Packet

CITY OF HILLSBORO

HILLSBORO CITY COUNCIL

Preliminary Agenda
Tuesday, December 18, 2007

6 PM — **Work Session**
Hillsboro Civic Center Conference Room C113B — **150 E. Main Street**

7 PM — **Regular Session**
Hillsboro Civic Center Auditorium — **150 E. Main Street**

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Please silence all electronic devices. Thank you.

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- Qualified bilingual interpreters.

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When addressing the Council, please use the witness table (center front of the room). All testimony is electronically recorded. Public participation is encouraged. If you wish to speak, please raise your hand or walk to the witness table as the Mayor calls the item, or, on any item not on the agenda, as the Mayor calls for "Communications and Non-Agenda Items." If you are speaking on an item not on the regular agenda, please fill out the card on the table in the back of the room and give to the City Recorder. You are not required to give your address when speaking to the City Council, only your name.

Ordinances and Resolutions marked with an asterisk will not be read in full unless requested by a member of the City Council. Copies were distributed to Council and posted for at least three days, and are available on the north side of the auditorium.

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*** SEE ATTACHED AGENDA ***
Posted – December 13, 2007

WORK SESSION – 6 PM – CONFERENCE ROOM C113B

A. Strategic Plan Environmental Scan Draft – presented by Erik Jensen and Carolyn Verheyen and Lynn Weigand of Moore Iacofano Goltsman, Inc. (MIG)

REGULAR SESSION – 7 PM – AUDITORIUM

PLEDGE OF ALLEGIANCE – Mayor Tom Hughes

CALL TO ORDER - Roll Call

1. **CONSENT AGENDA**: (The items on the Consent Agenda are normally considered in a single motion. Any item may be removed for separate consideration upon request by any member of the Council.)

   A. Approve an intergovernmental agreement with Hillsboro School District for the implementation of the Construction Excise Tax authorized by Senate Bill 1036, and authorize the Mayor and City Recorder to execute the documents. (Subject to review and revision by the City Attorney) (Finance Committee recommendation)

   B. Award the purchase of one TV Step Van from Enviro-Clean Equipment in the amount of $191,889 and reject the low bid for not meeting the specifications contained in the bid documents. (Budgeted item) (Finance Committee recommendation)

   C. Approve fees for recovering city expenses incurred in responding to public records requests and repealing Resolution. No. 2024 by adopting **Resolution No.*2234.** (Finance Committee recommendation)

   D. Award the Main Street Sanitary Sewer and Waterline Replacement to the low responsive bidder, Landis & Landis Construction for $345,882. (Budgeted item) (Finance Committee & Utilities Commission recommendation)

   E. Approve a Power Purchase Agreement and a Solar Energy License Agreement with Honeywell International, Inc. for the design, installation, operation and maintenance of solar photovoltaic arrays and related equipment at the Shute and Evergreen Water Reservoir, and authorize the Mayor and City Recorder to execute the documents. (Subject to revision and approval by the City Attorney) (Utilities Commission recommendation)

   F. Authorize and ratify expenditures, public contracts, contract amendments and agreements by adopting **Resolution No. *2235.**

2. **PRESENTATIONS AND APPOINTMENTS**:

   A. Proclamation: Mary Ramsey Wood Day – January 1, 2008 – presented to James Andrew Long, northwest historian, and the Hillsboro Historical Society.

   B. Proclamation: Debbie Brodie Day – December 22, 2007.

C. Parks and Recreation Department 2006-07 Annual Report – presented by Steve Greagor and Corinne Bloomfield.

D. Appointment:

Vision Implementation Committee
Sarah Jo Chaplen – filling unexpired term until 9/01/2009

3. WAIVER OF ORDINANCE READINGS:

A. Consider motion to waive reading in full and read by title only Ordinance Nos. _____. (The ordinances have been posted and are available on the table on the north side of Auditorium.)

4. PUBLIC HEARINGS:

A. VAC 07-08: Consider vacating a portion of SE 8th Avenue between SE Baseline Street and SE Oak Street in the City of Hillsboro in Washington County. (This is a continuation of a hearing from the November 6, 2007 City Council Meeting.) **Ordinance No.*5807 is available.**

B. AN 8-07: Betancourt: Consider a request for annexation of one property approximately 0.29 acres in area, together with adjacent rights-of-way into the city limits of Hillsboro. The site is located generally west of NW 228th Avenue, south of NW Dogwood Street, east of NW 229th Avenue, and north of NW Elm Street. The property can be specifically identified as Tax Lot 900 on Washington County Tax Assessor's Map 1N2-34DA. **Ordinance No. *_____ is available.**

C. ZC 16-07: Betancourt: Consider a City-initiated request for approval of a zone change from County R-5 Residential (five units per acre) to City SCR-OTC Station Community Residential – Orenco Townsite Conservation zone on one property. The purpose of the zone change request is to establish City zoning on the property following annexation. The property is designated SCPA Station Community Planning Area on the Comprehensive Plan map. The property under consideration for annexation and zone change is generally located west of NW 228th Avenue, south of NW Dogwood Street, east of NW 229th Avenue, and north of NW Elm Street. The property can be specifically identified as Tax Lot 900 on Washington County Tax Assessor's Map 1N2-34DA. **Ordinance No. *_____ is available.**

D. AN 9-07: Staley: Consider a request for annexation of one property approximately 0.50 acres in area, together with adjacent rights-of-way into the city limits of Hillsboro. The site is generally located west of SW Brookwood Avenue, south of SE Libby Court, east of SE 43rd Avenue, and north of SE Cedar Street. The property can be specifically identified as Tax Lot 1900 on Washington County Tax Assessor's Map 1S2-04AB. **Ordinance No. *_____ is available.**

E. ZC 17-07: Staley: Consider a City-initiated request for approval of a zone change from County R-15 Residential (fifteen units per acre) to City A-1 Duplex Residential on one property. The purpose of the zone change request is to establish City zoning on the property following annexation. The property is designated RM Medium Density Residential on the Comprehensive Plan map. The property is generally located west of SW Brookwood Avenue, south of SE Libby Court, east of SE 43rd Avenue, and north of SE Cedar Street. The property can be specifically identified as Tax Lot 1900 on Washington County Tax Assessor's Map 1S2-04AB. **Ordinance No. *_____ is available.**

5. UNFINISHED BUSINESS:

A. None.

6. NEW BUSINESS:

A. ZOA 4-07: R-10 Minimum and Maximum Densities: Consider a Planning Commission recommendation to amend Section 8A. "Minimum and Maximum Densities" of the R-10 Single Family Residential Zone of Zoning Ordinance No. 1945. The proposed amendment would increase the minimum required density from 3.0 dwelling units per net acre to 3.5 dwelling units and increase the maximum density from 3.75 dwelling units per net acre to 4.35 dwelling units. **Ordinance No. *_____ is available.**

B. ZOA 6-07: Authorizing Planning and Zoning Review Fees On Building Permits: Consider a Planning Commission recommendation to amend Section 129. "Application Fees" of Zoning Ordinance No. 1945 that would add language to this section to be specific on the types of applications being processed by the City (Planning Department) for which application fees are being assessed. Specifically, the proposed amendment changes the title of Section 129 to read "Land Use and Building Permit Application Fees", and states that the types of applications being processed are land use and building permit applications. **Ordinance No. *_____ is available.**

C. ZC 15-07: Schlottman Residence: Consider a Planning and Zoning Hearings Board recommendation for approval of a zone change from R-7 Single Family Residential to R-6 Single Family Residential on one property approximately 1.92 acres in area. The purpose of the zone change request is to allow the subject parcel to develop in a manner consistent with abutting parcels which also have the RL Residential Low Density Comprehensive Plan designation and are zoned R-6. The property is generally located north of SE Frances Street, east of SE 71st Court, south of the SE 72nd Avenue stub, and west of the SE Langwood Street stub. The property can be specifically identified as Tax Lot 1000 on Washington County Tax Assessor's Map 1S2-02CB. **Ordinance No. *_____ is available.**

D. CDP 1-05 (Mod 3): Tuality Healthcare / Pacific University: Receive appeal of Planning Commission decision regarding proposed modifications to the Concept Development Plan. Appellant has requested a "Partial De Novo" hearing.

E. Consider Transportation Committee recommendation to amend Section 10.12.100 (Parking Time Limits – Schedule F) of the City of Hillsboro Municipal Code by extending a two hour parking time limit on the east side of SE 9th Avenue between SE Oak and SE Baseline Streets, amending Section 10.12.110 (Prohibited Parking – Schedule G) by extending a parking prohibition on the west side of SE 9th Avenue between SE Oak and SE Baseline Streets, and declaring an emergency. **Ordinance No.*_____ is available.**

F. Consider a resolution adopting the State of Oregon, Archives Division, City Records Retention Schedule. **Resolution No.*_____is available.**

G. Consider the following actions as necessary to implement requirements of the 2007 City of Hillsboro Charter: (These items were discussed in work session on November 20, 2007.)

1. Consider amending Hillsboro Municipal Code Title 3 to add new subtitles relating to Local Improvement Districts, and repealing existing provisions, and declaring an emergency. **Ordinance No.*_____is available.**

2. Consider adopting boundaries for three City Council wards as required by Section Eight of the 2007 City of Hillsboro Charter, and declaring an emergency. **Ordinance No.*_____is available.**

3. Consider amending the Hillsboro Municipal Code Title 1 to add new subtitles relating to regulation of City elections, and repealing existing provisions and declaring an emergency. **Ordinance No.*_____is available.**

H. Consider convening in Executive Session under ORS 192.660(2)(e) to deliberate with persons designated by the governing body to negotiate real property transactions. (Conference Room 113B following adjournment of the regular session).

I. Consider action related to Executive Session, if needed.

7. <u>COMMUNICATION AND NON-AGENDA ITEMS</u>: (Persons wishing to speak on matters not on the agenda may be recognized at this time. *Please fill out the card on the table in the back of the room and give to the City Recorder.* You are not required to give your address when speaking to the City Council, only your name. Presentations are limited to three minutes, with a maximum total of 15 minutes for this agenda item. More time, if needed, may be provided upon completion of the regular agenda.)

8. <u>ADVICE/INFORMATION ITEMS</u>:

A. Certificate of Achievement for Finance Department for fiscal year ended June 30, 2006 from Government Finance Officers Association (GFOA).

B. The Shute Park library branch will be closed December 17, 2007 through January 2, 2008 for renovations.

C. Retirement reception for Library Director Debbie Brodie – Main Library, Saturday, December 22, 2007 at 11 AM.

D. Christmas Holiday – Tuesday, December 25, 2007. City offices closed.

E. New Year's Holiday – Tuesday, January 1, 2008. City offices closed. The first City Council meeting of 2008 will be held Wednesday, January 2, 2008.

9. WORK SESSION ITEMS (Item A will be discussed in work session preceding regular session in Conference Room C113B.

A. Strategic Plan Environmental Scan Draft – presented by Erik Jensen and Carolyn Verheyen and Lynn Weigand of Moore Iacofano Goltsman, Inc. (MIG)

1A

CITY OF HILLSBORO

MEMORANDUM

DATE: December 6, 2007

TO: Finance Committee

FROM: Rob Dixon, Assistant City Manager

SUBJECT: School Districts Construction Excise Tax (CET) Implementation of Senate Bill 1036-Proposed IGA for Hillsboro and Beaverton School Districts

Staff has been working with both the Hillsboro and Beaverton School Districts to develop the same intergovernmental agreement (IGA) for the implementation of the CET authorized by SB 1036. Attached here is the proposed IGA for the City to sign with both the Hillsboro School District and the Beaverton School District, pending final review and approval of our City Attorney.

Also attached is a brief informational flyer provided by the Beaverton School District.

Staff recommends the IGA be forwarded on to Council for their approval.

150 E Main Street, Hillsboro, OR 97123 • 503/681-6404 • FAX 503/681-6213
AN EQUAL OPPORTUNITY EMPLOYER PRINTED ON RECYCLED PAPER

INTERGOVERNMENTAL AGREEMENT TO COLLECT AND REMIT CONSTRUCTION EXCISE TAX BETWEEN HILLSBORO SCHOOL DISTRICT NO. 1J AND CITY OF HILLSBORO

This Intergovernmental Agreement is effective on the last date of signature below, and is by and between Hillsboro School District No. 1J, Washington County, Oregon, a school district organized under the laws of the state of Oregon ORS 330.005 ("School District"), and City of Hillsboro, a political subdivision of the State of Oregon, ("City"), collectively referred to as "Parties."

WHEREAS, ORS 190.003 to 190.030 allows units of local government to enter into agreements for performance of any or all functions and activities which such units have authority to perform; and

WHEREAS, Chapter 829, Oregon Laws 2007 (Senate Bill 1036), authorizes school districts, as defined in ORS 330.005, to impose construction excise taxes to fund capital improvements to school facilities; and

WHEREAS, School District is contemplating imposing a construction excise tax within the School District and desires to enter into an intergovernmental agreement with City to collect the tax prior to the adoption of a construction excise tax; and

NOW THEREFORE, the Parties hereto agree as follows:

1. Information and Forms. School District shall create and provide to City: (i) information, forms, and assistance explaining the School District Construction Excise Tax ("CET"); (ii) information and forms for CET exemptions; and (iii) any other forms or information necessary for implementation of the CET.

2. Staffing. City shall provide sufficient staff to calculate and collect the School District CET as prescribed in this agreement along with its collection of other construction permit fees. School District shall provide sufficient staff to implement the CET program.

3. Facility Plan. School District has adopted, or is currently developing a long term facilities plan as required by SB 1036, Section 6(2). School District agrees not to adopt the CET until such plan has been completed and adopted by resolution of the School District Board of Directors.

4. Collection; Start date. City agrees to assess and collect the CET on behalf of School District for those properties within School District and within City. City shall begin collecting the District CET within fifteen (15) business days of the date the District gives notice to the City of the adoption of the CET, including a copy of District's resolution imposing the tax, or the effective date of the CET stated in the Resolution, whichever is later. City shall collect the District CET until the CET expires or this agreement is terminated by either the School District or City upon 60 days written notice. In the event

the School District increases or otherwise modifies the tax, it shall send written notice to the City of the increase or other modification, including a copy of School District's resolution adopting the change. The City shall collect the tax at the new rate within fifteen (15) business days after notice is received by the City, or upon the effective date of the change stated in the School District Resolution, whichever is later.

5. Exemptions. School District shall provide City with all forms necessary for CET exemptions, and any other forms or information necessary for implementation of the CET. If a Person or entity asserts that it is exempt from the CET and files a School District CET Exemption Form at the time the CET would otherwise be due, City will grant the exemption if it appears to be a valid claim of exemption under the School District Resolution adopting the CET. It shall be School District's responsibility to determine the validity of the exemption and to institute collection procedures to obtain payment of the CET, as well as any other remedy School District may have under law, if the Person was not entitled to the exemption. Statutory exemptions to the CET are included in exhibit A to this agreement.

6. Remittance. Following the effective date of this Agreement, City shall remit the collected CET to School District on a monthly basis, by the 30th of the month following the month end. The CET remittance and the CET Report shall be sent to the School District at 3083 NE 49th Place, No. 104, Hillsboro, Oregon 97124.

7. CET Reports. City shall prepare and submit to the School District a report of the CETs collected and building permits issued by the City for the previous month's construction activities within the School District boundaries. The report shall include: the number of building permits issued that month; the aggregate square footage of residential construction; the aggregate square footage of non-residential construction; the number of building permits for which CET exemptions were given; the aggregate square footage of construction for the exempted construction; the aggregate amount of CET paid; and the amount of CET administrative fee retained by City pursuant to this Agreement.

8. Failure to Pay CET. Construction Excise Taxes shall be paid by the person undertaking construction at the time that a permit authorizing the construction is issued. Upon a Person's refusal to or failure to pay the CET when due, the City will not issue the building permit. In no event shall the City be liable for failure to collect CET when due. In the event a person fails to pay the CET when due, the City shall notify School District in writing within five (5) business days of discovery of such failure to pay, with information adequate for School District to begin collection procedures against that Person, including the Person's name, address, phone numbers, construction project, square footage of new construction, and building permit number. Upon a Person's refusal or failure to pay the CET, it shall be School District's responsibility to institute collection procedures to obtain payment of the CET as well as any other remedy School District may have under law.

9. Records. City shall make all records related to building permit activity, CET collections, and CET exemptions available to School District, or its designated auditors, as necessary for School District to audit Construction Excise Tax collections.

10. Administrative Fee. As consideration for the above described services, City shall retain 1% of the CET collected by City as authorized by Section 5 of Senate Bill 1036. Prior to remitting the CET to School District, City shall deduct this administrative fee directly from the CET collected, and the amounts deducted and retained shall be identified on the report submitted to School District. City shall establish a fund or account for School District CET revenue, and shall deposit all revenues collected, minus the administrative fee, into such fund or account.

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

12. Other Agreements. This Agreement does not affect or alter any other agreements between School District and City.

13. Defense and Indemnification. Subject to the limits of the Oregon Tort Claims Act, School District agrees to defend, indemnify and hold harmless the City, its officers, agents and employees, against all claims and actions, and all damages and expenses related thereto, arising from the performance of this agreement, or relating to the subject of this agreement, except for those caused by the sole negligence of the City or its officers and employees. The obligations of this paragraph shall include, but not be limited to:

a. challenge to the City's collection or calculation of the CET on behalf of the School District;

b. for any and all injury to any and all persons or property caused directly or indirectly by reason of any and all acts or omissions of the School District in the performance of this Agreement or adoption of the CET; or

c. decisions of City staff concerning the amount of any CET, including calculation of such tax and/or any exemption(s); or

d. refusal or denial of any permit for failure to pay the School District CET.

14. School District and City Contact Persons. School District and City hereby designate the following persons as the individuals having primary responsibility for administration of this Agreement, and as the person designated to receive notice provided for herein. Either party may change its designated contact person by written notice to the other party.

School District:

Diane Van Blaricom
Chief Financial Officer
Hillsboro School District
3083 NE 49th Place, No. 104
Hillsboro, OR 97124
503- 844-1500
vanblard@hsd.k12.or.us

City:

Tom Hughes
Mayor
City of Hillsboro
150 E. Main Street
Hillsboro, OR 97123
503- 681-6219
mayor@d.hillsboro.or.us

15. Notice. Whenever notice is required to be given under this Agreement, the notice shall be given in writing to the other party's contact person by US Mail, first class postage prepaid. In addition, notice may be given by email or personal delivery.

16. General Provisions. This Agreement is binding on and inures to the benefit of the parties and their successors and assigns. Except with the other party's prior written consent, a party may not assign any rights or delegate any duties under this Agreement. The headings used in this Agreement are solely for convenience of reference, are not part of this Agreement, and are not to be considered in construing or interpreting this Agreement. This Agreement sets forth the entire understanding of the parties with respect to the subject matter of this Agreement and supersedes any and all prior understandings and agreements, whether written or oral, between the parties with respect to such subject matter. A provision of this Agreement may be waived only by a written instrument executed by the party waiving compliance. No waiver of any provision of this Agreement shall constitute a waiver of any other provision, whether or not similar, nor shall any waiver constitute a continuing waiver. Failure to enforce any provision of this Agreement shall not operate as a waiver of such provision or any other provision. From time to time, each of the parties shall execute, acknowledge, and deliver any instruments or documents necessary to carry out the purposes of this Agreement. Time is of the essence for each and every provision of this Agreement. Nothing in this Agreement, express or implied, is intended to confer on any person, other than the parties to this Agreement, any right or remedy of any nature whatsoever. Each party shall bear its own expenses in connection with this Agreement and the transactions contemplated by this Agreement. This Agreement shall become effective upon the approval of School District's Board of Directors and the Board of City Commissioners.

Hillsboro School District No. 1J
Washington County, Oregon

By: _____
Jeremy Lyon
Title: Superintendent
Date:

City of Hillsboro

By: _____
Title:
Date:

EXHIBIT A

EXEMPTIONS

The following improvements are exempt from the Construction excise tax by statute:

1. Private School Improvements.

2. Public Improvements as defined in ORS 279A.010.

3. Residential housing that is guaranteed to be affordable, under guidelines established by the United States Department of Housing and Urban Development, to households that earn no more that 80% of the median household income for the area in which the construction tax is imposed, for a period of at least 60 years following the date of construction of the residential housing.

4. Public or Private hospital improvements.

5. Improvements to religious facilities primarily used for worship or education associated with worship.

6. Agricultural buildings as defined in ORS 455.315 (2)(a).

CET Facts

BEAVERTON SCHOOL DISTRICT

What is the Construction Excise Tax (CET)?

In the 2007 Regular Session, the Oregon State Legislature passed a law (Senate Bill 1036) that will help Oregon school districts pay for a portion of the cost of new or expanded school facilities. The bill allows school boards, in cooperation with cities and counties, to tax new residential and non-residential development. The tax will be assessed at $1 per square foot on residential construction and $0.50 per square foot for non-residential construction, not to exceed $25,000 per building permit or $25,000 per structure, whichever is less.

What does this tax pay for?

The tax pays for capital improvements including: land acquisition; construction, reconstruction or improvement of school facilities; acquisition or installation of equipment, furnishings or other tangible property; architectural, engineering, legal or similar costs associated related to capital improvements; or the payment of obligations and related costs of issuance that are issued to finance or refinance capital improvements.

Why is this tax needed?

Oregon's fastest growing school districts are overcrowded and many older schools throughout the state are in need of repair. This tax will require developers to share the cost of growth with school districts.

Who has to pay this tax? Am I exempt from paying the tax?

The tax applies to construction permits on property located within Beaverton School District's jurisdiction, issued on or after November 23, 2007. Exemptions are provided for the following: private school improvements; public improvements as defined in ORS 279A.010; certain residential housing that is guaranteed to be affordable under guidelines established by the U.S. Department of Housing and Urban Development; public or private hospital improvements; improvements to certain religious facilities; and agricultural buildings as defined in ORS 455.315 (2)(a). Please see the *CET Exemption Application* for additional information.

Is my property located within Beaverton School District's jurisdiction?

Beaverton School District's jurisdiction includes properties located within the Cities of Beaverton, Tigard, Hillsboro and Portland, as well as properties within unincorporated portions of Washington and Multnomah Counties. To determine whether your property is located within the District's jurisdiction, visit the Washington County InterMap web site:

http://washims.co.washington.or.us/gis/Intermap/index.cfm

Enter your address where indicated and click on the SEARCH button.

Who can I contact for more information?

If you have additional questions, you may contact Beaverton School District at 503.591.8000 or at: community_involvement@beaverton.k12.or.us

Beaverton SCHOOL DISTRICT
creating pathways to the future for all students

16550 SW Merlo Road
Beaverton, OR 97006

503.591.8000

www.beavton.k12.or.us

1B
contract signed + routed to Finance

CITY OF HILLSBORO – PUBLIC WORKS

MEMORANDUM

DATE: December 3, 2007
TO: Finance Committee
FROM: Clarence Gladden, Storm/Sewer Supervisor
George Cartales, Fleet Maintenance Coordinator
Paul Edwards, Purchasing Agent

SUBJECT: Request to Award Purchase of TV Step Van.

Requested Finance Committee Action:
Please consider a request from the Public Works Department to forward a recommendation to the City Council to award the purchase of one, current model year, TV Step Van to Enviro Clean and rejecting the other bid as being non-responsive.

Background:
The Public Works Department Storm/Sewer Division budgeted for the fiscal year 2007-2008 a TV Step Van. The TV Step Van is a critical piece of equipment used to run a TV camera into the existing sewer lines to determine their condition and identify any significant issues that may need immediate attention or that may need to be scheduled for routine maintenance.

The bid being rejected was determined to not meet the specifications that were in the bid document. Findings are attached that detailed the reasons why the low bidder failed to meet the specifications.

Cost:
Two bids were received as followed:

Clues, Orlando, Fl (service center in Welches, OR.)	$163,000
Enviro-Clean Equipment, Gresham, OR	$191,889
Budgeted amount (budgeted 06/07 carried over to 07/08)	$200,000

Recommendation:
Please consider forwarding a request to the City Council, to award the purchase of one (1) TV Step Van from Enviro-Clean Equipment and reject the low bid for not meeting the specifications contained in the bid documents.

CITY OF HILLSBORO

DATE: **11-20-2007**

TO: **Paul Edwards / Christie Bennett**
FROM: **George Cartales**

SUBJ: TV Van Specifications

Paul / Christie,

I have had the opportunity to review the bids with Clarence Gladden, which included contacting Enviro Clean and Cues for specification clarity.
Together we concluded that the equipment offered by Cues, lowest bid, was not acceptable and that the preferred equipment, Aries, was offered by Enviro Clean.

Our review identified the following:

1) Per ITB item 24.1. Specifications requested a full service maintenance/ parts/ warranty facility with 30 miles. The goal is to have service and replacement parts as local as possible, thus making the repair or exchange times quickly. Cues, located in Welches OR., are beyond the 30 mile range. Per phone conversation with Gillian @ Cues, average response time for service is 1-2 days based on mobile technicians work schedule. Our history is that pipeline inspection equipment can be temperamental. Identifying the quickest route of repair is important in keeping our Sewer Inspection program up and running. Driving to Welches for a part in an urgent situation is simply not feasible.

2) Per ITB item 3.1. City specified a gel cell battery bank that provided sole power for the functions of the equipment during an 8 hour shift. Our goal is to have a "static" inverter that would not require the aid of an internal combustion engine. Thus decreasing our employees exposure to noise and exhaust. Enviro Cleans unit offers that.
   Cues proposal offers a "dynamic inverter" system that would require the truck automatically restart when the battery gets weak, approx every 2.5 hours. Cues specifications did not clearly define their proposal for a battery bank in the specs. However, the automatic restarting every 2.5 hours did not meet our goal of working 8 hours, quietly and without exhaust emissions.

3) Per ITB item # 15.6. Specifications called for pressurized camera with pressure loss diagnostics. Cues camera did offer a pressurized camera, however without diagnostics. The benefit of having pressure diagnostics is to identify water intrusion into the camera before damage is done. Cues camera is equipped with humidity sensor which would alert you only after the water had entered the camera. Enviro Cleans unit offered a pressurized camera with diagnostics.

4) Sewer Department has been working closer with Clean Water Services over the past years in an attempt is to standardize the equipment sharing, operator training, parts, and the information that is gathered as a result of their efforts. The training includes the in house adjustments and modifications to the equipment that is often required in unique situations. The experience that CWS has with Aries equipment and common parts needed for repairs are 10 minutes away and welcomed as an option for our Sewer crew to use. CWS is familiar with the maintenance and adjustments this equipment routinely requires. They have been sharing that information and equipment with our Sewer Crew when they are working in some situations side by side. In order to encourage continuity and efficiency in the Sewer Departments efforts, the Enviro Clean unit is the best fit.

Proposals:

Reject lowest bid submitted by Cues. Submit "Intent to Award" to Enviro Clean.

George Cartales

IC
1 orig. to Cindy B.

CITY OF HILLSBORO

December 18, 2007

TO: Mayor and City Council

FROM: Amber Deming, City Recorder

SUBJECT: Resolution establishing a system for recovering City expenses incurred in responding to public documents and records requests

The City Recorder's office asks the City Council to adopt a resolution setting fees to recover city expenses incurred in responding to public records requests, and repealing Resolution No. 2024.

Background

Under ORS 192.420 "every person" has a right to inspect any nonexempt public record of a public body in Oregon. The City of Hillsboro recognizes and respects this public access to public documents, and the importance of maintaining files that facilitate public access in an efficient and cost- effective manner. ORS 192.440(3) of the Public Records Law expressly authorizes a public body to establish fees "reasonably calculated to reimburse it for its actual cost in making such records available."

The 2007 Oregon Legislative adopted changes to the Public Records Law:

- Requires a public body to respond to a written request for public records as soon as practicable and without reasonable delay;
- Allows a public body to request additional information or clarification from the requester;
- Requires a public body to acknowledge the receipt of the request and provides that the response must include the requested copies of the non-exempt records or at least one of several specified statements, depending on the availability of the records; and

- Requires a public body to make available to the public a written procedure for making public records requests that includes the name and address of the person to whom the request may be sent and the amounts charged for requests, and how these charges are determined.

Resolution 2024 needs updating and clarification. The proposed new resolution updates the current resolution to reflect the new legal requirements. Additionally, staff from the various departments has reviewed the existing fee schedule adopted in 2004 and made minor fee adjustments (Exhibit A – Fee Schedule).

Requested Action

Please consider adopting this new resolution setting fees for recovering city expenses incurred in responding to public records requests, and repealing Resolution No. 2024.

RESOLUTION NO. _____

A RESOLUTION SETTING FEES FOR RECOVERING CITY EXPENSES INCURRED IN RESPONDING TO PUBLIC RECORDS REQUESTS AND REPEALING RESOLUTION NO. 2024.

WHEREAS, every person has a right to inspect any nonexempt public record of the City of Hillsboro, subject to reasonable procedures and restrictions; and

WHEREAS, the City of Hillsboro recognizes and respects public access to public documents and the importance of maintaining orderly files to facilitate public access in an efficient and cost-effective manner; and

WHEREAS, the City's costs in performing these document and record searches and duplication services, both in terms of staff labor and materials, often burden City resources; and

WHEREAS, ORS 192.440(3) authorizes local governments and other public bodies to charge private parties the reasonable and actual cost of making available public records; and

WHEREAS, the City desires to maintain rules that provide reasonable access to nonexempt public documents and sets fees and charges that permit the City to recover actual reasonable costs, including labor and material, incurred in making public documents available.

NOW, THEREFORE, BE IT RESOLVED by the Hillsboro City Council:

Section 1. Written Requests. Unless otherwise provided by these rules, requests for inspection and copies of public records must be in writing on a form prescribed by the City.

Section 2. Procedures.

2.1 Requests for public records must include the following: .

2.1.1 The name, address, contact information, date and signature of the person making the request or their authorized representative;

2.1.2 When known to the requestor, the request must include information such as the department file number, year of creation and any other pertinent information that may assist City staff in locating the requested documents. The City will not author or prepare new documents in response to a records request.

2.2 Except as otherwise provided by these rules, public records will not be released for inspection or copies provided to members of the public or city staff or officials unless the City receives payment of the required fee from the requesting party. The person making the request will be informed that the requested documents will not be released without payment the fee required by this resolution. Failure to inform the requesting party of this requirement does not relieve the requesting party of the obligation to pay the required fee.

2.3 Upon receipt, the request will be date stamped.

2.4 Written requests for inspection or copies of city records must be submitted to the city recorder's office or the police department for processing and staff will respond to all such requests. If the City needs additional information or clarification, City staff will contact the requesting party.

2.5 If the City is unable to comply with a request, a written response explaining why the City is unable to process the request will be mailed to the requesting party.

Section 3. Inspection of Records. A person making a public records request may personally inspect the requested documents, but the right to inspect documents does not include the right to access file cabinets or file folders or the right to disassemble or change the order of materials in files or document binders. Inspection of public records will occur during regular City business hours by appointment. Any request that that requires more than one half hour of staff time will occur at a time mutually convenient to the requestor and the affected staff person. Original public records may not leave the custody of the City. A City staff member must be present while any original public records are inspected to insure protection of the records.

Section 4 City Response. Within five business days the City will either respond to all public records requests or explain why more time is needed for a full response. This timeline does not apply to requests for police related records that are not legally available. Additional time may be necessary to allow City staff to consult with the City Attorney's Office to obtain legal advice prior to releasing records. Additional time is necessary when the City is presented with a physically extensive or legally complex records request.

Section 5. Preparation of Cost Estimate. Upon receipt of a public records request, City staff will first prepare a cost estimate reflecting the full, actual cost of City staff time and materials required to make the public records available, including costs of observation of the inspection of records, summarizing, compiling or tailoring the public records, either in organization or media, to meet the request.

Section 6. Labor Costs. The cost bill estimate for staff time will be based on the staff person's regular hourly wage rate multiplied by the time estimated to respond to the request. An additional percentage will be added as compensation for the actual City benefits received by the staff person. There will be no charge for the first half hour of staff time required to respond to a records request.

Section 7. Materials Costs. The cost to reproduce any material requested will be charged at a per page rate using the applicable Department Fee Schedule attached as Exhibit A. A copy of the fee schedule will be provided to the requestor before any charge is made. If delivery of the search results is requested, mailing or delivering costs will be included in the estimated cost bill. The fee schedule will be reviewed annually by the Finance Department and any changes forwarded to the Finance Committee.

Section 8. Deposit and Payment Requirements. If the estimated cost is $250.00 or more, the City will require a deposit in the full amount of the estimate before expending additional City resources on the request. Research requests, requests of a complex nature, or records requested from the Police Department may require prepayment. City staff will begin work on the request only upon receipt of the deposit. If the actual cost of completing the request exceeds the estimate, the City will not release the search results until the City's full actual costs are received in full. If the actual cost of responding to the request is less than the estimated cost, then the balance of the deposit will be refunded promptly. If the estimated cost bill is less than $250.00, City staff will begin to fulfill the request and will present a bill for the City's full actual costs payable in full upon completion of the request. City staff will not release the request result until the total costs are paid.

Section 9. Waiver or Reduction of Fees. Copies of public records may be furnished without cost, or at a reduced cost, if the City Manager determines that a waiver or reduction of fees is in the public interest because making the record available primarily benefits the general public.

9.1. A person requesting a waiver or reduction of fees must file a written request which includes the requestor's name and address, the purpose for which the documents are sought, the character of the information and whether the requestor can demonstrate the ability to disseminate the information to the public or otherwise benefit the general public with the information. The City Manager will review the request and may also consider the requestor's ability to pay and any financial hardship on the City that would arise from granting a waiver or reduction.

9.2. Any requestor disabled within the meaning of the Americans With Disabilities Act may also apply for a waiver or reduction of fees if any of the cost of complying with the request were due to the requestor's disability.

9.3. Copies of the routine materials requested by the news media will be made available without charge. Any request that requires more than one half hour of staff time may be charged according to this Resolution.

9.4. Copies of routine materials personal to the requestor will be furnished without charge, except for state police reports and records generated by the police department. Any request that requires more than one half hour of staff time will be charged according to this Resolution.

9.5. Copies of routine materials requested by any Hillsboro public official or advisory committee member will be furnished without charge if the request relates to information needed in the requestor's official capacity.

9.6 The decision of the City Manager on any fee waiver or reduction is final. .

Section 10. This resolution is effective immediately upon adoption by the City Council and signature by the Mayor.

Approved and adopted by the Hillsboro City Council at a regular meeting held on the 18th of December, 2007.

_____
Mayor

ATTEST: _____
City Recorder

Exhibit A

Department Fee Schedule

General	**Photocopies**	
	Black and White:	
	Single Sided	$0.15
	Double Sided	$0.30
	Color:	
	8.5" x 11" (Letter - Single Sided)	$0.75
	8.5" x 11" (Letter - Double Sided)	$1.50
	8.5" x 14" (Legal - Single Sided)	$0.90
	8.5" x 14" (Legal - Double Sided)	$1.80
	11" x 17" (Tabloid)	$1.00
	Maps	
	Color Aerial Photo Print (High Ink Use):	
	8.5" x 11" (Letter)	$8.25
	11" x 17" (Tabloid)	$10.25
	18" x 24" (C size)	$15.75
	24" x 36" (D size)	$25.25
	36" x 48" (E size)	$44.30
	Color Print (Normal) (Average Ink Use):	
	8.5" x 11" (Letter)	$7.25
	11" x 17" (Tabloid)	$8.30
	18" x 24" (C size)	$11.25
	24" x 36" (D size)	$16.30
	36" x 48" (E size)	$26.30
	Black & White Prints (Low Ink Use):	
	8.5" x 11" (Letter)	$6.75
	11" x 17" (Tabloid)	$7.35
	18" x 24" (C size)	$9.00
	24" x 36" (D size)	$11.75
	36" x 48" (E size)	$17.30
City Council	**Audio Cassettes of Council Meetings**	$7.50
	Videos/CD/DVD of Council Meetings	$20.00

Planning	**Audio Cassettes**	$7.50
	Zoning & Comp plan maps	$25.00
	Zoning Ordinance (per volume)	$14.00
	Transportation System Plan	$30.00
	Tanasbourne Town Center Plan	$15.00
	Witch Hazel Village Community Plan	$20.00
	Witch Hazel Village Community Plan appendices	$25.00
	Public Facilities Plan	$15.00
	Housing Needs Report	$14.00
	Prints:	
	18 X 24	$2.50
	22 X 34	$3.50
	24 X 36	$4.00
	36 X 48	$10.00
	42 X 54	$12.00
	Aerials - per 1/2 sheet	$5.00
	Aerials - Color 31" X 36"	$50.00
Finance	**Business License current month report**	$12.00
	Business License complete database report	$150.00
	Lien Assessment current listing report	$5.00
	Budget and Financial Statements	$5.00
	Report for Title Companies	$5.00
	Vendor list master	$110.00
Library	**Computer disks for downloading (each)**	$0.75
	Photocopier and Printer Copies (including microfilm or microfiche)	$0.10
Fire Department	**Fire Pre-Hospital Care Reports (up to 10 pages)**	$7.00
	(Pre-Hospital Care Reports available by subpoena only)	
	Photos (see Police Department section)	
Engineering	**Plats, Partition Plats, Tax Maps (18 X 24)**	$3.25
	Engineering Drawings (22 X 24)	$5.00
	Engineering Drawings (24 X 36)	$5.00
	Base/Street Index/Open Space (36 X 48)	$25.00
	Topographical Maps (34 X 40)	$13.50
	Misc. sizes @ .90 Sq. Ft.	$0.15

Police Department:		
Evidence	**Audio Cassettes**	$7.00
	Videos	$15.00
	Photographs:	
	Compact Disc	$7.00
	Floppy Disc	$7.00
	Color Photo (per sheet)	$1.00
Records	**Photocopies:**	
	Officer Notes (per page)	$7.00
	Reports (up to 15 pages doubled sided)	$10.00
	Additional pages (per side) *No charge for the face sheet of traffic crash report (involved parties only)*	$0.30
	Citations	$7.00
	Radar Certification	$7.00
	CAD Data Sheets	$10.00
	Background Checks	$5.00
	Officer Training Record	$7.00

1D

CITY OF HILLSBORO

Public Works Department, Engineering Division
150 East Main Street – Fourth Floor, Hillsboro, Oregon 97123
503-681-6238 Fax#503-681-6245
douglasg@ci.hillsboro.or.us

December 11, 2007

TO: Mayor and City Council

FROM: Douglas Gresham, Engineering Division

RE: Bid Award of Main Street Sanitary Sewer and Waterline Replacement

The Engineering Division held a bid opening on December 6, 2007, for the above referenced project. The bid results were as follows:

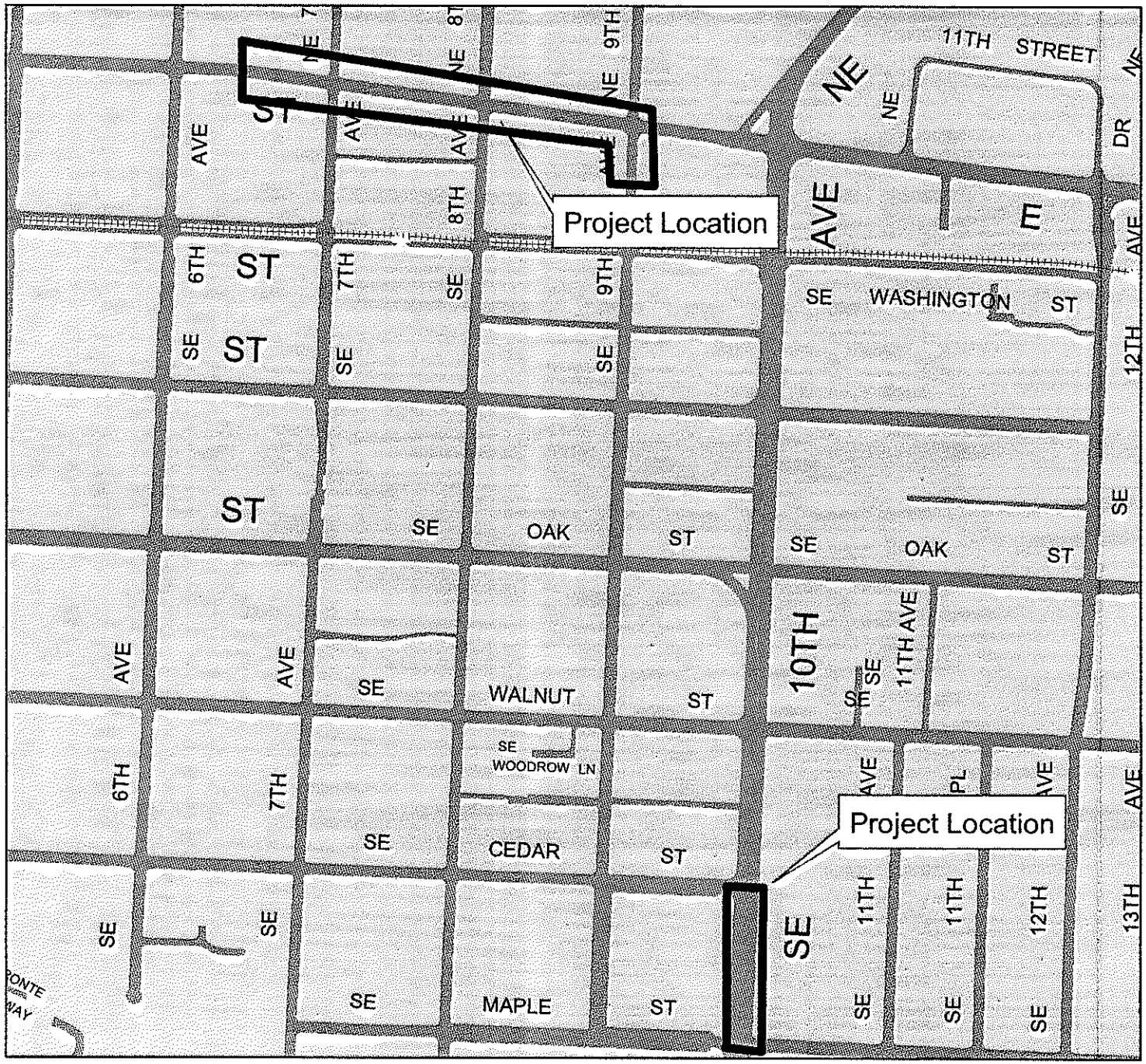
	BIDDER	Bid Amount
1.	Landis & Landis Construction	$ 345,882.00
2.	Kerr Contractors	$ 372,547.50
3.	Kuenzi Communications	$ 398,573.55
4.	D & T Excavation	$ 410,197.43
5.	Civilworks NW	$ 433,811.16
6.	K & R Plumbing	$ 460,124.40
7.	Moore Excavation	$ 466,316.00
8.	Emery & Sons	$ 499,100.00
	Engineer's Estimate:	$ 397,023.00

This project will replace the existing sanitary sewer mains along E Main St, from midblock between 6th and 7th Avenues, east to 9th Avenue, and the existing sanitary sewer main in SE 10th Avenue, between SE Cedar Street and SE Maple Street. The existing lines will be replaced by pipe bursting to minimize disruption to the surrounding residences and businesses. The sewer laterals will also be replaced as needed, from the sewer main line to the right-of-way boundary. These lines have been identified by sewer maintenance crews as being in poor condition and in need of replacement.

This project is identified in the current budget utilizing sanitary sewer funded depreciation funds.

The Water Department will be replacing the water main line in E Main Street, from 8th Avenue to 9th Avenue, and the water main line in SE 9th Avenue, from E Main Street, 220 feet to the south, under the same contract.

Staff requests, with Finance Committee recommendation, the City Council to award the contract for construction of these improvements to Landis & Landis Construction, as the low responsive bidder.



City of Hillsboro

E Main St Sanitary Sewer and Waterline Replacement

Legend of Features

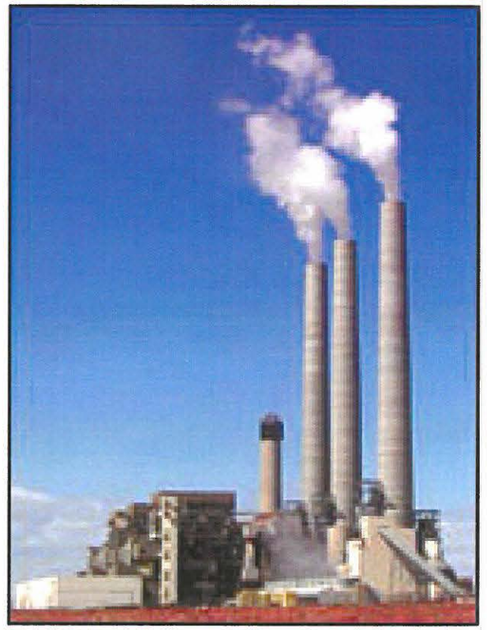
- Max Line
- MAX Stop
- Hillsboro City Limits

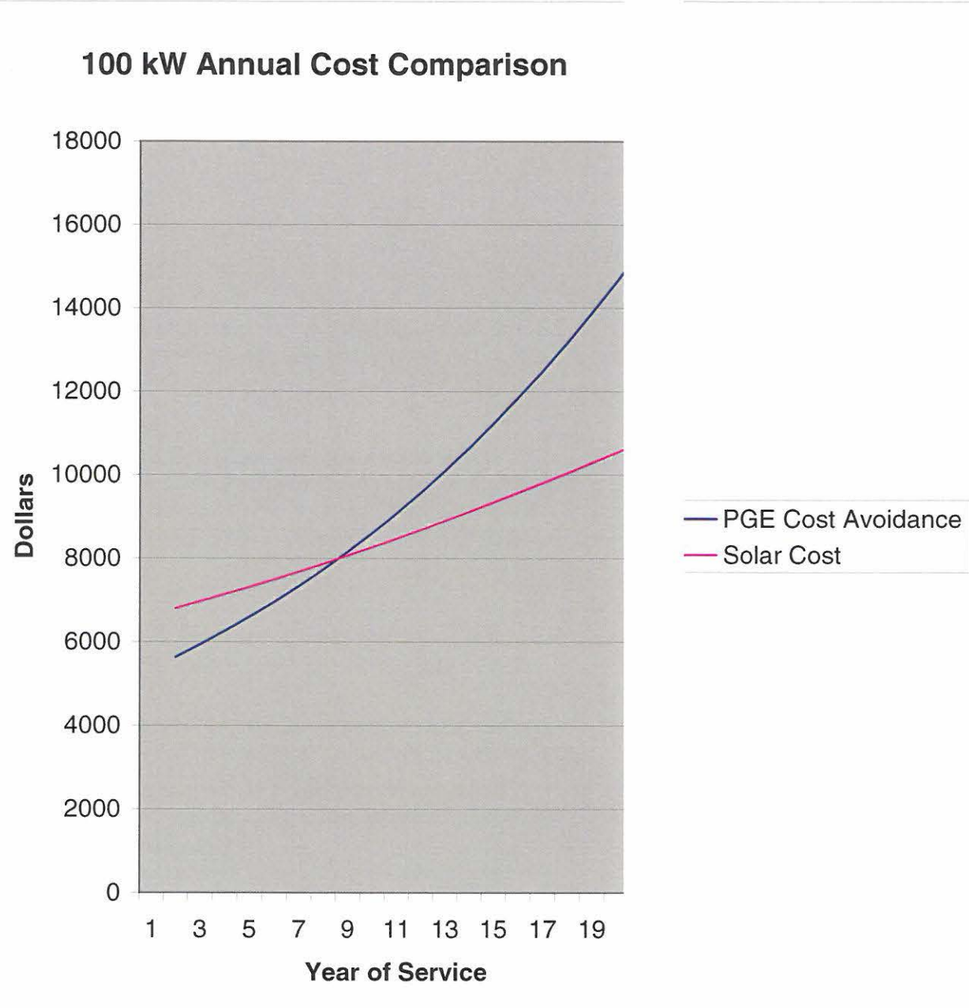
Plot date: 12-6-2007

This map was derived from several databases. The city cannot accept responsibility for any errors. Therefore, there are no warranties for this product. However, notification of errors would be appreciated.

Geographic Information System

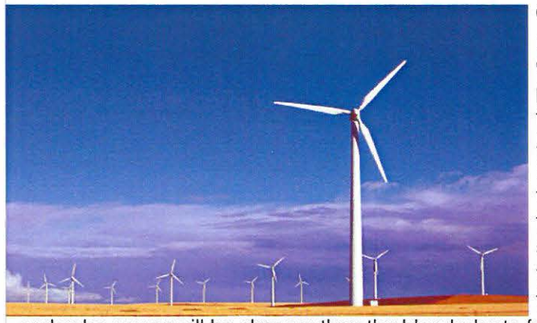
VS.





Advantages of Honeywell Proposal

- $ **No Capital Costs**
- $ **No O&M Costs**
- $ **16.3% Electric Cost Savings** (for 100 kW, 3.4% annual savings for facility)
- **Green Power (Renewable Energy Source)**
- **Helps Reduce Global Warming**
- **Green Power Without Premium for Wind Energy**



City Council supports use of renewable energy resources. The Civic Center (including tenants) purchases CleanWind® energy from Portland General Electric at a 5% premium. The difference here is that when the pumps are off at this reservoir, power generated from the photovoltaic array will be sold to PGE. After about 71/2 years, the project will have passed the breakeven point and solar power will be cheaper than the blended rate for commercial power currently used at the pumping stations and will become relatively cheaper each and every year thereafter by approximately 3% over the expected 25 year life of the SolarWorld panels.

- **Supports and Acknowledges Hillsboro's Solar Industry**
- **Consistent with Hillsboro Vision 2020 Provides a model for Hillsboro businesses and residents alike**
- **First Oregon Energy Trust funded project and amongst the first to take advantage of Oregon's new 50% Business Energy Tax Credit**

- Conducted financial studies to determine whether the City should develop this resource itself or go with Honeywell
- Identified the berm adjacent the water reservoir at Evergreen and Shute as optimum for the initial contract
- Coordinated with Water Department management, engineering and operations staff to identify technical and logistical concerns and work out solutions that make the project feasible.
- Arranged field visits and conversations between Honeywell, their installation team, and our Water Department engineers and operations personnel in order to get a first hand read on the project and the qualifications of the people involved.
- Entered into a Memorandum of Understanding with Honeywell, which provided:
  - Honeywell time to develop technical and design details of the project and fine-tune the economics to the satisfaction of both parties,
  - Time to develop a larger, scalable program, to maximize energy output at various City sites.
  - Time for the parties to work out details of the contract and negotiate new language for incorporation into the Honeywell documents; and
  - A placeholder for our application for the Energy Trust of Oregon incentive (we were the first in the state to apply for the first-come first-served 2007 limited funding.)
- Worked with the City Attorney to revise the standard Honeywell contract documents. and pending your approval, will enter into final contract negotiations to the City Attorney for additional scrutiny.
- Received a Utility Commission recommendation to City Council to approve the Solar Power Purchase Agreement and Solar License Agreement, subject to final negotiations and approval and revisions by the City Attorney.

Requested Course of Action

Consider Utility Commission recommendation to approve a Power Purchase Agreement and a Solar Energy License Agreement with Honeywell International, Inc. for the design, installation, operation and maintenance of solar photovoltaic arrays and related equipment at the Shute and Evergreen Water Reservoir and authorize the Mayor and City Recorder to execute the documents. (Subject to City Attorney approval and revision.)

The interior of this bi-fold document has graphic information related to the proposal.
If you have any questions prior to the meeting, do not hesitate to call me at (503) 681-6191.

Respectfully Submitted,
Marion Hemphill
Administration Department Project Manager

CITY OF HILLSBORO
Administration Department
150 East Main Street, 5th Floor
Hillsboro, Oregon 97123-4028
Phone: 503/681-6219 FAX: 503/681-6232

STAFF REPORT

December 13, 2007

TO: City Council
FROM: Marion Hemphill, Senior Project Manager
SUBJECT: December 18th Meeting Agenda Information Item: City-Honeywell Solar Projects, Water Department

The Concept

Over the past year, Honeywell International, Inc. has been at the forefront in the use of Power Purchase Agreements ("PPA") to provide municipalities with clean, renewable solar power at low rates with no capital outlay or operating & maintenance cost to the local government. West of the Rocky Mountains, Honeywell's work has focused on California, Hawaii, and the Southwest, but with the recent increase in Oregon's Business Energy Tax Credit for renewable energy and a new incentive from the Energy Trust of Oregon (funded through the PUC by the private electric utilities), the company finds the state an attractive market for their services. Hence, the offer of a solar PPA to the City of Hillsboro.

Under a solar PPA, Honeywell will build, own, operate, and maintain a grid-connected solar Photovoltaic ("PV") array on City property. The City's only obligation is to purchase the power generated through a long-term contract. A Fortune 100 company, Honeywell can provide solar PPAs by utilizing Federal and state tax credits and other incentives that are largely unavailable to non-taxable entities. This approach offers the City many benefits, among them:

- Renewable solar power at rates competitive with current utility rates and lower than "Green Tag Power" from PGE or other Renewable Energy suppliers
- No capital investment by the City and no debt
- Completely predictable energy costs for the 20-year contract term
- A hedge against future utility rate increases
- 100% of the solar energy produced offsets electricity the City would otherwise buy from PGE
- No new employees to install and maintain the equipment and no "learning curve" lag-time or neophyte mistakes. Honeywell will manage the construction and supervise the work of local contractors well experienced in solar installation by assigning a Honeywell engineer and project manager to the job.
- A 20-year contract spells out the details, assigns liability, and sets power prices.
- This will be Honeywell's first project in Oregon, seeking out Hillsboro due to its commitment to Sustainable Development, and in quest of a solid reference to other municipalities, educational institutions and other non-profit organizations in Oregon.
- In essence, no risk for the City.

Preliminary Study

Since being approached by Honeywell, City Administration Department staff has:

- Investigated and identified approximately two dozen sites on City buildings, facilities and property suitable for solar PV arrays
- Convinced Honeywell to forsake the use of Japanese built PV Arrays in favor of those manufactured in Hillsboro. **– continued on back cover**

1F

RESOLUTION NO. 2235

A RESOLUTION AUTHORIZING AND RATIFYING THE LISTED EXPENDITURES, PUBLIC CONTRACTS, CONTRACT AMENDMENTS AND AGREEMENTS IN ACCORDANCE WITH CHAPTER 2.16 OF THE HILLSBORO MUNICIPAL CODE.

WHEREAS, any public contract not previously awarded by the City Council is not authorized until the City Council passes a resolution, and

WHEREAS, a City of Hillsboro contract is not effective to bind the City until the Mayor signs the contract or an order approving execution of the contract and that execution or order is attested to by the City Recorder,

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

Section 1. The contracts to make the expenditures listed in the attached Schedule A and the individual expenditures in that schedule are authorized and ratified.

Section 2. Any contract or contract amendment listed on Schedule B, which has not been previously awarded by the City Council, is authorized and ratified.

Section 3. No contract or contract amendment authorized by this resolution shall be binding upon the City of Hillsboro until it is signed by the Mayor or the execution is ratified by an order of the Mayor and the signature or order is attested to by the City Recorder.

Introduced and passed this 18 day of December, 2007

_____

Mayor

ATTEST:_____

City Recorder

ORDER NO. 31
(Ref. Resolution No. 2235)

AN ORDER OF THE MAYOR OF THE CITY OF HILLSBORO AUTHORIZING AND RATIFYING EXPENDITURES, CONTRACTS, CONTRACT AMENDMENTS AND OTHER AGREEMENTS.

WHEREAS, any public contract not previously awarded by the City Council is not authorized until the City Council passes a resolution, and

WHEREAS, the City Council has adopted Resolution No. 2235 , dated December 18, 2007 authorizing the expenditures listed in Schedule A and the contracts and contract amendments listed in Schedule B, attached to this order and incorporated herein, and

WHEREAS, a contract is not effective to bind the City until the Mayor signs an order approving the contract and that order is attested to by the City Recorder, and,

WHEREAS, the Mayor has delegated authority to execute the contracts and contract amendments listed in Schedule B and wishes to authorize and ratify the execution of those agreements,

IT IS HEREBY ORDERED THAT:

Section 1. The execution of the contracts, contract amendments and agreements to expend money listed in Schedule B and the expenditures listed in Schedule A are ratified and authorized. These listed expenditures, contracts, contract amendments and agreements are considered to be signed by the Mayor and attested to by the City Recorder.

Section 2. A copy of this Order shall be attached to and be a part of each of the contracts, contract amendments, agreements listed in Schedule B and attached to the expenditure list in Schedule A.

Ordered by the Mayor this 18 day of December , 2007

_____
Mayor

ATTEST:_____
City Recorder

PAYABLES CHECK REGISTER BOOKKEEPING DISBURSEMENT DATE 11/29/07 GF20060 PAGE 2

CHK-#	VND-#	NAME	TYPE	CHECK-DT	CHECK-AMT	:NOTE
199726	93111	UNITED WAY	COMPUTER-GEN	11/29/07	1,195.50	
199727	93210	US TREASURY ASC SUPPORT	COMPUTER-GEN	11/29/07	729.17	

TOTAL COMPUTER GN 704,814.37

TOTAL DISBURSEMENTS 704,814.37

PR A/P ✓ JWW

11/29/07

Schedule A

PAYABLES CHECK REGISTER BOOKKEEPING DISBURSEMENT DATE 11/29/07 GF20060 PAGE 1

CHK-#	VND-#	NAME	TYPE	CHECK-DT	CHECK-AMT	:NOTE
199701	10936	AMERICAN FAMILY LIFE ASSURANCE CORP	COMPUTER-GEN	11/29/07	9,961.53	
199702	10958	AMERICAN UNITED LIFE CORP	COMPUTER-GEN	11/29/07	82.91	
199703	11728	ASIFLEX	COMPUTER-GEN	11/29/07	679.00	
199704	12715	BANK OF THE WEST (PYRL)	COMPUTER-GEN	11/29/07	350.00	
199705	20226	DEPARTMENT OF CHILD SUPPORT SERVICES	COMPUTER-GEN	11/29/07	377.00	
199706	21322	EBS TRUST CCIS	COMPUTER-GEN	11/29/07	10,525.00	
199707	21323	EBS TRUST CCIS	COMPUTER-GEN	11/29/07	4,500.04	
199708	22364	EBS TRUST CCIS	COMPUTER-GEN	11/29/07	2,175.00	
199709	22365	EBS TRUST CCIS	COMPUTER-GEN	11/29/07	150.00	
199710	22366	EBS TRUST CCIS	COMPUTER-GEN	11/29/07	409,445.97	
199711	22367	EBS TRUST CCIS	COMPUTER-GEN	11/29/07	107,784.66	
199712	22368	EBS TRUST CCIS	COMPUTER-GEN	11/29/07	1,155.78	
199713	22369	EBS TRUST CCIS	COMPUTER-GEN	11/29/07	7,852.72	
199714	22370	EBS TRUST CCIS	COMPUTER-GEN	11/29/07	56,058.30	
199715	22379	CITY OF HILLSBORO	COMPUTER-GEN	11/29/07	44,663.48	
199716	24455	COUNTY OF SAN DIEGO	COMPUTER-GEN	11/29/07	168.00	
199717	40095	HAWTHORN FARM ATHLETIC CLUB	COMPUTER-GEN	11/29/07	1,595.00	
199718	40510	MONICA J KING	COMPUTER-GEN	11/29/07	150.00	
199719	47580	IAFF (PYRL)	COMPUTER-GEN	11/29/07	6,680.00	
199720	58460	BRIAN D LYNCH	COMPUTER-GEN	11/29/07	2,040.00	
199721	62125	MSA VEBA PLAN ADMINISTRATOR	COMPUTER-GEN	11/29/07	35,659.82	
199722	70646	OREGON DEPT OF REVENUE	COMPUTER-GEN	11/29/07	504.49	
199723	74860	PUBLIC SAFETY CHAPLAINCY	COMPUTER-GEN	11/29/07	5.00	
199724	88700	STANDARD INSURANCE COMPANY	COMPUTER-GEN	11/29/07	226.00	
199725	88891	STANDARD INSURANCE CO	COMPUTER-GEN	11/29/07	100.00	

PAYABLES CHECK REGISTER BOOKKEEPING DISBURSEMENT DATE 11/29/07 GF20060 PAGE 1

CHK-#	VND-#	NAME	TYPE	CHECK-DT	CHECK-AMT	:NOTE
BNK-TR	47582	ICMA (PYRL)_	HAND ISSUED	11/30/07	34,828.30	
BNK-TR	72150	PEPSCO	HAND ISSUED	11/30/07	54,019.01	
BNK-TR	94983	WASHINGTON COUNTY FEDERAL CREDIT UNION	HAND ISSUED	11/30/07	68,324.00	
BNK-TR	70664	OREGON SAVINGS GROWTH PLAN	HAND ISSUED	11/30/07	21,906.94	
BNK-TR	44561	HILLSBORO POLICE OFFICERS ASSOCIATION	HAND ISSUED	11/30/07	7,719.00	
BNK-TR	11730	ASIFLEX - DEPENDENT CARE	HAND ISSUED	11/30/07	3,309.32	
BNK-TR	11729	ASIFLEX - MEDICAL	HAND ISSUED	11/30/07	22,171.71	
BNK-TR	93108	USNB FEDERAL W/H	HAND ISSUED	11/30/07	355,945.91	
BNK-TR	93107	USNB - FICA	HAND ISSUED	11/30/07	507,566.34	
BNK-TR	70659	OREGON DEPT OF REVENUE	HAND ISSUED	11/30/07	200,301.00	
BNK-TR	70653	OREGON DEPT OF REVENUE	HAND ISSUED	11/30/07	22,571.87	
BNK-TR	70658	OREGON DEPT OF REVENUE	HAND ISSUED	11/30/07	3,468.64	
BNK-TR	72594	PERS - EXTRA UNITS	HAND ISSUED	11/30/07	452.62	
BNK-TR	74804	PUBLIC EMPLOYEES RETIREMENT SYSTEM	HAND ISSUED	11/30/07	194,333.06	
BNK-TR	74806	PUBLIC EMPL RETIREMT SYS	HAND ISSUED	11/30/07	370,405.97	
BNK-TR	27512	DEPT OF HUMAN RESOURCES	HAND ISSUED	11/30/07	10,269.23	
		TOTAL HAND ISSUED			1,877,592.92	
		TOTAL DISBURSEMENTS			1,877,592.92	

PR A/P wires
11/29/07

PAYROLL MONTH OF NOVEMBER 2007

01 GENERAL FUND	2,171,884.37
03 ECONOMIC DEVELOPMENT	7,162.80
07 CADET FUND	1,325.77
09 SWM	82,630.28
10 STREET FUND	93,477.40
16 FUNDED DEPT SWM	0.00
17 FUNDED DEPT SEWER	1,522.94
18 FUNDED DEP WATER	9,580.49
19 BARNEY JOINT COMMISSION	11,859.53
25 SDC-WATER	376.15
26 SDC-SWM	2,502.74
27 SDC-SEWER	3,769.51
28 TIF	5,837.97
29 SDC-PARKS	0.00
40 STREET PROJECTS	0.00
41 PARKS CAPTIAL PROJECTS	0.00
50 WATER	165,434.42
51 JOINT	98,664.72
52 SEWER FUND	96,057.03
54 PROPERTY MANAGEMENT FUND	678.97
61 BROADBAND USERS GROUP	0.00
65 HEDC	23,975.76
67 JACKSON BOTTOM PROJECTS	448.29
70 SUPPORT SERVICES	665,343.87
71 FACILITIES MANAGEMENT	0.00
74 SELF - INSURANCE	11,480.00
75 INTERNAL SERVICES	8,951.92
TOTAL GROSS PAYROLL BY FUND	$ **3,462,964.93**
INFORMATION ONLY DO NOT ISSUE CHECK	

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PAYABLES CHECK REGISTER BOOKKEEPING DISBURSEMENT DATE 11/29/07 GF20060 PAGE 1

CHK-#	VND-#	NAME	TYPE	CHECK-DT	CHECK-AMT	:NOTE
199551	679	EILEEN S KANE	COMPUTER-GEN	11/29/07	300.00	
199552	704	MOTOR VEHICLE DIVISION	COMPUTER-GEN	11/29/07	50.00	
199553	738	NORTHWEST ASSOC OF FIRE TRAINERS INC	COMPUTER-GEN	11/29/07	150.00	
199554	872	GEARED UP	COMPUTER-GEN	11/29/07	304.20	
199555	876	WASHINGTON COUNTY HEALTH	COMPUTER-GEN	11/29/07	487.00	
199556	959	MOTOR VEHICLE DIVISION	COMPUTER-GEN	11/29/07	7.00	
199557	1161	WASHINGTON COUNTY LAND USE & TRANSPTN	COMPUTER-GEN	11/29/07	275.00	
199558	1351	OPEN DOOR COUNSELING CENTER	COMPUTER-GEN	11/29/07	3,000.00	
199559	1365	A CHILDS PLACE/UN LUGAR PARA NINOS	COMPUTER-GEN	11/29/07	1,000.00	
199560	1369	COMMUNITY ACTION ORGANIZATION	COMPUTER-GEN	11/29/07	7,500.00	
199561	1629	TENNANT SALES AND SERVICE CO	COMPUTER-GEN	11/29/07	472.80	
199562	1730	NIGP COLUMBIA CHAPTER	COMPUTER-GEN	11/29/07	300.00	
199563	1944	RSVP WASHINGTON COUNTY	COMPUTER-GEN	11/29/07	1,000.00	
199564	1955	LIFEWORKS NW	COMPUTER-GEN	11/29/07	1,000.00	
199565	1976	CAMP FIRE USA	COMPUTER-GEN	11/29/07	1,000.00	
199566	1977	CASA FOR CHILDREN	COMPUTER-GEN	11/29/07	1,000.00	
199567	2144	SECRETARY OF STATE	COMPUTER-GEN	11/29/07	50.00	
199568	2149	BEAVERTON VOLLEYBALL OFFICIALS ASSN	COMPUTER-GEN	11/29/07	374.00	
199569	2243	SKANSKA USA BUILDING INC	COMPUTER-GEN	11/29/07	1,392.21	
199570	2700	PORTLAND ENGINEERING INC	COMPUTER-GEN	11/29/07	1,679.00	
199571	2852	SADAFUMI UCHIYAMA	COMPUTER-GEN	11/29/07	1,140.00	
199572	2892	CHRIS ENGER	COMPUTER-GEN	11/29/07	55.63	
199573	2998	CHUCK KINGSTON	COMPUTER-GEN	11/29/07	253.38	
199574	3136	KUIK 1360 TALK RADIO DBA	COMPUTER-GEN	11/29/07	525.00	
199575	3730	WITHAM & DICKEY INC	COMPUTER-GEN	11/29/07	1,978.80	

CHK-#	VND-#	NAME	TYPE	CHECK-DT	CHECK-AMT	:NOTE
199576	3970	ASCAP	COMPUTER-GEN	11/29/07	587.00	
199577	3971	BROADCAST MUSIC INC	COMPUTER-GEN	11/29/07	320.70	
199578	4116	ROBERT'S WINDOW CLEANING SERVICE	COMPUTER-GEN	11/29/07	345.00	
199579	4213	TV FIRE & RESCUE TRAINING DIVISION	COMPUTER-GEN	11/29/07	822.00	
199580	4395	ASI BUSINESS GROUP	COMPUTER-GEN	11/29/07	4,895.00	
199581	4507	STONER ELECTRIC INC	COMPUTER-GEN	11/29/07	366.00	
199582	4748	ACCURATE INSTALLATION SERVICES INC	COMPUTER-GEN	11/29/07	3,556.00	
199583	4987	SEXUAL ASSAULT RESOURCE CENTER	COMPUTER-GEN	11/29/07	6,500.00	
199584	5012	ASSISTANCE LEAGUE OF PORTLAND	COMPUTER-GEN	11/29/07	1,000.00	
199585	5125	AMERICAN HEATING INC	COMPUTER-GEN	11/29/07	1,991.00	
199586	5371	AMEZCUA PRECIADO ANTONIO	COMPUTER-GEN	11/29/07	1,560.00	
199587	5391	GRATEMASTER INC	COMPUTER-GEN	11/29/07	8,292.00	
199588	5397	OREGON ASSOC OF CLEAN WATER AGENCIES	COMPUTER-GEN	11/29/07	500.00	
199589	5538	EMPIRE WEST INC	COMPUTER-GEN	11/29/07	1,118.60	
199590	5602	WINSLOW BROOKS	COMPUTER-GEN	11/29/07	263.69	
199591	5612	DEPARTMENT OF STATE LANDS	COMPUTER-GEN	11/29/07	20.00	
199592	5641	ADVENTIST HEALTH	COMPUTER-GEN	11/29/07	468.00	
199593	5881	NICO GEERLING	COMPUTER-GEN	11/29/07	229.35	
199594	5884	MARY BRADLEY	COMPUTER-GEN	11/29/07	147.00	
199595	5908	THE GLASS PEOPLE	COMPUTER-GEN	11/29/07	975.00	
199596	6019	WAVE INTERNET SERVICES	COMPUTER-GEN	11/29/07	48.95	
199597	6203	WSC INSURANCE	COMPUTER-GEN	11/29/07	2,500.00	
199598	6392	ED DENNIS	COMPUTER-GEN	11/29/07	1,442.35	
199599	6434	NORTHWEST OCCUPATIONAL MEDICINE CENTER	COMPUTER-GEN	11/29/07	852.50	
199600	6450	BEYER CLOSET CO	COMPUTER-GEN	11/29/07	3,070.00	

CHK-#	VND-#	NAME	TYPE	CHECK-DT	CHECK-AMT	:NOTE
199601	6854	YOUTH CONTACT	COMPUTER-GEN	11/29/07	5,000.00	
199602	7024	BOYS AND GIRLS CLUB OF HILLSBORO	COMPUTER-GEN	11/29/07	9,500.00	
199603	7298	SIDNEY L ROSEN	COMPUTER-GEN	11/29/07	705.87	
199604	7317	ARAMARK	COMPUTER-GEN	11/29/07	694.45	
199605	7428	RED LION HOTEL - HILLSBORO	COMPUTER-GEN	11/29/07	79.20	
199606	7726	PDSI	COMPUTER-GEN	11/29/07	12,100.00	
199607	7871	DAWN DURAY	COMPUTER-GEN	11/29/07	155.20	
199608	7884	SHIRLEY JOHNSON	COMPUTER-GEN	11/29/07	126.96	
199609	8018	REBUILDING TOGETHER WASHINGTON COUNTY	COMPUTER-GEN	11/29/07	1,000.00	
199610	8112	ROSE CITY MESSENGER SERVICE INC	COMPUTER-GEN	11/29/07	26.75	
199611	8232	DOUG GRESHAM	COMPUTER-GEN	11/29/07	38.97	
199612	8377	ANNA ROGERS	COMPUTER-GEN	11/29/07	77.36	
199613	8436	NEPTUNE TECHNOLOGY GROUP INC	COMPUTER-GEN	11/29/07	224,736.15	
199614	8452	TOM HUGHES	COMPUTER-GEN	11/29/07	223.50	
199615	8609	SCOTT HEWETSON	COMPUTER-GEN	11/29/07	159.00	
199616	8744	ACCOUNTEMPS	COMPUTER-GEN	11/29/07	1,794.24	
199617	9370	JUSTIN PATTERSON	COMPUTER-GEN	11/29/07	159.08	
199618	9391	EDC EDUCATIONAL SERVICES	COMPUTER-GEN	11/29/07	345.81	
199619	9437	KELLY CONROY	COMPUTER-GEN	11/29/07	50.00	
199620	9448	MELANIE MAXSON	COMPUTER-GEN	11/29/07	100.00	
199621	9449	BRIAN LONG	COMPUTER-GEN	11/29/07	7.00	
199622	9450	BENEFICIAL OREGON LLC.	COMPUTER-GEN	11/29/07	21.48	
199623	9451	DAWN WEINBENDER	COMPUTER-GEN	11/29/07	105.00	
199624	9452	COLIN STRONG	COMPUTER-GEN	11/29/07	36.00	
199625	9453	JEFF TAYLOR	COMPUTER-GEN	11/29/07	6.86	

