office if all lead responsibilities were worked on simultaneously. Based on priorities established in the Strategy, 1 FTE is estimated for the first year. The Community Development Department has proposed in the FY 16/17 budget to increase staffing by 1 FTE to work on economic development activities as well as planning activities.

STRATEGIC ASSESSMENT (RELATE TO COUNCIL GOALS):

The Newberg Economic Development Strategy furthers the following Goals and Objectives:

Goal #1 – Create a clear vision for the future of Newberg, maintaining its small town feel. Objective 1.1 – Support and encourage efforts to create a specific vision for Newberg.

Goal #4 – Foster and encourage economic development in the community. Objective 4.1 - Design economic development plan and toolbox for the City. Objective 4.2 - Explore assessment and use of transient lodging tax (TLT) and business licenses. Objective 4.3 - Review future land use plan, including urban growth boundary (UGB), urban reserve area (URA), and city limits. Objective 4.4 – Work with local, regional and state agencies and organizations, to include “Beyond a Vision,” on economic development efforts.

Goal #5 Maintain and modernize the City's transportation and utilities infrastructure. Objective 5.2 – Create a stable road maintenance funding source by looking at alternative funding mechanisms. Objective 5.3 - Develop street maintenance plan and secure adequate and stable funding with citizen input and community outreach. Objective 5.5 Complete Crestview Drive from Providence Drive intersection at Highway 99W to the Springbrook Road roundabout. Objective 5.6 – Develop a plan for transportation within Newberg's downtown core post Newberg-Dundee Bypass. Objective 5.11 - Continue to support the completion of Phase 1 and future build out of the Newberg-Dundee Bypass.



RESOLUTION No. 2016-3274

A RESOLUTION APPROVING THE NEWBERG ECONOMIC DEVELOPMENT STRATEGY

RECITALS:

1. The Chehalem Valley Chamber of Commerce Economic Development Workgroup in coordination with the City of Newberg, Newberg Downtown Coalition, Austin Industries, George Fox University and members of the Newberg finance and development communities worked between March 2015 and March 2016 developing an economic development strategy for the Newberg community.
2. Development of the Newberg Economic Development Strategy was coordinated with over 60 organizations locally, regionally and statewide.
3. The Newberg City Council was provided a briefing on the Newberg Economic Development Strategy preparation on October 19, 2015.
4. The Newberg City Council met with the Chehalem Valley Chamber of Commerce Board of Directors, Newberg Downtown Coalition Board of Directors, Austin Industries, George Fox University and members of the Newberg finance and development community on March 28, 2016 for a briefing on the final draft Newberg Economic Development Strategy.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. The Newberg City Council adopts the Newberg Economic Development Strategy as the economic development strategy document for the City of Newberg.
2. The Newberg Economic Development Strategy is hereby attached as Exhibits "A" and "B" and by this reference incorporated.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: April 19, 2016.

ADOPTED by the City Council of the City of Newberg, Oregon, and this 18th day of April, 2016.

Sue Ryan, City Recorder

ATTEST by the Mayor this 21st day of April, 2016.

Bob Andrews, Mayor

Resolution No. 2016-3274, Exhibit "A"

NEWBERG ECONOMIC DEVELOPMENT STRATEGY

Executive Summary

March 31, 2016



THE STRATEGY

The Newberg Economic Development Strategy is based on four pillars of activity:

1. Industrial Sector
2. Commercial Sector
3. Business Development and Workforce
4. Tourism and Hospitality

Under each pillar there are identified strategies. The Industrial Sector has nine strategies, the Commercial Sector has seven strategies, Business Development and Workforce has eight strategies, and Tourism and Hospitality has three strategies. Based on the breath of activities the following have been identified as the top priorities over the next year.

	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17
INDUSTRIAL SECTOR												
Diversify the Local Economy - Vertical Integration of the Wine Industry	[Blue bar]											
Retention and Expansion of Existing Industrial Businesses	[Blue bar]											
Recruitment of Traded Sector Companies	[Blue bar]											
Increase the Supply of Industrial Land	[Blue bar]											
COMMERCIAL SECTOR												
Revitalization of Downtown Newberg	[Blue bar]											
Retain Existing Commercial/Retail Businesses In Newberg	[Blue bar]											
Increase the Supply of Commercial/Retail Land	[Blue bar]											
BUSINESS DEVELOPMENT AND WORKFORCE												
Establish an Innovation Accelerator	[Blue bar]											
Workforce Development	[Blue bar]											
Establish a Business Resource Center	[Blue bar]											
TOURISM AND HOSPITALITY												
Increase Tourist/Visitor Counts in Newberg	[Blue bar]											

VISION

Newberg will build on its advantageous geographic location and the capacities of its business, education, government, and community partners to become a national leader for cross industry innovation in viticulture, wine production, and high-tech manufacturing. The City's business, educational, and built environment will support growing entrepreneurship for existing and new businesses of all types.

MISSION

Promote economic health, a higher standard of living, and quality of life through partnerships, facilitation, collaboration and community. Ensure a qualified and educated workforce; an environment of openness to business investment; programs for retention, expansion and recruitment of businesses; public investment in critical infrastructure, education, recreation and cultural capacities; metrics to measure economic activity; sustainability. Embrace diversity of all types. Leverage our location to connect Portland and Salem with North Willamette Valley's riches.

GOAL

Having a qualified and educated workforce; an environment of openness to business investment; programs for retention, expansion and recruitment of businesses; public investment in critical infrastructure; metrics to measure economic activity; all while being sustainable.

INDUSTRIAL SECTOR

GOAL: Enhance industrial development capabilities and employment opportunities

	Strategies	Timeline			LEAD	SUPPORT	RESOURCES NEEDED
		Short-term (0-12) months	Mid-term (12-24) months	Long-term (24-36) months			
1.1	Diversify the local economy by building on the four (4) key existing traded sector industries of Advanced Manufacturing, Technology, Agriculture and Wood Products; while targeting High Tech Manufacturing, General Manufacturing, Aviation related industry and Food/Beverage Processing						
Actions	1. Identify existing community assets and needed assets.	√			City	Biz OR, SEDCOR, GPI, CVCC, OED, USCS, OMEP, OBC, YC, PNDC, RS, PGE, NWN, Frontier, Industrial Brokers	Staff
	2. Identify needs of companies through a gap analysis.	√			City	Biz OR, SEDCOR, GPI, CVCC, OED, USCS, OMEP, OBC, YC, PNDC, RS, PGE, NWN, Frontier, Industrial Brokers	Staff
	3. Engage the Oregon Employment Department in an analysis of the four (4) traded sectors industries and targeted industries in Newberg.	√			City	Biz OR, SEDCOR, GPI, CVCC, OED, USCS, OTRADI, ONAMI, OMEP, OBC, YC, PNDC, RS, PGE, NWN, Frontier, Industrial Brokers	Staff
	4. Conduct an industry cluster analysis to identify opportunities.	√			City	Biz OR, SEDCOR, GPI, CVCC, OED, USCS, OMEP, OBC, YC, PNDC, RS, PGE, NWN, Frontier, Industrial Brokers	Staff
	5. Implement the eight actions of the vertical wine integration proposal from the America’s Best Communities plan.	√			City	Biz OR, SEDCOR, GPI, CVCC, OED, USCS, OMEP, OBC, YC, RS, PGE, NWN, Frontier, Industrial Brokers	Staff
	6. Implement one or more of the vertical wine integration demonstration projects.		√		City	Biz OR, SEDCOR, GPI, CVCC, OED, USCS, OMEP, OBC, YC, PNDC, RS, PGE, NWN, Frontier, Industrial Brokers	Staff
	7. Supply chain analysis of the four (4) existing traded sector industries and targeted industries.		√		City	Biz OR, SEDCOR, GPI, CVCC, OED, OMEP, OBC, YC, PNDC, RS, PGE, NWN, Frontier, Industrial Brokers	Staff
	8. Conduct business/lessons learned trips to communities with similar targeted industries.			√	City	Biz OR, SEDCOR, GPI	Staff
	9. Re-assess the targeted industries to determine if the focus areas are on target or should be modified.			√	City	Biz OR, SEDCOR, GPI, CVCC, OED, USCS, OMEP, OBC, YC, RS, PGE, NWN, Frontier, Industrial Brokers	Staff
	10. Supply chain analysis of the targeted traded sector industries.			√	City	Biz OR, SEDCOR, GPI, OED	Staff

	Strategies	Timeline			LEAD	SUPPORT	RESOURCES NEEDED
		Short-term (0-12) months	Mid-term (12-24) months	Long-term (24-36) months			
1.2	Retention and Expansion of Existing Industrial Businesses						
Actions	1. Retention visits conducted by City in coordination with Business Oregon, Strategic Economic Development Corporation and Greater Portland Inc.	√	√	√	City	Biz OR, SEDCOR, GPI, OMEP, CVCC, PCC, JASO, RS, PGE, Industrial Brokers	Staff
	2. Leverage the Business Resource Center implementation to provide an integrated set of services from the City, Chamber and other organizations.		√		City	Biz OR, SEDCOR, GPI, OMEP, CVCC, PCC, JASO, RS, PGE, Industrial Brokers	Staff
1.3	Recruitment of Traded Sector Companies						
Actions	1. City coordinates recruitment activities with Business Oregon, Strategic Economic Development Corporation and Greater Portland Inc.	√	√	√	City	Biz OR, SEDCOR, GPI, CVCC, JASO, RS, PGE, Industrial Brokers	Staff
	2. Focus on the four (4) existing traded sector industries and supply chains.	√			City	Biz OR, SEDCOR, GPI, CVCC, JASO, RS, PGE, Industrial Brokers	Staff
	3. Evaluate opportunities for the four targeted traded sector industries.	√			City	Biz OR, SEDCOR, GPI, CVCC, JASO, RS, PGE, Industrial Brokers	Staff
	4. Develop a program for Chehalem Valley Chamber of Commerce involvement in industrial business recruitment.	√			City	CVCC	Staff
	5. Develop relationships and frequent communications with industrial brokerage community in the greater Portland area.	√			City	Industrial Brokers	Staff
	6. Identify target companies and sectors and include face to face recruitment visits with targeted companies. I.e. travel to the Silicon Valley if appropriate.	√			City	Biz OR, SEDCOR, GPI, CVCC, JASO, RS, PGE, Industrial Brokers	Staff
	7. Recruitment of food processing (wine) companies and suppliers as part of vertical integration of wine industry.		√		City	Biz OR, SEDCOR, GPI, CVCC, JASO, RS, PGE, Industrial Brokers	Staff
1.4	Participate and Partner with Regional, State and Federal Organizations						
Actions	1. Build and maintain relationships with Business Oregon, Strategic Economic Development Corporation and Greater Portland Inc.	√	√	√	City	Biz OR, SEDCOR, GPI, RS, USCS, EDA, MWVCOG	Staff
	2. Build relationships with organizations such as Oregon Business Council, Oregon Nanoscience & Mircotechnologies Institute, Pacific Northwest Defense Coalition, Oregon Transitional Research Development Institute, Technology Association of Oregon, and others.	√			City	Biz OR, SEDCOR, GPI, RS, USCS, EDA, MWVCOG	Staff
	3. Develop a "Why Newberg" marketing strategy and elevator speech to promote in the relationships.	√			City	Biz OR, SEDCOR, GPI, RS, USCS, EDA, MWVCOG	Staff
	4. Determine specifically what we would like to "ask" from players and present the information when appropriate.	√			City	Biz OR, SEDCOR, GPI, RS, USCS, EDA, MWVCOG	Staff
	5. Conduct annual roundtable forum on economic development activities with regional, state and federal organizations.		√	√	City	Biz OR, SEDCOR, GPI, RS, USCS, EDA, MWVCOG	Staff
	6. Connect the organizations to the Business Resource Center as it develops.		√		City	Biz OR, SEDCOR, GPI, RS, USCS, EDA, MWVCOG	Staff

	Strategies	Timeline			LEAD	SUPPORT	RESOURCES NEEDED
		Short-term (0-12) months	Mid-term (12-24) months	Long-term (24-36) months			
1.5	Market the Competitive Advantages of Newberg to National and International Audiences						
Actions	1. Define and identify target audiences for marketing.	√			City	Biz OR, SEDCOR, GPI, CVCC, JASO, Graphic, Industrial Brokers	Staff
	2. Make specific face-to-face presentations.	√			City	Biz OR, SEDCOR, GPI, CVCC, JASO, Graphic, Industrial Brokers	Staff
	3. Research and identify Newberg’s competitive advantages.	√			City	Biz OR, SEDCOR, GPI	Staff
	4. Analyze existing data and develop strategies for industrial recruitment marketing material.	√			City	Biz OR, SEDCOR, GPI	Staff
	5. Coordinate data gathering and marketing material with Strategic Economic Development Corporation, Greater Portland Inc., Mid-Willamette Valley Council of Governments and other entities.	√	√	√	City	Biz OR, SEDCOR, GPI, MWVCOG	Staff
	6. Promote the Newberg Enterprise Zone program through marketing material and face-to-face discussions.	√			City	Biz OR, SEDCOR, GPI, Industrial Brokers	Staff
	7. Promote existing financial incentive programs (local and state) marketing material and face-to-face discussions.	√			City	Biz OR, SEDCOR, GPI, MWVCOG	Staff
	8. Distribute marketing material (e.g. web, social media, trade shows, and international tours).	√			City	Biz OR, SEDCOR, GPI, MWVCOG	Staff
	9. Develop community profile to place on Greater Portland Inc. web site.		√		City	GPI	Staff
	10. Promote the Business Resource Center and it’s resources through appropriate websites including the City and the Chamber.		√		City	CVCC	Staff
	11. Disseminate Newberg specific marketing material.			√	City	Biz OR, SEDCOR, GPI, CVCC, JASO, Graphic, MWVCOG, Industrial Brokers	Staff
1.6	Increase the Supply of Industrial Land						
Actions	1. Apply for grant(s) to evaluate expanding the urban growth boundary.	√			City	DLCD, RS, Oregon Legislature	Staff
	2. Update Comprehensive Plan Policies.	√			City	DLCD, Biz OR, CVCC, FYC, 1000 Friends, Industrial Brokers	Staff
	3. Complete Buildable Lands Inventory.	√			City	DLCD, Biz OR, CVCC, NUMAC, Newberg Community, NDC, ODOT, RS, YC, Dundee, FYC, 1000 Friends, , Industrial Brokers	Staff
	4. Evaluate expansion land opportunities.	√			City	DLCD, Biz OR, CVCC, NUMAC, Newberg Community, NDC, ODOT, RS, YC, Dundee, FYC, 1000 Friends, Industrial Brokers	Staff
	6. Engage the owners of the targeted property in the effort.	√			City	DLCD, Biz OR, CVCC, NUMAC, Newberg Community, Industrial Brokers	Staff
	7. Identify needed infrastructure and financing for the infrastructure.		√		City	DLCD, Biz OR, CVCC, NUMAC, Newberg Community, , ODOT, RS, YC, FYC, 1000 Friends, Oregon Legislature, Industrial Brokers	Staff

	Strategies	Timeline			LEAD	SUPPORT	RESOURCES NEEDED
		Short-term (0-12) months	Mid-term (12-24) months	Long-term (24-36) months			
	8. Expand the Urban Growth Boundary.		√		City	DLCD, Biz OR, CVCC, NUMAC, Newberg Community, NDC, ODOT, RS, YC, Dundee, FYC, 1000 Friends, Oregon Legislature, Industrial Brokers	Staff
	9. Identify shovel ready sites.		√		City	DLCD, Biz OR, ODOT, RS, YC, Industrial Brokers	Staff
	10. Tell the story of the expansion to build community support for future expansions.		√		City	DLCD, Biz OR, CVCC, NUMAC, Newberg Community, NDC, ODOT, RS, YC, Dundee, Oregon Legislature, Industrial Brokers	Staff
	11. Monitor land absorption to determine next horizon for urban growth boundary expansion.			√	City	DLCD, Biz OR, CVCC, NUMAC, Newberg Community, NDC, ODOT, RS, YC, Dundee, FYC, 1000 Friends, Oregon Legislature, Industrial Brokers	Staff
1.7	Create a Cooperative Business Environment with Regulatory Agencies						
Actions	1. Build and enhance relationships with State agencies such as Oregon Department of Transportation, Oregon Department of Environmental Quality, Oregon Department of State Lands, Oregon Department of Energy, Oregon Water Resources Department, Oregon Building Codes Division and Oregon Employment Department.	√			City	RS, MWVCOG, YC, State Agencies	Staff
	2. Coordinate with Regional Solutions on community economic development needs.	√			City	RS	Staff
	3. Consider a city position that provides coordination services with outside regulatory agencies.	√			City	Biz OR, SEDCOR, GPI, CVCC	
	4. Follow-up interviews with expansion and new industrial developments.	√	√	√	City	Biz OR, SEDCOR, GPI, CVCC	Staff
	5. Enhance city permitting processes.		√	√	City	YC, ODOT, DSL, CORPS	Staff
1.8	Ensure Adequate Utilities (water, sewer, storm draining, electricity, natural gas and telecommunications) to Support Industrial Growth						
Actions	1. Update master plans for transportation and water.	√			City	ODOT, DLCD, Industrial Brokers	Staff
	2. Coordinate with Portland General Electric, Northwest Natural, Frontier and Comcast on utility infrastructure capacities and locations. Inventory gaps or weaknesses in systems.	√			City	PGE, NWN, Frontier, Comcast, BPA, Industrial Brokers	Staff
	3. Evaluate cogeneration opportunities with WestRock.	√			City	WestRock, PGE, BPA	Staff
	4. Update sanitary sewer master plan.		√		City	DLCD	Staff
	5. On-going coordination with utility companies.		√	√	City	PGE, NWN, Frontier, Comcast, BPA, Industrial Brokers	Staff
	6. Update necessary master plans every ten (10) years (transportation, water, sanitary sewer, storm drainage).			√	City	PGE, NWN, Frontier, Comcast, BPA, Industrial Brokers	Staff

	Strategies	Timeline			LEAD	SUPPORT	RESOURCES NEEDED
		Short-term (0-12) months	Mid-term (12-24) months	Long-term (24-36) months			
	7. Enhance accessibility to high-speed fiber.			√	City	Frontier, Comcast, others	Staff
1.9	Improve Transportation Access for Industrial Land						
Actions	1. Evaluate and establish a street maintenance fee program.	√			City	ODOT, CVCC	Staff
	2. Update the Transportation System Plan to include focus on needed improvements to existing/future industrial area access/freight routes.	√			City	ODOT, YC, MC, WRR, CVCC, YCPC, Industrial Brokers	Staff
	3. Coordinate with the Parkway Committee to lobby the Oregon Legislature for funding/construction of the East leg of the Newberg/Dundee bypass.	√			City	YCPC, Legislature, ODOT, YC, MC, CVCC, Congress, FHWA	Staff
	4. Work with stakeholders to obtain funding for the east leg of the Newberg-Dundee Bypass from Oregon Highway 219 to Oregon Highway 99W.		√		City	Legislature, ODOT, YC, MC, CVCC, YCPC, Congress, FHWA, Industrial Brokers	Staff
	5. Evaluate rail service capabilities (freight & commuter).			√	City	PWRR, YC, ODOT	Staff
	6. Enhance transit service for industrial businesses.			√	City	Legislature, ODOT, YC, CVCC, YCTA	Staff
	7. Work with stakeholders to construct the east leg of the Newberg-Dundee Bypass from Oregon Highway 219 to Oregon Highway 99W.			√	City	Legislature, ODOT, YC, MC, CVCC, YCPC, Congress, FHWA	Staff
	8. Work with organizations towards a funding source for the I-5/Ehlen Road interchange at Exit 278 (Donald/Aurora Exit) improvements.			√	City	Legislature, ODOT, YC, MC, CVCC, YCPC, Congress, FHWA	Staff
	9. Coordinate with Oregon Department of Transportation and Marion County to transfer jurisdiction of Highway 219 from the McKay Road to Woodburn to Marion County and ODOT to acquire McKay-Ehlen Road to I-5.			√	City	ODOT, MC, YCPC	Staff
	10. Coordinate with Oregon Department of Transportation and the Oregon congressional delegation on transportation funding sources.			√	City	ODOT, Legislature, Congress, FHWA, YC, MC, YCPC, CVCC	Staff

COMMERCIAL SECTOR

GOAL: Enhance commercial development capabilities and employment opportunities

	Strategies	Timeline			LEAD	SUPPORT	RESOURCES NEEDED
		Short-term (0-12) months	Mid-term (12-24) months	Long-term (24-36) months			
2.1	Revitalization of Downtown Newberg						
Actions	1. Perform a Market Analysis on the Butler property.	√			City	NDC, CVCC, CPRD, DLCD, ODOT, OMSP	Staff
	2. Planning Commission public hearing on the draft Newberg Downtown Improvement Plan.	√			City	NDC, CVCC, CPRD, Kiwanis, Rotary, DLCD, ODOT, Brokers, Finance, OMSP	Staff
	3. City Council public hearing on the draft Newberg Downtown Improvement Project and adoption process.	√			City	NDC, CVCC, CPRD, Kiwanis, Rotary, DLCD, ODOT, Brokers, Finance, OMSP	Staff
	4. Complete the Newberg Downtown Improvement Plan.	√			City	NDC, CVCC, CPRD, Kiwanis, Rotary, DLCD, ODOT, Brokers, Finance, OMSP	Staff
	5. Secure funds for downtown improvement implementation.		√		City	NDC, CVCC, CPRD, Kiwanis, Rotary, DLCD, ODOT, Brokers, Finance, OMSP	Staff
	6. Implement recommendations from the Newberg Downtown Improvement Plan.		√		City	NDC, CVCC, CPRD, Kiwanis, Rotary, DLCD, ODOT, Brokers, Finance, OMSP	Staff
	7. Evaluate options for an Urban Renewal Area (URA), Business Improvement District (BID), or Economic improvement District (EID).		√		City	NDC, CVCC, Brokers, Finance, OMSP	Staff
	8. Research best practices from comparable sized cities on downtown development activities.		√		City	NDC, CVCC, OMSP, DLCD	Staff
	9. On-going implementation of recommendations from the Newberg Downtown Improvement Plan.			√	City	NDC, CVCC, CPRD, Kiwanis, Rotary, DLCD, ODOT, Brokers, Finance, OMSP	Staff
	10. Attract a mid-level hotel to the area.			√	City	NDC, CVCC, Brokers, Finance	Staff
	11. Increase downtown housing.			√	City	NDC, CVCC, OMSP, Brokers, Finance	Staff
2.2	Retain Existing Commercial/Retail Businesses in Newberg						
Actions	1. Chehalem Valley Chamber of Commerce and Newberg Downton Coalition survey/interview existing businesses in downtown to establish business needs and develop appropriate programs.	√		√	CVCC	NDC, City, Brokers	Staff, Volunteers, Interns
	2. Enhance the quality of permitting services from the City of Newberg.	√	√	√	CVCC	City, NDC	Staff, WATF
	3. Interview businesses exiting Newberg.	√	√	√	CVCC	NDC, City, Brokers	Staff
	4. Leverage the development of the Business Resource Center to provide integrated set of services from the City, Chamber and other organizations.		√		CVCC	City, NDC	Staff

	Strategies	Timeline			LEAD	SUPPORT	RESOURCES NEEDED
		Short-term (0-12) months	Mid-term (12-24) months	Long-term (24-36) months			
2.3	Redevelop Vacant and Underutilized Commercial/Retail Sites						
Actions	1. Inventory vacant and underutilized sites.	√			City	CVCC, NDC, Brokers, Finance	Staff
	2. Work with partners to market sites.	√	√	√	City	CVCC, NDC, Brokers, Finance	Staff
	3. Meet with property owners on development and redevelopment opportunities.	√	√	√	City	CVCC, NDC, Brokers, Finance	Staff
	4. Develop a program for possible property assemblage.		√		City		Staff
	5. Enhance existing or create new incentive packages.		√		City	CVCC, NDC, Finance	Staff
	6. Evaluate the feasibility of an urban renewal program downtown.		√		City	CVCC, NDC, Brokers, Finance	Staff
	7. Update inventory of vacant and underutilized sites.		√	√	City	CVCC, NDC, Brokers, Finance	Staff
2.4	Market Vacant and/or Underutilized Commercial/Retail Sites						
Actions	1. Brokerage community to develop a robust marketing program.	√			Brokers	CVCC, City, NDC	Staff
	2. Establish a list of desired business types to market to.	√			Brokers	CVCC, City, NDC	Staff
	3. Launch the marketing program.	√			Brokers	CVCC, City, NDC	Staff
	4. Establish processes and programs for connecting the brokerage community to lead sources (e.g. businesses, individuals, service organizations, etc.) using the Business Resource Center as a hub.		√		Brokers	CVCC, City, NDC	Staff
	5. Continue marketing program.		√	√	Brokers	CVCC, City, NDC	Staff
2.5	Improve Public Infrastructure in Downtown Newberg						
Actions	1. Complete the Newberg Downtown Improvement Plan.	√			City	NDC, CVCC, ODOT, MWVCOG, Biz OR, PGE, NWN, Frontier, Brokers	Staff
	2. Implement recommendations for the Newberg Downtown Improvement Plan.		√	√	City	CVCC, NDC, ODOT, PGE, NWN, Frontier, Brokers	Staff
2.6	Support Creation of New Retail/Commercial Businesses						
Actions	1. Business inventory identifying what we have for businesses and what is missing.	√			CVCC	City, Brokers, Finance, Property Owners, NDC	Staff, interns
	2. Streamlining City permitting processes.	√			CVCC	City, Brokers, Finance, Property Owners, NDC	Staff, WATF
	3. Establish a low interest loan program.	√			CVCC	City, Brokers, Finance, Property Owners, NDC	Staff
	4. Establish business startup assistance program as a part of the Business Resource Center implementation.		√		CVCC	City, Brokers, Finance, Property Owners, NDC	Staff
	5. Maintain and publish data on vacant office, industrial buildings and land.			√	CVCC	City, Brokers, Finance, Property Owners, NDC	Staff, interns
	6. Expand the Urban Growth Boundary to support additional commercial land supply.			√	City	CVCC, Brokers, Finance, Property Owners, NDC	Staff
2.7	Increase The Supply of Commercial/Retail Land						
Actions	1. Apply for grant(s) to evaluate expanding the urban growth boundary.	√			City	DLCD, Biz OR	Staff

	Strategies	Timeline			LEAD	SUPPORT	RESOURCES NEEDED
		Short-term (0-12) months	Mid-term (12-24) months	Long-term (24-36) months			
	2. Update Comprehensive Plan Policies.	√			City	DLCD, Biz OR, CVCC, NUMAC, Newberg Community, ODOT, RS, YC, Dundee, FYC, 1000 Friends, Brokers	Staff
	3. Complete Buildable Lands Inventory.	√			City	DLCD, Biz OR, CVCC, NUMAC, Newberg Community, ODOT, RS, YC, Dundee, FYC, 1000 Friends, Brokers	Staff
	4. Evaluate expansion land opportunities.	√			City	DLCD, Biz OR, CVCC, NUMAC, Newberg Community, ODOT, RS, YC, Dundee, FYC, 1000 Friends, Brokers	Staff
	5. Expand the Urban Growth Boundary.		√		City	DLCD, Biz OR, CVCC, NUMAC, Newberg Community, ODOT, RS, YC, Dundee, FYC, 1000 Friends, Brokers	Staff
	6. Monitor land absorption to determine next horizon for urban growth boundary expansion.			√	City	DLCD, Biz OR, CVCC, NUMAC, Newberg Community, ODOT, RS, YC, Dundee, FYC, 1000 Friends, Brokers	Staff

BUSINESS DEVELOPMENT AND WORKFORCE

Goal: Create a premier business and workforce development program

	Strategies	Timeline			LEAD	SUPPORT	RESOURCES NEEDED
		Short-term (0-12) months	Mid-term (12-24) months	Long-term (24-36) months			
3.1	Foster Entrepreneurial Business Formation and Growth						
Actions	1. Foster connections between George Fox University and Portland Community College and entrepreneurs.	√			CVCC	City, NDC, GFU, PCC, CPRD, Finance, CLIMB Center, MWVCOG, SBA	Staff
	2. Develop a Business Resource Center.	√			CVCC	City, NDC, GFU, PCC, CPRD, Finance, CLIMB Center, MWVCOG, SBA	Staff
	3. Connect financing programs such as Small Business Administration and Mid-Willamette Valley Council of Governments with entrepreneurs.	√			CVCC	City, NDC, GFU, PCC, CPRD, Finance, CLIMB Center, MWVCOG, SBA	Staff
	4. Market the Newberg Economic Development Revolving Loan program.	√			CVCC	City, NDC, GFU, PCC, CPRD, Finance, CLIMB Center, MWVCOG, SBA	Staff
	5. Establish the Chehalem Valley Entrepreneurs Network.		√		CVCC	City, NDC, GFU, PCC, CPRD, Finance, CLIMB Center, MWVCOG, SBA	Staff
	6. Establish an angel funding program.			√	CVCC	City, NDC, GFU, PCC, CPRD, Finance, CLIMB Center, MWVCOG, SBA	Staff
3.2	Establish an Innovation Accelerator						
Actions	1. Establish Board of Directors to oversee operations and organization.	√			CVCC	GFU, PCC, TAO, PIE, various technology-driven wineries, other local and regional businesses, CPRD, City	Staff, Volunteers
	2. Establish an accelerator facility (temporary or startup).	√			CVCC	GFU, PCC, TAO, PIE, various technology-driven wineries, other local and regional businesses, CPRD, City	Staff, Volunteers
	3. Create a business plan with help from experts such as PIE, TAO, etc.	√			CVCC	GFU, PCC, TAO, PIE, various technology-driven wineries, other local and regional businesses, CPRD, City	Staff, Volunteers
	4. Establish a Board of Advisors to review, select, coach/mentor/advise tenants.	√			CVCC	GFU, PCC, TAO, PIE, various technology-driven wineries, other local and regional businesses, CPRD, City	Staff, Volunteers
	5. Hold an accelerator kick-off meeting with stakeholders from key industries and funding sources such as angels and venture capitalists.	√			CVCC	GFU, PCC, TAO, PIE, various technology-driven wineries, other local and regional businesses, CPRD, City	Staff, Volunteers
	6. Recruit, vet and select tenants.	√			CVCC	GFU, PCC, TAO, PIE, various technology-driven wineries, other local and regional businesses, CPRD, City	IA BOD, BOA
	7. Achieve projects-to-products-to-market successes.	√			CVCC	GFU, PCC, TAO, PIE, various technology-driven wineries, other local and regional businesses, CPRD, City	BOD, BOA, Tenants

	Strategies	Timeline			LEAD	SUPPORT	RESOURCES NEEDED
		Short-term (0-12) months	Mid-term (12-24) months	Long-term (24-36) months			
	8. Promote and market the Accelerator through the Business Resource Center, City, Chamber, Newberg Downtown Coalition websites, and George Fox University, PIEPDX, and other channels.		√		CVCC	GFU, PCC, TAO, PIE, various technology-driven wineries, other local and regional businesses, CPRD, City	Staff, BOD, BOA, Tenants, Volunteers
	9. Move the accelerator to a permanent facility.			√	CVCC	GFU, PCC, TAO, PIE, various technology-driven wineries, other local and regional businesses, CPRD, City	Staff, IA Team
	10. Integrate the Accelerator with George Fox University's Collaboratium and other local makerspace(s).			√	CVCC	GFU, PCC, TAO, PIE, various technology-driven wineries, other local and regional businesses, CPRD, City	BOD, BOA
3.3	Buy Local Campaign						
Actions	1. Chehalem Valley Chamber of Commerce engages George Fox University for research for a buy local program.	√			CVCC	NDC, Businesses, City, GFU	Staff, Intern(s)
	2. Chehalem Valley Chamber of Commerce meets with the Newberg Downtown Coalition Merchants Committee and other businesses and review program.	√			CVCC	NDC, Businesses, City, GFU	Staff, Volunteers
	3. Implement and promote the program with a focus on educating the community about benefits, use, etc.	√			CVCC	NDC, Businesses, City	Staff, Volunteers
	4. Extend the Buy Local program to Dundee and the rest of the valley.	√			CVCC	NDC, Businesses, City	Staff, Volunteers
	5. Monitor and improve as necessary.	√			CVCC	NDC, Businesses, City	Staff, Volunteers
	6. Evaluate if eScripts is a viable tool and / or find equivalent tools.		√		CVCC	NDC, Businesses, City	Staff
	7. Promote the program and its success to local and non-local market segments through the Business Resource Center, the City website, etc.		√		CVCC	NDC, Businesses, City	Staff
	8. Work with City of Newberg to develop a purchasing program that provides preference to local vendors.			√	CVCC	City	Staff
3.4	Enhance Business Mix in Downtown Newberg						
Actions	1. Conduct a market analysis, including an inventory of the existing business mix to determine missing retail needs.	√			NDC	CVCC, City, LLP Properties, Brokers, Finance	Staff
	2. Maintain inventory of available retail space.	√			NDC	CVCC, City, LLP Properties, Brokers, Finance	Staff
	3. Establish marketing and recruitment program.	√			NDC	CVCC, City, LLP Properties, Brokers, Finance	Staff
	4. Establish a dedicated space for food carts.		√		NDC	CVCC, City, LLP Properties, Brokers, Finance	Staff
	5. Promote development of vacant parcels to expand retail and office business opportunities.		√		NDC	CVCC, City, LLP Properties, Brokers, Finance	Staff
	6. Continue marketing and recruitment program.		√	√	NDC	CVCC, City, LLP Properties, Brokers, Finance	Staff

	Strategies	Timeline			LEAD	SUPPORT	RESOURCES NEEDED
		Short-term (0-12) months	Mid-term (12-24) months	Long-term (24-36) months			
	7. Establish a position in the Business Resource Center.		√		NDC	CVCC, City	Staff
	8. Work with City of Newberg and Chehalem Valley Chamber of Commerce to develop the Butler property.			√	NDC	CVCC, City, Brokers, Finance	Staff
3.5	Workforce Development						
Actions	1. Evaluate current and future needs.	√			CVCC	GFU, PCC, NSD, Incite, OED, CLIMB Center, SE Stem Center, Innovate Oregon, City	Staff
	2. Conduct a survey of local businesses' workforce needs.	√			CVCC	GFU, PCC, NSD, Incite, OED, CLIMB Center, SE Stem Center, Innovate Oregon, City	Staff
	3. Conduct a gap analysis.	√			CVCC	GFU, PCC, NSD, Incite, OED, CLIMB Center, SE Stem Center, Innovate Oregon, City	Staff
	4. Scale-up the Chamber of Commerce Steps Up internship program with help from George Fox University, Newberg High School, Portland Community College and Chemeketa CTE.	√			CVCC	GFU, PCC, NSD, Incite, OED, CLIMB Center, SE Stem Center, Innovate Oregon, City	Staff
	5. Connect the regional technical such as Innovate Yamhill County and create new programs as needed.	√			CVCC	GFU, PCC, NSD, Incite, OED, CLIMB Center, SE Stem Center, Innovate Oregon, City	Staff
	6. Implement the SE STEM Center "Oregon Connections" database with local businesses and schools.	√			CVCC	GFU, PCC, NSD, Incite, OED, CLIMB Center, SE Stem Center, Innovate Oregon, City	Staff
	7. Expand Tasting Room Associate Course from one to three classes.	√			CVCC	GFU, PCC, NSD, Incite, OED, CLIMB Center, SE Stem Center, Innovate Oregon, City	Staff
	8. Establish mentoring programs at the high school level.		√		CVCC	GFU, PCC, NSD, Incite, OED, CLIMB Center, SE Stem Center, Innovate Oregon, City	Staff + PT/FTE
	9. Extend the Chamber of Commerce internship to run year-round.		√		CVCC	GFU, PCC, NSD, Incite, OED, CLIMB Center, SE Stem Center, Innovate Oregon, City	Staff + PT/FTE
	10. Facilitate region-wide collaboration between workforce development stakeholders to expand and extend services.		√		CVCC	GFU, PCC, NSD, Incite, OED, CLIMB Center, SE Stem Center, Innovate Oregon, City	Staff + PT/FTE
	11. Extend opportunities for local students to earn technical degrees within the region.		√		CVCC	GFU, PCC, NSD, Incite, OED, CLIMB Center, SE Stem Center, Innovate Oregon, City	Staff + PT/FTE
	12. Implement employability soft skills curriculum into Newberg School District.		√		CVCC	GFU, PCC, NSD, Incite, OED, CLIMB Center, SE Stem Center, Innovate Oregon, City	Staff + PT/FTE
	13. Build and leverage best practices from organizations like American Association of Chamber Executives.		√		CVCC	GFU, PCC, NSD, Incite, OED, CLIMB Center, SE Stem Center, Innovate Oregon, City	Staff + PT/FTE
	14. Promote a community-based, inclusive, world-class education system that attends to needs of all students from cradle, to career, to grave.			√	CVCC	GFU, PCC, NSD, Incite, OED, CLIMB Center, SE Stem Center, Innovate Oregon, City	Staff + PT/FTE
3.6	Establish Business Resource Center						
Actions	1. Collaborate with Portland Community College CLIMB to fund a staff person.	√			CVCC	PCC, GFU, City, NDC, MWVCOG, Businesses, CLIMB Center	Staff
	2. Conduct a gap analysis and best practices research.	√			CVCC	PCC, GFU, City, NDC, MWVCOG, Businesses, CLIMB Center	Staff
	3. Create a Business Resource Center website.	√			CVCC	PCC, GFU, City, NDC, MWVCOG, Businesses, CLIMB Center	Staff