CHK-#	VND-#	NAME	TYPE	CHECK-DT	CHECK-AMT	:NOTE
199626	9454	SMART	COMPUTER-GEN	11/29/07	500.00	
199627	9455	ONLINE RESOURCES	COMPUTER-GEN	11/29/07	2,192.43	
199628	9456	JULIANA HERNANDEZ DE GUERRERO	COMPUTER-GEN	11/29/07	200.00	
199629	9457	EUSTOLIA GUISAR	COMPUTER-GEN	11/29/07	19.11	
199630	10150	ACME CONSTRUCTION SUPPLY CO INC	COMPUTER-GEN	11/29/07	109.99	
199631	10167	ACTION TECHNOLOGY SYSTEMS LLC	COMPUTER-GEN	11/29/07	146.70	
199632	10320	AGREEYA SOLUTIONS	COMPUTER-GEN	11/29/07	12,420.00	
199633	10946	AMERICAN PREFERRED INC	COMPUTER-GEN	11/29/07	927.20	
199634	10999	ALEXIN ANALYTICAL LABORATORIES INC	COMPUTER-GEN	11/29/07	6,268.00	
199635	11720	ASAP SOFTWARE	COMPUTER-GEN	11/29/07	1,080.06	
199636	11835	AT&T	COMPUTER-GEN	11/29/07	30.10	
199637	11942	AWARD SPECIALTIES DBA	COMPUTER-GEN	11/29/07	29.24	
199638	12677	BAKER ROCK RESOURCES	COMPUTER-GEN	11/29/07	105.47	
199639	13687	BBC AUDIOBOOKS AMERICA (DBA)	COMPUTER-GEN	11/29/07	78.00	
199640	16770	BOUND TREE MEDICAL LLC	COMPUTER-GEN	11/29/07	1,360.64	
199641	17747	BRETTHAUER OIL CO INC	COMPUTER-GEN	11/29/07	23,152.29	
199642	17748	BRETTHAUER OIL CO INC-BULK OIL	COMPUTER-GEN	11/29/07	799.28	
199643	22150	CINTAS FIRST AID & SAFETY (DBA)	COMPUTER-GEN	11/29/07	317.37	
199644	22395	CITY OF PORTLAND	COMPUTER-GEN	11/29/07	7,950.00	
199645	22493	CLASS ACT UNIFORMS (DBA)	COMPUTER-GEN	11/29/07	316.00	
199646	23590	COMCAST CABLE	COMPUTER-GEN	11/29/07	95.00	
199647	24440	COSTCO WHOLESALE	COMPUTER-GEN	11/29/07	100.73	
199648	26085	DAILY JOURNAL OF COMM	COMPUTER-GEN	11/29/07	213.44	
199649	27510	DHS-HEALTH SERVICES	COMPUTER-GEN	11/29/07	350.00	
199650	27511	DHS-DRINKING WATER PROGRAM	COMPUTER-GEN	11/29/07	680.00	

CHK-#	VND-#	NAME	TYPE	CHECK-DT	CHECK-AMT	:NOTE
199651	29050	DOMESTIC VIOLENCE RESOURCE CENTER	COMPUTER-GEN	11/29/07	11,000.00	
199652	30220	EASYSTREET ONLINE SERVICES INC	COMPUTER-GEN	11/29/07	2,233.00	
199653	30237	EBSCO SUBSCRIPTION SERVICES (DBA)	COMPUTER-GEN	11/29/07	6,786.69	
199654	30248	EC POWER SYSTEMS OF OREGON INC	COMPUTER-GEN	11/29/07	558.00	
199655	30452	EMBARQ TX	COMPUTER-GEN	11/29/07	42.98	
199656	30480	EMPLOYERS OVERLOAD (DBA)	COMPUTER-GEN	11/29/07	6,871.38	
199657	32250	FARMINGTON LANDFILL INC	COMPUTER-GEN	11/29/07	157.50	
199658	33704	FORM IDEAS INC	COMPUTER-GEN	11/29/07	5,555.00	
199659	35290	GARBARINO DISPOSAL/RECYCLING SERV INC	COMPUTER-GEN	11/29/07	113.87	
199660	38735	GRATTERI'S TIRE & WHEEL CENTERS INC	COMPUTER-GEN	11/29/07	903.05	
199661	38740	GRAYBAR ELECTRIC CO INC	COMPUTER-GEN	11/29/07	86.78	
199662	42700	RENE HEADE	COMPUTER-GEN	11/29/07	26.70	
199663	44537	HILLSBORO ARGUS (DBA)	COMPUTER-GEN	11/29/07	231.03	
199664	44600	H D SUPPLY WATERWORKS LTD	COMPUTER-GEN	11/29/07	1,749.80	
199665	45225	WAYNE L HOLMES	COMPUTER-GEN	11/29/07	1,509.41	
199666	47583	IKON OFFICE SOLUTIONS INC	COMPUTER-GEN	11/29/07	53.31	
199667	47696	INT'L ASSOC OF FIRE FIGHTERS	COMPUTER-GEN	11/29/07	4,634.00	
199668	47743	IKON OFFICE SOLUTIONS INC	COMPUTER-GEN	11/29/07	2,036.13	
199669	48400	J & L JAIME	COMPUTER-GEN	11/29/07	785.29	
199670	56520	LENOVO (UNITED STATES) INC.	COMPUTER-GEN	11/29/07	1,690.65	
199671	58017	LITHTEX PRINTING INC	COMPUTER-GEN	11/29/07	598.00	
199672	58408	LSI MARKETING & DESIGN	COMPUTER-GEN	11/29/07	150.00	
199673	63312	MARSHALL CAVENDISH CORP	COMPUTER-GEN	11/29/07	361.06	
199674	63450	MAXIMUS INC	COMPUTER-GEN	11/29/07	1,600.00	
199675	64987	MIDWEST TAPE	COMPUTER-GEN	11/29/07	2,907.66	

CHK-#	VND-#	NAME	TYPE	CHECK-DT	CHECK-AMT	:NOTE
199676	65522	MINUTEMAN PRESS - HILLSBORO	COMPUTER-GEN	11/29/07	83.86	
199677	69650	NW OFFICE INTERIORS	COMPUTER-GEN	11/29/07	6,550.17	
199678	70030	OCLC INC	COMPUTER-GEN	11/29/07	325.00	
199679	70099	OFFICEMAX	COMPUTER-GEN	11/29/07	3,070.43	
199680	70376	OLYMPIC SECURITY SERVICES INC	COMPUTER-GEN	11/29/07	300.00	
199681	70646	OREGON DEPT OF REVENUE	COMPUTER-GEN	11/29/07	738.00	
199682	70675	OREGONIAN PUBLISHING CO LLC	COMPUTER-GEN	11/29/07	447.00	
199683	70677	THE OREGONIAN - HILLSBORO #2 DIST	COMPUTER-GEN	11/29/07	215.37	
199684	71447	PARR LUMBER CO	COMPUTER-GEN	11/29/07	44.08	
199685	72075	LARRY PEDERSON	COMPUTER-GEN	11/29/07	72.96	
199686	73613	PIONEER AMERICAS INC	COMPUTER-GEN	11/29/07	2,790.00	
199687	74196	POSTMASTER - HLSB BRANCH	COMPUTER-GEN	11/29/07	4,000.00	
199688	74507	PREVAILING COMMUNICATIONS	COMPUTER-GEN	11/29/07	675.00	
199689	74675	PROVIDENCE HEALTH SYSTEM	COMPUTER-GEN	11/29/07	257.00	
199690	92475	TV FIRE & RESCUE	COMPUTER-GEN	11/29/07	13,299.48	
199691	92500	TV IRRIGATION DISTRICT	COMPUTER-GEN	11/29/07	4,155.00	
199692	92510	TV WASTE RECOVERY INC	COMPUTER-GEN	11/29/07	78.41	
199693	93114	US BANK BUSINESS CARD	COMPUTER-GEN	11/29/07	4,183.67	
199694	93240	VALLEY WEST REFUSE DISPOSAL INC	COMPUTER-GEN	11/29/07	56.80	
199695	93292	VERIZON NORTHWEST	COMPUTER-GEN	11/29/07	11,476.78	
199696	93351	VEICON TECHNOLOGY INC	COMPUTER-GEN	11/29/07	240.00	
199697	94290	WARD HENSHAW CONSTRUCTION CO INC	COMPUTER-GEN	11/29/07	53,948.27	
199698	94976	WASHINGTON COUNTY FINANCE DIVISION	COMPUTER-GEN	11/29/07	335.04	
199699	97385	PATRICK WILLIS	COMPUTER-GEN	11/29/07	57.12	
199700	99000	XO COMMUNICATIONS	COMPUTER-GEN	11/29/07	230.14	

TOTAL COMPUTER GN 544,124.96

TOTAL DISBURSEMENTS 544,124.96

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PAYABLES CHECK REGISTER BOOKKEEPING DISBURSEMENT DATE 12/04/07 GF20060 PAGE 1

CHK-#	VND-#	NAME	TYPE	CHECK-DT	CHECK-AMT	:NOTE
BNK-TR	72020	PAYCHEX INC	HAND ISSUED	12/04/07	7,058.34	
		TOTAL HAND ISSUED			7,058.34	
		TOTAL DISBURSEMENTS			7,058.34	

PAYABLES CHECK REGISTER BOOKKEEPING DISBURSEMENT DATE 12/06/07 GF20060 PAGE 1

CHK-#	VND-#	NAME	TYPE	CHECK-DT	CHECK-AMT	:NOTE
199730	151	ODOT	COMPUTER-GEN	12/06/07	225.00	
199731	748	STATE BOARD OF EXAMINERS FOR	COMPUTER-GEN	12/06/07	80.00	
199732	764	BETTER HOMES AND GARDENS	COMPUTER-GEN	12/06/07	35.91	
199733	876	WASHINGTON COUNTY HEALTH	COMPUTER-GEN	12/06/07	1,665.00	
199734	1009	CCH INCORPORATED	COMPUTER-GEN	12/06/07	160.88	
199735	1266	WASHINGTON COUNTY	COMPUTER-GEN	12/06/07	40.75	
199736	1406	VALUE LINE PUBLISHING	COMPUTER-GEN	12/06/07	200.00	
199737	1470	ROB MASSAR	COMPUTER-GEN	12/06/07	213.21	
199738	1525	KEITH'S SPORTING GOODS INC	COMPUTER-GEN	12/06/07	17,346.70	
199739	1629	TENNANT SALES AND SERVICE CO	COMPUTER-GEN	12/06/07	371.10	
199740	1881	WATERISAC	COMPUTER-GEN	12/06/07	750.00	
199741	2017	PANDA CONTRACTING LLC (DBA)	COMPUTER-GEN	12/06/07	1,737.00	
199742	2058	SETCOM CORPORATION	COMPUTER-GEN	12/06/07	1,250.91	
199743	2109	PAT BRADY	COMPUTER-GEN	12/06/07	84.70	
199744	2243	SKANSKA USA BUILDING INC	COMPUTER-GEN	12/06/07	18,558.00	
199745	2427	BRATWEAR (DBA)	COMPUTER-GEN	12/06/07	150.50	
199746	2494	AUTO RECONDITIONING U.B.A.D CORP	COMPUTER-GEN	12/06/07	150.00	
199747	3136	KUIK 1360 TALK RADIO DBA	COMPUTER-GEN	12/06/07	375.00	
199748	3601	LIBERTY SAFES OF PORTLAND (DBA)	COMPUTER-GEN	12/06/07	200.00	
199749	3631	MOTOSPORT MOTORCYCLES INC	COMPUTER-GEN	12/06/07	521.58	
199750	3712	ALERT INTERNATIONAL	COMPUTER-GEN	12/06/07	120.00	
199751	4554	GREAT AMERICAN INSURANCE COMPANIES	COMPUTER-GEN	12/06/07	574.67	
199752	4557	WORLD BOOK ENCYCLOPEDIA INC	COMPUTER-GEN	12/06/07	30.90	
199753	4809	WASHINGTON COUNTY CARTOGRAPHY&RECORDS	COMPUTER-GEN	12/06/07	165.34	
199754	4863	LABOR RELATIONS INFO SYSTEMS (DBA)	COMPUTER-GEN	12/06/07	150.00	

CHK-#	VND-#	NAME	TYPE	CHECK-DT	CHECK-AMT	:NOTE
199755	5379	ROBERTA SANDERS	COMPUTER-GEN	12/06/07	20.48	
199756	5875	ASSOCIATED BUSINESS SYSTEMS	COMPUTER-GEN	12/06/07	190.50	
199757	5967	LASER TECHNOLOGY INC	COMPUTER-GEN	12/06/07	152.50	
199758	6085	ECOLIGHTS NORTHWEST LLC	COMPUTER-GEN	12/06/07	442.01	
199759	6111	NORTHWEST REGIONAL EDUCATION SVCS DIST	COMPUTER-GEN	12/06/07	77.00	
199760	6365	ASIS INTERNATIONAL	COMPUTER-GEN	12/06/07	150.00	
199761	6640	LRS ARCHITECTS INC	COMPUTER-GEN	12/06/07	5,115.24	
199762	6876	GALE GROUP	COMPUTER-GEN	12/06/07	88.33	
199763	6907	TOUCHSTONE ENGRAVING INC	COMPUTER-GEN	12/06/07	15.80	
199764	7033	UNIQUE MANAGEMENT SERVICES INC	COMPUTER-GEN	12/06/07	787.60	
199765	7647	GARY GREENLEE	COMPUTER-GEN	12/06/07	45.00	
199766	7658	ROCKWOOD WATER P.U.D.	COMPUTER-GEN	12/06/07	1,000.00	
199767	7779	WESTERN FIRE CHIEFS ASSOCIATION	COMPUTER-GEN	12/06/07	200.00	
199768	7843	OMNI LINGUAL SERVICES INC	COMPUTER-GEN	12/06/07	18.81	
199769	8117	LSH LIGHTS	COMPUTER-GEN	12/06/07	64,728.42	
199770	8587	SIGN WIZARDS	COMPUTER-GEN	12/06/07	466.95	
199771	8636	CLYDE ARMORY	COMPUTER-GEN	12/06/07	1,020.00	
199772	8736	HARRY'S KEY SERVICE INC	COMPUTER-GEN	12/06/07	810.00	
199773	8750	SPRING HILL CONSTRUCTION	COMPUTER-GEN	12/06/07	4,976.13	
199774	9082	PACIFIC UNIVERSITY	COMPUTER-GEN	12/06/07	200.00	
199775	9125	CITE CREATIVE INFO TRANSF EDUCATION	COMPUTER-GEN	12/06/07	450.00	
199776	9139	MORGAN REYNOLDS INC	COMPUTER-GEN	12/06/07	120.75	
199777	9184	ROSS NW WATERGARDENS	COMPUTER-GEN	12/06/07	27,715.00	
199778	9458	DANELL MACY	COMPUTER-GEN	12/06/07	40.00	
199779	9459	TERESA BAUMGARDNER	COMPUTER-GEN	12/06/07	1,591.93	

CHK-#	VND-#	NAME	TYPE	CHECK-DT	CHECK-AMT	:NOTE
199780	9460	ARDIS E STEINMANN	COMPUTER-GEN	12/06/07	116.02	
199781	9461	TANKERSLEY FARM, INC	COMPUTER-GEN	12/06/07	109.85	
199782	9462	HERMILINDA HERNANDEZ	COMPUTER-GEN	12/06/07	5.00	
199783	9463	JOEL VEGA	COMPUTER-GEN	12/06/07	6.28	
199784	9464	JENNIFER PARENT	COMPUTER-GEN	12/06/07	36.00	
199785	9465	MEL AND ELIZABETH ADAMS	COMPUTER-GEN	12/06/07	881.33	
199786	9466	CLEAN WATER SERVICES	COMPUTER-GEN	12/06/07	200.00	
199787	9467	SAFETY 1ST LLC	COMPUTER-GEN	12/06/07	399.15	
199788	9468	TEACHER STANDARDS & PRACTICE COMMISSIO	COMPUTER-GEN	12/06/07	125.00	
199789	9469	ELISHA SPERANDO	COMPUTER-GEN	12/06/07	7.00	
199790	9470	BEAVER EXPRESS INC	COMPUTER-GEN	12/06/07	43.50	
199791	9471	RICOH	COMPUTER-GEN	12/06/07	429.00	
199792	9472	LAYTON CONSTRUCTION CO INC	COMPUTER-GEN	12/06/07	5,831.97	
199793	9473	AARON NEUMAN	COMPUTER-GEN	12/06/07	29.99	
199794	9474	HORIZON CHRISTIAN HIGH SCHOOL	COMPUTER-GEN	12/06/07	441.81	
199795	9475	HOWARD HUDDLESTON	COMPUTER-GEN	12/06/07	65.00	
199796	9476	TONYA GIESBERS	COMPUTER-GEN	12/06/07	40.00	
199797	9477	HOSS PAVING INC.	COMPUTER-GEN	12/06/07	14,830.00	
199798	9478	MONICA CORDREY	COMPUTER-GEN	12/06/07	200.00	
199799	9479	OWEN MELLEY	COMPUTER-GEN	12/06/07	120.00	
199800	9480	RUSSELL KNOEBEL	COMPUTER-GEN	12/06/07	50.00	
199801	9481	PAULA M SEID	COMPUTER-GEN	12/06/07	71.25	
199802	9482	SUWANNEE PURT	COMPUTER-GEN	12/06/07	50.00	
199803	9483	SECRETARY OF STATE	COMPUTER-GEN	12/06/07	1,200.00	
199804	9484	HILL INTERNATIONAL INC	COMPUTER-GEN	12/06/07	950.00	

CHK-#	VND-#	NAME	TYPE	CHECK-DT	CHECK-AMT	:NOTE
199805	9485	COLUMBIA ANALYTICAL SERVICES	COMPUTER-GEN	12/06/07	510.00	
199806	9486	GCSAA	COMPUTER-GEN	12/06/07	1,040.00	
199807	9487	MICHELE SPRENGER	COMPUTER-GEN	12/06/07	50.00	
199808	9488	VOLODYMYR KRATYUK	COMPUTER-GEN	12/06/07	50.00	
199809	9489	JOHN LITTLE	COMPUTER-GEN	12/06/07	50.00	
199810	9490	MICHELLE FIELDER	COMPUTER-GEN	12/06/07	50.00	
199811	10155	ACME ENTERPRISES	COMPUTER-GEN	12/06/07	461.04	
199812	11000	AMSAN INC	COMPUTER-GEN	12/06/07	843.16	
199813	11835	AT&T	COMPUTER-GEN	12/06/07	90.37	
199814	11836	AT&T	COMPUTER-GEN	12/06/07	4.57	
199815	11880	AUTO ADDITIONS INC	COMPUTER-GEN	12/06/07	886.00	
199816	15600	BLUMENTHAL UNIFORM COMPANY INC	COMPUTER-GEN	12/06/07	2,970.33	
199817	16648	BOOK WHOLESALERS INC	COMPUTER-GEN	12/06/07	366.52	
199818	18200	BROWN & WISER INC	COMPUTER-GEN	12/06/07	628.08	
199819	18614	BRUCE CHEVROLET GEO (DBA)	COMPUTER-GEN	12/06/07	192.78	
199820	19240	BUREAU OF RECLAMATION	COMPUTER-GEN	12/06/07	36,012.16	
199821	20223	CALIFORNIA CONTRACTORS	COMPUTER-GEN	12/06/07	358.80	
199822	20720	CARDINAL TRACKING INC	COMPUTER-GEN	12/06/07	791.86	
199823	20880	CAROLLO ENGINEERS PC	COMPUTER-GEN	12/06/07	3,158.35	
199824	21328	CITY OF BEAVERTON	COMPUTER-GEN	12/06/07	225.23	
199825	21520	CDW GOVERNMENT INC	COMPUTER-GEN	12/06/07	9,461.32	
199826	21662	CENTRIC ELEVATOR CORP OF OREGON	COMPUTER-GEN	12/06/07	388.60	
199827	21670	CH2M HILL INC	COMPUTER-GEN	12/06/07	29,628.23	
199828	22116	CHIEF	COMPUTER-GEN	12/06/07	547.04	
199829	25543	CRYSTALTECH	COMPUTER-GEN	12/06/07	29.84	

CHK-#	VND-#	NAME	TYPE	CHECK-DT	CHECK-AMT	:NOTE
199830	26087	DAILEY'S TIRE & AUTO SERVICE	COMPUTER-GEN	12/06/07	11,515.34	
199831	26090	DANNER SHOE MFG CO	COMPUTER-GEN	12/06/07	567.00	
199832	26177	DAY WIRELESS SYSTEMS INC	COMPUTER-GEN	12/06/07	126.00	
199833	27230	RICHARD H DEHAAN JR	COMPUTER-GEN	12/06/07	1,339.34	
199834	27506	DEPT OF ENVIRONMENTAL QUALITY	COMPUTER-GEN	12/06/07	2,153.56	
199835	29323	D&S CYCLE SUPPLY (DBA)	COMPUTER-GEN	12/06/07	30.00	
199836	30340	EF NURSERY INC	COMPUTER-GEN	12/06/07	3,100.00	
199837	30450	EMBARQ KC	COMPUTER-GEN	12/06/07	167.89	
199838	30480	EMPLOYERS OVERLOAD (DBA)	COMPUTER-GEN	12/06/07	449.40	
199839	31970	EXPRESS MESSENGER SYSTEMS INC	COMPUTER-GEN	12/06/07	48.21	
199840	31975	EXPRESS SERVICES INC	COMPUTER-GEN	12/06/07	4,623.84	
199841	32250	FARMINGTON LANDFILL INC	COMPUTER-GEN	12/06/07	86.25	
199842	32290	FEDERAL EXPRESS CORP	COMPUTER-GEN	12/06/07	33.96	
199843	35285	ROSA M GALVAN	COMPUTER-GEN	12/06/07	500.00	
199844	35290	GARBARINO DISPOSAL/RECYCLING SERV INC	COMPUTER-GEN	12/06/07	531.59	
199845	35500	GARMENT GRAPHICS INC	COMPUTER-GEN	12/06/07	1,569.90	
199846	37975	GOVERNMENT FINANCE OFFICERS ASSOC	COMPUTER-GEN	12/06/07	480.00	
199847	38800	GRESHAM FORD INC (DBA)	COMPUTER-GEN	12/06/07	168,072.00	
199848	44541	HILLSBORO CHAMBER OF COMMERCE INC	COMPUTER-GEN	12/06/07	420.00	
199849	44565	HILLSBORO TIRE FACTORY (DBA)	COMPUTER-GEN	12/06/07	922.64	
199850	44568	HILLSBORO SCHOOL DISTRICT 1J	COMPUTER-GEN	12/06/07	6,157.86	
199851	44600	H D SUPPLY WATERWORKS LTD	COMPUTER-GEN	12/06/07	53.77	
199852	44795	H&W EMERGENCY VEHICLES INC	COMPUTER-GEN	12/06/07	384.41	
199853	45252	HONEY BUCKETS (DBA)	COMPUTER-GEN	12/06/07	334.24	
199854	47583	IKON OFFICE SOLUTIONS INC	COMPUTER-GEN	12/06/07	21,049.42	

CHK-#	VND-#	NAME	TYPE	CHECK-DT	CHECK-AMT	:NOTE
199855	47608	INGRAM LIBRARY SERVICES	COMPUTER-GEN	12/06/07	173.10	
199856	47775	IRON MOUNTAIN INFORMATION MGMT INC	COMPUTER-GEN	12/06/07	398.61	
199857	51100	KEYSER & ASSOC (DBA)	COMPUTER-GEN	12/06/07	6,030.61	
199858	54355	LAKESIDE INDUSTRIES	COMPUTER-GEN	12/06/07	133.50	
199859	54828	LAW ENFORCEMENT EQUIP DIST	COMPUTER-GEN	12/06/07	2,241.96	
199860	58405	LOWE'S HOME IMPROVEMENT WAREHOUSE	COMPUTER-GEN	12/06/07	122.64	
199861	64835	METRO SAFETY & FIRE INC	COMPUTER-GEN	12/06/07	179.70	
199862	65522	MINUTEMAN PRESS - HILLSBORO	COMPUTER-GEN	12/06/07	3,395.35	
199863	68685	NET ASSETS CORP	COMPUTER-GEN	12/06/07	1,940.00	
199864	69645	NW NATURAL	COMPUTER-GEN	12/06/07	23,601.38	
199865	69650	NW OFFICE INTERIORS	COMPUTER-GEN	12/06/07	6,147.73	
199866	70550	OPEN ONLINE (DBA)	COMPUTER-GEN	12/06/07	730.08	
199867	70620	OREGON ASSOC CHIEFS OF POLICE	COMPUTER-GEN	12/06/07	80.00	
199868	70677	THE OREGONIAN - HILLSBORO #2 DIST	COMPUTER-GEN	12/06/07	70.72	
199869	70682	THE OREGONIAN - SUN-TAN DIST	COMPUTER-GEN	12/06/07	20.80	
199870	71043	PAC WEST BLUEPRINT COPY & FAX	COMPUTER-GEN	12/06/07	1,420.75	
199871	72596	PETCO ANIMAL SUPPLIES INC	COMPUTER-GEN	12/06/07	103.99	
199872	73648	PITNEY BOWES CREDIT CORP	COMPUTER-GEN	12/06/07	222.00	
199873	73765	PLATT ELECTRIC SUPPLY	COMPUTER-GEN	12/06/07	173.26	
199874	74167	PORTLAND HABILITATION CENTER INC	COMPUTER-GEN	12/06/07	981.53	
199875	74659	PROFESSIONAL & BUDGET DRY CLEANERS DBA	COMPUTER-GEN	12/06/07	36.70	
199876	75014	QUALITY BOOKS INC	COMPUTER-GEN	12/06/07	27.82	
199877	75170	CLAUDIA RAFFAELE	COMPUTER-GEN	12/06/07	550.00	
199878	75400	RANDOM HOUSE INC	COMPUTER-GEN	12/06/07	2,342.40	
199879	75785	RECORDED BOOKS INC	COMPUTER-GEN	12/06/07	78.97	

CHK-#	VND-#	NAME	TYPE	CHECK-DT	CHECK-AMT	:NOTE
199880	77288	RHODIA INC	COMPUTER-GEN	12/06/07	6,005.43	
199881	78330	RONJONS UNLIMITED INC	COMPUTER-GEN	12/06/07	100.00	
199882	80450	SAN DIEGO POLICE EQUIPMENT CO	COMPUTER-GEN	12/06/07	1,416.70	
199883	82555	SEAWESTERN FIRE APPARATUS & EQUIP	COMPUTER-GEN	12/06/07	2,687.39	
199884	82570	SECURITY COMMUNICATIONS	COMPUTER-GEN	12/06/07	285.00	
199885	84399	THE SIGN CO	COMPUTER-GEN	12/06/07	325.00	
199886	84420	SIGN PRO	COMPUTER-GEN	12/06/07	6.00	
199887	86330	SONITROL - PORTLAND INC	COMPUTER-GEN	12/06/07	8,080.00	
199888	89485	SUN BADGE CO	COMPUTER-GEN	12/06/07	191.50	
199889	90120	TALBOT, KORVOLA & WARWICK	COMPUTER-GEN	12/06/07	41,000.00	
199890	92521	TVWD - UTILITY BILLS	COMPUTER-GEN	12/06/07	1,401.14	
199891	93053	UPS	COMPUTER-GEN	12/06/07	106.34	
199892	93206	US POSTAL SERVICE	COMPUTER-GEN	12/06/07	5,151.20	
199893	93292	VERIZON NORTHWEST	COMPUTER-GEN	12/06/07	590.71	
199894	94290	WARD HENSHAW CONSTRUCTION CO INC	COMPUTER-GEN	12/06/07	1,062,045.62	
199895	94949	WASHINGTON CO CONSOLIDATED COMM AGENCY	COMPUTER-GEN	12/06/07	2,332.00	
199896	94986	WASTE MANAGEMENT OF OREGON	COMPUTER-GEN	12/06/07	79.68	

TOTAL COMPUTER GN 1,678,335.96

TOTAL DISBURSEMENTS 1,678,335.96

PAYABLES CHECK REGISTER BOOKKEEPING DISBURSEMENT DATE 12/07/07 GF20060 PAGE 1

CHK-#	VND-#	NAME	TYPE	CHECK-DT	CHECK-AMT	:NOTE
BNK-TR	12705	BANK OF AMERICA	HAND ISSUED	12/04/07	272,127.70	

TOTAL HAND ISSUED 272,127.70

TOTAL DISBURSEMENTS 272,127.70

BofA P-Card
Works Transfer
12/7/07

RECEIVED
DEC 10 2007
CITY OF HILLSBORO
ADMINISTRATION DEPT.

EXPENDITURE ACCOUNT SUMMARY REGISTER CLOSING DATE 11/30/07 GF30064A PAGE 1 RUN DATE 12/05/07

FUND	DEPT	TITLE	APPROPRIATION	EXPENDITURE	ENDING-BAL
01 -	030	MUNICIPAL COURT	573,404.00	159,821.91	413,582.09
01 -	060	POLICE DEPT	16,006,803.00	6,357,320.44	9,649,482.56
01 -	063	PARKING ENFORCEMENT	129,439.00	45,740.59	83,698.41
01 -	066	AIR SHOW DEPARTMENT	87,408.00	50,082.66	37,325.34
01 -	070	FIRE DEPARTMENT	12,086,975.00	4,670,404.51	7,416,570.49
01 -	100	PLANNING DEPT	1,980,255.00	503,411.75	1,476,843.25
01 -	120	BUILDING DEPT	3,131,200.00	887,406.23	2,243,793.77
01 -	130	PARKS AND RECREATION	9,194,545.00	3,207,000.49	5,987,544.51
01 -	140	AQUATIC CENTER	1,961,866.00	700,849.69	1,261,016.31
01 -	150	STREET LIGHTING	960,000.00	343,626.79	616,373.21
01 -	160	LIBRARY	6,896,666.00	2,336,539.59	4,560,126.41
01 -	167	LOCAL OPTION TAX- POLICE	7,459,868.00	2,062,567.03	5,397,300.97
01 -	168	LOCAL OPTION TAX-FIRE	4,618,800.00	861,017.52	3,757,782.48
01 -	169	LOCAL OPTION TAX- PARKS & RECREATION	901,234.00	258,761.66	642,472.34
01 -	170	SPECIAL EXPENDITURES	1,077,085.00	313,093.42	763,991.58
01 -	190	TRANSFER TO OTHER FUNDS	400,068.00	.00	400,068.00
01 -	810	* * INVALID FUND * *	8,594,244.00	.00	8,594,244.00
03 -	010	ECONOMIC DEVELOPMENT	285,185.00	146,227.19	138,957.81
06 -	010	P/S VOLUNTEER FUND -POLICE DEPT	61,000.00	2,921.16	58,078.84
10 -	010	TRANSPORTATION-ADMIN/FINANCE (HISTORY)	.00	.00	.00
10 -	020	TRANSPORTATION ENGINEERING	570,074.00	226,392.98	343,681.02
10 -	030	TRANSPORTATION TRAFFIC	783,295.00	295,335.40	487,959.60
10 -	040	TRANSPORTATION MAINTENANCE	3,275,021.00	1,644,748.26	1,630,272.74
10 -	070	TRANSPORTATION CONSTRUCTION & IMPROVMENT	1,458,449.00	699,593.79	758,855.21
10 -	080	PATHWAYS - TRANSPORTATION FUND	48,009.00	14,337.78	33,671.22
10 -	090	SPECIAL EXPENDITURES - TRANSPORTATION	1,226,605.00	291,318.18	935,286.82

FUND	DEPT	TITLE	APPROPRIATION	EXPENDITURE	ENDING-BAL
11 -	010	* * INVALID FUND * *	.00	.00	.00
14 -	010	FIRE/POLICE SERIAL LEVY (HISTORY)	.00	.00	.00
16 -	010	FUNDED DEPRECIATION - SWM	1,260,001.00	.00	1,260,001.00
17 -	010	FUNDED DEPRECIATION FUND -SEWER	12,965,054.00	72,539.44	12,892,514.56
18 -	010	FUNDED DEPRECIATION FUND -WATER	11,414,078.00	124,994.57	11,289,083.43
19 -	010	BARNEY JOINT COMMISSION	885,048.00	153,310.19	731,737.81
25 -	010	SDC FUND - WATER	20,435,001.00	299,717.60	20,135,283.40
26 -	010	SDC FUND -SURFACE WATER MANAGEMENT	8,141,500.00	236,419.77	7,905,080.23
26 -	010	SDC FUND -SURFACE WATER MANAGEMENT	.00	.00	.00
27 -	010	SDC FUND -SEWER	16,266,000.00	2,437,461.51	13,828,538.49
28 -	010	TRAFFIC IMPACT FEE (TIF)	38,798,000.00	684,270.03	38,113,729.97
29 -	010	SDC-PARKS	11,951,500.00	2,707,269.31	9,244,230.69
36 -	010	WATER SINKING FUND D/S	4,701,273.00	1,953,536.25	2,747,736.75
38 -	020	GEN OB DEBT SERV -UNAPPROPRIATED BALANCE	49,500.00	.00	49,500.00
40 -	040	SPECIAL ASSESSMENTS FUND	550,000.00	.00	550,000.00
41 -	010	PARKS CAPITAL PROJECTS FUND	2,000,002.00	2,595,077.00	595,075.00-
50 -	030	WATER OPERATING FUND	25,132,389.00	5,334,093.13	19,798,295.87
51 -	010	JOINT WATER COMMISSION	16,095,204.00	2,508,384.07	13,586,819.93
52 -	020	SEWER OPERATING FUND	17,639,142.00	5,098,821.13	12,540,320.87
52 -	050	JACKSON BOTTOM WETLANDS -SEWER FUND	537,858.00	201,475.24	336,382.76
53 -	010	* * INVALID FUND * *	.00	.00	.00
54 -	010	PROPERTY MANAGEMENT FUND	128,100.00	64,935.14	63,164.86
62 -	010	MUNICIPAL COURT AGENCY FUND	421,500.00	139,988.61	281,511.39
63 -	020	DBA AGENCY FUND -DBA PARKING LOT	.00	.00	.00
64 -	010	HEDC TAX INCREMENT FUND	134,000.00	.00	134,000.00
65 -	010	HEDC FUND - GEN ADMINISTRATION	3,011,498.00	329,318.30	2,682,179.70

FUND	DEPT	TITLE	APPROPRIATION	EXPENDITURE	ENDING-BAL
65 -	020	HEDC FUND - PROJECT, PUBLIC PURPOSE	500,000.00	7,509.87	492,490.13
65 -	030	HEDC FUND - REDEVELOPMENT	.00	.00	.00
65 -	090	HEDC FUND - TRANSFERS	97,502.00	.00	97,502.00
66 -	010	PUBLIC SAFETY AGENCY FUND	512,500.00	347,240.10	165,259.90
69 -	010	CEMETERY ENDOWMENT TRUST FUND	.00	.00	.00
70 -	010	MAYOR, CITY COUNCIL AND LEGAL	840,725.00	416,181.37	424,543.63
70 -	017	CAPITAL PLANNING AND DEVELOPMENT	693,953.00	137,481.24	556,471.76
70 -	020	ADMINISTRATION DEPT	2,014,542.00	747,061.95	1,267,480.05
70 -	021	HUMAN RESOUCES DEPARTMENT	1,102,295.00	395,923.07	706,371.93
70 -	023	INFORMATION SYSTEMS DEPARTMENT	3,394,442.00	1,160,045.30	2,234,396.70
70 -	024	GEOGRAPHIC INFORMATION SYSTEMS	598,535.00	119,672.88	478,862.12
70 -	040	FINANCE DEPARTMENT	1,470,949.00	599,494.51	871,454.49
70 -	048	EMERGENCY OPERATION SERVICES	260,564.00	71,351.46	189,212.54
70 -	100	PLANNING DEPARTMENT	2,779,194.00	780,589.84	1,998,604.16
70 -	120	BUILDING DEPARTMENT	3,359,696.00	1,235,996.25	2,123,699.75
70 -	501	UTILITY BILLING DEPARTMENT	604,319.00	256,760.39	347,558.61
70 -	710	FACILITIES MANAGEMENT DEPT	688,741.00	256,006.37	432,734.63
70 -	801	CAPITAL RESERVE DEPARTMENT	3,762,744.00	628,404.58	3,134,339.42
71 -	023	INFORMATION SERVICES BLDG LEASE	.00	.00	.00
71 -	028	MACKENZIE BLDG	37,000.00	11,306.00	25,694.00
71 -	029	ARCHIVE BUILDINGS	63,800.00	16,526.64	47,273.36
71 -	030	TOWN THEATRE DEVELOPMENT	770,000.00	763,378.90	6,621.10
71 -	031	* * INVALID FUND * *	90,300.00	35,353.15	54,946.85
71 -	053	PUBLIC SERVICES BUILDING	2,187,500.00	488,775.11	1,698,724.89
71 -	054	CITY HALL FACILITIES ACQUISITION & BLDG	245,000.00	72,674.59	172,325.41
71 -	061	PUBLIC SAFETY BUILDING -205 SE 2ND AVE	306,650.00	121,900.84	184,749.16

FUND	DEPT	TITLE	APPROPRIATION	EXPENDITURE	ENDING-BAL
71 -	063	POLICE SUBSTATION-TANASBOURNE	199,720.00	72,382.04	127,337.96
71 -	070	MAIN FIRE STATION BUILDING	2,610,450.00	21,186.51	2,589,263.49
71 -	073	PARKWOOD FIRE SUB-STATION BUILDING	28,600.00	8,399.21	20,200.79
71 -	074	BROOKWOOD FIRE SUB-STATION	22,550.00	6,667.35	15,882.65
71 -	075	RONLER ACRES FIRE SUB-STATION BUILDING	81,850.00	19,119.88	62,730.12
71 -	130	PARKS OFFICE BLDG - 626 SE 9TH	39,900.00	17,538.86	22,361.14
71 -	132	PARKS ACTIVITY BUILDING-GRIFFIN OAKS	29,700.00	10,053.11	19,646.89
71 -	135	PARKS MAINTENANCE BUILDING-GRIFFIN OAKS	1,931,500.00	62,620.39	1,868,879.61
71 -	136	ROODBRIDGE RIVER HOUSE	17,700.00	3,856.60	13,843.40
71 -	137	HILLSBORO STADIUM	251,500.00	137,819.63	113,680.37
71 -	138	COMMUNITY/SENIOR CENTER -MAPLE STREET	71,400.00	20,072.67	51,327.33
71 -	139	WALTERS CULTURAL ARTS CENTER	68,000.00	24,817.94	43,182.06
71 -	140	AQUATIC COMPLEX BUILDING -953 SE MAPLE	428,000.00	183,816.84	244,183.16
71 -	160	LIBRARY BUILDING -775 SE 10TH	107,320.00	29,576.31	77,743.69
71 -	162	LIBRARY-TANASBOURNE BLDG- LEASED	1,939,335.00	197,977.40	1,741,357.60
71 -	200	* * INVALID FUND * *	31,500.00	6,759.87	24,740.13
71 -	710	* * INVALID FUND * *	16,500.00	2,282.63	14,217.37
71 -	801	CAPITAL REPLACEMENT DEPARTMENT -BLDGS	4,673,240.00	693,968.75	3,979,271.25
75 -	010	INTERNAL SERVICE FUND	690,949.00	122,770.64	568,178.36

TOTAL COUNT 04037

GENERAL FUND

FU-DEP-C-S-OBJ-LN-PJ JC-JD VND-#	TITLE SOURCE	REFERENCE	TRAN-DT	EX-PD		ESTIMATED	RECEIPTS	COMPARISION TO BUDGET
01-000-5-5-001-05-00	WORKING CAPITAL - JULY 1					18,826,690.00	10,041,277.02	
	ACCOUNT TOTAL				(53.33%)	18,826,690.00	10,041,277.02	8,785,412.98 *
01-000-5-5-001-05-02	WORKING CAPITAL - CARRY OVERS					1,182,979.00		
	ACCOUNT TOTAL (NO ACTIVITY)				(0.00%)	1,182,979.00	.00	1,182,979.00 *
01-000-5-5-001-05-10	WORKING CAPITAL -L.O.T.						10,485,932.83	
	ACCOUNT TOTAL				(0.00%)	.00	10,485,932.83	10,485,932.83-*
01-000-5-5-025-10-00	INT EARNED ON INVESTMENTS					350,000.00	35,882.17	
	ACCOUNT TOTAL				(10.25%)	350,000.00	35,882.17	314,117.83 *
01-000-5-5-025-10-01	INTEREST EARNED-L.O.T.					350,000.00	325,169.07	
	ACCOUNT TOTAL				(92.90%)	350,000.00	325,169.07	24,830.93 *
01-000-5-5-055-12-00	INCOME-SALE OF SURPLUS PROP					30,000.00	31,781.87	
	ACCOUNT TOTAL				(105.93%)	30,000.00	31,781.87	1,781.87-*
01-000-5-5-064-12-00	MISCELLANEOUS INCOME					20,000.00	35,558.86	
	ACCOUNT TOTAL				(177.79%)	20,000.00	35,558.86	15,558.86-*
01-000-5-5-013-13-00	LIBRARY FINES & FEES					165,000.00	67,803.52	
	ACCOUNT TOTAL				(41.09%)	165,000.00	67,803.52	97,196.48 *
01-000-5-5-013-13-33	TANASBOURNE MAIN LIB RENT REIM					28,500.00	10,131.25	
	ACCOUNT TOTAL				(35.54%)	28,500.00	10,131.25	18,368.75 *
01-000-5-5-014-14-00	BUSINESS LICENSE FEES					280,000.00	130,659.48	
	ACCOUNT TOTAL				(46.66%)	280,000.00	130,659.48	149,340.52 *
01-000-5-5-014-14-05	B/L APPLICATION FEES					50,000.00	18,220.00	
	ACCOUNT TOTAL				(36.44%)	50,000.00	18,220.00	31,780.00 *
01-000-5-5-007-15-00	LICENSES AND FEES					10,000.00	8,400.00	
	ACCOUNT TOTAL				(84.00%)	10,000.00	8,400.00	1,600.00 *
01-000-5-5-007-16-00	LIEN SEARCH SERVICE FEES					125,000.00	30,025.00	
	ACCOUNT TOTAL				(24.02%)	125,000.00	30,025.00	94,975.00 *
01-000-5-5-008-17-00	FRANCHISE FEES					6,400,000.00	736,244.30	
	ACCOUNT TOTAL				(11.50%)	6,400,000.00	736,244.30	5,663,755.70 *
01-000-5-5-017-17-00	FIRE DEPARTMENT REVENUE					60,000.00	14,491.58	
	ACCOUNT TOTAL				(24.15%)	60,000.00	14,491.58	45,508.42 *
01-000-5-5-017-17-10	FIRE DEPARTMENT DONATIONS							
	ACCOUNT TOTAL (NO ACTIVITY)				(0.00%)	.00	.00	.00 *
01-000-5-5-017-17-20	FIRE DEPT TRAINING REVENUE					30,000.00	44,615.74	
	ACCOUNT TOTAL				(148.71%)	30,000.00	44,615.74	14,615.74-*

GENERAL FUND

FU-DEP-C-S-OBJ-LN-PJ JC-JD	TITLE VND-# SOURCE	REFERENCE	TRAN-DT	EX-PD		ESTIMATED	RECEIPTS	COMPARISION TO BUDGET
01-000-5-5-009-18-00	PLANNING-ZONING & SUBDIV FEES					700,000.00	200,155.26	
	ACCOUNT TOTAL				(28.59%)	700,000.00	200,155.26	499,844.74 *
01-000-5-5-009-18-05	METRO EXCISE TAX					175,000.00	159,851.40	
	ACCOUNT TOTAL				(91.34%)	175,000.00	159,851.40	15,148.60 *
01-000-5-5-011-19-00	BUILDING DEPT PERMITS					1,040,000.00	807,258.85	
	ACCOUNT TOTAL				(77.62%)	1,040,000.00	807,258.85	232,741.15 *
01-000-5-5-013-19-00	PLAN CHECK FEES					800,000.00	408,040.33	
	ACCOUNT TOTAL				(51.00%)	800,000.00	408,040.33	391,959.67 *
01-000-5-5-016-19-00	FIRE & SAFETY PLAN CHECK FEES					400,000.00	147,467.91	
	ACCOUNT TOTAL				(36.86%)	400,000.00	147,467.91	252,532.09 *
01-000-5-5-017-19-00	BLDG-CONSULTANT FEES REIMBURSD					5,000.00	98,427.70	
	ACCOUNT TOTAL				(1968.55%)	5,000.00	98,427.70	93,427.70-*
01-000-5-5-018-19-00	BLDG - ELECTRIC INPLANT FEE					30,000.00	4,659.60	
	ACCOUNT TOTAL				(15.53%)	30,000.00	4,659.60	25,340.40 *
01-000-5-5-018-19-01	BUILDING IGA CONTRACT SERVICES							
	ACCOUNT TOTAL (NO ACTIVITY)				(0.00%)	.00	.00	.00 *
01-000-5-5-013-19-10	MECHANICAL PERMITS -BUILDING					200,000.00	98,632.49	
	ACCOUNT TOTAL				(49.31%)	200,000.00	98,632.49	101,367.51 *
01-000-5-5-013-19-20	PLUMBING PERMITS -BUILDING					400,000.00	260,394.95	
	ACCOUNT TOTAL				(65.09%)	400,000.00	260,394.95	139,605.05 *
01-000-5-5-013-19-30	ELECTRICAL PERMITS -BUILDING					450,000.00	190,141.02	
	ACCOUNT TOTAL				(42.25%)	450,000.00	190,141.02	259,858.98 *
01-000-5-5-013-19-50	BLDG PERMIT STATE SURCHARGE					225,000.00	107,340.11	
	ACCOUNT TOTAL				(47.70%)	225,000.00	107,340.11	117,659.89 *
01-000-5-5-017-20-00	POLICE HOSTED TRAINING FEES					15,000.00	2,107.93	
	ACCOUNT TOTAL				(14.05%)	15,000.00	2,107.93	12,892.07 *
01-000-5-5-018-20-00	POLICE DONATIONS/GIFTS							
	ACCOUNT TOTAL (NO ACTIVITY)				(0.00%)	.00	.00	.00 *
01-000-5-5-019-20-00	POLICE VEHICLE IMPOUNDMENT FEE					70,000.00	33,547.04	
	ACCOUNT TOTAL				(47.92%)	70,000.00	33,547.04	36,452.96 *
01-000-5-5-020-20-00	POLICE COMMUNITY ASSISTANCE					140,000.00	11,806.93	
	ACCOUNT TOTAL				(8.43%)	140,000.00	11,806.93	128,193.07 *
01-000-5-5-021-20-00	COURT FINES & FORFEITURES					950,000.00	399,486.83	
	ACCOUNT TOTAL				(42.05%)	950,000.00	399,486.83	550,513.17 *

GENERAL FUND

FU-DEP-C-S-OBJ-LN-PJ JC-JD VND-#	TITLE SOURCE	REFERENCE	TRAN-DT	EX-PD		ESTIMATED	RECEIPTS	COMPARISION TO BUDGET
01-000-5-5-017-20-01	POLICE RESERVE SPECIALIST PROG							
	ACCOUNT TOTAL (NO ACTIVITY)				(0.00%)	.00	.00	.00 *
01-000-5-5-017-20-02	NW REGIONAL FORENSIC LAB					2,000.00	1,522.18	
	ACCOUNT TOTAL				(76.10%)	2,000.00	1,522.18	477.82 *
01-000-5-5-029-29-00	CIVIC CENTER FACILITY RENTALS						550.25	
	ACCOUNT TOTAL				(0.00%)	.00	550.25	550.25-*
01-000-5-5-030-30-00	AQUATIC CENTER					850,000.00	466,706.27	
	ACCOUNT TOTAL				(54.90%)	850,000.00	466,706.27	383,293.73 *
01-000-5-5-032-32-00	FAIRGROUNDS/CONCESSIONS					8,000.00	6,049.75	
	ACCOUNT TOTAL				(75.62%)	8,000.00	6,049.75	1,950.25 *
01-000-5-5-033-33-00	PARKS & REC FACILITY RNTL FEES					45,000.00	34,328.50	
	ACCOUNT TOTAL				(76.28%)	45,000.00	34,328.50	10,671.50 *
01-000-5-5-034-34-00	RECREATION PROGRAMS					650,000.00	299,024.03	
	ACCOUNT TOTAL				(46.00%)	650,000.00	299,024.03	350,975.97 *
01-000-5-5-034-34-05	PARKS REVENUE CLEARING ACCOUNT						180,562.95-	
	ACCOUNT TOTAL				(0.00%)	.00	180,562.95-	180,562.95 *
01-000-5-5-034-34-10	PARKS-RENTAL DEPOSITS						566.00	
	ACCOUNT TOTAL				(0.00%)	.00	566.00	566.00-*
01-000-5-5-035-35-00	PARKS -MISCELLANEOUS REVENUE					1,000.00	705.52	
	ACCOUNT TOTAL				(70.55%)	1,000.00	705.52	294.48 *
01-000-5-5-037-37-00	HILLSBORO BASKETBALL PROGRAM					40,000.00	8,822.00	
	ACCOUNT TOTAL				(22.05%)	40,000.00	8,822.00	31,178.00 *
01-000-5-5-039-39-00	PARKS-REC DONATIONS & GIFTS					500.00	150.00	
	ACCOUNT TOTAL				(30.00%)	500.00	150.00	350.00 *
01-000-5-5-040-40-00	SENIOR/COMM CENTER REV & GIFTS					10,000.00	5,600.00	
	ACCOUNT TOTAL				(56.00%)	10,000.00	5,600.00	4,400.00 *
01-000-5-5-045-45-00	STADIUM- CONCESSION STAND					77,000.00	47,111.68	
	ACCOUNT TOTAL				(61.18%)	77,000.00	47,111.68	29,888.32 *
01-000-5-5-046-46-00	STADIUM-RENTAL/USAGE REVENUE					75,000.00	55,021.87	
	ACCOUNT TOTAL				(73.36%)	75,000.00	55,021.87	19,978.13 *
01-000-5-5-050-50-00	CULTURAL ARTS REVENUE					100,000.00	57,415.07	
	ACCOUNT TOTAL				(57.41%)	100,000.00	57,415.07	42,584.93 *
01-000-5-5-050-50-10	CULTURAL ARTS GRANTS/DONATIONS					5,000.00	1,301.28	
	ACCOUNT TOTAL				(26.02%)	5,000.00	1,301.28	3,698.72 *

GENERAL FUND

FU-DEP-C-S-OBJ-LN-PJ TITLE JC-JD VND-# SOURCE	REFERENCE	TRAN-DT	EX-PD	ESTIMATED	RECEIPTS	COMPARISION TO BUDGET
01-000-5-5-050-50-20	CULTURAL ARTS FACILITY RENTAL			40,000.00	28,883.50	
	ACCOUNT TOTAL		(72.20%)	40,000.00	28,883.50	11,116.50 *
01-000-5-5-095-69-00	AIR SHOW REVENUE			87,408.00		
	ACCOUNT TOTAL (NO ACTIVITY)		(0.00%)	87,408.00	.00	87,408.00 *
01-000-5-6-002-08-00	PROPERTY TAXES -DELINQUENT			400,000.00	119,524.97	
	ACCOUNT TOTAL		(29.88%)	400,000.00	119,524.97	280,475.03 *
01-000-5-6-002-09-00	LOT PROPERTY TAXES-DELINQUENT			100,000.00	35,698.26	
	ACCOUNT TOTAL		(35.69%)	100,000.00	35,698.26	64,301.74 *
01-000-5-6-050-54-00	HOTEL/MOTEL TAX COUNTY			520,000.00	332,384.26	
	ACCOUNT TOTAL		(63.92%)	520,000.00	332,384.26	187,615.74 *
01-000-5-6-051-60-00	WCCLS PUBLIC LIBRARY SVC AGREE			3,597,699.00		
	ACCOUNT TOTAL (NO ACTIVITY)		(0.00%)	3,597,699.00	.00	3,597,699.00 *
01-000-5-7-100-15-00	READY TO READ			13,100.00		
	ACCOUNT TOTAL (NO ACTIVITY)		(0.00%)	13,100.00	.00	13,100.00 *
01-000-5-7-048-22-00	OLCC TAX REVENUE			900,000.00	325,369.62	
	ACCOUNT TOTAL		(36.15%)	900,000.00	325,369.62	574,630.38 *
01-000-5-7-049-24-00	CIGARETTE TAX REVENUE			160,000.00	64,062.13	
	ACCOUNT TOTAL		(40.03%)	160,000.00	64,062.13	95,937.87 *
01-000-5-7-060-30-00	STATE REVENUE SHARING			680,000.00	330,793.36	
	ACCOUNT TOTAL		(48.64%)	680,000.00	330,793.36	349,206.64 *
01-000-5-7-097-67-05	POLICE GRANTS REVENUE			352,350.00	145,612.75	
	ACCOUNT TOTAL		(41.32%)	352,350.00	145,612.75	206,737.25 *
01-000-5-7-097-67-07	FIRE GRANTS REVENUE			100,000.00	14,021.42	
	ACCOUNT TOTAL		(14.02%)	100,000.00	14,021.42	85,978.58 *
01-000-5-7-097-67-09	PARKS GRANTS			161,000.00	37,250.93	
	ACCOUNT TOTAL		(23.13%)	161,000.00	37,250.93	123,749.07 *
	CATEGORY TOTAL		(63.98%)	42,483,226.00	27,183,423.69	15,299,802.31
01-000-5-9-091-69-00	TRANSPORTATION FUND -ST LIGHTS			372,500.00		
	ACCOUNT TOTAL (NO ACTIVITY)		(0.00%)	372,500.00	.00	372,500.00 *
01-000-5-9-092-70-00	MUNICIPAL COURT TRANSFER			20,000.00		
	ACCOUNT TOTAL (NO ACTIVITY)		(0.00%)	20,000.00	.00	20,000.00 *
01-000-5-9-096-72-00	TRANSFER FROM HEDC			1.00		
	ACCOUNT TOTAL (NO ACTIVITY)		(0.00%)	1.00	.00	1.00 *

GENERAL FUND

FU-DEP-C-S-OBJ-LN-PJ TITLE JC-JD VND-# SOURCE	REFERENCE	TRAN-DT	EX-PD		ESTIMATED	RECEIPTS	COMPARISION TO BUDGET
01-000-5-9-096-76-00	TRANSFER FROM FACILITIES MGMNT				1.00		
	ACCOUNT TOTAL (NO ACTIVITY)			(0.00%)	1.00	.00	1.00 *
01-000-5-9-097-77-00	TRANSFER FROM GEN OBLIGATION				49,500.00		
	ACCOUNT TOTAL (NO ACTIVITY)			(0.00%)	49,500.00	.00	49,500.00 *
01-001-5-6-200-20-00	PROPERTY TAX REVENUE				25,487,911.00	21,453,034.18	
	ACCOUNT TOTAL			(84.16%)	25,487,911.00	21,453,034.18	4,034,876.82 *
01-001-5-6-205-20-00	LOCAL OPTION TAX				7,646,721.00	6,437,025.84	
	ACCOUNT TOTAL			(84.18%)	7,646,721.00	6,437,025.84	1,209,695.16 *
	CATEGORY TOTAL			(83.06%)	33,576,634.00	27,890,060.02	5,686,573.98
	TOTAL FUND DETAIL			(72.40%)	76,059,860.00	55,073,483.71	20,986,376.29

STREET FUND

FU-DEP-C-S-OBJ-LN-PJ JC-JD VND-#	TITLE SOURCE	REFERENCE	TRAN-DT	EX-PD		ESTIMATED	RECEIPTS	COMPARISION TO BUDGET
10-000-5-0-001-05-00	WORKING CAPITAL @7/1 - STREET					292,531.00-	74,149.47-	
	ACCOUNT TOTAL				(25.34%)	292,531.00-	74,149.47-	218,381.53-*
10-000-5-0-002-05-00	WORKING CAPITAL @7/1 -PATHWAYS					222,525.00	310,530.66	
	ACCOUNT TOTAL				(139.54%)	222,525.00	310,530.66	88,005.66-*
10-000-5-0-001-05-01	WORKING CAPITAL-FEE IN LIEU					345,899.00	161,776.45	
	ACCOUNT TOTAL				(46.76%)	345,899.00	161,776.45	184,122.55 *
10-000-5-0-002-05-01	WORKING CAPITAL -OTIA III					1,710,756.00	1,709,021.20	
	ACCOUNT TOTAL				(99.89%)	1,710,756.00	1,709,021.20	1,734.80 *
10-000-5-0-001-05-02	WORKING CAPITAL - CARRY OVERS							
	ACCOUNT TOTAL (NO ACTIVITY)				(0.00%)	.00	.00	.00 *
	CATEGORY TOTAL				(106.06%)	1,986,649.00	2,107,178.84	120,529.84-
10-000-5-0-064-12-00	MISCELLANEOUS REVENUE					20,622.00	9,419.27	
	ACCOUNT TOTAL				(45.67%)	20,622.00	9,419.27	11,202.73 *
10-000-5-0-025-15-00	INTEREST EARNED - STREET					66,202.00-	35,829.70-	
	ACCOUNT TOTAL				(54.12%)	66,202.00-	35,829.70-	30,372.30-*
10-000-5-0-025-15-01	INTEREST EARNED - PATHWAYS					12,820.00	7,238.43	
	ACCOUNT TOTAL				(56.46%)	12,820.00	7,238.43	5,581.57 *
10-000-5-0-025-15-02	INT EARNED - FEE IN LIEU CONST					70,348.00	39,319.68	
	ACCOUNT TOTAL				(55.89%)	70,348.00	39,319.68	31,028.32 *
10-000-5-0-025-15-03	INTEREST EARNED -OTIA III					58,934.00	37,679.57	
	ACCOUNT TOTAL				(63.93%)	58,934.00	37,679.57	21,254.43 *
10-000-5-0-011-23-00	PROJECTS REIMB -DEV PAYMENTS					250,000.00	61,402.82	
	ACCOUNT TOTAL				(24.56%)	250,000.00	61,402.82	188,597.18 *
10-000-5-0-011-23-03	CDBG GRANTS -SEE PROJECTS							
	ACCOUNT TOTAL (NO ACTIVITY)				(0.00%)	.00	.00	.00 *
10-000-5-0-033-24-00	PROJ REIMB-INTRA CITY(HISTORY)							
	ACCOUNT TOTAL (NO ACTIVITY)				(0.00%)	.00	.00	.00 *
10-000-5-0-033-24-10	PROJECT REIMBURSEMENTS						2,240.00	
	ACCOUNT TOTAL				(0.00%)	.00	2,240.00	2,240.00-*
10-000-5-0-044-28-00	FEE IN LIEU OF CONSTRUCTION					22,869.00		
	ACCOUNT TOTAL (NO ACTIVITY)				(0.00%)	22,869.00	.00	22,869.00 *
10-000-5-7-050-50-00	COUNTY GAS TAX					372,468.00	154,567.41	
	ACCOUNT TOTAL				(41.49%)	372,468.00	154,567.41	217,900.59 *

STREET FUND

FU-DEP-C-S-OBJ-LN-PJ JC-JD VND-#	TITLE SOURCE	REFERENCE	TRAN-DT	EX-PD		ESTIMATED	RECEIPTS	COMPARISION TO BUDGET
10-000-5-7-059-59-00	ADDITIONAL REVENUE SOURCE							
	ACCOUNT TOTAL (NO ACTIVITY)				(0.00%)	.00	.00	.00 *
10-000-5-7-060-60-00	MSTIP - PATHWAYS (HISTORY)							
	ACCOUNT TOTAL (NO ACTIVITY)				(0.00%)	.00	.00	.00 *
10-000-5-7-061-61-00	STATE GAS TAX					3,345,296.00	1,322,350.99	
	ACCOUNT TOTAL				(39.52%)	3,345,296.00	1,322,350.99	2,022,945.01 *
10-000-5-7-062-62-00	STATE GAS TAX -1% FOR PATHS					33,453.00	15,685.18	
	ACCOUNT TOTAL				(46.88%)	33,453.00	15,685.18	17,767.82 *
10-000-5-7-063-63-00	STATE GAS TAX -OTIA III					626,011.00	230,482.54	
	ACCOUNT TOTAL				(36.81%)	626,011.00	230,482.54	395,528.46 *
10-000-5-9-080-80-00	TRANSFER IN - GENERAL FUND					36,300.00		
	ACCOUNT TOTAL (NO ACTIVITY)				(0.00%)	36,300.00	.00	36,300.00 *
10-000-5-9-083-83-00	TRANSFER IN FACILITIES MGNT FU					1,000,000.00		
	ACCOUNT TOTAL (NO ACTIVITY)				(0.00%)	1,000,000.00	.00	1,000,000.00 *
10-000-5-9-085-85-00	TRANSFER IN - HEDC (EXH 9)					1.00		
	ACCOUNT TOTAL (NO ACTIVITY)				(0.00%)	1.00	.00	1.00 *
	CATEGORY TOTAL				(31.89%)	5,782,920.00	1,844,556.19	3,938,363.81
	TOTAL FUND DETAIL				(50.86%)	7,769,569.00	3,951,735.03	3,817,833.97

SEWER REVENUE FUND

FU-DEP-C-S-OBJ-LN-PJ TITLE JC-JD VND-# SOURCE	REFERENCE	TRAN-DT	EX-PD	ESTIMATED	RECEIPTS	COMPARISION TO BUDGET
52-000-5-5-001-05-00	WORKING CAPITAL - JULY 1			1,630,000.00	2,093,392.39	
	ACCOUNT TOTAL		(128.42%)	1,630,000.00	2,093,392.39	463,392.39-*
52-000-5-5-001-05-02	WORKING CAPITAL - CARRY OVERS			100,000.00		
	ACCOUNT TOTAL (NO ACTIVITY)		(0.00%)	100,000.00	.00	100,000.00 *
	CATEGORY TOTAL		(121.00%)	1,730,000.00	2,093,392.39	363,392.39-
52-000-5-5-014-17-00	NSF FEES			2,000.00	875.00	
	ACCOUNT TOTAL		(43.75%)	2,000.00	875.00	1,125.00 *
52-000-5-5-015-18-00	DOMESTIC/COMMERCIAL -BILLINGS			15,480,000.00	6,102,163.48	
	ACCOUNT TOTAL		(39.41%)	15,480,000.00	6,102,163.48	9,377,836.52 *
52-000-5-5-015-19-00	SALES ADJUSTMENTS-USER FEES				59.24-	
	ACCOUNT TOTAL		(0.00%)	.00	59.24-	59.24 *
52-000-5-5-016-20-00	INDUSTRIAL			600,000.00	315,327.44	
	ACCOUNT TOTAL		(52.55%)	600,000.00	315,327.44	284,672.56 *
52-000-5-5-078-22-00	CONTRACT REVENUE (PRINC)			5,000.00		
	ACCOUNT TOTAL (NO ACTIVITY)		(0.00%)	5,000.00	.00	5,000.00 *
52-000-5-5-079-23-00	CONNECTION FEES			24,000.00	5,810.00	
	ACCOUNT TOTAL		(24.20%)	24,000.00	5,810.00	18,190.00 *
52-000-5-5-064-24-00	MISCELLANEOUS RECEIPTS			5,000.00	29,536.08	
	ACCOUNT TOTAL		(590.72%)	5,000.00	29,536.08	24,536.08-*
52-000-5-5-026-26-00	INTEREST & PENALTIES			1,000.00	69.16	
	ACCOUNT TOTAL		(6.91%)	1,000.00	69.16	930.84 *
52-000-5-5-025-30-00	INTEREST EARNED			82,000.00	36,917.07	
	ACCOUNT TOTAL		(45.02%)	82,000.00	36,917.07	45,082.93 *
52-000-5-5-046-46-00	HOSTED TRAINING -SAFETY MTGS					
	ACCOUNT TOTAL (NO ACTIVITY)		(0.00%)	.00	.00	.00 *
52-000-5-5-033-50-00	DEVELOPER PROJECTS			120,000.00	38,715.69	
	ACCOUNT TOTAL		(32.26%)	120,000.00	38,715.69	81,284.31 *
52-000-5-5-033-50-05	CITY PROJECTS				158.00	
	ACCOUNT TOTAL		(0.00%)	.00	158.00	158.00-*
52-000-5-5-033-51-00	PROJECT CLOSING ACCOUNT (EOY)					
	ACCOUNT TOTAL (NO ACTIVITY)		(0.00%)	.00	.00	.00 *
52-000-5-5-069-69-00	JACKSON BOTTOM MASTER PLAN-USA			48,000.00		
	ACCOUNT TOTAL (NO ACTIVITY)		(0.00%)	48,000.00	.00	48,000.00 *

SEWER REVENUE FUND

FU-DEP-C-S-OBJ-LN-PJ JC-JD VND-#	TITLE SOURCE	REFERENCE	TRAN-DT	EX-PD		ESTIMATED	RECEIPTS	COMPARISION TO BUDGET
52-000-5-5-070-70-00	JACKSON BOTTOM - MISC REVENUE							
	ACCOUNT TOTAL (NO ACTIVITY)				(0.00%)	.00	.00	.00 *
52-000-5-5-074-73-05	PROJECTS REVENUE						25,448.50	
	ACCOUNT TOTAL				(0.00%)	.00	25,448.50	25,448.50-*
52-000-5-5-075-74-10	TRANSFER FROM GENERAL FUND					55,000.00		
	ACCOUNT TOTAL (NO ACTIVITY)				(0.00%)	55,000.00	.00	55,000.00 *
52-000-5-5-075-74-15	TRANSFER FROM SWM FUND TO J.B.					25,000.00		
	ACCOUNT TOTAL (NO ACTIVITY)				(0.00%)	25,000.00	.00	25,000.00 *
52-000-5-5-075-74-16	TRANSFER FROM TRANSPORTATION							
	ACCOUNT TOTAL (NO ACTIVITY)				(0.00%)	.00	.00	.00 *
52-000-5-5-075-74-17	TRANSFER FROM WATER FUND							
	ACCOUNT TOTAL (NO ACTIVITY)				(0.00%)	.00	.00	.00 *
	CATEGORY TOTAL				(39.85%)	16,447,000.00	6,554,961.18	9,892,038.82
	TOTAL FUND DETAIL				(47.57%)	18,177,000.00	8,648,353.57	9,528,646.43
	TOTAL COUNT 00000							

Schedule B

CONTRACT INPUT FORM

Contract No: 2007-08-208 **Resolution No:** 2235 **Resolution Date:** 12/18/2007

Type of Contract: Service Contract **Contract Subtype:**

Contract Name: Fixed Income Advisory Services

Contract Description: See Exhibit C for scope of services to be provided

Contract With: Davidson Fixed Income Management, Inc.

City Dept(s): Finance **City Contact:** Mary Gruss

Total Cost: $34,500.00 **City Funding Source:**

Effective Date: **Termination Date:**

Amendment Description:

Original Contract Effective Date: **Amount:** $0.00

Contract No: 2007-08-209 **Resolution No:** 2235 **Resolution Date:** 12/18/2007

Type of Contract: Personal Services Contract **Contract Subtype:** Vendor Agreement

Contract Name: Information Technology Services - Z-Softnet.com

Contract Description: Contract to create a qualified pool of providers of technical services; not to exceed $100,000.

Contract With: Z-Softnet.com

City Dept(s): Information Services **City Contact:** Greg Mont

Total Cost: **City Funding Source:**

Effective Date: 12/1/2007 **Termination Date:** 11/30/2008

Amendment Description:

Original Contract Effective Date: **Amount:** $0.00

Contract No: 2007-08-210 **Resolution No:** 2235 **Resolution Date:** 12/18/2007

Type of Contract: Personal Services Contract **Contract Subtype:** Vendor Agreement

Contract Name: Information Technology Services - Agreeya

Contract Description: Contract to create a qualified pool of providers of technical services. Not to exceed $100,000.

Contract With: Agreeya

City Dept(s): Information Services **City Contact:** Greg Mont

Total Cost: **City Funding Source:**

Effective Date: 12/1/2007 **Termination Date:** 11/30/2008

Amendment Description:

Original Contract Effective Date: **Amount:** $0.00

Contract No: 2007-08-211 **Resolution No:** 2235 **Resolution Date:** 12/18/2007

Type of Contract: Personal Services Contract **Contract Subtype:** Vendor Agreement

Contract Name: Information Technology Services - Aivea Corporation Solutions

Contract Description: Contract to create a qualified pool of providers of technical services. Not to exceed $100,000.

Contract With: Aivea Corporation Solutions

City Dept(s): Information Services **City Contact:** Greg Mont

Total Cost: **City Funding Source:**

Effective Date: 12/1/2007 **Termination Date:** 11/30/2008

Amendment Description:

Original Contract Effective Date: **Amount:** $0.00

Contract No: 2007-08-212 **Resolution No:** 2235 **Resolution Date:** 12/18/2007

Type of Contract: Personal Services Contract **Contract Subtype:** Vendor Agreement

Contract Name: Information Technology Services - COMSYS

Contract Description: Contract to create a qualified pool of providers of technical services. Not to exceed $100,000.

Contract With: COMSYS

City Dept(s): Information Services **City Contact:** Greg Mont

Total Cost: **City Funding Source:**

Effective Date: 12/1/2007 **Termination Date:** 11/30/2008

Amendment Description:

Original Contract Effective Date: **Amount:** $0.00

Contract No: 2007-08-213 **Resolution No:** 2235 **Resolution Date:** 12/18/2007

Type of Contract: Professional Services **Contract Subtype:**

Contract Name: Structural Engineering Services - WDY

Contract Description:

Contract With: WDY, Inc.