	Strategies	Timeline			LEAD	SUPPORT	RESOURCES NEEDED
		Short-term (0-12) months	Mid-term (12-24) months	Long-term (24-36) months			
	4. Perform a feasibility study to determine operating structure, space, staffing, focus, linkages, and revenue structure.	√			CVCC	PCC, GFU, City, NDC, MWVCOG, Businesses, CLIMB Center	Staff
	5. Provide in-person small business development services.	√			CVCC	PCC, GFU, City, NDC, MWVCOG, Businesses, CLIMB Center	Staff
	6. Connect student interns with local businesses.	√			CVCC	PCC, GFU, City, NDC, MWVCOG, Businesses, CLIMB Center	Staff
	7. Chehalem Valley Chamber of Commerce Outreach (e.g. Breakfast for Champions, Customer Service, wine industry, etc.)	√			CVCC	PCC, GFU, City, NDC, MWVCOG, Businesses, CLIMB Center	Staff
	8. Develop mentoring programs from existing business owners.	√			CVCC	PCC, GFU, City, NDC, MWVCOG, Businesses, CLIMB Center	Staff
	9. Integrate services with the City of Newberg.	√			CVCC	PCC, GFU, City, NDC, MWVCOG, Businesses, CLIMB Center	Staff
	10. Facilitate region-wide collaboration between workforce development stakeholders to expand and extend services.		√		CVCC	PCC, GFU, City, NDC, MWVCOG, Businesses, CLIMB Center	Staff + PT/FTE
	11. Apply for funding/grants to expand operations and/or hire a full-time employee.		√		CVCC	PCC, GFU, City, NDC, MWVCOG, Businesses, CLIMB Center	Staff + PT/FTE
	12. Integrate goals and purpose with the Accelerator, GFU, PCC, Chemeketa, and regional and state organizations.		√		CVCC	PCC, GFU, City, NDC, MWVCOG, Businesses, CLIMB Center	Staff + PT/FTE
	13. Move the Business Resource Center to a permanent facility.			√	CVCC	PCC, GFU, City, NDC, MWVCOG, Businesses, CLIMB Center	Staff + PT/FTE
	14. Expand the facility, operations and services as needed.			√	CVCC	PCC, GFU, City, NDC, MWVCOG, Businesses, CLIMB Center	Staff + PT/FTE
3.7	Market Employment Training Opportunities to Employers and Employees						
Actions	1. Promote Chehalem Valley Chamber of Commerce programs.	√			CVCC	GFU, PCC, Incite, OED, CCC, Express Professionals, McM Chamber	Staff
	2. Promote Portland and Chemeketa Community College programs.	√			CVCC	GFU, PCC, Incite, OED, CCC, Express Professionals, McM Chamber	Staff
	3. Promote George Fox University programs.	√			CVCC	GFU, PCC, Incite, OED, CCC, Express Professionals, McM Chamber	Staff
	4. Create Semi-annual job fairs co-sponsored Chehalem Valley Chamber of Commerce, McMinnville Area Chamber of Commerce and Oregon Employment Department.	√			CVCC	GFU, PCC, Incite, OED, CCC, Express Professionals, McM Chamber	Staff
	5. Identification of training opportunities based on employer needs.	√			CVCC	GFU, PCC, Incite, OED, CCC, Express Professionals, McM Chamber	Staff
	6. Promote Incite job training programs.	√			CVCC	GFU, PCC, Incite, OED, CCC, Express Professionals, McM Chamber	Staff
	7. Fund a FTE dedicated to expansion of workforce development programs that serve new and existing businesses.		√		CVCC	GFU, PCC, Incite, OED, CCC, Express Professionals, McM Chamber	Staff + PT/FTE

	Strategies	Timeline			LEAD	SUPPORT	RESOURCES NEEDED
		Short-term (0-12) months	Mid-term (12-24) months	Long-term (24-36) months			
	8. Integrate workforce services with the Business Resource Center.		√		CVCC	GFU, PCC, Incite, OED, CCC, Express Professionals, McM Chamber	Staff + PT/FTE
	9. Three-year review and evaluation of programs and progress.			√	CVCC	GFU, PCC, Incite, OED, CCC, Express Professionals, McM Chamber	Staff + PT/FTE
3.8	Business Financing Program						
Actions	1. Connect businesses and entrepreneurs with local lending institutions.	√			CVCC	City, NDC, MWVCOG, Finance, SBA, Brokers	Staff
	2. Make the Business Resource Center a repository of business financing alternatives including regional, state, national and industry specific sources.	√			CVCC	City, NDC, MWVCOG, Finance, SBA, Brokers	Staff
	3. Promote Yamhill County small and large grant programs to local businesses.	√			CVCC	City, NDC, Brokers	Staff
	4. Establish a regional angel funding program to support the Accelerator as well as other business, promoted through the Business Resource Center.		√		CVCC	City, NDC, MWVCOG, Finance, SBA, Brokers	Staff + PT/FTE
	5. Evaluate non-traditional financing programs such as Kick Starter, Crowd Supply, etc. Promote them and provide advisory services as needed through the Accelerator and Business Resource Center.		√		CVCC	City, NDC, Brokers	Staff + PT/FTE
	6. Bring the Economic Development Revolving Loan Fund loan program currently managed by the Mid-Willamette Valley Council of Governments back to Newberg.			√	CVCC	City, MWVCOG	Staff + PT/FTE
	7. Expand Economic Development Revolving Loan Fund.			√	CVCC	City, Finance, Brokers	Staff + PT/FTE
	8. Modify requirements in the Economic Development Revolving Loan Fund program to increase accessibility to small businesses.			√	CVCC	City, NDC, Finance, SBA, Brokers	Staff + PT/FTE

TOURISM AND HOSPITALITY

Goal: Make Newberg / Chehalem Valley a regional, national & international tourist destination

	Strategies	Timeline			LEAD	SUPPORT	RESOURCES NEEDED
		Short-term (0-12) months	Mid-term (12-24) months	Long-term (24-36) months			
4.1	Increase Tourist/Visitor Counts In Newberg						
Actions	1. Enhance Newberg Downtown Coalition outreach program to tourists.	√			CVCC	NDC	Staff
	2. Enhance signage and gateway elements in the downtown area for tourists and visitors.	√			CVCC	City, OSC, TO, OWB, WVWA, Brokers, NDC	Staff
	3. Increase advertising and public relations dollars.	√			CVCC	City, OSC, TO, OWB, WVWA, Brokers, NDC	Staff
	4. Enhance pedestrian infrastructure downtown (e.g. lighting, trash, benches, etc.).	√			CVCC	City, OSC, TO, OWB, WVWA, Brokers, NDC	Staff
	5. Promote the Buy Local program.	√			CVCC	City, OSC, TO, OWB, WVWA, Brokers, NDC	Staff, Volunteers
	6. Evaluate alternatives for a mid-tier hotel.	√			CVCC	City, OSC, TO, OWB, WVWA, Brokers, NDC	Staff, Volunteers
	7. Recruit a mid-tier hotel to the valley.		√		CVCC	City, OSC, TO, OWB, WVWA, Brokers, NDC	Staff, Volunteers
	8. Create a regional marketing campaign that promotes Newberg and the valley as a destination location.		√		CVCC	City, OSC, TO, OWB, WVWA, Brokers, NDC	Staff, Contractor
	9. Work with major businesses, George Fox University, Sportsman Airpark, the Allison Inn & Spa, local major wineries, and other national/international sources of potential visitors to increase out-of-region destination traffic.		√		CVCC	City, OSC, TO, OWB, WVWA, Brokers, NDC	Staff + PT/FTE
	10. Establish annual reporting on tourism activities.		√		CVCC	City, OSC, TO, OWB, WVWA, NDC	Staff + PT/FTE
	11. Expand the regional marketing campaign that promotes Newberg and the valley as a destination visit into a national/international campaign.			√	CVCC	City, OSC, TO, OWB, WVWA, Brokers, NDC	Staff + PT/FTE
	12. Three-year review and evaluation of programs and progress.			√	CVCC	City, OSC, TO, OWB, WVWA, Brokers, NDC	Staff + PT/FTE
	13. Continue annual reporting on tourism activities.			√	CVCC	City, OSC, TO, OWB, WVWA, Brokers, NDC	Staff + PT/FTE
4.2	Support and Expand Events that Increase Activity in Downtown Newberg Year Around						
Actions	1. Evaluate the impact of existing events.	√			NDC	CVCC, City, CPRD, CCC	Staff
	2. Design a coordinated event marketing program.	√			NDC	CVCC, City, CPRD, CCC, WVWA	Staff
	3. Coordinate events calendars.	√			NDC	CVCC, City, CPRD, CCC, WVWA	Staff

	Strategies	Timeline			LEAD	SUPPORT	RESOURCES NEEDED
		Short-term (0-12) months	Mid-term (12-24) months	Long-term (24-36) months			
	4. Existing Events: Artwalk, Trick or Treat Street, Holiday Market, Retail Events, Oktoberfest, Chehalem Cultural center events, Tunes on Tuesday's, Downtown Newberg First Friday's Farmers Market, Old Fashioned Festival, Special Olympics, Lavender Festival, Brews & BBQ, Truffle Festival, Camellia Festival	√			NDC	CVCC, City, CPRD, CCC, WVWA	Staff
	5. Evaluate redesigning Francis Square as an event venue.	√			NDC	CVCC, City, CPRD, CCC, WVWA	Staff
	6. Chehalem Valley Chamber of Commerce conduct two Job Fair's annually.	√	√	√	NDC	CVCC, City, CPRD, CCC, WVWA	Staff + PT/FTE
	7. Evaluate expanding the number of events and activities.		√		NDC	CVCC, City, CPRD, CCC, WVWA	Staff + PT/FTE
	8. Evaluate expanding the number of events and activities.		√		NDC	CVCC, City, CPRD, CCC, WVWA	Staff + PT/FTE
	9. Continue the build-out of the Newberg Cultural District as a premier event venue.		√		NDC	CVCC, City, CPRD, CCC, WVWA	Staff + PT/FTE
	10. Establish a classic car/concourse de elegance.		√		NDC	CVCC, City, CPRD, CCC, WVWA	Staff + PT/FTE
4.3	Transient Lodging Tax Program						
Actions	1. Establish transient lodging tax workgroup on uses of Transient Lodging Tax.	√			City	CVCC, GFU, AIS, PNMC, CCC, Anam Cara Cellars, Premier Community Bank, Pulp & Circumstance, Newberg Ford, Austin Industries, The Painted Lady Restaurant	Staff
	2. Engage consultant to develop a comprehensive Tourism Action Plan that encompasses the existing Visitor Center as well as new marketing initiatives funded by the 2014 increases in Transient Lodging Tax.	√			City	CVCC, GFU, AIS, PNMC, CCC, Anam Cara Cellars, Premier Community Bank, Pulp & Circumstance, Newberg Ford, Austin Industries, The Painted Lady Restaurant	Staff
	4. TBD			√	City		Staff

ORGANIZATIONS	
Allison Inn & Spa (AIS)	Oregon Employment Department (OED)
Business Oregon (Biz OR)	Oregon Entrepreneurs Network (OEN)
Bonniveville Power Adminsitration (BPA)	Oregon Department of Transportation (ODOT)
Chehalem Valley Chamber of Commerce (CVCC)	Oregon Legislature (Legislature)
Chehalem Parks & Recreation District (CPRD)	Oregon Main Street Program (OMSP)
City of Newberg (City)	Oregon Manufacturing Extension Partnership (OMEP)
City of Dundee (Dundee)	Oregon Nanoscience & Mircotechnologies Institute (ONAMI)
Clackamas Community College (CCC)	Oregon State Chamber (OSC)
Department of Land Conservation and Development (DLCD)	Oregon Transitional Research Development Institute (OTRADI)
Economic Development Adminstration (EDA)	Oregon Wine Board (OWB)
Federal Highway Administration (FHWA)	Pacific Northwest Defense Coalition (PNDC)
Finance Community (Finance)	Portland Community College (PCC)
Friends of Yamhill County (FYC)	Portland Community College CLIMB Center (CLIMB Center)
Frontier Communications (Frontier)	Portland General Electric (PGE)
George Fox University (GFU)	Portland Incubator Experiment (PIE)
Greater Portland Inc. (GPI)	Portland & Western Railroad (PWR)
Incite, Inc (Incite)	Providence Newberg Medical Center (PNMC)
Japan American Society of Oregon (JASO)	Regional Solutions (RS)
Marion County (MC)	Small Business Administration (SBA)
McMinnville Chamber of Commerce (MCM Chamber)	Small Business Development Center (SBDC)
Mid-Willamette Valley Council of Governments (MWVCOG)	Strategic Economic Development Corporation (SEDCOR)
Newberg Downtown Coalition (NDC)	Travel Oregon (TO)
Newberg Graphic (Graphic)	Technology Association of Oregon (TAO)
Newberg Kiwanis (Kiwanis)	US Commercial Service (USCS)
Newberg Rotary Early Bird/Noon (Rotary)	US Army Corps of Engineers (Corps)
Newberg School District (NSD)	Willamette Valley Wineries Association (WVWA)
Newberg Urban Management Area Commission (NUMAC)	Yamhill County (YC)
Northwest Natural (NWN)	Yamhill County Parkway Committee (YCPC)
Oregon Business Council (OBC)	Yamhill County Transit Area (YCTA)
Oregon Department of State Lands (DSL)	1000 Friends of Oregon (1000 Friends)
Oregon Entrepreneurs Network (OEN)	

INSERT FOR

APRIL 18 CITY COUNCIL PACKET

AGENDA ITEM

IX 1 NEW BUSINESS

RESOLUTION 2016-3274

EXHIBIT B

NEWBERG ECONOMIC DEVELOPMENT STRATEGY

March 31, 2016



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THE STRATEGY

The Newberg Economic Development Strategy is based on four pillars of activity:

1. Industrial Sector
2. Commercial Sector
3. Business Development and Workforce
4. Tourism and Hospitality

Under each pillar there are identified strategies. The Industrial Sector has nine strategies, the Commercial Sector has seven strategies, Business Development and Workforce has eight strategies, and Tourism and Hospitality has three strategies. Based on the breath of activities the following have been identified as the top priorities over the next year.

	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17
INDUSTRIAL SECTOR												
Diversify the Local Economy - Vertical Integration of the Wine Industry	[Blue bar]											
Retention and Expansion of Existing Industrial Businesses	[Blue bar]											
Recruitment of Traded Sector Companies	[Blue bar]											
Increase the Supply of Industrial Land	[Blue bar]											
COMMERCIAL SECTOR												
Revitalization of Downtown Newberg	[Blue bar]											
Retain Existing Commercial/Retail Businesses In Newberg	[Blue bar]											
Increase the Supply of Commercial/Retail Land	[Blue bar]											
BUSINESS DEVELOPMENT AND WORKFORCE												
Establish an Innovation Accelerator	[Blue bar]											
Workforce Development	[Blue bar]											
Establish a Business Resource Center	[Blue bar]											
TOURISM AND HOSPITALITY												
Increase Tourist/Visitor Counts in Newberg	[Blue bar]											

VISION

Newberg will build on its advantageous geographic location and the capacities of its business, education, government, and community partners to become a national leader for cross industry innovation in viticulture, wine production, and high-tech manufacturing. The City’s business, educational, and built environment will support growing entrepreneurship for existing and new businesses of all types.

MISSION

Promote economic health, a higher standard of living, and quality of life through partnerships, facilitation, collaboration and community. Ensure a qualified and educated workforce; an environment of openness to business investment; programs for retention, expansion and recruitment of businesses; public investment in critical infrastructure, education, recreation and cultural capacities; metrics to measure economic activity; sustainability. Embrace diversity of all types. Leverage our location to connect Portland and Salem with North Willamette Valley's riches.

GOAL

Having a qualified and educated workforce; an environment of openness to business investment; programs for retention, expansion and recruitment of businesses; public investment in critical infrastructure; metrics to measure economic activity; all while being sustainable.

ECONOMIC DEVELOPMENT ORGANIZATIONS

A variety of organizations are engaged in economic development activities in Newberg, or could be involved in the future. The graphics below identify organizations currently involved in economic development in Newberg and organizations that should be involved (aspirational) in the future.

CORE

Chehalem Valley Chamber of Commerce (CVCC)

George Fox University (GFU)

Newberg Downtown Coalition (NDC)

City of Newberg (City)

TIER 2

Portland Community College (PCC)

Chehalem Parks & Recreation District (CPRD)

Newberg School District (NSD)

Business Oregon (Biz OR)

Oregon Department of Transportation (ODOT)

Mid-Willamette Valley Council of Governments (MWVCOG)

Oregon Employment Department (OED)

Portland General Electric (PGE)

Northwest Natural (NWN)

Strategic Economic Development Corporation (SEDCOR)

Regional Solutions Team (RST)

Press - Newberg Graphic

Greater Portland Inc. (GPI)

Oregon Main Street Program (OMSP)

Japan American Society of Oregon (JASO)

Department of Land Conservation and Development (DLCD)

Technology Association of Oregon (TAO)

Portland Incubator Experiment (PIE)

TIER 3

Small Business Administration (SBA)

US Commercial Service (USCS)

Oregon Entrepreneurs Network (OEN)

Oregon Wine Board (OWB)

Oregon State Chamber (OSC)

Willamette Valley Wineries Association (WVWA)

Pacific Northwest Defense Coalition (PNDC)

Oregon Business Council (OBC)

Oregon Manufacturing Extension Partnership (OMEP)

Yamhill County Transit Area (YCTA)

Small Business Development Center (SBDC)

Oregon Transitional Research Development Institute
(OTRADI)

Oregon Nanoscience & Mircotechnologies Institute
(ONAMI)

Portland & Western Railroad (P&W RR)

Newberg Urban Management Area Commission
(NUMAC)

GOALS/STRATEGIES/ACTIONS

INDUSTRIAL SECTOR

Goal: Enhance industrial development capabilities and employment opportunities

Strategies:

1.1 *Diversify the local economy by building on the four (4) key existing traded sector industries of Advanced Manufacturing, Technology, Agriculture and Wood Products; while targeting High Tech Manufacturing, General Manufacturing, Aviation related industry and Food/Beverage Processing*

Project Lead:

City of Newberg – Community Development

Stakeholders & Partners:

Business Oregon, Strategic Economic Development Corporation, Greater Portland Inc., Chehalem Valley Chamber of Commerce, Oregon Employment Department, US Commercial Service, OTRADI, ONAMI, Oregon Manufacturing Extension Partnership, Oregon Business Council, Yamhill County, Pacific Northwest Defense Coalition, Regional Solutions, Portland General Electric, Northwest Natural, Frontier, Industrial Brokers

Actions:

Short-term Implementation (0 – 12 months):

1. Identify existing community assets and needed assets.
2. Identify needs of companies through a gap analysis.
3. Engage the Oregon Employment Department in an analysis of the four (4) traded sectors industries and targeted industries in Newberg.
4. Conduct an industry cluster analysis to identify opportunities.
5. Implement the eight actions of the vertical wine integration proposal from the America's Best Communities plan.

Mid-term Implementation (12 – 24 months):

1. Implement one or more of the vertical wine integration demonstration projects.
2. Supply chain analysis of the four (4) existing traded sector industries.
3. Conduct business mission/lessons learned trips to communities with similar targeted industries.

Long-term (24 – 36 months)

1. Re-assess the targeted industries to determine if the focus areas are on target or should be modified.
2. Supply chain analysis of the targeted traded sector industries.

Metrics & Reporting:

1. Community assets report.
2. Number of companies participating in gap analysis.
3. Report on traded sectors.
4. Report on cluster analysis.
5. Number of business expansions.
6. Number of recruited businesses.
7. Supply chain analysis report.
8. Vertical Wine Integration
 - ❖ Number of wine-industry stakeholders interviewed
 - ❖ Number of wine-industry stakeholders attending the project kick-off meeting
 - ❖ Number of endorsements or letters of interest from regional wine associations
 - ❖ Findings of the gap analysis
 - ❖ Findings of the best practices research
 - ❖ Implementation actions identified in the action plan
 - ❖ Grant(s) applied for and awarded
 - ❖ Identified demonstration project

Funding Sources (in-kind/cash)

City of Newberg, Chehalem Valley Chamber of Commerce, Oregon Employment Department, Business Oregon, Strategic Economic Development Corporation, Greater Portland Inc., Portland General Electric, Northwest Natural, Frontier, Yamhill County, Industrial Brokers

Staffing Resources

City of Newberg Community Development - 0.2 FTE
Chehalem Valley Chamber of Commerce - Volunteers

1.2 ***Retention and Expansion of Existing Industrial Businesses***

Project Lead:

City of Newberg – Community Development

Stakeholders & Partners:

Business Oregon, Strategic Economic Development Corporation, Greater Portland Inc., Oregon Manufacturing Extension Partnership, Chehalem Valley Chamber of Commerce, Portland Community College, Japan American Society of Oregon, Regional Solutions, Portland General Electric, Industrial Brokers

Actions:

Short-term Implementation (0 – 12 months):

1. Retention visits conducted by City in coordination with Business Oregon, Strategic Economic Development Corporation and Greater Portland Inc.

Mid-term Implementation (12 - 24 months)

1. Retention visits conducted by City in coordination with Business Oregon, Strategic Economic Development Corporation and Greater Portland Inc.
2. Leverage the Business Resource Center implementation to provide an integrated set of services from the City, Chamber and other organizations.

Long-term (24 – 36 months)

1. Retention visits conducted by City in coordination with Business Oregon, Strategic Economic Development Corporation and Greater Portland Inc.

Metrics & Reporting:

1. Number of retention visits conducted annually by City.
2. Number of retention visits conducted annually by Stakeholders and Partners.
3. Number of business expansions.
4. Net employment loss/gain from expansions or business closures.
5. Annual report on retention activities including issues and findings.

Funding Sources (in-kind/cash)

City of Newberg, Business Oregon, Strategic Economic Development Corporation, Greater Portland Inc., Oregon Manufacturing Extension Partnership, Chehalem Valley Chamber of Commerce, Portland Community College, Japan American Society of Oregon, Regional Solutions, Portland General Electric, Industrial Brokers

Staffing Resources

City of Newberg Community Development – 0.2 FTE

1.3 Recruitment of Traded Sector Companies

Project Lead:

City of Newberg – Community Development

Stakeholders & Partners:

Business Oregon, Strategic Economic Development Corporation, Greater Portland Inc., Chehalem Valley Chamber of Commerce, Industrial Brokers, Japan American Society of Oregon, Regional Solutions, Portland General Electric

Actions:

Short-term Implementation (0 – 12 months):

1. City coordinates recruitment activities with Business Oregon, Strategic Economic Development Corporation and Greater Portland Inc.
2. Focus on the four (4) existing traded sector industries and supply chains.
3. Evaluate opportunities for the four targeted traded sector industries.
4. Develop a program for Chehalem Valley Chamber of Commerce involvement in industrial business recruitment.
5. Develop relationships and frequent communications with industrial brokerage community in the greater Portland area.
6. Identify target companies and sectors and include face to face recruitment visits with targeted companies. I.e. travel to the Silicon Valley if appropriate.

Mid-term Implementation (12 - 24 months)

1. City coordinates recruitment activities with Business Oregon, Strategic Economic Development Corporation and Greater Portland Inc.
2. Recruitment of food processing (wine) companies and suppliers as part of vertical integration of wine industry.

Long-term (24 – 36 months)

1. City coordinates recruitment activities with Business Oregon, Strategic Economic Development Corporation and Greater Portland Inc.

Metrics & Reporting:

1. Number of recruitment leads
2. Number of engagements by Chehalem Valley Chamber of Commerce
3. Number of contacts with brokerage community
4. Number of successes

Funding Sources (in-kind/cash)

Business Oregon, Strategic Economic Development Corporation, Greater Portland Inc., Chehalem Valley Chamber of Commerce, Industrial Brokers, Japan American Society of Oregon, Regional Solutions, Portland General Electric

Staffing Resources

City of Newberg Community Development – 0.1 FTE
Industrial Brokers

1.4 ***Participate and Partner with Regional, State and Federal Organizations***

Project Lead:

City of Newberg – Community Development

Stakeholders & Partners:

Strategic Economic Development Corporation, Greater Portland Inc., Regional Solutions, US Commercial Service, US Economic Development Administration, Mid-Willamette Valley Council of Governments

Actions:

Short-term Implementation (0 – 12 months):

1. Build and maintain relationships with Business Oregon, Strategic Economic Development Corporation and Greater Portland Inc.
2. Build relationships with organizations such as Oregon Business Council, Oregon Nanoscience & Mircotechnologies Institute, Pacific Northwest Defense Coalition, Oregon Transitional Research Development Institute, Technology Association of Oregon, and others.
3. Develop a “Why Newberg” marketing strategy and elevator speech to promote in the relationships.
4. Determine specifically what we would like to “ask” from players and present the information when appropriate.

Mid-term Implementation (12 - 24 months)

1. Build and maintain relationships with Business Oregon, Strategic Economic Development Corporation and Greater Portland Inc.
2. Conduct annual roundtable forum on economic development activities with regional, state and federal organizations.
3. Connect the organizations to the Business Resource Center as it develops.

Long-term (24 – 36 months)

1. Build and maintain relationships with Business Oregon, Strategic Economic Development Corporation and Greater Portland Inc.
2. Conduct annual roundtable forum on economic development activities with regional, state and federal organizations.

Metrics & Reporting:

1. Number of contacts with Stakeholders & Partners.
2. Participants at annual roundtable forum.
3. Number of leads from Stakeholders and Partners.
4. Amount of assistance from Stakeholders and Partners.

Funding Sources (in-kind/cash)

City of Newberg, Strategic Economic Development Corporation, Greater Portland Inc., Regional Solutions, US Commercial Service, US Economic Development Administration, Mid-Willamette Valley Council of Governments

Staffing Resources

City of Newberg Economic Development – 0.05 FTE

1.5 ***Market the Competitive Advantages of Newberg to National and International Audiences***

Project Lead:

City of Newberg – Community Development

Stakeholders & Partners:

Business Oregon, Strategic Economic Development Corporation, Greater Portland Inc., Chehalem Valley Chamber of Commerce, Japan American Society of Oregon, Newberg Graphic, Industrial Brokers

Actions:

Short-term Implementation (0 – 12 months):

1. Define and identify target audiences for marketing.
2. Make specific face-to-face presentations.
3. Research and identify Newberg’s competitive advantages.
4. Analyze existing data and develop strategies for industrial recruitment marketing material.
5. Coordinate data gathering and marketing material with Strategic Economic Development Corporation, Greater Portland Inc., Mid-Willamette Valley Council of Governments and other entities.
6. Promote the Newberg Enterprise Zone program through marketing material and face-to-face discussions.
7. Promote existing financial incentive programs (local and state) marketing material and face-to-face discussions.
8. Distribute marketing material (e.g. web, social media, trade shows, and international tours).

Mid-term Implementation (12 - 24 months)

1. Develop community profile to place on Greater Portland Inc. web site.
2. Coordinate marketing material with Strategic Economic Development Corporation, Greater Portland Inc., Mid-Willamette Valley Council of Governments and other entities.
3. Promote the Business Resource Center and its resources through appropriate websites including the City and the Chamber.

Long-term (24 – 36 months)

1. Coordinate marketing material with Strategic Economic Development Corporation, Greater Portland Inc., Mid-Willamette Valley Council of Governments and other entities.
2. Disseminate Newberg specific marketing material.

Metrics & Reporting:

1. Report on competitive advantages.
2. Type of marketing material produced.

3. Number of Enterprise Zone packets distributed.
4. Track where marketing material is distributed.
5. Develop target lists and track activity by specific target.

Funding Sources (in-kind/cash)

City of Newberg, Business Oregon, Strategic Economic Development Corporation, Greater Portland Inc., Chehalem Valley Chamber of Commerce, Japan American Society of Oregon, Newberg Graphic, Industrial Brokers

Staffing Resources

City of Newberg Economic Development – 0.05 FTE

1.6 ***Increase the Supply of Industrial Land***

Project Lead:

City of Newberg – Community Development

Stakeholders & Partners:

Department of Land Conservation and Development, Business Oregon, Chehalem Valley Chamber of Commerce, Newberg Urban Management Area Commission, Newberg Community, Newberg Downtown Coalition, Oregon Department of Transportation, Regional Solutions, Yamhill County, City of Dundee, Friends of Yamhill County, 1000 Friends of Oregon, Oregon Legislature, Industrial Brokers

Actions:

Short-term Implementation (0 – 12 months):

1. Apply for grant(s) to evaluate expanding the urban growth boundary.
2. Update Comprehensive Plan Policies.
3. Complete Buildable Lands Inventory.
4. Evaluate expansion land opportunities.
5. Identify the expansion properties.
6. Engage the owners of the targeted property in the effort.

Mid-term Implementation (12 - 24 months)

1. Identify needed infrastructure and financing for the infrastructure.
2. Expand the Urban Growth Boundary.
3. Identify shovel ready sites.
4. Tell the story of the expansion to build community support for future expansions.

Long-term (24 – 36 months)

1. Monitor land absorption to determine next horizon for urban growth boundary expansion.

Metrics & Reporting:

1. Number of grants applied for and awarded.
2. Completion of Comprehensive Plan Policies.
3. Completion of Buildable Lands Inventory.
4. Number of shovel ready sites.
5. Acres of land added to the UGB for industrial development.

Funding Sources (in-kind/cash)

City of Newberg, Department of Land Conservation and Development, Business Oregon, Chehalem Valley Chamber of Commerce, Newberg Urban Management Area Commission, Newberg Community, Newberg Downtown Coalition, Oregon Department of Transportation, Regional Solutions, Yamhill County, Industrial Brokers

Staffing Resources

City of Newberg Community Development – 0.3 FTE

1.7 Create a Cooperative Business Environment with Regulatory Agencies

Project Lead:

City of Newberg – Community Development

Stakeholders & Partners:

Regional Solutions, Mid-Willamette Valley Council of Governments, Yamhill County, State Agencies

Actions:

Short-term Implementation (0 – 12 months):

1. Build and enhance relationships with State agencies such as Oregon Department of Transportation, Oregon Department of Environmental Quality, Oregon Department of State Lands, Oregon Department of Energy, Oregon Water Resources Department, Oregon Building Codes Division and Oregon Employment Department.
2. Coordinate with Regional Solutions on community economic development needs.
3. Consider a city position that provides coordination services with outside regulatory agencies.
4. Follow-up interviews with expansion and new industrial developments.

Mid-term Implementation (12 - 24 months)

1. Enhance city permitting processes.
2. Follow-up interviews with expansion and new industrial developments.

Long-term (24 months – 36 months)

1. Continue enhancing city permitting process.

Metrics & Reporting:

1. Number of contacts with State Agencies.
2. Number of interviews with expansion and new industrial developments.
3. Quantify and report on the amount and quality of the assistance from targeted agencies.

Funding Sources (in-kind/cash)

City of Newberg, Regional Solutions, Mid-Willamette Valley Council of Governments, Yamhill County, State Agencies

Staffing Resources

City of Newberg Community Development – 0.05 FTE

1.8 *Ensure Adequate Utilities (water, sewer, storm draining, electricity, natural gas and telecommunications) to Support Industrial Growth*

Project Lead:

City of Newberg – Public Works

Stakeholders & Partners:

Portland General Electric, Northwest Natural, Frontier, Comcast, Bonneville Power Administration, Industrial Brokers

Actions:

Short-term Implementation (0 – 12 months):

1. Update master plans for transportation and water.
2. Coordinate with Portland General Electric, Northwest Natural, Frontier and Comcast on utility infrastructure capacities and locations. Inventory gaps or weaknesses in systems.
3. Evaluate cogeneration opportunities with WestRock.

Mid-term Implementation (12 - 24 months)

1. Update sanitary sewer master plan.
2. On-going coordination with utility companies.

Long-term (24 – 36 months)

1. Update necessary master plans every ten (10) years (transportation, water, sanitary sewer, storm drainage).
2. On-going coordination with utility companies.
Enhance accessibility to high-speed fiber.

Metrics & Reporting:

1. Completion date of transportation and water master plans.
2. Completion date of sewer master plan.
3. Number of coordination meetings with utility companies.

Funding Sources (in-kind/cash)

City of Newberg, Portland General Electric, Northwest Natural, Frontier, Comcast, Bonneville Power Administration, Industrial Brokers

Staffing Resources

City of Newberg Public Works – 0.2 FTE
City of Newberg Community Development – 0.1 FTE

1.9 ***Improve Transportation Access for Industrial Land***

Project Lead:

City of Newberg – Public Works - Engineering Services/Community Development

Stakeholders & Partners:

Oregon Legislature, Oregon Department of Transportation, Yamhill County, Marion County, Portland & Western Railroad, Chehalem Valley Chamber of Commerce, Yamhill County Transit Area, Yamhill County Parkway Committee, Oregon Congressional delegation, Federal Highway Administration, Industrial Brokers

Actions:

Short-term Implementation (0 – 12 months):

1. Evaluate and establish a street maintenance fee program.
2. Update the Transportation System Plan to include focus on needed improvements to existing/future industrial area access/freight routes.
3. Coordinate with the Parkway Committee to lobby the Oregon Legislature for funding/construction of the East leg of the Newberg/Dundee bypass.

Mid-term Implementation (12 – 24 months):

1. Work with stakeholders to obtain funding for the east leg of the Newberg-Dundee Bypass from Oregon Highway 219 to Oregon Highway 99W.

Long-term Implementation (24 – 36 months):

1. Evaluate rail service capabilities (freight & commuter).
2. Enhance transit service for industrial businesses.
3. Work with stakeholders to construct the east leg of the Newberg-Dundee Bypass from Oregon Highway 219 to Oregon Highway 99W.
4. Work with organizations towards a funding source for the I-5/Ehlen Road interchange at Exit 278 (Donald/Aurora Exit) improvements.
5. Coordinate with Oregon Department of Transportation and Marion County to transfer jurisdiction of Highway 219 from the McKay Road to Woodburn to Marion County and ODOT to acquire McKay-Ehlen Road to I-5.
6. Coordinate with Oregon Department of Transportation and the Oregon congressional delegation on transportation funding sources.

Metrics & Reporting:

1. Type of street maintenance program and annual funding.
2. Annual street maintenance projects completed.
3. Transit route modifications to serve industrial businesses.
4. Actions and activities undertaken to advance east leg of Newberg-Dundee Bypass.
5. Actions and activities undertaken to I-5/Ehlen Road interchange at Exit 278 (Donald/Aurora Exit) improvements.

6. Funds allocated from outside sources for transportation improvements benefiting industrial businesses.

Funding Sources (in-kind/cash)

City of Newberg, Oregon Legislature, Oregon Department of Transportation, Yamhill County, Marion County, Portland & Western Railroad, Chehalem Valley Chamber of Commerce, Yamhill County Transit Area, Yamhill County Parkway Committee, Oregon Congressional delegation, Federal Highway Administration, Industrial Brokers

Staffing Resources

City of Newberg Public Works – Engineering Services – 0.1 FTE
City of Newberg Community Development – 0.1FTE

COMMERCIAL SECTOR

Goal: Enhance commercial development capabilities and employment opportunities

Strategies:

2.1 *Revitalization of Downtown Newberg*

Project Lead:

City of Newberg – Community Development

Stakeholders & Partners:

Newberg Downtown Coalition, Chehalem Valley Chamber of Commerce, Chehalem Parks and Recreation District, Newberg Kiwanis, Newberg Rotary, Oregon Department of Land Conservation and Development, Oregon Department of Transportation, Faith Based, Commercial Brokers, Finance Community, Oregon Main Street Program

Actions:

Short-term Implementation (0 – 12 months):

1. Perform a Market Analysis on the Butler property.
2. Planning Commission public hearing on the draft Newberg Downtown Improvement Plan.
3. City Council public hearing on the draft Newberg Downtown Improvement Project and adoption process.
4. Complete the Newberg Downtown Improvement Plan.

Mid-term Implementation (12 – 24 months):

1. Secure funds for downtown improvement implementation.
2. Implement recommendations from the Newberg Downtown Improvement Plan.
3. Evaluate options for an Urban Renewal Area (URA), Business Improvement District (BID), or Economic improvement District (EID).
4. Research best practices from comparable sized cities on downtown development activities.

Long-term Implementation (24 – 36 months):

1. On-going implementation of recommendations from the Newberg Downtown Improvement Plan.
2. Attract a mid-level hotel to the area.
3. Increase downtown housing.

Metrics & Reporting:

1. Findings of the Newberg Downtown Improvement Project plan.
2. Findings of the Butler Property market analysis.
3. Increases in retail sales, pedestrian counts, transient lodging taxes, and other activity levels.
4. Grant(s) applied for and awarded.
5. Infrastructure improvements, public/private investment, or other projects implemented as a result of the process.
6. Projects annually implemented from Newberg Downtown Improvement Plan.

Funding Sources (in-kind/cash)

City of Newberg, Newberg Downtown Coalition, Chehalem Valley Chamber of Commerce, Chehalem Parks and Recreation District, Newberg Kiwanis, Newberg Rotary, Oregon Department of Land Conservation and Development, Oregon Department of Transportation, Faith Based, Commercial Brokers, Finance Community, Oregon Main Street Program, Downtown Property Owners.

Staffing Resources

City of Newberg - 0.2 FTE
Newberg Downtown Coalition
Chehalem Valley Chamber of Commerce

2.2 Retain Existing Commercial/Retail Businesses In Newberg

Project Lead:

Chehalem Valley Chamber of Commerce

Stakeholders & Partners:

Newberg Downtown Coalition, City of Newberg, Commercial Brokers

Actions:

Short-term Implementation (0 – 12 months):

1. Chehalem Valley Chamber of Commerce and Newberg Downtown Coalition survey/interview existing businesses in downtown to establish business needs and develop appropriate programs.
2. Enhance the quality of permitting services from the City of Newberg.
3. Interview businesses exiting Newberg.

Mid-term Implementation (12 – 24 months):

1. Enhance the quality of permitting services from the City of Newberg.
2. Interview businesses exiting Newberg.
3. Leverage the development of the Business Resource Center to provide integrated set of services from the City, Chamber and other organizations.

Long-term Implementation (24 – 26 months):

1. Newberg downtown Coalition survey/interview existing businesses in downtown to establish business needs and develop appropriate programs.
2. Chehalem Valley Chamber of Commerce and Newberg Downtown Coalition survey/interview existing businesses in downtown to establish business needs and develop appropriate programs.
3. Enhance the quality of permitting services from the City of Newberg.
4. Interview businesses exiting Newberg.

Metrics & Reporting:

1. Business needs survey.
2. Number of programs established.
3. Track timelines for processing permits and applications.
4. Business exit interviews.