City Dept(s): Capital Planning & Development **City Contact:** Toni Plunkett

Total Cost: **City Funding Source:** Fund 71

Effective Date: **Termination Date:**

Amendment Description:

Original Contract Effective Date: **Amount:** $0.00

2A

CITY OF HILLSBORO

PROCLAMATION

WHEREAS, Mary Ramsey Wood died on January 1, 1908 when she was 120 years, 7 months and 11 days old, living under the administration of every U.S. president from George Washington to Theodore Roosevelt; and

WHEREAS, Mary was born in a log cabin in Knoxville, Tennessee on May 20, 1787; and

WHEREAS, in 1852 at the age of 65, Mary crossed the continent riding her favorite mare, "Martha Washington Pioneer," along with a train of 50 wagons (including her family members); and

WHEREAS, she was an experienced midwife and the mother of four children; and

WHEREAS, Mary helped build and manage the first wood frame hotel, the Washington Hotel, 153 years ago on the site the Hillsboro Civic Center was built on, and was such a good cook that when court was in session across the street, the county commissioners, jurors and many others boarded at her hotel; and

WHEREAS, "Grandma Wood" served as the first woman postmaster of Hillsboro for years; and

WHEREAS, on July 4, 1907, Mary was crowned the "Queen Mother of Oregon Pioneers" by the members of the Oregon Pioneer Association; and

WHEREAS, Mary celebrated her 120th birthday by cleaning gooseberries and receiving visiting friends and neighbors; and

WHEREAS, her death on January 1, 1908 was front page news on *The Oregonian* and her body was carried in a simple wagon to rest in the Hillsboro Pioneer Cemetery, where her grave stone reads Mary Ramsey Wood - 1787-1908 - Queen Mother of Oregon Pioneers.

NOW THEREFORE, I, Tom Hughes, Mayor of Hillsboro, do hereby declare Tuesday, January 1, 2008 as

MARY RAMSEY WOOD DAY

in the City of Hillsboro and encourage our citizens to honor the memory of this amazing figure in our community's history.

Tom Hughes

Tom Hughes, Mayor
December 18, 2007

150 East Main S[illegible] 97123-4028 • 503/681-6100 • FAX 503/681-6232
AN EQUAL OPPORTU[illegible] PRINTED ON RECYCLED PAPER

2B

CITY OF HILLSBORO

PROCLAMATION

WHEREAS, Library Director Debbie Brodie, is retiring from the City of Hillsboro on December 31, 2007 after 33 years of faithful service; and

WHEREAS, Debbie was hired to the Library Department as Assistant Library Director in January 1975 two weeks before the Shute Park library branch opened, and became City Librarian (Library Director) in March 1978; and

WHEREAS, during her career, Debbie has overseen the creation of the Washington County Cooperative Library System, which brought financial benefits and a new computer system to the library and enables area libraries to function collaboratively and efficiently benefit library users; and

WHEREAS, Debbie successfully worked to bring the Tanasbourne-area nonprofit library into the Hillsboro Public Library system in 1990; and

WHEREAS, she tirelessly worked with the Friends of the Library, Library Foundation of Hillsboro, the Hillsboro Library Board, the City Council and members of City staff to obtain funding for the new Main Library, which opened in 2007; and

WHEREAS, Debbie's final project is to make sure the Shute Park branch is updated with carpeting, paint, more seating and additional self-checkout stations to create a better environment for patrons; and

WHEREAS, a public reception will be held on Saturday, December 22, 2007 from 11 a.m. to 3 p.m. at the Main Library to honor Debbie's service to the City and her many achievements during her illustrious career.

NOW THEREFORE, BE IT RESOLVED, that I, Tom Hughes, Mayor of Hillsboro, hereby proclaim December 22, 2007 as

DEBBIE BRODIE DAY

and urge Hillsboro citizens and City staff to attend her reception and congratulate her on her many contributions to the City and community.

Tom Hughes, Mayor
December 18, 2007

150 East Main Street, Hillsboro, Oregon 97123-4028 • 503/681-6100 • FAX 503/681-6232
AN EQUAL OPPORTUNITY EMPLOYER *PRINTED ON RECYCLED PAPER*

2C

CITY OF HILLSBORO

PROCLAMATION

WHEREAS, City Manager Tim Erwert is retiring from the Administration Department on December 31, 2007 after faithfully serving the citizens of Hillsboro for 36 years; and

WHEREAS, Tim was hired in the Planning Department in 1971 when the City of Hillsboro population was 15,960, became Planning Director in 1973, Assistant City Manager in 1979 and City Manager in 1992; and

WHEREAS, during his stewardship, the City of Hillsboro experienced phenomenal economic growth, largely due to the strategic decisions Tim made, including investments in the Westside Light Rail Transit project and overseeing the implementation of the Hillsboro 2020 Vision and Action Plan to name a few; and

WHEREAS, he undoubtedly furthered his community vision of encouraging economic growth in Hillsboro while retaining its hometown atmosphere and feeling; and

WHEREAS, Tim was heavily involved in community leadership opportunities, serving as general manager of the Joint Water Commission, member of the Jackson Bottom Wetlands Preserve Board, a founder of the Metropolitan Area Communications Commission, which ensures member cities receive the best franchise agreements for their citizens and more; and

WHEREAS, he deservedly won the League of Oregon Cities' Herman Kehrli Award, given to a city employee whose contributions to city government have provided lasting benefits to the community, in 2003; and

WHEREAS, Tim excelled as the city manager over 600-plus employees with his commitment to fairness, ethics, kindness and firmness; and

WHEREAS, Tim's co-workers wish him a happy retirement full of family, fun and lots of golf.

NOW THEREFORE, BE IT RESOLVED, that I, Tom Hughes, Mayor of Hillsboro, hereby proclaim December 24 through December 28, Tim's last full week of employment as,

TIM ERWERT WEEK

in Hillsboro and encourage citizens and Hillsboro employees to congratulate Tim on a long and successful career at the City of Hillsboro.

Tom Hughes

Tom Hughes, Mayor
December 18, 2007

150 East [illegible] [illegible]o, Oregon 97123-4028 • 503/681-6100 • FAX 503/681-6232
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Packet

2D

CITY OF HILLSBORO
Parks & Recreation

MEMORANDUM

DATE: December 10, 2007

TO: Mayor Hughes and City Council

FROM: Corinne Bloomfield, Community Resources Manager

SUBJECT: 2006-07 Parks & Recreation Annual Report

We are pleased to enclose the 2006-07 Hillsboro Parks & Recreation Annual Report for your information. This document showcases the Departments' 2006-07 fiscal year accomplishments, and represents our enhanced approach to more effective communications and publications. We look forward to sharing it with the community.

4400 NW 229th Avenue, Hillsboro, Oregon 97124 · 503.681.6120 · FAX 503.681.6124

CITY OF HILLSBORO
Parks & Recreation

2006-07 Annual Report

City Council

Tom Hughes, Mayor

Ed Dennis

Nenice Andrews

Aron Carleson

Joe Keizur

Doug Johnson

Cynthia O'Donnell

Park Commission

Darell Lumaco, Chair

Ken Edwards

Julie Karlbom

Mike Crandall

Gwynne Pitts

City of Hillsboro
Parks and Recreation Department

Steve Greagor, Director

4400 N.W. 229th Avenue

Hillsboro, Oregon 97124

(503)681.6120

www.ci.hillsboro.or.us/ParksRec

Message from the Director

I am pleased to present the 2006-07 City of Hillsboro Parks & Recreation Annual Report. As our mission states, "Hillsboro Parks & Recreation is dedicated to providing diverse, innovative and exceptional recreational and cultural opportunities that enrich the lives of our citizens." We are proud of the many exciting accomplishments over the past year that reinforce this mission.

This year we added park land, designed new parks, expanded our recreational programming, and successfully completed the first full year of operation at the recently renovated Shute Park Aquatics & Recreation Center (SHARC). Attendance and revenues increased at SHARC, showing that the investment made in improving and expanding this facility in 2005 is paying off for the community.

Recreation Services continued to offer exciting programming and facilities for all ages and added unique new programs such as outdoor skills classes using GPS equipment and compasses provided by a grant from REI. The Maintenance Division maintained our 800 acres of parkland to some of the highest standards in the region, and was the recipient of Oregon Recreation & Parks Association's 2006 Outstanding Management Award. Planning for new parks, including public involvement processes for the unique 53rd Avenue Community Park, continued to reflect the department's goal to provide more recreational activities for all residents, which is a component of the Hillsboro 2020 Vision. New staff positions were also added to increase the efficiencies and effectiveness of the department. These include two janitorial staff at SHARC, and a Community Resources Manager for the department to focus on community relations, marketing, volunteer services, outreach, partnerships and alternative funding.

The department also was very excited to begin work with the City's new Hillsboro Arts & Culture Council (HACC). The eleven member HACC will work to promote and support arts and culture in Hillsboro.

I would like to thank the City Council, the Hillsboro Park Commission, our community partners, and residents for the ongoing support of the efforts of Hillsboro Parks & Recreation. We are grateful to have a community that understands the value and importance of quality parks and recreation. We look forward to expanding our list of accomplishments as we continue to make Hillsboro an even better community through exceptional parks, arts and culture, and recreational opportunities.

Steve Greagor, Director

SGreagor

Parks and Recreation Department

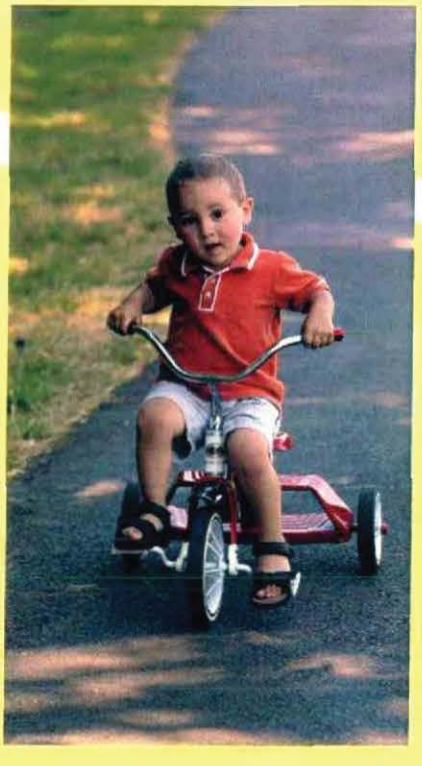


Table of Contents

Financial Summary 4

Awards and Recognition 5

Volunteer Services 6

Recreation and Sports Programs 7

Operations and Development 8

Shute Park Aquatic and Recreation Center 10

Gordon Faber Recreation Complex 11

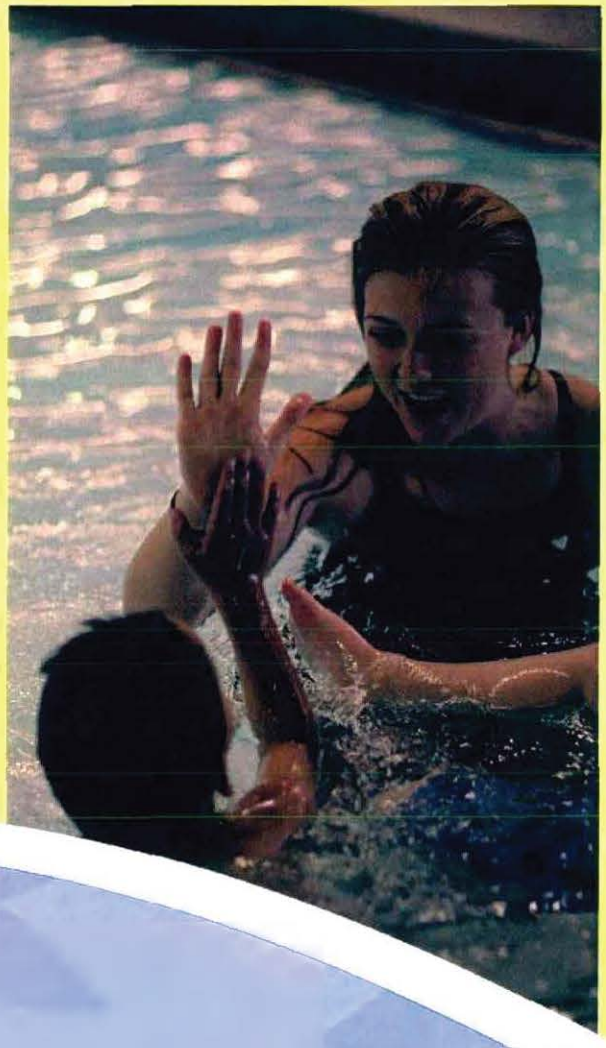
Glenn and Viola Walters Cultural Arts Center 12

Facility and Rentals 13

Comparative Statistics 14-15

Financial Summary

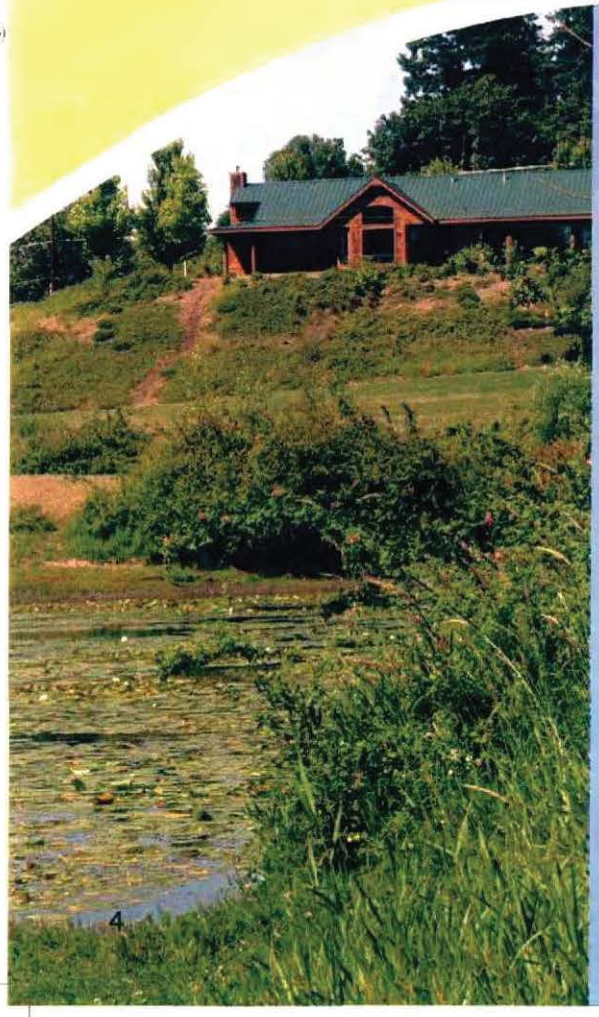
2006-07 Budgeted Resources and Expenditures



RESOURCES

General Fund Allocations	$8,722,015	63.1%
Grants/Donations	$186,499	1.4%
System Development Charges Utilized 2006-07*	$2,864,184	20.7%
Aquatic and Recreation Center Fees/Rentals	$917,880	6.6%
Recreation Program Fees/Rentals	$727,626	5.3%
Gordon Faber Recreation Complex Fees/Rentals	$167,403	1.2%
Other General Revenue	$226,585	1.6%
Total:	$13,812,192	100.0%

*System Development Charges earned in 2006-07 exceeded $3.7 million and increased reserves to over $11 million.



EXPENDITURES

Acquisition and Development	$3,174,718	23.0%
Administration	$2,197,555	15.9%
Capital Expenses	$215,688	1.6%
Facility Costs	$307,076	2.2%
Parks Maintenance	$2,304,834	16.7%
Support Services and Depreciation	$2,171,792	15.7%
Aquatic and Recreation Center	$1,623,176	11.8%
Recreation Programs	$1,530,241	11.1%
Gordon Faber Recreation Complex	$287,112	2.1%
Total:	$13,812,192	100.0%

See page 14-15 for year-over-year comparative statistics.

Awards and Recognition

The Parks & Recreation Department strives for efficient use of resources, and this includes utlilizing alternative sources of funding. This year, the department was awarded various grants for park development, recreation and after-school programs, and arts & culture. The department and its staff were also honored with special awards and recognition.

Grants

Bagley Park: The City's second oldest park was the recipient of two grants for a renovation planned for fall/winter 2007. A State Local Government Grant from lottery funds for $105,000 was awarded, as well as a Community Development Block Grant (CDBG) for $266,634. Improvements will include a new shelter and restroom, modernization of play equipment, ADA improvements and landscape renovation.

Orchard Park: REI, Inc. awarded $10,000 to the department towards the cost of two climbing boulders to be installed in Orchard Park. This was a part of the "REI Gives" community stewardship program. The boulders will be in place and open to the public in fall 2007.

Recreation Programs: REI, Inc. granted the department close to $5,000 for GPS navigation units and compasses for a new Navigating the Outdoors program. This enables Hillsboro Parks & Recreation to offer classes that teach youth and adults valuable outdoor skills.

BLAST and The Zone After-School Programs: The department received $161,000 from a federally-funded 3-year Safe Schools Healthy Students grant for elementary and middle school after-school enrichment and sports programs in partnership with the Hillsboro School District and Campfire USA.

Walters Cultural Arts Center: The Arts Center was awarded a $3,600 grant from the Regional Arts & Culture Council to support a modernism art exhibit. Also, the Washington County Arts, Heritage & Humanities Coalition awarded $2,000, and the Oregon Council for the Humanities awarded $800, to support the Spoken Word Lecture Series.

Awards

Parks Maintenance: The department was the recipient of the Oregon Recreation & Parks Association's 2006 Outstanding Management Award. Hillsboro was honored with this award for having the best management of public recreation resources.

Program Supervisor Recognition: Program Supervisor Maegan Jossy was awarded a Fitness Leadership Award from The Oregon Governor's Council on Physical Fitness & Sports. This was in recognition of her innovation and dedication to after-school sports, cross country, track and mountaineering programs.

Tennis Program: Hillsboro Parks & Recreation and Portland After School Tennis were awarded the United States Tennis Assoication's 2006 Recreation Coach Workshop Host Site of the Year.

Volunteer Services

The volunteer program continued to grow throughout the 2006-07 fiscal year. Nearly 17,000 hours of volunteer time were dedicated to improving parks, facilities, and programs throughout the park system. Individual, corporate, Boy Scout, Eagle Scout, student, and organizational volunteers assisted with park beautification, SHARC customer service, recreation and after school programs, and programs and classes at the Cultural Arts Center, SHARC, and the Community/Senior Center. Volunteers also provided valuable help with various special events such as Celebrate Hillsboro, April Pools Day, and annual SOLV events.

Large volunteer projects included the annual Christmas tree recycling event with help from local Boy Scout troops, the Showtime at Shute park preparation for the thirteenth consecutive year by the Timberlake church group, a bridge rebuilding and landscape bed construction at Rood Bridge Park by an Americorp group, and a Cedar Tree Rescue at Orchard Park as part of an Eagle Scout project.

In addition, the Miller Education Center Summer Program dedicated over 1,000 volunteer hours at Shute Park, Orchard Park, and Rood Bridge Park. Students constructed a raised rhododendron bed, cleaned up trails and pathways, pulled weeds, planted flowers, and spread barkdust and woodchips. An educational canoe trip on the Tualatin River was provided to the group to thank them for all of their hard work.

The Hillsboro Parks & Recreation Adopt-a-Park program was launched this fiscal year with great success. Ten Hillsboro parks were adopted, and there was strong interest in many others. This program adds hundreds of volunteer hours and provides volunteer opportunities for local businesses, organizations, and families in the community. Many groups volunteer in "their park" on a weekly/bi-weekly basis doing projects that range from washing play equipment and checking for grafitti to planting native trees along rivers and creeks. Hundreds of volunteer hours were received during this program's six months of operation this fiscal year, and these numbers should continue to grow in the new fiscal year.

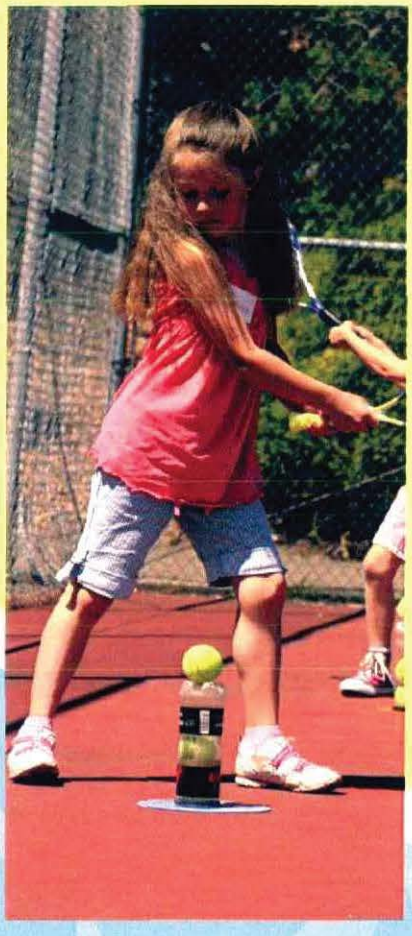
FY 2006-07 Total Volunteer Hours

Restitution	**8,178**
Beautification	**7,180**
Recreation	**797**
SHARC	**249**
Cultural Arts Center	**315**
Other	**208**
Total Hours:	**16,927**

FY 2006-07 Sampling of Volunteer Groups

Hillsboro School District
Miller Education Center
REI, Inc.
Washington County Corrections
Starbucks
Nike
Accumed
Macy's – Streets of Tanasbourne
LDS Church
Japanese Chamber of Commerce
SOLV
Homestreet Banyon-Tree
Intel Oregon
Timberlake Christian Fellowship
Boy & Girl Scouts of America
Park Commission
Tualatin Valley Garden Club
Tualatin Valley Chapter of the American Rhododendron Society

Recreation and Sports



Hillsboro Parks & Recreation's Recreation Services Division continued to experience healthy partipation overall in classes, activities and sports, adult sports leagues, youth camps, and after school enrichment and sports programs. Highlights include:

After-School Programs: The BLAST (Bringing Leadership, Arts and Sports Together) after-school program expanded from 4 elementary schools to six elementary schools, and the ZONE after-school program continued at the four middle schools. These after-school enrichment and sports programs are a partnership between Hillsboro Parks & Recreation, Campfire USA and the Hillsboro School District. In total, 4,115 children were provided valuable learning and recreational opportunities on a regular basis after school.

Support and funding from the Hillsboro Schools Foundation allowed the department to offer new after-school homework help sessions at two elementary schools and two middle schools. This program was very well received by the schools and the students, and expanded programs are planned for the 2007-08 school year.

Expanding Recreational Space: An Inter-Governmental Agreement (IGA) between the Hillsboro School District and City of Hillsboro Parks & Recreation was adopted and signed in May. This agreement allows for better shared facility use and scheduling, as well as consideration of joint development of new facilities and renovation projects.

The Outpost Summer Fun & Food Program: The Outpost at Shute Park summer recreation and free lunch program benefited hundreds of youth this year. During the 9 week operational time period, around 1,200 children from ages 1 to 18 participated in the free recreational activities provided by the department. Over 5,200 free lunches funded by the USDA Summer Food program were served by community volunteers as well. In 2006, The Outpost was the recipient of the 2006 USDA National Sunshine Award for "Successful Community Partnership."

FY 2006-07 Total Program Participants: 16,225

Total Youth Served in After School Programs: 4,115

Total Recreation Revenue: $497,313

Operations, Development & Acquisitions

Development

53rd Avenue Community Park: A public involvement process was undertaken in FY 2005-06 to create the initial Master Plan. This year staff worked diligently on refining the plan, including development of construction drawings for the first phase of work to include the multi-purpose fields on the east side of 53rd Avenue. In addition, City Council appointed a Task Force to assist in finalizing plans for the Indoor Recreation Center and to recommend potential funding options. Department staff also worked to finalize the construction plans for the maintenance portion of the existing building located on NE 53rd Avenue and Hidden Creek Drive. Construction of the maintenance facility is expected to begin in Fall 2007.

Hondo Dog Park: After nearly a year of planning and meeting with various groups, construction began this year on Hillsboro's first off-leash dog park. Named after a former Hillsboro police K-9 who lost his life in the line of duty, Hondo Dog Park will include separate fenced areas for large dogs, small and timid dogs, and a winter use area. Additional amenities include dog drinking fountains, benches, shade trees, parking and two uniquely decorated fire hydrants, one of which is a tribute to Hondo.

Bagley Park: Plans for the renovation of Hillsboro's second oldest park were developed this fiscal year. Bagley Park was opened in 1926, and improvements to be completed in the 2007-08 fiscal year will include replacement of the restroom, new picnic shelter, reconstruction of pedestrian walkways, improvements to the playground and enhanced landscaping.

CWS Tree Challenge: In 2006, the department planted 11,676 new trees within riparian areas to meet the City's goal for the Clean Water Services Tree Challenge program. Sites of the plantings included Frances Street Park, Rock Creek Trail corridor, Dawson Creek drainage, Hamby Park, Turner Creek Park and Reedville Creek Park. Many of the plantings were done with the help of community volunteers.

Gordon Faber Ballfield Expansion: The department developed plans for the construction of three additional softball/youth baseball fields adjacent to Hillsboro Stadium this fiscal year. Work began in summer 2007, with an estimated opening of spring 2008. When completed, the three additional fields will allow the Gordon Faber Recreation Complex to host even larger tournaments while at the same time consolidate maintenance functions.

Magnolia Park: Staff spent much of this fiscal year developing plans for the new neighborhood park in the Walker Road area. Various public open houses were held to seek feedback from neighbors on what amenities they would like to see in the park. When completed, this 3.11 acre site will include the City's first "spray ground," a picnic shelter, play structure, tennis court and half-sized basketball court. This park will be a central and integral part of this dense mixed-use neighborhood.

Reedville Creek Park – Skate Park Improvements: Thanks to generous donations from the community, the City was able to make additional improvements to the Reedville Skate Park, including a shelter, bleachers and benches. Additional improvements will aide in the long term care of this popular facility.

Central Park Improvements: Projects staff worked diligently with maintenance staff to assist in the redesign of the southern portion of Central Park. This park was originally constructed by the neighborhood developer, and subsequently became a City park. Due to improper planting and soil preparation, the health of trees in the location had deteriorated. The City modified the design to improve these deficiencies and the result has been a more manageable and aesthetically pleasing park.

Shute Park Utility Building: In Fall 2006, work was completed on a 576 sq. ft. enclosed storage garage at Shute Park. The building is located at the southern end of the Hillsboro Community/Senior Center parking lot at the former Pedersen household site. This new garage gives the maintenance division additional flexibility in storing equipment and materials to serve the community park more efficiently.

Operations

The Parks Maintenance Department prides itself in continuing to provide clean, safe, and well-maintained parks for the Hillsboro community. Our staff maintains over 800 acres of City Parks, facilities, trails, and natural open spaces. In addition to the routine park maintenance which includes mowing, fertilizing, aerating, bed maintenance, graffiti removal, and litter removal, the department maintains and prepares sports fields for youth and adult sports leagues. Our staff is also proud of the holiday lighting displays that we are responsible for hanging each year at the West End Triangle, the Harold Eastman Rose Garden, and Central Park in Orenco Station, the Cultural Arts Center, and at Hillsboro Stadium. This year maintenance also assumed landscape responsibilities for many of the City of Hillsboro buildings including the Civic Center, the new Main Library, and the fire stations.

In the 2006-07 fiscal year, parks maintenance received the Outstanding Maintenance Management Award from the Oregon Recreation and Parks Association (ORPA). The department was also one of four park maintenance departments featured in the July 2007 issue of the"Landscape Superintendent and Maintenance Professional" magazine for innovative maintenance practices.

The parks maintenance staff has continued to grow. Four new Utility Workers were hired to fill openings on the staff of 31. Thirty five additional seasonal maintenance employees were hired for temporary positions, and the department received over 16,000 hours of free labor through the Washington County Sheriffs Office "Work in Lieu of Jail Program" and volunteer labor provided by area businesses and groups. In addition, one of our employees returned from serving with the Oregon National Guard in Afghanistan. One additional employee is still on assignment with the Oregon National Guard.

The year also presented challenges for parks maintenance. A big wind storm in December blew over 35-40 trees in our developed parks, including an oak tree that landed on a new picnic shelter at Shadywood Park. The maintenance crew pulled together and cleaned up for parks users. Another big project was a major clean up of the landscape prior to the new Main Library opening. In just three days, over 550 labor hours went into restoring and improving the library landscape, and the department received many positive comments about the work.

We continue to look at ways to improve our park system through maintenance, beautification and replacement projects. This fiscal year, approximately $20,000 has been spent upgrading and improving the play structures in some of our parks.

Land Acquisitions

The Parks and Recreation Department continues to expand its land inventory through both direct purchase of properties and acquiring open space sites through dedications from developers. In this fiscal year the Department made the following notable acquisitions:

H.E.D.C. Acquisitions: The department worked diligently with the Hillsboro Economic Development Council to acquire and exchange several remaining parcels in the Ronler Acres Urban Renewal District. The Parks and Recreation Department acquired approximately 4.5 acres of property along NW 229th Avenue, north of the Ronler Acres Fire Station, for use as a dog park. In addition, the department received ownership of the approximately 2 acre parcel at the northeast corner of NW Shute Road and NW Evergreen Road.

NE 53rd Avenue Property: In an effort to expand the area available for the future community park and indoor recreation center along NE 53rd Avenue, the department acquired an additional 2.6 acres immediately north of the 7.9 acre site of the future indoor recreation center. This land will allow for more flexibility in designing the center and will accommodate more convenient parking, while reducing the amount of parking needed south of Hidden Creek Drive.

Willow Creek Park Property: Washington County transferred ownership of this 3.8 acre parcel located on SW 194th Avenue, south of West Baseline Road adjacent to Beaverton Creek. While it is located outside of the City limits, it is within our future parks planning area, and an evaluation concluded that it is a suitable site for a future neighborhood park. Subsequently the Park Commission, City Council and Washington Board of Commissioners approved the transfer of the property with no cost to the City.

Open Space Properties: The Parks and Recreation Department continued to acquire open space properties along riparian corridors as well as in the Witch Hazel Village area. In FY 2006-07 the City acquired 8.36 acres of property that will be used for habitat conservation and potential trail connections.

FY 2006-07 Total Spent on Development: $866,809

Total Spent on Land Aquisition: $1,423,024

Total Acreage Aquired: 14.93

Shute Park Aquatic and Recreation Center

On March 4, 2006 the newly renovated and expanded Shute Park Aquatic and Recreation Center (SHARC) re-opened to the community of Hillsboro. SHARC has continued to improve its offerings of comprehensive programming for all interests and ages. The growth and increased involvement in programs this past year demonstrates the success, and SHARC staff take pride in these accomplishments.

Participant Passes: Participant passes experienced unprecedented growth. We sold 5,608 participant passes with revenue of $380,629 and a resulting 114,729 visits.

Aquatics: Swim programs continue to be a big draw for SHARC with 31,331 visits to our programs and revenue of $217,983. SHARC is popular for open swim, recreational swim and many other general admission activities with $217,983 in revenue and 49,954 visits.

The Hillsboro Heat Swim Team (HST) continues to train at our facility. For the last two years, they achieved Silver Medal Club Level with USA Swimming. The team had 16,513 visits this fiscal year.

FY 2006-07 Total Visits: 260,000 Total Revenue: $917,880

SHARC also hosted the annual HST winter invitational. Revenue for the year as a direct result of the swim team's use was $18,000. SHARC is also the host site for 4 high school swim teams, which includes 8 dual swim meets. This year we were given the honor of hosting the district swim meet.

Kid Fit: This is the room of choice for children to play in a fun and safe environment while parents or guardians are using the facility. We had 2,875 children enjoy Kid Fit with revenue at just over $6,000.

Health and Fitness: The community has discovered the new fitness center, which offers over 50 pieces of both cardio and weight equipment. The fitness area received over 38,329 visits during the 2006-07 fiscal year. Group Exercise and Spinning continue to be draw for our facility with over 12,450 visits.

Our SilverSneakers® program continues to be a success with 11,950 visits and revenue of $35,958. Our facility was recognized for having the highest patron returns (visits) over the last year. The average per participant visit was 12 times per month.

Three punching bags were added in the group exercise room. Between open bag time and group exercise classes, interest in the bags has drawn many new participants to our facility.

Specialty Classes: The renovation of SHARC has allowed us to reach out the community and offer land based classes for all ages. The programs include preschool activities based on classic preschool curriculum, and youth programs like "Marvelous Monday" craft time.

Maintenance: With assistance from facilities maintenance, 2 of the 3 pool UV systems were installed, with the final to be installed in September of 2007. The UV systems are important in keeping the pool water free of recreational water illnesses such as E coli, Hepatitis A, Giardia and Cryptosporidium. We also welcomed three new additions to our SHARC staff - a new pool operator and 2 custodial staff.

Gordon Faber Recreation Complex

This year, the Gordon Faber Recreation Complex was a hub of activity as it hosted a multitude of varied sports games, competitions and special events. The facility saw an increase in number of events, days of use, estimated overall attendance and overall facility revenue. This illustrates once again the diverse uses this facility is capable of.

Examples of Community Uses:
- Hillsboro Parks & Recreation softball and soccer leagues
- Hillsboro Parks & Recreation classes
- Hillsboro Parks & Recreation Fall Girls Fastpitch League
- Century High School Football
- High School Lacrosse
- High School Baseball & Softball

Returning Events:
- Oregon Crusaders Band Show
- YMCA Mini Olympics (800 children)
- Hawthorn Farm Triathlon
- Helvetia Half Marathon
- Sunset Band Classic (State Championships 28 bands)
- Valley Invitational Girls Fast Pitch Tournament (120 teams)
- American Cancer Society 24 Hour Relay (45 teams)
- OSAA Football playoffs
- Numerous corporate picnics and team building activities

New Events:
- Fiestas Patrias Celebration (2 day community event/8,000 people)
- Special Olympics State Games Opening Ceremony (1,700 athletes)

Unique Uses:
- NW regional motorcycle police officer training school
- Ambulance and bus driver training programs
- Washington County SWAT training
- Grand Prix of Cyclocross
- Oregon Rally Start

The facility was also the 2007 home field for Pacific University baseball and softball teams, as a result of the field renovation project at Lincoln Park in Forest Grove. This was the fist time since the spring of 2000 that the stadium inserts were removed and baseball was played there.

March topped this list for activity and diverse uses. The facility was in use every day of the month, and activity included Pacific University and local high school baseball, Pacific University and local high school softball, adult and youth soccer, high school lacrosse, driver training classes in the parking lot, and even a photo shoot in the grandstand.

FY 2006-07 Total Number of Events: 762

Estimated Overall Attendance: 87,000

Total Number of Days of Use: 313

Total Revenue: $167,403

Glenn and Viola Walters Cultural Arts Center

The Arts Center, which opened its doors three years ago, became a reality when local nursery owners, Glenn and Viola Walters, stepped forward with a $1 million donation. Their generosity galvanized Hillsboro's commitment to develop the Arts Center.

This beautifully renovated facility houses a 200 seat theater, five art studios, two galleries and a variety of other amenities for special events and community functions. During its three years of operation, the Arts Center has provided quality entertainment, education and enrichment experiences in the form of concerts, arts exhibitions, lectures, art classes and workshops for all ages.

The Arts Center's beautiful theater is establishing a reputation as a venue where you can see world class musicians in an intimate setting. Avid blues, jazz, Americana and other music fans from all over the State and beyond have discovered our facility. It's not uncommon to see talented musicians such as the Grammy winning zydeco band BeauSoleil, pianist George Winston, Al Stewart, Bill Frisell, John Hammond, Paco Padilla and many other regional and national acts at the Arts Center.

The Arts Center's galleries host a wide range of artwork including community and student shows, and exhibitions featuring emerging and professional artists. The Center recently expanded its curatorial role to include gallery space in the Hillsboro Civic Center.

Some highlights of the 2006-07 fiscal year include:

- National Arts and Humanities Month in October of 2006 which featured 31 arts and culture events in 31 days.
- The Center's class schedule continued to emphasize ceramics and visual arts, while increasing the number of special interest classes upon the requests of our students. Partnerships in this area include arts education with Miller Education Center, Candlelighters art day with children fighting cancer, and the Hillsboro Chamber's Leadership Forum.
- Spoken Word lecture series expanded its scope to include Oregon-based documentary films. Spoken Word received grant funding from Washington County Arts, Heritage and Humanities Coalition and sponsorship from Intel Oregon.
- The gallery hosted the Center's first national traveling exhibition of painting, photography, sculpture and film called the Piece Process. Piece Process is a group of artists, Israeli and Palestinian, Jewish and Arab, men and women, exploring the Middle East conflict and the possibility of peace.

The outlook for the Glenn and Viola Walters Cultural Arts Center is bright, and the Center will continue to be a showplace for the arts as well as a vibrant representation of the Hillsboro community's commitment to culture and the arts.

FY 2006-07 Number of Event Rentals: 164

Total Estimated Center Attendance: 20,000

Hillsboro Arts & Culture Council:

Throughout the year, Center staff continued to explore and fulfill the goals of the Hillsboro 2020 Vision and Action Plan. The biggest accomplishment was the development and implementation the new Hillsboro Arts and Culture Council (HACC). The HACC was appointed by City Council in March of 2007 and focused its energy on orientation and planning. The HACC established its first major priorities:

- Creation of an arts and culture inventory.
- The development and implementation of a marketing plan.
- Creation of a public art program and accompanying pilot project.

Facilities & Rentals

Hillsboro Parks & Recreation offers a variety of unique and versatile indoor and outdoor event spaces. These include the sporty Gordon Faber Recreation Complex & Hillsboro Stadium, to the cozy River House at Rood Bridge Park, to the elegant and artistic Walters Cultural Arts Center, to the kid-friendly Tyson Recreation Center and Shute Park Aquatic and Recreation Center, to one of our many outdoor picnic shelters in various parks. Events held at these facilities range from community and family celebrations, to corporate picnics or team building events, to youth birthday parties, to weddings, to all types of meetings. Facilities and shelters are also utilized by the Parks & Recreation department for special events, public open houses, meetings and volunteer projects.

Event rental revenues have been steadily growing over the past many years, and this year was no exception. Rental revenues increased by 36.5% overall in the 2006-07 fiscal year.

FY 2006-07 Total Number of Rentals: 5,694

Total Estimated Attendance: 181,428

Total Rental Revenues: 259,318

Gordon Faber Recreation Complex and Hillsboro Stadium - Hillsboro's premier outdoor recreation center features 90 acres of unique event space for 50 to 7,000 people.

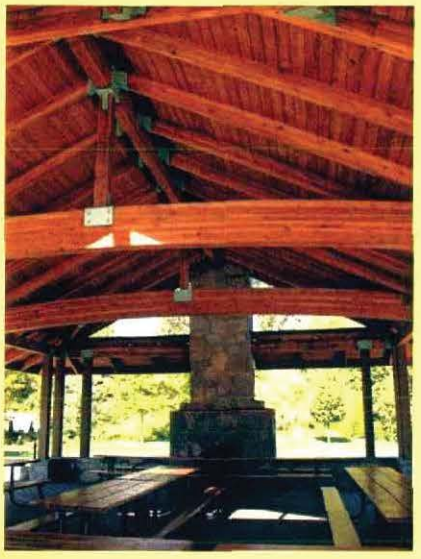
Shute Park Aquatic & Recreation Center (SHARC) - in addition to the pools and fitness areas, SHARC offers classrooms and party rooms.

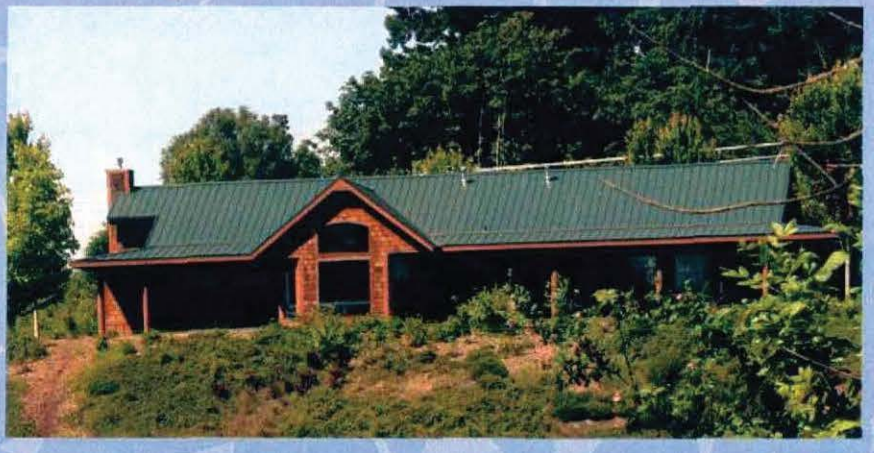
Glenn & Viola Walters Cultural Arts Center - auditorium, classroom and art gallery spaces for weddings, receptions, birthdays and meetings.

The River House - a 3,000 square foot multi-purpose building overlooking Rood Bridge Park's large pond and wetland area. It is popular for small weddings, events or meetings.

Tyson Recreation Center - this is a child-friendly facility with birthday party and classroom spaces.

Park shelters & picnic areas - Hillsboro Parks feature six reservable outdoor park shelters and picnic areas, seating from 30 to 200. These shelters are located in Rood Bridge Park, Shute Park, Shadywood Park, Griffin Oaks Park, Noble Woods Park, and Reedville Creek Park.





Comparative Statistics

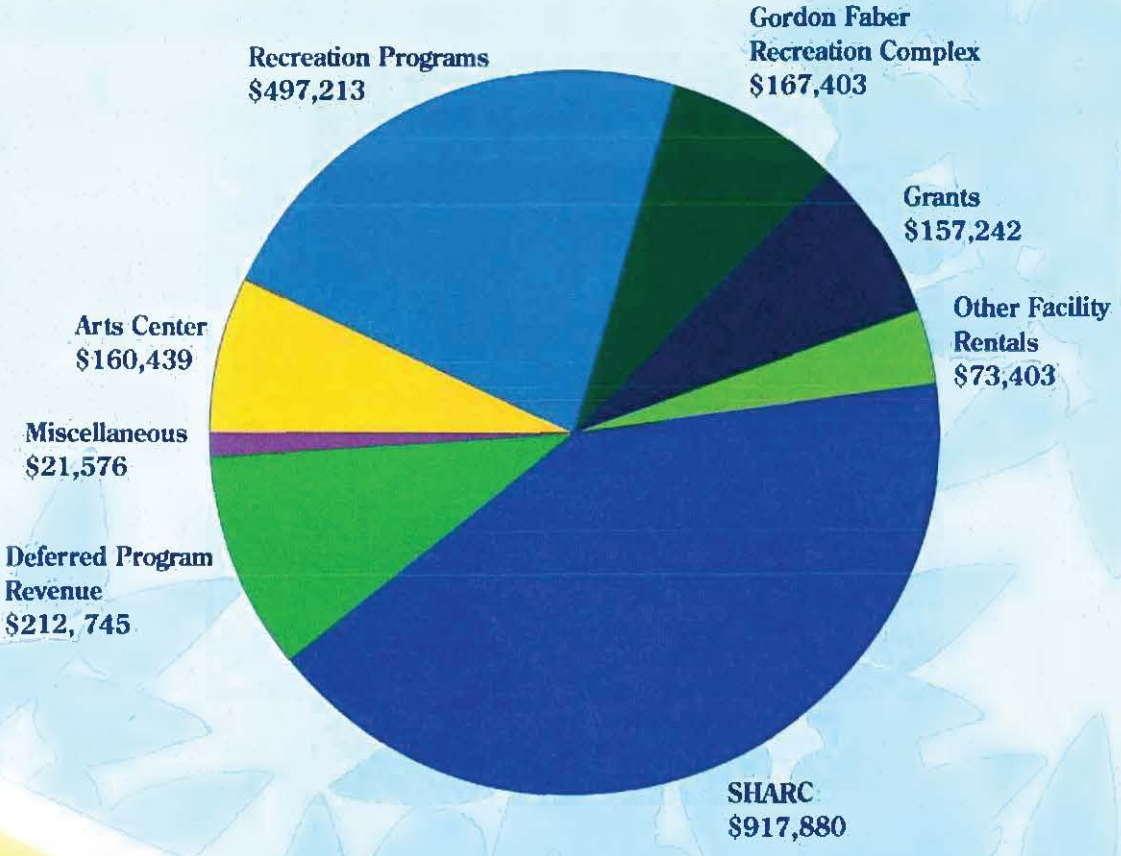
	2004-05	2005-06	2006-07
Overall Parks & Recreation Operating Revenue (fees, rentals, concessions)	$1,040,047	$1,578,986	$2,207,901
Total Grant Dollars Received	$92,275	$132,679	$157,242
Total Volunteer Hours Received	15,577	15,657	16,927
Recreation Programs Revenue	$587,390	$617,583	$497,313*
Recreation Programs Number of Registrations	20,890	21,713	24,365
After School Program Registrations	4,639	4,336	4,695
Gordon Faber Recreation Center Revenue	$152,018	$145,367	$167,403
Gordon Faber Recreation Center Number of Events	649	700	762
Gordon Faber Recreation Center Days of Use	309	308	313
Arts Center Total Revenue	$89,727	$118,931	$160,439*
Arts Center Event Rentals Revenue	$23,469	$36,960	$54,203
Arts Center Total Number of Events	120	156	232
Facilities Rentals Number of Rentals	3,205	3,940	7,609
Facilities Rentals Revenue	$169,213	$189,867	$259,316

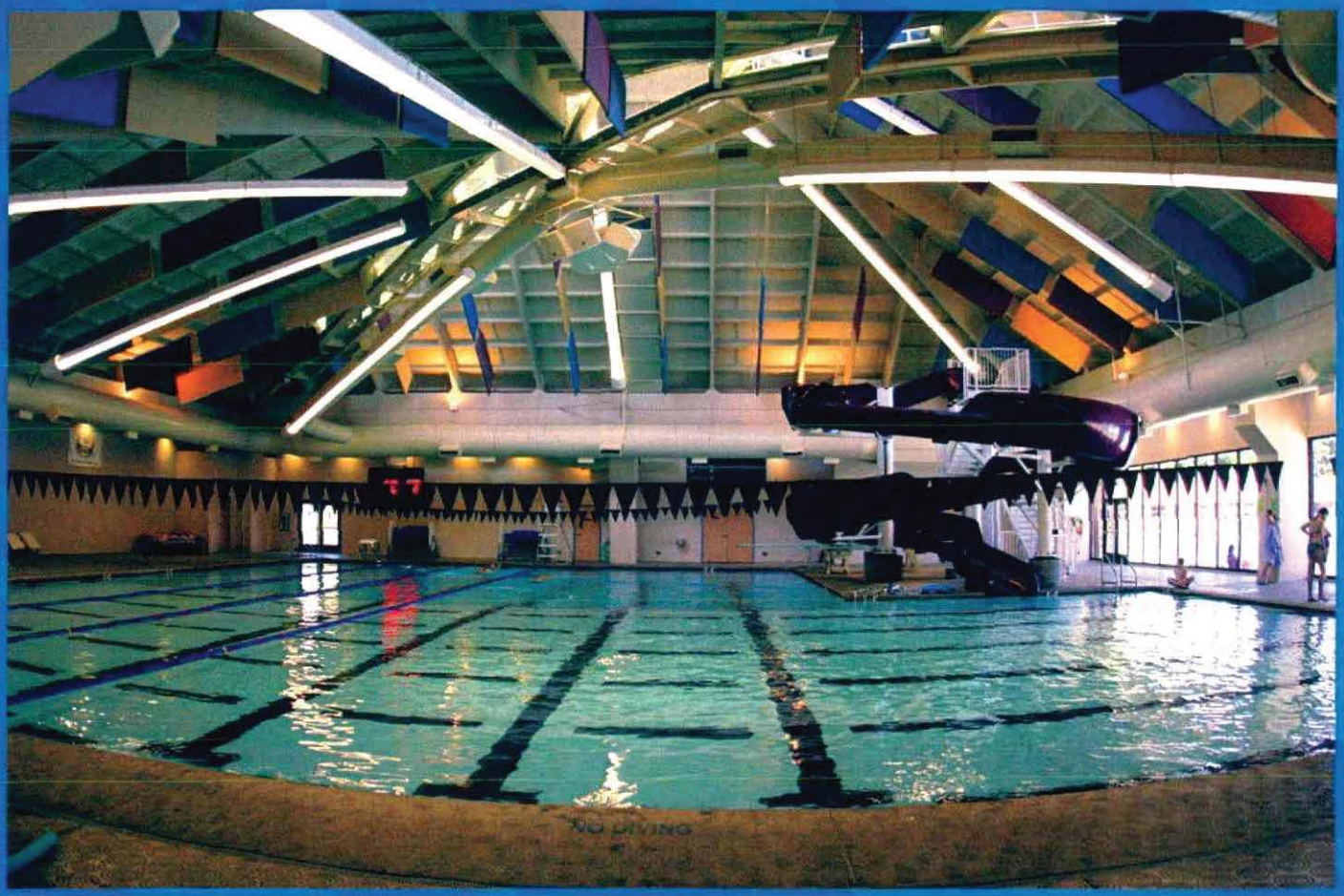
*These numbers reflect a change in accounting from cash basis to accrual basis as a result of software upgrades.

Note: comparative SHARC data not available due to renovation.

See page 4 for 2006-07 Financial Summary.

Overall Parks & Recreation Operating Revenue FY 2006-07





City of Hillsboro

Parks & Recreation Department

4400 N.W. 229th Avenue

Hillsboro, Oregon 97124

(503)681.6120

www.ci.hillsboro.or.us/ParksRec

4A
postponed to Jan. 15 meeting

CITY OF HILLSBORO

Public Works Department, Engineering Division

December 18, 2007

To: Mayor and City Council

From: Tina Bailey, Project Manager

Re: VAC 07-08: SE 8th Avenue

November 6, 2007 Public Hearing

On November 6th, 2007, the City Council opened a public hearing on the proposed vacation of the right of way of SE 8th Avenue between SE Oak Street and SE Baseline Street. Testimony both in support and in opposition of the vacation was received. Testimony in opposition primarily raised the issue that notice of the proposed vacation was too limited in area and questioned the details of the traffic analysis. As a result of this testimony, Council directed staff to hold a meeting with a larger audience to explain the traffic analysis work in greater detail.

Additionally, at the time of the hearing, a Concept Development Plan (CDP) modification, CDP 1-01 Mod 3, was under consideration by the Planning Commission which included a plan by Tuality to fully close the south half of SE 8th Avenue between SE Oak Street and SE Baseline Street. The previous CDP approval included the vacation of the roadway and a partial closure of the street. The Planning Commission chose not to "endorse or oppose vacation of the Eight Avenue right-of-way inside the campus." The decision on CDP 1-01Mod 3 was anticipated at the November 14, 2007, Planning Commission meeting.

As there was no quorum at the City Council meeting, the public hearing was continued to December 18th to allow for a community meeting on the traffic modeling and for the Planning Commission to resolve CDP 1-01 Mod 3.

Traffic Modeling Workshop

On December 6th, staff held a traffic modeling workshop to explain the traffic modeling process staff uses to interested parties. Property owners in the area bounded by SE Maple Street, NE/SE 10th Avenue, NE Lincoln Street, and NE/SE 5th Avenue as well as any citizens located outside of that area who had opposed the vacation in a petition submitted to the Planning Commission were notified of the workshop. A map of the boundary is attached in Appendix A. Approximately 350 letters were mailed and the event was attended by approximately 25 community members.

The workshop focused on the different types of traffic analysis used to evaluate specific development applications, including the assumptions made in each of these processes. Citizens were given the opportunity to ask questions at all phases of the presentation. Numerous

150 E. Main Street, Fourth Floor
Hillsboro, Oregon 97123-3999
Office: 681-6146
Fax: 681-6245

questions regarding the modeling methods and the assumptions staff used were asked throughout the staff presentation.

Staff was able to present a simulation of the conditions on the study area roadways in 2005, which reasonably replicated current congestion and queuing patterns, as well as a simulation of 2030 conditions with the 8th Avenue vacation and street closure implemented. This was information that was not available at the November 6th Council meeting.

Staff acknowledged that the traffic model process was iterative and that additional work on 2030 model needed to be done. Specifically, considerations needed to be made for the effects of vehicle queues and light rail transit impact. This modeling, known as "Dynamic Assignment, will provide greater detail about traffic patterns and volumes. Staff hopes to have these further refinements complete and ready for presentation at the Council meeting on the December 18th.

The event was taped and a DVD copy of the presentation has been provided for your information.

CDP 1-01 Mod 3 Status

The CDP 1-01 Mod 3 was carried over from the November 14, 2007 Planning Commission to November 28th, 2007. The Planning Commission approved Resolution No. 1649-P which again included a decision that neither supported nor denied the vacation of the roadway. Several conditions were attached in the resolution should the City Council approve the vacation. A copy of Planning Commission Resolution No. 1649-P is contained in Appendix B. Items specifically addressing the vacation are contained in Items 5 and 6 of the resolution.

Written Testimony

Since the November 6th public hearing, the City has received two letters from in favor of the proposed vacation as well as additional information from the applicant and letters of support collected by the applicant. This information has been attached in Appendix C.

Discussion

If the Council finds that the interest of the public would not be prejudiced by the vacation of the roadway as requested by the petitioner, the following conditions should be attached to the vacation.

1. Prior to recording the vacation, easements shall be provided to the City of Hillsboro for the maintenance and repair of the public sanitary sewer, public storm sewer, and public water lines located in the proposed vacation.

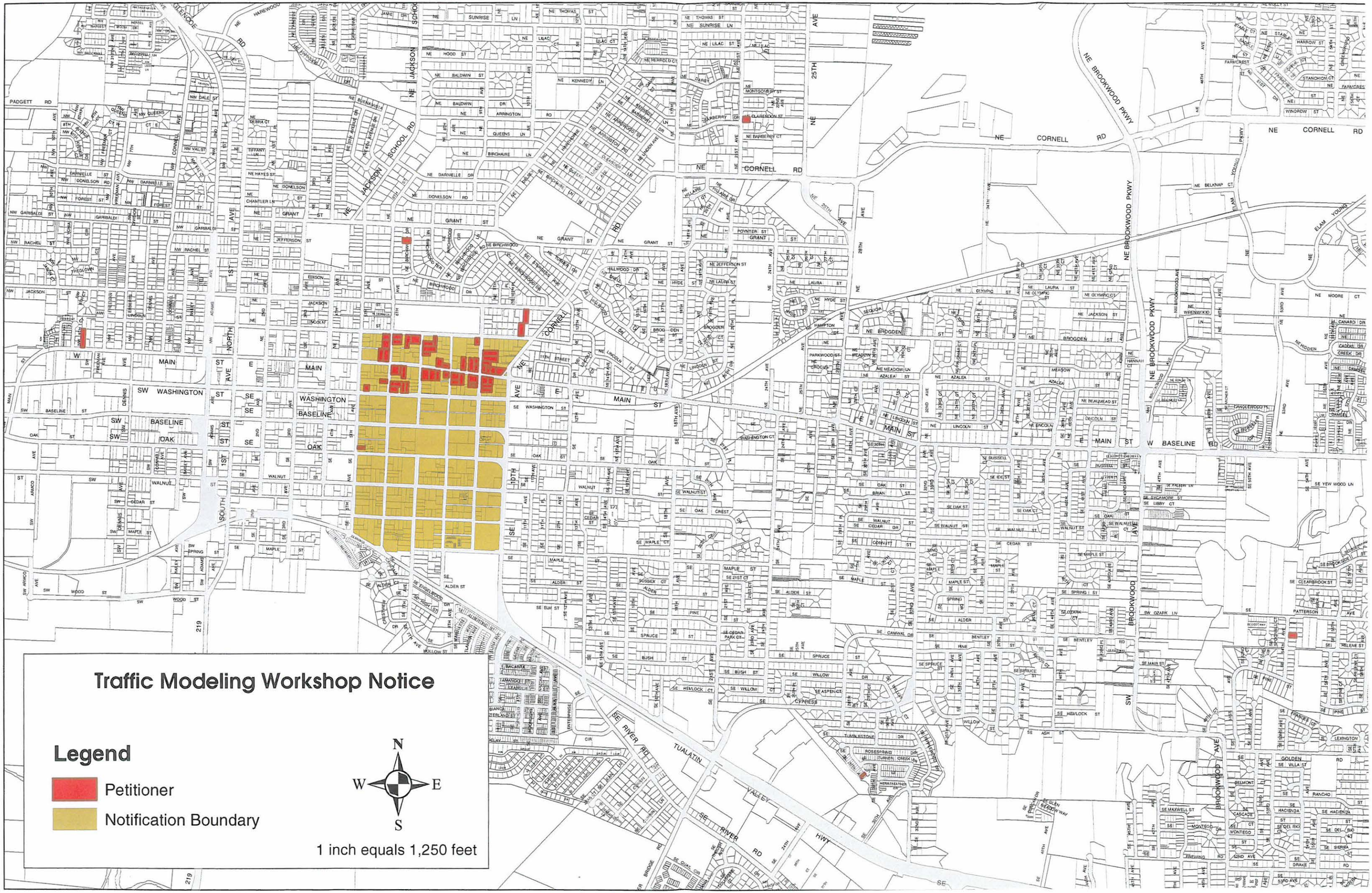
2. Prior to the recording of the vacation, easements shall be provided to NW Natural for the maintenance and repair of natural gas facilities located within the proposed vacation.

3. Prior to the recording of the vacation, easements shall be provided to the Oregon Department of Transportation for the maintenance and repair of traffic signal facilities located within the proposed vacation.

4. Prior to the recording of the vacation, easements shall be provided to Verizon for the maintenance and repair of their facilities located within the proposed vacation.

Council is not limited to approving or denying the full vacation as requested by the petitioner. If there are concerns on the part of Council regarding the full vacation, Council does have the authority to reduce the vacation. As an example, Council could elect to reduce the full right of way width of the roadway to the minimum required for travel lanes and/or sidewalks, vacating a strip of land on either side of the right of way. Should Council choose this option, the above conditions would have to be revaluated based on the reduced vacation to determine if they were still applicable.

Appendix A: Traffic Modeling Workshop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Petitioner
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NE JACKSON SCHOOL RD
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NE 2ND AVE
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Appendix B: Planning Commission Resolution No. 1649-P

CDP 1-01 (Mod 3)

RESOLUTION NO. 1649-P

CDP 1-01 (MOD 3): TUALITY HEALTHCARE / PACIFIC UNIVERSITY CAMPUS

A RESOLUTION APPROVING MODIFICATIONS TO THE PREVIOUSLY APPROVED CONCEPT DEVELOPMENT PLAN FOR THE TUALITY HEALTHCARE / PACIFIC UNIVERSITY CAMPUS.

WHEREAS, Tuality Healthcare and Pacific University filed a written application with the City of Hillsboro to modify the Concept Development Plan for their joint campus, approved in 2005 as Planning Department Casefile No. CDP-1-01 (MOD2), and to request approval of three alternative design standards as authorized under the provisions Zoning Ordinance Section 136 VII, and

WHEREAS, the Planning Commission held a public hearing on the proposed modifications and alternative design standards on October 10 and October 24, 2007, and heard testimony in support of, and in opposition to, the proposals, and

WHEREAS, the Planning Commission further continued deliberation on the proposed modifications and alternative design standards on November 14 and November 28, 2007, and

WHEREAS, having received and considered the materials and testimony submitted, the Planning Commission adopts the findings attached hereto as Attachment A, supporting approval of the modifications to the Concept Development, supporting approval of two of the three alternative design standards, and supporting denial of the third alternative design standard.

NOW THEREFORE BE IT RESOLVED, by the Hillsboro Planning Commission, that the Commission, by and through this Resolution, does hereby **APPROVE** the Concept Development Plan Modification for the Tuality Healthcare / Pacific University Campus, as contained in Planning Department Casefile CDP 1-01 (MOD 3), and does hereby **APPROVE** two alternative design standards allowing (1) use of Tuality/Pacific Campus architectural design guidelines as proposed by the applicant and documented in the following conditions of approval, and (2) allowing a reduction in sidewalk width on SE Washington Street, and does hereby **DENY** the requested modification to allow increased building height within 100 feet of the SCR-DNC Station Community Residential-Downtown Neighborhood Conservation Zone boundary. This decision affects the following described properties:

> Tax Lots 100, 200, 600, 900, 1101, 1600, 2500, 2600, 3300, and 3500 on Washington County Tax Assessor's Map 1S2-6AB; Tax Lot 7500 on Washington County Tax Assessor's Map 1S2-6BA; and Tax Lots 6900, 7000, 7101, 7200, 7300, 7301, 7900, 8000, 8100, 8200, 8500, 8900, 9400, and 10000 on Washington County Tax Assessor's Map 1N2-31DC.

BE IT FURTHER RESOLVED that the Planning Commission's approval of the Concept Development Plan is conditioned upon satisfaction of the conditions listed below, which are based on the numbering system of the approved conditions of the 2005 modification, with additions shown in ***bold italic*** typeface and deletions shown in ~~overstrike~~ typeface, and entirely new conditions assigned internal numbers to maintain consistency with the 2005 conditions:

1) The Concept Development Plan for the Tuality Healthcare ~~Hillsboro (THHC)~~ / ***Pacific University (TH/PU)*** Campus approved by the Planning Commission as Casefile No. CDP 1-01 (MOD ~~2~~ ***3***), shall be binding upon all future submittals of Detailed Development Plans and Final Development Plans with regard to the following particulars:

a. The current Floor Area Ratios (FARs) for the ~~THHC~~ ***TH/PU Campus*** are 1.29 for the Main Hospital Block, and ~~.61~~ ***.78*** for the remainder of the campus. These ratios already exceed the respective minimum requirements of 1.0 and 0.5, associated with these uses within 1300 feet of a LRT station. By the end of Phase 1 (scheduled for ~~2007~~ ***2010***), ~~THHC~~ ***the TH/PU Campus*** shall ~~achieve at least a minimum FAR of 1.50~~ ***maintain or exceed the current FAR*** for the Main Hospital and ***shall achieve at least a*** minimum average FAR of ~~0.7~~ ***0.75*** for all other campus buildings.

By the end of Phase 2 (scheduled for ~~2010~~ ***2014***), ~~THHC~~ ***the TH/PU Campus*** shall achieve at least a minimum FAR of ~~1.65~~ ***1.5*** for the Main Hospital and ***at least a*** minimum average FAR of 1.20 for all other campus buildings.

~~By the end of Phase 3 (scheduled for 2015), THHC shall achieve at least a minimum FAR of 1.85 for the Main Hospital and minimum average FAR of 1.85 for all other campus buildings.~~

b. The current Useable Open Space (UOS) percentage for the ~~THHC~~ ***TH/PU Campus*** is ~~six~~ ***seven*** percent ~~(6.0%)~~ ***(7.0%).*** This ratio already exceeds the minimum requirement of five percent (5.0%) associated with projects of this size in these zones. By the end of Phase 1 (scheduled for ~~2007~~ ***2010***), ~~THHC~~ ***the TH/PU Campus*** shall achieve at least a minimum UOS of ~~7.0%~~ ***8.0%.***

By the end of Phase 2 (scheduled for ~~2010~~ ***2014***), ~~THHC~~ ***the TH/PU Campus*** shall achieve a minimum UOS of ~~8.0%~~ ***10.0%***.

~~By the end of Phase 3 (scheduled for 2015), THHC shall achieve a minimum UOS of 9.0%, if the vacation of SE Eighth Avenue, from SE Washington to SE Oak Street, is approved by the City Council. If the vacation is not approved, THHC will retain a minimum UOS of 8.0% by the end of Phase 3.~~

c. Types and approximate locations of land uses shall conform to the following figures, from the application dated ~~June 3, 2005~~ ***August 31, 2007:*** ~~Figure 14, page IV-5 at the end of Phase 1; Figure 18, page IV-19 at the end of Phase 2; and Figure 21, page IV-30 at the end of Phase 3.~~ ***Figure IV-2, page IV-8 "Phase 1 Development Plan" and Figure IV-7, page IV-25 "Phase 2 Development Plan".***

2) ~~In conjunction with submittal of the next Detailed Development Plan application (under the 2005 Concept Development Plan modification), the applicant shall also submit an application for an additional Concept Development Plan modification, to include a Pedestrian, Open Space, Lighting and Streetscape Design Master Plan establishing locations and improvement standards for pedestrian and open space improvements throughout the campus. The final version of the pedestrian master plan shall reflect both a vacated and a non-vacated alternative for pedestrian improvements, unless the vacation has already been approved by the City Council prior to submittal of the next DDP. Future DDP approvals shall implement the approved Pedestrian and Open Space Master Plan, unless alternative standards are approved by the Planning Commission for that project.~~

All future development on the campus shall conform to the Campus-Specific Design Standards in the 2007 CDP Modification (dated August 31, 2007) including the following: Building Materials Palettes (Figure V-1 A-D, pages V-3 to V-6); Pedestrian and Open Space Master Plan Alternatives One and Two (Figures V-2A and V-2B, pages V-8 and V-9); Light Rail Streetscape and Major Pedestrian Route Cross-Sections (Figure V-3, pages V-10 and V-11); Master Plant List (Appendix E, pages E-1 to E-3); and Street Furniture and Lighting Fixture Specifications Pedestrian and open Space Master Plan (Appendix F, 12 exhibits on unmarked pages).

3) Detailed Development Plan ***(DDP)*** applications for each future project on the Campus, including one or more buildings, shall include ~~specific site plans together with~~ the following:

~~a. Building elevations consistent with the "Campus-specific Design Standards" for general building materials described in Section V of the June 3, 2005 application;~~

~~b. Landscaping plans, consistent with the "Campus-specific Design Standards" for general plant materials described in Section V of the June 3, 2005 application, and including irrigation plans;~~

a. Building elevations, landscaping, usable open space plans, and site improvements consistent with the Campus-Specific Design Standards cited in Condition No. 2, and all other applicable design and development standards contained in Zoning Ordinance Sections 136, 137, 138, and 139, unless alternative development or design elements are approved by the Planning Commission as a Concept Development Plan modification under Zoning Ordinance Section 137 VII B 2 e.

~~c.~~***b.*** An estimate of the number of employees in that project, in compliance with Zoning Ordinance Section 137 (VII) (B);

~~d.~~***c.*** Floor Area Ratio calculations, consistent within the applicable Phase;

~~e.~~*d.* An access and parking plan, including an updated modal split report; showing automobile and bicycle parking spaces consistent with applicable Zoning Ordinance standards,

~~f. e. A Useable Open Space plan, demonstrating adequacy of area and improvements to be provided, including landscaping, irrigation, furniture and pedestrian amenities, hardscaped areas, and water features as necessary to meet the definition of that term as contained in Zoning Ordinance Section 136 (III) (CCC), and the standards of Section 137 (XII) (B);~~

~~g.~~*e.* A utilities plan for that project, showing line sizes and construction details for sanitary sewer lines; storm drainage lines; and domestic, sprinkler, and irrigation water lines, including meters, backflow preventers, and fire hydrants, as required and approved by the City Engineer, the Fire Marshal, and the Building Department; and

~~h. A Pedestrian, Open Space, Lighting and Streetscape Design Plan in compliance with the campus-wide approved Plan, unless alternative standards are approved by the Planning Commission for that project.~~

4) Utilities plans for each DDP submittal shall include complete storm drainage calculations as necessary to confirm that existing or proposed stormwater quality facilities are adequate to serve the proposed project and any future projects which would use that facility. Plans for above-ground stormwater quality facilities shall be consistent with Zoning Ordinance Section 138 XII (C) 4 regarding landscaping, fencing, and incorporation into open space areas.

5) ***As considered by the Planning Commission, the 2007 modification does not include a proposed vacation of SE Eighth Avenue right-of-way between SE Washington and SE Baseline Streets.*** The Planning Commission approval of ~~this~~ ***the 2007*** Concept Development Plan modification does not endorse or oppose vacation of the Eighth Avenue right-of-way ~~inside the campus~~ ***between SE Baseline and SE Oak Streets.*** However, if the applicant chooses to petition the City Council for vacation of the Eighth Avenue right-of-way between SE ~~Washington~~ ***Baseline*** and SE Oak Streets or any portion thereof, the submittal for the petition shall include a supplemental traffic impact study addressing traffic impacts of the vacation on East Main Street, and on Fifth, Sixth, Seventh, and Ninth Avenues from Lincoln to Oak Streets.

6) If the City Council approves the vacation of the Eighth Avenue right-of-way or any portion thereof, ~~either concurrently or in phases~~ ***between SE Baseline and SE Oak Streets***, future DDP applications adjacent to the vacated right-of-way shall include full specifications on types and locations of public and private utilities within the right-of-way, any proposed modifications to existing street or sidewalk improvements, and

any mitigation measures necessary to reduce potential vehicle and/or pedestrian conflicts associated with these modifications. If the vacation petition(s) is or are approved, public access easements and public and private utility easements shall be provided within the vacated right-of-way, as required by the City Engineer.

6a) ***If the City Council approves the vacation of the Eighth Avenue right-of-way or any portion thereof between SE Baseline and SE Oak Streets, the applicant's proposed reconfiguration of access from SE Oak Street (shown on Figure IV-10, page IV-36 of the August 31, 2007submittal) shall be subject to review and approval under the Detailed Development Plan process. The DDP application shall include a site circulation plan for the entire Block 4, including pedestrian safety between buildings, turning radii for vehicles and trucks, and reconfiguration of the parking area to minimize backing movements and internal and external stacking.***

6b) ***Approval of the DDP for the access reconfiguration in Block 4 shall be contingent upon approval by ODOT for the relocated access point, and on compliance with any conditions of that approval.***

7) Detailed Development Plan applications within Blocks 5 and 6 shall provide for improvements within the existing public east-west alleys within those blocks. Alley improvements for each project shall be consistent with the requirements of Section 137 (XVI) B.a. 13, and shall be ~~reviewed and approved~~ ***subject to review and approval*** by the City Engineer.

8) Exceptions for increased building heights not to exceed 95 feet (excluding roof-top equipment) for ~~any of the five buildings cited in the June 3, 2005 application (~~ Pacific University HPC ~~Phase 2~~ ***Building C and*** Parking Structure 1 Expansion ~~; Main Hospital South Tower; Sixth Avenue Medical Plaza; and Tuality / Pacific Conference Center)~~ are contingent upon submittal and confirmation of documentation within each DDP application, that public and private utility capacities are adequate to serve that project, as verified by the City Engineer, Water Department, and Fire Department, and upon submittal of a shadow study documenting compliance with Zoning Ordinance Section 138.VII. The exceptions for increased building height for project cited in this condition are applicable only to those projects.

8a) ***The DDP approved for Building B shall allow a maximum building height of two stories or 30 feet, within 100 feet south of the northern property line of Tax Lots 8100 and 8200, and within 40 feet south of the northern property line of Tax Lot 8000. Maximum building height on the remainder of the Building B site shall be five stories or 75 feet, excluding parapet walls and rooftop mechanical penthouses.***

9) Detailed Development Plans for the construction of ~~Parking Structures II and III~~ ***Intermodal Transportation Center/Parking Structure II*** and the expansion of Parking Structure I shall include data demonstrating that

structure entrance and exit points are located to minimize stacking within public right-of-way.