Funding Sources (in-kind/cash)

Chehalem Valley Chamber of Commerce, Newberg Downtown Coalition, City of Newberg, Commercial Brokers

Staffing Resources

Chehalem Valley Chamber of Commerce – Staff, Volunteers, Interns

Newberg Downtown Coalition

City of Newberg Community Development – 0.02 FTE

2.3. *Redevelop Vacant and Underutilized Commercial/Retail Sites*

Project Lead:

City of Newberg – Community Development

Stakeholders & Partners:

Chehalem Valley Chamber of Commerce, Newberg Downtown Coalition, Commercial Brokers, Finance Community

Actions:

Short-term Implementation (0 – 12 months):

1. Inventory vacant and underutilized sites.
2. Work with partners to market sites.
3. Meet with property owners on development and redevelopment opportunities.

Mid-term Implementation (12 – 24 months):

1. Develop a program for possible property assemblage.
2. Enhance existing or create new incentive packages.
3. Evaluate the feasibility of an urban renewal program downtown.
4. Update inventory vacant and underutilized sites.
5. Work with partners to market sites.
6. Meet with property owners on development and redevelopment opportunities.

Long-term Implementation (24 – 36 months):

1. Update inventory vacant and underutilized sites.
2. Work with partners to market sites.
3. Meet with property owners on development and redevelopment opportunities

Metrics & Reporting:

1. Buildable Lands Inventory
2. Marketing material produced.
3. Number of meetings held annually with property owners.
4. Number of new or revised financial incentive programs.
5. Success of establishing an urban renewal district downtown.

Funding Sources (in-kind/cash)

City of Newberg, Valley Chamber of Commerce, Newberg Downtown Coalition, Commercial Brokers, Finance Community, Property Owners

Staffing Resources

City of Newberg Community Development - 0.1 FTE

2.4 Market Vacant and/or Underutilized Commercial/Retail Sites

Project Lead:

Commercial Brokers

Stakeholders & Partners:

Chehalem Valley Chamber of Commerce, City of Newberg, Newberg Downtown Coalition

Actions:

Short-term Implementation (0 – 12 months):

1. Brokerage community to develop a robust marketing program.
2. Establish a list of desired business types to market to.
3. Launch the marketing program.

Mid-term Implementation (12 – 24 months):

1. Establish processes and programs for connecting the brokerage community to lead sources (e.g. businesses, individuals, service organizations, etc.) using the Business Resource Center as a hub.
2. Continue marketing program.

Long-term Implementation (24 – 36 months):

1. Continue marketing program.

Metrics & Reporting:

1. List of desired business types to attract.
2. Number of marketing opportunities distributed.
3. Number of successful developments.

Funding Sources (in-kind/cash)

Commercial Brokers, Chehalem Valley Chamber of Commerce, City of Newberg, Newberg Downtown Coalition, Property Owners

Staffing Resources

Commercial Brokers
City of Newberg Community Development – 0.02 FTE

2.5 Improve Public Infrastructure in Downtown Newberg

Project Lead:

City of Newberg – Community Development/Public Works

Stakeholders & Partners:

Newberg Downtown Coalition, Chehalem Valley Chamber of Commerce, Oregon Department of Transportation, Mid-Willamette Valley Council of Governments, Business Oregon, Portland General Electric, Northwest Natural, Frontier, Commercial Brokers

Actions:

Short-term Implementation (0 – 12 months):

1. Complete the Newberg Downtown Improvement Plan.

Mid-term Implementation (12 – 24 months):

2. Implement infrastructure recommendations from the Newberg Downtown Improvement Plan.

Long-term Implementation (24 – 36 months):

3. Implement infrastructure recommendations from the Newberg Downtown Improvement Plan.

Metrics & Reporting:

1. Number of projects implemented annually.
2. Number of funding applications submitted per year.
3. Meetings with Infrastructure Finance Authority on funding opportunities.

Funding Sources (in-kind/cash)

City of Newberg, Newberg Downtown Coalition, Chehalem Valley Chamber of Commerce, Oregon Department of Transportation, Mid-Willamette Valley Council of Governments, Business Oregon, Portland General Electric, Northwest Natural, Frontier, Property Owners, Commercial Brokers

Staffing Resources

City of Newberg Community Development – 0.05 FTE
City of Newberg Public Works – 0.05 FTE

2.6 Support Creation of New Retail/Commercial Businesses

Project Lead:

Chehalem Valley Chamber of Commerce

Stakeholders & Partners:

City of Newberg, Commercial Brokers, Finance Community, Property Owners, Newberg Downtown Coalition

Actions:

Short-term Implementation (0 – 12 months):

1. Business inventory identifying what we have for businesses and what is missing.
2. Streamlining City permitting processes.
3. Establish a low interest loan program.

Mid-term Implementation (12 – 24 months):

1. Establish business startup assistance program as a part of the Business Resource Center implementation.

Long-term Implementation (24 – 36 months):

1. Maintain and publish data on vacant office, industrial buildings and land.
2. Expand the Urban Growth Boundary to support additional commercial land supply.

Metrics & Reporting:

1. Number of new businesses started.
2. Number of new businesses assisted.

Funding Sources (in-kind/cash)

Chehalem Valley Chamber of Commerce, City of Newberg, Commercial Brokers, Finance Community, Property Owners

Staffing Resources

Chehalem Valley Chamber of Commerce – Staff and Interns
City of Newberg Community Development – 0.03 FTE

2.7 Increase The Supply of Commercial/Retail Land

Project Lead:

City of Newberg – Community Development

Stakeholders & Partners:

Department of Land Conservation and Development, Business Oregon, Chehalem Valley Chamber of Commerce, Newberg Urban Management Area Commission Newberg Community, Oregon Department of Transportation, Regional Solutions, Yamhill County, City of Dundee, Friends of Yamhill County, 1000 Friends of Oregon, Commercial Brokers

Actions:

Short-term Implementation (0 – 12 months):

1. Apply for grant(s) to evaluate expanding the urban growth boundary.
2. Update Comprehensive Plan Policies.
3. Complete Buildable Lands Inventory.
4. Evaluate expansion land opportunities.

Mid-term Implementation (12 - 24 months)

1. Expand the Urban Growth Boundary.

Long-term (24 – 36 months)

1. Monitor land absorption to determine next horizon for urban growth boundary expansion.

Metrics & Reporting:

1. Number of grants applied for.
2. Completion of Comprehensive Plan Policies
3. Completion of Buildable Lands Inventory

Funding Sources (in-kind/cash)

City of Newberg, Department of Land Conservation and Development, Business Oregon, Chehalem Valley Chamber of Commerce, Newberg Urban Management Area Commission Newberg Community, Oregon Department of Transportation, Regional Solutions, Yamhill County

Staffing Resources

City of Newberg Community Development – 0.2 FTE

BUSINESS DEVELOPMENT AND WORKFORCE

Goal: Create a premier business and workforce development program

Strategies:

3.1 Foster Entrepreneurial Business Formation and Growth

Project Lead:

Chehalem Valley Chamber of Commerce

Stakeholders & Partners:

City of Newberg, Newberg Downtown Coalition, George Fox University, Portland Community College, Chehalem Park and Recreation District, Finance Community, Portland Community College CLIMB Center, Mid-Willamette Valley Council of Governments, Small Business Administration

Actions:

Short-term Implementation (0 – 12 months):

1. Foster connections between George Fox University and Portland Community College and entrepreneurs.
2. Develop a Business Resource Center.
3. Connect financing programs such as Small Business Administration and Mid-Willamette Valley Council of Governments with entrepreneurs.
4. Market the Newberg Economic Development Revolving Loan program.

Mid-term Implementation (12 - 24 months)

1. Establish the Chehalem Valley Entrepreneurs Network.

Long-term (24 – 36 months)

1. Establish an angel funding program.

Metrics & Reporting:

1. Number of new businesses started.

Funding Sources (in-kind/cash)

Chehalem Valley Chamber of Commerce, City of Newberg, Newberg Downtown Coalition, George Fox University, Portland Community College, Chehalem Park and Recreation District, Finance Community, Portland Community College CLIMB Center, Mid-Willamette Valley Council of Governments, Small Business Administration

Staffing Resources

Chehalem Valley Chamber of Commerce - Staff
City of Newberg Community Development – 0.02 FTE

3.2 *Establish an Innovation Accelerator*

Project Lead:

Chehalem Valley Chamber of Commerce/Accelerator Advisory Board

Stakeholders & Partners:

George Fox University; Portland Community College, Technology Association of Oregon; Portland Incubator Experiment; various technology-driven wineries; and other local and regional businesses, Chehalem Parks and Recreation District, City of Newberg

Actions:

Short-term Implementation (0 – 12 months):

1. Establish Board of Directors to oversee operations and organization.
2. Establish an accelerator facility (temporary or startup).
3. Create a business plan with help from experts such as PIE, TAO, etc.
4. Establish a Board of Advisors to review, select, coach/mentor/advise tenants.
5. Hold an accelerator kick-off meeting with stakeholders from key industries and funding sources such as angels and venture capitalists.
6. Recruit, vet and select tenants.
7. Achieve projects-to-products-to market successes.

Mid-term Implementation (12 – 24 months):

1. Promote and market the Accelerator through the Business Resource Center, City, Chamber, Newberg Downtown Coalition websites, and George Fox University, PIEPDX, and other channels.

Long-term Implementation (24 – 36 months):

1. Move the accelerator to a permanent facility.
2. Integrate the Accelerator with George Fox University's Collaboratium and other local makerspace(s).

Metrics & Reporting:

1. Number of stakeholders attending accelerator kick-off meeting
2. Findings of the feasibility study
3. Set up a temporary accelerator facility
4. Accelerator business plan
5. Number of businesses using the accelerator
6. Identified demonstration project
7. In-kind funds raised

Funding Sources (in-kind/cash)

Chehalem Valley Chamber of Commerce/Accelerator Advisory Board, George Fox University; Portland Community College, Chehalem Parks and Recreation District, City of Newberg

Staffing Resources

Chehalem Valley Chamber of Commerce – Staff and Volunteers
Accelerator Advisory Board - Volunteers
City of Newberg Community Development – 0.02 FTE

3.3 Buy Local Campaign

Project Lead:

Chehalem Valley Chamber of Commerce

Stakeholders & Partners:

Newberg Downtown Coalition, Newberg commercial businesses, and the City of Newberg

Actions:

Short-term Implementation (0 – 12 months):

1. Chehalem Valley Chamber of Commerce engages George Fox University for research for a buy local program.
2. Chehalem Valley Chamber of Commerce meets with the Newberg Downtown Coalition Merchants Committee and other businesses and review program.
3. Implement and promote the program with a focus on educating the community about benefits, use, etc.
4. Extend the Buy Local program to Dundee and the rest of the valley.
5. Monitor and improve as necessary.

Mid-term Implementation (12 months - 24 months)

1. Evaluate if eScripts is a viable tool and / or find equivalent tools.
2. Work with Rural Studies program at Oregon State University to develop reporting mechanism by business that will measure success of program over time. (i.e. zip code collection by merchants, percent sales growth of business. In addition Oregon State University could conduct trade analysis that looks at current tail pull factors and improvement over time.
3. Promote the program and its success to local and non-local market segments through the Business Resource Center, the City's website, etc.

Long-term (24 month – 36 months)

1. Work with City of Newberg to develop a purchasing program that provides preference to local vendors.

Metrics & Reporting:

1. Number of businesses participating in Buy Local program and their success ratings/feedback through annual surveys.

Funding Sources (in-kind/cash)

Chehalem Valley Chamber of Commerce, Newberg Downtown Coalition, Newberg commercial businesses

Staffing Resources

Chehalem Valley Chamber of Commerce – Staff and Volunteers
Newberg Downtown Coalition
City of Newberg – 0.02 FTE

3.4 Enhance Business Mix in Downtown Newberg

Project Lead:

Newberg Downtown Coalition

Stakeholders & Partners:

Chehalem Valley Chamber of Commerce, City of Newberg, LLP Properties, Brokerage Community, Industrial and Commercial Brokers, Financial Community, City of Newberg

Actions:

Short-term Implementation (0 – 12 months):

1. Conduct a market analysis, including an inventory of the existing business mix to determine missing retail needs.
2. Maintain inventory of available retail space.
3. Establish marketing and recruitment program.

Mid-term Implementation (12 - 24 months)

1. Establish a dedicated space for food carts.
2. Promote development of vacant parcels to expand retail and office business opportunities.
3. Continue marketing and recruitment program.
4. Establish a position in the Business Resource Center.

Long-term (24 – 36 months)

1. Work with City of Newberg and Chehalem Valley Chamber of Commerce to develop the Butler property.
2. Continue marketing and recruitment program.

Metrics & Reporting:

1. Development Code Update to allow food carts.
2. Number of new businesses in downtown area

Funding Sources (in-kind/cash)

Newberg Downtown Coalition, Chehalem Valley Chamber of Commerce, City of Newberg, Property Owners, Industrial and Commercial Brokers, Financial Community

Staffing Resources

Newberg Downtown Coalition
City of Newberg Community Development – 0.02 FTE

3.5 **Workforce Development**

Project Lead:

Chehalem Valley Chamber of Commerce

Stakeholders & Partners Support:

George Fox University, Portland Community College, Newberg School District, Incite, Oregon Employment Department, Portland Community College CLIMB Center, SE Stem Center, Innovate Oregon, City of Newberg

Actions:

Short-term Implementation (0 – 12 months):

1. Evaluate current and future needs.
2. Conduct a survey of local businesses' workforce needs.
3. Conduct a gap analysis.
4. Scale-up the Chamber of Commerce Steps Up internship program with help from George Fox University, Newberg High School, Portland Community College and Chemeketa CTE.
5. Connect to regional technical programs such as Innovate Yamhill County and create new programs as needed.
6. Implement the SE STEM Center "Oregon Connections" database with local businesses and schools.
7. Expand Tasting Room Associate Course from one to three classes.

Mid-term Implementation (12 months - 24 months)

1. Establish mentoring programs at the high school level.
2. Extend the Chamber of Commerce internship to run year-round.
3. Facilitate region-wide collaboration between workforce development stakeholders to expand and extend services.
4. Extend opportunities for local students to earn technical degrees within the region.
5. Implement employability soft skills curriculum into Newberg School District.
6. Build and leverage best practices from organizations like American Association of Chamber Executives.

Long-term (24 – 36 months)

1. Promote a community-based, inclusive, world-class education system that attends to needs of all students from cradle, to career, to grave.

Metrics & Reporting:

1. Number of businesses participating in the workforce needs survey.
2. Findings of the workforce needs survey.
3. Findings of the gap analysis.
4. Number of students enrolled in the Chamber of Commerce internship program.

5. Estimated total return on investment for interns.
6. Number of courses (credit and non-credit) offered at the Portland Community College Newberg Center.
7. Number of college-credit courses offered at the high school level.
8. Number of students enrolled in tasting room course at the Chamber of Commerce.
9. Number of George Fox Students who stay in the community after graduation.
10. High school graduation rates.
11. Number of high school students that pursue post graduate education (trade school, community college, university).

Funding Sources (in-kind/cash)

Chehalem Valley Chamber of Commerce, George Fox University, Portland Community College, Newberg School District, Incite, Oregon Employment Department, Portland Community College CLIMB Center, City of Newberg

Staffing Resources

Chehalem Valley Chamber of Commerce – Staff + PT/FTE
City of Newberg Community Development – 0.02 FTE

3.6 Establish Business Resource Center

Project Lead:

Chehalem Valley Chamber of Commerce

Stakeholders & Partners:

Portland Community College; George Fox University; City of Newberg; Newberg Downtown Coalition; Mid-Willamette Valley Council of Governments, other local businesses, Portland Community College CLIMB

Actions:

Short-term Implementation (0 – 12 months):

1. Collaborate with Portland Community College CLIMB to fund a staff person.
2. Conduct a gap analysis and best practices research.
3. Create a Business Resource Center website.
4. Perform a feasibility study to determine operating structure, space, staffing, focus, linkages, and revenue structure.
5. Provide in-person small business development services.
6. Connect student interns with local businesses.
7. Chehalem Valley Chamber of Commerce Outreach (e.g. Breakfast for Champions, Customer Service, wine industry, etc.)
8. Develop mentoring programs from existing business owners.
9. Integrate services with the City of Newberg.

Mid-term Implementation (12 – 24 months):

1. Facilitate region-wide collaboration between workforce development stakeholders to expand and extend services.
2. Apply for funding/grants to expand operations and/or hire a full-time employee.
3. Integrate goals and purpose with the Accelerator, GFU, PCC, Chemeketa, and regional and state organizations.

Long-term Implementation (24 – 36 months):

1. Move the Business Resource Center to a permanent facility.
2. Expand the facility, operations and services as needed.

Metrics & Reporting:

1. Findings of the gap analysis
2. Business Resource Center website
3. Number of visitors to the Business Resource Center website
4. Findings of the feasibility study
5. Hiring one or more full or part-time staff persons
6. Number of students connected to internships through the Resource Center
7. Funding applications to organizations such as Economic Development Administration or US Department of Agriculture

Funding Sources (in-kind/cash)

Chehalem Valley Chamber of Commerce, Portland Community College; George Fox University; City of Newberg; Newberg Downtown Coalition; Mid-Willamette Valley Council of Governments, other local businesses, PCC CLIMB

Staffing Resources

Chehalem Valley Chamber of Commerce – Staff + PT/FTE
City of Newberg Community Development – 0.02 FTE

3.7 Market Employment Training Opportunities to Employers and Employees

Project Lead:

Chehalem Valley Chamber of Commerce

Stakeholders & Partners:

George Fox University, Portland Community College, Incite, Oregon Employment Department, Chemeketa Community College, Express Professionals, McMinnville Chamber of Commerce

Actions:

Short-term Implementation (0 – 12 months):

1. Promote Chehalem Valley Chamber of Commerce programs.
2. Promote Portland and Chemeketa Community College programs.
3. Promote George Fox University programs.
4. Create Semi-annual job fairs co-sponsored Chehalem Valley Chamber of Commerce, McMinnville Area Chamber of Commerce and Oregon Employment Department.
5. Identification of training opportunities based on employer needs.
6. Promote Incite job training programs.

Mid-term Implementation (12 - 24 months)

1. Fund a FTE dedicated to expansion of workforce development programs that serve new and existing businesses.
2. Integrate workforce services with the Business Resource Center.

Long-term (24 – 36 months)

1. Three-year review and evaluation of programs and progress.

Metrics & Reporting:

1. Number of businesses participating in programs listed above.
2. Business survey results n workforce readiness (suggest every two years).

Funding Sources (in-kind/cash)

Chehalem Valley Chamber of Commerce, George Fox University, Portland Community College, Incite, Oregon Employment Department

Staffing Resources

Chehalem Valley Chamber of Commerce – Staff + PF/FTE

3.8 Business Financing Program

Project Lead:

Chehalem Valley Chamber of Commerce

Stakeholders & Partners:

City of Newberg, Newberg Downtown Coalition, Mid-Willamette Valley Council of Governments, Finance Community, Small Business Administration, Commercial and Industrial Brokers

Actions:

Short-term Implementation (0 – 12 months):

1. Connect businesses and entrepreneurs with local lending institutions.
2. Make the Business Resource Center a repository of business financing alternatives including regional, state, national and industry specific sources.
3. Promote Yamhill County small and large grant programs to local businesses.