10) Detailed Development Plans for each future project on the Campus shall include a supplemental vehicular and pedestrian traffic study as required by Section 137 VII (B) (5). In particular, the supplemental traffic studies shall include ***but not be limited to*** intersection signal warrant analyses for the following intersections: Sixth and Baseline; Ninth and Baseline; Sixth and Oak; ~~and~~ ***Ninth and Oak; Sixth and Main; Seventh and Main; eighth and main; and Ninth and Main.***

11) ***The supplemental vehicular and pedestrian traffic studies required in Condition No. 10 for*** Detailed Development Plans for projects in Phase 2 of the CDP shall include phasing and timing analyses for the signals ~~at 10th and Baseline~~ ***on 10th Avenue from SE Baseline to SE Maple Street inclusive,*** to determine what measures will be ~~taken~~ ***required*** to accommodate projected traffic volumes.

12) Any ~~future~~ application for ***further*** modification of the approved CDP shall demonstrate compliance with the then current requirements of the Zoning Ordinance.

~~13) Pursuant to Zoning Ordinance Section 132 (5) (c), development of the former Megargel property east of SE Sixth Avenue shall be subject to approval of a Cultural Resource Alteration prior to possible removal of the Douglas Fir Tree. With the request for Cultural Resource Alteration, the applicant shall also address Zoning Ordinance Section 137 XIII. B, regarding demonstration of necessity for removal of mature trees in a SCPA zone.~~

14) Detailed Development Plans for the Hospital South***east*** Expansion in Phase 1, and the Tuality Administration Building in Phase 2, shall provide for 150% of the minimum additional handicap parking spaces required for those projects. The additional handicap spaces shall be provided within 200 feet of the primary entrances to the Hospital South Expansion or the Administration Building as applicable.

15) An approved Detailed Development Plan for proposed Pacific Building B shall be consistent with the conceptual plans and exhibits presented to and reviewed by the Planning Commission in the CDP modification public hearing, including the October 10, 2007 DDP application and the October 26, 2007 memorandum from The Bookin Group, with the exception that building height and massing shall comply with Condition No. 8a. In addition to the plans, exhibits, and application materials, an approved DDP for Pacific Building B shall include the following elements:

a) provision for reducing both light and vision from windows on the third and fourth floors (and fifth floor if applicable) through use of window coverings, automatic lighting systems, or alternative means; and

b) location of the mechanical penthouse at the farthest practicable location to the south, and sound mitigation on the northern, eastern, and western walls of the penthouse as necessary to meet state requirements regarding noise levels at property lines.

16) The alternative development and design elements approved by the Planning Commission under Zoning Ordinance Section 137 VII B 2 e for Pacific University Building B are applicable only to that building. Alternative development and design elements proposed for any other building must be approved by the Planning Commission as a Concept Development Plan modification under that Zoning Ordinance Section.

17) Future Detailed Development Plan applications for building(s) identified in Phases I and II (excluding Pacific University Building B) shall include all of the following:

a) Site plans and construction schedules demonstrating that the minimum required parking (under Zoning Ordinance Section 137 XI) is located within the TH / PU Campus, and that the minimum required parking will be constructed and open for use before occupancy permits are issued for the applicable building.;

b) Plans and schedules showing staging and storage areas for construction equipment and materials and the duration of use for such areas. If such staging areas are proposed to occupy required surface parking within the campus, the applicant shall identify where compensatory parking will be provided during the construction period. Compensatory off-street parking shall be provided at a minimum 1:1 ratio, within 800 feet of the construction site. Use of compensatory off-site parking during construction shall not exceed 15 months duration. Executed leases guaranteeing the availability of the compensatory parking shall be submitted with the DDP application.

c) Plans and schedules showing the location of temporary construction workers' off-street parking, the number of spaces required for both contractors and sub-contractors, and the duration of use for such off-street parking. If temporary construction workers' off-street parking is proposed to occupy required surface parking within the campus, compensatory parking shall be provided within 800 feet as required in Condition No. 17b. Temporary off-street construction workers' parking may be provided farther than 1200 feet off-site only if regular shuttle service is also provided. Executed leases guaranteeing the availability of any necessary temporary off-street construction workers'

parking shall be submitted with the DDP application. The applicant shall require that construction workers use the off-street parking provided in the approved plans and schedules.

d) Street and sidewalk closures proposed during construction, and proposed alternative vehicle and pedestrian routes during construction. Street and sidewalk closures shall be subject to review and approval by the Transportation Committee.

d) Routes to be used by construction vehicles and construction workers' vehicles during construction. Construction vehicles and deliveries shall approach and exit the campus from the south, using SE Oak and Baseline Streets, and SE Seventh, Eighth, and/or Ninth Avenues south of SE Washington as applicable. No construction vehicles shall approach or exit construction sites from East Main Street or from SE Seventh, Eighth, and/or Ninth Avenues north of the campus boundaries north of SE Washington Street.

Introduced and passed this 28th day of November, 2007.

President

ATTEST:
Secretary

BEFORE THE CITY OF HILLSBORO PLANNING COMMISSION
Proposed Findings of Fact
Tuality Healthcare / Pacific University
2005 Concept Development Plan (CDP) Update [CDP 1-01 (MOD 3])

I. INTRODUCTION

The applicants, Tuality Healthcare and Pacific University, request Planning Commission approval of a request for modifications of the previously-approved Concept Development Plan (CDP) for the Tuality Healthcare / Pacific University Campus located on the eastern edge of Downtown Hillsboro. Referred to in the application as the "2007 CDP Update", the proposed modifications include the following:

1. *Expansion of the campus boundary onto two half-blocks on the north side of SE Washington Street between SE Seventh and Ninth Avenues.*

2. *Reconfiguration of the Pacific University building inventory to include an additional building, Pacific University Health Professions Campus (HPC) Building B, and parking north of SE Washington Street.*

3. *Three modifications related to the proposed HPC Building B, including:*

   - *Increased building height within 100 feet of the Station Community Residential (SCR)/ Downtown Neighborhood Conservation (DNC) zone boundary;*

   - *Use of Tuality / Pacific Campus architectural design guidelines in combination with SCR-DNC guidelines;*

   - *Reduction of the required sidewalk width on SE Washington Street.*

4. *Reconfiguration of the previously proposed traffic patterns on SE Eighth Avenue between SE Baseline and SE Oak Streets, in conjunction with a street vacation proposed by Tuality Healthcare.*

5. *Other changes to the development plan including elimination of Phase 3 of the 2005 CDP Update, minor shifts between Phases 1 and 2, reconfiguration of on-campus parking, and extension of the CDP to 2014.*

Concurrent with the submittal of the CDP modification application, Tuality Healthcare has submitted a Detailed Development Plan (DDP) application to develop a mid-block pedestrian crossing on SE Eighth Avenue between Baseline and Oak Streets, should that street segment be vacated. The DDP application is being processed administratively, concurrently with the Planning Commission's review of the modification to the Concept Development Plan.

II. SUMMARY OF PUBLIC HEARING

At its regular meetings on October 10 and October 24, 2007, the Planning Commission held a public hearing on a request from Tuality Healthcare and Pacific University for approval of a request to modify the previously-approved 2005 Concept Development Plan (CDP) for the Tuality / Pacific Campus. At the first meeting on October 10, 2007, the Applicants and their consulting team provided an overview of the proposal to acquaint the Planning Commission with the campus master plan and ascertain which issues were of greatest interest to commissioners

with the intent to return for a second hearing to address these items in greater depth. The Applicants provided testimony related to the overall modifications, including expansion of the campus boundary, redistribution of on- and off-campus parking, and the proposed reconfiguration of the vacated portion of SE Eighth Avenue between SE Oak and Baseline Streets. Pacific University representatives then spent a majority of the time allotted to the Applicants to describe a new 62,000-gsf building, Building B, to be located on the north side of SE Washington Street between SE Seventh and SE Eighth Avenues, which was not envisioned in the 2005 CDP Update. The 2005 CDP Update was approved by the City to facilitate Pacific's consolidation of its Health Professions Campus (HPC) on the Tuality Healthcare Campus. As part of this presentation, the applicant described the need and justification for three design modifications related to height, applicable design guidelines and SE Washington sidewalk width. Such design modifications are permitted under the provisions of Section 136(VII)(B)(2)(e-g) of the Station Community Planning Area (SCPA) regulations contained in Volume II of the Hillsboro Zoning Ordinance, subject to a finding that such modifications meet the criteria set forth in Section 136.X.B.3 (Variances) and the intent of the SCC-HOD and SCC – SC Districts, as set forth in Section 136.I, 136.II.B and .C, and 136.VII.B.

The Planning Commission then took public testimony, including testimony from two proponents and several opponents. Several opponents objected to the expansion of the campus boundary and construction of HPC Building B on the north side of SE Washington. However, the President of the Planning Commission reiterated that the proposed building was allowed by right by the underlying zone, Station Community Commercial (SCC) / Station Commercial (SC). He then instructed testifiers to limit testimony to those aspects of the proposal over which the Planning Commission has discretion. With these instructions, opponents objected to one or more of the proposed design modifications and/or the implications of the potential future vacation of portions of SE Eighth Avenue.

Following the completion of public testimony, each commissioner shared his/her concerns and made requests for further clarification and information on various topics to which the Applicants could respond at the continuance of the hearing on October 24, 2007. Prior to the hearing, the applicants submitted a memorandum, "Request for Additional Information Related to CDP 1-01 (MOD 3)" (The Bookin Group, 10/18/07). In this memorandum, the Applicants:

- *Provided additional rationale for the expansion of the campus across SE Washington Street;*
- *Proposed to eliminate the proposed vacation of the northern segment of SE Eighth Avenue between the north side of the public alley and SE Washington Street at this time.*
- *Redesigned the sidewalk on the north side of SE Washington Street to meet the minimum width requirement through a combination of public right-of-way and private pedestrian easement.*
- *Clarified further the design elements related to the HPC Building B that both respond to the design standards of the rest of the campus and respond to the historic character of the neighborhood, to justify further the request for the second requested design modification.*
- *Provided additional documentation about how the proposed height modification better meets the intent of the zoning code and, therefore, is more desirable.*
- *Responded to the 15 other items raised by the Commission as summarized by the Planning staff in its 10/19/07 Supplemental Staff Report.*

At the continued hearing on October 24, 2007, the Applicants and their consultants recapped the information in their 10/18/07 memorandum. The Planning Commission again took public testimony. The Applicants provided oral rebuttal and asked that the record be kept open for one week to allow the applicant to submit final written rebuttal pursuant to ORS 197.763(6)(e). The Applicants submitted this rebuttal on October 31, 2007, see "Written Rebuttal for Tuality/Pacific 2007 CDP Update [CDP 1-01 [MOD 3])" (The Bookin Group, 10/31/07).

On November 14, 2007, the Planning Commission deliberated and reached consensus but did not make a decision. The matter was continued until November 28, 2007, for a final decision and adoption of a written decision including findings and conditions of approval.

III. DISCUSSION OF KEY ISSUES

Expansion of Campus Boundary. The Planning Commission acknowledged that the proposed expansion of the Tuality/Pacific Campus boundary northward across SE Washington Street was consistent with the underlying zoning, Station Community Commercial (SCC) – Station Commercial (SC), which is designed to encourage a mix of residential and non-residential uses at densities that support the nearby Light Rail Transit (LRT) Tuality/SE Eighth Avenue station. Specifically, the zone permits "major institutional" uses subject to a CDP review. Buildings of up to five stories are permitted by right in the SCC-SC zone.

Possible Vacations. In the 2005 CDP Update, two versions of the campus plan were approved, one with and one without vacations of the two segments of SE Eighth Avenue: southern portion from SE Oak to SE Baseline Street and northern portion from north of the public alley to SE Washington Street. It was understood by the Planning Commission at that time that street vacations are subject to a separate process requiring the approval of the City Council, and for this reason took no position on the vacations [Condition 6, CDP 1-01 (MOD 2)]. Pacific initially did not request any change in the location or configuration of the northern vacation in the 2007 CDP Update. Nevertheless, in response to concerns raised by nearby residents and businesses, Pacific requested that the potential northern vacation be removed from the CDP. Some commissioners continued to express concern about the implications of the vacation, closure and reconstruction of the southern vacation. Tuality initiated its vacation request which had its first hearing before the City Council on November 11, 2007. These commissioners reiterated the need for the City staff to review the actual reconfiguration by means of a Detailed Development Review (DDP), per Condition 7 of the 2005 CDP Update. In response to this, the Planning staff proposes to retain the condition in this CDP update with appropriate modification.

Sidewalk Width on SE Washington Street. In its initial request, Pacific asked for a design modification as governed by Section 136(VII)(B)(2)(e-g) to reduce the sidewalk width of SE Washington Street from the required 12 feet on an LRT street (Table 1c) to 8'-4". Subsequently, the applicant revised the ground-floor plan to recess it an additional 6'-2" over which the upper floors will continue to cantilever. This results in a covered arcade which expands the total walkway width to 14' 6", including a combination of an 8'-4" sidewalk in the public right-of-way and 6'-2" in the arcade on private property for which Pacific is willing to grant the City a perpetual pedestrian easement. Section 137(XV)(B) (1) explicitly provides that a walkway can be composed of "dedication or easement". Moreover, Subsection (B)(8) acknowledges that such sidewalks can have obstructions such as trees, building columns and street furniture as long as there is at least 5 feet of clear space. The modified sidewalk plan as proposed meets these requirements.

Design Modification Related to Application of Design Standards. In its initial request, Pacific sought to replace the Downtown Conservation District design standards required for the design of HPC Building B by Section 139(V)(J)(3) with those adopted for the Tuality/HPC campus in

Chapter V of the 2007 CDP Update. During the public hearing, some commissioners remarked on the need for HPC Building B to be a "hybrid" design, serving as a transition between two defined design contexts, namely the Tuality/Pacific Campus to the south, and the older historic neighborhood to the north. With this guidance, the applicant provided substantial written and graphic documentation of how the proposed design accomplished these dual goals, that is, to serve the functional and programmatic needs of an educational and research facility in a transit-supportive and pedestrian-friendly manner, while at the same time integrating the campus-wide development standards with major design elements represented in the nearby SCR-DNC zone.

Proposed Height Modification: Although zoned SCC-SC, where buildings of a maximum height of five stories are allowed by right, the site does abut properties to the north located in the SCR – DNC zone. This limits the height within 100' of the zone boundary to the maximum height in the SCR-DNC zone, or to two stories. Pacific proposes that HPC Building B be composed of two building blocks, a two-story block to the north and a four-story block to the south. However, a portion of the 58-foot four-story block, would extend 32 feet into the 100-foot setback, triggering the need for a CDP modification as governed by Section 136(VII)(B)(2)(e-g). Although the applicant contends that the proposed design modification would have less impacts associated with scale and shading than the narrower, five-story building allowed by Section 137.II, Tables 1(b) and 1(c), the Commission determined that the applicant did not meet its burden of demonstrating compliance with applicable criteria to allow this modification, as discussed more fully below.

IV. FINDINGS OF CODE COMPLIANCE

The applicant has proposed an amendment to its existing Concept Development Plan (CDP) in order to expand the campus boundary onto two half-blocks on the north side of SE Washington Street, within the SCC-SC zone. Within this expanded boundary, Pacific proposes HPC Building B and additional parking. The applicant also proposes to reconfigure the proposed traffic patterns on SE Eighth Avenue between SE Baseline and SE Oak Streets, in conjunction with a street vacation request proposed by Tuality Healthcare. Other changes to the existing CDP include elimination of Phase 3 of the 2005 CDP update, minor shifts between Phases 1 and 2, reconfiguration of on-campus parking, and the extension of the CDP to 2014, as detailed in the applicant's request.

A. CDP Approval

HZO Section 136(VII)(B)(6)(b)(1)-(3) contains the relevant approval criteria for CDP approval. That section provides that the Planning Commission shall approve an application for a CDP upon finding that the following approval criteria are met:

> *"(1) That the proposed Concept Development Plan is consistent with the purposes identified in this section and the intent of the applicable SCPA district;"*

Findings: The applicant's proposed CDP is consistent with the purposes of the applicable SCC-SC and SCC-HOD districts in which it is located because it assures a mix of transit-supportive and pedestrian-friendly uses that are compatible with the scale of surrounding residential development. As described in the applicant's materials and testimony, the applicant's proposed CDP also meets the intent of Section 136 because the project promotes flexibility in design; an efficient use of land and energy, a more economical arrangement of buildings, circulation system, land uses, and utilities; it preserves to the greatest extent possible existing landscaping features and natural resources and utilizes such features and resources in a harmonious fashion. It also provides greater compatibility

with surrounding land uses than may occur with a convention project. This criterion is therefore met.

> *"(2) The phasing schedule is reasonable and does not exceed five (5) years between commencement of development on the first and last phases unless otherwise authorized by the Planning Commission; and"*

Findings: The applicant has requested an extension at its CDP to 2014. The Planning Commission finds that this phasing schedule is reasonable because the applicant is an educational institution and its ability to predict when specific phases can be completed is dependent on a variety of funding factors that require more flexibility in phasing than the standard 5-year period. This criterion is therefore met.

> *"(3) That the proposed Concept Development Plan complies with minimum residential density, minimum floor area ratio and minimum usable open space requirements of Sections 137 and 138."*

Findings: No housing is proposed, so the minimum residential density does not apply. The campus already exceeds the minimum FAR, which is 1.0 for hospitals and 0.5 for other development within 1,300 feet of an LRT. This minimum FAR will be maintained and will increase over time as approved projects are built. With 7 percent of the site devoted to usable open space, the campus already exceeds the minimum open space requirement of five percent. In each phase of development, the applicant will continue to exceed this five percent standard. This criterion is therefore met.

B. Approval of a modification related to HPC Building B, to permit the 58-foot, four-story portion of the building to extend up to 32 feet into the 100-foot height setback on the northern portion of the building.

The applicant proposes a modification to the requirement of HZO 139.IV.H.1, which provides as follows:

> *"On properties zoned SCC-CBD, SCC-SC, or SCC-HOD, structures built within 100 feet of any shared property line with properties zoned SCR-HD, SCR-MD, or SCR-DNC shall be no greater height than the maximum height of the applicable adjacent residential use."*

HZO Section 136.VII.B.2.g provides that modifications to otherwise established design standard may be allowed by the Planning Commission only if the Commission finds that the proposed standard meets the criteria set forth in HZO Section 136(X)(B)(3) and the intent of the district, in this case the SCC-HOD and SCC – SC Districts, as set forth in Section 136.I,136.II.B and .C, and 136.VII.B.

HZO 136.X.B.3 contains the following criteria for review of a proposed modification to a design standard,

> *"a. The adjustment will equally or better meet the purposes of the Station Community Planning Area and of the regulation to be modified;"*

Findings: The proposed design modification to encroach into the height limited area must be viewed in light of the purpose for the height limitation and the intent of the applicable districts.

In this case, the height regulation to be modified is HZO Section 139(IV)(H)(1). The purpose of the regulation is not expressly stated in the HZO, but its implicit purpose is to provide a transition between taller commercial buildings allowed in the SCC-SC zone and residential buildings allowed in the adjacent residential zone which are limited to two stories in height. The provision also protects the adjacent residential area from towering structures in close proximity to established residences, and resulting loss of light and air that are intended to be preserved by the setback. The applicant's proposal does not meet the purpose of this regulation, because the building's intrusion into the 100-foot setback produces shading and building mass and scale that are not compatible with the adjacent residential zoning and uses.

> *"b. The Variance or cumulative Variance adjustments results in a project which is still consistent with the overall purpose and intent of the district; and"*

Findings:
Proposed Building B would be located within the SCC-SC (Station Commercial) zoning district. The purposes of the SCPA Commercial District are set forth in Section 136.VII.B.1, which is set forth in the Planning Department Staff report dated October 5, 2007, at page 6. In addition to a modification needing to meet the "overall purpose and intent of the district," a development plan must be consistent with the purposes set forth in Section 136.VII.B.1 as required by Section 136.B.6.b.1, set forth at page 9 of the October 5 staff report.

Among the stated purposes of the SCC-SC District is Section 136.VII.B.1.f, which states that a purpose of the district is to "provide greater compatibility with surrounding land uses than may occur with a conventional project:" The proposed modification is not compatible with surrounding established residential uses that are immediately adjacent to the proposed structure. As noted above, the 100-foot setback insures privacy, light and air and preserves the visual character of the nearby residential neighborhood to the greatest extent possible, while still allowing for the more intense mixed-use development encouraged in the station community plan areas.

> *"c. The Variance will not result in significant detrimental impacts to the environment or the natural, historic, cultural or scenic resources of the City."*

Findings: The residential neighborhood to the north is one of the City's recognized historic and cultural resources. The proposed modification will have a significant detrimental impact to the historic and cultural resources of the City. The proposed mass, and scale, of the building as it intrudes into the 100-foot setback area will reduce light and will create a sense of massing and scale that is inconsistent with and intrusive into the adjacent residential development. There would be no significant impact to natural or scenic resources of the City as a result of this modification.

C. *Modification of Historic Design Standards for HPC Building B.*

Findings: The applicant originally requested substituting its campus design standard for the design standards applicable to the historic design standards for HPC Building B. During the testimony, and in response to inquiries by the Planning Commission, the applicant subsequently demonstrated that its design for HPC Building B will be a "hybrid" that ensures compatibility with both the campus-wide design standards, and at the same time, replicates major design elements from the 1890-1930 architectural styles represented in the nearby historic district, as they apply to non-residential buildings pursuant to HZO Section 136(V)(J)(3). The applicant has demonstrated compliance with these standards in its October 31, 2007, memorandum, which is incorporated by reference here.

In the alternative, the applicant has demonstrated that its proposed design for Building B meets the design modification/variance criteria. In that regard, the Planning Commission adopts and incorporates by reference the applicant's response to these criteria as its own, as contained in the applicant's October 31, 2007, memorandum. To the extent that a modification of historic design standards for HPC Building B is still necessary, the applicable variance criteria are met, because the adjustment equally or better meets the purpose of the zone, it results in a project that is still consistent with the overall purpose and intent of the district, and does not result in any significant detrimental impacts to the environment or to the natural, historic, cultural, or scenic resources of the City.

D. *Modification of Sidewalk Width on SE Washington Street.*

In a memorandum submitted into the record on October 5, 2007, the applicant requested a third design modification to permit the reduction of the sidewalk width along SE Washington Street from the required 12 feet on an LRT street, to 8 feet, 4 inches.

As indicated in a subsequent memorandum from the applicant on October 18, 2007, the applicant has revised the ground-floor plan to recess it an additional 6 feet, 2 inches, over which the upper floors will cantilever. These floors will be supported by evenly spaced 18-inch-wide columns. The result will be an attractively designed arcade, which expands the total width to 14 feet, 6 inches. The details of this design are further described in the applicant's memorandum of October 18, 2007. The Planning Commission finds that the revised sidewalk design eliminates the need for this modification.

To the extent that a modification of sidewalk width standards on SE Washington Street is still necessary, the applicable variance criteria are met, because the adjustment equally or better meets the purpose of the zone, it results in a project that is still consistent with the overall purpose and intent of the district, and does not result in any significant detrimental impacts to the environment or to the natural, historic, cultural, or scenic resources of the City.

Conclusion

In conclusion, the Planning Commission finds that the applicant's proposed CDP amendment and proposed design modifications should be approved, with the exception of the requested modification to allow encroachment of a portion of Building B into the 100-foot setback on the northern portion of the building.

Decision

1. *Approval of the proposed CDP, including:*

    - *Expansion of the campus boundary onto two half-blocks on the north side of SE Washington Street, between SE Seventh and SE Ninth Avenues.*

    - *Reconfiguration of the Pacific University building inventory to include an additional building, Pacific University Health Professions Campus (HPC) Building B, and parking north of SE Washington Street.*

    - *Reconfiguration of the previously proposed traffic patterns of SE Eighth Avenue between SE Baseline and SE Oak Streets, in conjunction with a street vacation proposed by Tuality Healthcare.*

    - *Other changes to the development plan including elimination of Phase 3 of the 2005 CDP Update, minor shifting between Phases 1 and 2, reconfiguration of on-campus parking and extension of the CDP to 2014.*

2. *Denial of the modification related to HPC Building B, to permit the 58-foot four-story portion of the building to extend up to 32 feet into the 100-foot height setback on the northern portion of the building.*

3. *Approval of the modification for the width of the sidewalk on SE Washington Street.*

4. *Approval of the modification to replace the Downtown Conservation District design standards required for commercial and institutional development in Section 136(V)(J)(3) on the north side of Washington Street, with those adopted for the Tuality/HPC campus in Chapter V of the applicant's proposed CDP.*

All of the above-mentioned approvals are subject to the conditions set forth in the Planning Commission Resolution constituting the Commission's' final decision on CDP1-01 (MOD 3), Tuality Healthcare/Pacific University Campus. These findings are Attachment A to that Resolution.

Appendix C: Additional Written Testimony

December 9, 2007

Hillsboro City Councilors
City of Hillsboro
150 East Main Street
Hillsboro, OR 97123

Re: Tuality Healthcare Petition for Street Vacation of SE 8th Avenue between Oak and Baseline

I have had the privilege of serving on various Boards for Tuality Healthcare for many years. It is a phenomenal organization to say the least. It is one of the last true Community Hospitals in Oregon, owned by you the citizens and it takes its responsibility to serve this community very seriously.

From advocating for the vulnerable by working with state and local agencies and community partners for options for medical care, to advancing education through low- or no-cost education programs and classes. From shuttling seniors and others across town for doctor appointments through Tuality Local Coach (TLC) to providing Job Shadows, Mentorships and Internships to all of the Hillsboro Schools.

"Tuality family" members frequently assist many local organizations. Some of these community partner organizations include Community Action, Essential Health Clinic, School Districts, Hospice, Pacific University, Virginia Garcia, Washington County Health Department. The collaboration between these organizations helps to "Build a Healthier Community" in the most cost effective way.

Attend any major event in Hillsboro, from an Air Show to the Fourth of July Parade to the Farmers Market, and you will find Tuality set up to help those needing immediate medical attention.

Tuality has through the years made the decision to continue to stay independent and stay in downtown Hillsboro. This has required much careful planning and use of resources. With our tremendous growth putting pressure on all services and needs, Tuality has to be prepared to and allowed to move forward. An important need to allow for this expansion of Medical Services is the vacation of Eighth Street which will eventually be closed to through traffic.

For the first step, the vacation would allow Tuality to put a mid-block crossing between the Hospital; and Tuality Healthcare Education Center, the 8th Avenue Medical Office Building and the Parking Garage. This is vital for the safety of patients and employees. My husband Bud is enrolled in the Cardiac Rehab Program, so we are there three times most weeks. The foot traffic on 8th Avenue is huge. And many who make that crossing are elderly, walk with canes and walkers, or have small children with them. It has been a miracle that no serious injury has occurred there.

Then ultimately, the Proposed SE Hospital Expansion would lead to the closure of 8th Avenue for vehicular traffic. This expansion is necessary to meet the future needs of the intensive and critical care unit, birth center and therapy departments for inpatients and outpatients. This is a very long range plan and the adjacent land owners support this street vacation.

I encourage you to support this Petition for Street Vacation as you support the importance of keeping our Local Community Hospital.

Sincerely,

Darlene M. Greene
558 SE Brookwood Avenue
Hillsboro, OR 97123
503-648-9514

December 2007

Attention: City of Hillsboro, City Council

Subject: 8th street

In Support: In favor for closing 8th street for growth

This letter is to give my vote in closure of 8th street between Oak and Baseline, to allow for hospital expansion that is long due.

Think we have tried our best to keep Hillsboro City as is, but as we can see there has being lots of growth around us, restaurants, the university and Virginia Garcia Memorial Center, as well as the City Council.

Feel that almost everyone here agrees that the growth is necessary, the argument against is how can one grow without changing anything else or as long as it doesn't affect me.. Everyone knows that growth changes the environment, rather its staff, buildings, streets and parking lots.

I have worked in this community since 1986; I worked at Tuality Community Hospital (TCH) for 8 years, now I am currently employed at VGMHC, 5 years now.

Since the clinic moved to 8th ave, I have had the opportunity to visit the hospital, it had being a few years since I being there, I remember thinking, boy this hospital hasn't change any. I know where everything is.

As a nurse at VGMHC, there are 3 thinks that come to mind,

One: the birth center, have heard 2 different times that a patient was hold back in the ER dept. because the birth center was full.

Second: Out Patient clinic for Coumadin Therapy (blood thinner treatment), most of our patients have to go to Providence, most of which leave in Hillsboro. This is just an example of the type of services the hospital could provide,

Third: Pedestrian Crossing, it really would be nice if one didn't have to worry about traffic when crossing 8th street between Oak and Baseline.

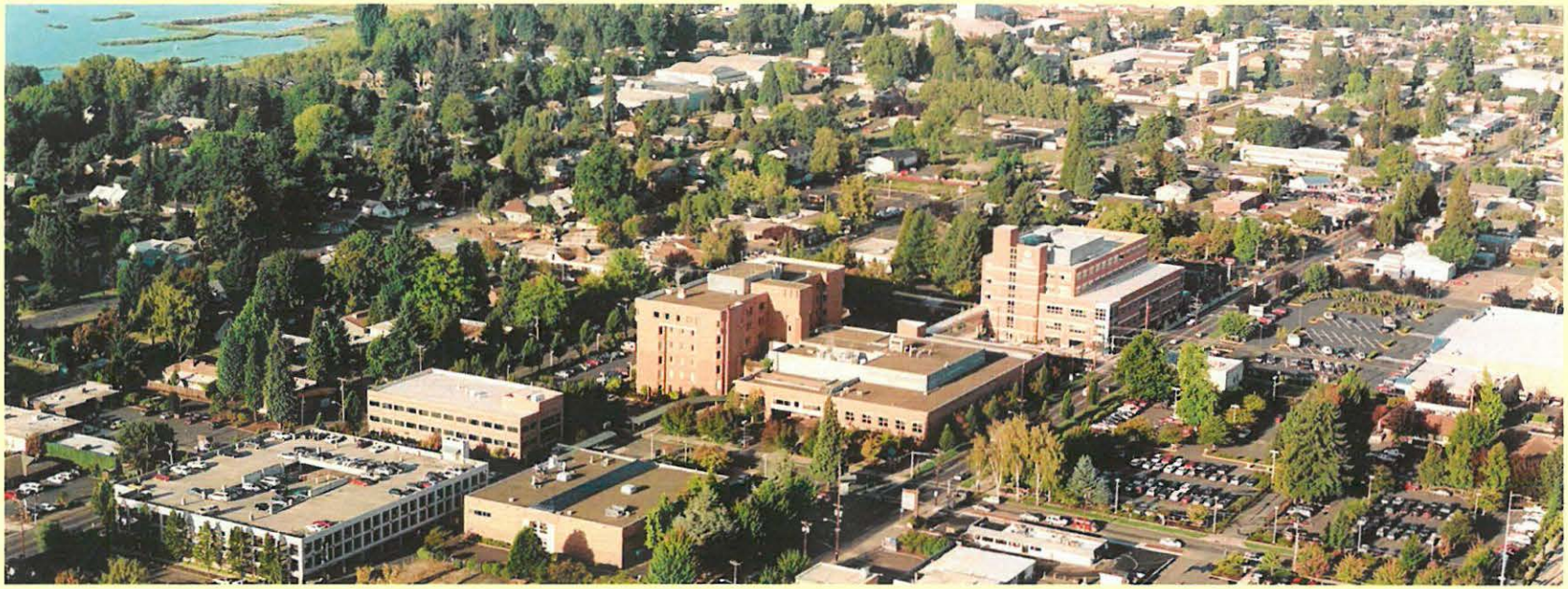
And finally I leave you with a picture that shows VG Medical Records, to demonstrate the growth we have experiences in 1 year. The medical records shelves, there are 12 of them, packed with chart on both sides, we used to have 4 for primary care side and 2 for OB side

RECEIVED

DEC 10 2007

CITY OF HILLSBORO
ADMINISTRATION DEPT.

Tuality Healthcare Expansion Plan



CLARK // KJOS ARCHITECTS

Explanation of Expansion and Need for SE 8th Avenue Street Vacation
Tuality Healthcare
Hillsboro, Oregon
December 6, 2007

This narrative is to provide information to the Hillsboro City Council related to Tuality's planned functional needs for expansion, imperatives for a specific configuration, and the resulting need for street vacation at SE 8th Avenue between Oak and Baseline Streets.

Note: Refer to attached illustrations of same title and in this same sequence.

Areas of Greatest Need for Expansion

- The area of greatest growth requiring building expansion is the Critical Care Unit. This is caused by both Tuality's successful heart surgery program and a general increase in patient volume and acuity in hospitals nationally.
- Additionally, other departments are in need of expansion simply due to growth in Tuality's service area and the aging of the population as a whole. These include the Family Birth Center, Medical-Surgical Inpatient Units, Emergency Services, various outpatient therapies, and support spaces such as food services and Conference/Education.

Expansion Plan Timeline

- Planning for any hospital expansion takes a great deal of coordination and time. It must begin well in advance of the need so facilities will be available when needed. Tuality will be at capacity in its existing Critical Care Unit around 2011. Tuality has looked ahead to the year 2026 to forecast demand, to allow the expanded unit to have a lifespan of a minimum of 15 years.
- Design will need to occur in 2010, and construction in 2011 to have the expanded unit available by 2012.
- It is critical to have the approval for the street vacation now in order to have time to complete program planning and reconfigure the site and traffic patterns on campus prior to design and construction of the expansion.
- It is also critical to know the parameters that will be allowed for expansion of the hospital to preclude redesign costs in an era of scarce healthcare resources.

TCH Expansion Options

- The existing city block that the hospital occupies has only one site available for horizontal expansion—to the south and east of the existing building. This is because the west side of the block is occupied by the Emergency Department

parking and ambulance access, and the loading dock/service yard. The northeast area of the site must be reserved for future surgery and diagnostic imaging departments' expansion.

Critical Adjacencies for Care Delivery on Second Floor

- The Second Floor of the hospital has the greatest concentration of interrelated services and current investment (Surgery, Critical Care, and Birth Center). The existing facilities area in very good condition, and they should be expanded rather than replaced in a different location. In any case, there is no other location where these closely related services could be located.
- Critical Care has an important functional adjacency to Surgery. The open heart surgery program and other surgery programs use Surgery suites, then moves the post-operative patients directly to the Critical Care Unit, and staff moves frequently back and forth for patient care.
- The Family Birth Center also has an important functional adjacency to Surgery. Roughly 25% of births are by Surgery (C-Section). The Birth Center has an operating room for C-Sections, but often needs two at the same time. Again, adjacency and continuity of staff for both areas is critical.

Critical Care Unit Bed Forecast

- Tuality has forecasted the future bed need based on population growth in the service area combined with estimates of care protocols in this future period.
- The forecast for beds needed in 2025 is 46 beds, almost doubling the current need.

Second Floor Departments Expansion Needs

- This floor is the driver of the 'footprint' of the building. Since, as stated above, all three departments must remain on the floor, and their need for expansion 'pushes out' the building size.
- Bed need forecasts have been converted to total departmental square-footage space needed to accommodate these services.

Requirements for Access to Daylight and Views

- Critical Care Units and Birth Centers are required by Oregon Hospital Licensing Rules to provide daylight and external views for every overnight patient room.
- Oregon Hospital Licensing Rules also mandate a minimum effective size for a Critical Care or Birthing patient room of 400 square feet. This guides the room dimensions and, thus, the configuration of a patient care unit.

- As a result, the building cannot completely fill the city block to provide the number of needed patient rooms. The perimeter of the building must be shaped to provide this access to daylight and view. In doing so, to create the square footage needed, the building must push into the SE 8th Avenue street right-of-way.

First Floor Plan

- The First Floor has critical needs for expansion also. This results in an equally expansive 'footprint' as the Second Floor, 'filling in' underneath.
- The Emergency Department is able to expand only by displacing the Clinical Laboratory, in order to preserve the Emergency Department's ground floor access for ambulances, 'walk-ins', and adjacent parking.
- The Dietary Department must also remain on the ground floor for frequent deliveries, and it needs to expand to serve an increasing volume of patients, visitors, and employees.
- Support services such as Conference/Education, the relocated Laboratory, and outpatient therapies, are also needed on the First Floor for public access.

Second Floor Plan

- This was discussed above, and this drawing shows the expanded footprint in context of the remainder of the site, following vacation of 8th Avenue.

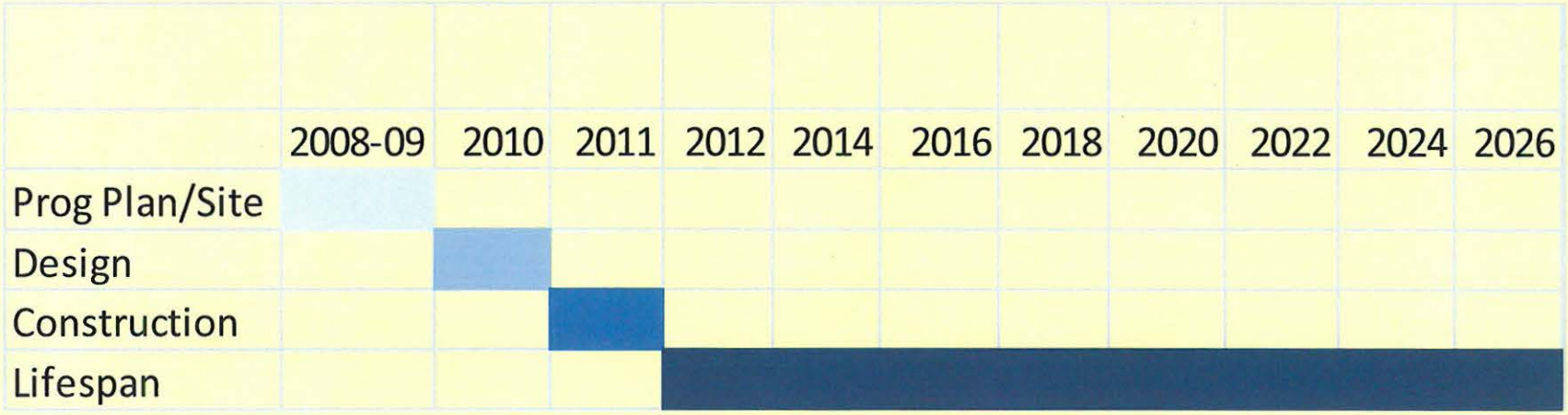
Future 3rd to 6th Floor Plan

- In the future, it is expected that Medical-Surgical Inpatient Units will need to expand. Creating the possibility of expansion on the current units, based on a larger podium base, is both most efficient and least disruptive to the provision of services.
- This drawing shows how the tower can expand above the First and Second Floors in the future. When the lower floors are constructed, they will be structured to support these future floors.
- Again, the size and configuration of patient care rooms are governed by Oregon Hospital Licensing Rules. The patient care unit must be shaped to ensure these rules are met with access to daylight and external views.

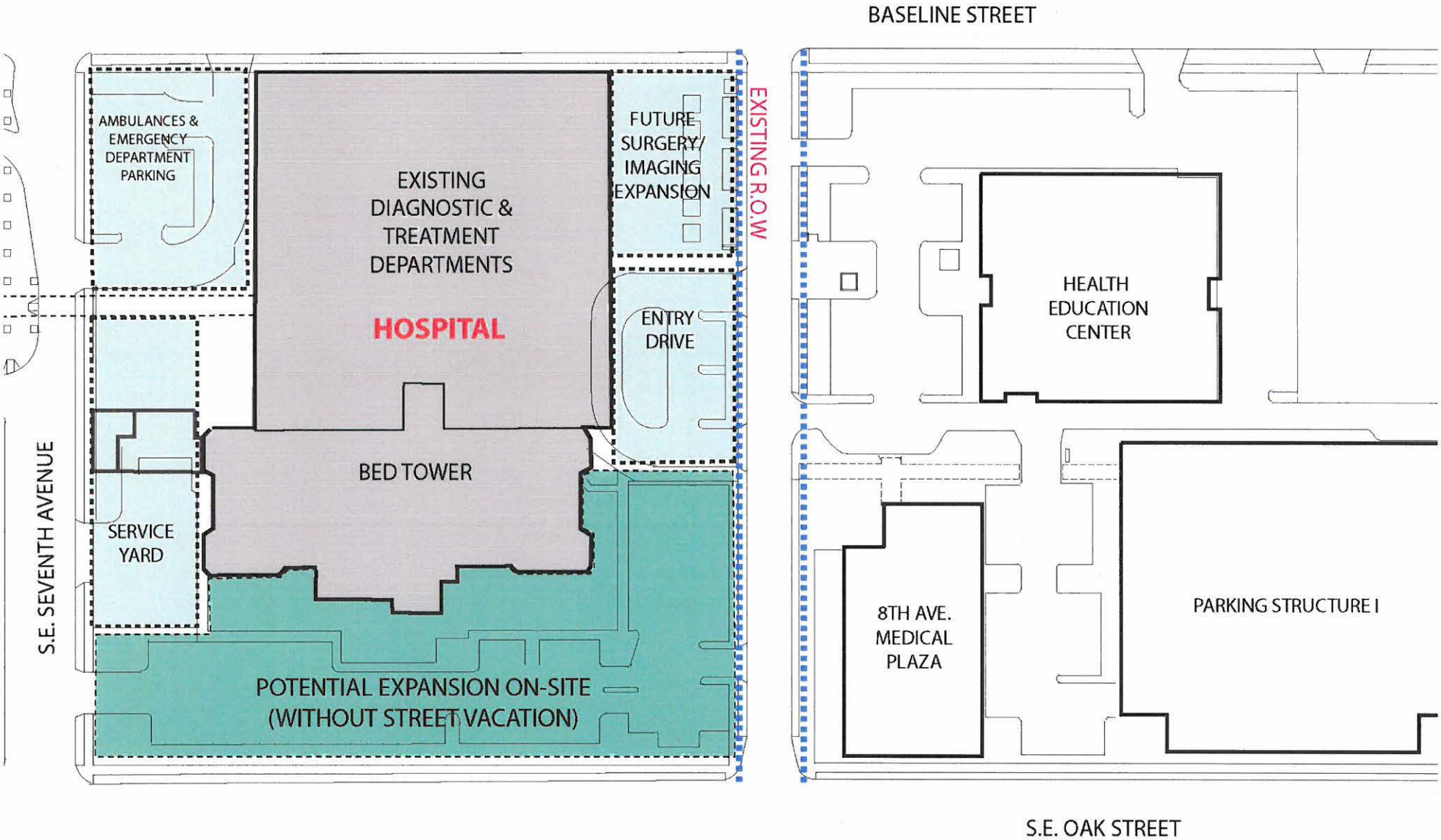
Areas of Greatest Need for Expansion

--**Critical Care Unit**
--Emergency Department
--Family Birth Center
--Therapies
--Support Space (Dietary, Education, etc.)

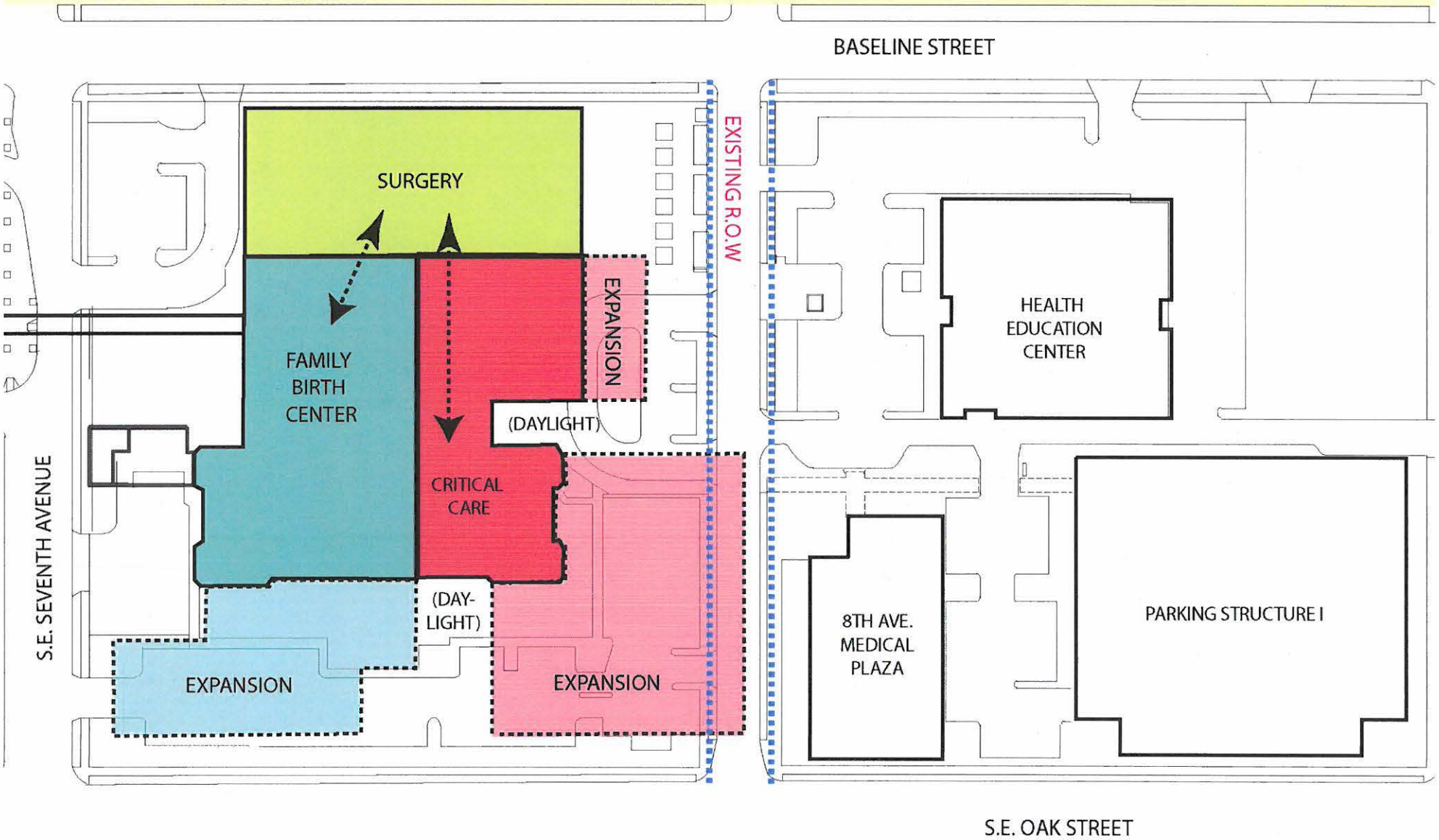
Expansion Plan Timeline



TCH Expansion Options



Critical Adjacencies for Care Delivery: 2nd Flr

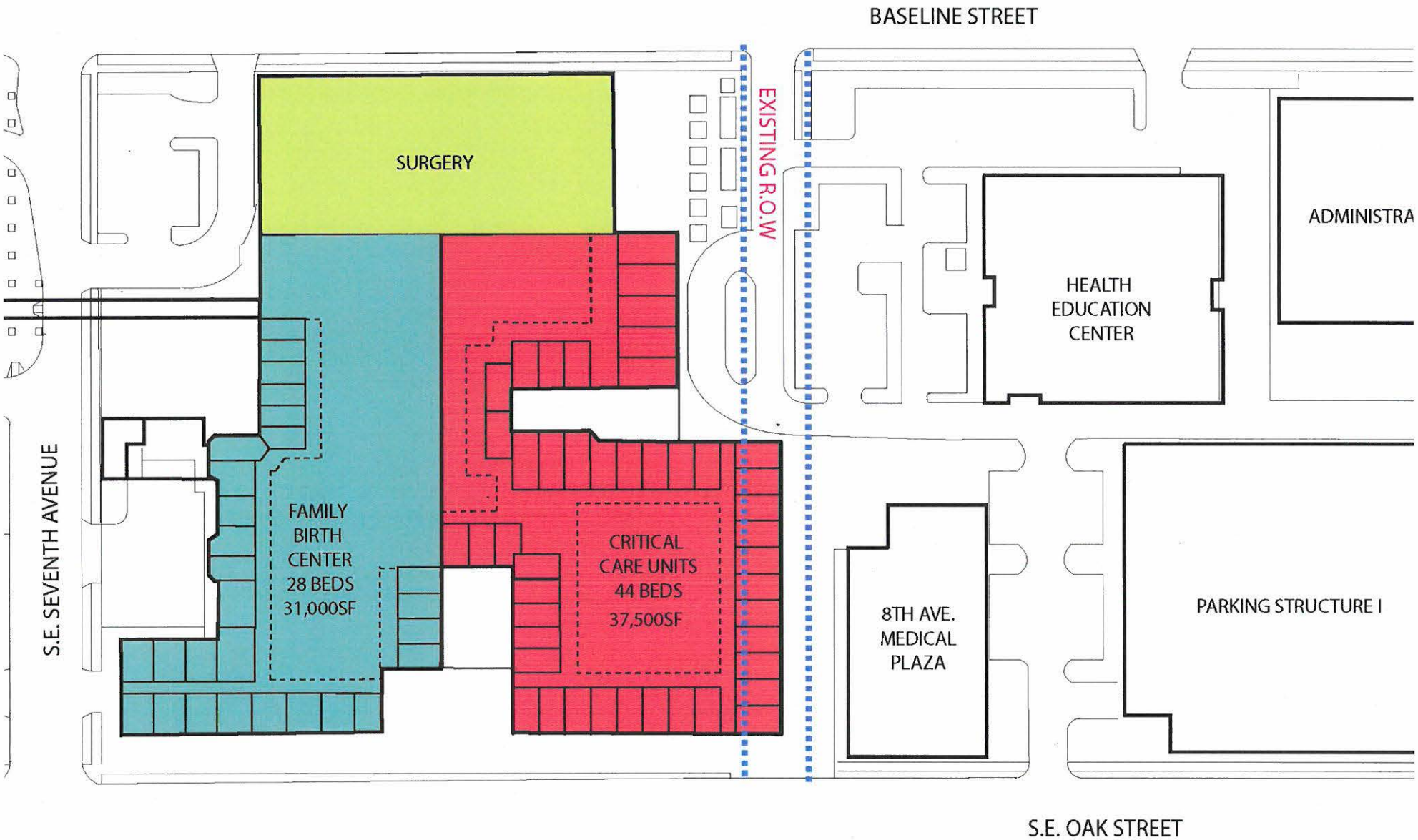


CLARK // KJOS ARCHITECTS

Critical Care Unit Bed Forecast

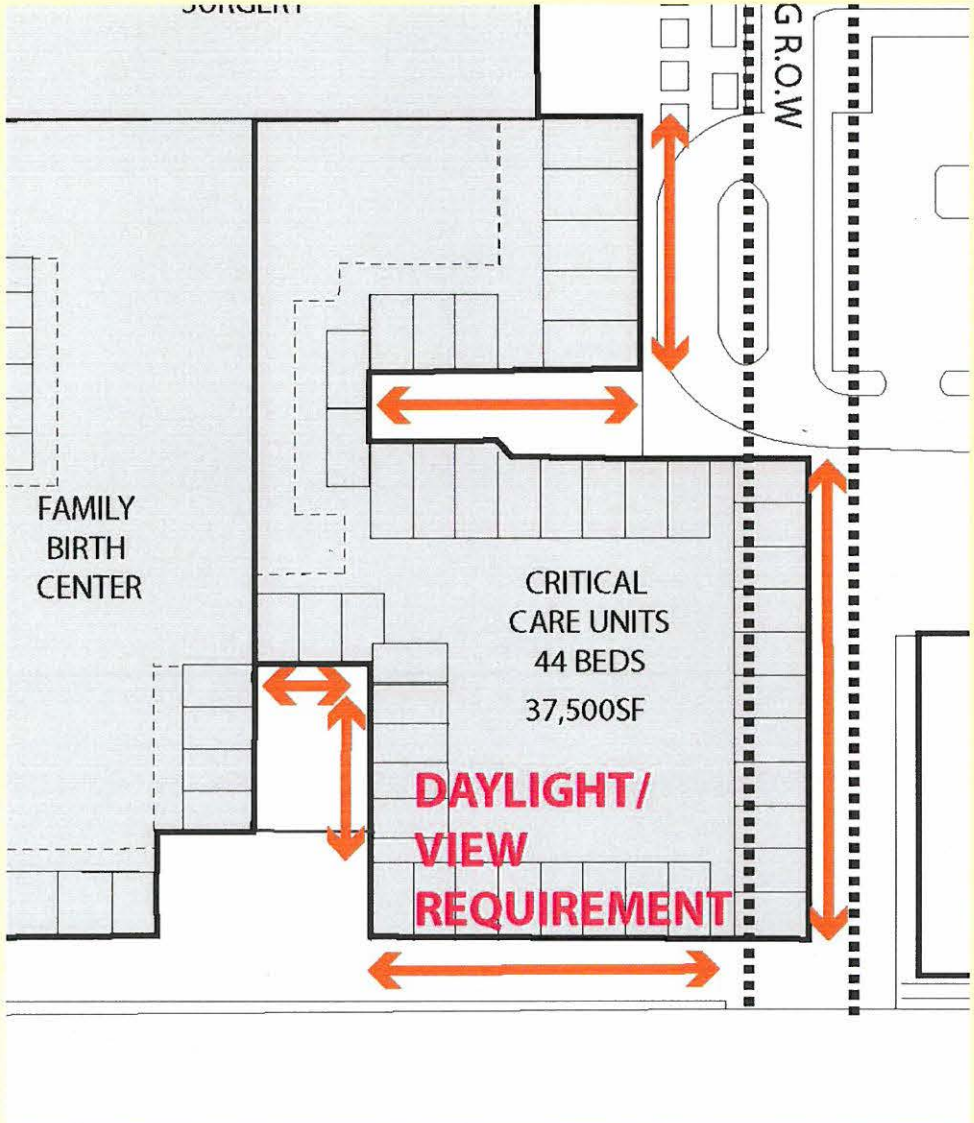
Year	Beds
2007	24
2010	29
2015	34
2020	40
2025	46

Second Floor Depts. Expansion Needs



CLARK // KJOS ARCHITECTS

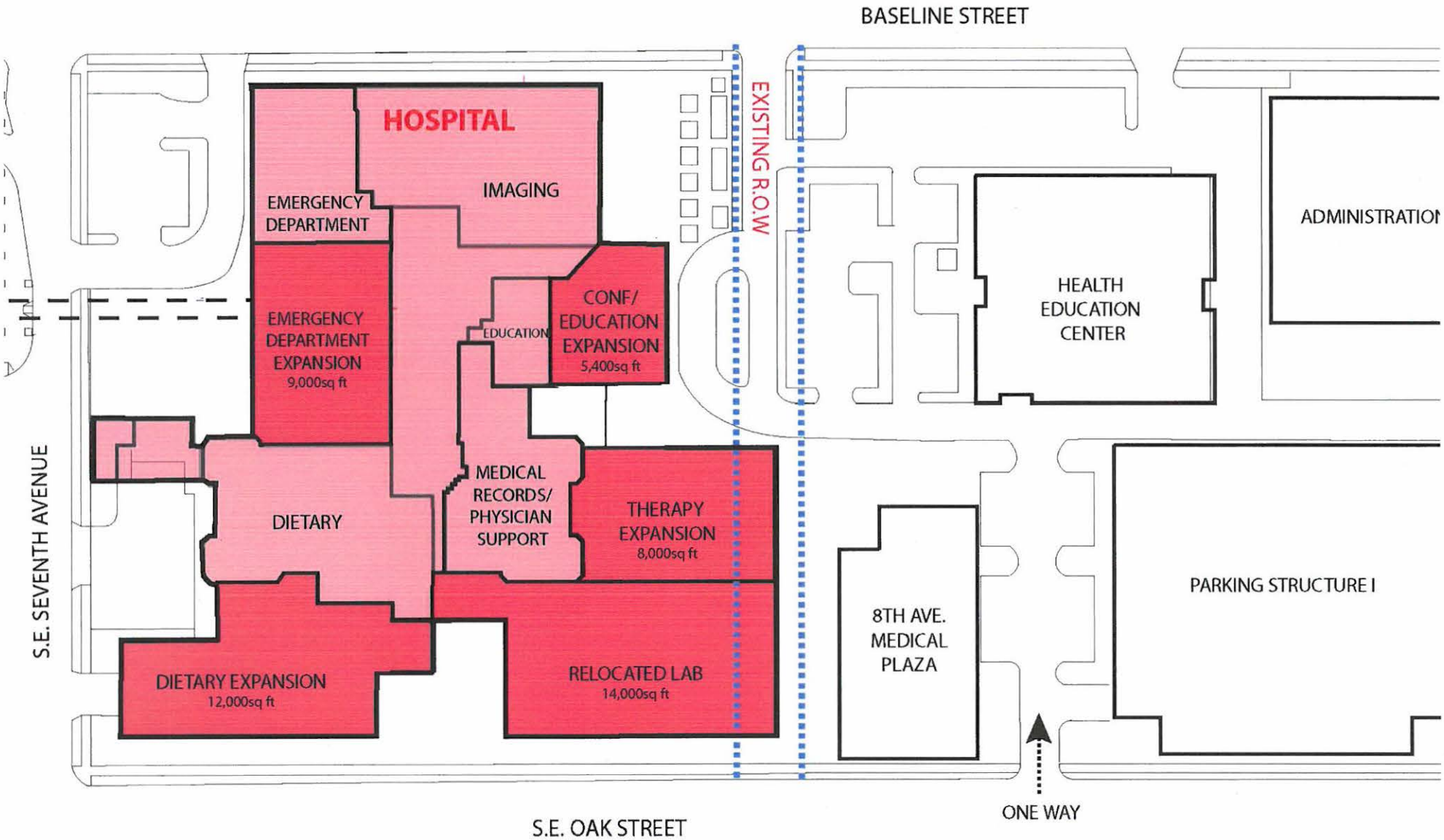
Requirements : Access to Daylight & Views



Oregon Administrative Rules for Hospitals:

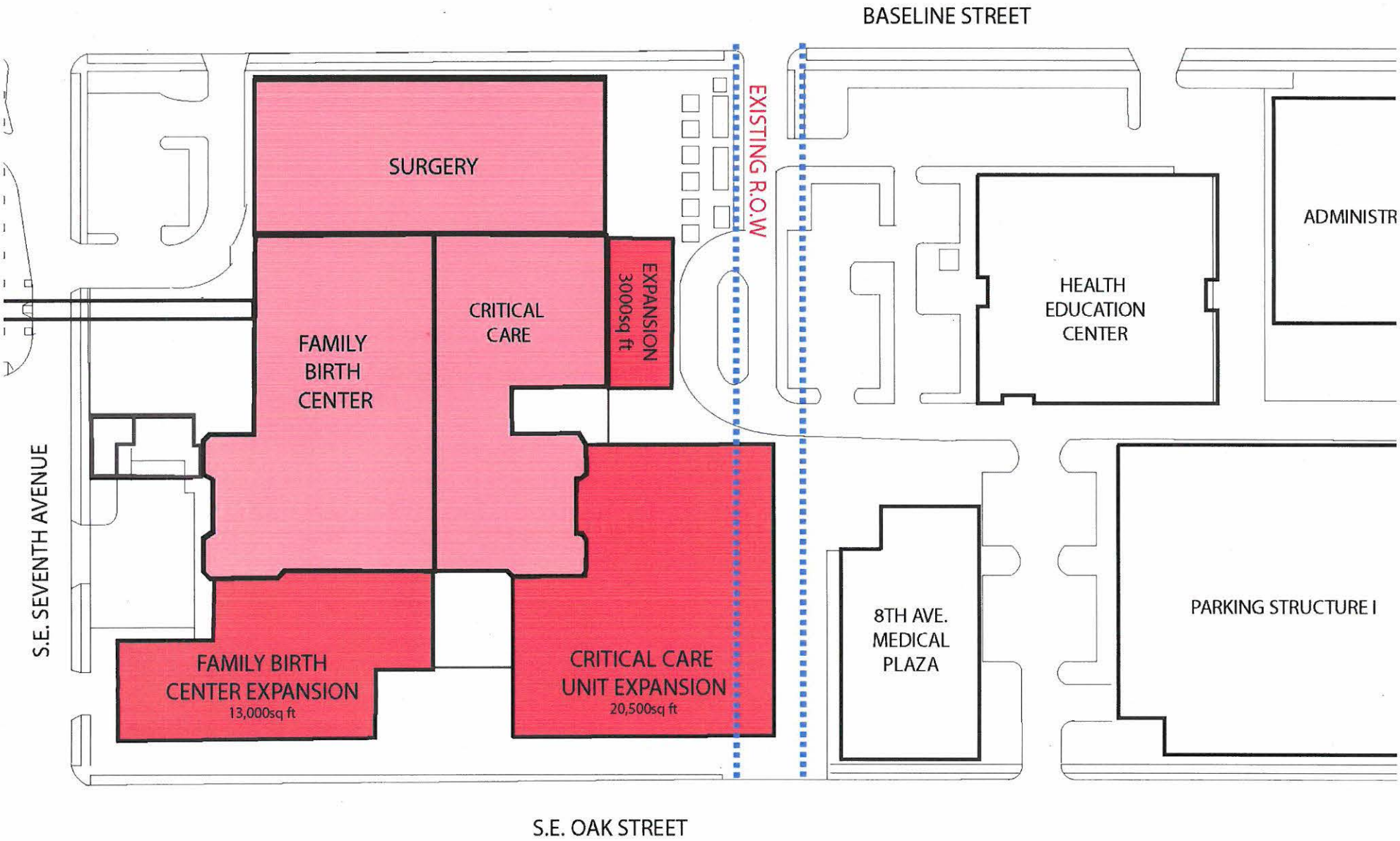
33-535-0025 "Patient room windows: A minimum window area of 16 square feet shall be provided for each patient room."

First Floor Plan



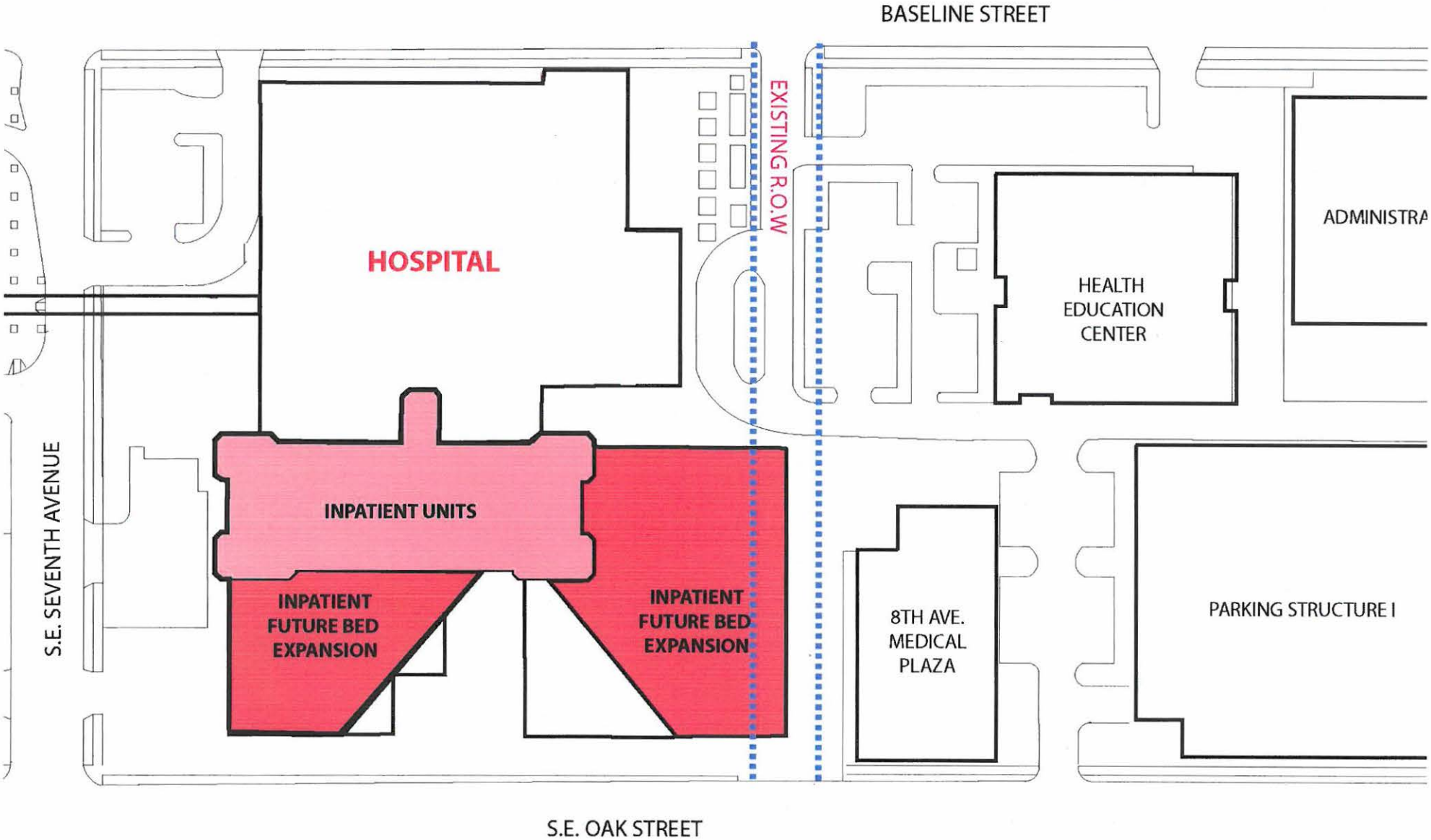
CLARK // KJOS ARCHITECTS

Second Floor Plan



CLARK // KJOS ARCHITECTS

Future 3rd to 6th Floor Plan



CLARK // KJOS ARCHITECTS

Tuality Healthcare
Petition for Street Vacation of
SE 8th Avenue between Oak and Baseline
Frequently Asked Questions (FAQ)

- ***How does the street vacation process work and who makes the decision?***

  Street vacations are legislative actions that are considered and decided by the Hillsboro City Council. The process is managed by the City's Engineering Division and requires a petition from the applicant, consent from at least 50% of adjacent landowners and notification of the public through ads placed in the Hillsboro Argus.

- ***Do the adjacent properties to SE 8th Avenue between Oak and Baseline concur, providing the 50% consent?***

  Tuality is the major land owner between Washington and Oak Street, with Pacific University and the Gehling family (Baker's Burgers) holding the remainder of the property. Pacific University is officially on record as supporting the street vacation and the Gehling family have informed Tuality that they have no objections to the street vacation. Two other landowners on the south side of Oak Street have provided their notarized consent.

- ***What are the criteria for approval?***

  The City Council approves a street vacation if they determine "that the public would not be prejudiced by the vacation" (City Charter, Section 164).

- ***What is Tuality Healthcare proposing to do?***

  Tuality is proposing two actions related to the street vacation:
  1. *Develop a designated mid-block crossing (crosswalk) on SE 8th Avenue.*
  2. *Close the south end of the street to allow for hospital expansion.*

- ***Why does the crosswalk require a street vacation?***

  The City of Hillsboro will not permit a mid-block crossing on a public street. Tuality needs to bear the burden of liability for any events that may occur in the crosswalk by owning the property.

- ***Why does Tuality feel the crosswalk is needed?***

  The crosswalk will provide a safe, pedestrian friendly area for people who are traveling between their vehicles and hospital services; employees and physicians who are conducting business; and the transporters of food, materials and supplies between the hospital and the other buildings on the campus.

- ***How many people cross SE 8th Avenue between Oak and Baseline?***

  Recent studies indicate during high use times an average of 282 pedestrians per hour are crossing SE 8th Avenue at random points mid-block between Baseline and Oak. Because they may be elderly or they may be transporting carts of food or materials, this is not a safe situation. There have been many visitor and staff requests for protection from through-traffic. Fortunately, no one has been injured in this area, but there have been near-misses and Tuality does not want to wait until an injury occurs before taking action.

- ***Why will a crosswalk be more pedestrian-friendly?***

  The roadway will be clearly marked with a raised surface that aligns with the existing covered canopies ending at the curbside. It will have an illuminated "crosswalk" sign on both sides of the street. This will emphasize the presence of pedestrians crossing the roadway and will slow and calm vehicles traveling through the area. During this initial phase of development, the street will remain open for vehicular traffic.

- ***What changes would occur with the closure of the south end of SE 8th Avenue?***

  The street segment south of the existing alley will be completely closed, with the western lane occupied by the hospital expansion and the east lane and sidewalk by a pedestrian plaza. Northbound traffic entering the campus from Oak Street will be relocated approximately 120 feet east, between the 8th Avenue Medical Plaza and the parking structure.

- ***Why does the hospital need to close the south half of the street?***

  The hospital needs to expand beyond the space available in the southeast corner of the block. This is necessary to meet future hospital needs of the intensive and critical care unit, birth center and therapy departments for inpatients and outpatients at the southeast corner of the first and second floors. This expansion will not only provide added square footage for the departments mentioned, but it will also provide a "footprint podium" base for the eventual expansion and/or replacement of the third through sixth floor nursing towers. A footprint this large is required to provide adequate perimeter surface for windows sufficient to meet code requirements and to provide a reasonable productive operation.

- ***Why can't Tuality expand on other land it owns in the area?***

  Prior expansion projects have already utilized the adjacent land. Many administrative functions (finance, information services, community education) were moved into the Health Education Center to free up hospital space for critical patient care needs. Outpatient surgery, diagnostic imaging and cardiac catheterization services have already been moved out of the hospital into new construction at 7th Avenue Medical Plaza. The parking area north of Baseline is committed to a parking structure to be shared with Pacific University and the City of Hillsboro. There is no other adjacent land available and unfortunately, the next services that need additional space must be within the hospital building to be near other departments that support or work closely with them.

  The existing city block that the hospital occupies has only one site available for horizontal expansion—to the south and east of the existing building. This is because the west side of the block is occupied by the Emergency Department parking and ambulance access, and the loading dock service yard. The northeast area of the site must be reserved for future surgery and diagnostic imaging departments' expansion.

- ***Why is it needed now? When would the changes go into effect?***

  Planning a hospital expansion project is complex and time consuming. While these projects have not been designed or funded, the hospital needs certainty of its ability to develop an appropriately sized footprint and to efficiently plan for growth when the funding is available.

The circulation plan will be further developed in a future Detailed Development Plan (DDP), most likely in conjunction with the SE Hospital Expansion, which drives the physical closure of SE 8th Avenue. However, it may be developed separately or with one of the other Tuality future buildings, i.e., Administration Building or Cancer Center Expansion.

- ***What has changed from Tuality's initial vision of making SE 8th Avenue a single northbound lane and now desiring to close it and relocate the entrance?***

  Tuality has completed additional studies related to the campus circulation intended to prepare for future development and to solve existing issues. Existing issues involve ease of entrance to the parking structure, difficult sight lines for traffic traveling east on the alley, the need for more handicapped and short-term parking spaces near the hospital, and the general confusion of intermingling cars and pedestrians that currently exists on the campus. It was determined that moving the entrance further east would provide opportunities to correct this situation.

- ***How many people receive inpatient care at Tuality Healthcare's hospital?***

  In 2006, nearly 5,400 people received inpatient care at Tuality Healthcare. Nearly 43% of all hospital admissions in the 97123 zip code occurred at Tuality Healthcare.

- ***Where do the people live who are admitted to Tuality's hospital?***

  Of these people, 2,320 live in the two Hillsboro zip codes and another 1,624 live in Cornelius or Forest Grove.

- ***If I were traveling to the hospital from the north, how would this affect my path of travel?***

  From the north, you will continue to travel south on any street in the neighborhood and enter the campus at SE 8th Avenue and Baseline. You will be able to drop off a passenger at the front door of the hospital or drive directly to the parking structure at the southeast corner of the campus. There will be very little change in your path of travel.

- ***If I currently use SE 8th Avenue to travel from the north side of Hillsboro to the south side, what are my alternate routes and how much time will it add to my travel?***

  From the north side of Hillsboro, you will be able to travel to the south side using any of the adjacent streets, including SE Sixth, SE Seventh, SE Ninth and SE Tenth. Although SE Seventh Street is private and owned by Tuality, it will continue to allow vehicle traffic for the public. It will add less than a minute to your travel.

- ***If I were traveling towards the hospital on SE 8th Avenue from the south, how would this affect my path of travel leaving Hillsboro or entering the campus?***

  From the south side of Hillsboro, you will travel north until you approach Oak Street and then turn right. From Oak Street, you can either enter the hospital campus at a new entrance between the 8th Avenue Medical Plaza and the existing parking structure or you can turn north at SE 9th Avenue and then west into the alley to the parking structure entrance. You will be able to leave Hillsboro by proceeding east on Oak Street to SE 10th Avenue and then turning north or south on SE 10th.

- ***Would Tuality support traffic signals at 9th Street if ODOT approved?***

  Yes, signals at Ninth Avenue would be supported and encouraged by Tuality.

- ***Shouldn't the traffic studies be redone since Pacific University just opened their campus a year ago and the school is being built on Lincoln?***

  The City of Hillsboro traffic engineers have stated that the traffic analysis completed using data collected in 2005 represents not only the impact of Pacific University's development and the changes in the school on Lincoln, but also the entire area growth in traffic and transportation changes for the region.

- ***Won't closing this block of SE 8th Avenue significantly increase traffic and congestion both now and in the future?***

  Based on the extensive analysis completed so far, this street closure alone doesn't create a significant issue. Although there will be an increase in regional traffic moving through Hillsboro in the future, the street vacation is not a large contributor to the traffic.

- ***How does this street vacation affect the parking in my neighborhood?***

  Tuality does not believe that the street vacation will have any impact on parking in the neighborhood as there is currently no parking allowed on the segment of SE 8th Avenue that is being considered for vacation.

DAVID C. NOREN
Attorney at Law
217 E. Main P.O. Box 586
Hillsboro, Oregon 97123-0586
Telephone: (503) 640-2661 Fax: (503) 648-7216
e-mail: davidnoren@worldnet.att.net

December 10, 2007

Hillsboro City Council
150 East Main Street
Hillsboro, OR 97123

Re: Vac 07-08 (Vacation of Portion of S.E. Eighth Avenue)

Dear Mayor and Councilors:

I represent Tuality Healthcare, the petitioner for vacation of a portion of Eighth Avenue in front of Tuality Community Hospital. Please include these comments in the record of your hearing on December 18th.

You have broad discretion in deciding whether to grant a petition for a street vacation. Once the required consents are provided from adjoining property owners, the test is whether "the public would not be prejudiced by the vacation of such street..." Charter Section 164. "Prejudice" is not defined by your charter, but dictionaries define it as "injury or damage." In making your decision, you should consider whether there is, on balance, greater good than harm to the public. If there is, then the public is not prejudiced by the vacation and it should be allowed.

The benefits of the vacation include greater safety for patients, staff, visitors, and others using the Campus, and better pedestrian circulation throughout the Campus, enhancing its public value as an anchor of light rail use. Vacating this portion of Eighth Avenue will also allow a long-planned expansion of the existing hospital building, with increased floor-area ratios and improved employment density for the Campus and for the downtown area as a whole.

As you know, the Tuality Campus is a key element of your long range planning, reflected in your 2020 planning, in your comprehensive plan, and in your commitment to a vital downtown core. For example, Section 15 of your comprehensive plan establishes the Downtown Station Community Planning Area (SCPA), which includes the Government Center, Hillsboro Center, Tuality/8th Avenue, and Washington/12th Avenue. Collectively the area is a Metro Regional Center. The goal of SCPAs generally is set forth in Section 15(I): *"To provide for higher density mixed use development in Station Community Planning Areas, thereby reinforcing and encouraging use of public transit and supporting the public investment in Light Rail Transit."*

Your comprehensive plan includes specific policies for various individual SCPAs. The Downtown SCPA Policies in Section 15 (III)(A) provide:

> ***(III) Downtown SCPA Policies***
>
> *(A) The Central Business District, the Highway-Oriented District (north of Walnut Street), the Station Community Commercial Districts on Washington Street south of East Main Street, on Main Street near NW Connell Street and NE Cornell Road, and on NE Lincoln Street near NE Second, Third and Fourth Avenues, and the Residential-High Density District in the Downtown SCPA are designated as the "Regional Center" under the Region 2040 Growth Concept. Overall density targets of 60 persons per net acre are anticipated under this regional designation. Given the existing concentration of government center functions and employment in the Central Business District; the expected growth of Tuality Hospital and related medical facilities; and opportunities for intensification of retail, service and higher density residential uses in proximity to the four Downtown light rail stations, the Region 2040 density targets are achievable.*

Clearly, the growth of Tuality Hospital is an important component of the public good arising from your planning around light rail and Metro's regional center planning. Significant public benefit will flow from Tuality's expansion.

The decision to vacate a street is not a land use decision because it does not require you to apply of your comprehensive plan or zoning ordinance to reach your decision under Charter Section 164. However, it is appropriate and helpful to take such planning documents in consideration in determining whether the vacation will prejudice the public. In this case, it is clear that vacation of a portion of Eight Avenue is consistent with your comprehensive plan by supporting the planned growth of Tuality Hospital.

If you focus only on traffic or transportation issues, the vacation is still consistent with your plan policies. For example, the principal argument against vacation is generally rooted in a desire for access and connectivity that may be lost by the vacation. However, in this case, there continues to be good connectivity with the existing grid, sufficient that there will be minimal out-of-direction travel as a result of the vacation. Your main comprehensive plan policy on transportation accessibility, Section 13 (III)(G)(3), provides:

> *(3) Design the local street network to facilitate street connectivity and limit out-of-direction travel. Provide connectivity to and from activity centers and destinations, giving priority to pedestrian and bicycle connections.*

Here, with the vacation, there will continue to be connectivity *to* and *from* the Campus activity center. Some auto connectivity *through* the Campus would be reduced, but that

loss will enhance the higher priority pedestrian connections within the Campus and nearby, especially toward the light rail and Pacific University elements to the north.

While you have received a great deal of information about traffic modeling and possible impacts on the arterial and neighborhood street systems, the point that seems most clear is that congestion in the vicinity will increase, and that cars experiencing delays will seek alternative routes. It also appears that the heaviest delay will be traffic eastbound on Oak, trying to turn left on 10th to proceed east and north on Cornell. Under such circumstances without the vacation, it appears there will be cut-through traffic using Eighth to go through the residential area to the north in an effort to reach Cornell. Reduced cut-through traffic resulting from the vacation is consistent with your comprehensive plan transportation Goal 13(I)(F), "Livability," which provides that "transportation facilities within the City shall be designed and constructed in a manner that enhances livability of Hillsboro."

Finally, you should consider the larger public good that comes from having a local community hospital that can expand to meet Hillsboro's growing needs. Tuality has served your citizens well in the past. To continue to do so as the city grows, Tuality must grow as well.

Because there will be substantial public benefit from the continued viability and expansion of the Tuality campus, because there will be improved pedestrian safety and connectivity, and because any increase in out-of-direction travel resulting from the vacation is insignificant in the larger transportation planning context, you should conclude that the proposed vacation will not prejudice the public and approve the request.

Thank you for your consideration.

Very truly yours,

David C. Noren

Perkins Coie

1120 N.W. Couch Street, Tenth Floor
Portland, OR 97209-4128
PHONE: 503.727.2000
FAX: 503.727.2222
www.perkinscoie.com

Michael C. Robinson
PHONE: (503) 727-2264
FAX: (503) 346-2264
EMAIL: MRobinson@perkinscoie.com

October 23, 2007

VIA E-MAIL

City of Hillsboro
Planning Department
150 E. Main Street, Fourth Floor
Hillsboro, OR 97123

Re: City of Hillsboro File No. CDP 1-02(Mod3)

Dear President Coulter and Members of the Planning Commission:

This office represents Cain Petroleum.

Following the Planning Commission hearing on October 10, 2007, Cain Petroleum met with representatives of Pacific University. We are happy to tell you that we have reached an agreement with Pacific University whereby Cain Petroleum supports the proposed CDP application.

Cain Petroleum's support is based upon the applicant's modification of the pending CDP application in its October 18, 2007 letter expressly withdrawing the portion of the CDP application that showed part of 8th Street to be vacated between Washington and Baseline. With this change, and should the Planning Commission adopt the CDP with this change, Cain Petroleum has no opposition to the application. Cain Petroleum also told Pacific University's representative that it would not oppose the pending City Council consideration of the vacation of part of 8th Street between Baseline and Oak.

Very truly yours,

Michael C. Robinson

MCR:sv
cc: Mr. Ron Cain (via email)
Ms. Stacia Cain (via email)
Mr. Dave Kimmel (via email)
Mr. Phil Grillo (via email)
Ms. Bev Bookin (via email)
Ms. Debbie Raber (via email)
Mr. Don Odermott (via email)

4B
2 orig. & cert.
copies to Plng

CITY OF HILLSBORO

December 3, 2007

STAFF REPORT

TO: City Council

FROM: Planning Department

RE: Request for Annexation of Property into the City Limits of Hillsboro – **File No. AN 8-07: Betancourt**

Attached are materials relating to a proposed annexation of approximately 0.29 acres of land and associated right-of-way into the City of Hillsboro. The property under consideration is located generally west of NW 228th Avenue, north of NW Elm Street, east of NW 229th Avenue, and south of NW Dogwood Street. The property can be specifically identified as Tax Lot 900 on Washington County Tax Assessor's Map 1N2-34DA and is addressed as 835 NW 228th Avenue.

Pursuant to the requirements of Metro Code Chapter 3.09.050, a staff report was made available 15 days prior to the hearing. A copy of the staff report is attached for your review.

A proposed ordinance and findings have also been attached for your consideration.

Please retain these materials until a final action has been taken on this matter. If you have any questions, please contact the Planning Department at (503) 681-6153.

Respectfully submitted,

HILLSBORO PLANNING DEPARTMENT

Dawn Duray

Dawn Duray
Urban Planner I

Attachments: Draft Ordinance
Exhibit A - legal description and historical data
Exhibit B - findings
Staff report and maps

ORDINANCE NO. _____

AN 8-07: BETANCOURT

AN ORDINANCE ANNEXING CERTAIN TRACTS OF LAND INTO THE CITY LIMITS OF HILLSBORO AND WITHDRAWING THE TRACTS FROM THE TERRITORIES OF WASHINGTON COUNTY RURAL FIRE PROTECTION DISTRICT NO. 2, WASHINGTON COUNTY SERVICE DISTRICT FOR ENHANCED LAW ENFORCEMENT, WASHINGTON COUNTY SERVICE DISTRICT FOR URBAN ROAD MAINTENANCE, AND WASHINGTON COUNTY SERVICE DISTRICT NO. 1 FOR STREET LIGHTS, AND DECLARING AN EMERGENCY.

WHEREAS, the City received a complete petition from the property owners of a certain tract of land, described in Exhibit A attached to this Ordinance, requesting that the property be annexed into the city limits of Hillsboro;

WHEREAS, the petition represented 100 percent of the property owners of the territory requesting to be annexed into the city limits of Hillsboro as required by ORS 222.125 in order to consent to an annexation;

WHEREAS, the tract of land is contiguous to the City and can be served by City services;

WHEREAS, as permitted by ORS 222.120(2) and Metro Code Sections 3.09.045(a) the City Council dispenses with submitting the question of the proposed annexation to the electors of the City for their approval or rejection;

WHEREAS, the tract of land is located within the Hillsboro Urban Service Area identified in the Hillsboro Urban Service Agreement (April, 2003) between and among the City of Hillsboro, Washington County, the City of Beaverton, Metro and several special service districts and is contemplated by the Agreement ultimately to become a part of the City of Hillsboro by eventual annexation of tracts of land to the City of Hillsboro;

WHEREAS, the tract of land lies within the following districts: Washington County Rural Fire Protection District No. 2; Washington County Service District for Enhanced Law Enforcement; Washington County Service District for Urban Road Maintenance; and Washington County Service District #1 for Street Lights;

WHEREAS, notice of the proposed annexation and withdrawals has been published, mailed and posted in the manner provided by law;

WHEREAS, the City Council conducted a public hearing on this matter on December 18, 2007, and does hereby favor the annexation of the subject tract of land and withdrawals from the districts based on the findings attached hereto as Exhibit B;

WHEREAS, the annexation and withdrawals are not contested by any necessary party;

NOW, THEREFORE, THE CITY OF HILLSBORO DOES ORDAIN AS FOLLOWS:

Section 1. The tract of land, described in Exhibit A, is declared to be annexed to the City of Hillsboro, Oregon.

Section 2. The tract of land annexed by this ordinance and described in Section 1 are withdrawn from the following districts upon the effective date of the annexation: Washington County Rural Fire Protection District No. 2; Washington County Service District for Enhanced Law Enforcement; Washington County Service District for Urban Road Maintenance; and Washington County Service District #1 for Street Lights.

Section 3. The findings attached as Exhibit B are adopted. The City Recorder shall immediately file a certified copy of this Ordinance with Metro and other agencies required by Metro Code Chapter 3.09.050(f) and ORS 222.005. The annexation and withdrawals shall become effective upon filing of the annexation records with the Secretary of State as provided by ORS 222.180.

Section 4. Inasmuch as it is necessary that this annexation become effective soon, so as to avoid unnecessary hardship to the property owner and allow for the immediate provision of City services, and allow for annexation into service districts necessary for the provision of City services and site development, an emergency is declared to exist and this ordinance shall become effective immediately upon its passage by the Council and approval by the Mayor.

Passed by the Council this 18th day of December, 2007.

Approved by the Mayor this 18th day of December, 2007.

_____
Mayor

ATTEST: _____
City Recorder

ANNEXATION CERTIFIED
BY
NOV 20 2007
WASHINGTON COUNTY A & T
CARTOGRAPHY

City of Hillsboro
Annexation 8-07: Betancourt
Proposed legal description
MF, November 13, 2007

Exhibit 'A'

A tract of land in northeast one-quarter of Section 34, Township 1 North, Range 2 West, Willamette Meridian, Washington County, Oregon, being more particularly described as follows:

Beginning at the southeast corner of Lot 12, Block 12, First Addition to Orenco, a duly recorded subdivision in said county;

thence West, along the south boundary of Lots 12 and 11 of said Block, a distance of 85.0 feet to the southwest corner of that tract of land described in deed to Criselda Cruz, recorded 3/13/1996 as document number 96021655 in deed records of said county;

thence North, along the west boundary of said Cruz tract and northerly projection thereof, a distance of 165.0 feet to a point on the north right-of-way line of the east-west alley in said Block;

thence East, along said north right-of-way line, a distance of 145.0 feet to the east right-of-way line of NW 228th Avenue;

thence South, along said right-of-way line, a distance of 225.0 feet to the south right-of-way line of NW Elm Street;

thence West, along said right-of-way line, a distance of 60.0 feet to its intersection with the southerly projection of the east boundary of said lot 12;

thence North, along said projection, a distance of 60.0 feet to the place of beginning.

- - Property Data Selection Menu - -

rop ID : R726548 (Real Estate) (291417)
ap Tax Lot: 1N234DA-00900
egal : ORENCO - 1ST ADDITION, BLOCK 12,
LOT 12 & PT 11, ACRES .29

Owner: CRUZ, CRISELDA
835 NW 228TH AVE
HILLSBORO, OR 97124

itus : 835 NW 228TH AVE,
OR
ame(s) :
ode Area : 001.28
ale Info : 03/11/96
eed Type : DW
nstrument: 96021655

Year Built : 1953
Living Area: 1088

2007 Tax Status * Unpaid Taxes *
urrent Levied Taxes : 1,551.21
pecial Assessments :
008-09 SB125 Taxes :

2007 Roll Values			
RMV Land	$	146,100	(+)
RMV Improvements	$	53,960	(+)
RMV Total	$	200,060	(=)
Total Exemptions	$	0	
M5 Net Value	$	200,060	
M50 Assd Value	$	100,960	

(1) Alt Disp	(2) Primary	(3) Secondary
(4) Land/Impr	(5) Gen Appr	(.) More

nter Option from Above or <RET> to Exit: __

STATE OF OREGON } SS
County of Washington

I, Jerry R. Hanson, Director of Assessment and Taxation and Ex-Officio County Clerk for said county, do hereby certify that the within instrument of writing was received and recorded in book of records of said county.

Jerry Hanson

Jerry R. Hanson, Director of Assessment and Taxation, Ex-Officio County Clerk

Doc : 96021655
Rect: 160556 38.00
03/13/1996 09:31:20AM

13 of 15

1-2

MAR 13 1996

TRANSNATION TITLE INSURANCE 31376TE 28132

FORM No. 957 - SPECIAL WARRANTY DEED - STATUTORY FORM (Individual Grantor). STEVENS-NESS LAW PUBLISHING CO., PORTLAND, OR 97204

NA

SPECIAL WARRANTY DEED — STATUTORY FORM

INDIVIDUAL-GRANTOR

MARY E. BALL, *Grantor,*

conveys and specially warrants to CRISELDA CRUZ, formerly known as CRISELDA KAUFMAN, *Grantee, the following described real property free of encumbrances created or suffered by the Grantor except as specifically set forth herein, situated in* Washington *County, Oregon to-wit:*

All of Lot 12 and the East 35 feet of Lot 11, Block 12, FIRST ADDITION TO ORENCO, in the County of Washington and State of Oregon.

This deed is given in fulfillment of that Contract recorded May 5, 1987 in recorder's fee no. 87022573

(IF SPACE INSUFFICIENT, CONTINUE DESCRIPTION ON REVERSE SIDE)

The property is free of all encumbrances created or suffered by the Grantor except covenants, conditions, restrictions, easements and rights of way of record.

The true consideration for this conveyance is $ contract fulfillment *. (Here comply with the requirements of ORS 93.030)*

Dated this 11th *day of* March *, 19* 96

Mary E Ball
Mary E. Ball

THIS INSTRUMENT WILL NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY APPROVED USES AND TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES AS DEFINED IN ORS 30.930.

STATE OF ~~OREGON~~ IDAHO, *County of* Jefferson) ss.

This instrument was acknowledged before me on March 11 *, 19* 96 *,*

by Mary E. Ball

Elaine Brietag
Notary Public for ~~OREGON~~ IDAHO

My commission expires 3/28/97

SPECIAL WARRANTY DEED

GRANTOR

GRANTEE

GRANTEE'S ADDRESS, ZIP

After recording return to:

Criselda Cruz
835 NW 228th Ave.
Hillsboro, OR 97124

NAME, ADDRESS, ZIP

Until a change is requested, all tax statements shall be sent to the following address:

as above.

NAME, ADDRESS, ZIP

SPACE RESERVED FOR RECORDER'S USE

STATE OF OREGON,
County of ..... } ss.

I certify that the within instrument was received for record on the ..... *day of* ....., *19*....., *at* ..... *o'clock* .....*M., and recorded in book/reel/volume No*..... *on page* ..... *or as fee/file/instrument/microfilm/reception No*....., *Record of Deeds of said County.*

Witness my hand and seal of County affixed.

NAME TITLE

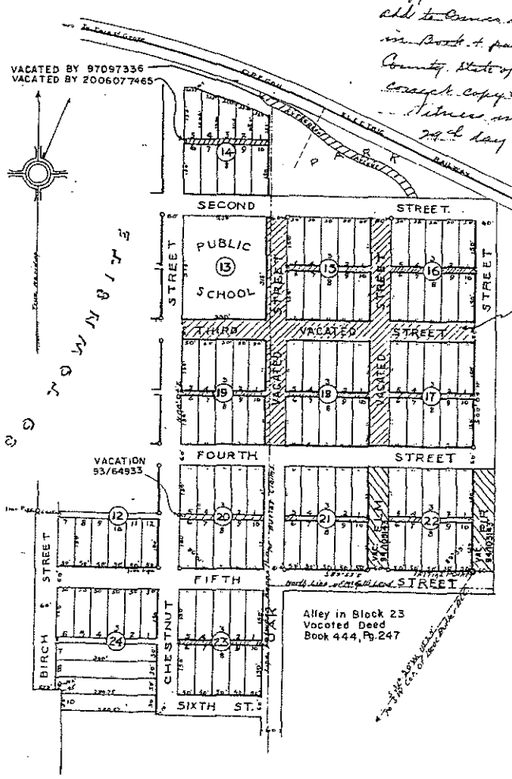
By ..... *Deputy*

2

FIRST ADDITION TO ORENCO

Situated in the W.H. Bennet and Isaac Butler
Donation Land Claims Numbers 47 and 48
T 1 N., R 2 W. W.M. Washington Co. Oregon.
Nov. 1910 T.S. Wilkes
Surveyor.

Scale 1 Inch = 200 Ft.



Alleys in Blocks 21 & 22
Vacated - Deed Bk 452, Pg. 267 AND Bk 459 Pg. 217

Approved April 25th 1911
J. H. Lemuell County Judge
John McClearen Commissioner
John Ryling "
Attest:
A. W. Bailey County Clerk
Max Crandall Assessor
A. A. Morrill Surveyor
By _____ Deputy

April 29th 1911
Clerk
April 29th
E. L. Perkins

State of Oregon }
County of Washington } S.S. I, E. L. Perkins, Recorder of Conveyances in and for said County and State do hereby certify that I have compared the within Plat First Add to Orenco with the original Plat thereof found in Book 4 page 30 Records of Plats Washington County, State of Oregon that it is a true and correct copy thereof.
Witness my hand and Official seal this 29th day of April 1911
E. L. Perkins
Recorder of Conveyances

State of Oregon }
Washington County } ss
I Thos. S. Wilkes, being first duly sworn, say that I have surveyed the tract of land shown in the adjoining plat and more particularly described as part of the William H. Bennett Donation Land Claim No 47 and part of Isaac Butler Donation Land Claim No 48, Township 1 South, Range 2 West bounded by beginning on the line between said claims at a point 4.75 feet N 0°22 W from the S.W. corner of the Butler claim and running S 89°55 E 1614 ft, thence N 0°06 E 1125 ft to the South line of the Oregon Electric Railways Right of way, thence along said N 65°14 W 510.13 ft, thence on a left curve with a radius of 2834.93 ft 425 ft to the East line of Chestnut Street in Orenco, thence S 00°14 W 1345.5 ft, thence N 89°55 W 426.83 ft, thence S 0°00 E 530.5 ft, thence East 820, thence South 0°04 W 535 ft, thence S 89°55 E 270.4 ft, thence S 0°04 W 1048 ft, thence S 89°55 E 334.4 ft, thence N 0°00 W 3750 ft to the place of beginning and have laid off lots blocks streets avenues and alleys as said tract as shown on the adjoining plat.
That the initial Point of survey is at the South-east corner of Block 22. Bearing N 3°26 E 1153.4 ft from the Southwest corner of said Butler Claim and is marked on the ground by a galvanized iron pipe 42 inches long 2 inches in diameter set 30 inches in the ground.
That all corner marked on the plat with a O I set an iron pipe of sufficient size with a triangular wooden post beside it. All other Block corners and all lot corners where the street line and alley lines intersect are marked by triangular wooden posts 30 inches long, 3½ inches face set 24 inches in the ground and painted white. All other lot corners are marked on the ground by triangular wooden posts 20 inches long 3½ inches face set 15 inches in the ground.
That all the dimensions are correctly shown on said plat and that the streets running East and West are in alignment with the corresponding streets in the original townsite.
Thos S. Wilkes
Surveyor.
In Witness whereof I have hereunto set my hand and affixed my official seal this 24 day of April A.D. 1911
R. E. Parsons
Notary Public for Oregon

KNOW ALL MEN BY THESE PRESENTS that the OREGON NURSERY COMPANY, a corporation formed and existing under the laws of the State of Oregon, Archibald McGill and Blanche McGill, his wife, being the owners of the tract of land shown on the adjoining plat of the FIRST ADDITION TO ORENCO and more particularly described in the affidavit of Thos. S. Wilkes, the Surveyor, have caused the same to be laid out, surveyed and platted in blocks, lots, streets, avenues and alleys as shown on said plat. We hereby declare the adjoining plat to be the true and authentic plat of FIRST ADDITION TO ORENCO and we hereby GIVE GRANT AND DEDICATE all those portions of land shown on said plat as Streets, Avenues, roads and Alleys to the use and benefit of the Public as highways and thoroughfares forever. We also set apart and dedicate the tract of land shown as a Park to the use of the inhabitants of the townsite of Orenco and this "First Addition to Orenco" as a place for public resort and recreation to remain under the control of the OREGON NURSERY COMPANY its assigns and legal representatives until the town or city of Orenco shall have been duly incorporated of which time said Company will convey the same to said Municipality or Corporation with such suitable reservations or restrictions as to insure its proper care, control and use as a park. Park Avenue and Evergreen Avenue are a part of the park and subject to the same control and restrictions.
In WITNESS WHEREOF the said OREGON NURSERY COMPANY has caused this instrument to be executed by its President and Secretary, by virtue of a resolution of its Board of Directors, heretofore adopted and the said Archibald McGill and Blanche McGill his wife have hereunto set their hands and seals all on this 24 day of April A.D. 1911

Execute in our presence
Herbert Hard
H. McBernaugh

Attest the Seal of said Corporation hereto Affixed

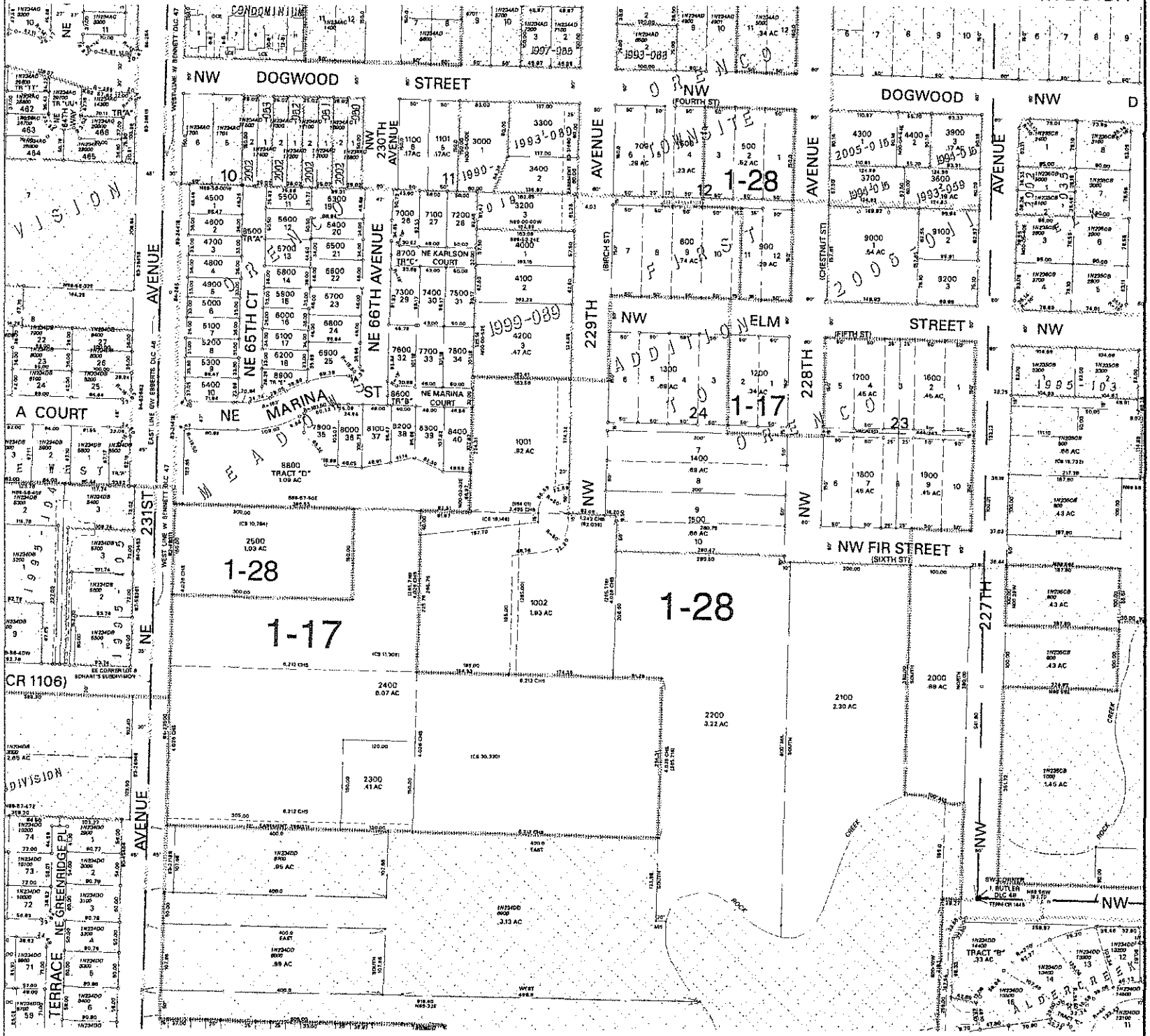
THE OREGON NURSERY COMPANY Seal
By M. McDonald President
THE OREGON NURSERY COMPANY Seal
By A. McGill Secretary
Archibald McGill
Blanche McGill

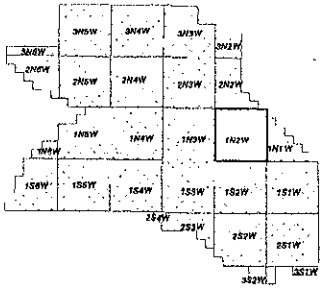
Corporate Seal

State of Oregon }
Washington County } ss Personally appeared before me the undersigned a Notary Public in and for said County and State, the before named M. McDonald, President and Archibald McGill Secretary of the Oregon Nursery Company, a corporation, who are each known to me to be such President and Secretary of said corporation and who executed the foregoing deed of dedication as such President and Secretary and acknowledged to me that they executed the same for the uses and purposes therein expressed.
And the said Archibald McGill Secretary as aforesaid being first duly sworn did say that he is the Secretary of said Corporation, the custodian of its seal, that the seal affixed is the seal of said Corporation, that the same was affixed to said deed of dedication by virtue of a resolution of the Board of Directors of said Corporation and that the said deed was executed by virtue of said resolution; and the said Archibald McGill, Secretary, acknowledged said Dedication to be the free act of said Corporation.
In TESTIMONY WHEREOF, I have hereunto set my hand and Notarial Seal this the 24 day of April AD 1911
R. E. Parsons
Notary Public for Oregon.

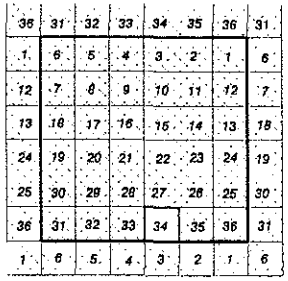
Seal

State of Oregon }
Washington County } ss Personally appeared before the undersigned a Notary Public in and for said County and State the before named Archibald McGill and Blanche McGill his wife who are known to me to be the identical persons named in and who executed the foregoing instrument and personally appeared before me and acknowledged to me that they executed the same freely and voluntarily for the uses and purposes therein expressed.
In TESTIMONY WHEREOF, I have hereunto set my hand and Notarial Seal this 24 day of April AD 1911
R. E. Parsons
Notary Public for Oregon

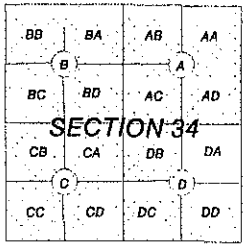




WASHINGTON COUNTY OREGON
NE1/4 SE1/4 SECTION 34 T1N R2W W.M.
SCALE 1" = 100'



FOR ADDITIONAL MAPS VISIT OUR WEBSITE AT
www.co.washington.or.us



Cancelled Taxlots For: 1N234DA
400,100,200,1003,3100,301,3500,1000,3800,2600,2700,2800,2900,300,2490,

Assessment CARTOGRAPHY Taxation

PLOT DATE: June 29, 2007
FOR ASSESSMENT PURPOSES ONLY - DO NOT RELY ON FOR OTHER USE

Map areas delineated by either gray shading or a cross-hatched pattern are for reference only and may not indicate the most current property boundaries. Please consult the appropriate map for the most current information.

HILLSBORO
1N 2 34DA

dig1n2w34

EXHIBIT B

FINDINGS IN SUPPORT
BETANCOURT ANNEXATION
FILE NO. AN 8-07

I. BACKGROUND INFORMATION AND SITE DESCRIPTION

Two petitioners representing one property requested City Council approval for annexation of approximately 0.29 acres, and associated right-of-way, into the city limits of Hillsboro.

The property under consideration is located generally west of NW 228th Avenue, north of NW Elm Street, east of NW 229th Avenue, and south of NW Dogwood Street. The property can be specifically identified as Tax Lot 900 on Washington County Tax Assessor's Map 1N2-34DA and is addressed as 835 NW 228th Avenue. The total Measure 50 Base Value is $98,020.

The site slopes gradually towards the south. A single family residence and numerous trees are located on the lot.

NW 228th Avenue is identified as a Type "C" street in Section 140 (Orenco Station Community Planning Area Development Regulations and Design Standards) of the Zoning Ordinance. NW Elm Street is identified as a Type "B" street within Section 140. The alley adjacent to the northern property line is identified as a Type "D" alley within Section 140.

The City of Hillsboro Goal 5 Natural Resource Inventory does not identify any Significant Natural Resources and associated impact areas on the site. The western one-third portion of tax lot 900 appears to be within the 250-foot area of potential impact on the Clean Water Services Sensitive Areas Pre-Screen Map.

II. PROCEDURAL REQUIREMENTS

In accordance with ORS 222.125 the petition for annexation from the property owners constituted 100 percent of the property owners and at least 50 percent of the registered voters residing on the property. Notice of the proposed annexation was given as specified by Metro Code Chapter 3.09.030 and ORS 222.120. A staff report was prepared and available 15 days prior to the hearing as stipulated by Metro Code Chapter 3.09.050. A public hearing on the matter was conducted by the City Council on December 18, 2007.

III. APPLICABLE APPROVAL CRITERIA

Metro Code Chapter 3.09.050(d) specifies the minimum review criteria for a proposed annexation. The six minimum applicable criteria are as follows:

1) *Consistency with directly applicable provisions in an urban service provider agreement or annexation plan adopted pursuant to ORS 195.065;*

FINDING: There is currently a Hillsboro Urban Service Provider Agreement in place for this area, dated April 2, 2003, as required by ORS 195.065 (Senate Bill 122). The units of local government which have entered into this agreement are as follows: Washington County; City of Hillsboro; City of Beaverton; Metro; Clean Water Services; TriMet; Tualatin Valley Park and Recreation District; Tualatin Valley Fire and Rescue District; Tualatin Valley Water District; and Washington County Fire District No. 2. The annexation is consistent with the applicable provisions of the Agreement, specifically Section 1 Roles and Responsibilities(C) and (E).

2) *Consistency with directly applicable provisions of urban planning or other agreements, other than agreements adopted pursuant to ORS 195.065, between the affected entity and a necessary party;*

FINDING: The property is identified as being within Urban Area A of the Urban Planning Area Agreement (UPAA) between Washington County and the City of Hillsboro, adopted on December 15, 1998. Pursuant to that agreement, *"the City shall regulate the conversion of vacant land to urban uses in Urban Area A through the extension of water and sewer service, land partitioning requirements, provision of transportation facilities and annexations within the area. Land within Urban Area A shall not be converted to urban uses prior to annexation to the City."* Section IV (A) of the UPAA also specifies that *"all land in Area A shall annex to the City prior to development. As used in this subsection, "development" includes the construction of any residential dwelling unit structure or related accessory structures."* Annexation of this property would be consistent with the UPAA, and allows the petitioners the ability to further develop the property.

3) *Consistency with specific directly applicable standards or criteria for boundary changes contained in comprehensive land use plans and public facility plans;*

FINDING: The annexation would be consistent with the following Comprehensive Plan policies and implementation measures:

Section 2. Urbanization Policy (III)(A) Urbanization within the planning area shall be consistent with the goals and policies of this Plan. Development shall occur according to the availability of urban services and within the context of the Urban Planning Area Agreement. The City and other government agencies shall encourage property owners to maintain the present rural use and character of undeveloped or underdeveloped lands within the Hillsboro Planning Area until such land is required and proposed for urban use and the necessary urban services are available.

Section 2. Urbanization Implementation Measure (IV)(A)(5) The infill of vacant, bypassed lands, between areas of development, at an urban level, shall be encouraged. Appropriate measures shall be taken to insure that new development in infill areas is compatible with existing developed areas. The City will support a proposed annexation of infill areas and allow subsequent development to occur under the clear and objective standards in its implementing ordinances, including the Zoning and Subdivision ordinances.

Section 2. Urbanization Implementation Measure (IV)(G) All land in the Hillsboro Planning Area is assumed to be available for annexation and/or development, consistent with the Comprehensive Plan, zoning, subdivision regulations, and the Urban Planning Area Agreement.

Section 12. Public Services Implementation Measure (V)(C)(2) The City shall require properties to annex to the City prior to the provision of sanitary sewer service.

Section 12. Public Services Implementation Measure (V)(I)(2) The City shall require properties in the urban area to annex to the City prior to the provision of water service.

In particular, the annexation would be consistent with Section 2. Urbanization Implementation Measure (IV)(A)(5), supporting the annexation of infill areas; and Section 2. Urbanization Implementation Measure (F), all land in the Hillsboro Planning Area is assumed to be available for annexation.

4) *Consistency with specific directly applicable standards or criteria for boundary changes contained in the Regional Framework Plan or any functional plan;*

FINDING: The annexation would be consistent with regional framework and functional plans. The City's current plan designation for the property is SCPA – Station Community Planning Area, which is consistent with the regional urban growth goals and objectives. The property has been recommended for SCR-OTC Station Community Residential – Orenco Townsite Conservation zoning, and the City Council will consider the recommended zone immediately following approval of the annexation (Casefile No. ZC 16-07).

5) *Whether the proposed change will promote or not interfere with the timely, orderly and economic provisions of public facilities and services;*

FINDING: There is a six–inch City water line located in the NW 228th Avenue right-of-way, adjacent to the site, and two-inch water line located in the NW Elm Street right-of-way. There is an eight–inch sanitary sewer line located in the NW 228th Avenue right-of-way, adjacent to the site, which terminates at the northern boundary of the site. There is a twelve-inch City storm sewer line located in the NW 228th Avenue right-of-way, adjacent to the site.

Fire and police protection would be provided by the City of Hillsboro and the property would be withdrawn from the Washington County Rural Fire Protection District No. 2; Washington County Service District for Enhanced Law Enforcement; Washington County Service District for Urban Road Maintenance; and Washington County Service District No. 1 for Street Lights as of the effective date of the annexation.

Annexation of the subject property would not interfere with the provisions of public facilities and services.

6) *Consistency with other applicable criteria for the boundary change in question under state and local law.*

FINDING: Pursuant to ORS 222.524, the City of Hillsboro has determined that withdrawal of the property from the Washington County Rural Fire Protection District No.

2; Washington County Service District for Enhanced Law Enforcement; Washington County Service District for Urban Road Maintenance; and Washington County Service District No. 1 for Street Lights is in the best interest of the City.

IV. TESTIMONY FROM NECESSARY PARTIES

No written testimony was received prior to or at the public hearing from a necessary party as defined in Metro Code Chapter 3.09.020(j), nor was oral testimony received by the City Council from a necessary party at the public hearing.

V. ADDITIONAL MATERIALS CITED BY REFERENCE AND INCLUDED IN FINDINGS

- Staff Report dated November 23, 2007.

CITY OF HILLSBORO

November 23, 2007

STAFF REPORT

TO: City Council

FROM: Planning Department

RE: Request for Annexation of Property into the City Limits of Hillsboro – File No. AN 8-07: Betancourt

REQUEST

The petitioners and property owners, Criselda Cruz Betancourt and Ignalio Betancourt, request City Council approval for annexation of approximately 0.29 acres and associated right-of-way into the City Limits of Hillsboro. The purpose of the annexation is to allow the site to develop under the City's land use regulations.

SITE DESCRIPTION

The property under consideration for annexation is located generally west of NW 228th Avenue, north of NW Elm Street, east of NW 229th Avenue, and south of NW Dogwood Street. The property can be specifically identified as Tax Lot 900 on Washington County Tax Assessor's Map 1N2-34DA and is addressed as 835 NW 228th Avenue. The total Measure 50 Base Value is $98,020. The property is located within Urban Area "A" as defined by the Urban Planning Area Agreement.

The site slopes gradually towards the south. A single family residence and numerous trees are located on the lot.

NW 228th Avenue is identified as a Type "C" street in Section 140 (Orenco Station Community Planning Area Development Regulations and Design Standards) of the Zoning Ordinance. NW Elm Street is identified as a Type "B" street within Section 140. The alley adjacent to the northern property line is identified as a Type "D" alley within Section 140.

The City of Hillsboro Goal 5 Natural Resource Inventory does not identify any Significant Natural Resources and associated impact areas on the site. The western one-third portion of tax lot 900 appears to be within the 250-foot area of potential impact on the Clean Water Services Sensitive Areas Pre-Screen Map.

DESCRIPTION OF SURROUNDING AREA

Area	Plan	Zoning	Land Uses
North	SCPA – Station Community Planning Area	CO – Unincorporated Washington County	Single Family Residential
East	SCPA – Station Community Planning Area	SCR-OTC – Station Community Residential – Orenco Townsite Conservation	Single Family Residential
South	SCPA – Station Community Planning Area	SCR-OTC – Station Community Residential – Orenco Townsite Conservation	Single Family Residential
West	SCPA – Station Community Planning Area	SCR-OTC – Station Community Residential – Orenco Townsite Conservation	Single Family Residential

PUBLIC UTILITIES

Service	Provider	Size	Location	Distance from site
Water	City	6"	NW 228th Avenue	Adjacent
	City	2"	NW Elm Street	Adjacent
Sanitary Sewer	City	8"	NW 228th Avenue	Adjacent
Storm Drain	City	12"	NW 228th Avenue	Adjacent

TRANSPORTATION FACILITIES

Streets	Existing R-O-W	Existing Improvement	Plan Designated R-O-W	Plan Designated Improvement
NW 228th Avenue (*Type C)	60' +/-	22' +/-	60'	24'
NW Elm Street (*Type B)	60' +/-	None	60'	26'
Alley (north) (*Type D)	15' +/-	None	15' + 4' access easement both sides	15'

Sidewalk Improvements	Existing	Plan Designated
NW 228th Avenue	Unimproved adjacent to site	18' planting strip and drainage swale both sides (no sidewalks)
NW Elm Street	Unimproved adjacent to site	17' planting strip and drainage swale both sides (no sidewalks)

Mass Transit	Bus Route	Distance to Site
Bus	Route 47 / NW 231st Avenue	1,200' +/-
MAX Light Rail Station	Orenco / NW 231st Avenue	½ mile +/- (northwest)

Bicycle Lane	Existing	Plan Designated
NW 228th Avenue	None	Paved multi-use (veh/bike/ped)
NW Elm Street	None	Paved multi-use (veh/bike/ped)

* Street and alley standards identified in Zoning Ordinance Volume II, Section 140, Orenco Station Community Planning Area Development Regulations and Design Standards

APPLICABLE PLAN POLICIES AND IMPLEMENTATION MEASURES

Section 2. Urbanization Policy (III)(A). Urbanization within the planning area shall be consistent with the goals and policies of this Plan. Development shall occur according to the availability of urban services and within the context of the Urban Planning Area Agreement. The City and other government agencies shall encourage property owners to maintain the present rural use and character of undeveloped or underdeveloped lands within the Hillsboro Planning Area until such land is required and proposed for urban use and the necessary urban services are available.

Section 2. Urbanization Implementation Measure (IV)(A)(5). The infill of vacant, bypassed lands, between areas of development, at an urban level, shall be encouraged. Appropriate measures shall be taken to insure that new development in infill areas is compatible with existing developed areas. The City will support a proposed annexation of infill areas and allow subsequent development to occur under the clear and objective standards in its implementing ordinances, including the Zoning and Subdivision ordinances.

Section 2. Urbanization Implementation Measure (IV)(G). All land in the Hillsboro Planning Area is assumed to be available for annexation and/or development, consistent with the Comprehensive Plan, zoning, subdivision regulations, and the Urban Planning Area Agreement.

Section 7. Air, Water and Land Resource Quality Policy (III)(B). The City shall design a storm sewer and sanitary sewer master plan and develop implementation measures necessary to assure that a storm sewer and sanitary system are provided to areas designated urban. The plan shall be designed to accommodate the growth anticipated in undeveloped portions of the Hillsboro Planning Area.

Section 12. Public Services Implementation Measure (V)(C)(2). Consistent with the adopted UPAA and other agreements with service providers the City shall require properties in the urban area to annex to the City prior to the provision of water service by the City or Tualatin Valley Water District (TVWD).

Section 12. Public Services Implementation Measure (V)(D)(1)(b) Consistent with the adopted UPAA and other agreements with service providers within Urban Area "A" the City shall require properties to annex to the City prior to the provision of sanitary sewer service.

APPROVAL CRITERIA

1) Consistency with directly applicable provisions in an urban service provider agreement or annexation plan adopted pursuant to ORS 195.065;

2) Consistency with directly applicable provisions of urban planning or other agreements, other than agreements adopted pursuant to ORS 195.065, between the affected entity and a necessary party;

4) Consistency with specific directly applicable standards or criteria for boundary changes contained in comprehensive land use plans and public facility plans;

5) Consistency with specific directly applicable standards or criteria for boundary changes contained in the Regional Framework Plan or any functional plan;

6) Whether the proposed change will promote or not interfere with the timely, orderly and economic provisions of public facilities and services;

7) If the proposed boundary change is for annexation of territory to Metro, a determination by the Metro Council that the territory should be included in the Urban Growth Boundary shall be the primary criteria for approval;

8) Consistency with other applicable criteria for the boundary change in question under state and local law.

DISCUSSION

The petitioners request annexation of the property into the City Limits of Hillsboro. The petitioners represent 100 percent of the property owners as required by ORS 222.125. At present, the City Limits abut the site on the east, south and west sides.

Public utilities are located in adjacent rights-of-way as defined in the Public Utilities table on page 2 of this staff report.

If approved, fire and police protection would be provided to the property by the City of Hillsboro and the property would be automatically withdrawn from the following districts as of the effective date of the annexation:

Washington County Rural Fire Protection District No. 2
Washington County Service District for Enhanced Law Enforcement
Washington County Service District for Urban Road Maintenance
Washington County Service District #1 for Street Lights

The annexation would be consistent with the applicable Comprehensive Plan policies and implementation measures listed above. In particular, the annexation would be consistent with Section 2. Urbanization Implementation Measure (IV)(A)(5), supporting the annexation of infill areas; and Section 2. Urbanization Implementation Measure (F), all land in the Hillsboro Planning Area is assumed to be available for annexation.

The property is identified as being within Urban Area A of the Urban Planning Area Agreement (UPAA) between Washington County and the City of Hillsboro, adopted on December 15, 1998. Pursuant to that agreement, *"the City shall regulate the conversion of vacant land to urban uses in Urban Area A through the extension of water and sewer service, land partitioning requirements, provision of transportation facilities and annexations within the area. Land within Urban Area A shall not be converted to urban uses prior to annexation to the City."* Section IV (A) of the UPAA also specifies that *"all land in Area A shall annex to the City prior to development. As used in this subsection, "development" includes the construction of any residential dwelling unit structure or related accessory structures."* Annexation of this property would be consistent with the UPAA, and allow the petitioner the ability to further develop the site.

The annexation would be consistent with regional framework and functional plans. The City's current plan designation for the site is SCPA – Station Community Planning Area which is consistent with the regional urban growth goals and objectives. The property has been recommended for SCR-OTC Station Community Residential – Orenco Townsite Conservation

zoning, and the City Council will consider the recommended zone immediately following consideration of the annexation (Casefile No. ZC 16-07).

There is currently a Hillsboro Urban Service Provider Agreement in place for this area, dated April 2, 2003, as required by ORS 195.065 (Senate Bill 122). The units of local government which have entered into this agreement are as follows: Washington County; City of Hillsboro; City of Beaverton; Metro; Clean Water Services; TriMet; Tualatin Valley Park and Recreation District; Tualatin Valley Fire and Rescue District; Tualatin Valley Water District; and Washington County Fire District No. 2. The annexation is consistent with the applicable provisions of the Agreement, specifically Section 1 Roles and Responsibilities(C) and (E).

No written testimony has been received from neighboring property owners as of the preparation of this staff report. Neither has any testimony been received from necessary parties, defined in Metro Code Chapter 3.09.020(j) as follows: any county, city or district whose jurisdictional boundary or adopted urban service area includes any part of the affected territory or who provides any urban service to any portion of the affected territory, Metro, and any other unit of local government, as defined in ORS 190.003, that is a party to any agreement for provision of an urban service to the affected territory.

RECOMMENDATION

Should the Council choose to approve the subject annexation petition, staff recommends that the annexation ordinance become effective immediately upon submission to the Secretary of State, unless contested by a necessary party as defined in Metro Code Chapter 3.09.020(j). If the proposal is contested by a necessary party then the effective date of the annexation can be no earlier than 10 days after the decision is reduced to writing pursuant to Metro Code Chapter 3.09.050(f).

Respectfully submitted,

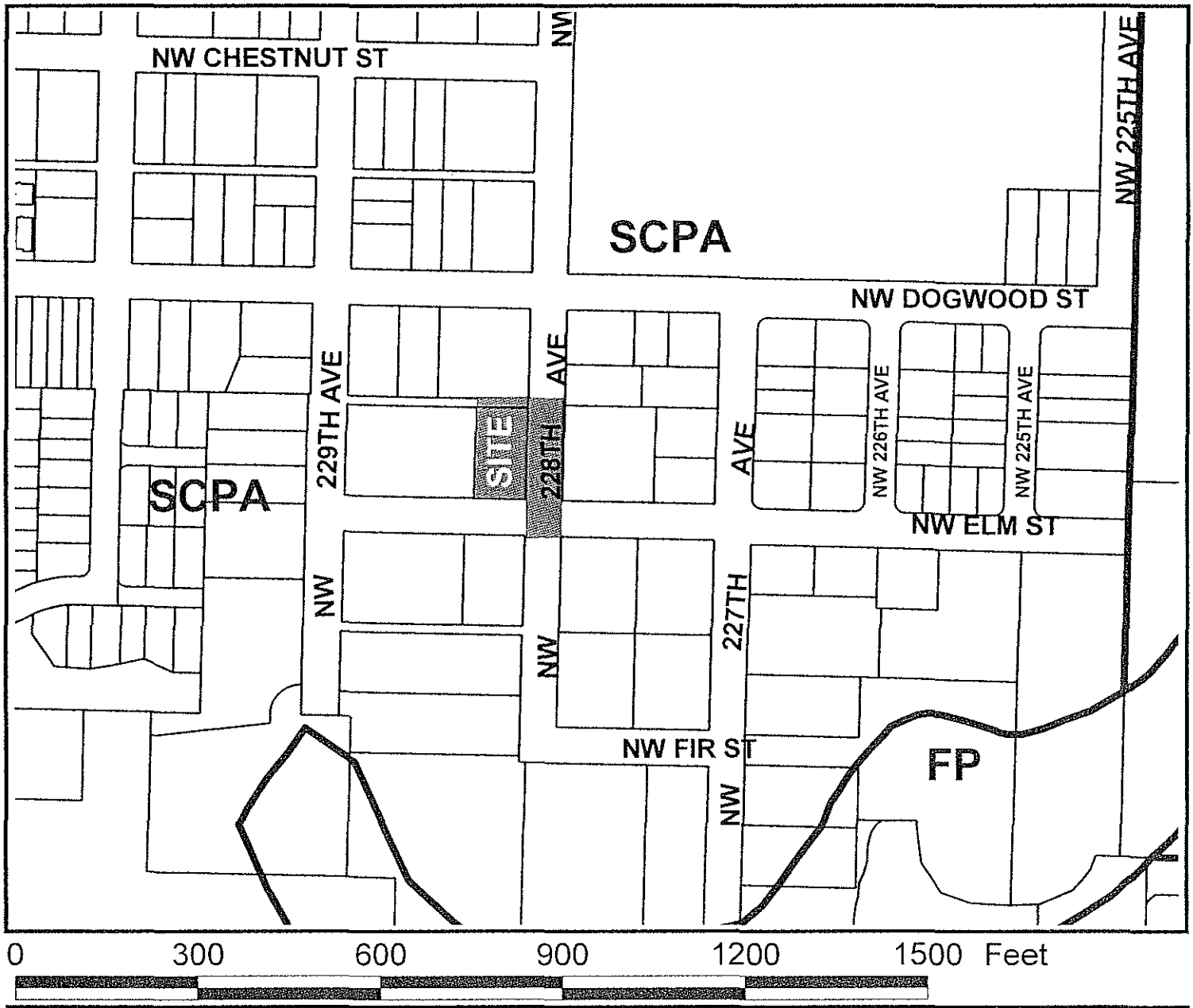
CITY OF HILLSBORO PLANNING DEPARTMENT

Dawn Duray
Urban Planner I

Attachments: Comprehensive Plan Map
Zoning Map
Clean Water Services Sensitive Area Pre Screen Map
Aerial Map

AN 8-07 & ZC 16-07: BETANCOURT

REQUEST FOR ANNEXATION OF ONE PROPERTY APPROXIMATELY 0.29 ACRES IN SIZE INTO THE CITY LIMITS AND ASSOCIATED CITY-INITIATED ZONE CHANGE FROM COUNTY R-5 (5 UNITS PER ACRE) TO SCR-OTC STATION COMMUNITY RESIDENTIAL- ORENCO TOWNSITE CONSERVATION

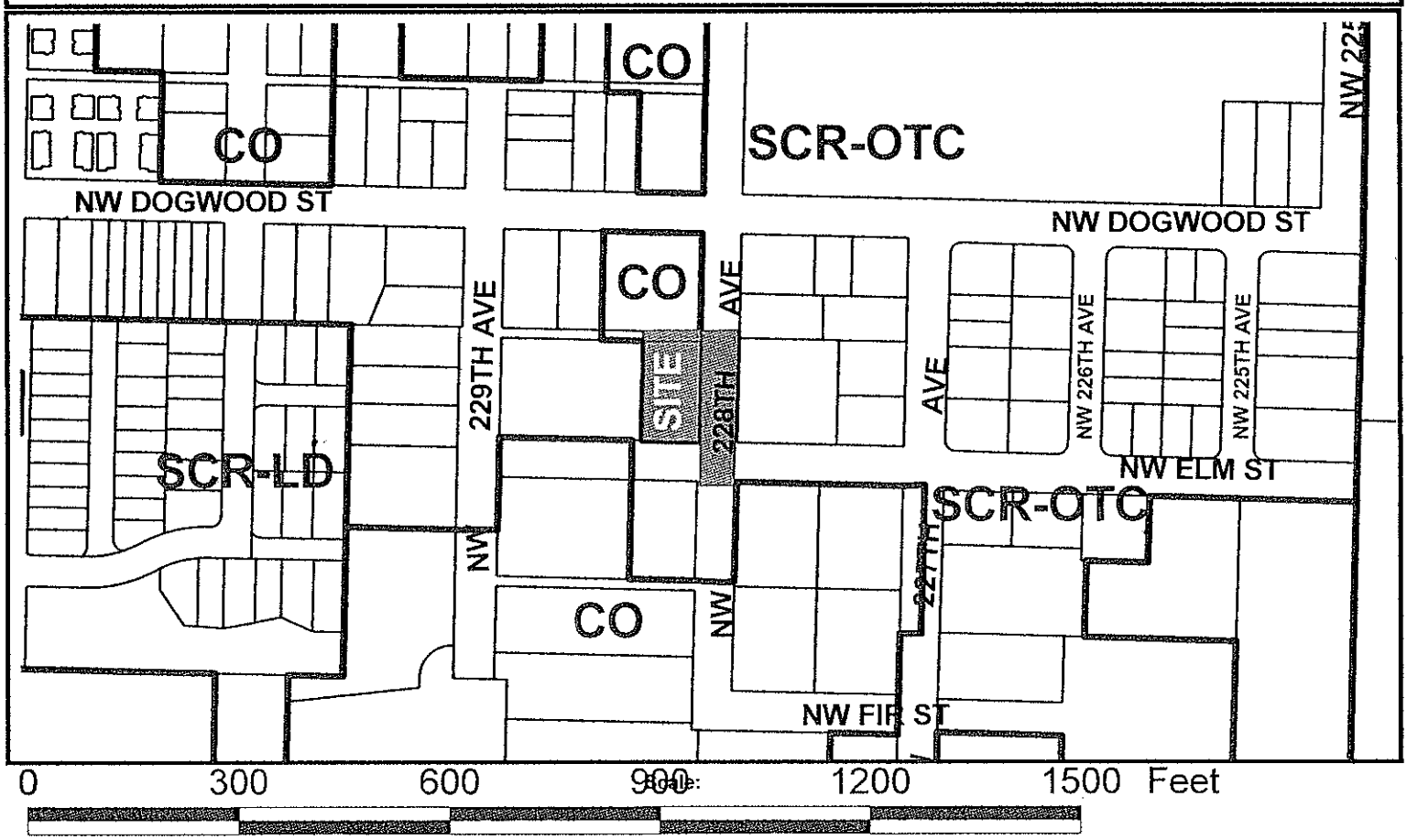


Comprehensive Plan Designations

RL	- Low Density Residential (3-7 units per acre)	C	- Commercial	MU	- Mixed Use
RM	- Medium Density Residential (8-16 units per acre)	IN	- Industrial	CO	- County
RH	- High Density Residential (17-23 units per acre)	PF	- Public Facility		
RMR	- Mid-Rise Residential (24 - 30 units per acre)	OS	- Open Space		
SCPA	- Station Community Planning Area	FP	- Floodplain		

AN 8-07 & ZC 16-07: BETANCOURT

REQUEST FOR ANNEXATION OF ONE PROPERTY APPROXIMATELY 0.29 ACRES IN SIZE INTO THE CITY LIMITS AND ASSOCIATED CITY-INITIATED ZONE CHANGE FROM COUNTY R-5 (5 UNITS PER ACRE) TO SCR-OTC STATION COMMUNITY RESIDENTIAL- ORENCO TOWNSITE CONSERVATION.

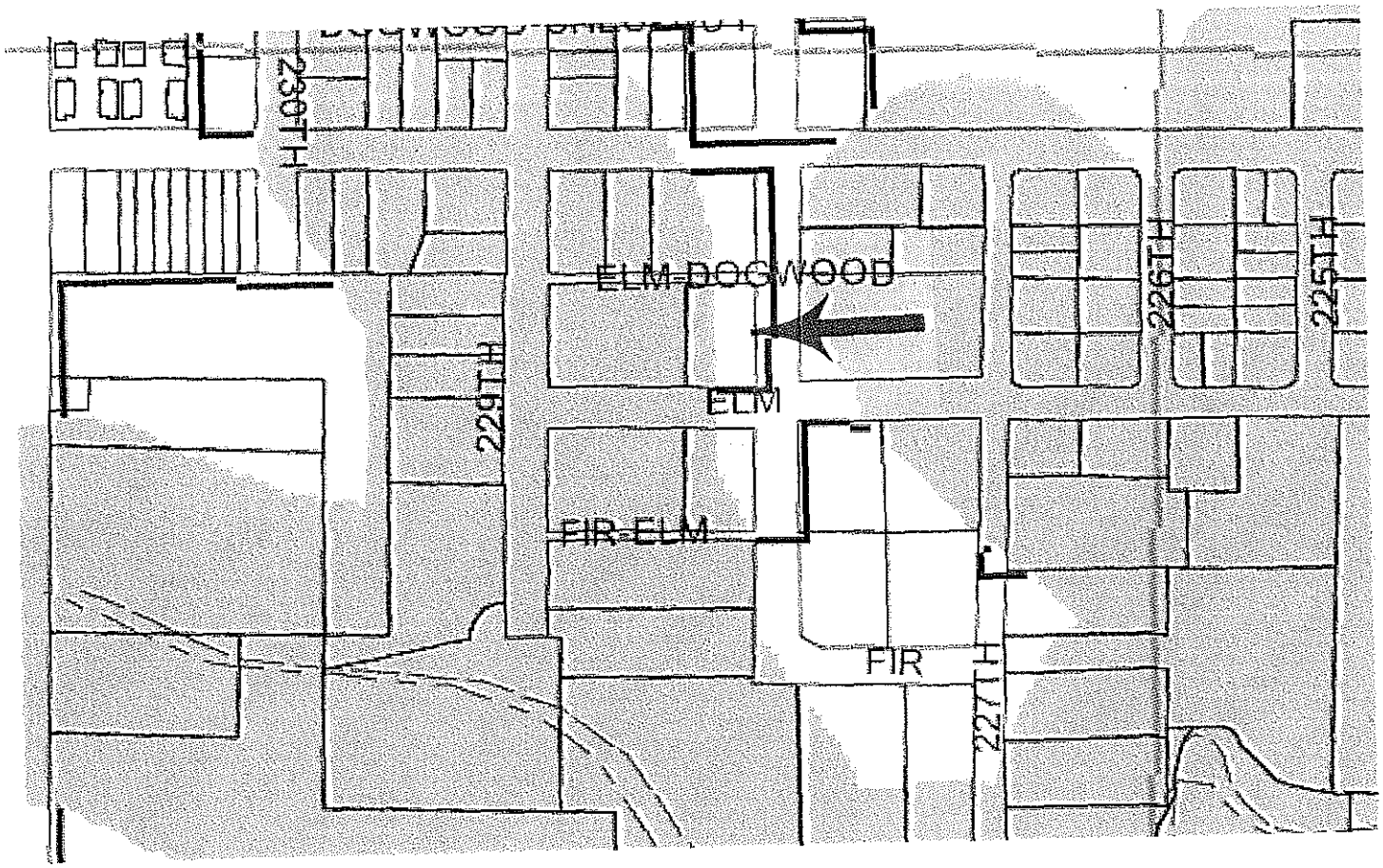


City of Hillsboro Zoning Designations					
R- 4.5	Single Family Residential	R-7	Single Family Residential	R-10	Single Family Residential
R- 6	Single Family Residential	R-8.5	Single Family Residential	A-1	Duplex Residential
SCC-SC	Station Community Commercial - Station Commercial			A-2	Multi-Family Residential
SCC-MM	Station Community Commercial - Multi-Modal			A-3	Multi-Family Residential
SCC-CBD	Station Community Commercial - Central Business District			A-4	Multi-Family Residential
SCC-HOD	Station Community Commercial - Highway Oriented District			C-1	General Commercial
SCBP	Station Community Business Park			C-4	Neighborhood Commercial
SCRP	Station Community Research Park			PUD	Planned Unit Development
SCI	Station Community Industrial			M-2	Industrial
SCR-HD	Station Community Residential - High Density			M-P	Industrial Park
SCR-MD	Station Community Residential - Medium Density			MU-N	Mixed Use - Neighborhood
SCR-LD	Station Community Residential - Low Density			MU-C	Mixed Use - Commercial
SCR-V	Station Community Residential - Village			SID	Special Industrial District
SCFI	Station Community Fair Complex Institutional			SSID	Shute Special Industrial District
SCR-OTC	Station Community Residential - Orenco Townsite Conservation Overlay				
SCR-DNC	Station Community Residential - Downtown Neighborhood Conservation				

City of Hillsboro Planning Department: (503) 681-6153

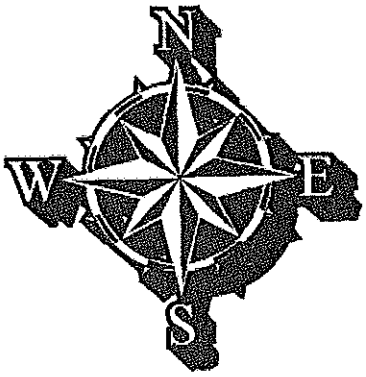
AN 8-07 & ZC 16-07: BETANCOURT

Clean Water Services
Sensitive Area Pre-Screen Map



Legend

- GIS.WasCo_taxlots
- p_stm
- Streams2002
- STM_LINE
- Buffer_of_STM_LINE
- GIS.CWSB
- QTR_SEC
- Hillsboro



Clean Water Services

AN 8-07 & ZC 16-07: BETANCOURT

2006 AERIAL PHOTOGRAPHY

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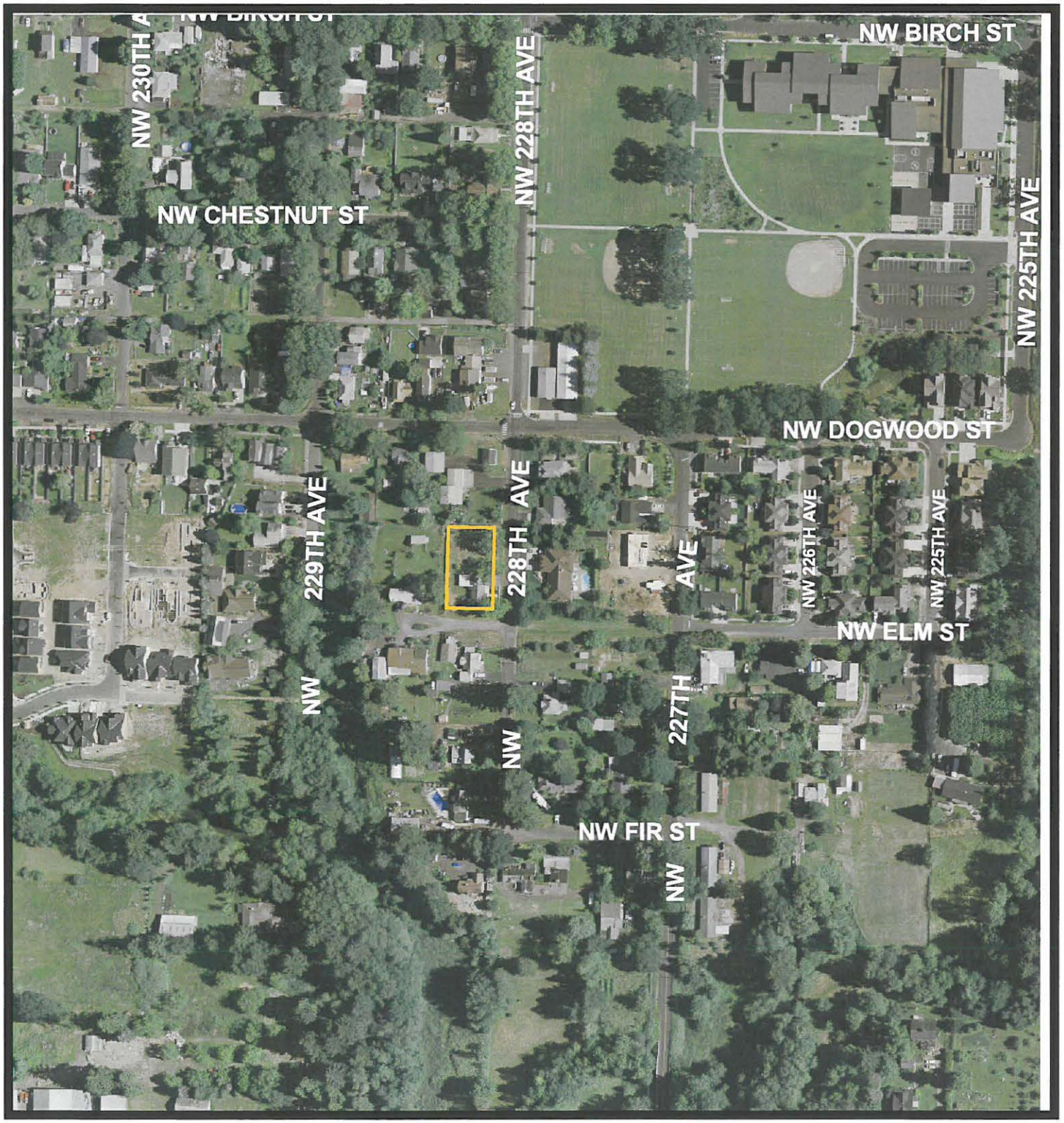

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CITY OF HILLSBORO

November 23, 2007

STAFF REPORT

TO: City Council

FROM: Planning Department

RE: Request for Approval of Zone Change - File No. ZC 16-07: Betancourt

Attached are materials relating to a City-initiated zone change from County R-5 Residential (Five Units per Acre) to City SCR-OTC, Station Community Residential – Orenco Townsite Conservation on one property approximately 0.29 acres in area. The purpose of the proposed zone change is to implement the SCPA Station Community Planning Area Comprehensive Plan designation on the property following annexation (Case File No. AN 8-07). The property proposed for the zone change is generally located west of NW 228th Avenue, north of NW Elm Street, east of NW 229th Avenue, and south of NW Dogwood Street. The property can be specifically identified as Tax Lot 900 on Washington County Tax Assessor's Map 1N2-34DA and is addressed as 835 NW 228th Avenue.

A staff report is attached for your review. A proposed ordinance has also been attached for your consideration.

Please retain these materials until a final action has been taken on this matter. If you have any questions, please contact the Planning Department at (503) 681-6153.

Respectfully submitted,

HILLSBORO PLANNING DEPARTMENT

Dawn Duray

Dawn Duray
Urban Planner I

Attachments: Draft Ordinance
Attachment "A" Staff report and maps

ORDINANCE NO. _____

ZC 16-07: BETANCOURT

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP, A PORTION OF HILLSBORO ZONING ORDINANCE NO. 1945, AS AMENDED, BY CHANGING THE ZONING OF ONE TRACT OF RECENTLY ANNEXED PROPERTY FROM COUNTY R-5 RESIDENTIAL (FIVE UNITS PER ACRE) TO CITY SCR-OTC STATION COMMUNITY RESIDENTIAL – ORENCO TOWNSITE CONSERVATION.

WHEREAS, a certain tract of land described herein has recently been annexed to the City of Hillsboro, and

WHEREAS, rezoning of annexed tracts of land from a County zone to a City zone prevents code enforcement problems associated with the City attempting to administer the land use laws of Washington County, and

WHEREAS, the City of Hillsboro Planning Commission approved Resolution No. 1641-P on November 14, 2007, initiating the zone change on the recently annexed property described below, and

WHEREAS, the City Council hereby adopts the staff report, including the recommended conditions of approval, attached hereto as Attachment "A", as findings in regard to this matter, and

WHEREAS, based on those findings, the City Council hereby determines that the zone change conforms with the Hillsboro Comprehensive Plan and Zoning Ordinance, and the particular zone recommended is the best suited for the subject site.