Mid-term Implementation (12 - 24 months)

1. Establish a regional angel funding program to support the Accelerator as well as other business, promoted through the Business Resource Center.
2. Evaluate non-traditional financing programs such as Kick Starter, Crowd Supply, etc. Promote them and provide advisory services as needed through the Accelerator and Business Resource Center.

Long-term (24 – 36 months)

1. Bring the Economic Development Revolving Loan Fund loan program currently managed by the Mid-Willamette Valley Council of Governments back to Newberg.
2. Expand Economic Development Revolving Loan Fund.
3. Modify requirements in the Economic Development Revolving Loan Fund program to increase accessibility to small businesses.

Metrics & Reporting:

1. Increase promotion of programs through lead and support agencies.
2. Number of loans issued.

Funding Sources (in-kind/cash)

Chehalem Valley Chamber of Commerce, City of Newberg, Newberg Downtown Coalition, Mid-Willamette Valley Council of Governments, Finance Community, Small Business Administration, Commercial and Industrial Brokers

Staffing Resources

Chehalem Valley Chamber of Commerce – Staff + PT/FTE
City of Newberg Community Development – 0.03 FTE

TOURISM AND HOSPITALITY

Goal: **Make Newberg / Chehalem Valley a regional, national & international tourist destination**

Strategies:

4.1 *Increase Tourist/Visitor Counts In Newberg*

Project Lead:

Chehalem Valley Chamber of Commerce

Stakeholders & Partners:

City of Newberg, Oregon State Chamber, Travel Oregon, Oregon Wine Board, Willamette Valley Winery Association, Industrial and Commercial Brokers, the Newberg Downtown Coalition

Actions:

Short-term Implementation (0 – 12 months):

1. Enhance Newberg Downtown Coalition outreach program to tourists.
2. Enhance signage and gateway elements in the downtown area for tourists and visitors.
3. Increase advertising and public relations dollars.
4. Enhance pedestrian infrastructure downtown (e.g. lighting, trash, benches, etc.).
5. Promote the Buy Local program.
6. Evaluate alternatives for a mid-tier hotel.

Mid-term Implementation (12 - 24 months)

1. Recruit a mid-tier hotel to the valley.
2. Create a regional marketing campaign that promotes Newberg and the valley as a destination location.
3. Work with major businesses, George Fox University, Sportsman Airpark, the Allison Inn & Spa, local major wineries, and other national/international sources of potential visitors to increase out-of-region destination traffic.
4. Establish annual reporting on tourism activities.

Long-term (24 – 36 months)

1. Expand the regional marketing campaign that promotes Newberg and the valley as a destination visit into a national/international campaign.
2. Three-year review and evaluation of programs and progress.
3. Continue annual reporting on tourism activities.

Metrics & Reporting:

1. Transient Lodging Taxes collected.
2. Visitor counts in the Visitor Center.
3. Website metrics on the Chehalem Valley Chamber of Commerce Visitor site.
4. Growth in Direct to Consumer wine sales in Yamhill County.

Funding Sources (in-kind/cash)

Chehalem Valley Chamber of Commerce, City of Newberg, Oregon State Chamber, Travel Oregon, Oregon Wine Board, Willamette Valley Winery Association, Industrial and Commercial Brokers

Staffing Resources

Chehalem Valley Chamber of Commerce – Staff + PT/FTE, Volunteers, Contractor

4.2 Support and Expand Events That Increase Activity in Downtown Newberg Year Around

Project Lead:

Newberg Downtown Coalition

Stakeholders & Partners:

Chehalem Valley Chamber of Commerce, City of Newberg, Chehalem Parks and Recreation District, Chehalem Cultural Center, Willamette Valley Winery Association

Actions:

Short-term Implementation (0 – 12 months):

1. Evaluate the impact of existing events.
2. Design a coordinated event marketing program.
3. Coordinate events calendars.
4. Existing Events:
 - i. Artwalk
 - ii. Trick or Treat Street
 - iii. Holiday Market
 - iv. Retail Events
 - v. Oktoberfest
 - vi. Chehalem Cultural center events
 - vii. Tunes on Tuesday's
 - viii. Downtown Newberg First Friday's
 - ix. Farmers Market
 - x. Old Fashioned Festival
 - xi. Special Olympics
 - xii. Lavender Festival
 - xiii. Brews & BBQ
 - xiv. Truffle Festival
 - xv. Camellia Festival
5. Evaluate redesigning Francis Square as an event venue.
6. Chehalem Valley Chamber of Commerce conduct two Job Fair's annually.

Mid-term Implementation (12 – 24 months):

1. Evaluate expanding the number of events and activities.
2. Establish a Chehalem Valley wine festival.
3. Continue the build-out of the Newberg Cultural District as a premier event venue.
4. Establish a classic car/concourse de elegance.
5. Chehalem Valley Chamber of Commerce conduct two Job Fair's annually.

Long-term Implementation (24 – 36 months):

1. Chehalem Valley Chamber of Commerce conduct two Job Fair's annually.

Metrics & Reporting:

1. Track attendance at events.

Funding Sources (in-kind/cash)

Newberg Downtown Coalition, Chehalem Valley Chamber of Commerce, City of Newberg, Chehalem Parks and Recreation District, Chehalem Cultural Center, Willamette Valley Winery Association

Staffing Resources

Newberg Downtown Coalition – Staff + PT/FTE

4.3 **Transient Lodging Tax Program**

Project Lead:

City of Newberg – City Manager’s Office

Stakeholders & Partners:

Chehalem Valley Chamber of Commerce, George Fox University, Allison Inn & Spa, Providence Newberg Medical Center, Chehalem Cultural Center, Anam Cara Cellars, Premier Community Bank, Pulp & Circumstance, Newberg Ford, Austin Industries, The Painted Lady Restaurant

Actions:

Short-term Implementation (0 – 12 months):

1. Establish transient lodging tax workgroup on uses of Transient Lodging Tax.
2. Engage consultant to develop a comprehensive Tourism Action Plan that encompasses the existing Visitor Center as well as new marketing initiatives funded by the 2014 increases in Transient Lodging Tax.

Mid-term Implementation (12 - 24 months)

1. Establish annual reporting on tourism activities.

Long-term (24 – 36 months)

1. TBD

Metrics & Reporting:

1. Transient Lodging Taxes collected.
2. TBD after Action Plan is developed.

Funding Sources (in-kind/cash)

City of Newberg, Chehalem Valley Chamber of Commerce, George Fox University, Allison Inn & Spa, Providence Newberg Medical Center, Chehalem Cultural Center, Anam Cara Cellars, Premier Community Bank, Pulp & Circumstance, Newberg Ford, Austin Industries, The Painted Lady Restaurant

Staffing Resources

City of Newberg - .3 FTE

APPENDIX A

Newberg's population has grown faster than the county, the Portland MSA, and the state. Yamhill County's population is predicted to grow faster than the Portland 3-county area and the state over the next 40 years.

AVERAGE POPULATION GROWTH PER YEAR, 1990-2013

Source: US Census 1990 SF1 Table NP1, 2000 Table DP-1, and ACS 5-year estimates 2013 Table B01003.

2.3%

Newberg

1.8%

Yamhill Co.

1.7%

Portland MSA

1.3%

Oregon

Newberg has a younger population than the county or the state.

MEDIAN AGE, 2013

Source: US Census ACS 5 year estimates, 2013 Table S0101.

32.3

Newberg

37.7

Yamhill Co.

38.7

Oregon

Newberg lags behind Oregon in higher education attainment.

HIGHER EDUCATIONAL ATTAINMENT OF THE POPULATION AGE 25 AND OLDER, 2013

Source: US Census ACS 5 year estimates, 2013 Table S2301

27%

Newberg

23%

Yamhill Co.

30%

Oregon

Newberg has a relatively large Latino population.

71 percent of Newberg's non-white population is Hispanic or Latino.

PERCENTAGE OF THE POPULATION THAT IS HISPANIC OR LATINO, 2013

Source: US Census ACS 5-year estimates 2009-2013 Table DP05.

14.4%

Newberg

14.9%

Yamhill Co.

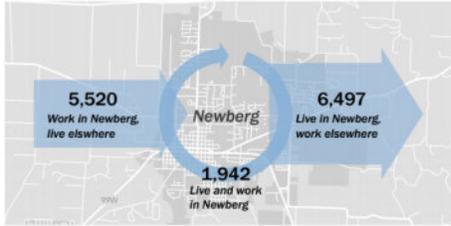
11.9%

Oregon

COMMUTING CHARACTERISTICS

EMPLOYMENT INFLOW AND OUTFLOW, 2012

Source: US Census OntheMap Data, 2012



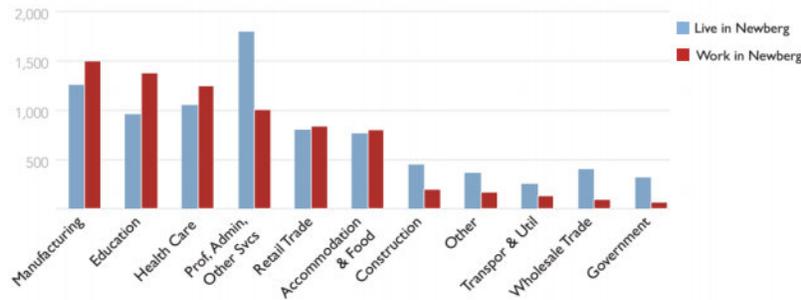
PERCENT OF NEWBERG RESIDENTS THAT WORK OUTSIDE THE CITY, 2013

Source: US Census OntheMap Data, 2012



JOB BY INDUSTRY FOR WORKERS EMPLOYED IN NEWBERG AND WORKERS WHO LIVE IN NEWBERG, 2012

Source: US Census OntheMap Data, 2012



The majority of Newberg residents work outside of the City.

Only 23 percent of Newberg's residents both live and work in the community.

The majority of Newberg's residents who work outside of Newberg commute to the Portland Metropolitan Area.

Disparities exist between people who live in Newberg and people who work in Newberg.

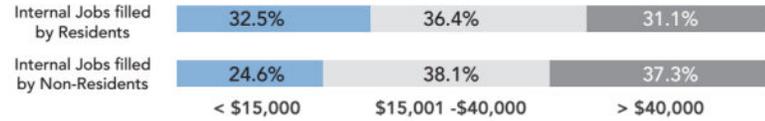
Residents who live in Newberg (blue) are more likely to work in the service sector than those who work in Newberg but are not residents (red). In addition, those who commute outside of Newberg tend to work in high paying sectors such as professional, administration, and other services.

WORKFORCE AND INDUSTRY CHARACTERISTICS

Disparities exist between people who live in Newberg and people who work in Newberg.

ANNUAL INCOME DISTRIBUTION FOR WORKERS EMPLOYED IN NEWBERG, 2012

Source: U.S. Census OnTheMap Data, 2012



The majority of businesses in Newberg are small.

97 percent of all firms in Newberg employ less than 950 people.

AVERAGE NUMBER OF WORKERS PER FIRM, 2013

Source: Quarterly Census of Employment and Wages, 2013

12.3
Newberg

11.3
Yamhill Co.

7.3
Dundee

Newberg has almost twice as many jobs in manufacturing relative to the nation.

PERCENT OF JOBS IN MANUFACTURING, 2013

Source: Quarterly Census of Employment and Wages, 2013; US Bureau of Labor Statistics, 2013

21.1%
Newberg

23.0%
Yamhill Co.

12.4%
Oregon

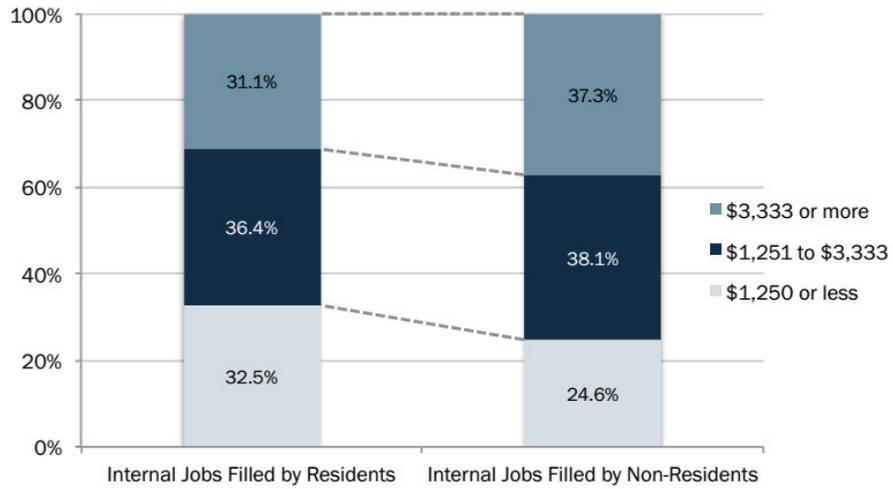
10.6%
United States

Disparities exist between people who live in Newberg and people who work in Newberg.

Residents who work in Newberg on average have a lower monthly salary and are more likely to work in the service sector than those who work in Newberg but are not residents.

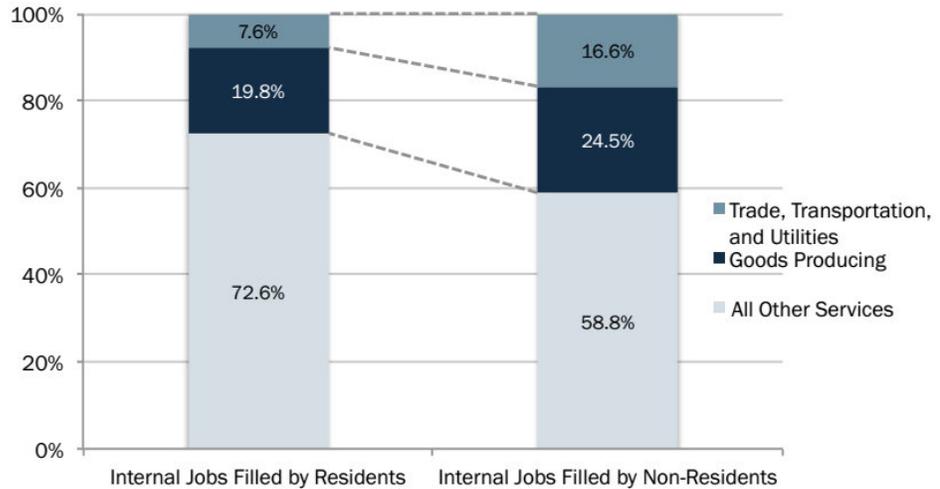
Monthly Income Distribution of Workers Employed in Newberg, 2012

Source: US Census OnTheMap Data, 2012.



Industry Sector of Workers Employed in Newberg, 2012

Source: US Census OnTheMap Data, 2012.



APPENDIX B

STRENGTHS/WEAKNESSES/OPPORTUNITIES/THREATS

STRENGTHS

1. Cheaper Power
2. Affordable industrial land
3. Good K-12 schools
4. Surrounding wineries/vineyards
5. Sense of community
6. Supportive community
7. Reasonable real estate values
8. Accessible city services
9. Sense of place (identity)
10. Available rail service
11. Good housing supply
12. Strong agricultural base
13. Community events
14. Good work ethic
15. Available assisted/retirement centers
16. Stable healthcare services
17. Good park system
18. Highway crossroads (Hwy 99W/219/240)
19. Good higher education (George Fox University/Portland Community College)
20. Good water quality
21. Chehalem Cultural Center
22. Faith based organizations
23. Access to recreational opportunities
24. Allison Inn & Spa
25. Gateway to wine country
26. Water quantity
27. Sportsman Air Park
28. Safe community
29. Public safety
30. Temperate climate
31. Proximity to Portland Metro area
32. Water recreational resource (Willamette River)
33. Aquatic facility

WEAKNESSES

1. Distance from Portland
2. Distance from I-5
3. Lack of industrial building space
4. Lack of shopping variety/ Lack of retail diversity
5. Lack of industrial land
6. Lack of affordable housing for lower income families
7. Lack of commercial land
8. Lack of destination conference center
9. Lack of multi-family housing
10. Traffic congestion on 99W
11. Public transit
12. Aging/undersized infrastructure
13. Lack of local family wage jobs
14. Lower educational statistics (graduation rate)
15. Lack of vacant rental residential housing
16. Lack of mid-tier lodging
17. Lack of tourist services/amenities

OPPORTUNITIES

1. Newberg as a distinctive community
2. Quality K-12 education
3. George Fox University and Portland Community College academic resources
4. Revitalization of downtown
5. Riverfront development
6. Expanded wine tourism
7. Entrepreneurial business incubator
8. Workforce Center of Excellence
9. Regional Business Resource Center
10. Completion of Newberg-Dundee By-pass
11. Expanded recreational opportunities
12. Wine industry tech center
13. Mid-level hotel development
14. Expanded community events
15. Springbrook Properties modification of master plan to respond to community needs and desires
16. Downtown core development and/or redevelopment
17. Multi-story buildings downtown
18. Construction of east leg of the Newberg-Dundee Bypass
19. Residential and commercial land held by a small group of individuals

THREATS

1. Traffic congestion – 99W/Springbrook Road
2. Relocation of industrial traded sector businesses out of the community
3. Proximity to Portland area amenities/business services
4. Become a bedroom community to Portland
5. Disproportionate population exodus every morning
6. Financial capability to install necessary public infrastructure
7. Financial capability to maintain public infrastructure
8. Community stagnation due to inadequate residential, commercial, industrial land supply
9. Quality of education (includes statewide)
10. The State's inability to resolve the land use system
11. Inability of Yamhill County to provide service needs (infrastructure)
12. Inability of Yamhill County to provide appropriate urban services
13. Residential and commercial land held by a small group of individuals

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: April 18, 2016

Order ___	Ordinance ___	Resolution <u>XX</u>	Motion ___	Information ___
No.	No.	No. 2016-3275		

SUBJECT: A Resolution recommending that Yamhill County approve a proposed conditional use permit for a home occupation commercial kitchen at 1400 NE Chehalem Drive, Yamhill County tax lot no. 3218CA-2500.

**Contact Person (Preparer) for this Motion: Steve Olson, Senior Planner
Dept.: Community Development
File No.: G-16-005**

HEARING TYPE: LEGISLATIVE

RECOMMENDATION:

Adopt Resolution No. 2016-3275, recommending that Yamhill County approve the proposed conditional use permit for a commercial kitchen home occupation at 1400 NE Chehalem Drive.

EXECUTIVE SUMMARY: On March 17, 2016 the City of Newberg received a copy of a Yamhill County conditional use permit application to build a commercial kitchen in a pole building as a home occupation. The applicant/owner would continue to live in the existing single-family home on the property. The property is located outside the city limits, but inside the Newberg urban growth boundary. The current zoning is Yamhill County VLDR-1, and the city comprehensive plan designation is LDR (low density residential), with a small Stream Corridor overlay on the eastern edge of the property. Yamhill County has jurisdiction over the site, and will make the final decision on the conditional use permit application. The Newberg Urban Area Growth Management Agreement states that the City Council shall make a recommendation to the County on land use applications, including conditional use permits, within the urban growth boundary. The City has 60 days from the receipt of the application to make a recommendation.

The site is at 1400 NE Chehalem Drive, Yamhill County tax lot # 3218CA-2500. It is approximately 1.17 acres. The site has an existing single family home.