NOW, THEREFORE, THE CITY OF HILLSBORO DOES ORDAIN AS FOLLOWS:

Section 1. The following described tract of land is hereby rezoned from County R-5 Residential (five units per acre) to City SCR-OTC Station Community Residential – Orenco Townsite Conservation as outlined in Sections 2 and 3 below:

Tax Lot 900, on Washington County Tax Map 1N2-34DA
Section 34, Township 1 North, Range 2 West, Willamette Meridian

Section 2. City of Hillsboro Zoning Ordinance No. 1945, as amended, is further amended by zoning Tax Lot 900 as SCR-OTC Station Community Residential – Orenco Townsite Conservation.

Section 3. Approval of this zone change is subject to the following conditions:

1) New development on the site shall be subject to review and approval through the Development Review process. Development Review approval shall be subject to conditions of approval for design compliance and street improvements in compliance with the requirements of Section 140. Development of the site with a second single family residence may

require approval of variances from the lot depth, width, area, and/or orientation standards of Sections 136 (II) and Section 140, as well as approval of a minor land partition.

2) As a part of any partition or Development Review application on the subject property, the Planning Director shall determine whether an adjacent emergency access easement is required along the alley to the north, per Section 140 of the Zoning Ordinance.

3) Prior to the issuance of building permits for new construction on the site, or as conditioned for approval of any partition or Development Review application, as defined in Implementation Measure (B) of the Transportation Plan, the owner(s) shall either construct road improvements to NW 228th Avenue, NW Elm Street, and the adjacent alley to the north or shall record a waiver of remonstrance stating an intent not to remonstrate against a future local improvement which may be formed for the improvement of NW 228th Avenue, NW Elm Street, and the adjacent alley to the north in lieu of constructing road improvements. The determination of required road improvements or a waiver of remonstrance shall be made by the City Engineer, based on the level of impact of the proposed land use action.

4) A Clean Water Services Service Provider Letter shall be required as a part of any partition, subdivision or Development Review application and prior to issuance of permits for any new development on the site, and the new development shall comply with any conditions required by the Letter.

Section 4. The City Planning Director is hereby instructed to cause the official zoning map, a part of Ordinance No. 1945, to be amended to include the zone change set forth in Section 1 hereof.

Section 5. Except as herein amended, Zoning Ordinance No. 1945, as amended, shall remain in full force and effect.

Passed by the Council this 18th day of December, 2007.

Approved by the Mayor this 18th day of December, 2007.

_____
Mayor

ATTEST: _____
City Recorder

CITY OF HILLSBORO

ATTACHMENT "A"

November 23, 2007

STAFF REPORT

TO: City Council

FROM: Planning Department

RE: Request for Approval of Zone Change – ZC 16-07: Betancourt

REQUEST

The City of Hillsboro, acting as applicant, requests a zone change from County R-5 Residential (Five Units per Acre) to City SCR-OTC, Station Community Residential – Orenco Townsite Conservation on one property approximately 0.29 acres in area. The purpose of the proposed zone change is to implement the SCPA Station Community Planning Area Comprehensive Plan designation on the property following annexation. The property owners are Criselda Cruz Betancourt and Ignalio Betancourt, who are represented by the applicant, Tara Sprague.

The City received an associated annexation application (AN 8-07: Betancourt) which will be reviewed by the City Council at their December 18, 2007 meeting. Pursuant to Zoning Ordinance Section 97, the Planning Commission approved Resolution Number 1641-P on November 14, 2007, initiating this zone change request.

SITE DESCRIPTION

The property under consideration for annexation is located generally west of NW 228th Avenue, north of NW Elm Street, east of NW 229th Avenue, and south of NW Dogwood Street. The property can be specifically identified as Tax Lot 900 on Washington County Tax Assessor's Map 1N2-34DA and is addressed as 835 NW 228th Avenue.

The site slopes gradually towards the south. A single family residence and numerous trees are located on the lot.

NW 228th Avenue and NW Elm Street are identified as Local Streets in the City of Hillsboro Transportation System Plan (TSP). NW 228th Avenue is identified as a Type "C" street in Section 140 (Orenco Station Community Planning Area Development Regulations and Design Standards) of the Zoning Ordinance. NW Elm Street is identified as a Type "B" street within Section 140. The alley adjacent to the northern property line is identified as a Type "D" alley within Section 140.

The City of Hillsboro Goal 5 Natural Resource Inventory does not identify any Significant Natural Resources and associated impact areas on the site. The western one-third portion of

tax lot 900 appears to be within the 250-foot area of potential impact on the Clean Water Services Sensitive Areas Pre-Screen Map.

DESCRIPTION OF SURROUNDING AREA

Area	Plan	Zoning	Land Uses
North	SCPA – Station Community Planning Area	CO – Unincorporated Washington County	Single Family Residential
East	SCPA – Station Community Planning Area	SCR-OTC – Station Community Residential – Orenco Townsite Conservation	Single Family Residential
South	SCPA – Station Community Planning Area	SCR-OTC – Station Community Residential – Orenco Townsite Conservation	Single Family Residential
West	SCPA – Station Community Planning Area	SCR-OTC – Station Community Residential – Orenco Townsite Conservation	Single Family Residential

PUBLIC UTILITIES

Service	Provider	Size	Location	Distance from site
Water	City	6"	NW 228th Avenue	Adjacent
	City	2"	NW Elm Street	Adjacent
Sanitary Sewer	City	8"	NW 228th Avenue	Adjacent
Storm Drain	City	12"	NW 228th Avenue	Adjacent

TRANSPORTATION FACILITIES

Streets	Existing R-O-W	Improvement	Plan Designated R-O-W	Improvement
NW 228th Avenue (*Type C)	60' +/-	22' +/-	60'	24'
NW Elm Street (*Type B)	60' +/-	None	60'	26'
Alley (north) (*Type D)	15' +/-	None	15' + 4' access easement both sides	15'

Sidewalk Improvements	Existing	Plan Designated
NW 228th Avenue	Unimproved adjacent to site	18' planting strip and drainage swale both sides (no sidewalks)
NW Elm Street	Unimproved adjacent to site	17' planting strip and drainage swale both sides (no sidewalks)

Mass Transit	Bus Route	Distance to Site
Bus	Route 47 / NW 231st Avenue	1,200' +/-
MAX Light Rail Station	Orenco / NW 231st Avenue	½ mile +/- (northwest)

Bicycle Lane	Existing	Plan Designated
NW 228th Avenue	None	Paved multi-use (veh/bike/ped)
NW Elm Street	None	Paved multi-use (veh/bike/ped)

* Street and alley standards identified in Zoning Ordinance Volume II, Section 140, Orenco Station Community Planning Area Development Regulations and Design Standards

APPLICABLE PLAN POLICIES AND IMPLEMENTATION MEASURES

Section 2. Urbanization Implementation Measure (IV)(A)(5) The infill of vacant, bypassed lands, between areas of development, at an urban level, shall be encouraged. Appropriate measures shall be taken to insure that new development in infill areas is compatible with existing developed areas. The City will support a proposed annexation of infill areas and allow subsequent development to occur under the clear and objective standards in its implementing ordinances, including the Zoning and Subdivision ordinances.

Section 2. Urbanization Implementation Measure (I) Land uses identified by the Comprehensive Plan Land Use Map have been determined to be the most suitable needed by the City. To meet the burden of proof for a proposed zone change, it is both necessary and sufficient to show that the proposed zone change is consistent with and represents the highest land use allowed by the Comprehensive Plan Land Use Map, and in the case of zone changes in the residential areas, the proposed zone shall allow development of housing at a density within the range designated by the Land Use Map. In addition, the City may attach clear and objective conditions to the zone change provided such conditions are consistent with the Comprehensive Plan, the Zoning Ordinance, and other rules and policies regulating development in the City.

Section 2. Urbanization Implementation Measure (M) The land use map shall designate property in the Hillsboro Planning Area as Low, Medium, High or Mid-Rise Residential, Mixed-Use, Commercial, Industrial, Open Space, Floodplain, Public Facility or Station Community Planning Area. As used in this subsection, "Mixed-Use" means a mix of residential and commercial uses either vertically or horizontally. The land use map may also designate the boundaries of Hillsboro "community plan" areas. Residential land outside Station Community Planning Areas shall be designated Low, Medium, or High density, or Mid-Rise Residential, so as to provide the opportunity for an overall density of 10 units per net acre, and a 50% detached single family/50% attached single family or multi-family split on new construction.

Section 6. Natural Resources, Open Space, Scenic and Historical Sites (E) (2) The Natural Resources Management Program Ordinance shall include a map which generally identifies the extent and location of significant wetlands, riparian corridors and wildlife habitat areas and their impact areas, as identified in the adopted *"List of Significant Goal 5 Natural Resource Sites in the City of Hillsboro"* and its supporting document the *"City of Hillsboro Goal 5 Natural Resources Inventory and Assessment Report"*, and the ESEE analyses, completed pursuant to the Goal 5 and Oregon Administrative Rules 660, Division 23 provisions.

Section 6. Natural Resources, Open Space, Scenic and Historical Sites (E) (5) Development projects located in or partially within the overlay area for the Natural Resources Management Program Ordinance map shall address preservation of wildlife habitat, natural vegetation, wetlands, water quality, open space and other natural resources important to the ecosystem in the vicinity of the proposed development site. During the Development Review process, development projects and subdivision applications in Station Community Planning Areas shall address the potential impacts of proposed projects on these resources, shall address provisions of Zoning Ordinance No. 1945 Section 127.III.L and Section 127 IV.B.3.e through h, and shall incorporate measures to mitigate any impacts that result from the proposed development

Section 13. Transportation – Implementation Measure (B) Approval of land use actions on properties including or adjacent to rights-of-way and street improvements which are less than that specified in the Transportation Plan and Maps shall require: dedication of adequate land for public right-of-way to meet that specified in the Plan; construction of the required interior street

system; and construction of, or execution of a non-remonstrance deed restriction for the specified street improvements immediately adjacent to the properties. For the purpose of this measure, land use actions are limited to zone changes, planned unit developments, conditional uses, variances, expansions of non-conforming uses, development reviews, site plan reviews, subdivisions, major partitions and minor partitions.

APPROVAL CRITERIA

Zoning Ordinance No. 1945, Section 114 (2) specifies the approval criteria for a proposed zone change as follows:

a. That the request must conform with the Hillsboro Comprehensive Plan and this Ordinance;

b. That, where more than one designation is available to implement the Comprehensive Plan designation (e.g. R-7 vs. R-10), the applicant must justify the particular zoning being sought and show that it is best suited for the specific site, based upon specific policies of the Hillsboro Comprehensive Plan.

Section 114(1) of the Zoning Ordinance lists conditions that may be attached to a zone change approval:

a. Street improvements abutting/within the development area;
b. Street dedication abutting/within the development area;
c. Joint use/access agreement;
d. Improvement agreements for the installation of necessary on-site public facilities;
e. Utility easements;
f. Landscaping;
g. Off-street parking;
h. Storm drainage improvements;
i. Off-site public improvements when the rezoning and subsequent development will contribute significantly to the need for such off-site improvements;
j. Development Review approval by the Planning Commission; for projects in zones or locations for which development requirements and design standards are specified in the Zoning Ordinance;
k. Screening, fencing;
l. Limiting access;
m. Surety/performance bond;
n. Non-remonstrance clause.

DISCUSSION

The City Comprehensive Plan designation for the property is SCPA – Station Community Planning Area. There is one zone available to implement the SCPA Comprehensive Plan designation in this area: SCR-OTC Station Community Residential – Orenco Townsite Conservation as identified on the Orenco Station - Station Community Planning Area Plan. Neighboring properties to the north, east, south, and west of the subject property are designated SCPA and adjacent properties in the City to the east, south and west are zoned SCR-OTC Station Community Residential – Orenco Townsite Conservation. The adjacent

property directly to the north is inside the Urban Growth Boundary but is still in unincorporated Washington County.

The City of Hillsboro Planning Department's Staff Report on the annexation, dated November 23, 2007, recommends that the subject property should be rezoned to SCR-OTC Station Community Residential – Orenco Townsite Conservation. The Planning Commission has also recommended the SCR-OTC zone.

Zoning Ordinance Section 136 (VII) (A) requires that all new development in the SCR-OTC zone be reviewed through the Development Review process. Compliance with Clean Water Services standards will be required during this process. Also, street improvements consistent with Zoning Ordinance standards in Section 140 will also be required during Development Review.

The subject site consists of one of the original 50 feet wide by 150 feet deep Orenco Townsite lots, together with a 35-foot wide portion of an adjacent original lot. Development of the site with a second single family residence may require approval of variances from the lot depth, width, area, and/or orientation standards of Sections 136 (II) and Section 140, as well as approval of a minor land partition.

TESTIMONY RECEIVED

No written comments or testimony have been received to date from adjacent property owners or affected agencies.

RECOMMENDATION

Should the City Council choose to approve the requested zone change, the Planning staff recommends that the following conditions be placed on the property:

1) New development on the site shall be subject to review and approval through the Development Review process. Development Review approval shall be subject to conditions of approval for design compliance and street improvements in compliance with the requirements of Section 140. Development of the site with a second single family residence may require approval of variances from the lot depth, width, area, and/or orientation standards of Sections 136 (II) and Section 140, as well as approval of a minor land partition.

2) As a part of any partition or Development Review application on the subject property, the Planning Director shall determine whether an adjacent emergency access easement is required along the alley to the north, per Section 140 of the Zoning Ordinance.

3) Prior to the issuance of building permits for new construction on the site, or as conditioned for approval of any partition or Development Review application, as defined in Implementation Measure (B) of the Transportation Plan, the owner(s) shall either construct road improvements to NW 228th Avenue, NW Elm Street, and the adjacent alley to the north or shall record a waiver of remonstrance stating an intent not to remonstrate against a future local improvement which may be formed for the improvement of NW 228th Avenue, NW Elm Street, and the adjacent alley to the north in lieu of

constructing road improvements. The determination of required road improvements or a waiver of remonstrance shall be made by the City Engineer, based on the level of impact of the proposed land use action.

4) A Clean Water Services Service Provider Letter shall be required as a part of any partition, subdivision or Development Review application and prior to issuance of permits for any new development on the site, and the new development shall comply with any conditions required by the Letter.

Respectfully submitted,

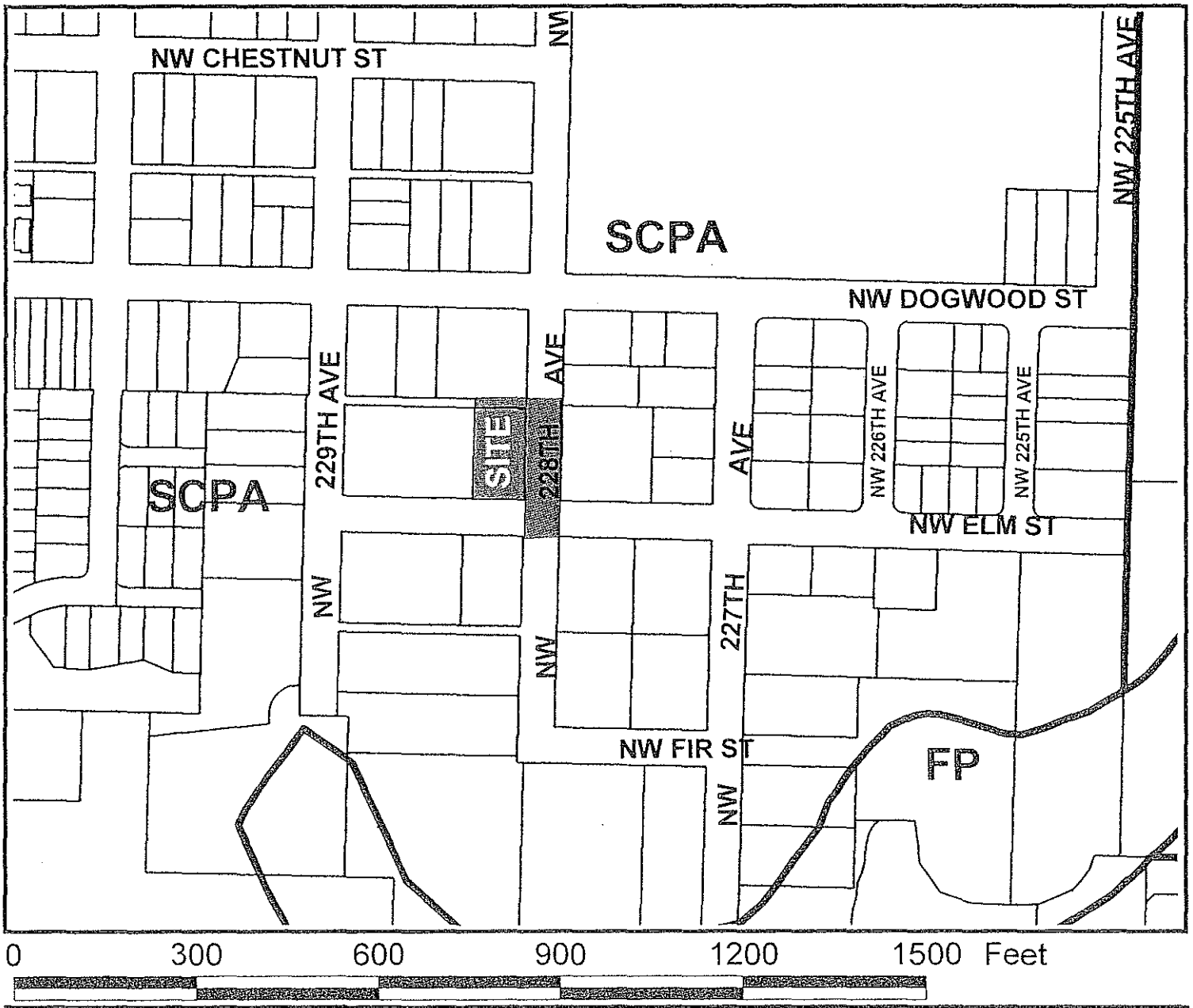
CITY OF HILLSBORO PLANNING DEPARTMENT

Dawn Duray
Urban Planner I

Attachments: Comprehensive Plan and Zoning maps
Clean Water Services Sensitive Areas Pre-Screen Map
Aerial Photo

AN 8-07 & ZC 16-07: BETANCOURT

REQUEST FOR ANNEXATION OF ONE PROPERTY APPROXIMATELY 0.29 ACRES IN SIZE INTO THE CITY LIMITS AND ASSOCIATED CITY-INITIATED ZONE CHANGE FROM COUNTY R-5 (5 UNITS PER ACRE) TO SCR-OTC STATION COMMUNITY RESIDENTIAL- ORENCO TOWNSITE CONSERVATION

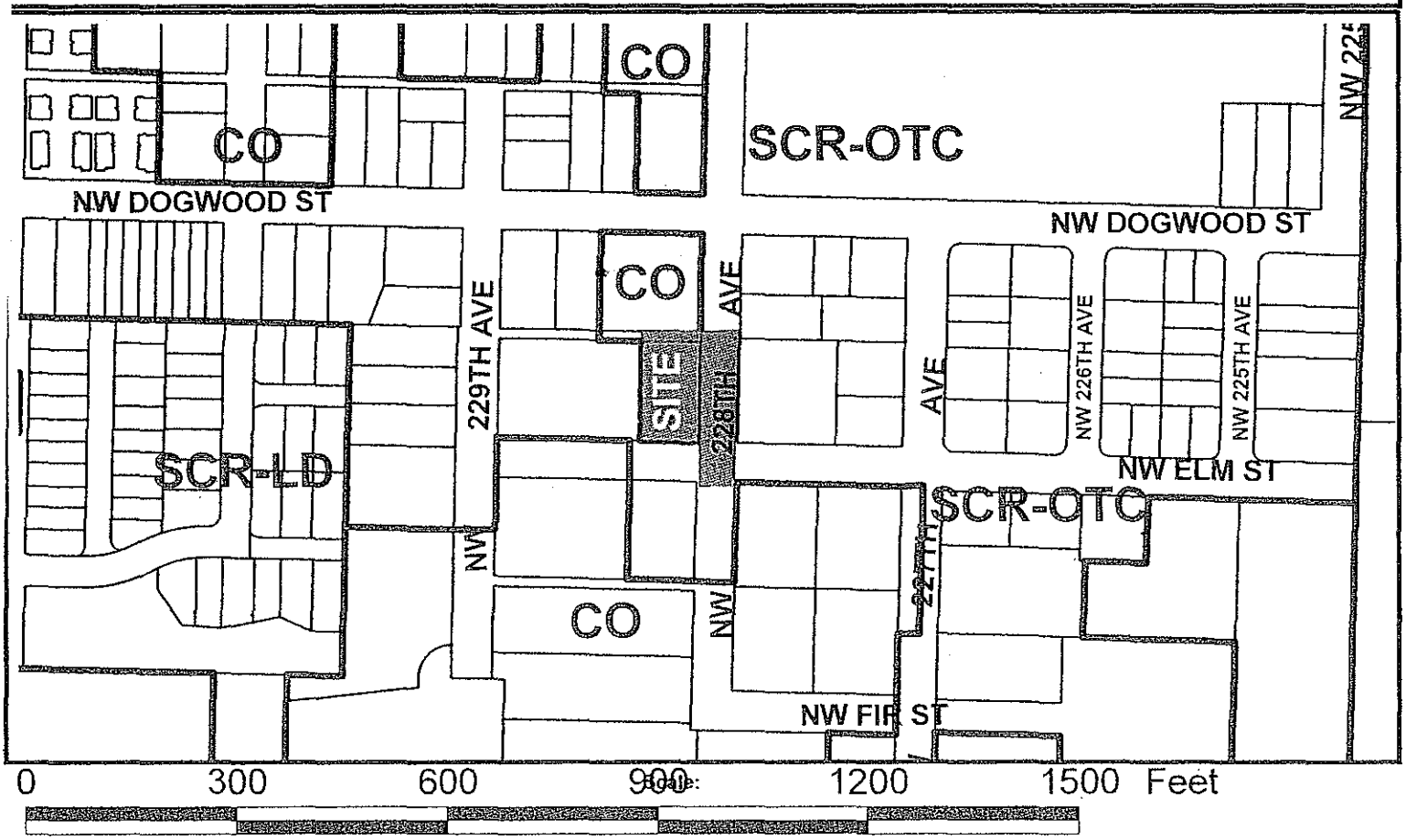


Comprehensive Plan Designations

RL	- Low Density Residential (3-7 units per acre)	C	- Commercial	MU	- Mixed Use
RM	- Medium Density Residential (8-16 units per acre)	IN	- Industrial	CO	- County
RH	- High Density Residential (17-23 units per acre)	PF	- Public Facility		
RMR	- Mid-Rise Residential (24 - 30 units per acre)	OS	- Open Space		
SCPA	- Station Community Planning Area	FP	- Floodplain		

AN 8-07 & ZC 16-07: BETANCOURT

REQUEST FOR ANNEXATION OF ONE PROPERTY APPROXIMATELY 0.29 ACRES IN SIZE INTO THE CITY LIMITS AND ASSOCIATED CITY-INITIATED ZONE CHANGE FROM COUNTY R-5 (5 UNITS PER ACRE) TO SCR-OTC STATION COMMUNITY RESIDENTIAL- ORENCO TOWNSITE CONSERVATION.



City of Hillsboro Zoning Designations					
R- 4.5	Single Family Residential	R-7	Single Family Residential	R-10	Single Family Residential
R- 6	Single Family Residential	R-8.5	Single Family Residential	A-1	Duplex Residential
SCC-SC	Station Community Commercial - Station Commercial			A-2	Multi-Family Residential
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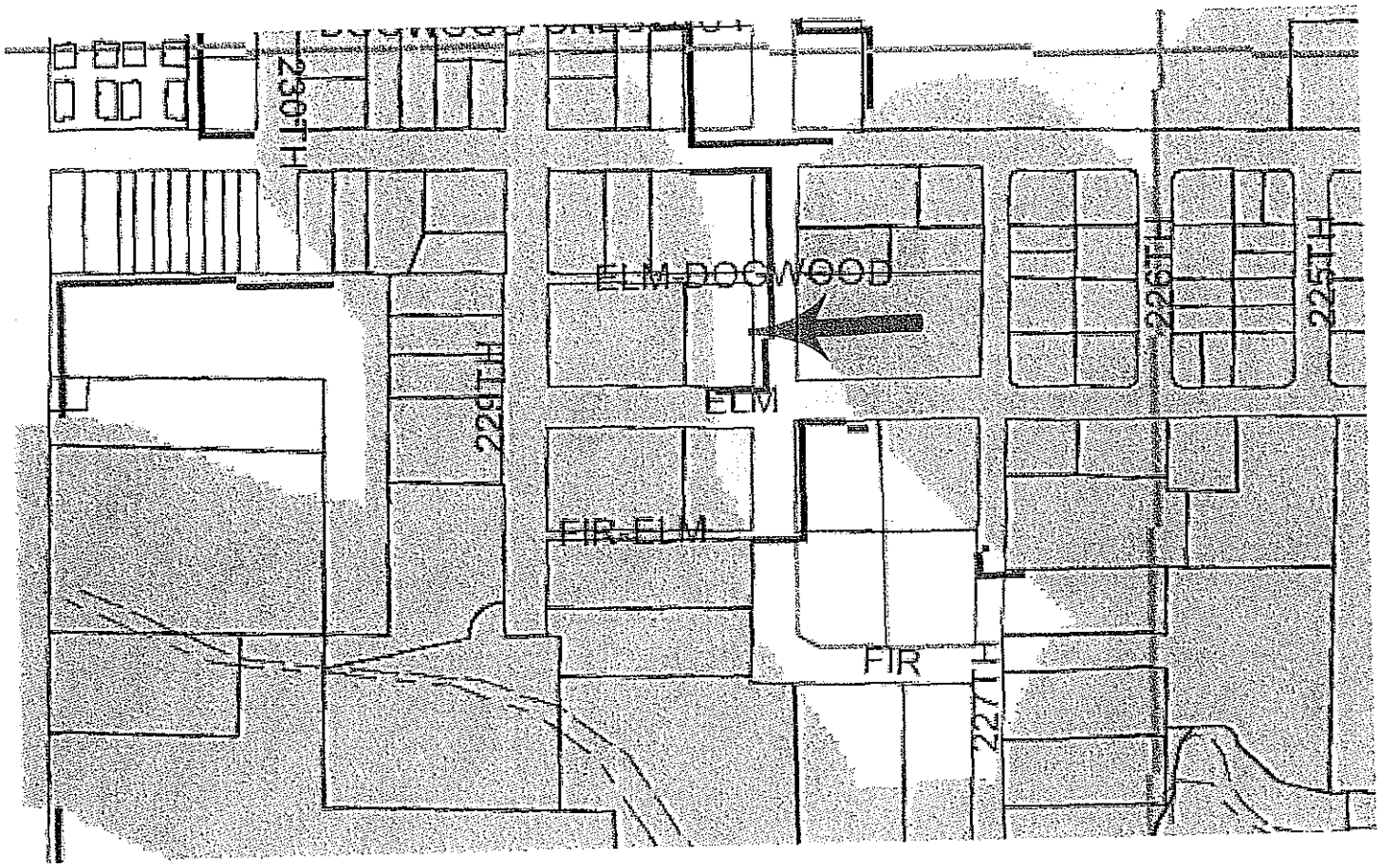
SCR-OTC	Station Community Residential - Orenco Townsite Conservation Overlay				
SCR-DNC	Station Community Residential - Downtown Neighborhood Conservation				

City of Hillsboro Planning Department: (503) 681-6153

AN 8-07 & ZC 16-07: BETANCOURT

Clean Water Services
Sensitive Area Pre-Screen Map



Legend

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Clean Water Services

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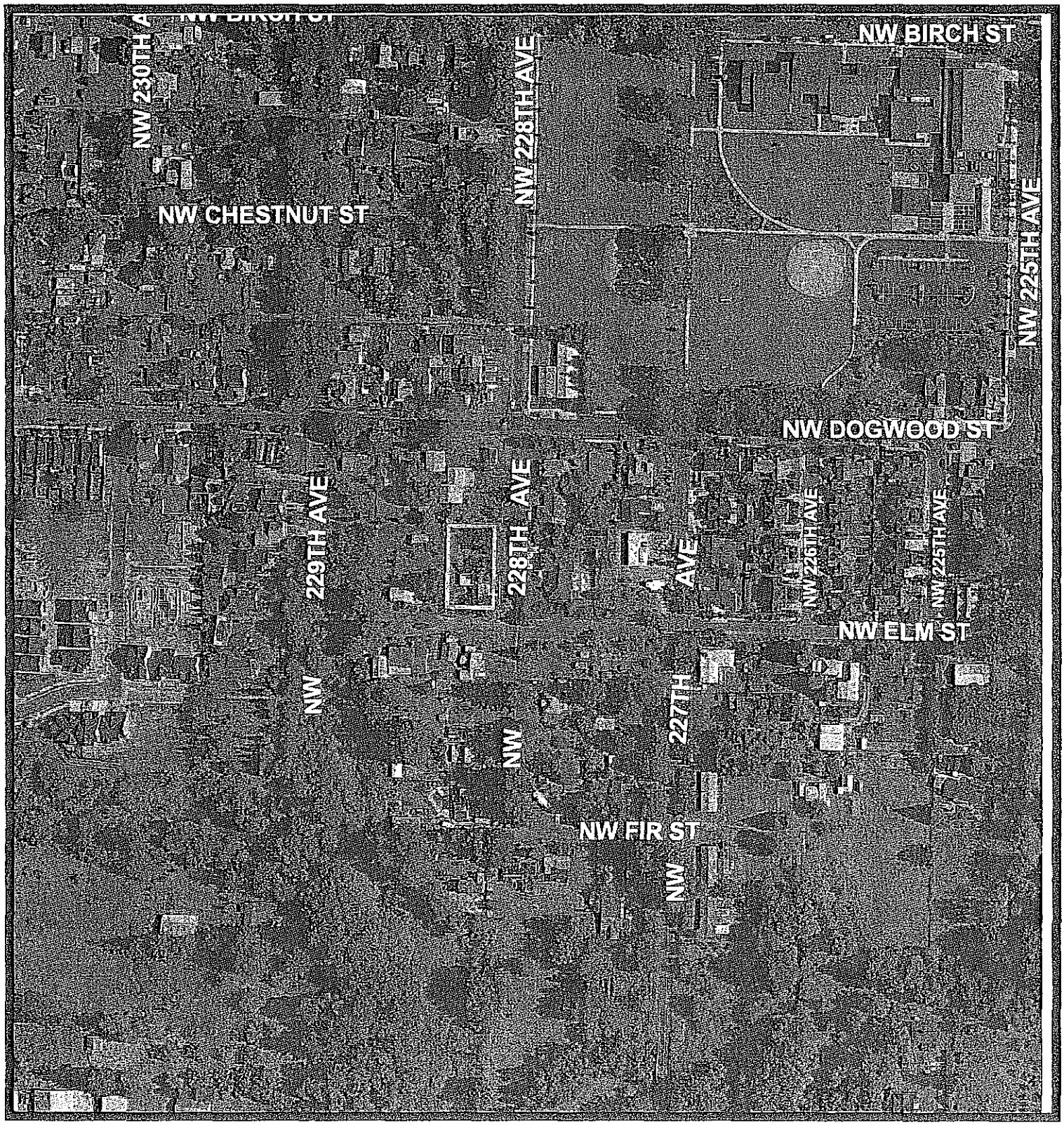

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CITY OF HILLSBORO

December 3, 2007

STAFF REPORT

TO: City Council

FROM: Planning Department

RE: Request for Annexation of Property into the City Limits of Hillsboro – File No. AN 9-07: Staley

Attached are materials relating to a proposed annexation of approximately 0.50 acres of land and associated right-of-way into the City of Hillsboro. The property under consideration for annexation is located generally west of SW Brookwood Avenue, north of SE Cedar Street, east of SE 43rd Avenue, and south of SE Libby Court. The property can be specifically identified as Tax Lot 1900 on Washington County Tax Assessor's Map 1S2-04AB and is addressed as 385 SW Brookwood Avenue.

Pursuant to the requirements of Metro Code Chapter 3.09.050, a staff report was made available 15 days prior to the hearing. A copy of the staff report is attached for your review.

A proposed ordinance and findings have also been attached for your consideration.

Please retain these materials until a final action has been taken on this matter. If you have any questions, please contact the Planning Department at (503) 681-6153.

Respectfully submitted,

HILLSBORO PLANNING DEPARTMENT

Dawn Duray
Urban Planner I

Attachments: Draft Ordinance
Exhibit A - legal description and historical data
Exhibit B - findings
Staff report and maps

ORDINANCE NO. _____

AN 9-07: STALEY

AN ORDINANCE ANNEXING A CERTAIN TRACT OF LAND INTO THE CITY LIMITS OF HILLSBORO AND WITHDRAWING THE TRACT FROM THE TERRITORIES OF WASHINGTON COUNTY RURAL FIRE PROTECTION DISTRICT NO. 2, WASHINGTON COUNTY SERVICE DISTRICT FOR ENHANCED LAW ENFORCEMENT, WASHINGTON COUNTY SERVICE DISTRICT FOR URBAN ROAD MAINTENANCE, AND WASHINGTON COUNTY SERVICE DISTRICT NO. 1 FOR STREET LIGHTS, AND DECLARING AN EMERGENCY.

WHEREAS, the City received a complete petition from the property owners of a certain tract of land, described in Exhibit A attached to this Ordinance, requesting that the property be annexed into the city limits of Hillsboro;

WHEREAS, the petition represented 100 percent of the property owners of the territory requesting to be annexed into the City Limits of Hillsboro as required by ORS 222.125 in order to consent to an annexation;

WHEREAS, the tract of land is contiguous to the City and can be served by City services;

WHEREAS, as permitted by ORS 222.120(2) and Metro Code Sections 3.09.045(a) the City Council dispenses with submitting the question of the proposed annexation to the electors of the City for their approval or rejection;

WHEREAS, the tract of land is located within the Hillsboro Urban Service Area identified in the Hillsboro Urban Service Agreement (April, 2003) between and among the City of Hillsboro, Washington County, the City of Beaverton, Metro and several special service districts and is contemplated by the Agreement ultimately to become a part of the City of Hillsboro by eventual annexation of tracts of land to the City of Hillsboro;

WHEREAS, the tract of land lies within the following districts: Washington County Rural Fire Protection District No. 2; Washington County Service District for Enhanced Law Enforcement; Washington County Service District for Urban Road Maintenance; and Washington County Service District #1 for Street Lights;

WHEREAS, notice of the proposed annexation and withdrawals has been published, mailed and posted in the manner provided by law;

WHEREAS, the City Council conducted a public hearing on this matter on December 18, 2007, and does hereby favor the annexation of the subject tract of land and withdrawals from the districts based on the findings attached hereto as Exhibit B;

WHEREAS, the annexation and withdrawals are not contested by any necessary party;

NOW, THEREFORE, THE CITY OF HILLSBORO DOES ORDAIN AS FOLLOWS:

Section 1. The tract of land, described in Exhibit A, is declared to be annexed to the City of Hillsboro, Oregon.

Section 2. The tract of land annexed by this ordinance and described in Section 1 are withdrawn from the following districts upon the effective date of the annexation: Washington County Rural Fire Protection District No. 2; Washington County Service District for Enhanced Law Enforcement; Washington County Service District for Urban Road Maintenance; and Washington County Service District #1 for Street Lights.

Section 3. The findings attached as Exhibit B are adopted. The City Recorder shall immediately file a certified copy of this Ordinance with Metro and other agencies required by Metro Code Chapter 3.09.050(f) and ORS 222.005. The annexation and withdrawals shall become effective upon filing of the annexation records with the Secretary of State as provided by ORS 222.180.

Section 4. Inasmuch as it is necessary that this annexation become effective soon, so as to avoid unnecessary hardship to the property owner and allow for the immediate provision of City services, and allow for annexation into service districts necessary for the provision of City services and site development, an emergency is declared to exist and this ordinance shall become effective immediately upon its passage by the Council and approval by the Mayor.

Passed by the Council this 18th day of December, 2007.

Approved by the Mayor this 18th day of December, 2007.

_____
Mayor

ATTEST: _____
City Recorder

City of Hillsboro
Annexation 9-07: Staley
Proposed legal description
MF, November 13, 2007

Exhibit 'A'

A portion of Lot 15, Virginia Place, a duly recorded subdivision, located in the northwest one-quarter of Section 4, Township 1 South, Range 2 West, Willamette Meridian, Washington County, Oregon, being more particularly described as follows:

Commencing at the southeast corner of said Tract 15;

thence North, along the east boundary of said lot, a distance of 365.0 feet to the southeast corner of that tract of land described in deed to Roy L. Staley and Kathy L. Staley, recorded 05/31/2007 as document number 2007-060343 in deed records of said county and the true place of beginning.

thence West, along the south boundary of said Roy L. Staley and Kathy L. Staley tract, a distance of 207.5 feet to the southwest corner thereof;

thence North, along the west boundary of said tract, a distance of 105.0 feet to the northwest corner thereof and the southwest corner of that tract of land described in deed to Clifton L. Staley and Melba E. Staley, dated April 23, 1951 and recorded in Book 320, Page 198 in the deed records of said county;

thence continuing North, along the west boundary of said Clifton L. Staley and Melba E. Staley tract, a distance of 30.0 feet to the northwest corner thereof;

thence East, along the north boundary of said Clifton L. Staley and Melba E. Staley tract, a distance of 207.5 feet to the northeast corner thereof;

thence South, along east boundaries of both Staley tracts, a distance of 135.0 feet to the place of beginning.

- - Property Data Selection Menu - -

:op ID : R303941 (Real Estate) (552135)
ap Tax Lot: 1S24AB-01900
egal : ACRES .50

Owner: STALEY, ROY L & KATHY L
17246 SE 329TH ST
AUBURN, WA 98092

itus : 385 SW BROOKWOOD AVE,
UNINCORPORATED, OR
ame(s) :
ode Area : 007.16
ale Info :
eed Type : DW
nstrument: 2007060343
2007 Tax Status * Unpaid Taxes *
urrent Levied Taxes : 1,816.46
pecial Assessments :
008-09 SB125 Taxes :

Year Built : 1949
Living Area: 1486

2007 Roll Values			
RMV Land	$	186,930	(+)
RMV Improvements	$	88,190	(+)
RMV Total	$	275,120	(=)
Total Exemptions	$	0	
M5 Net Value	$	275,120	
M50 Assd Value	$	117,590	

(1) Alt Disp	(2) Primary	(3) Secondary
(4) Land/Impr	(5) Gen Appr	(.) More

nter Option from Above or <RET> to Exit: __

Washington County, Oregon 2007-060343
05/31/2007 02:08:39 PM
D-DW Cnt=1 Stn=11 C WHITE
$5.00 $8.00 $11.00 - Total = $22.00

01121731200700803430010013

I, Richard Hobernicht, Director of Assessment and Taxation and Ex-Officio County Clerk for Washington County, Oregon, do hereby certify that the within instrument of writing was received and recorded in the book of records of said county.

Richard Hobernicht, Director of Assessment and Taxation, Ex-Officio County Clerk

Roy L. Staley, First Party
17246 SE 329th Street
Auburn, Washington 98092

Roy L. Staley and Kathy L. Staley, Second Party
17246 SE 329th Street
Auburn, Washington 98092

After Recording, return to: Jerold W. Hilary, Esq.
9250 S.W. Tigard St.
Tigard, Oregon 97223

Until requested otherwise, send all tax statements to:

Roy and Kathy Staley
17246 SE 329th Street
Auburn, Washington 98092

WARRANTY DEED

KNOW ALL BY THESE PRESENTS that ROY L. STALEY, hereinafter called Grantor(s) for the consideration hereinafter stated, to grantor(s) paid by ROY L. STALEY AND KATHY L. STALEY, HUSBAND AND WIFE, hereinafter called Grantee(s), does hereby grant, bargain, sell and convey unto the grantee(s) and grantee(s) heirs, successors and assigns, that certain real property, with the tenements, hereditaments and appurtenances thereunto belonging or in any way appertaining, situated in Washington County, State of Oregon, described as follows, to-wit:

A part of lot 15, Virginia Place in the County of Washington, State of Oregon; described as follows, to-wit:

Beginning at the SE corner of a tract of land conveyed to Walter A. Brown, et ux by deed recorded 9/28/48 in Book 289 Pg 363 which is North 365 feet from the SE corner of said lot 15; thence West along the South line of said Brown tract 207 ½ ft; thence North parallel with the East line of said Brown tract 105.0 feet; thence East parallel with the South line of said Brown tract 207 ½ feet to the East line of lot 15; thence South along the East line of lot 15, 105.0 ft to the place of beginning.

****

Grantor covenants that Grantor is seized of an indefeasible estate in the real property described above in fee simple, that the Grantor has good right to convey the property, that the property is free from encumbrances except as specifically set forth herein, and that Grantor warrants and will defend the title to the property against all persons who may lawfully claim the same by, through, or under Grantor, provided that the foregoing covenants are limited to the extent of coverage available to Grantor under any applicable standard or extended policies of title insurance, it being the intention of the Grantor to preserve any existing title insurance coverage.

****

To Have and to Hold the same unto grantee and grantee's heirs, successors and assigns forever.
And grantor hereby covenants to and with grantee and grantee's heirs, successors and assigns, that grantor is lawfully seized in fee simple of the above granted premises, free from all encumbrances, and that grantor will warrant and forever defend the premises and every part and parcel thereof against the lawful claims and demands of all persons whomsoever, except those claiming under the above described encumbrances.

The true and actual consideration paid for this transfer, stated in terms of dollars, is $0.00.

In construing this deed, where the context so requires, the singular includes the plural.

In witness whereof, the grantor has executed this instrument on 5/15/07.

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER CHAPTER 1, ORS 197.352. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY APPROVED USES, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES AS DEFINED IN ORS 30.930 AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 197.352.

Roy L. Staley, Grantor

STATE OF WASHINGTON)
)ss.
County of King)

This instrument was acknowledged before me on 5/15/07 by Roy L. Staley.

MARY J. NOORMAN NOTARY PUBLIC STATE OF WASHINGTON COMMISSION EXPIRES 9-25-07

NOTARY PUBLIC FOR WASHINGTON
My Commission Expires: 9/25/07

2871

8408 X

300/474

KNOW ALL MEN BY THESE PRESENTS, That Walter A. Brown and Christina M. Brown, husband and wife, grantors,

in consideration of Ten---------- Dollars, and other good and valuable considerations

to them paid by Clifton L. Staley and Nelda E. Staley husband and wife, grantees,

do hereby grant, bargain, sell and convey unto the said grantees, as tenants by the entirety ~~and not as tenants in common or survivorship~~ their heirs and assigns, all the following real property, with the tenements, hereditaments and appurtenances, situated in the County of Washington and State of Oregon, bounded and described as follows, to-wit: A part of Lot 15, Virginia Place in Washington County, State of Oregon, described as follows, to-wit:

Beginning at the Southeast corner of a tract of land conveyed to Walter A. Brown, et ux, by deed recorded September 28, 1948 in Book 289 page 383 which beginning point is North 365 feet from the Southeast corner of said Lot 15; thence West along the South line of said Brown tract 207½ feet; thence North parallel with the East line of said Brown tract 105.0 feet; thence East parallel with the South line of said Brown tract 207½ feet to the East line of Lot 15; thence South along the East line of Lot 15, 105.0 feet to the place of beginning.

[redacted]

To Have and to Hold the above described and granted premises unto the said grantees, their heirs and assigns forever, as above stated.

And the grantors do covenant that they are lawfully seized in fee simple of the above granted premises free from all incumbrances,

and that they will and their heirs, executors and administrators, shall warrant and forever defend the above granted premises, and every part and parcel thereof, against the lawful claims and demands of all persons whomsoever.

Witness our hands and seals this 29th day of October, 1949.

(SEAL)

Christina M. Brown (SEAL)

Walter A. Brown

STATE OF OREGON,
County of Washington } ss.

BE IT REMEMBERED, That on this 29th day of October, A. D. 1949, before me, the undersigned, a Notary Public in and for said County and State, personally appeared the within named Walter A. Brown and Christina M. Brown, husband and wife, who are known to me to be the identical individual s described in and who executed the within instrument, and acknowledged to me that they executed the same freely and voluntarily.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal the day and year last above written.

Notary Public for Oregon.

My Commission expires 12/10/49

WARRANTY DEED

TO

STATE OF OREGON, County of Washington, ss.
Filed for record at request of Grantee this 29 day of Oct. A.D. 1949 at 3:00 o'clock P.M. and recorded in Book M49 on Page 8408
Wm. M. Hoffman, County Clerk
By [illegible] Deputy

HERB. W. BUSH
Attorney at Law
Successor to Hubbard Bank Building
HILLSBORO, OREGON

Return to Grantee

Hillsboro Or 4

320 1170

WARRANTY DEED—Form

10379

KNOW ALL MEN BY THESE PRESENTS, That Walter A. Brown and Christina M. Brown, husband and wife

in consideration of Ten---- Dollars, and other good and valuable considerations

to them paid by Clifton L. Staley and Melba E. Staley, husband and wife

do hereby grant, bargain, sell and convey unto said Clifton L. Staley and Melba E. Staley, husband and wife, as tenants by the entirety and unto their heirs and assigns, the following real property, with the tenements, hereditaments and appurtenances, situated in the County of Washington and State of Oregon, bounded and described as follows, to-wit:

A part of lot 15, Virginia Place, more particularly described as follows: Beginning at a point on the east line of Lot 15 which is 470 feet North of the S.E.corner of said Lot 15; thence West along the north line of that certain tract of land conveyed to Clifton L. Staley, et ux by deed recorded November 4, 1949 in Book 300 File No. 8408, a distance of 207½ ft. to the northwest corner thereof, thence north parallel with the east line of Lot 15, Virginia Place a distance of 30 ft; thence east parallel with the North line of said Staley tract to a point on the east line of Lot 15; thence South along the east line 30 ft. to the place of beginning.

To Have and to Hold, the above described and granted premises unto the said

Clifton L. Staley and Melba E. Staley, husband and wife and unto their heirs and assigns, forever.

And Walter A. Brown and Christina M. Brown the grantors above named do covenant to and with the above named grantee their heirs and assigns, that they are lawfully seized in fee simple of the above granted premises, that the above granted premises are free from all incumbrances,

and that they will and their heirs, executors and administrators, shall warrant and forever defend the above granted premises, and every part and parcel thereof, against the lawful claims and demands of all persons whomsoever,

Witness our hands and seals this 23 day of April, 1951.

Executed in the Presence of

Walter A. Brown (Seal)

Christina M. Brown (Seal)

(Seal)

(Seal)

County Road No. 1643

On Petition of Josephine Reed

Variable with 50 Feet wide Minimum

PORTION VACATED BY DOCUMENT NO. 92/87356

IN THE COUNTY COURT OF THE STATE OF OREGON

FOR THE COUNTY OF WASHINGTON

In the matter of the petition of)
Josephine Reed and others for the) CR No 1643--South Brookwood
Location and establishment of)
a County Road.)

TO THE HONORABLE BOARD OF COUNTY COMMISSIONERS OF ABOVE NAMED COUNTY:

We the undersigned Board of County Road Viewers, appointed by the Honorable Board to survey, view, lay out, alter, straighten and re-establish monuments of a County Road as prayed for in the petition of Josephine Reed and others, beg to report:

That pursuant to said order we met at the beginning point of the proposed road on the 15th day of April 1948, at the hour of 10:00 o'clock, A. M. of said day, as provided in said order for the meeting of the undersigned Viewers and H. P. Barrows, County Surveyor, appointed to survey said road, and after first taking an oath before the said County Surveyor faithfully and impartially to discharge the duties of our appointment, we proceeded to survey, view, lay out, alter, straighten and re-establish monuments of said road as prayed for in said petition.

The said County Surveyor surveyed said road under our direction. The beginning and termination of said road and the termination of each mile and intermediate points have been marked in the manner provided by law, as will more fully appear by the certified return of the said Surveyors of said road , which is hereunto attached and made a part of this report. We report the lands of the lands of the following named persons, through whose lands said road is located, to be rendered less valuable by reason of the location of said road in the amounts set opppsite their respective names:

NO DAMAGES.

That in our opinion said road should be established for the following reasons:

This road will become a continuous connecting link between the Baseline Road and the State Highway and will establish as a county road the roadway which has bere-to-fore been maintained at County Expense. It is a public necessity and necessary to the traveling public. In order to meet present day road standards additional right-of-way widths are recommended as set forth in the Surveyors report.

Dated this 15th day of April, 1948

Russel Ide)
Nich Schmidt (Board of County Road Viewers.
H. P. Barrows)

County Road No. 1643

On Petition of Josephine Reed

Variable with 50 Feet wide minimum

SURVEYOR'S REPORT BROOKWOOD AVENUE

A road of variable width, with a minimum width of 50.0 feet in Sections 4, and 9, T1S, R2W, W. M. Washington County Oregon.

Beginning at a point on the northerly line of the 60.0 foot wide Tualatin Valley State Highway in Section 9, T1S, R2W, W. M. Washington County, Oregon, which point is N2° 52'W 534.1 feet and N82° 16½'W 15.26 feet from a stone at the southwest corner of the Benjamin Stewart D. L. C. No 44; and running thence in the center of a 50 foot wide right-of-way, the right-of-way lines being 25.0 feeton either side of the following described centerline--the following courses and distances:

Course	Distance	Station	Remarks
		0/00	Point of beginning described above. Found iron S82° 16½'E 24.94. Set I.P. N82° 16½'W 25.42 feet. NOTE:-Southerly extension of centerline of road to point on northerly line of a 50.0 foot wide highway right-of-way gives station 0-10.17 for true beginning of C. R. No. 1643
N2° 52'W	931.7		--Parallel to and 15.0 feet westerly fromthe east line of the Thomas Steward D.L.C. No 43.
		9/31.7	P.O.T. Set rod S89° 28'W 25.0 feet at intersection of right-of-ways
	20.0		
		9/51.7	P.O.T. Beg Pt of C. R. No 1499 bears S89° 28'W 14.5 ft. Set I.P. N89° 28'E 25.0 feet.
	20.0		
		9/71.7	P.O.T. Set rod S89° 28'W 25.0 ft at intersetion of right-of-ways
	528.3		
		15/00	P.O.T. Increase right-of-way width to 40.0 ft on right. Set rods Right 25.0 ft. and 40.0 feet.
	25.0		
		15/25.0	P.O.T. Increase right-of-way width to 40.0 fe on left. Set rods Left 25.0 ft. and 40.0 feet.
	125.0		
		16/50.0	P.O.T. Decrease right-of-way width to 25.0 feet right and left. Set rods Left 25.0 ft. and 40.0 feet. Set rods Right 25.0 ft. and 40.0 feet.
	148.0		
		17/98.0	Angle Point No 1--the beg. of C. R. No 585. Found 2" I.P. at the northwest corner of the Thomas Stewart D.L.C. N89° 27'E 15.0 feet. Set I.P. N89° 27'E 25.0 feet. Found I.P. S89° 27'W 15.0 feet. Set I.P. S89° 27'W 25.0 feet.
N4° 04'W	821.2		--On centerline of C. R. No 585
		26/19.2	P.O.T. On extended centerline of C. R. No 1284. Found I.P. N89° 16'E 300.2 feet and North 18.9 feet. Set I.P. S89° 16'W 25.04 feet.
	133.1		
		27/52.3	P.C. Set I.P.'s right and left 25.0 feet
56° C.L.	154.0		Delta 86° 14' Tan 95.8
		29/06.3	P.T. Set I.P.'s right and left 25.0 feet.

NOTE:- From P.I. station 28/48.1 the southeast corner of the G. H. Smith D.D.C. no 37 bears N89° 42'E 15.03 feet and N4° 04'W 1419.6 feet. From said P.I. set 3/4" I.P.N89° 42'E 15.03 feet and N4° 04'W 5.0 feet for the southeast corner of Lot 38, Virginia Place.

S89° 42'W	393.7		
		33/00.0	P.O.T. Increasr right-of-way width to 30.0 feet right and left. Set iron rods Left 25.0 ft and 30.0 ft. Set iron rods Right 25.0 ft. and 30.0 ft.
	296.5		
		35/96.5	P.O.T. found I.P. at the northeast corner of Lot 2 of Sub. of Tract 39, Virginia Place, S0° 25'W 25.0 ft. Set iron rod S0° 25'W 30.0 feet.
	206.8		
		38/03.3	P.C. Set I.P.'s right and left 30.0 feet.
16° C.R.	561.1		Delta 89° 46½' Tan 356.7
		43/64.4	P.T. Set I.P.'s right and left 30.0 feet
N0° 31½'W	352.2		
		47/16.4	P.O.T. at ½" I.P. at angle Pt. No 5 of C. R. No 585. Decrease right-of-way width to 25.0 feet on left. Set iron rods S89° 38'W 25.0 feet and 30.0 feet on north line of Lot 36, Virginia Place.
	23.4		
		47/39.8	P.O.T. Decrease right-of-way to 25.0 feet on right of centerline. Set iron rods N89° 38'E 25.0 feet and 30.0 feet on north line of Lot 37. Virginia Place.
	663.1		
		54/02.9	P.O.T. Set iron rod S89° 38'W 25.0 feet at int. of right-of-ways
	20.0		
		54/22.9	Angle Point No 2. Found ½" I.P. atBeg of C. R. No 1314. The southwest corner of Brookwood, a Sub of record bears N89° 38'E 20.0 feet. Set rod N89° 38'E 25.0 feet.
N0° 30'W	20.0		
		54/42.9	P.O.T. Set iron rod S89° 38'W 25.0 ft at int. of right-of-ways
	300.6		
		57/23.5	P.O.T. Set I.P. N89° 30'E 25.0 ft on south line of CR No 1535
	50.0		
		57/73.5	P.O.T. Set I.P. N89° 30'E 25.0 feet on north line of C. R. No 1535

TELEPHONES: OFFICE 3711
RES. 5505

H. P. BARROWS
SURVEYOR OF WASHINGTON COUNTY
HILLSBORO, OREGON

Surveyor's report---County Road No 1643---Page 3

Course	Distance	Station	Remarks
			Beg. Pt. of C. R. No 1314. The southwest corner of Brookwood, a Sub. of record, bears N89° 38'E 20.0 ft. Set iron rod N89° 38'E 25.0 feet.
N0° 30'W	20.0		
		54+42.9	P.O.T. Set iron rod S89° 38'W 25.0 ft. for intersection of right-of-ways.
N0° 30'W	300.6.4		Cont. in center of C. R. No 585.
		57+23.5	P.O.T. Set I.P. N89° 30'E 25.0 feet on south line of C. R. No 1535
	50.0		
		57+73.5	P.O.T. Set I.P. N89° 30'E 25.0 ft. on north line of C. R. No. 1535
	1041.8		
		68+15.3	P.O.T. Set iron rod S89° 41'W 25.0 ft. on south line of C. R. No 1391.
	20.0		
		68+35.3	Angle Pt. No. 3--found ½" I.P. set at the easterly terminus of C. R. No. 1391. Set iron rod N89° 41'E 25.0 feet.
N0° 29'W	20.0		
		68+55.3	P.O.T. Set iron rod S89° 41'W 25.0 feet on north line C. R. No 1391
	1357.1		
		82+12.4	Terminus of County Road No 1643 at a point on the south line of the Baseline Road. Found I.P. at the northwest corner of Lot 8, Brookwood, N89° 31'E 20.0 feet. Set I.P. N89° 31'E 25.0 feet and S89° 31'W 25.0 feet.

NOTE:—Where irons were found at property corners, these were moved back to the new right-of-way when possible. Otherwise new corners were set on the new right-of-way.

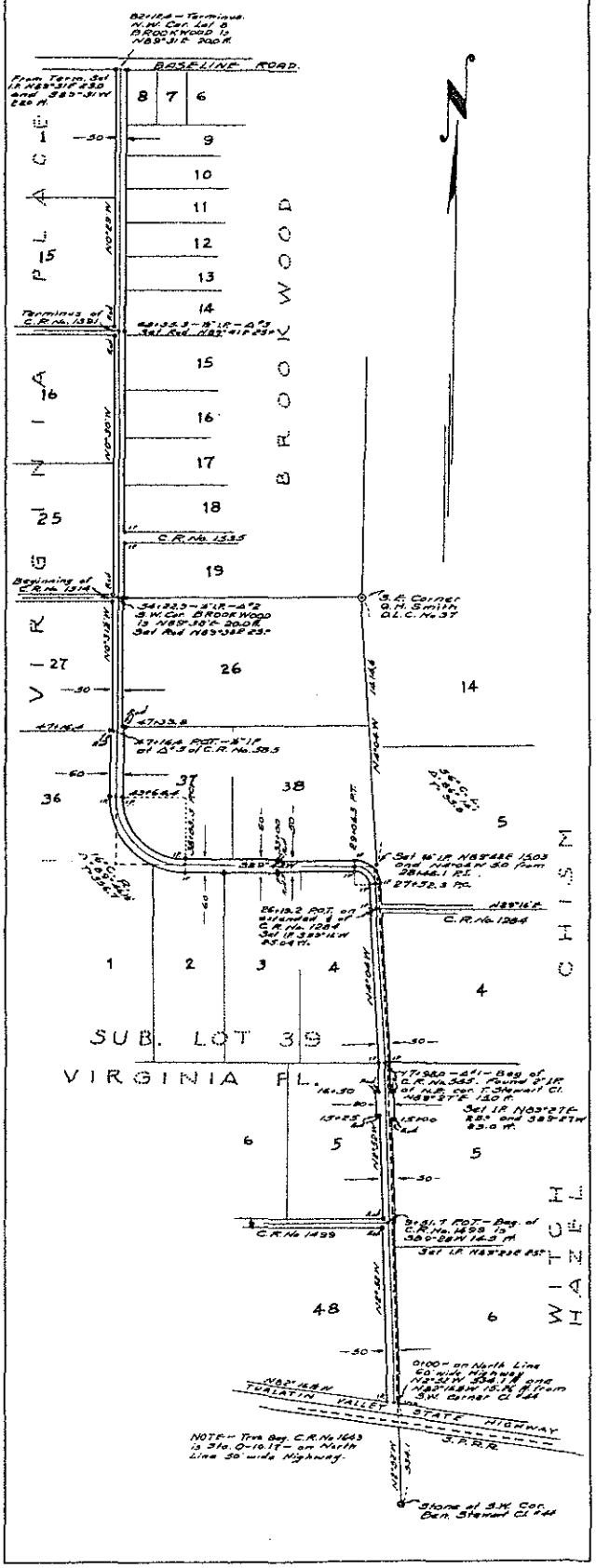
I hereby ceertify that the foregoing are the true and correct field notes of the survey of County Road Number 1643.

H. P. Barrows, County Surveyor

PLAT
of
COUNTY ROAD No. 1643

South Brookwood Ave.
Sections 4 & 9 T13, R 2W.

Scale – 1" = 400' 50 & 60 ft. Wide.

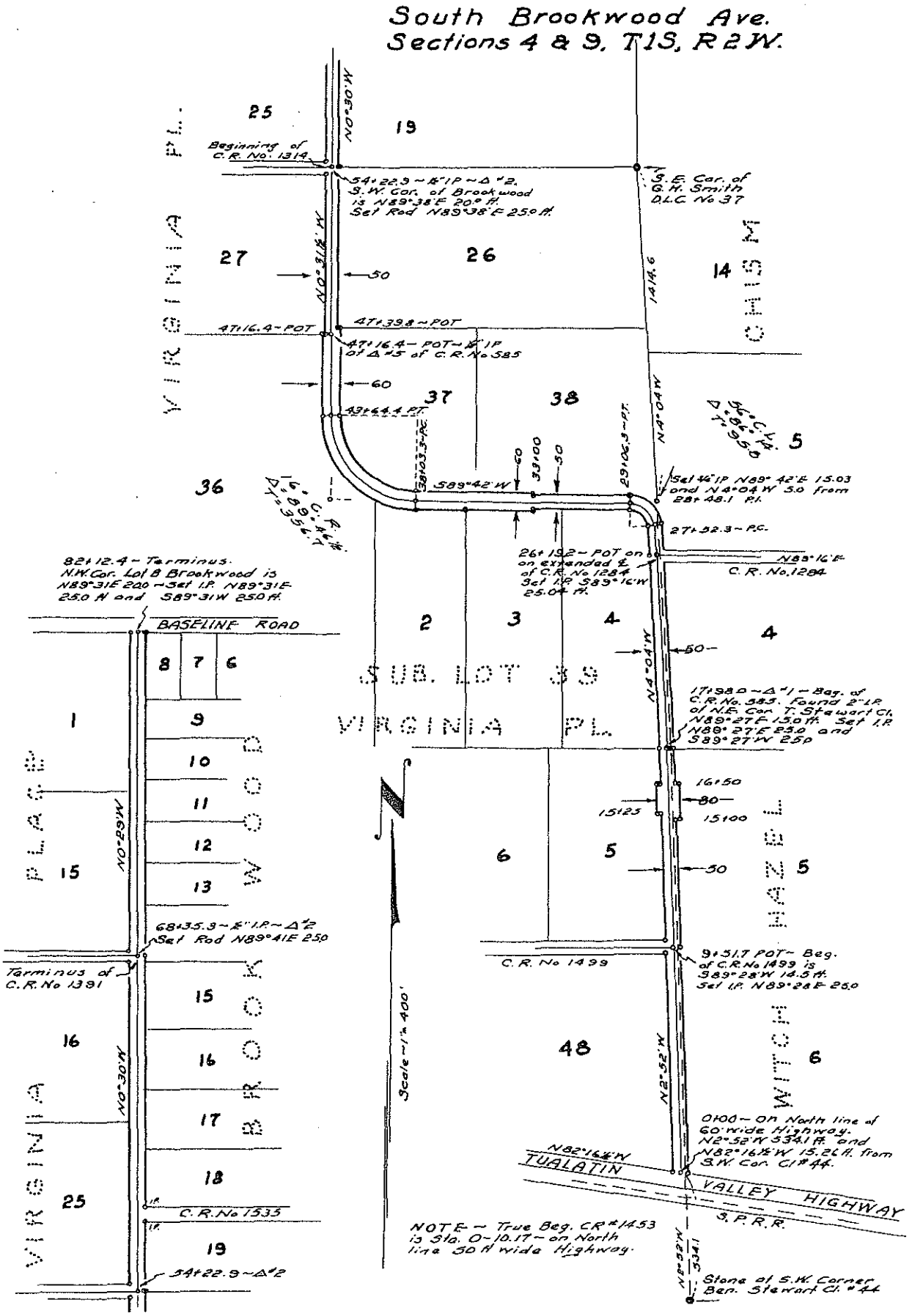


1643

County Road No. 1643

On Petition of Josephine Reed

50 ~ minimum Feet wide



VIRGINIA PLACE

2-37

Sec 32 T. 1. N. R. 2. W. & Sec. 4. 5, & 9, T. 1. S. R. 2 W. W. M.

Washington County, Oregon Sept. 1907

Newell & Gossett, Surveyors

State of Oregon)
:SS
County of Multnomah)

I, C. N. Gossett, of the County of Multnomah, State of Oregon, being first duly sworn, depose and say; That I have correctly surveyed and marked with proper monuments the land represented on the annexed plat of Virginia Place in Section Thirty-two (32), Township One (1) North Range Two (2) West and Sections Four (4), Five (5) and Nine (9) in Township One (1) South Range Two (2) West of Willamette in Oregon; That I set an iron pipe diameter 3/4 inches firmly in the ground at the initial point of survey of said tract Said initial point is at the North East corner of Tract One (1) in said Virginia Place, and is One Thousand Eight Hundred Ninety-seven (1897) feet West from a stone at the common corner of Sections Thirty-three (33) and Thirty-four (34) in Township One (1) North of Range Two (2) West of Willamette Meridian and sections Three (3) and Four (4) in Township One (1) South Range Two (2) West, W. M.

The distances and sizes of the tracts and the widths of the Roads are all as indicated upon said Plat.

C. N. Gossett

Subscribed and sworn to before me this Fifth day of October, 1907.

Ben Riesland
Notary Public for Oregon,

KNOW ALL MEN BY THESE PRESENTS, That I, Percy Allen (an unmarried man) have caused to be surveyed and platted the land shown on the plat hereto attached as " Virginia Place" the same being situated in Washington County, State of Oregon, and I do hereby dedicate all roads shown on said plat to the public use forever.

IN TESTIMONY WHEREOF I have hereunto set my hand and seal this 23rd day of October, A. D. 1907.

Witness
W. H. Buoy

Percy Allen (L.S.)

State of Oregon)
:SS.
County of Multnomah)

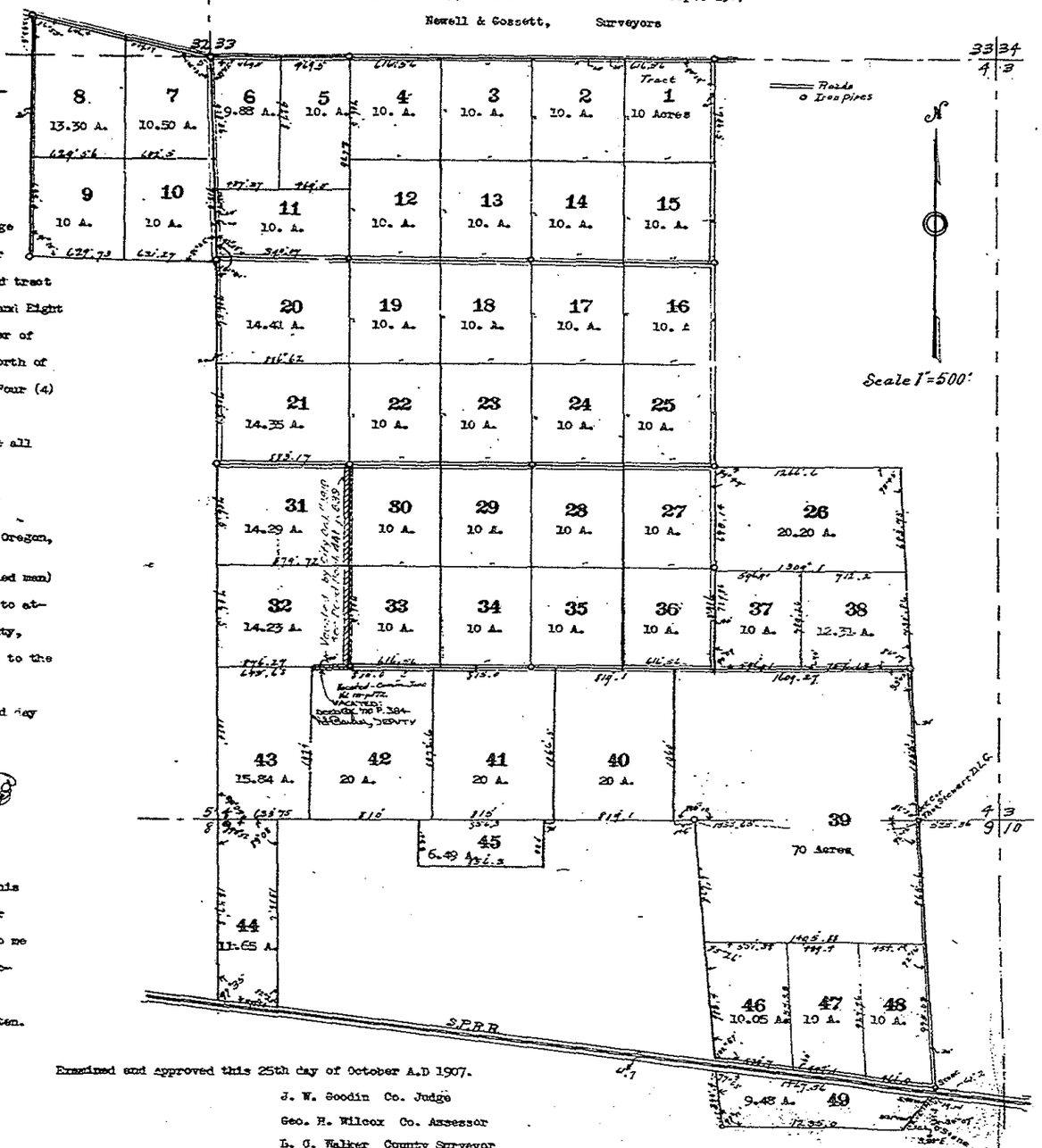
This Certifies that on this 23rd day of October, A. D. 1907, before me, a Notary Public in and for said County and State, personally appeared Percy Allen, who is known to me to be the identical person who executed the foregoing dedication and acknowledged to me that he executed the same freely and voluntarily.

Witness my hand and Notarial seal this day and year last above written.

W. H. Buoy
Notary Public for Oregon.

Filed for Record November 23rd 1907, at 8-30 o'clock A. M

Willis Ireland, Recorder of Conveyances



Examined and approved this 25th day of October A.D 1907.

J. W. Goodin Co. Judge

Geo. H. Wilcox Co. Assessor

L. G. Walker County Surveyor

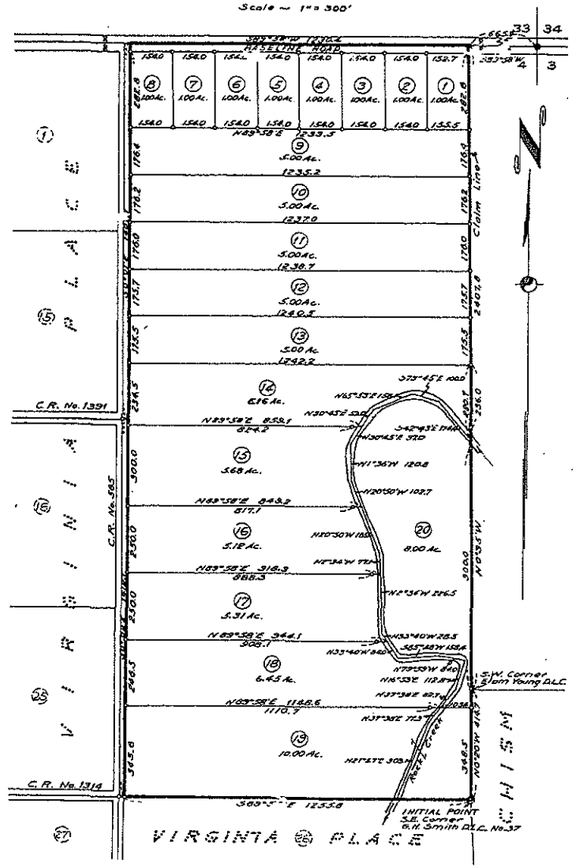
By A A Morrill Deputy

10 - 7

BROOKWOOD

SITUATED IN THE G.H. SMITH D.L.C. NO. 37
SECTION 4, T1S, R2W, W.M.
WASHINGTON COUNTY, OREGON

Scale ~ 1" = 300'



5396

STATE OF OREGON, } ss.
Washington County.

I, W. A. TUTTLE do hereby certify that the attached plat was filed for record on the 23 day of June, 1941, at 11 o'clock A. M., and recorded in Book 10 of Plats, page 7, of State of said County.

Witness my hand hereunto set and seal of office this 23 day of June A.D. 1941

W. A. Tuttle
County Clerk

By Ophelia Skinner, Deputy.

DEDICATION

KNOW ALL MEN BY THESE PRESENTS:—

That we, Otto Brose and Edna K. Brose, husband and wife, are the owners in fee simple of the lands in the G.H. Smith D.L.C. No. 37 in T1S, R2W, W.M. as shown on the annexed plat, and more particularly described in the Surveyor's Certificate hereunto attached, and have caused the same to be surveyed and platted into lots and streets as shown on the plat hereunto attached and to be hereby dedicated "BROOKWOOD", and that we hereby dedicate all streets and roads as shown thereon to the public for public use forever.

Witness — Otto Brose Seal
Witness — Edna K. Brose Seal

State of Oregon
County of Washington } S.S.

This is to certify that on this 23 day of June 1941, before me, a Notary Public in and for the County of Washington, State of Oregon, personally appeared the within named Otto Brose and Edna K. Brose who are known to me to be the identical persons named in and who executed the foregoing instrument and who acknowledged to me that they executed the same freely and voluntarily and for the purposes therein set forth.

Witness my hand and official seal this day and year last above mentioned.

Notary Public

My Commission expires Dec. 15-1943

SURVEYOR'S CERTIFICATE

State of Oregon
County of Washington } S.S.

I, H.P. Barrows, Deputy County Surveyor for Washington County, Oregon, hereby certify that during June, 1941, I accurately surveyed, subdivided and platted into lots and streets, the following described tract of land in the G.H. Smith D.L.C. No. 37 in T1S, R2W, W.M. Washington County, Oregon, to wit:—

Beginning at the INITIAL POINT, a 2"x36" iron pipe driven 6" below the surface of the ground at the S.E. corner of the George H. Smith D.L.C. No. 37 in T1S, R2W, W.M. and running thence N 0°20'W 414.7 feet to the S.W. corner of the Elam Young D.L.C. No. 38; thence N 0°35'W along the claim line 2407.8 feet to a point on the Base Line, which point bears S89°58'W 665.94 feet from the N.E. corner of Section 4, T1S, R2W, W.M.; thence S89°58'W along the Base Line 1230.4 feet; thence S 0°01'E along the east line of "Virginia Place", a duly recorded subdivision, 1407.1 feet to the S.E. corner of Lot 15 of said "Virginia Place"; thence S 0°02'E 1412.1 feet to the N.W. corner of Lot 26 of said "Virginia Place"; thence S89°54'E 1255.8 feet to the place of beginning.

That the attached plat is a true and correct representation of lots and streets as staked upon the ground with iron pipes at all lot corners, except those corners falling in the center of Rock Creek, which corners are referenced with iron pipes on the creek bank as indicated thus "e" on said plat.

H.P. Barrows

Subscribed and sworn to before me this 23 day of June, 1941.

W. A. Tuttle
County Clerk
By J. M. Stretcher Deputy.

Approved 6-23-1941 — County Judge

Approved 6-23-1941 — Jas. Lewis, Commissioner

Approved 6-23-1941 — J. W. Stokes, Commissioner

Approved 6-23-41 Hillsboro Planning Commission by — Chairman

Taxes Paid from 1931 to 1941 inclusive — L. W. Cornell, Sheriff, by W. R. Hunting, Tax Deputy

Approved June 23-1941 — J. E. Carpenter, County Assessor, By Helen Stenberg

Approved June 21-1941 — County Surveyor

Attest this 23 day of June, 1941 — W. A. Tuttle, County Clerk, By J. M. Stretcher Deputy.

EXHIBIT B

FINDINGS IN SUPPORT
STALEY ANNEXATION
FILE NO. AN 9-07

I. BACKGROUND INFORMATION AND SITE DESCRIPTION

Two petitioners representing one property requested City Council approval for annexation of approximately 0.50 acres, and associated right-of-way, into the City Limits of Hillsboro.

The property under consideration for annexation is located generally west of SW Brookwood Avenue, north of SE Cedar Street, east of SE 43rd Avenue, and south of SE Libby Court. The property can be specifically identified as Tax Lot 1900 on Washington County Tax Assessor's Map 1S2-04AB and is addressed as 385 SW Brookwood Avenue. The total Measure 50 Base Value is $114,170.

The site slopes gradually towards the southeast. A single family residence, detached garage, and numerous trees are located on the lot.

SW Brookwood Avenue is identified as an arterial street in the City of Hillsboro Transportation System Plan (TSP).

The City of Hillsboro Goal 5 Natural Resource Inventory does not identify any Significant Natural Resources and associated impact areas on the site. The majority of tax lot 1900 appears to be within the 250-foot area of potential impact on the Clean Water Services Sensitive Areas Pre-Screen Map.

II. PROCEDURAL REQUIREMENTS

In accordance with ORS 222.125 the petition for annexation from the property owners constituted 100 percent of the property owners and at least 50 percent of the registered voters residing on the property. Notice of the proposed annexation was given as specified by Metro Code Chapter 3.09.030 and ORS 222.120. A staff report was prepared and available 15 days prior to the hearing as stipulated by Metro Code Chapter 3.09.050. A public hearing on the matter was conducted by the City Council on December 18, 2007.

III. APPLICABLE APPROVAL CRITERIA

Metro Code Chapter 3.09.050(d) specifies the minimum review criteria for a proposed annexation. The six minimum applicable criteria are as follows:

1) *Consistency with directly applicable provisions in an urban service provider agreement or annexation plan adopted pursuant to ORS 195.065;*

FINDING: There is currently a Hillsboro Urban Service Provider Agreement in place for this area, dated April 2, 2003, as required by ORS 195.065 (Senate Bill 122). The units of local government which have entered into this agreement are as follows: Washington County; City of Hillsboro; City of Beaverton; Metro; Clean Water Services; TriMet; Tualatin Valley Park and Recreation District; Tualatin Valley Fire and Rescue District; Tualatin Valley Water District; and Washington County Fire District No. 2. The annexation is consistent with the applicable provisions of the Agreement, specifically Section 1 Roles and Responsibilities(C) and (E).

2) *Consistency with directly applicable provisions of urban planning or other agreements, other than agreements adopted pursuant to ORS 195.065, between the affected entity and a necessary party;*

FINDING: The property is identified as being within Urban Area A of the Urban Planning Area Agreement (UPAA) between Washington County and the City of Hillsboro, adopted on December 15, 1998. Pursuant to that agreement, *"the City shall regulate the conversion of vacant land to urban uses in Urban Area A through the extension of water and sewer service, land partitioning requirements, provision of transportation facilities and annexations within the area. Land within Urban Area A shall not be converted to urban uses prior to annexation to the City."* Section IV (A) of the UPAA also specifies that *"all land in Area A shall annex to the City prior to development. As used in this subsection, "development" includes the construction of any residential dwelling unit structure or related accessory structures."* Annexation of this property would be consistent with the UPAA, and allows the petitioners the ability to connect to City services and further develop the property.

3) *Consistency with specific directly applicable standards or criteria for boundary changes contained in comprehensive land use plans and public facility plans;*

FINDING: The annexation would be consistent with the following Comprehensive Plan policies and implementation measures:

Section 2. Urbanization Policy (III)(A) Urbanization within the planning area shall be consistent with the goals and policies of this Plan. Development shall occur according to the availability of urban services and within the context of the Urban Planning Area Agreement. The City and other government agencies shall encourage property owners to maintain the present rural use and character of undeveloped or underdeveloped lands within the Hillsboro Planning Area until such land is required and proposed for urban use and the necessary urban services are available.

Section 2. Urbanization Implementation Measure (IV)(A)(5) The infill of vacant, bypassed lands, between areas of development, at an urban level, shall be encouraged. Appropriate measures shall be taken to insure that new development in infill areas is compatible with existing developed areas. The City will support a proposed annexation of infill areas and allow subsequent development to occur under the clear and objective standards in its implementing ordinances, including the Zoning and Subdivision ordinances.

Section 2. Urbanization Implementation Measure (IV)(G) All land in the Hillsboro Planning Area is assumed to be available for annexation and/or development, consistent

with the Comprehensive Plan, zoning, subdivision regulations, and the Urban Planning Area Agreement.

Section 12. Public Services Implementation Measure (V)(C)(2) The City shall require properties to annex to the City prior to the provision of sanitary sewer service.

Section 12. Public Services Implementation Measure (V)(I)(2) The City shall require properties in the urban area to annex to the City prior to the provision of water service.

In particular, the annexation would be consistent with Section 2. Urbanization Implementation Measure (IV)(A)(5), supporting the annexation of infill areas; and Section 2. Urbanization Implementation Measure (F), all land in the Hillsboro Planning Area is assumed to be available for annexation.

4) *Consistency with specific directly applicable standards or criteria for boundary changes contained in the Regional Framework Plan or any functional plan;*

FINDING: The annexation would be consistent with regional framework and functional plans. The City's current plan designation for the property is RM – Medium Density Residentil, which is consistent with the regional urban growth goals and objectives. The property has been recommended for A-1 Duplex Residential zoning, and the City Council will consider the recommended zone immediately following approval of the annexation (Casefile No. ZC 17-07).

5) *Whether the proposed change will promote or not interfere with the timely, orderly and economic provisions of public facilities and services;*

FINDING: Within the SW Brookwood Avenue right-of-way, adjacent to the site, there is a ten–inch City water line, an eight–inch sanitary sewer line, and a 24-inch City storm sewer line.

Fire and police protection would be provided by the City of Hillsboro and the property would be withdrawn from the Washington County Rural Fire Protection District No. 2; Washington County Service District for Enhanced Law Enforcement; Washington County Service District for Urban Road Maintenance; and Washington County Service District No. 1 for Street Lights as of the effective date of the annexation.

Annexation of the subject property would not interfere with the provisions of public facilities and services.

6) *Consistency with other applicable criteria for the boundary change in question under state and local law.*

FINDING: Pursuant to ORS 222.524, the City of Hillsboro has determined that withdrawal of the property from the Washington County Rural Fire Protection District No. 2; Washington County Service District for Enhanced Law Enforcement; Washington County Service District for Urban Road Maintenance; and Washington County Service District No. 1 for Street Lights is in the best interest of the City.

IV. TESTIMONY FROM NECESSARY PARTIES

No written testimony was received prior to or at the public hearing from a necessary party as defined in Metro Code Chapter 3.09.020(j), nor was oral testimony received by the City Council from a necessary party at the public hearing.

V. ADDITIONAL MATERIALS CITED BY REFERENCE AND INCLUDED IN FINDINGS

- Staff Report dated December 3, 2007.

CITY OF HILLSBORO

December 3, 2007

STAFF REPORT

TO: City Council

FROM: Planning Department

RE: Request for Annexation of Property into the City Limits of Hillsboro – File No. AN 9-07: Staley

REQUEST

The petitioners and property owners, Roy and Kathy Staley, request City Council approval for annexation of approximately 0.50 acres and associated right-of-way into the City Limits of Hillsboro. The purpose of the annexation is to allow the site to connect to City services.

SITE DESCRIPTION

The property under consideration for annexation is located generally west of SW Brookwood Avenue, north of SE Cedar Street, east of SE 43rd Avenue, and south of SE Libby Court. The property can be specifically identified as Tax Lot 1900 on Washington County Tax Assessor's Map 1S2-04AB and is addressed as 385 SW Brookwood Avenue. The total Measure 50 Base Value is $114,170. The property is located within Urban Area "A" as defined by the Urban Planning Area Agreement.

The site slopes gradually towards the southeast. A single family residence, detached garage, and numerous trees are located on the lot.

SW Brookwood Avenue is identified as an arterial street in the City of Hillsboro Transportation System Plan (TSP).

The City of Hillsboro Goal 5 Natural Resource Inventory does not identify any Significant Natural Resources and associated impact areas on the site. The majority of tax lot 1900 appears to be within the 250-foot area of potential impact on the Clean Water Services Sensitive Areas Pre-Screen Map.

DESCRIPTION OF SURROUNDING AREA

Area	Plan	Zoning	Land Uses
North	RH – High Density Residential	A-4 Multi-Family Residential	Single Family and Multi-Family Residential
East	RM – Medium Density Residential	PUD A-1 and A-1 Duplex Residential	Single Family and Duplex Residential
South	RM – Medium Density Residential	A-1 Duplex Residential	Single Family and Duplex Residential
West	RM – Medium Density Residential	A-1 Duplex Residential	Duplex Residential

PUBLIC UTILITIES

Service	Provider	Size	Location	Distance from site
Water	City	10"	SW Brookwood Avenue	Adjacent
Sanitary Sewer	City	8"	SW Brookwood Avenue	Adjacent
Storm Drain	City	24"	SW Brookwood Avenue	Adjacent

TRANSPORTATION FACILITIES

Streets	Existing R-O-W	Existing Improvement	Plan Designated R-O-W	Plan Designated Improvement
SW Brookwood Avenue	60' +/-	30' +/-	74'	52'

Sidewalk Improvements	Existing	Plan Designated
SW Brookwood Avenue	Unimproved adjacent to site	5' sidewalk and 6' planter strip

Mass Transit	Bus Route	Distance to Site
Bus	Route 47 / Baseline Road	2,500' +/-
MAX Light Rail Station	Fair Complex/Hillsboro Airport	1 mile + (northwest)

Bicycle Lane	Existing	Plan Designated
SW Brookwood Avenue	None	6'

APPLICABLE PLAN POLICIES AND IMPLEMENTATION MEASURES

Section 2. Urbanization Policy (III)(A). Urbanization within the planning area shall be consistent with the goals and policies of this Plan. Development shall occur according to the availability of urban services and within the context of the Urban Planning Area Agreement. The City and other government agencies shall encourage property owners to maintain the present rural use and character of undeveloped or underdeveloped lands within the Hillsboro Planning Area until such land is required and proposed for urban use and the necessary urban services are available.

Section 2. Urbanization Implementation Measure (IV)(A)(5). The infill of vacant, bypassed lands, between areas of development, at an urban level, shall be encouraged. Appropriate measures shall be taken to insure that new development in infill areas is compatible with

existing developed areas. The City will support a proposed annexation of infill areas and allow subsequent development to occur under the clear and objective standards in its implementing ordinances, including the Zoning and Subdivision ordinances.

Section 2. Urbanization Implementation Measure (IV)(G). All land in the Hillsboro Planning Area is assumed to be available for annexation and/or development, consistent with the Comprehensive Plan, zoning, subdivision regulations, and the Urban Planning Area Agreement.

Section 7. Air, Water and Land Resource Quality Policy (III)(B). The City shall design a storm sewer and sanitary sewer master plan and develop implementation measures necessary to assure that a storm sewer and sanitary system are provided to areas designated urban. The plan shall be designed to accommodate the growth anticipated in undeveloped portions of the Hillsboro Planning Area.

Section 12. Public Services Implementation Measure (V)(C)(2). Consistent with the adopted UPAA and other agreements with service providers the City shall require properties in the urban area to annex to the City prior to the provision of water service by the City or Tualatin Valley Water District (TVWD).

Section 12. Public Services Implementation Measure (V)(D)(1)(b) Consistent with the adopted UPAA and other agreements with service providers within Urban Area "A" the City shall require properties to annex to the City prior to the provision of sanitary sewer service.

APPROVAL CRITERIA

1) Consistency with directly applicable provisions in an urban service provider agreement or annexation plan adopted pursuant to ORS 195.065;

2) Consistency with directly applicable provisions of urban planning or other agreements, other than agreements adopted pursuant to ORS 195.065, between the affected entity and a necessary party;

4) Consistency with specific directly applicable standards or criteria for boundary changes contained in comprehensive land use plans and public facility plans;

5) Consistency with specific directly applicable standards or criteria for boundary changes contained in the Regional Framework Plan or any functional plan;

6) Whether the proposed change will promote or not interfere with the timely, orderly and economic provisions of public facilities and services;

7) If the proposed boundary change is for annexation of territory to Metro, a determination by the Metro Council that the territory should be included in the Urban Growth Boundary shall be the primary criteria for approval;

8) Consistency with other applicable criteria for the boundary change in question under state and local law.

DISCUSSION

The petitioners request annexation of the property into the City Limits of Hillsboro. The petitioners represent 100 percent of the property owners as required by ORS 222.125. At present, the City Limits abut the site on the east, south and west sides.

Public utilities are located in the adjacent right-of-way as defined in the Public Utilities table on page 2 of this staff report.

If approved, fire and police protection would be provided to the property by the City of Hillsboro and the property would be automatically withdrawn from the following districts as of the effective date of the annexation:

Washington County Rural Fire Protection District No. 2
Washington County Service District for Enhanced Law Enforcement
Washington County Service District for Urban Road Maintenance
Washington County Service District #1 for Street Lights

The annexation would be consistent with the applicable Comprehensive Plan policies and implementation measures listed above. In particular, the annexation would be consistent with Section 2. Urbanization Implementation Measure (IV)(A)(5), supporting the annexation of infill areas; and Section 2. Urbanization Implementation Measure (F), all land in the Hillsboro Planning Area is assumed to be available for annexation.

The property is identified as being within Urban Area A of the Urban Planning Area Agreement (UPAA) between Washington County and the City of Hillsboro, adopted on December 15, 1998. Pursuant to that agreement, *"the City shall regulate the conversion of vacant land to urban uses in Urban Area A through the extension of water and sewer service, land partitioning requirements, provision of transportation facilities and annexations within the area. Land within Urban Area A shall not be converted to urban uses prior to annexation to the City."* Section IV (A) of the UPAA also specifies that *"all land in Area A shall annex to the City prior to development. As used in this subsection, "development" includes the construction of any residential dwelling unit structure or related accessory structures."* Annexation of this property would be consistent with the UPAA, and allow the petitioner the ability to further develop the site.

The annexation would be consistent with regional framework and functional plans. The City's current plan designation for the site is RM – Medium Density Residential, which is consistent with the regional urban growth goals and objectives. The property has been recommended for A-1 Duplex Residential zoning, and the City Council will consider the recommended zone immediately following consideration of the annexation (Casefile No. ZC 17-07).

There is currently a Hillsboro Urban Service Provider Agreement in place for this area, dated April 2, 2003, as required by ORS 195.065 (Senate Bill 122). The units of local government which have entered into this agreement are as follows: Washington County; City of Hillsboro; City of Beaverton; Metro; Clean Water Services; TriMet; Tualatin Valley Park and Recreation District; Tualatin Valley Fire and Rescue District; Tualatin Valley Water District; and Washington County Fire District No. 2. The annexation is consistent with the applicable provisions of the Agreement, specifically Section 1 Roles and Responsibilities(C) and (E).

No written testimony has been received from neighboring property owners as of the preparation of this staff report. Neither has any testimony been received from necessary parties, defined in Metro Code Chapter 3.09.020(j) as follows: any county, city or district whose jurisdictional boundary or adopted urban service area includes any part of the affected territory or who provides any urban service to any portion of the affected territory, Metro, and any other unit of local government, as defined in ORS 190.003, that is a party to any agreement for provision of an urban service to the affected territory.

RECOMMENDATION

Should the Council choose to approve the subject annexation petition, staff recommends that the annexation ordinance become effective immediately upon submission to the Secretary of State, unless contested by a necessary party as defined in Metro Code Chapter 3.09.020(j). If the proposal is contested by a necessary party then the effective date of the annexation can be no earlier than 10 days after the decision is reduced to writing pursuant to Metro Code Chapter 3.09.050(f).

Respectfully submitted,

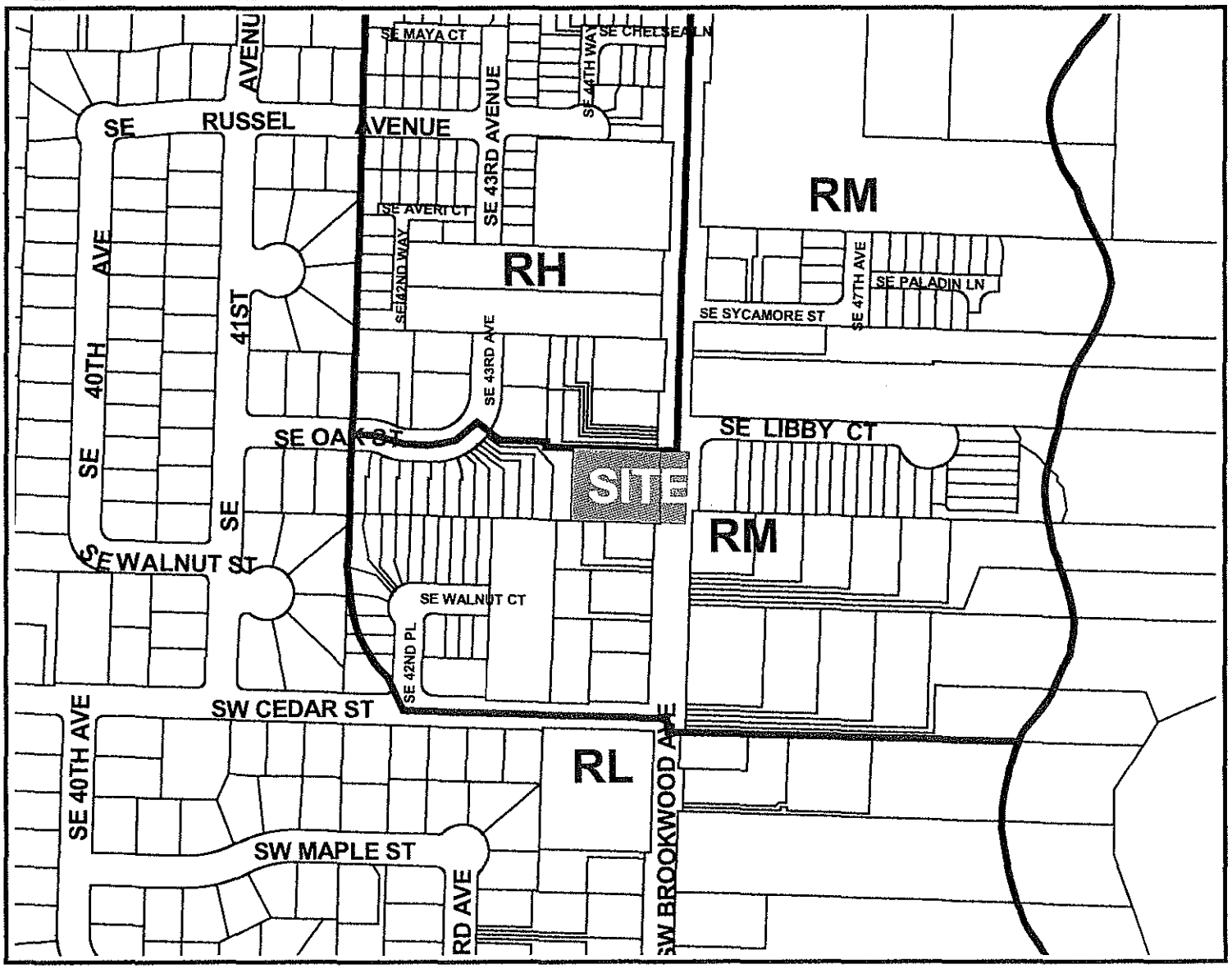
CITY OF HILLSBORO PLANNING DEPARTMENT

Dawn Duray
Urban Planner I

Attachments: Comprehensive Plan Map
Zoning Map
Clean Water Services Sensitive Area Pre Screen Map
Aerial Map

AN 9-07 & ZC 17-07: STALEY

REQUEST FOR ANNEXATION OF ONE PROPERTY APPROXIMATELY 0.50 ACRES IN SIZE INTO THE CITY LIMITS AND ASSOCIATED CITY-INITIATED ZONE CHANGE FROM COUNTY R-15 (15 UNITS PER ACRE) TO A-1 DUPLEX RESIDENTIAL.

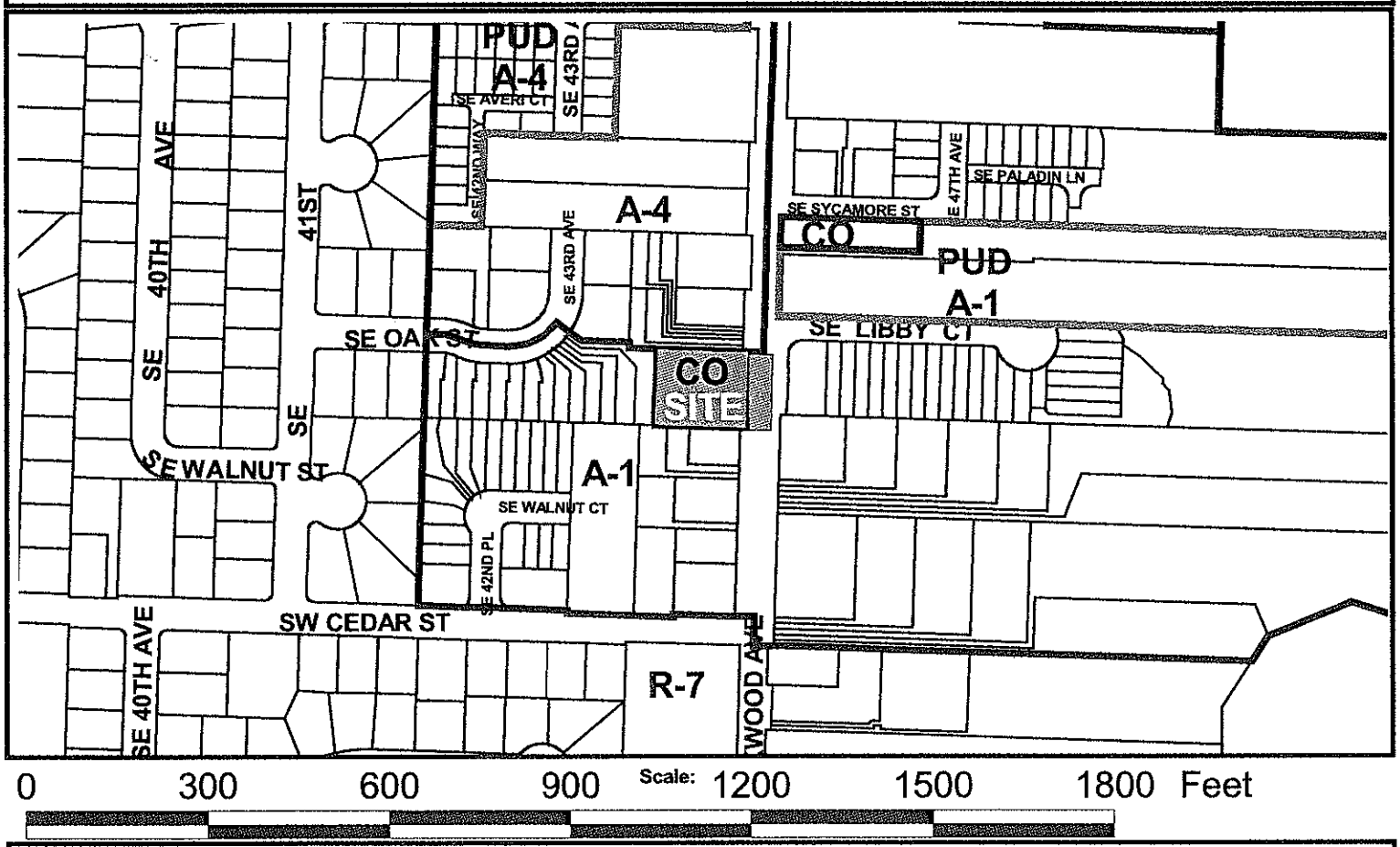


Comprehensive Plan Designations

RL	- Low Density Residential (3-7 units per acre)	**C**	- Commercial	**MU**	- Mixed Use
RM	- Medium Density Residential (8-16 units per acre)	**IN**	- Industrial	**CO**	- County
RH	- High Density Residential (17-23 units per acre)	**PF**	- Public Facility		
RMR	- Mid-Rise Residential (24 - 30 units per acre)	**OS**	- Open Space		
SCPA	- Station Community Planning Area	**FP**	- Floodplain		

AN 9-07 & ZC 17-07: STALEY

REQUEST FOR ANNEXATION OF ONE PROPERTY APPROXIMATELY 0.50 ACRES IN SIZE INTO THE CITY LIMITS AND ASSOCIATED CITY-INITIATED ZONE CHANGE FROM COUNTY R-15 (15 UNITS PER ACRE) TO A-1 DUPLEX RESIDENTIAL.



0 300 600 900 Scale: 1200 1500 1800 Feet

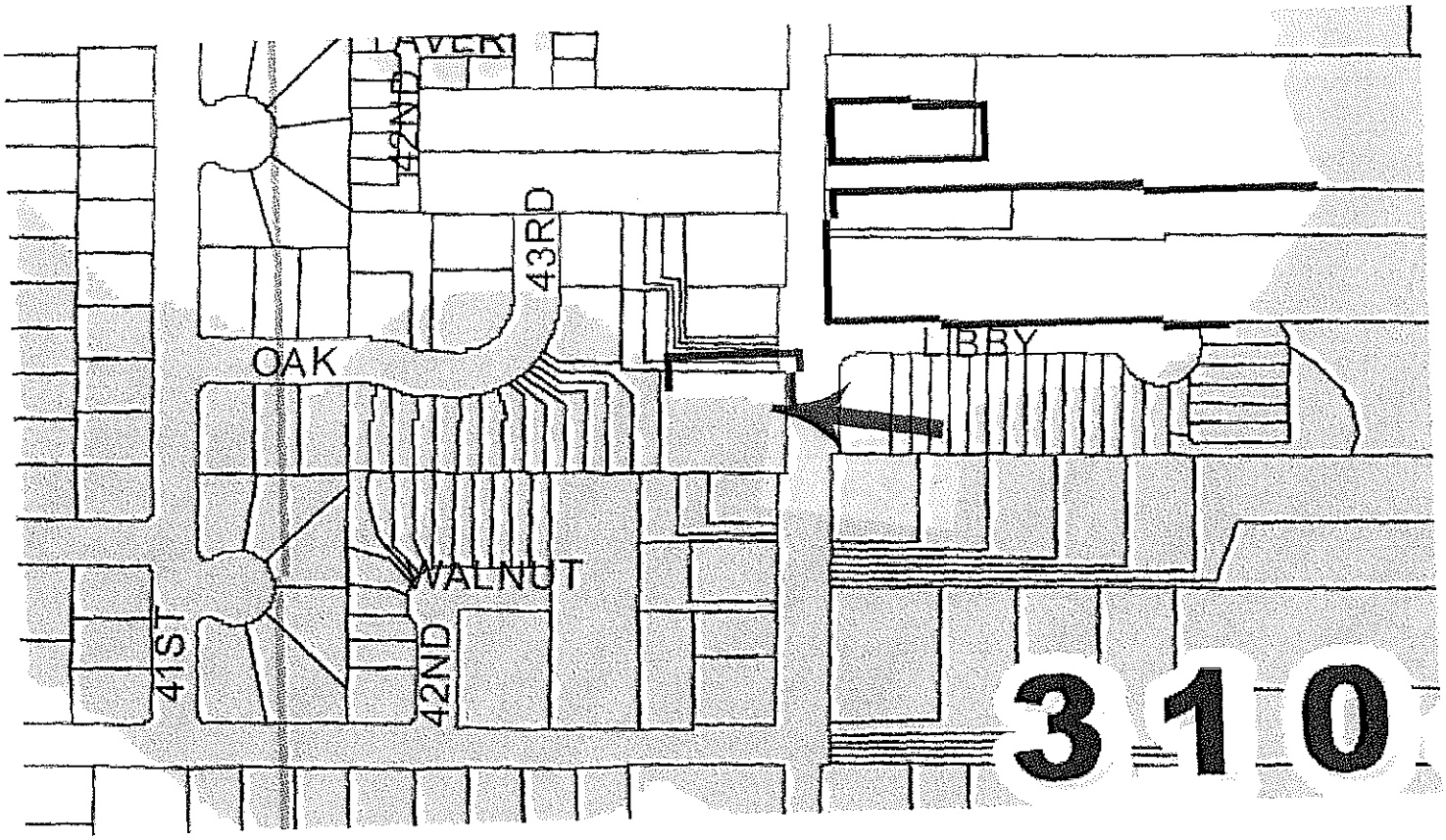
City of Hillsboro Zoning Designations

R- 4.5	Single Family Residential	R-7	Single Family Residential	R-10	Single Family Residential
R- 6	Single Family Residential	R-8.5	Single Family Residential	A-1	Duplex Residential
SCC-SC	Station Community Commercial - Station Commercial			A-2	Multi-Family Residential
SCC-MM	Station Community Commercial - Multi-Modal			A-3	Multi-Family Residential
SCC-CBD	Station Community Commercial - Central Business District			A-4	Multi-Family Residential
SCC-HOD	Station Community Commercial - Highway Oriented District			C-1	General Commercial
SCBP	Station Community Business Park			C-4	Neighborhood Commercial
SCRP	Station Community Research Park			PUD	Planned Unit Development
SCI	Station Community Industrial			M-2	Industrial
SCR-HD	Station Community Residential - High Density			M-P	Industrial Park
SCR-MD	Station Community Residential - Medium Density			MU-N	Mixed Use - Neighborhood
SCR-LD	Station Community Residential - Low Density			MU-C	Mixed Use - Commercial
SCR-V	Station Community Residential - Village			SID	Special Industrial District
SCFI	Station Community Fair Complex Institutional			SSID	Shute Special Industrial District
SCR-OTC	Station Community Residential - Orenco Townsite Conservation Overlay			NW TANASBOURNE DR	
SCR-DNC	Station Community Residential - Downtown Neighborhood Conservation			SITE	SUNSET HWY (US NO 2

City of Hillsboro Planning Department: (503) 681-6153

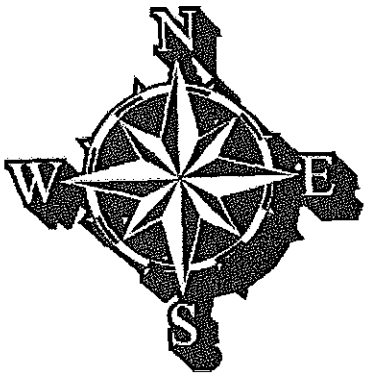
AN 9-07 & ZC 17-07: STALEY

Clean Water Services
Sensitive Area Pre-Screen Map



Legend

- GIS.WasCo_taxlots
- p_sitt
- Streams2002
- STM_LINE
- Buffer_of_STM_LINE
- GIS.CWSB
- QTR_SEC
- Hillsboro



Clean Water Services

AN 9-07 & ZC 17-07: STALEY

N

2006 AERIAL PHOTOGRAPHY

4E
2 orig. to Plng

CITY OF HILLSBORO

December 6, 2007

STAFF REPORT

TO: City Council

FROM: Planning Department

RE: Request for Approval of Zone Change - File No. ZC 17-07: Staley

Attached are materials relating to a City-initiated zone change from County R-15 Residential (Fifteen Units per Acre) to City A-1 Duplex Residential on one property approximately 0.50 acres in area. The purpose of the proposed zone change is to implement the RM – Medium Density Residential Comprehensive Plan designation on the property following annexation (Case File No. AN 9-07). The property proposed for the zone change is generally located west of SW Brookwood Avenue, north of SE Cedar Street, east of SE 43rd Avenue, and south of SE Libby Court. The property can be specifically identified as Tax Lot 1900 on Washington County Tax Assessor's Map 1S2-04AB and is addressed as 385 SW Brookwood Avenue.

A staff report is attached for your review. A proposed ordinance has also been attached for your consideration.

Please retain these materials until a final action has been taken on this matter. If you have any questions, please contact the Planning Department at (503) 681-6153.

Respectfully submitted,

HILLSBORO PLANNING DEPARTMENT

Dawn Duray
Urban Planner I

Attachments: Draft Ordinance
Attachment "A" Staff report and maps

ORDINANCE NO. _____

ZC 17-07: STALEY

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP, A PORTION OF HILLSBORO ZONING ORDINANCE NO. 1945, AS AMENDED, BY CHANGING THE ZONING OF ONE TRACT OF RECENTLY ANNEXED PROPERTY FROM COUNTY R-15 RESIDENTIAL (FIFTEEN UNITS PER ACRE) TO CITY A-1 DUPLEX RESIDENTIAL.

WHEREAS, a certain tract of land described herein has recently been annexed to the City of Hillsboro, and

WHEREAS, rezoning of annexed tracts of land from a County zone to a City zone prevents code enforcement problems associated with the City attempting to administer the land use laws of Washington County, and

WHEREAS, the City of Hillsboro Planning Commission approved Resolution No. 1642-P on November 14, 2007, initiating the zone change on the recently annexed property described below, and

WHEREAS, the City Council hereby adopts the staff report, including the recommended conditions of approval, attached hereto as Attachment "A", as findings in regard to this matter, and

WHEREAS, based on those findings, the City Council hereby determines that the zone change conforms with the Hillsboro Comprehensive Plan and Zoning Ordinance, and the particular zone recommended is the best suited for the subject site.

NOW, THEREFORE, THE CITY OF HILLSBORO DOES ORDAIN AS FOLLOWS:

Section 1. The following described tract of land is hereby rezoned from County R-15 Residential (fifteen units per acre) to City A-1 Duplex Residential as outlined in Sections 2 and 3 below:

Tax Lot 1900, on Washington County Tax Map 1S2-4AB
Section 4, Township 1 South, Range 2 West, Willamette Meridian

Section 2. City of Hillsboro Zoning Ordinance No. 1945, as amended, is further amended by zoning Tax Lot 1900 as A-1 Duplex Residential.

Section 3. Approval of this zone change is subject to the following conditions:

1) Prior to issuance of building permits for new construction on the site, or approval of a land use action as defined in Implementation Measure (B) of the Transportation Plan, the owner(s) shall provide additional street right-of-way dedication for SW Brookwood Avenue, to meet the standards of the Transportation Plan.

2) Prior to the issuance of building permits for new construction on the site, or approval of a land use action as defined in Implementation Measure (B) of the Transportation Plan, the owner(s) shall either construct road improvements to SW Brookwood Avenue, or shall record a waiver of remonstrance stating an intent not to remonstrate against a future local improvement which may be formed for the improvement of SW Brookwood Avenue in lieu of constructing road improvements. The determination of required road improvements or a waiver of remonstrance shall be made by the City Engineer, based on the level of impact of the proposed land use action.

3) A Clean Water Services Service Provider Letter shall be required prior to issuance of permits for any new development on the site, and the new development shall comply with any conditions required by the Letter.

Section 4. The City Planning Director is hereby instructed to cause the official zoning map, a part of Ordinance No. 1945, to be amended to include the zone change set forth in Section 1 hereof.

Section 5. Except as herein amended, Zoning Ordinance No. 1945, as amended, shall remain in full force and effect.

Passed by the Council this 18th day of December, 2007.

Approved by the Mayor this 18th day of December, 2007.

_____
Mayor

ATTEST: _____
City Recorder

CITY OF HILLSBORO

ATTACHMENT "A"

December 6, 2007

STAFF REPORT

TO: City Council

FROM: Planning Department

RE: Request for Approval of Zone Change – ZC 17-07: Staley

REQUEST

The City of Hillsboro, acting as applicant, requests a zone change from County R-15 Residential (Fifteen Units per Acre) to City A-1 Duplex Residential on one property approximately 0.50 acres in area. The purpose of the proposed zone change is to implement the RM – Medium Density Residential Comprehensive Plan designation on the property following annexation. The property owners are Roy and Kathy Staley.

The City received an associated annexation application (AN 9-07: Staley) which will be reviewed by the City Council at their December 18, 2007 meeting. Pursuant to Zoning Ordinance Section 97, the Planning Commission approved Resolution Number 1642-P on November 14, 2007, initiating this zone change request.

SITE DESCRIPTION

The property under consideration for annexation is located generally west of SW Brookwood Avenue, north of SE Cedar Street, east of SE 43rd Avenue, and south of SE Libby Court. The property can be specifically identified as Tax Lot 1900 on Washington County Tax Assessor's Map 1S2-04AB and is addressed as 385 SW Brookwood Avenue.

The site slopes gradually towards the southeast. A single family residence, detached garage, and numerous trees are located on the lot.

SW Brookwood Avenue is identified as an arterial street in the City of Hillsboro Transportation System Plan (TSP).

The City of Hillsboro Goal 5 Natural Resource Inventory does not identify any Significant Natural Resources and associated impact areas on the site. The majority of tax lot 1900 appears to be within the 250-foot area of potential impact on the Clean Water Services Sensitive Areas Pre-Screen Map.

DESCRIPTION OF SURROUNDING AREA

Area	Plan	Zoning	Land Uses
North	RH – High Density Residential	A-4 Multi-Family Residential	Single Family and Multi-Family Residential
East	RM – Medium Density Residential	PUD A-1 and A-1 Duplex Residential	Single Family and Duplex Residential
South	RM – Medium Density Residential	A-1 Duplex Residential	Single Family and Duplex Residential
West	RM – Medium Density Residential	A-1 Duplex Residential	Duplex Residential

PUBLIC UTILITIES

Service	Provider	Size	Location	Distance from site
Water	City	10"	SW Brookwood Avenue	Adjacent
Sanitary Sewer	City	8"	SW Brookwood Avenue	Adjacent
Storm Drain	City	24"	SW Brookwood Avenue	Adjacent

TRANSPORTATION FACILITIES

Streets	Existing R-O-W	Existing Improvement	Plan Designated R-O-W	Plan Designated Improvement
SW Brookwood Avenue	60' +/-	30' +/-	74'	52'

Sidewalk Improvements	Existing	Plan Designated
SW Brookwood Avenue	Unimproved adjacent to site	5' sidewalk and 6' planter strip

Mass Transit	Bus Route	Distance to Site
Bus	Route 47 / Baseline Road	2,500' +/-
MAX Light Rail Station	Fair Complex/Hillsboro Airport	1 mile + (northwest)

Bicycle Lane	Existing	Plan Designated
SW Brookwood Avenue	None	6'

APPLICABLE PLAN POLICIES AND IMPLEMENTATION MEASURES

Section 2. Urbanization Implementation Measure (IV)(A)(5) The infill of vacant, bypassed lands, between areas of development, at an urban level, shall be encouraged. Appropriate measures shall be taken to insure that new development in infill areas is compatible with existing developed areas. The City will support a proposed annexation of infill areas and allow subsequent development to occur under the clear and objective standards in its implementing ordinances, including the Zoning and Subdivision ordinances.

Section 2. Urbanization Implementation Measure (I) Land uses identified by the Comprehensive Plan Land Use Map have been determined to be the most suitable needed by the City. To meet the burden of proof for a proposed zone change, it is both necessary and sufficient to show that the proposed zone change is consistent with and represents the highest land use allowed by the Comprehensive Plan Land Use Map, and in the case of zone changes in the residential

areas, the proposed zone shall allow development of housing at a density within the range designated by the Land Use Map. In addition, the City may attach clear and objective conditions to the zone change provided such conditions are consistent with the Comprehensive Plan, the Zoning Ordinance, and other rules and policies regulating development in the City.

Section 2. Urbanization Implementation Measure (M) The land use map shall designate property in the Hillsboro Planning Area as Low, Medium, High or Mid-Rise Residential, Mixed-Use, Commercial, Industrial, Open Space, Floodplain, Public Facility or Station Community Planning Area. As used in this subsection, "Mixed-Use" means a mix of residential and commercial uses either vertically or horizontally. The land use map may also designate the boundaries of Hillsboro "community plan" areas. Residential land outside Station Community Planning Areas shall be designated Low, Medium, or High density, or Mid-Rise Residential, so as to provide the opportunity for an overall density of 10 units per net acre, and a 50% detached single family/50% attached single family or multi-family split on new construction.

Section 6. Natural Resources, Open Space, Scenic and Historical Sites (E) (2) The Natural Resources Management Program Ordinance shall include a map which generally identifies the extent and location of significant wetlands, riparian corridors and wildlife habitat areas and their impact areas, as identified in the adopted *"List of Significant Goal 5 Natural Resource Sites in the City of Hillsboro"* and its supporting document the *"City of Hillsboro Goal 5 Natural Resources Inventory and Assessment Report"*, and the ESEE analyses, completed pursuant to the Goal 5 and Oregon Administrative Rules 660, Division 23 provisions.

Section 6. Natural Resources, Open Space, Scenic and Historical Sites (E) (5) Development projects located in or partially within the overlay area for the Natural Resources Management Program Ordinance map shall address preservation of wildlife habitat, natural vegetation, wetlands, water quality, open space and other natural resources important to the ecosystem in the vicinity of the proposed development site. During the Development Review process, development projects and subdivision applications in Station Community Planning Areas shall address the potential impacts of proposed projects on these resources, shall address provisions of Zoning Ordinance No. 1945 Section 127.III.L and Section 127 IV.B.3.e through h, and shall incorporate measures to mitigate any impacts that result from the proposed development

Section 13. Transportation – Implementation Measure (B) Approval of land use actions on properties including or adjacent to rights-of-way and street improvements which are less than that specified in the Transportation Plan and Maps shall require: dedication of adequate land for public right-of-way to meet that specified in the Plan; construction of the required interior street system; and construction of, or execution of a non-remonstrance deed restriction for the specified street improvements immediately adjacent to the properties. For the purpose of this measure, land use actions are limited to zone changes, planned unit developments, conditional uses, variances, expansions of non-conforming uses, development reviews, site plan reviews, subdivisions, major partitions and minor partitions.

APPROVAL CRITERIA

Zoning Ordinance No. 1945, Section 114 (2) specifies the approval criteria for a proposed zone change as follows:

a. That the request must conform with the Hillsboro Comprehensive Plan and this Ordinance;

b. That, where more than one designation is available to implement the Comprehensive Plan designation (e.g. R-7 vs. R-10), the applicant must justify the particular zoning being sought and show that it is best suited for the specific site, based upon specific policies of the Hillsboro Comprehensive Plan.

Section 114(1) of the Zoning Ordinance lists conditions that may be attached to a zone change approval:

a. Street improvements abutting/within the development area;
b. Street dedication abutting/within the development area;
c. Joint use/access agreement;
d. Improvement agreements for the installation of necessary on-site public facilities;
e. Utility easements;
f. Landscaping;
g. Off-street parking;
h. Storm drainage improvements;
i. Off-site public improvements when the rezoning and subsequent development will contribute significantly to the need for such off-site improvements;
j. Development Review approval by the Planning Commission; for projects in zones or locations for which development requirements and design standards are specified in the Zoning Ordinance;
k. Screening, fencing;
l. Limiting access;
m. Surety/performance bond;
n. Non-remonstrance clause.

DISCUSSION

The City Comprehensive Plan designation for the property is RM – Medium Density Residential. There are two zones available to implement the RM – Medium Density Residential designation: A-1 Duplex Residential and R-4.5 Single Family Residential. Neighboring properties to the east, south, and west of the subject property are designated RM and are zoned A-1 Duplex Residential. Properties to the northeast, zoned A-1, have a PUD (Planned Unit Development) overlay (PUD A-1). The neighboring properties directly to the north have a Comprehensive Plan designation of RH – High Density Residential and are zoned A-4 Multi-Family Residential.

The City of Hillsboro Planning Department's Staff Report on the annexation, dated December 3, 2007, recommends that the subject property should be rezoned to A-1 Duplex Residential. The Planning Commission has also recommended the A-1 zone.

TESTIMONY RECEIVED

No written comments or testimony have been received to date from adjacent property owners or affected agencies.

RECOMMENDATION

Should the City Council choose to approve the requested zone change, the Planning staff recommends that the following conditions be placed on the property:

1) Prior to issuance of building permits for new construction on the site, or approval of a land use action as defined in Implementation Measure (B) of the Transportation Plan, the owner(s) shall provide additional street right-of-way dedication for SW Brookwood Avenue, to meet the standards of the Transportation Plan.

2) Prior to the issuance of building permits for new construction on the site, or approval of a land use action as defined in Implementation Measure (B) of the Transportation Plan, the owner(s) shall either construct road improvements to SW Brookwood Avenue, or shall record a waiver of remonstrance stating an intent not to remonstrate against a future local improvement which may be formed for the improvement of SW Brookwood Avenue in lieu of constructing road improvements. The determination of required road improvements or a waiver of remonstrance shall be made by the City Engineer, based on the level of impact of the proposed land use action.

3) A Clean Water Services Service Provider Letter shall be required prior to issuance of permits for any new development on the site, and the new development shall comply with any conditions required by the Letter.

Respectfully submitted,

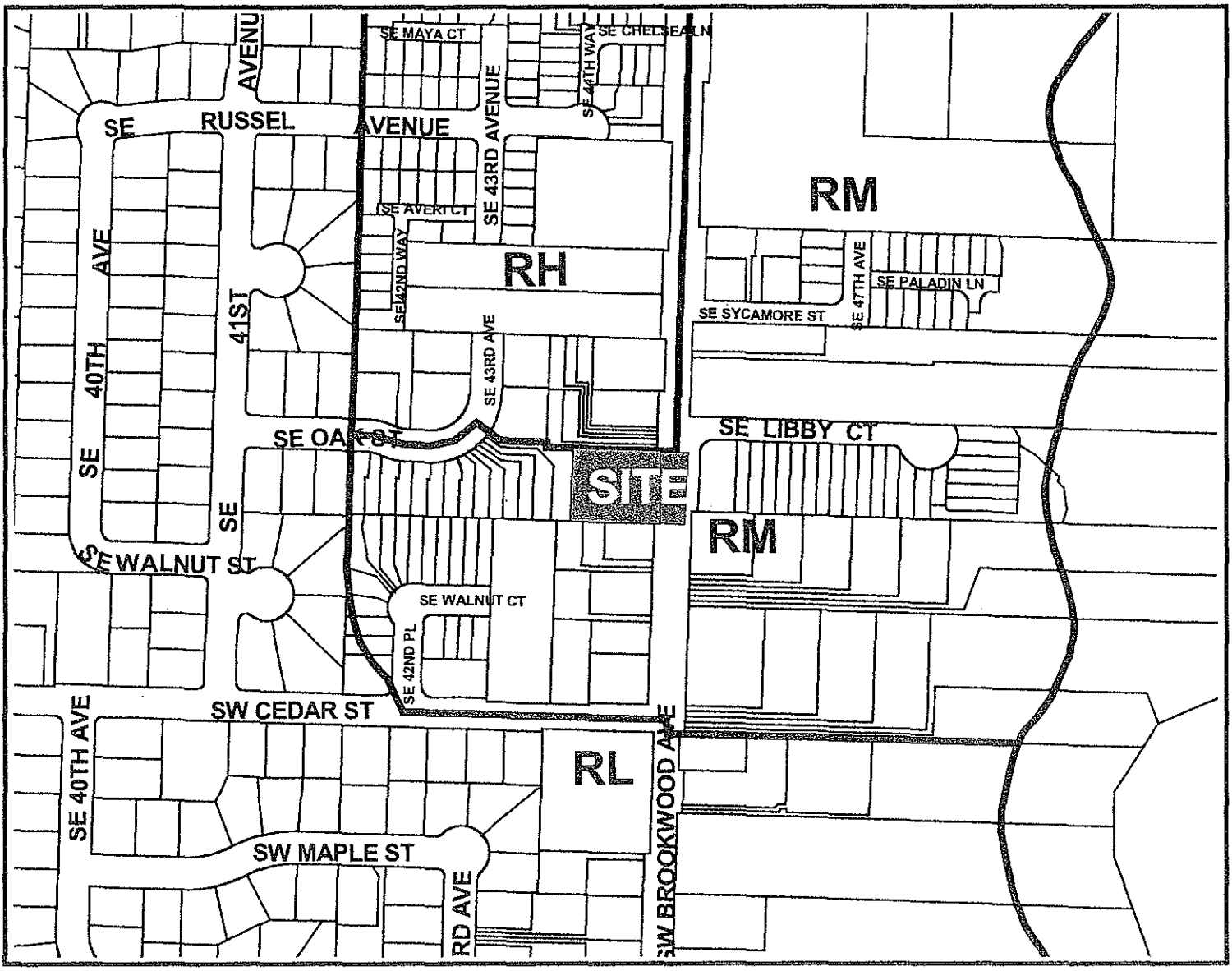
CITY OF HILLSBORO PLANNING DEPARTMENT

Dawn Duray
Urban Planner I

Attachments: Comprehensive Plan and Zoning maps
Clean Water Services Sensitive Areas Pre-Screen Map
Aerial Photo

AN 9-07 & ZC 17-07: STALEY

REQUEST FOR ANNEXATION OF ONE PROPERTY APPROXIMATELY 0.50 ACRES IN SIZE INTO THE CITY LIMITS AND ASSOCIATED CITY-INITIATED ZONE CHANGE FROM COUNTY R-15 (15 UNITS PER ACRE) TO A-1 DUPLEX RESIDENTIAL.

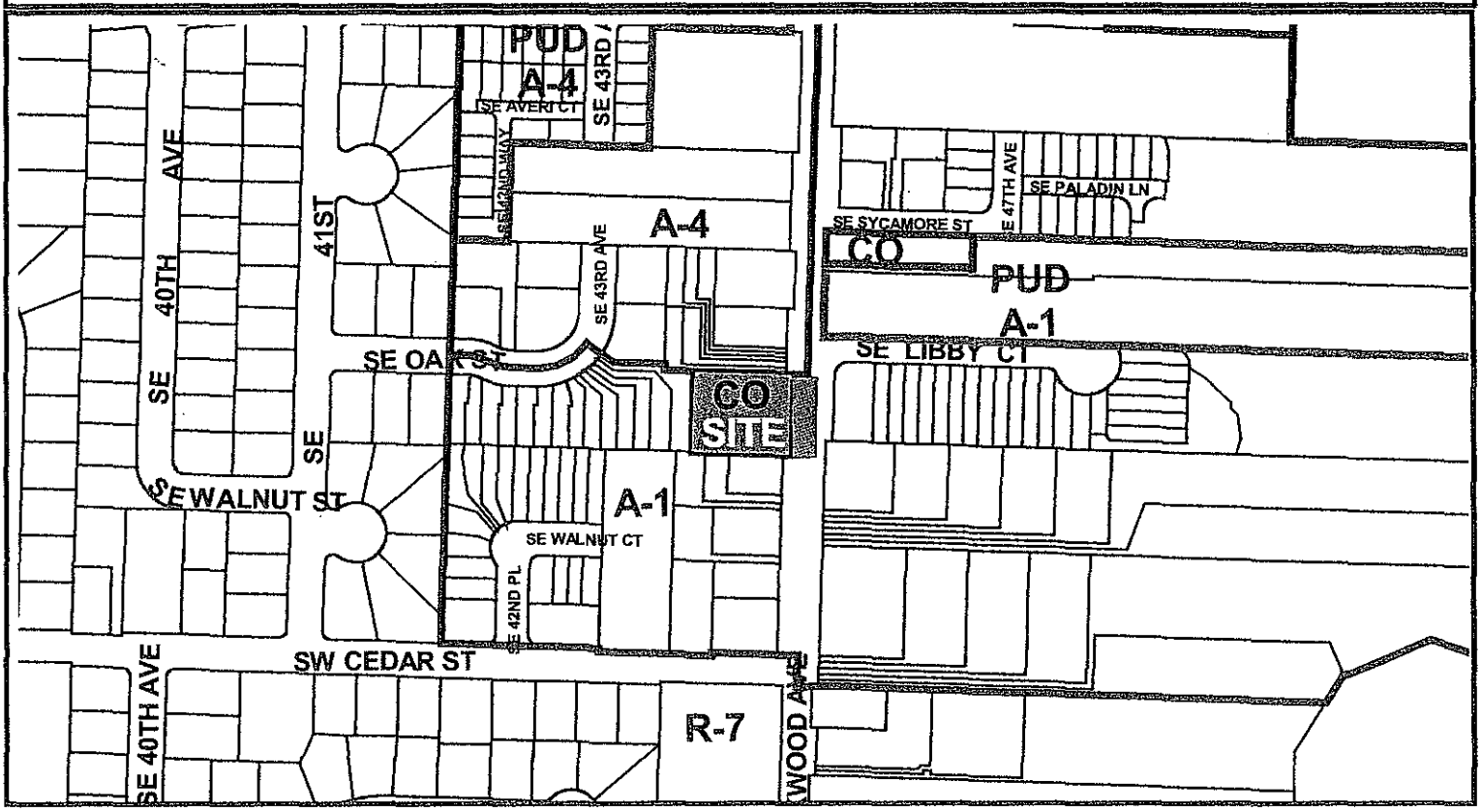


Comprehensive Plan Designations

RL	- Low Density Residential (3-7 units per acre)	C	- Commercial	MU	- Mixed Use
RM	- Medium Density Residential (8-16 units per acre)	IN	- Industrial	CO	- County
RH	- High Density Residential (17-23 units per acre)	PF	- Public Facility		
RMR	- Mid-Rise Residential (24 - 30 units per acre)	OS	- Open Space		
SCPA	- Station Community Planning Area	FP	- Floodplain		

AN 9-07 & ZC 17-07: STALEY

REQUEST FOR ANNEXATION OF ONE PROPERTY APPROXIMATELY 0.50 ACRES IN SIZE INTO THE CITY LIMITS AND ASSOCIATED CITY-INITIATED ZONE CHANGE FROM COUNTY R-15 (15 UNITS PER ACRE) TO A-1 DUPLEX RESIDENTIAL.



0 300 600 900 Scale: 1200 1500 1800 Feet

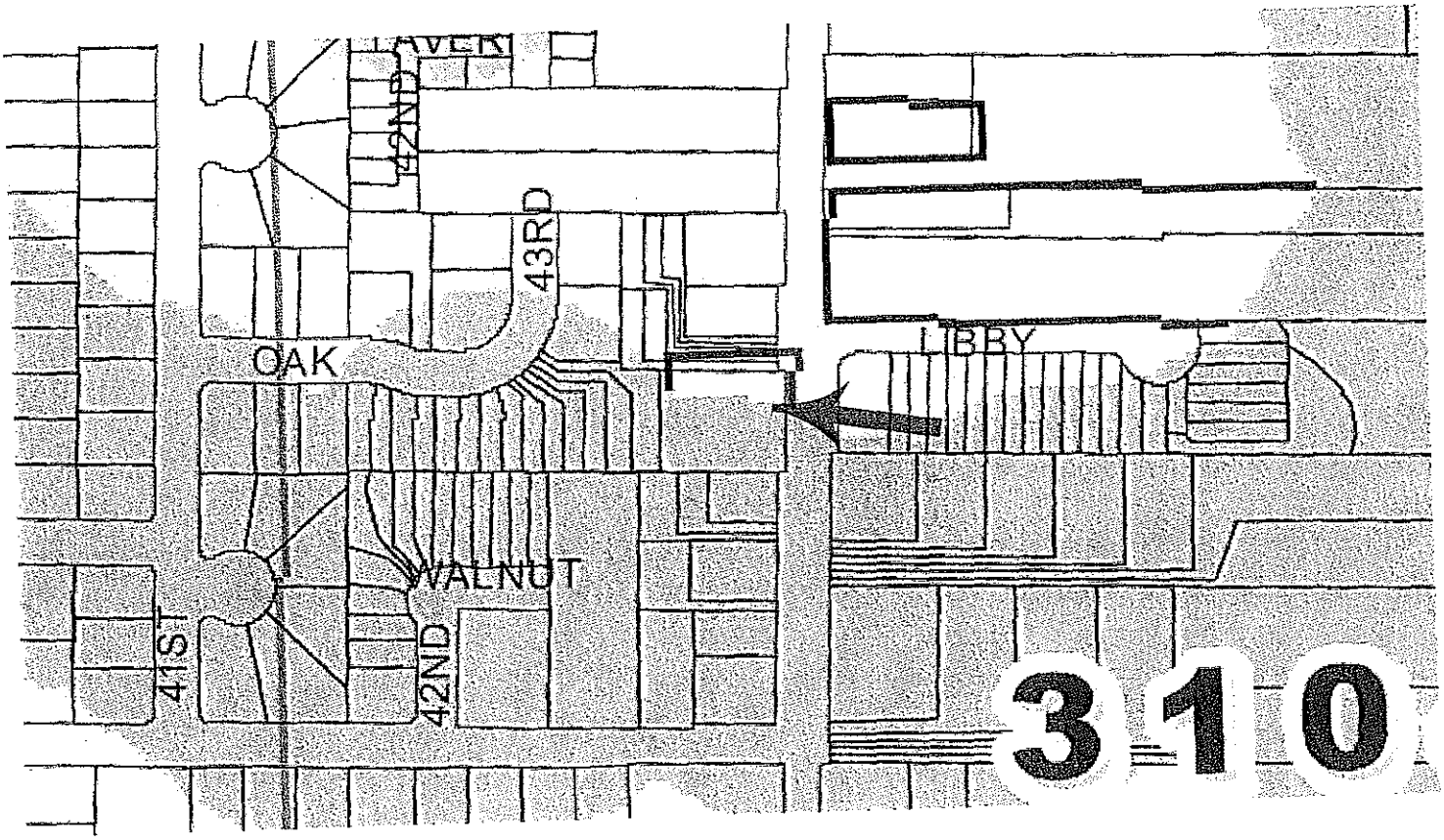
City of Hillsboro Zoning Designations

R- 4.5	Single Family Residential	R-7	Single Family Residential	R-10	Single Family Residential
R- 6	Single Family Residential	R-8.5	Single Family Residential	A-1	Duplex Residential
SCC-SC	Station Community Commercial - Station Commercial			A-2	Multi-Family Residential
SCC-MM	Station Community Commercial - Multi-Modal			A-3	Multi-Family Residential
SCC-CBD	Station Community Commercial - Central Business District			A-4	Multi-Family Residential
SCC-HOD	Station Community Commercial - Highway Oriented District			C-1	General Commercial
SCBP	Station Community Business Park			C-4	Neighborhood Commercial
SCRP	Station Community Research Park			PUD	Planned Unit Development
SCI	Station Community Industrial			M-2	Industrial
SCR-HD	Station Community Residential - High Density			M-P	Industrial Park
SCR-MD	Station Community Residential - Medium Density			MU-N	Mixed Use - Neighborhood
SCR-LD	Station Community Residential - Low Density			MU-C	Mixed Use - Commercial
SCR-V	Station Community Residential - Village			SID	Special Industrial District
SCFI	Station Community Fair Complex Institutional			SSID	Shute Special Industrial District
SCR-OTC	Station Community Residential - Orenco Townsite Conservation Overlay			NW TANASBOURNE DR	
SCR-DNC	Station Community Residential - Downtown Neighborhood Conservation			SITE	SUNSET HWY (US NO 2

City of Hillsboro Planning Department: (503) 681-6153

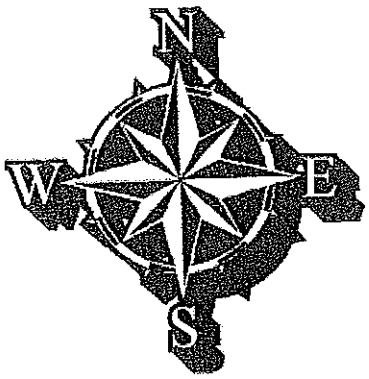
AN 9-07 & ZC 17-07: STALEY

Clean Water Services
Sensitive Area Pre-Screen Map



Legend

- GIS.WasCo_taxlots
- p_sim
- Streams2002
- STM_LINE
- Buffer_of_STM_LINE
- GIS.CWSB
- QTR_SEC
- Hillsboro



Clean Water Services

AN 9-07 & ZC 17-07: STALEY

2006 AERIAL PHOTOGRAPHY

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6A
2 orig. to Plng

CITY OF HILLSBORO

December 11, 2007

STAFF REPORT

TO: City Council

FROM: Planning Department

RE: Planning Commission Recommendation on Proposed Zoning Ordinance Amendment File No. ZOA 4-07: Minimum and Maximum Densities in the R-10 Single Family Residential Zone

REQUEST

Attached are materials related to a recommendation from the Planning Commission regarding an amendment to Zoning Ordinance No. 1945, Section 8A. Minimum and Maximum Densities [in the R-10 Single Family Residential Zone]. The proposed amendment is to increase the minimum required density from 3.0 dwelling units per net acre to 3.50, and increase the maximum density from 3.75 dwelling units per net acre to 4.35. The primary purpose of the proposed amendment is to correct a mathematical error in Section 8A, where the existing minimum and maximum densities are inconsistent with the 10,000 square foot average lot size required in Section 10(1).

The Planning Commission initiated the proposed amendment on September 26, 2007, and held a public hearing on November 14, and November 28, 2007. The Planning Commission adopted Resolution No. 1643-P on November 28th, recommending approval of the amendment and adopting the November 8, 2007 staff report as supporting findings.

A draft ordinance approving the proposed amendments is attached for the Councilor's review. The ordinance includes the findings adopted by the Planning Commission. Also attached is the September 20th Planning Commission staff report on this matter. Please retain these materials until a final action has been taken on this matter. If you have questions, please contact the Planning Department at (503) 681-6153.

Respectfully submitted,

CITY OF HILLSBORO PLANNING DEPARTMENT

Jennifer K. Wells
Urban Planner III

Attachments: Draft Ordinance and findings
Staff report

ORDINANCE NO._____

ZOA 4-07: MINIMUM AND MAXIMUM DENSITIES IN THE R-10 SINGLE FAMILY RESIDENTIAL ZONE

AN ORDINANCE AMENDING HILLSBORO ZONING ORDINANCE NO. 1945, AS AMENDED, REGARDING THE MINIMUM AND MAXIMUM DENSITIES IN THE R-10 SINGLE FAMILY RESIDENTIAL ZONE.

WHEREAS, Zoning Ordinance Section 8A specifies the minimum and maximum densities in the R-10 Single Family Residential zone as 3.0 and 3.75 dwelling units per net residential acre, respectively, and

WHEREAS, these densities are mathematically inconsistent with the 10,000 square foot average lot size required in Section 10 (1), and

WHEREAS, through adoption of Resolution No. 1633-P on their regular meeting of September 26, 2007, the Planning Commission therefore initiated an amendment to Zoning Ordinance No. 1945 Section 8A. Minimum and Maximum Densities, to adjust the minimum and maximum densities in the R-10 Single Family Residential zone, and

WHEREAS, the Planning Commission held a public hearing on November 14, and November 28, 2007 on the proposed amendment, and received testimony in support of the proposed amendment, and no testimony in opposition, and

WHEREAS, the Planning Commission adopted Resolution No. 1643-P on November 28, 2007, recommending to the City Council approval of the proposed amendment, with findings in support, attached hereto as Exhibit A, and

WHEREAS, the City Council considered the proposed amendment on December 18, 2007, and voted to adopt the findings of the Planning Commission as their own in regard to this matter.

NOW THEREFORE, THE CITY OF HILLSBORO DOES ORDAIN AS FOLLOWS:

Section 1. Zoning Ordinance No. 1945, as amended, Section 8A. Minimum and Maximum Densities is hereby amended to read as follows:

> In the R-10 zone, the minimum density standard is 3.50 dwelling units per net residential acre. The maximum density standard is 4.35 dwelling units per net residential acre.

Section 2. Except as herein amended, Zoning Ordinance No. 1945, as amended, shall remain in full force and effect.

Passed by the Council this 18th day of December, 2007.

Approved by the Mayor this 18th day of December, 2007.

_____
Mayor

ATTEST: _____
City Recorder

EXHIBIT A

CITY OF HILLSBORO

November 8, 2007

STAFF REPORT

TO: Planning Commission

FROM: Planning Department

RE: Proposed Zoning Ordinance Amendment Increasing Minimum and Maximum Densities File No. ZOA 4-07: Minimum and Maximum Densities in the R-10 Single Family Residential Zone

REQUEST AND BACKGROUND

The City of Hillsboro, applicant, requests that the Planning Commission recommend approval of an amendment to Section 8A. Minimum and Maximum Densities of the R-10 Single Family Residential Zone of Zoning Ordinance No. 1945, to increase the minimum required density from 3.0 dwelling units per net acre to 3.5 dwelling units and increase the maximum density from 3.75 dwelling units per net acre to 4.35 dwelling units. The primary purpose of the proposed amendment is to correct a mathematical error in Section 8A, where the existing minimum and maximum densities are inconsistent with the 10,000 square foot average lot size required in Section 10(1) and do not allow development of R-10 zoned properties to their full potential.

CRITERIA FOR INITIATING A ZONING ORDINANCE AMENDMENT

Section 112 of the Zoning Ordinance authorizes the Planning Commission or City Council to initiate amendments to the text of the Zoning Ordinance. Pursuant to the authorization, the Planning Commission initiated the proposed amendments on September 26th, through adoption of Resolution No. 1633-P, which is attached for the Commissioners' review.

Pursuant to State and City requirements, notice of this amendment has been sent to the Department of Land Conservation and Development (DLCD), and has been published in the Hillsboro Argus. The City also sent a Ballot Measure 56 notice to affected property owners in the R-10 zone (e.g. those properties 0.46 acres or greater that have the potential for land division). Ballot Measure 56, adopted by Oregon voters on November 3, 1998, requires that location jurisdictions notify property owners of proposed amendments to development regulations which when implemented may affect the value of their properties. The City determined that the proposed increase in the minimum and maximum densities for the R-10 Single Family Residential Zone may have an effect for those property owners with the potential for additional land division and future development on their property.

LANGUAGE OF PROPOSED ZONING ORDINANCE AMENDMENT

The proposed amendment would revise Zoning Ordinance Section 8A, which specifies the minimum and maximum densities per net residential acre for the R-10 Single Family Residential Zone, as follows (new text shown in ***bold italic*** typeface, and language for deletion shown in ~~overstrike~~ typeface):

Section 8A. Minimum and Maximum Densities. In the R-10 zone, the minimum density standard is ~~3~~ ***3.50*** dwelling units per net residential acre. The maximum density standard is ~~3.75~~ ***4.35*** dwelling units per net residential acre.

EFFECTS OF THE PROPOSED ZONING ORDINANCE AMENDMENT

As mentioned on the previous page, the proposed increase in the minimum and maximum densities for the R-10 zone may affect properties which have the potential for future land division and development. On those properties the proposed densities would better facilitate development consistent with and fully implementing the 10,000 square feet lot areas applicable in the zone.

COMMENTS RECEIVED ON THE PROPOSED ZONING ORDINANCE AMENDMENTS

No written comments have been received to date from interested agencies or affected property owners.

RECOMMENDATION

Staff recommends that the Planning Commission open the public hearing on this matter and receive any testimony submitted. Due to a delay in issuance of the statutory 45-day notice to DLCD prior tonight's hearing, staff recommends that the Commission continue the public hearing to its next meeting on November 28th. If after receipt of any testimony on November 14th, the Commission supports the proposed amendments they should direct staff to prepare a resolution to the City Council recommending approval of the amendments, with supporting findings. The draft resolution and findings would be returned to the Commission at its November 28th meeting for its consideration after receipt of any additional testimony on November 28th and closing of the public hearing on this matter.