The applicant and owner, Michael Roberts, lives in the existing single-family house and would like to build a pole building behind the house for use as a shop and a commercial kitchen. His business, Cream Northwest, has been operating a food cart at events in Newberg and the surrounding area. Building a commercial kitchen would allow him to expand production and sales, and provide a shop where the food cart can be stored. This type of home occupation requires a conditional use permit application under Yamhill County zoning standards.

The City’s intent in the Urban Area Growth Management Agreement is to recommend that the County only allow development in the Urban Growth Boundary Area that is limited in scope and consistent with the future urban development of the property.

- The proposal site plan shows a 30’ x 60’ pole building for the commercial kitchen/shop. The new pole building plus the existing house would together cover approximately 6% of the site.
- The site is in the urban growth boundary, so at some point in the future it is anticipated that the property may be annexed into the city. The proposed pole building for the commercial kitchen/shop

would not preclude the future urbanization and development of the rest of the property. The applicant's future development plan shows an example of how two lots for single-family homes could be developed on the rear of the property if the site was someday annexed into the city. The applicant is not bound by this future development plan; it shows, however, one way the site could be developed to city development standards in the future.

Staff recommends that the City Council approve Resolution 2016-3275, which recommends that Yamhill County approve the requested home occupation conditional use permit.

FISCAL IMPACT: There is no fiscal impact to the City from the conditional use permit.

STRATEGIC ASSESSMENT (RELATE TO COUNCIL GOALS): The proposed conditional use permit does not hinder the future urbanization of the parcel. The home occupation commercial kitchen would support the expansion of a local business, which is one of the City's economic development goals.

ATTACHMENTS:

Resolution No. 2016-3275 with

Exhibit A: Site plan

Exhibit B: Comprehensive Plan map

Exhibit C: Findings

1. Partition application



RESOLUTION No. 2016-3275

**A RESOLUTION RECOMMENDING THAT YAMHILL COUNTY APPROVE
A PROPOSED CONDITIONAL USE PERMIT FOR A HOME OCCUPATION
COMMERCIAL KITCHEN AT 1400 NE CHEHALEM DRIVE, YAMHILL
COUNTY TAX LOT NO. 3218CA-2500.**

RECITALS:

1. On March 17, 2016 the City of Newberg received a copy of a Yamhill County conditional use permit application for a home occupation commercial kitchen at 1400 NE Chehalem Drive.
2. The site is located outside the city limits but inside the urban growth boundary. Yamhill County will make the final decision on the conditional use permit application. Under the terms of the Newberg Urban Area Growth Management Agreement, the City Council shall hold a legislative hearing and make a recommendation to the County within 60 days of receiving a copy of the application.
3. The applicant intends to build a pole barn on his property for a shop/commercial kitchen, in order to support the expansion of his existing ice cream business. The applicant will continue to live in the single-family home on the property, so the commercial kitchen is a home occupation. This requires a conditional use permit in Yamhill County. The future development plan shows how the site could potentially be developed to city development standards if it was annexed into the city, by partitioning the site to create two additional lots for single-family homes.
4. Notice of the hearing was posted in the *Newberg Graphic* on April 6, 2016.
5. The Newberg City Council held a hearing on April 18, 2016 to consider the conditional use permit proposal. The City Council finds that the proposal is limited in scope, and consistent with the future urban development of the property.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. The City Council finds that the proposed home occupation commercial kitchen, as shown in Exhibit A, meets the criteria for development within the urban growth boundary and adopts the findings, which are attached hereto as Exhibit C. Exhibits A, B and C are hereby adopted and by this reference incorporated.

2. The City Council recommends that Yamhill County approve the proposed conditional use permit for a home occupation commercial kitchen at 1400 NE Chehalem Drive, Yamhill County tax lot 3218CA-2500.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: April 19, 2016.

ADOPTED by the City Council of the City of Newberg, Oregon, this 18th day of April, 2016.

Sue Ryan, City Recorder

ATTEST by the Mayor this 21st day of April, 2016.

Bob Andrews, Mayor

EXHIBIT A: SITE PLAN

Proposal: Build a shop/commercial kitchen for a home occupation

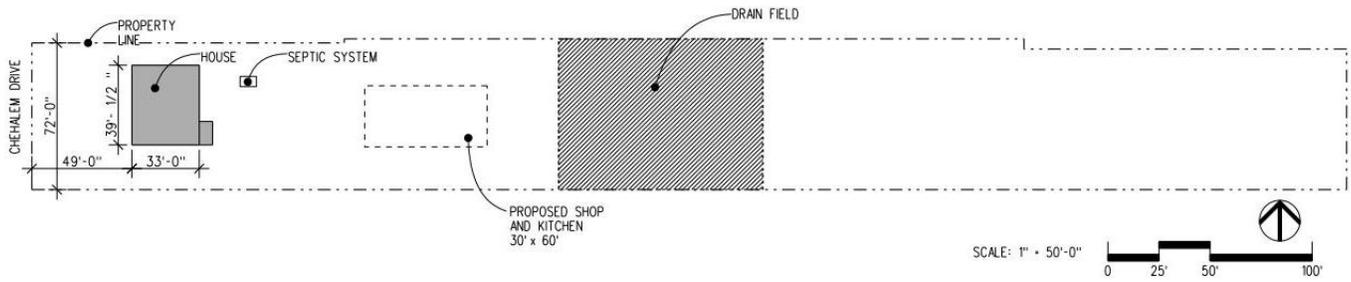


EXHIBIT B: COMPREHENSIVE PLAN

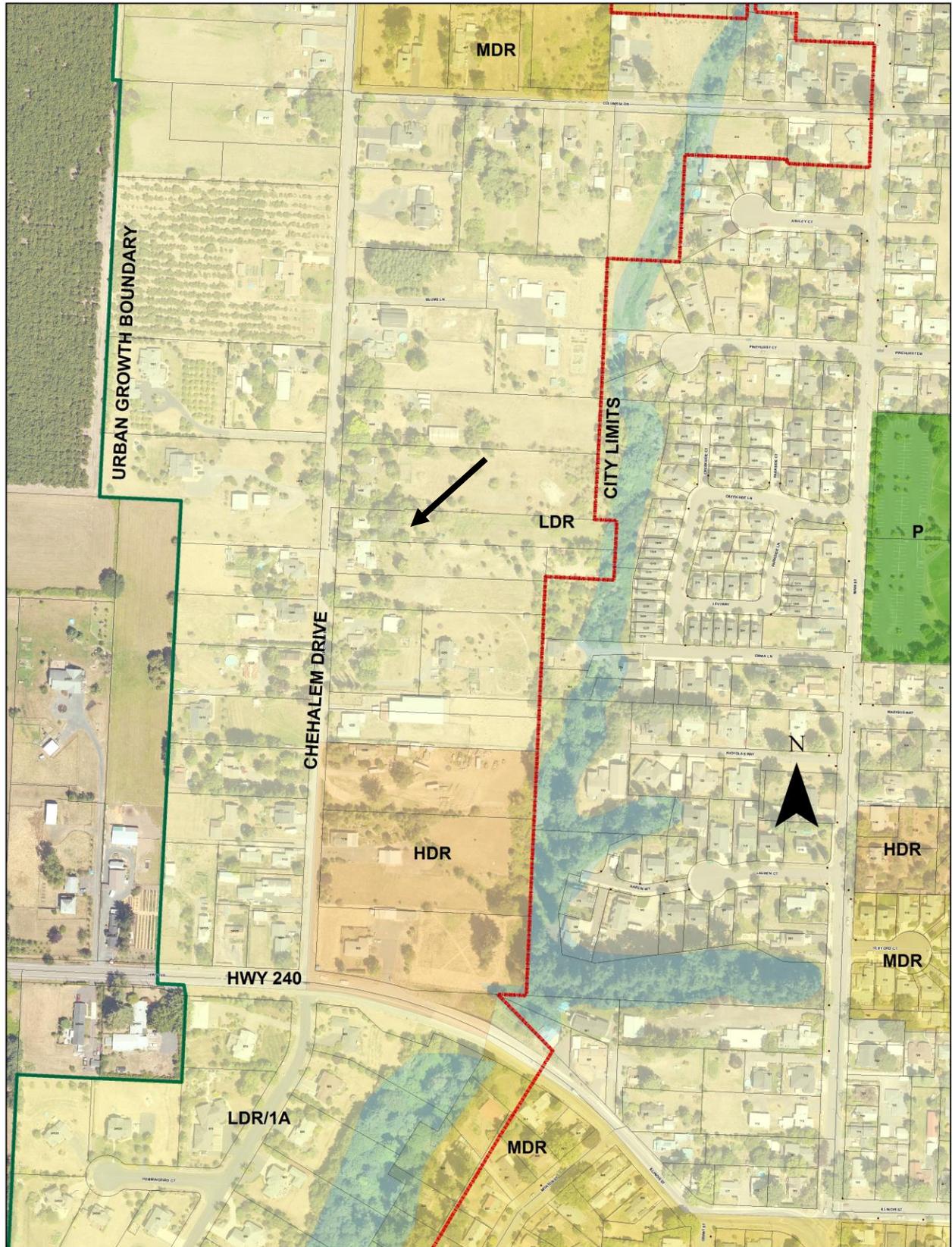


EXHIBIT C: FINDINGS

The applicable Newberg Urban Area Growth Management Agreement criteria are:

The City recommends that that the County only allow development inside the Urban Growth Boundary “*that is limited in scope and that is consistent with the future urban development of the property.*”

1. Future Development Plan: The City Council shall recommend approval, recommend approval with conditions, or recommend against the future development plan in accordance with the following criteria:

(a) The current development shall not cause more than 10 percent of the property to be used for site improvements including buildings, parking areas, improved recreation areas, and storage areas, unless the City agrees the development intensity will not prohibit future urban development.

(b) The future development plan shall allow for the efficient future urban development of the remainder of the property. It shall allow for construction of future urban streets and utilities, and shall allow for required setbacks to current and future property lines.

(c) The plan is consistent with adopted plans and policies for the area, such as street or utility plans and policies in this agreement.

B. Submittal Requirements 1. A future development plan shall be required for any development in the Urban Reserve Area requiring a Yamhill County Type B or Type C review, excluding any development that involves a change in use to existing buildings only. The future development plan shall be used solely to evaluate the current proposal's compatibility with potential future urban development. It does not bind or commit the applicants, property owners, review bodies, or governing bodies to approve or carry out the proposed future development.

Findings: The site is at 1400 NE Chehalem Drive. It is approximately 1.17 acres, and contains an existing single-family residential house, with its own septic system. The property is outside of the Newberg city limits but within the urban growth boundary. The site has County VLDR-1 zoning, and a City LDR (low density residential) Comprehensive Plan designation. The applicant is applying to Yamhill County for conditional use permit approval for a home occupation commercial kitchen.

The application proposes to build a pole building for a shop and a commercial kitchen. The owner will continue to live in the single-family home on the property, and operate the commercial kitchen as a home occupation. The commercial kitchen will allow the applicant/owner to expand their existing ice cream business. The existing house and the proposed pole barn do not cause more than 6% of the property to be used for site improvements. The proposed development is setback more than 5 feet from any potential future property lines, assuming that the site is partitioned in the future to create two new lots on the eastern part of the site. The city’s Transportation System Plan shows that Chehalem Drive will eventually be improved to major collector status; this development is setback far from Chehalem Drive and is consistent with the future widening and improvement of Chehalem Drive.

The City’s intent under the Urban Area Growth Management Agreement is to recommend that the County only allow development in the UGB that is limited in scope and consistent with the future urban development of the property. The proposed home occupation commercial kitchen development is limited in scope, and consistent with the future urbanization of the property.

March 18, 2016

Newberg City Council
Yamhill County

Re: Property of 1400 NE Chehalem Dr., Newberg, OR 97132

We currently own and run a food cart making and selling homemade ice cream out of Newberg under the Cream Northwest business. We have been operating since July 2015, and the response we have received from the public has been incredible. We specialize in making homemade ice cream using fresh, local ingredients. We realized that we have outgrown the cart and we are in need of a bigger space.

We live on a small acreage property in Newberg at the above address. This location is on the Newberg growth boundary. Our intention is to build a poll barn on our property in which we can place a commercial kitchen inside. This allows us to produce at a larger scale for our ice cream business using better facilities with a flexible schedule.

The propose size of the structure that we are looking at building is 30' x 60'. The shop will include the commercial kitchen as well as storage space for the food cart during the winter months. This will help keep the food cart in operation during the winter season. This will prevent the pipes from freezing by storing the cart in an enclosed space.

We believe our plans will benefit the city and the county by keeping a community business operating within the city of Newberg. We take pride in promoting and using local products in our ice cream and working with local businesses in events that draws the community together. We hope we can build a good reputation, serve a quality product, and give people another reason to visit Newberg.

We hope we have your support in our home occupation application for the county.

Thank you!

Michael Roberts & Helen Voong

YAMHILL COUNTY DEPARTMENT OF PLANNING & DEVELOPMENT
LAND USE APPLICATION

525 NE Fourth Street, McMinnville, OR 97128 • Tel: 503-434-7516 • Fax: 503-434-7544

Docket _____
Date _____
Rec'd By _____
Receipt # _____
Fee \$ _____

APPLICANT	LEGAL OWNER (IF DIFFERENT)
<p>Roberts Michael</p> <p>Last Name First MI 1400 NE CHEHALEM DR. Mailing Address (Street or PO Box NEWBERG OREGON 97132 City State Zip 503-550-7130 Telephone E-Mail Address: CREAMNORTHWEST@GMAIL.COM</p>	<p>_____ Last Name First MI _____ Mailing Address (Street or PO Box _____ City State Zip _____ Telephone</p>

If the applicant is not the legal owner, state interest in property:
N/A

PROPERTY INFORMATION

Tax Lot(s) 3218CA 02500 Zone VLDR-1

Size of Tract (include all adjacent tax lots) _____

1. **TYPE OF APPLICATION** (what is requested?): Building a commercial kitchen inside a poll barn (home occupation approval)

2. **JUSTIFICATION FOR REQUEST** YCZO Section(s): 1004.01 and See attached email from Steve Olson

A Planner will assist you in identifying the review criteria that apply to your request. The review criteria are used to determine whether your application will be approved or denied. It is your responsibility to provide adequate written justification and any other evidence you feel is relevant to explain how your request complies with the review criteria. Failure to provide adequate justification may result in your application being denied, or deemed incomplete until additional information is provided.

3. Present use of property: Residential

4. Please list the type of buildings that are currently on the property (i.e. manufactured home, pole building, agricultural barn, etc.):
Single Family Home

5. Is there a septic system on the property? Yes No

6. How will water be provided? Well City Other Through Association

7. How is the property accessed? Driveway - Off of Chehalem Drive

Land Use Application
Page 2 of 3

8. To your knowledge, do any of the following natural hazards exist on the property? **None**

- Floodplain
- Areas of erosion
- Steep slopes
- Fish or wildlife habitat
- Soil limitations for building or septic

THE APPLICANT MUST SUBMIT:

1. Completed application form, signed by the applicant and property owner (if different). The owner's signature must be notarized.
2. Site plan drawn to scale showing property lines, location and size of all existing buildings, existing and proposed access roads, and location and size of any proposed new buildings.
3. Written justification of how the application complies with the approval criteria. Attach additional sheets to this form.
4. Filing fee (make check payable to Yamhill County).

NOTE: Fees are not transferrable or refundable.

I hereby declare under penalties of false swearing (ORS 162.075 and 162.085) that the above information is true and correct to the best of my knowledge. I understand that issuance of an approval based on this application will not excuse me from complying with other effective ordinances and laws regulating the use of the land and buildings.

I hereby grant permission for and consent to Yamhill County, its officers, agents, and employees coming upon the above-described property to gather information and inspect the property whenever it is reasonably necessary for the purpose of processing this application.



04/04/2016

Applicant's signature

Date

Property owner's signature (if different)

Date

State of _____

County of _____

Signed before me on this_ day of _____, 20 _____,

by _____.

Notary Public for Oregon
My Commission expires _____

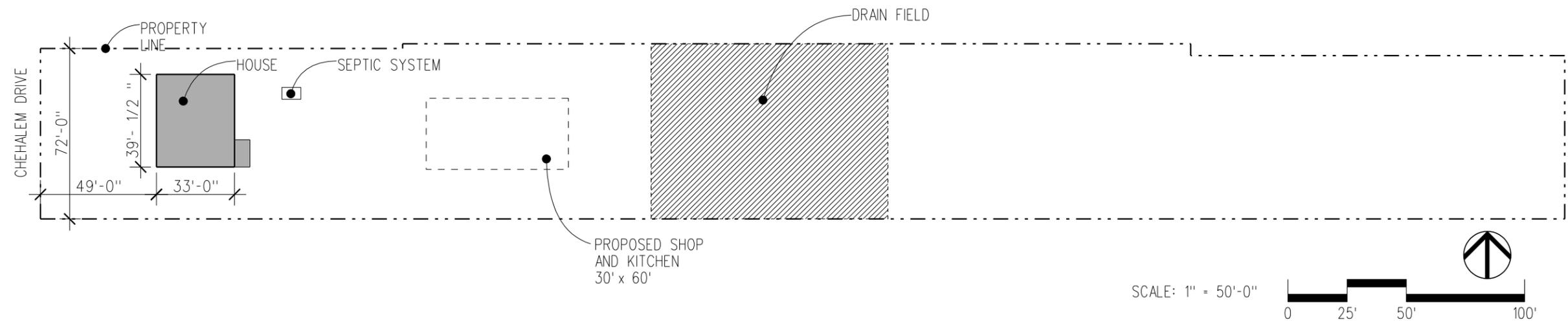
1004.01 Standards and Limitations.

Michael Roberts and Helen Voong will henceforth be known as “owners” as addressed below:

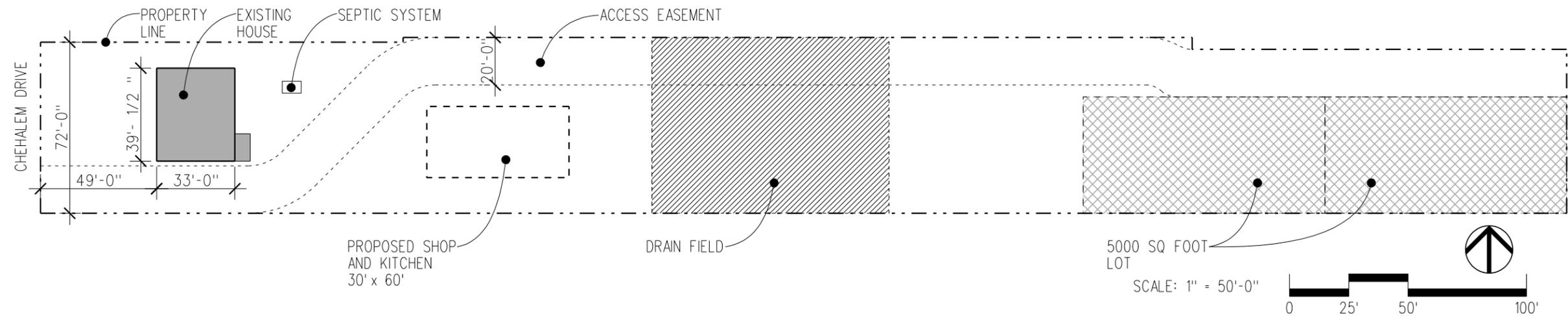
The owners intend to operate a commercial kitchen on their home residency property complying with all laws and permits involved.

1. The owners intend to operate their business from the property of their home residency.
2. The owners do not intend to employ more than five full time or part-time employees from this location.
3. The home occupation will be ran within the planned, constructed shop.
4. The home occupation will not unreasonably interfere with existing uses on nearby land or with other uses permitted in the zone in which the property is located.
5. The owners intend to operate no more than one business on their property.
6. The owners will abide by the following rules: A home occupation shall not be used to permit construction of any structure that would not otherwise be allowed in the zone in which the home occupation is established, nor shall a home occupation be used as justification for a zone change.
7. The owners intend to maintain the integrity of their property with the planning of the outdoor storage and construction.
8. The owners agree to not allow visible evidence of the conduct of a home occupation from any road or adjacent property, other than permitted signs. Any outdoor storage or outdoor work areas shall be effectively screened by vegetation or by a sight obscuring fence.
9. The owners will not disturb other residents in the area through noise, vibration, glare, fumes, odor, electrical interference or other disturbance beyond what normally occurs in the applicable zoning district.
10. The owners will not generate traffic or parking beyond what normally occurs in the applicable zoning district.
11. The owners will provide and maintain off-street parking spaces for clients or patrons and shall not be located in any required yard.
12. The home occupation is personal to the owners and does not run with the land. The owners agree to a review every two years following the date the permit is issued. The owners agree to

Proposal: Build a shop/commercial kitchen building for home occupation



Future Development Plan



REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: April 18, 2016

Order ___ No.	Ordinance ___ No.	Resolution ___ No.	Motion ___	Information <u>XX</u>
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**SUBJECT: Newberg Financial Report for
Febraury 2016**

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

EXECUTIVE SUMMARY:

Included with this report are the financial summary statements for February 2016. These are provided for your information only. No action is required.

SUMMARY REPORT

FEB 2016

FUNDS	2015-16			Current YTD Compare to Budget 67%	2014-15 PRIOR YTD
	BUDGET	MONTH OF FEB 2016	2015-16 YTD		
City Budget Totals					
Total Beg Fund Balance	\$ 33,764,928	\$ 38,243,710	\$ 38,243,710	113%	31,493,673
Total Revenues	58,225,620	5,006,363	44,609,650	77%	71,685,295
Total Beg Fund Bal & Revenues	91,990,548	43,250,074	82,853,360		103,178,968
Total Expenses	67,465,423	5,356,836	41,753,395	62%	36,285,975
Total Contingencies / Reserves	24,525,125	-	-	0%	-
Total Exp & Contingen / Reserves	91,990,548	5,356,836	41,753,395	45%	36,285,975
Total Monthly Activity Net Gain / (Loss)		\$ 37,893,238			
Total Ending Fund Balance			\$ 41,099,965		66,892,993

City Services

General Fund

Beg Fund Balance	\$ 2,528,413	\$ 2,797,675	\$ 2,797,675	111%	2,835,743
Revenues					
General Government	-	-	-	0%	15,155.00
Municipal Court	31,000	2,235	17,166	55%	18,417
Police	1,074,135	90,349	703,612	66%	724,315
Fire	330,504	4,451	238,526	72%	191,842
Communications	59,686	-	44,681	75%	42,462
Library	112,859	3,194	62,123	55%	92,150
Planning	476,700	64,860	333,508	70%	322,849
Property Taxes	7,200,000	240,270	6,883,395	96%	6,345,179
Other Taxes	1,400	675	825	59%	364,741
Franchise Fees	1,486,882	98,176	209,571	14%	425,834
Intergovernmental	1,246,755	136,322	860,833	69%	779,426
Miscellaneous	2,500	(12)	5,639	226%	1,479
Interest	7,300	1,370	6,621	91%	6,491
Transfers	620,000	354,681	354,681	57%	-
Revenue Total	12,649,721	996,572	9,721,180	77%	9,330,339
Expenses					
General Government	179,862	11,231	123,612	69%	236,588
Municipal Court	382,464	28,203	237,081	62%	211,884
Police	5,952,876	444,099	3,756,184	63%	3,638,184
Fire	3,403,276	223,772	2,365,736	70%	2,186,556
Communications	1,087,961	71,437	702,336	65%	691,765
Library	1,311,025	95,292	876,300	67%	794,694
Planning	626,365	49,412	399,852	64%	374,996
Transfers	34,263	-	12,323	36%	16,412
Contingency	1,100,042	-	-	0%	-
Unappropriated Ending Balance	1,100,000	-	-	0%	-
Total Expenses	15,178,134	923,447	8,473,424	56%	8,151,078
Monthly Activity Net Gain / (Loss)		\$ 2,870,800			
Ending Fund Balance			\$ 4,045,431		4,015,005

SUMMARY REPORT

FEB 2016

FUNDS	2015-16		MONTH OF		2015-16		Current YTD Compare to Budget 67%	2014-15 PRIOR YTD
	BUDGET		FEB 2016		YTD			
<u>Public Safety Fee</u>								
Beg Fund Balance	\$	134,969	\$	197,858	\$	197,858	147%	196,153
Revenues		480,600		40,704		324,070	67%	401,263
Expenses		547,603		39,816		338,149	62%	301,927
Contingencies / Reserves		67,966		-		-	0%	-
Monthly Activity Net Gain / (Loss)				\$	198,746			
Ending Fund Balance					\$	183,779		295,489
<u>EMS</u>								
Beg Fund Balance	\$	595,725	\$	806,952	\$	806,952	135%	457,509
Revenues		1,886,600		178,556		1,513,685	80%	1,920,709
Expenses		1,911,034		192,730		1,184,963	62%	1,232,295
Contingencies / Reserves		571,291		-		-	0%	-
Monthly Activity Net Gain / (Loss)				\$	792,778			
Ending Fund Balance					\$	1,135,674		1,145,922
<u>911 Emergency</u>								
Beg Fund Balance	\$	19,768	\$	20,940	\$	20,940	106%	89,061
Revenues		196,200		0		103,086	53%	161,748
Expenses		204,628		17,639		143,579	70%	157,066
Contingencies / Reserves		11,340		-		-	0%	-
Monthly Activity Net Gain / (Loss)				\$	3,302			
Ending Fund Balance					\$	(19,552)		93,743
<u>Civil Forfeiture</u>								
Beg Fund Balance	\$	19,596	\$	20,146	\$	20,146	103%	-
Revenues		4,100		12		4,097	100%	19,572
Expenses		23,696		-		-	0%	-
Contingencies / Reserves		-		-		-	0%	-
Monthly Activity Net Gain / (Loss)				\$	20,158			
Ending Fund Balance					\$	24,242		19,572
<u>Library Gift & Memorial</u>								
Beg Fund Balance	\$	48,169	\$	86,434	\$	86,434	179%	92,623
Revenues		129,389		1,488		25,335	20%	124,572
Expenses		171,000		1,362		21,056	12%	30,343
Contingencies / Reserves		6,558		-		-	0%	-
Monthly Activity Net Gain / (Loss)				\$	86,560			
Ending Fund Balance					\$	90,713		186,853

SUMMARY REPORT

FEB 2016

FUNDS	2015-16		MONTH OF		Current YTD Compare to Budget 67%	2014-15 PRIOR YTD
	BUDGET		FEB 2016	YTD		
<u>Building Inspection</u>						
Beg Fund Balance	\$ 404,838	\$	620,378	\$ 620,378	153%	339,929
Revenues	407,850		44,530	332,865	82%	846,356
Expenses	500,497		37,790	301,152	60%	275,798
Contingencies / Reserves	312,191		-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$	627,118			
Ending Fund Balance				\$ 652,090		910,487
<u>Streets (Operating)</u>						
Beg Fund Balance	\$ 808,548	\$	798,186	\$ 798,186	99%	689,103
Revenues	1,343,520		129,313	854,991	64%	1,511,862
Expenses	1,549,803		83,116	988,525	64%	776,984
Contingencies / Reserves	602,265		-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$	844,383			
Ending Fund Balance				\$ 664,652		1,423,980
<u>Water (Operating)</u>						
Beg Fund Balance	\$ 3,294,255	\$	3,773,455	\$ 3,773,455	115%	4,783,887
Revenues	9,984,346		316,211	9,255,733	93%	6,833,527
Expenses	8,307,724		1,344,214	3,904,435	47%	3,697,258
Contingencies / Reserves	4,970,877		-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$	2,745,452			
Ending Fund Balance				\$ 9,124,753		7,920,156
<u>Wastewater (Operating)</u>						
Beg Fund Balance	\$ 4,403,799	\$	4,944,662	\$ 4,944,662	112%	7,576,184
Revenues	13,033,100		613,422	11,293,101	87%	8,846,520
Expenses	8,582,706		342,331	4,014,409	47%	4,524,130
Contingencies / Reserves	8,854,193		-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$	5,215,753			
Ending Fund Balance				\$ 12,223,354		11,898,574
<u>Stormwater (Operating)</u>						
Beg Fund Balance	\$ 573,645	\$	731,487	\$ 731,487	128%	1,004,730
Revenues	1,924,972		111,335	1,520,653	79%	1,209,643
Expenses	1,685,057		105,103	964,629	57%	573,945
Contingencies / Reserves	813,560		-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$	737,718			
Ending Fund Balance				\$ 1,287,510		1,640,428

SUMMARY REPORT

FEB 2016

FUNDS	2015-16			Current YTD Compare to Budget 67%	2014-15 PRIOR YTD
	BUDGET	MONTH OF FEB 2016	2015-16 YTD		
<u>Administrative Support</u>					
Beg Fund Balance	\$ 563,272	\$ 588,457	\$ 588,457	104%	684,851
Revenues	3,652,103	306,252	2,444,249	67%	3,231,735
Expenses					
City Manager	805,374	42,384	467,923	58%	174,893
Human Resources	-	-	-	0%	122,765
City Recorder	-	-	-	0%	74,943
Emergency Management	-	-	-	0%	-
Finance	567,668	79,246	421,090	74%	381,485
Gen Office(Postage/Phones)	155,000	12,103	94,340	61%	89,660
Utility Billing	281,200	23,472	181,721	65%	168,738
Information Technology	704,856	50,968	466,257	66%	436,551
Legal	468,654	31,775	285,883	61%	288,318
Fleet Maintenance	178,866	14,086	116,187	65%	105,769
Facilities Repair/Replacement	471,312	95,516	310,618	66%	248,240
Insurance	353,168	4,202	302,711	86%	245,834
Transfers	-	-	-	0%	500,000
Contingencies / Reserves	229,277	-	-	0%	-
Total Expenses	4,215,375	353,753	2,646,731	63%	2,837,195
Monthly Activity Net Gain / (Loss)		\$ 540,956			
Ending Fund Balance			\$ 385,975		1,079,390

Capital Improvement Projects

Streets CIP's

Beg Fund Balance	\$ 164,193	\$ 164,209	\$ 164,209	0%	109,838
Revenues	778,425	11,101	639,524	82%	480,882
Expenses	777,625	11,006	638,705	82%	316,903
Contingencies / Reserves	164,993	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 164,304			
Ending Fund Balance			\$ 165,028		273,817

Water / Wastewater / Stormwater CIP's

Beg Fund Balance	\$ -	\$ -	\$ -	0%	-
Revenues	6,346,875	1,095,840	2,495,050	39%	5,550,619
Expenses	6,346,875	1,095,840	2,405,299	38%	2,330,370
Contingencies / Reserves	-	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ -			
Ending Fund Balance			\$ 89,751		3,220,249

Wastewater Financed CIP's

Beg Fund Balance	\$ (749,096)	\$ (749,096)	\$ (749,096)	0%	-
Revenues	1,500,000	922,122	922,122	61%	5,903,248
Expenses	750,904	-	201,179	0%	6,264,421
Contingencies / Reserves	-	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 173,026			
Ending Fund Balance			\$ (28,153)		(361,172)

SUMMARY REPORT

FEB 2016

FUNDS	2015-16		MONTH OF	2015-16	Current YTD	2014-15
	BUDGET		FEB 2016	YTD	Compare to Budget 67%	
<u>Street SDC</u>						
Beg Fund Balance	\$ 1,918,739	\$ 2,574,473	\$ 2,574,473		134%	2,534,551
Revenues	47,839	22,616	443,049		926%	2,686,958
Expenses	259,125	7,996	173,995		67%	142,430
Contingencies / Reserves	1,707,453	-	-		0%	-
Monthly Activity Net Gain / (Loss)		\$ 2,589,094				
Ending Fund Balance			\$ 2,843,527			5,079,078
<u>Water SDC</u>						
Beg Fund Balance	\$ 36	\$ 1,239,405	\$ 1,239,405		3442793%	468,918
Revenues	927,540	21,648	263,302		28%	1,139,187
Expenses	846,856	82	758,182		90%	1,378,456
Contingencies / Reserves	80,720	-	-		0%	-
Monthly Activity Net Gain / (Loss)		\$ 1,260,971				
Ending Fund Balance			\$ 744,526			229,649
<u>Wastewater SDC</u>						
Beg Fund Balance	\$ 3,475,181	\$ 4,175,483	\$ 4,175,483		120%	1,794,112
Revenues	75,120	30,383	405,648		540%	4,212,503
Expenses	739,361	154	286,718		39%	447,656
Contingencies / Reserves	2,810,940	-	-		0%	-
Monthly Activity Net Gain / (Loss)		\$ 4,205,711				
Ending Fund Balance			\$ 4,294,413			5,558,959
<u>Stormwater SDC</u>						
Beg Fund Balance	\$ 138,259	\$ 131,416	\$ 131,416		95%	351,007
Revenues	3,980	3,746	29,610		744%	174,962
Expenses	3,125	108	1,574		50%	1,137
Contingencies / Reserves	139,114	-	-		0%	-
Monthly Activity Net Gain / (Loss)		\$ 135,054				
Ending Fund Balance			\$ 159,453			524,831

SUMMARY REPORT

FEB 2016

FUNDS	2015-16 BUDGET	MONTH OF FEB 2016	2015-16 YTD	Current YTD Compare to Budget	2014-15 PRIOR YTD
				67%	
Debt					
<u>Debt Service (General Op)</u>					
Beg Fund Balance	\$ 206,309	\$ 210,221	\$ 210,221	102%	195,259
Revenues	896,711	31,711	782,392	87%	970,917
Expenses	895,317	-	551,022	62%	537,566
Contingencies / Reserves	207,703	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 241,932			
Ending Fund Balance			\$ 441,591		628,610
<u>City Hall</u>					
Beg Fund Balance	\$ 529,638	\$ 535,601	\$ 535,601	101%	576,115
Revenues	89,400	2,583	51,280	57%	617,514
Expenses	108,240	-	95,224	88%	76,977
Contingencies / Reserves	-	-	-	0%	-
Unappropriated Ending Balance	510,798	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 538,184			
Ending Fund Balance			\$ 491,657		1,116,652
Reserves					
<u>Water Replacement Reserve</u>					
Beg Fund Balance	\$ 5,151,846	\$ 5,151,846	\$ 5,151,846	100%	2,961,007
Revenues	-	-	-	0%	5,398,712
Expenses	5,151,846	-	5,151,846	100%	39,168
Contingencies / Reserves	-	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 5,151,846			
Ending Fund Balance			\$ -		8,320,551
<u>Wastewater Replacement Reserve</u>					
Beg Fund Balance	\$ 6,446,100	\$ 6,446,100	\$ 6,446,100	100%	1,234,745
Revenues	-	-	-	0%	6,385,275
Expenses	6,446,100	-	6,446,100	100%	1,539,556
Contingencies / Reserves	-	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 6,446,100			
Ending Fund Balance			\$ -		6,080,464
<u>Stormwater Replacement Reserve</u>					
Beg Fund Balance	\$ 814,722	\$ 684,702	\$ 684,702	84%	-
Revenues	-	-	-	0%	864,625
Expenses	814,722	-	684,702	84%	1,572
Contingencies / Reserves	-	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 684,702			
Ending Fund Balance			\$ -		863,053

SUMMARY REPORT

FEB 2016

FUNDS	2015-16 BUDGET	MONTH OF FEB 2016	2015-16 YTD	Current YTD	2014-15 PRIOR YTD
				Compare to Budget 67%	
<u>Vehicle / Equipment Replacement</u>					
Beg Fund Balance	\$ 1,362,426	\$ 1,362,426	\$ 1,362,426	100%	1,658,968
Revenues	\$ 701,881	\$ 106,257	\$ 495,114	71%	1,832,594
Expenses					
General Government	1,348	-	-	0%	-
City Manager's Office	4,856	-	140	3%	-
Human Resources	-	-	-	0%	-
City Recorder/Clerk	-	-	-	0%	-
Finance	17,267	-	284	2%	-
Information Technology	235,606	-	72,711	31%	164,397
Legal	411	-	-	0%	-
Municipal Court	4,548	-	560	12%	-
Police	533,867	187,331	323,771	61%	84,484
Fire	516,625	217,912	217,912	42%	117,474
Communications	106,716	-	2,694	3%	6,149
Library	11,374	99	2,863	25%	-
Planning	-	-	-	0%	11,137
Building	49,573	-	280	1%	-
PW Administration	395,514	-	57,143	14%	108,213
Fleet Maintenance	14,736	-	232	2%	392
Facilities Repair/Replacement	157,000	28,272	97,958	62%	7,643
Contingencies / Reserves	14,866	-	-	0%	-
Total Expenses	2,064,307	433,613	776,548	38%	499,889
Monthly Activity Net Gain / (Loss)		\$ 1,035,069			
Ending Fund Balance			\$ 1,080,992		2,991,673
<u>Fire & EMS Equip Fee</u>					
Beg Fund Balance	\$ 244,012	\$ 246,483	\$ 246,483	101%	174,453
Revenues	143,700	12,358	98,081	68%	207,036
Expenses	387,712	-	11,179	3%	11,179
Contingencies / Reserves	-	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 258,840			
Ending Fund Balance			\$ 333,385		370,311

SUMMARY REPORT

FEB 2016

FUNDS	2015-16			Current YTD Compare to Budget 67%	2014-15 PRIOR YTD
	BUDGET	MONTH OF FEB 2016	2015-16 YTD		
Community Projects					
<u>Cable TV Trust</u>					
Beg Fund Balance	\$ 38,171	\$ 37,339	\$ 37,339	98%	41,744
Revenues	200	19	124	62%	42,069
Expenses	38,371	-	50	0%	3,926
Contingencies / Reserves	-	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 37,358			
Ending Fund Balance			\$ 37,413		79,887
<u>Economic Development</u>					
Beg Fund Balance	\$ 629,395	\$ 646,472	\$ 646,472	103%	643,183
Revenues	66,448	4,402	43,878	66%	780,351
Expenses	446,865	453	143,476	32%	136,752
Contingencies / Reserves	248,978	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 650,420			
Ending Fund Balance			\$ 546,874		1,286,782
<u>Transient Lodging Tax</u>					
Beg Fund Balance	\$ -	\$ -	\$ -	0%	-
Revenues	955,000	3,183	547,431	57%	-
Expenses	955,000	366,282	446,546	47%	-
Contingencies / Reserves	-	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ (363,099)			
Ending Fund Balance			\$ 100,886		-