Respectively submitted,

CITY OF HILLSBORO PLANNING DEPARTMENT

Jennifer K. Wells
Urban Planner III

Attachments: Resolution No. 1633-P

CITY OF HILLSBORO

September 20, 2007

STAFF REPORT

TO: Planning Commission
FROM: Planning Department

RE: Request to initiate Zoning Ordinance amendments regarding minimum and maximum residential densities in the R-10 Single Family Residential zone.

REQUEST

Planning staff requests that the Planning Commission consider initiating an amendment to Zoning Ordinance Section 8A to reconcile discrepancies in minimum and maximum residential densities.in the R-10 Single Family Residential zone.

BACKGROUND

The recently adopted Zoning Ordinance amendments regarding Density, Design and Open Space included establishment of maximum densities in the non-light rail zones, as shown in the table below (densities expressed in units per net acre):

Plan Designation	Implementing Zone	Minimum Density (adopted in 2000)	Maximum Density (adopted in 2007)
RL	R-10 Single Family Residential	3	3.75
RL	R-8.5 Single Family Residential	4	5
RL	R-7 Single Family Residential	5	6.25
RL	R-6 Single Family Residential	6	7.5
RM	R-4.5 Single Family Residential	8*	10
RM	A-1 Duplex Residential	11	16
RH	A-2 Multi-Family Residential	17	21.25
RH	A-4 Multi-Family Residential	17	21.25
RMR	A-3 Multi-Family Residential	23	28.75

* New zone - minimum and maximum density adopted in 2007.

During recent pre-application meetings on a proposed R-10 subdivision, Planning staff was made aware of a discrepancy in the densities of the R-10 Single Family Residential zone. The minimum density, established in 2000, is 3.00 units per net acre. Given the Metro Functional Plan requirement that this minimum was 80% of the (unstated) maximum, Planning staff proposed a maximum density of 3.75 units per net acre. However, with an average lot size of 10,000 sf, a net acre of 43,560 sf could be developed of 4.35 units.

Planning staff explained this discrepancy to the Planning Commission at their regular meeting on September 12, and received endorsement to return to the Commission with a proposal to initiate a Zoning Ordinance amendment. A draft resolution initiating the amendment is attached for the Commissioners' review.

Respectfully submitted,

CITY OF HILLSBORO PLANNING DEPARTMENT

Deborah A. Raber AICP
Project Manager

attachments: draft resolution

6B
2 orig. to Plng

CITY OF HILLSBORO

December 11, 2007

STAFF REPORT

TO: City Council

FROM: Planning Department

RE: Planning Commission Recommendation on Proposed Zoning Ordinance Amendment Authorizing Assessment of Planning and Zoning Review Fees on Building Permits -- File No. ZOA 6-07: Planning and Zoning Building Permit Fees

REQUEST

Attached are materials related to a recommendation from the Planning Commission regarding an amendment to Zoning Ordinance No. 1945, Section 129. Application Fees. The primary purpose of the proposed amendment is to allow the City to assess fees to defray the costs of reviewing building permits to assure compliance with applicable standards, guidelines and conditions.

The Planning Commission initiated the proposed amendment on October 10, 2007, and held a public hearing on November 28, 2007. The Planning Commission passed Resolution No. 1648-P on November 28th, recommending approval of the amendment and adopting the November 23, 2007 staff report as supporting findings.

A draft ordinance approving the proposed amendments is attached for the Councilor's review. The ordinance includes the findings adopted by the Planning Commission. Also attached is the October 5th Planning Commission staff report on this matter. Please retain these materials until a final action has been taken on this matter. If you have questions, please contact the Planning Department at (503) 681-6153.

Respectfully submitted,

CITY OF HILLSBORO PLANNING DEPARTMENT

Jennifer K. Wells

Urban Planner III

Attachments: Draft Ordinance and findings
Staff report

ORDINANCE NO._____

ZOA 6-07: PLANNING AND ZONING BUILDING PERMIT FEES

AN ORDINANCE AMENDING HILLSBORO ZONING ORDINANCE NO. 1945, AS AMENDED, AUTHORIZING ASSESSMENT OF PLANNING AND ZONING REVIEW FEES ON BUILDING PERMITS.

WHEREAS, Zoning Ordinance Section 129 authorizes the City to charge application fees for the processing of land use applications, in order to defray the costs incurred by the City, and

WHEREAS, the Planning Department reviews all building permits for new construction, to assure compliance of the proposed development with all applicable development standards, design guidelines, and conditions of previous land use approvals, and

WHEREAS, such reviews of building permit applications incur costs to the Planning Department and the City, and

WHEREAS, through adoption of Resolution No. 1635-P on their regular meeting of October 10, 2007, the Planning Commission initiated an amendment to Zoning Ordinance No. 1945 Section 129 to authorize assessment of a fee to defray the costs of reviewing building permits to assure compliance with applicable standards, guidelines, and conditions, and

WHEREAS, the Planning Commission held a public hearing on November 28, 2007 on the proposed amendment, and received testimony in support of the amendment, and no testimony in opposition, and

WHEREAS, the Planning Commission adopted Resolution No. 1643-P on November 28, 2007, recommending to the City Council approval of the proposed amendment, with findings in support, attached hereto as Exhibit A, and

WHEREAS, the City Council considered the proposed amendment on December 18, 2007, and voted to adopt the findings of the Planning Commission as their own in regard to this matter.

NOW THEREFORE, THE CITY OF HILLSBORO DOES ORDAIN AS FOLLOWS:

Section 1. Zoning Ordinance No. 1945, as amended, Section 129. Application Fees is hereby amended to read as follows:

Land Use and Building Permit Application Fees

Section 129. Land Use and Building Permit Application Fees. For the purpose of defraying the costs incurred by the City in processing land use and building permit applications, each application initiated by a property owner or authorized agent of the owner shall be accompanied by fees as established by the City Council. The Council shall hold a public hearing to establish land use application fees. Notice of such hearing shall be published in the local newspaper, and the proposed fee schedule shall be available in the Planning Department and on the City's web site.

Section 2. Except as herein amended, Zoning Ordinance No. 1945, as amended, shall remain in full force and effect.

Passed by the Council this 18th day of December, 2007.

Approved by the Mayor this 18th day of December, 2007.

_____
Mayor

ATTEST: _____
City Recorder

EXHIBIT A

CITY OF HILLSBORO

November 23, 2007

STAFF REPORT

TO: Planning Commission

FROM: Planning Department

RE: Proposed Zoning Ordinance Amendment Authorizing Planning and Zoning Fees on Building Permits - File No. ZOA 6-07: Planning and Zoning Building Permit Fees

REQUEST AND BACKGROUND

The City of Hillsboro, applicant, requests that the Planning Commission recommend approval of an amendment to Section 129. Application Fees of Zoning Ordinance No. 1945. The primary purpose of the proposed amendment is to be more specific on the types of application fees collected by the City pursuant to Section 129, in particular to allow the City to assess fees to defray the costs of reviewing building permits to assure compliance with applicable standards, guidelines and conditions.

CRITERIA FOR INITIATING A ZONING ORDINANCE AMENDMENT

Section 112 of the Zoning Ordinance authorizes the Planning Commission or City Council to initiate amendments to the text of the Zoning Ordinance. Pursuant to the authorization, the Planning Commission initiated the proposed amendments on October 10, 2007 through adoption of Resolution No. 1635-P.

LANGUAGE OF PROPOSED ZONING ORDINANCE AMENDMENT

The proposed amendment would revise Zoning Ordinance Section 129, as follows (new text shown in italicized boldface type):

Land Use and Building Permit Application Fees

Section 129. *Land Use and Building Permit* Application Fees. For the purpose of defraying the costs incurred by the City in processing ***land use and building permit*** applications, each application initiated by a property owner or authorized agent of the owner shall be accompanied by fees as established by the City Council. The Council shall hold a public hearing to establish land use application fees. Notice of such hearing shall be published in the local newspaper, and the proposed fee schedule shall be available in the Planning Department and on the City's web site.

EFFECTS OF THE PROPOSED ZONING ORDINANCE AMENDMENT

As mentioned above, the proposed amendment clarifies the types of application fees collected by the City and authorizes the City to assess fees for building permit reviews. The Planning Department reviews all building permits for new construction to assure compliance of proposed development with all applicable development standards, design guidelines and conditions. Currently the Planning Department does not assess a fee for this review and there is no authorization in either the Zoning Ordinance or Municipal Code to assess a fee.

COMMENTS RECEIVED ON THE PROPOSED ZONING ORDINANCE AMENDMENT

No written comments have been received to date from parties of interest.

RECOMMENDATION

If the Planning Commission supports the proposed Zoning Ordinance amendment, the Commission may consider the attached draft resolution recommending approval to the City Council of the proposed amendment. If no testimony is received, this staff report could be cited as supporting findings.

Respectively submitted,

CITY OF HILLSBORO PLANNING DEPARTMENT

Jennifer K. Wells
Urban Planner III

Attachment: Draft Resolution

CITY OF HILLSBORO

October 5, 2007

STAFF REPORT

TO: Planning Commission
FROM: Planning Department

RE: Request to initiate Zoning Ordinance amendments regarding increased density in the MU-C zone and Planning and Zoning review fees on building permits

REQUEST

Planning staff requests that the Planning Commission consider initiating two separate amendments to the Zoning Ordinance: revising Section 48A to increase allowable residential densities in the MU-C Mixed Use Commercial zone; and revising Section 129 to authorize collection of "planning and zoning review fees" for building permit review.

BACKGROUND - Increased Residential Density in MU-C Mixed Use Commercial zone

As the Commissioners are aware, the City is proceeding on the OHSU/AmberGlen Community Plan, which proposes redevelopment and substantial increases in residential and commercial densities and building heights in this neighborhood in east Hillsboro. The Planning and Zoning Hearings Board recently approved a zone change on a property immediately west of the OHSU/AmberGlen area, at the southwest corner of Cornell Road and 206th Avenue. The property is designated Commercial on the Comprehensive Plan, and the tentatively approved rezone was from C-1 General Commercial to MU-C.

Hillsboro Zoning Ordinance (HZO) Section 48A III, Table 48A-2 lists the residential density standards for the MU-C zone as follows:

Minimum: None if included on and above the second floor in a mixed use project; 17 units / net acre in freestanding residential-only buildings

Maximum: 24 units / net acre in either free-standing residential-only buildings or in mixed use buildings on and above the second floor

However, the MU-C zone also allows a maximum building height of five (5) stories.

In order to encourage higher residential densities in the taller buildings allowed in this zone, Planning staff requests that the Planning Commission initiate a Zoning Ordinance amendment to allow densities of up to 60 units per acre with discretionary approval. "Discretionary approval" in this case would mean either a Planned Unit Development or a Variance process,

either of which be heard by the Planning Commission. Similar language is already included in HZO Volume II, for the SCR-HD zone. In the light rail zones, variances for higher densities are allowable if two additional criteria are met, beyond the standard three (consistency with the intent of the regulation; consistency with the purpose of the zone; and absence of negative impact to natural or cultural resources). The two additional criteria are availability of adequate infrastructure and outstanding design. The latter two criteria would be added into HZO Section 48A V D regarding variances.

BACKGROUND - Planning and Zoning Review Fees on Building Permits

As the Commissioners are also aware, the Planning Department has added an architect/urban designer position for FY 2007-2008. This position was added with the understanding that revenues would be increased to cover the cost of the additional position. Planning staff will request approval from the Finance Committee and the City Council in October to initiate fee increases on existing land use applications, and certain other new application fees authorized under the Density Design and Open Space Code amendments.

In addition, Planning staff proposes to begin consideration of a new fee to cover costs of reviewing building permits. Since this new fee is not already authorized in either the Zoning Ordinance or the Municipal Code, City Administration has directed that they be included in the Zoning Ordinance. Proposed fee increases and new fees are shown on the attached tables.

RECOMMENDATION

Planning staff explained these proposals to the Planning Commission at their regular meeting on September 26th, and received endorsement to return to the Commission with formal initiations of the Zoning Ordinance amendments. Two draft resolutions initiating the amendments are attached for the Commissioners' review.

Respectfully submitted,

CITY OF HILLSBORO PLANNING DEPARTMENT

Deborah A. Raber

Deborah A. Raber AICP
Planning Project Manager

Attachments: Fee increase tables
Draft resolutions

PROPOSED PLANNING DEPARTMENT
APPLICATION FEE INCREASES, BY APPLICATION TYPE

HZO	Hillsboro Zoning Ordinance	DR	Development Review
HSO	Hillsboro Subdivision Ordinance	SUB	Subdivision
HCP	Hillsboro Comprehensive Plan	PUD	Planned Unit Development
FY	Fiscal Year	CY	Calendar Year
SFR	Single Family Residence	ADU	Accessory Dwelling Unit
MFR	Multi-Family Residence (3+ units)	MH	Manufactured Home

Existing Fees - Inflation Adjustment increase
(authorized by HZO Section 129A; Section 136 VII; HSO Article XI; HCP Section 1)

Estimated FY2006 - 2007 revenue		$550,000	
2006-2007 inflation adjustment	3.1%		
2007-2008 inflation adjustment	2.0%		
Cumulative 2-year increase	5.1%		
Projected additional revenue (5% of $550,000)			$27,500

Existing Fees – Development Review for Two-Unit Residential Structures
(authorized by HZO Section 133: existing process and fee with broader application)

Annual # of 2-unit structure permits	11*	
Projected annual # of 2-unit structures	11	
Projected additional revenue (11 permits x $2625)		$28,875

* *Average of CY 2004, 2005 and 2006*

Existing Fees –Development Review for Accessory Dwelling Units
(authorized by HZO Section 133: existing process and fee with broader application)

Annual # of ADUs	5*	
Projected annual # of ADUs	5	
Projected fee (= ½ standard DR fee; ½ permits valued at < $99,999; ½ permits valued at > $100,000)	$2230	
Projected additional revenue (5 permits x $2230)		$11,150

* *Average of CY 2004, 2005 and 2006*

New Fee – Property Line Adjustments
(new process authorized by HSO Article VI)

Annual # of property line adjustments	24*	
Projected fee	$100	
Projected additional revenue (24 permits x $100)		$ 2,400

** Average of CY 2004, 2005 and 2006*

New Fee – "Architectural Review Fee" on eligible SUBs and PUDs (8+ lots)
(authorized by HSO Article II, Section 1 E 8)

Annual # of lots in "8+" lots in SUBs & PUDs	1024*	
Annual # of lots in "7-" SUBs & PUDs	70*	
Estimated annual # of lots in 8+ SUBs and PUDs	500	
Estimated # of lots reviewed w/ prelim. plats	400	
Proposed Arch. Review Fee w/ prelim. plats	$ 20/lot	
Estimated # of lots reviewed w/ final plats	100	
Proposed Arch. Review Fee w/ final plats	$ 40/lot	
Projected additional revenue (400 lots x $20/lot)		$ 8,000
Projected additional revenue (100 lots x $40/lot)		$ 4,000

** Average of CY 2004, 2005 and 2006*

New Fee – ""Planning & Zoning (P&Z) Review Fee" on residential bulding permits
(to be authorized by HZO Section 129A, ZOA to be initiated by PC on 10/10)

Estimated annual SFR permits		765*	
Estimated annual Duplex permits (# units)		18*	
Estimated annual MFR permits (# units)		360*	
Estimated annual MH set-ups (# units)		4*	
Proposed P&Z Review Fee (per unit):	SFR	$20	
Proposed P&Z Review Fee (per unit):	Duplex	$15	
Proposed P&Z Review Fee (per unit):	MFR	$10	
Proposed P&Z Review Fee (per unit):	MH	$20	
Projected additional revenue (765 units x $20/unit)			$15,300
Projected additional revenue (18 units x $15/unit)			$ 270
Projected additional revenue (360 units x $10/unit)			$ 3,600
Projected additional revenue (4 units x $20/unit)			$ 80

Total projected additional revenue **$101,175**

Application fees authorized under Comprehensive Plan Ordinance No. 2793

Application Type	Current Fee (Effective 3/01/06)	With 5% inflation adjustment
Minor Comprehensive Plan Land Use Map Change	$4000	$4200

Application fees authorized under Zoning Ordinance No. 1945

Application Type	Current Fee (Effective 3/01/06)	With 5% inflation adjustment
Zone Change	$2500	$2625
Conditional Use	$2500	$2625
Variance (< $10,000 project value)	$500	$525
Variance (> $10,000 project value)	$1700	$1785
Expansion of Non Conforming Use	$1700	$1785
PUD preliminary development plan	$5000	$5250
PUD development plan	$2000	$2100
PUD modification through Planning Commission	$1500	$1575
PUD administrative modification	$700	$735
Floodplain Topographic Alteration or Special Use in the Floodplain	$1500	$1575
Significant Natural Resource Permit Type 1a	$750	$790
Significant Natural Resource Permit Type 1b	$1250	$1315
Significant Natural Resource Permit Type 2	$2000	$2100
Development Review (by project value)		
$100 to $5000 -	$300	$315
$5000 to $25,000	$550	$580
$25,000 to $100,000	$1750	$1840
$100,000 to $500,000	$2500	$2625
$500,000 to $1,000,000	$3750	$3940
$1,000,000 to $5,000,000	$4500	$4725
Over $5,000,000	$5500	$5775
DR in Conservation Districts	½ standard fee	
Concept Development. Plan	$5000	$5250
Detailed Development Plan	DR fee for equal project value	
Fences	$40	$45
Appeals	½ original fee*	

* May be subject to statutory maximum.

Application fees authorized under Subdivision Ordinance No. 2808

Application Type	Current Fee (Effective 3/01/06)	With 5% inflation adjustment
Subdivision preliminary plat		
1 to 10 lots	$2000 minimum	$2100
11 to 24 lots	$200 / lot;	$21
25 or more lots	$4500 maximum	$4725
Subdivision Preliminary Plat Modification	$1500	$1575
Subdivision final plat (¾ of preliminary plat fee)		
1 to 10 lots	$1500 minimum	$1575
11 to 24 lots	$150 / lot	$1575
25 or more lots	$3375 maximum	$790
Major Partition preliminary plat	$1500	$1575
Major Partition final plat	$750	$790
Minor Partition preliminary plat	$1500	$1575
Minor Partition final plat	$750	$790
Appeals	½ original fee*	

* May be subject to statutory maximum.

Permit fees authorized under Municipal Code Chapters 3.30, 15.20 and 15.24, and Annexations

Application Type	Current Fee (Effective 3/01/06)	With 5% inflation adjustment
Measure 37 Claims	None	$????
Sign Permit (per face)	$50	$60
Mobile and Temporary Business Permit	$100	$80
Permit plus one site	$75	$80
Each additional site	$25 per site	$30
Annexation (may include multiple properties)	$1200	$1260

not an original

revised

6B

ORDINANCE NO. 5822

ZOA 6-07: PLANNING AND ZONING REVIEW FEES

AN ORDINANCE AMENDING HILLSBORO ZONING ORDINANCE NO. 1945, AS AMENDED, AUTHORIZING ASSESSMENT OF PERMIT REVIEW FEES.

WHEREAS, Zoning Ordinance Section 129 authorizes the City to charge application fees for the processing of land use applications, in order to defray the costs incurred by the City, and

WHEREAS, the Planning Department reviews all building permits for new construction, to assure compliance of the proposed development with all applicable development standards, design guidelines, and conditions of previous land use approvals, and

WHEREAS, such reviews of building permit applications incur costs to the Planning Department and the City, and

WHEREAS, through adoption of Resolution No. 1635-P on their regular meeting of October 10, 2007, the Planning Commission initiated an amendment to Zoning Ordinance No. 1945 Section 129 to authorize assessment of a fee to defray the costs of reviewing building permits to assure compliance with applicable standards, guidelines, and conditions, and

WHEREAS, the Planning Commission held a public hearing on November 28, 2007 on the proposed amendment, and received testimony in support of the amendment, and no testimony in opposition, and

WHEREAS, the Planning Commission adopted Resolution No. 1643-P on November 28, 2007, recommending to the City Council approval of the proposed amendment, with findings in support, attached hereto as Exhibit A, and

WHEREAS, the City Council considered the proposed amendment on December 18, 2007, and voted to adopt the findings of the Planning Commission as their own in regard to this matter.

NOW THEREFORE, THE CITY OF HILLSBORO DOES ORDAIN AS FOLLOWS:

Section 1. Zoning Ordinance No. 1945, as amended, Section 129. Application Fees is hereby amended to read as follows:

Land Use Application and Permit Review Fees

Section 129. Land Use Application and Permit Review Fees. For the purpose of defraying the costs incurred by the City in processing land use and building permit applications, each application initiated by a property owner or authorized agent of the owner shall be accompanied by fees as established by the City Council. The Council shall hold a public hearing to establish land use application fees. Notice of such hearing shall be published in the local newspaper, and the proposed fee schedule shall be available in the Planning Department and on the City's web site.

Section 2. Except as herein amended, Zoning Ordinance No. 1945, as amended, shall remain in full force and effect.

Passed by the Council this 18th day of December, 2007.

Approved by the Mayor this 18th day of December, 2007.

_____
Mayor

ATTEST: _____
City Recorder

6C
2 orig. to Ping

CITY OF HILLSBORO

December 10, 2007

STAFF REPORT

TO: City Council

FROM: Planning Department

RE: Request for Approval of a Zone Change – ZC 15-07: Schlottman Residence

REQUEST

Attached are materials relating to an owner-initiated zone change from R-7 Single Family Residential to R-6 Single Family Residential, on one property approximately 1.92 acres in size. The purpose of the zone change request is to allow the subject parcel to develop in a manner consistent with abutting parcels which also have the RL Residential Low Density Comprehensive Plan designation and are zoned R-6. If the zone change is approved, the applicant is planning to subdivide this property for a detached single family residential development in conjunction with the adjacent property to the east (Tax Lot 1000 on Washington County Tax Map 1S2-02CB).

The site proposed for the zone change is generally located north of SE Frances Street, east of SE 71st Court, south of the SE 72nd Avenue stub, and west of the SE Langwood Street stub. The site can be specifically identified as Tax Lot 1100 on Washington County Tax Assessor's Map 1S2-02CB. There is an existing residence addressed as 7127 SE Frances Street and associated accessory buildings on the subject site.

A staff report is attached for your review. The Planning and Zoning Hearings Board has recommended approval of the proposed zone change with three conditions. Hearings Board Opinion No. 1668, dated November 30, 2007, regarding this matter is attached.

A proposed ordinance has also been attached for your consideration.

Please retain these materials until a final action has been taken on this matter. If you have any questions, please contact the Planning Department at (503) 681-6153.

Respectfully submitted,

CITY OF HILLSBORO PLANNING DEPARTMENT

Jennifer K. Wells
Urban Planner III

Attachments: Draft Ordinance
Hearings Board Opinion No. 1668
Staff report and maps

ORDINANCE NO. _____

ZC 15-07: SCHLOTTMAN RESIDENCE

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP, A PORTION OF HILLSBORO ZONING ORDINANCE NO. 1945, AS AMENDED, BY CHANGING THE ZONING OF A CERTAIN TRACT OF LAND FROM R-7 SINGLE FAMILY RESIDENTIAL TO R-6 SINGLE FAMILY RESIDENTIAL.

WHEREAS, the owner of a certain tract of land described herein, has submitted an application for a zone change from R-7 Single Family Residential to R-6 Single Family Residential, and

WHEREAS, the City of Hillsboro Planning and Zoning Hearings Board held a public hearing on the proposed zone change on November 7, 2007, and voted to recommend to the City Council that the subject zone change be granted, based on the findings adopted by the Board as Opinion No. 1668, dated November 30, 2007, and

WHEREAS, the City Council hereby adopts the findings of the Planning and Zoning Hearings Board as its own in regard to this matter, and

WHEREAS, based on those findings, the City Council hereby determines that the zone change conforms with the Hillsboro Comprehensive Plan and Zoning Ordinance, and the particular zone recommended is the best suited for the subject site.

NOW, THEREFORE, THE CITY OF HILLSBORO DOES ORDAIN AS FOLLOWS:

Section 1. The following described tract of land is hereby rezoned from R-7 Single Family Residential to R-6 Single Family Residential.

Tax Lot 1100 on Washington County Tax Map 1S2-02CB, Section 2, Township 1 South, Range 2 West, Willamette Meridian, on record as of October 10, 2003, a copy of which is attached hereto and thereby made a part of this Ordinance.

Section 2. Approval of this zone change is subject to the following conditions:

1. Prior to the issuance of building permits for new construction on the site, or approval of a land use action as defined in Implementation Measure (B) of the Transportation System Plan, the owner shall dedicate additional street right-of-way along the site's SE Frances Street frontage as necessary to meet the standards of the Transportation System Plan.

2. Prior to the issuance of building permits for new construction on the site, or approval of a land use action as defined in Implementation Measure (B) of the Transportation System Plan, the owner shall construct road improvements to SE Frances Street as approved by the City Engineer.

3. The owner shall provide a Clean Water Services Service Provider Letter prior to issuance of permits for any new development on the site, and the new development shall comply with any conditions required by the Letter.

Section 3. The City Planning Director is hereby instructed to cause the official zoning map, a part of Ordinance No. 1945, to be amended to include the zone change set forth in Section 1 hereof.

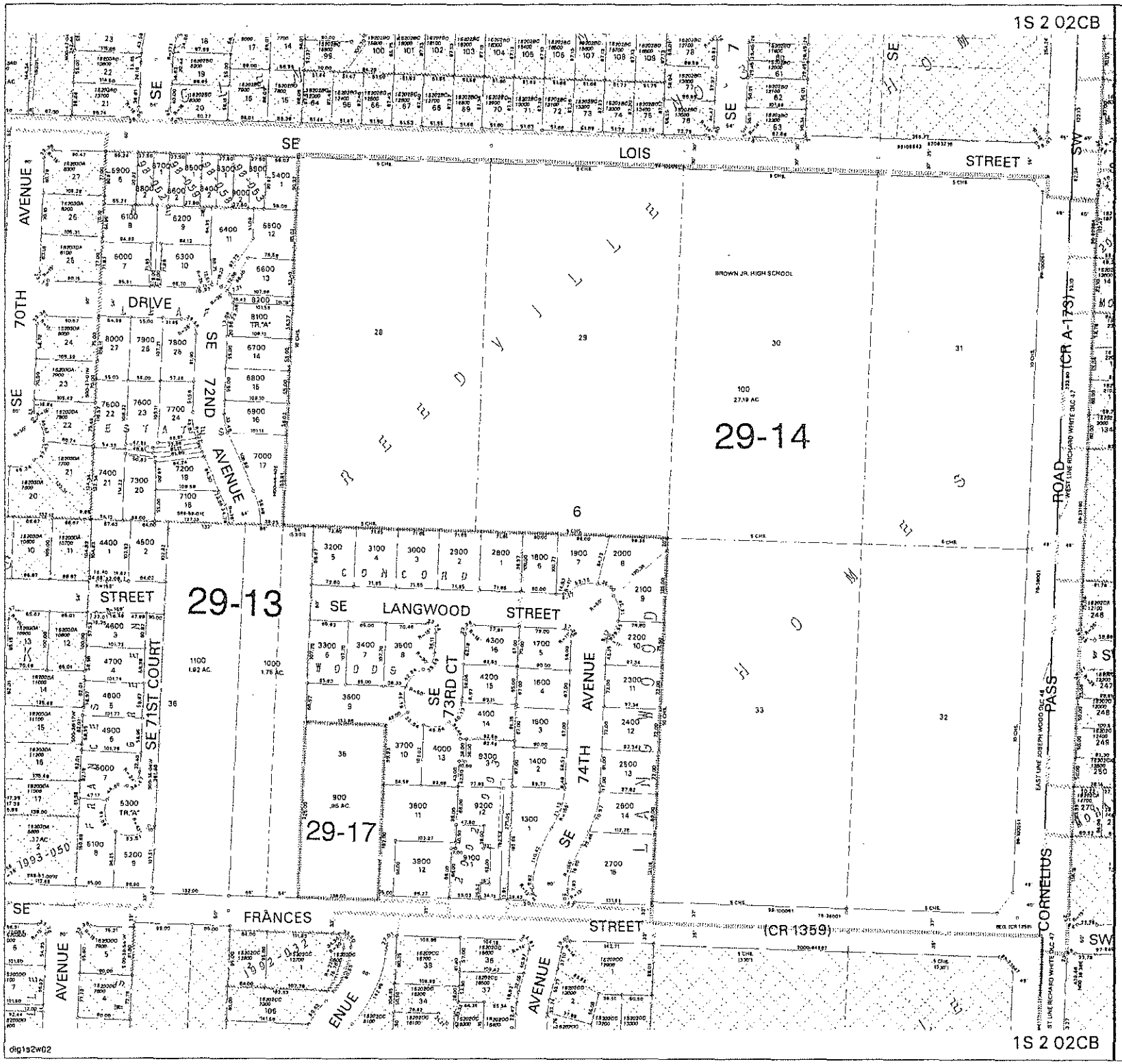
Section 4. Except as herein amended, Zoning Ordinance No. 1945, as amended, shall remain in full force and effect.

Passed by the Council this 18th day of December, 2007

Approved by the Mayor this 18th day of December, 2007

_____
Mayor

ATTEST: _____
City Recorder



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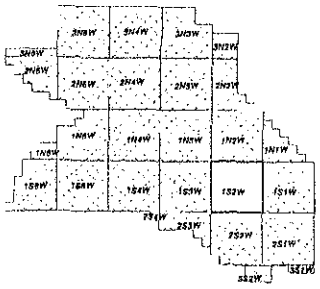
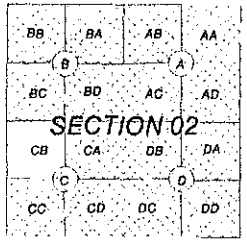


WASHINGTON COUNTY OREGON
NW1/4 SW1/4 SECTION 02 T1S R2W W.M.
SCALE 1" = 100'

36	31	32	33	34	35	36	31
1	6	5	4	3	2	1	6
12	7	8	9	10	11	12	7
13	18	17	16	15	14	13	18
24	19	20	21	22	23	24	19
25	30	29	28	27	26	25	30
36	31	32	33	34	35	36	31
1	6	5	4	3	2	1	6

FOR ADDITIONAL MAPS VISIT OUR WEBSITE AT www.co.washington.or.us



Cancelled Taxlots For: 1S202CB
400,500,601,700,800,1200,200,5600,5700,6500,5800,600,300,

Assessment CARTOGRAPHY Taxation

PLOT DATE: October 10, 2003
FOR ASSESSMENT PURPOSES ONLY - DO NOT RELY ON FOR OTHER USE

Map areas delineated by either gray shading or a cross-hatched pattern are for reference only and may not indicate the most current property boundaries. Please consult the appropriate map for the most current information.

HILLSBORO
1S 2 02CB

BEFORE PLANNING AND ZONING HEARINGS BOARD FOR THE CITY OF HILLSBORO, OREGON

In the matter of an application for a zone change from City R-7 Single Family Residential zoning to R-6 Single Family Residential zoning for a 1.92-acre lot in the City of Hillsboro, Oregon.	City File No. ZC 15-07 (Schlottman) Opinion No. 1668

I. Summary:

This Opinion is the decision of the Planning and Zoning Hearings Board approving with conditions this application for a zone change from R-7 Single Family Residential zoning to R-6 Single Family Residential zoning for a 1.92-acre parcel. This decision is based on the October 30, 2007 Staff Report as supplemented by the Findings of Fact and Conclusions of Law and conditions of approval set forth in this Opinion.

II. Subject Property and Applicants:

The 1.92-acre parcel is currently zoned R-7 with an RL Low Density Residential Comprehensive Plan designation. Four zones implement the RL plan designation: R-10, R-8.5, R-7 and R-6. Consequently, the current and proposed zoning implement the RL Plan designation. The basis for the requested zone change is that all of the surrounding properties are also zoned R-6, and the applicant has a single comprehensive development plan for this lot and the lot immediately to the east, which is also zoned R-6. The parcel is currently developed with a single-family home and a few accessory buildings and is generally located north of SE Frances Street, east of SE 71st Court, south of the SE 72nd Avenue stub and west of the SE Langwood Street stub (TL 1100 on Map 1S2-02CB) with a street address of 7127 SE Frances Street. The owners are Charles and Jan Schlottman, and they are represented in this zone change application by Land Tech, Inc.

III. Local Procedure and Applicable Law:

The City duly noticed and held a public hearing on this application on November 7, 2007 before the Planning and Zoning Hearings Board (the Board), consisting of Chairman Daniel Kearns and members Tony Rosatti and Walter Hellman. At the commencement of the hearing, the Chairman made the procedural statements required by ORS 197.763 (5) and (6) and 197.796. No member of the Board had any ex parte contacts, conflicts of interest or biases to report. There were no procedural objections or objections to the participation of any member of the Board in this matter, and no person requested a continuance or that the record be kept open. The Staff Report was issued on October 30, 2007 and recommended three conditions of approval. The Staff Report also listed the approval criteria, which were recited by the staff planner during the hearing. The applicable approval criteria are contained in Section 114(2) of Zoning Ordinance No. 1945, governing zone changes plus the following Comprehensive Plan provisions: Urbanization Implementation Measures IV(A)1-3, I, J and M; Housing Policies III B, E, L & Y, and Transportation Implementation Measures VII B, M, O(5) and P.

IV. Summary of the Proceeding and Record:

The Staff Report provides a Site Description, a Description of Surrounding Area, Public Utilities and Transportation Facilities, all of which are adopted and incorporated herein by the Board. The applicant's representative, Jamie Morgan of Land Tech, appeared at the hearing to explain the application and answer questions. Ms Morgan expressed her agreement with the three conditions of approval proposed in the staff report. The only person to offer testimony was Elizabeth Reyma, who lives north of this parcel at the corner of Austin Drive and SE 72nd Avenue, which stubs at the northern property line of the subject parcel. She asked whether development of this and the adjacent (to the east) lot would result in the extension of SE 72nd Avenue southward to SE Frances Street. Planning staff and the Hearings Officer responded that, while the eventual subdivision of this and the adjacent parcel could involve the extension of SE 72nd Avenue, the zone change proposal that is currently before the Board does not. No one else appeared to testify on this matter, and no written comments or other correspondence was received into the record. Therefore, the record of this matter contains only the application materials, staff report and an audio recording of the November 7, 2007 hearing.

V. Conclusion and Decision:

The Board adopts staff's summary and analysis of the approval criteria set forth in the Discussion section of the Staff Report, which is adopted and incorporated herein by the Board. On this basis, the Board concludes that the application meets all of the applicable approval criteria. Most notably, the pervasive R-6 zoning on all of the surrounding properties convinces the Board that R-6 zoning is the best suited for this property, based on the above-mentioned Comprehensive Plan Policies. The application is hereby approved subject to the following conditions:

1. Prior to the issuance of building permits for new construction on the site, or approval of a land use action as defined in Implementation Measure (B) of the Transportation System Plan, the owner shall dedicate additional street right-of-way along the site's SE Frances Avenue frontage as necessary to meet the standards of the Transportation System Plan.

2. Prior to the issuance of building permits for new construction on the site, or approval of a land use action as defined in Implementation Measure (B) of the Transportation System Plan, the owner shall construct road improvements to SE Frances Street as approved by the City Engineer.

3. The owner shall provide a Clean Water Services Service Provider Letter prior to issuance of permits for any new development on the site, and the new development shall comply with any conditions required by the Letter.

Date of Decision: November 30, 2007.

PLANNING AND ZONING HEARINGS BOARD

By: Daniel Kearns

Daniel Kearns, Chairman

////

Board Member Action:	Agree/Object	Date:
T Rosatti Tony Rosatti	AGREE	11-30-07
Walter Hellman Walter Hellman	AGREE	11-30-07

CITY OF HILLSBORO

October 30, 2007

STAFF REPORT

TO: Planning and Zoning Hearings Board

FROM: Planning Department

RE: Request for Approval of a Zone Change – Case File ZC 15-07: Schlottman Residence

REQUEST

The applicant, Land Tech, Inc, requests a zone change from R-7 Single Family Residential to R-6 Single Family Residential, on one property approximately 1.92 acres in size. The purpose of the zone change request is to allow the subject parcel to develop in a manner consistent with abutting parcels which also have the RL Residential Low Density Comprehensive Plan designation and are zoned R-6. The property owners are Charles and Jan Schlottman.

SITE DESCRIPTION

The affected property is generally located north of SE Frances Street, east of SE 71st Court, south of the SE 72nd Avenue stub, and west of the SE Langwood Street stub. The site can be specifically identified as Tax Lot 1100 on Washington County Tax Assessor's Map 1S2-02CB. The subject site is relatively flat with tree groves located in the northerly half of the property. There is an existing residence addressed as 7127 SE Frances Street and associated accessory buildings on the subject site.

SE Frances Street is identified as a Collector Street on the Transportation System Plan Functional Classification Plan. SE 72nd Avenue (abutting the northeast corner of the subject site) and SE Langwood Street (abutting to the west) are identified as Local Streets on the Transportation System Plan Functional Classification Plan.

The City of Hillsboro Goal 5 Significant Natural Resources Inventory identifies no Significant Natural Resources and/or associated Impact Areas on the site. The Clean Water Services (CWS) Sensitive Areas Pre-Screen Map shows the entire site as being located outside of the area of potential impact (see attached map).

DESCRIPTION OF SURROUNDING AREA

Area	Plan	Zoning	Land Uses
North	RL: Low Density Residential	R-6 Single Family Residential	SFR
South	RL: Low Density Residential	R-6 Single Family Residential	SFR
East	RL: Low Density Residential	R-6 Single Family Residential	Large lot SFR
West	RL: Low Density Residential	R-6 Single Family Residential	SFR

PUBLIC UTILITIES

Service	Provider	Size	Location	Distance from site
Water	City	10"	SE Frances Street	Adjacent (South)
Sanitary Sewer	City	8"	SE Frances Street (stub to east)	Adjacent (Southeast)
Storm Drain	City	12"	SE Frances Street (stubs to west and east of property)	Adjacent (East, West)

TRANSPORTATION FACILITIES

Streets	Existing		Plan Designated	
	R-O-W	Improvement	R-O-W	Improvement
SE Frances Street	50'	27'+/-	66'	36'
SE Langwood Street (stub abutting the west side of subject site)	54'	30'+/-	54'	32'
Sidewalk Improvements	**Existing**		**Plan Designated**	
SE Frances Street	None on north side 5-foot on south side		5-foot	
SE Langwood Street	5-foot both sides		5-foot	
Mass Transit	**Bus Route**		**Distance to Site**	
Transit	57		About 1 mile southeast (Tualatin Valley Hwy)	
	88		About 1½ miles east (SW 198th Avenue south of SW Rock Road)	
Light Rail Transit	MAX Quatama /205th Ave LRT Station or Orenco/231st Ave LRT Station		About 2 miles northeast or About 2 miles northwest	
Bicycle Lane	**Existing**		**Plan Designated**	
SE Frances Street	None		5-foot to 6-foot	
SE Langwood Street	None		None	

APPLICABLE PLAN POLICIES

Section 2 Urbanization Implementation Measure (IV) (A). Urban development shall occur only where urban services exist or are available. It is the intent of this Plan to encourage development in those areas where such services are currently available or can be readily provided in a logical manner.

(1) Urban services necessary for development include adequate water, sewer, and fire protection. The documentation of the availability of these needed services must be current.

(2) Whenever feasible, the installation of sewage trunk lines shall occur prior to the development of the affected urban area.

(3) Public streets, new or existing, which are proposed for access to a particular site proposed for development, shall be developed in accordance with the transportation element of the Comprehensive Plan.

Section 2 Urbanization Implementation Measure (IV) (I). Use of services available in the Hillsboro Planning Area will be maximized through the encouragement of new development at maximum densities prescribed by the applicable Comprehensive Plan/land use ordinance, and through the infilling of partially developed areas. The social and aesthetic impact of poorly designed development increases with density. Consequently, development proposals above the minimum prescribed density of the applicable zone must demonstrate compliance with any applicable objective development standards and design guidelines adopted by the City Council or the Planning Commission.

Section 2 Urbanization Implementation Measure (IV)(J). Land uses identified by the Comprehensive Plan Land Use Map have been determined to be the most suitable needed by the City. To meet the burden of proof for a proposed zone change, it is both necessary and sufficient to show that the proposed zone is consistent with and represents the highest use allowed by the Comprehensive Plan Land Use Map, and in the case of zone changes in residential areas, the proposed zone shall allow development of housing at a density within the range designated by the Land Use Map. In addition, the City may attach clear and objective conditions to the zone change provided such conditions are consistent with the Comprehensive Plan, the Zoning Ordinance, and other rules and policies regulating development in the City. In developed areas where existing uses and zoning are not consistent with the highest use under the Comprehensive Plan Land Use Map, an "incremental" zone change, which would allow development opportunity at the highest Plan use, shall be required prior to further redevelopment.

Section 2 Urbanization – Implementation Measure (IV)(M). The land use map shall designate property in the Hillsboro Planning Area as Low, Medium, High, or Mid-Rise Residential, Mixed-Use, Commercial, Industrial, Open Space, Floodplain, Public Facility or Station Community Planning Area. As used in this subsection, "Mixed-Use" means a mix of residential and commercial uses either vertically or horizontally. The land use map may also designate the boundaries of Hillsboro "community plan" areas. Residential land outside Station Community Planning Areas shall be designated Low, Medium, or High density, or Mid-Rise Residential, so as to provide the opportunity for an overall density of 10 units per net acre, and a 50% detached single family/50% attached single family or multi-family split on new construction. Appropriate Mixed Use zoning districts shall be applied to implement the Mixed Use (MU) Plan designation on all properties designated Mixed Use on the Comprehensive Plan Land Use Map, or on any properties identified for mixed use on a Community Plan Area Map.

Section 3 Housing – Policies (III)(B). A variety of housing units shall be encouraged throughout the planning area for households of all incomes, ages and living patterns. Such housing should include, but not be limited to, single-family residences, accessory dwellings, duplexes, apartments, attached single-family residences, co-op housing, condominiums, townhouses and manufactured housing. Specific locations for each type of housing shall be consistent with the comprehensive plan map and zoning map. Each type of housing should be available at various prices and rents in order to maximize housing choices of the public.

Section 3 Housing – Policies (III)(E). In order to promote home ownership and to increase efficient land use, developments with lots less than 7,000 square feet shall be allowed when specifically authorized by the Zoning Ordinance. Because the social and aesthetic impact of poorly designed residential developments increases with density, such developments shall be of a quality and design which effectively offsets increases in density and/or smaller lots and through provisions of usable open space as well as other amenities.

Section 3 Housing – Policies (III)(L). New residential areas shall have water, sewers, storm drainage, street lights and underground utilities. In addition, new residential areas shall have paved streets, curbs, pedestrianways; and where site conditions are favorable to stormwater infiltration, the use of vegetated stormwater management facilities, pervious pavement and similar "green streets" elements is encouraged where technically feasible and appropriate. The provision of such services in older residential areas shall be encouraged.

Section 3 Housing – Policies (III)(Y). Residential land shall develop within the density range designated by the Comprehensive Plan unless higher densities are approved by the City under the Planned Unit Development process. Density reductions and transfers may also be allowed within the Significant Natural Resource Overlay (SNRO) District and within Habitat Benefit Areas that fall outside of the SNRO District.

Section 13 Transportation – Implementation Measure (VII)(B). Approval of land use actions on properties including or adjacent to rights-of-way and street improvements which are less than that specified in the transportation plan and maps shall require: dedication of adequate land for public right-of-way to meet that specified in the Plan; construction of the required interior street system; and construction of, or execution of a non-remonstrance deed restriction for the specified street improvements immediately adjacent to the properties. For the purpose of this measure, land use actions are limited to zone changes, planned unit developments, conditional uses, variances, expansions of non-conforming uses, development reviews, site plan reviews, subdivisions, major partitions and minor partitions.

Section 13 Transportation – Implementation Measure (VII)(M). Proposed new developments shall consider opportunities to incrementally extend and connect proposed new streets with existing streets within adjacent or nearby areas in addition to addressing street connectivity recommendations shown on the Local Street Connectivity maps contained within Section 21. Transportation System Plan.

Section 13 Transportation – Implementation Measure (VII)(O)(5) Collector Streets: Collector streets provide both access and circulation within residential and commercial/industrial areas. Collectors differ from arterials in that they provide more of a citywide circulation function, do not require as extensive control of access and penetrate residential neighborhoods distributing trips from the neighborhood and local street system.

The standard configuration for collector streets without on-street parking shall be a 46-foot roadway improvement within a 70-foot right-of-way including two 11-foot travel lanes, a 12-foot median/turn lane and two 6-foot bicycle lanes. Five-foot (5' minimum) sidewalks separated from the curb by a 6-foot landscape strip are required on both sides of the street. This typical cross section and other options are shown in Figure 13-3. Left turn lanes shall be provided at major intersections and may be provided, if approved by the City Engineer, at authorized property access points between intersections. The size of collector streets is defined in the Street ROW Required for Selected Arterials and Collectors (Greater than 2 Lanes) (Figure 13-4) and the Street Improvement Plan (Figure 13-5).

Section 13 Transportation – Implementation Measure (VII)(P). The street standards contained in Transportation Implementation Measure O may be varied with City approval. Except where adjacent to properties designated or zoned for Mixed Use, the functional classification, projected volumes and bike path plan shall be accommodated in the variation. Standards for street sections adjacent to properties designated or zoned for Mixed Use may be adjusted to provide on-street parking, increased sidewalk width, or to substitute bicycle lanes and bicycle ways on street sections with reduced traffic speeds.

APPLICABLE LAND USE DISTRICTS

There are four zoning designations which implement the RL – Low Density Residential Plan Designation with its density range from 3-7 units per net acre, in this area: R-10 Single Family Residential; R-8.5 Single Family Residential; R-7 Single Family Residential; and R-6 Single Family Residential. The minimum and maximum densities per net acre for each zone are as follows:

- R-10 zone Minimum = 3 dwelling units per net acre; maximum = 3.75 dwelling units per net acre
- R-8.5 zone. Minimum = 4 dwelling units per net acre; maximum = 5 dwelling units per net acre.

- R-7 zone. Minimum = 5 dwelling units per net acre; maximum = 6.25 dwelling units per net acre.

- R-6 zone. Minimum = 6 dwelling units per net acre; maximum = 7.5 dwelling units per net acre.

APPROVAL CRITERIA

Zoning Ordinance No. 1945, Section 114 (2) specifies the approval criteria for a proposed zone change as follows:

a. The request must conform with the Hillsboro Comprehensive Plan and this Ordinance;

b. That, where more than one designation is available to implement the Comprehensive Plan designation (e.g. R-7 vs. R-10), the applicant must justify the particular zoning being sought and show that it is best suited for the specific site, based upon specific policies of the Hillsboro Comprehensive Plan.

Section 114(1) of the Zoning Ordinance lists conditions that may be attached to a zone change approval:

1) Amendment of this Ordinance by amending the zoning map may be contingent upon compliance with conditions found necessary to accomplish the purposes of this Ordinance and implement the goals and policies of the Hillsboro Comprehensive Plan. To that purpose, any of the following conditions, stipulations or limitations may be attached to a zone change approval:

   a. Street improvements abutting/within the development area
   b. Street dedication within and/or abutting the development area
   c. Joint use/access agreement
   d. Improvement agreements for the installation of necessary on-site public facilities
   e. Utility easements
   f. Landscaping
   g. Off-street parking
   h. Storm drainage improvements
   i. Off-site public improvements when the rezoning and subsequent development will contribute significantly to the need for such off-site public improvements
   j. Development Review approval by the Planning Commission; for projects in zones or locations for which development requirements and design standards are specified in the Zoning Ordinance
   k. Screening, fencing
   l. Limiting access
   m. Surety/performance bond
   n. Non-remonstrance clause

The applicant's narrative is attached for the Board's review.

DISCUSSION

The subject site is designated RL – Residential Low Density on the Comprehensive Plan Map and is currently zoned R-7: Single Family Residential for the majority of the subject site. The Hillsboro Zoning Ordinance includes four zoning districts which implement the RL Plan Designation in this area: R-10, R-8.5, R-7 and R-6 Single Family Residential. On pages 5-6 of the application narrative, the applicant has provided a table comparing the implementing zones and has stated the following:

Of the four zones (R-10, R-8.5, R-7 and R-6) that implement the RL designation, this application requests the R-6 designation. Section 20A of the Hillsboro Zoning Code states that, "Use of the R-6 zone shall be restricted to areas identified as Urban Area B and Urban Area C in the Urban Planning Area Agreement between Hillsboro and Washington County". The subject site is located in Urban Area C in the Urban Planning Area Agreement and is therefore eligible for the R-6 zoning designation. All of the abutting parcels are currently zoned R-6.

The R-6 zoning district is the most compatible and best suited for the overall character of the surrounding neighborhood. This point is clearly made by examining the current zoning of the properties abutting the subject site.

The Comprehensive Plan encourages the highest zoning designation for the specific planning area. The proposed zone change would provide the subject site the highest zoning density possible, while ensuring the integrity of the surrounding neighborhood, and maintaining the character of the surrounding neighborhood.

Staff notes that the applicant listed the Comprehensive Plan policies and implementation measures on pages 6-10 of the narrative.

SE Frances Street is identified as a Collector on the City's Transportation System Plan (TSP). The street is unimproved along the frontage of the site. The road right-of-way for SE Frances Street currently measures 50 feet and right-of-way dedication would be required in order to provide 33 feet from centerline. SE Frances Street is also unimproved along the subject site's frontage. As stated on page 10 of the application narrative, the applicant is planning to subdivide this property into a single family residential neighborhood in conjunction with the adjacent property to the east (Tax Lot 1000 on Washington County Tax Map 1S2-02CB); and acknowledges that the existing right-of-way for SE Frances Street is less than is specified in the Transportation System Plan. The applicant states that they will dedicate the required additional right-of-way to city standards and shall make all street improvements required to city street standards.

DEPARTMENTAL COMMENTS

The Water Department provided the following comments which are applicable to development on the property:

1. Public water line extension required, contact Water Department for specific details.
2. No water improvements shown on plans. Revisions will be required to proposed water service plan. Contact Water Department prior to submitting construction plans.
3. Water Department shall install meter services 2" and smaller off existing public water lines. Contractor shall coordinate public improvement work with Water Department installation crew.
4. Water Department does not review fire hydrant locations - contact Hillsboro Fire Department. (Any changes to hydrant locations or a new fire service connection will require a second review of the water system by the Water Dept.)
5. If fire service or hydrant is required by the Fire Marshal or building plans reviewer, the applicant shall obtain a fire service permit from the Water Department.
6. Backflow device required on residential domestic water service unless certification is furnished that water well has been decommissioned.
7. Wet tap of existing water main shall be done by City-approved contractor.

8. Water mains shall be located in the street 6-feet from the south and east curb faces.
9. Provide three (3) valves at mainline tees and four (4) valves at mainline crosses. Specify type.
10. Blow-off assembly required at end of public water line.
11. All on-site water lines shall be private.

No comments or concerns were received from City departments.

TESTIMONY RECEIVED

No written testimony has been received to date from adjacent property owners or affected agencies.

RECOMMENDATION

Should the Hearings Board choose to approve the requested zone change, the Planning staff recommends that the following conditions be placed on the property:

1. Prior to the issuance of building permits for new construction on the site, or approval of a land use action as defined in Implementation Measure (B) of the Transportation System Plan, the owner shall provide additional street right-of-way dedication along the frontage of SE Frances Street as necessary to meet the standards of the Transportation System Plan.
2. Prior to the issuance of building permits for new construction on the site, or approval of a land use action as defined in Implementation Measure (B) of the Transportation Plan, the owner(s) shall construct road improvements to SE Frances Street as approved by the City Engineer.
3. A Clean Water Services Service Provider Letter shall be required prior to issuance of permits for any new development on the site, and the new development shall comply with any conditions required by the Letter.

Respectfully submitted,

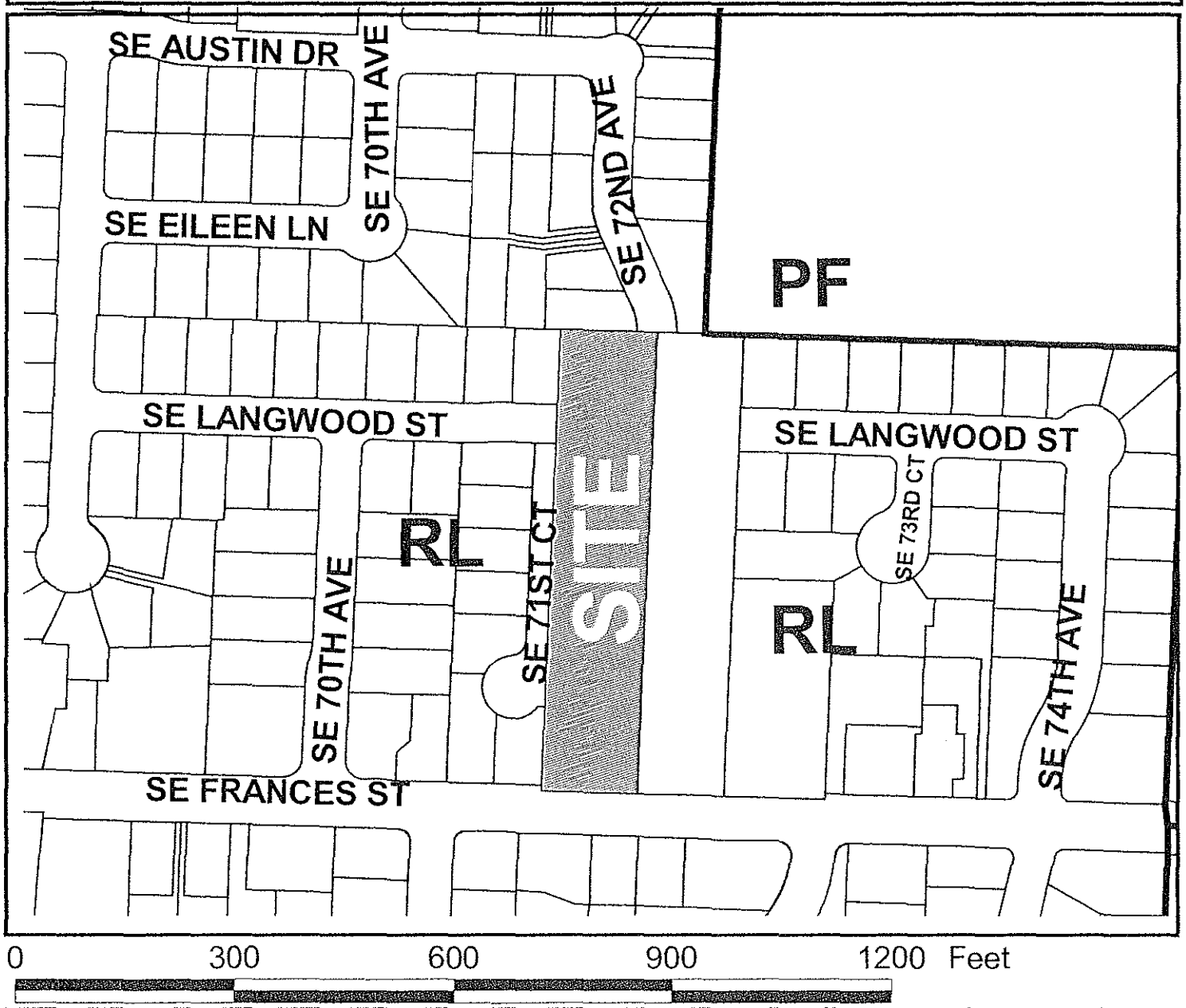
CITY OF HILLSBORO PLANNING DEPARTMENT

Jennifer K. Wells
Urban Planner III

Attachments: Comprehensive Plan and Zoning Maps
Clean Water Services Sensitive Area Pre-Screen Map
Aerial photo
Applicant's narrative

ZC 15-07: SCHLOTTMAN RESIDENCE

REQUEST FOR ZONE CHANGE APPROVAL FROM R-7 SINGLE FAMILY RESIDENTIAL TO R-6 SINGLE FAMILY RESIDENTIAL ON ONE PROPERTY APPROXIMATELY 1.92 ACRES IN SIZE .

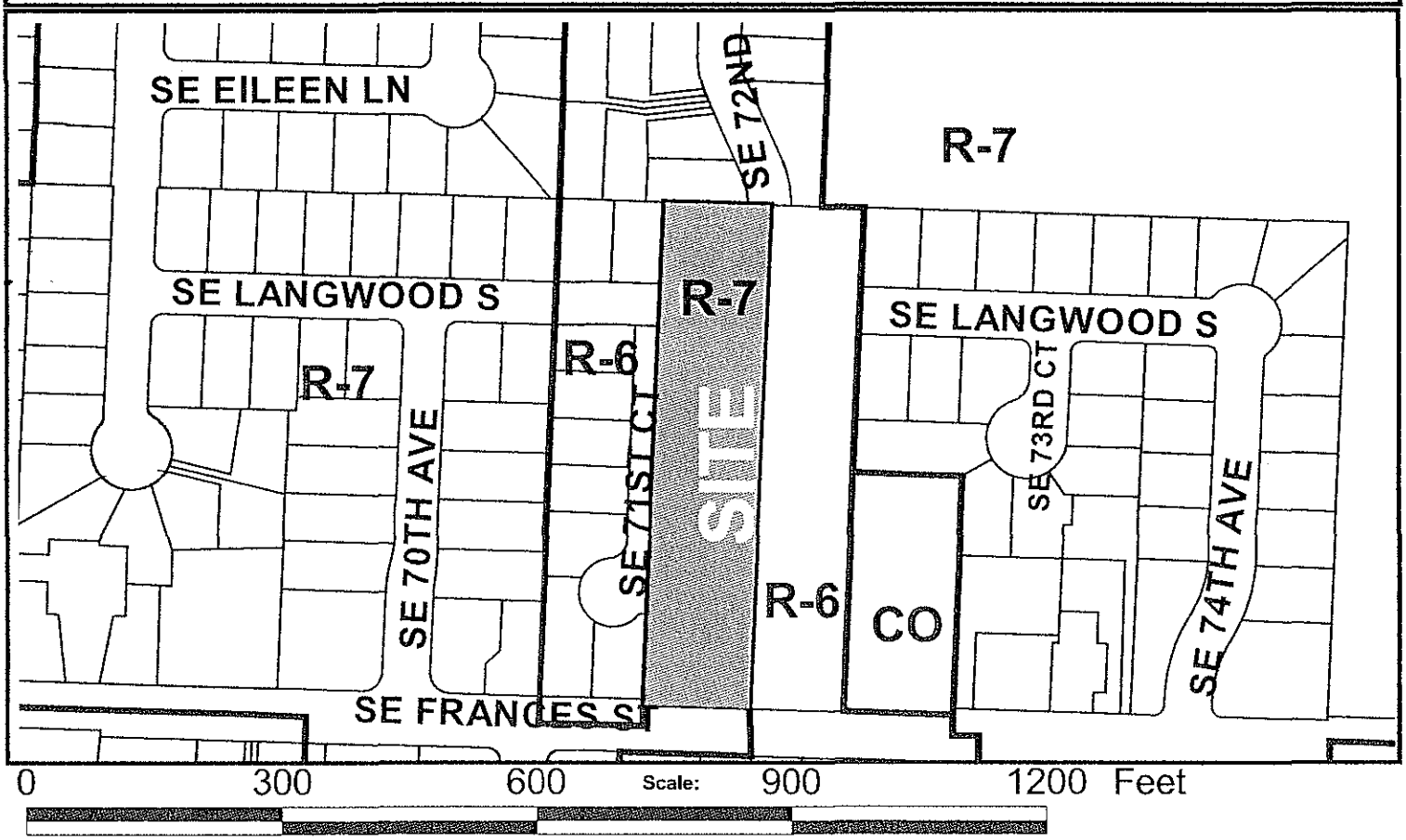


Comprehensive Plan Designations

RL	- Low Density Residential (3-7 units per acre)	**C**	- Commercial	**MU**	- Mixed Use
RM	- Medium Density Residential (8-16 units per acre)	**IN**	- Industrial	**CO**	- County
RH	- High Density Residential (17-23 units per acre)	**PF**	- Public Facility		
RMR	- Mid-Rise Residential (24 - 30 units per acre)	**OS**	- Open Space		
SCPA	- Station Community Planning Area	**FP**	- Floodplain		

ZC 15-07: SCHLOTTMAN RESIDENCE

REQUEST FOR ZONE CHANGE APPROVAL FROM R-7 SINGLE FAMILY RESIDENTIAL TO R-6 SINGLE FAMILY RESIDENTIAL ON ONE PROPERTY APPROXIMATELY 1.92 ACRES IN SIZE .

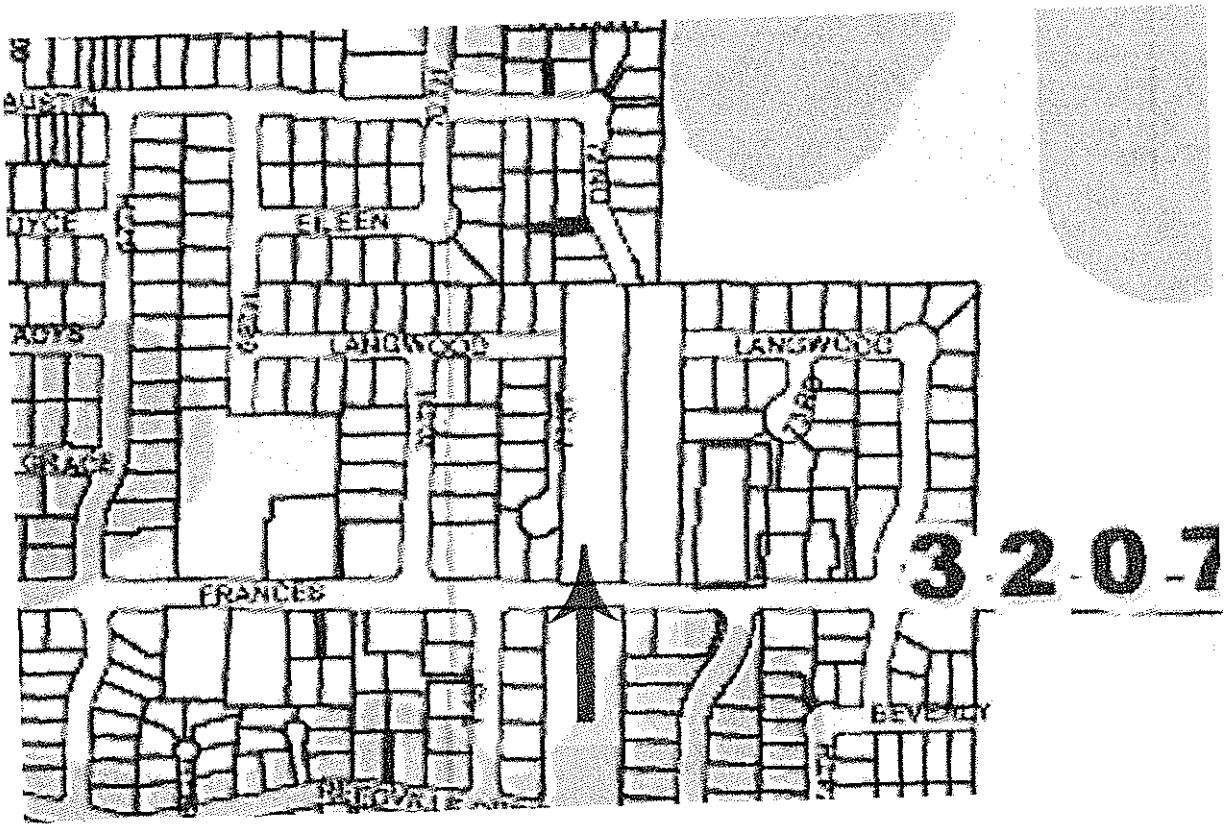


City of Hillsboro Zoning Designations					
R- 4.5	Single Family Residential	R-7	Single Family Residential	R-10	Single Family Residential
R- 6	Single Family Residential	R-8.5	Single Family Residential	A-1	Duplex Residential
SCC-SC	Station Community Commercial - Station Commercial			A-2	Multi-Family Residential
SCC-MM	Station Community Commercial - Multi-Modal			A-3	Multi-Family Residential
SCC-CBD	Station Community Commercial - Central Business District			A-4	Multi-Family Residential
SCC-HOD	Station Community Commercial - Highway Oriented District			C-1	General Commercial
SCBP	Station Community Business Park			C-4	Neighborhood Commercial
SCRP	Station Community Research Park			PUD	Planned Unit Development
SCI	Station Community Industrial			M-2	Industrial
SCR-HD	Station Community Residential - High Density			M-P	Industrial Park
SCR-MD	Station Community Residential - Medium Density			MU-N	Mixed Use - Neighborhood
SCR-LD	Station Community Residential - Low Density			MU-C	Mixed Use - Commercial
SCR-V	Station Community Residential - Village			SID	Special Industrial District
SCFI	Station Community Fair Complex Institutional			SSID	Shute Special Industrial District
SCR-OTC	Station Community Residential - Orenco Townsite Conservation Overlay			NW TANASBOURNE DR	
SCR-DNC	Station Community Residential - Downtown Neighborhood Conservation			SITE	SUNSET HWY (US NO 2

City of Hillsboro Planning Department: (503) 681-6153

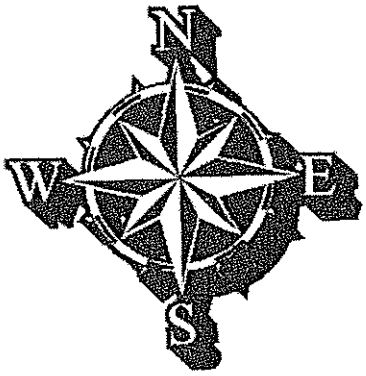
ZC 15-07: SCHLOTTMAN

Clean Water Services
Sensitive Area Pre-Screen Map



Legend

- GIS.WasCo_taxlots
- p_stm
- Streams2002
- STM_LINE
- Buffer_of_STM_LINE
- GIS.CWSB
- QTR_SEC
- Hillsboro



Clean Water Services

ZC 15-07: SCHLOTTMAN RESIDENCE

2006 AERIAL PHOTOGRAPHY

CITY OF HILLSBORO

6D
public hearing
on Jan. 8

December 14, 2007

STAFF REPORT

TO: City Council
FROM: Planning Department

RE: Receipt of appeal of Planning Commission decision on a request for modification of a previously approved Concept Development Plan - File No. CDP 1-01 (MOD 3): Tuality Healthcare / Pacific University Hillsboro Campus

BACKGROUND

At their regular meeting of November 28, 2007, the Planning Commission adopted Resolution No. 1649-P, completing its decision regarding a request from Tuality Healthcare and Pacific University for approval of modifications to the previously approved Concept Development Plan (CDP) for the Tuality Healthcare / Pacific University Campus. A copy of this Resolution is attached for the Councilors' review. The proposed CDP modifications are listed below, with the Planning Commission's decision on each request shown in ***bold italic*** typeface:

1. Expansion of the Campus boundary north of SE Washington Street; ***(approved)***

2. Reconfiguration of the Pacific University building inventory to include additional buildings and parking north of SE Washington Street; ***(approved)***

3. Application of three alternative design standards to the proposed new Pacific University Phase 2 building:

    a. increased building height within 100 feet of the SCR-DNC Station Community Residential-Downtown Neighborhood Conservation zone boundary; ***(denied)***

    b. use of Tuality / Pacific Campus architectural design guidelines, rather than SCR-DNC guidelines; ***(approved)***

    c. reduction in sidewalk width on SE Washington Street; ***(approved)*** and

4. Reconfiguration of the previously proposed traffic patterns on SE Eighth Avenue between SE Baseline and SE Oak Streets, in conjunction with a street vacation proposed by Tuality of SE Eighth Avenue between SE Baseline and SE Oak. ***(approved)***

RECEIPT OF APPEAL

The City Recorder has received an appeal of the Planning Commission's decisions. Miller Nash, representing Pacific University, has appealed the denial of the alternative design standard for increased building height within 100 feet of the SCR-DNC zone boundary. According to the letter of appeal from Miller Nash, dated December 13, 2007, Pacific University requests a partial de novo hearing, "with new testimony limited to determining whether the relevant approval criteria...are met." The appeal form and letter from the appellant are attached to this staff report.

COUNCIL PROCEDURES FOR PUBLIC HEARINGS ON APPEAL

Hillsboro Zoning Ordinance Section 118 specifies the process for an appeal as follows:

> **Section 118. Appeal to the City Council.** Any action or ruling of the City Planning Commission or Planning and Zoning Hearings Board may be appealed to the City Council within 15 days after the City Planning Commission or Planning and Zoning Hearings Board has rendered its decision, by filing written notice with the City Recorder. All appeals filed shall be accompanied by payment of a fee equal to one-half the fee paid for the original application.

Council Resolution No. 1620 (a copy of which is attached) established the rules of procedure for the conduct of land use hearings, lists Council procedures for a land use hearing as follows:

> (2) Prior to considering the evidence on appeal, the Council shall first receive the appeal at a regularly scheduled Council meeting and shall set a time certain for a hearing on the merits of the appeal. At the time of receiving the appeal, a Council, staff representative or any party who appeared below may request that the hearing on the merits before the Council be de novo. The Council, in its discretion, may also permit a partial de novo hearing, in which evidence and testimony shall be limited to one or more specific issues defined by the Council. The Council, in its discretion, may also remand the matter back to the Planning Commission or Planning and Zoning Hearings Board to receive further evidence. In its decision findings, the Council shall explain its reasons for allowing a de novo hearing on the merits or a partial de novo hearing.
>
> (3) In the event the Council limits an appeal of a decision of the Planning Commission or Planning and Zoning Hearings Board to evidence made a matter of record during the hearing before the Planning Commission or Planning and Zoning Hearings Board, no testimony or evidence shall be received by the Council, and the decision shall be based solely on the evidence made a matter of record before the Planning Commission or Planning and Zoning Hearings Board.
>
> (4) In the event the Council allows a partial de novo hearing, the Council through the Presiding Officer, shall accept only that testimony and evidence directly related to the specific issues defined by the Council.

RECOMMENDATION

On December 18th, Planning staff recommends that the City Council receive the appeal of the Planning Commission's decision on the CDP modifications and schedule a date for a hearing. In order to meet statutory notice requirements, the earliest date on which an appeal hearing could be held would be January 8, 2008, a week prior to the regular meeting of January 15th. Given the volume of testimony received by the Planning Commission, the volume anticipated in the appeal, and the number of items already scheduled for January 15th, the Council may wish to consider the possibility of scheduling a special meeting date for the appeal.

Planning staff also recommends that the Council confirm the type of appeal hearing to be held, and supports the appellant's proposal for a partial de novo hearing. Staff also requests that the Council establish time limits on December 18th for the January hearing

Once the appeal hearing date is set, we will immediately begin preparation of the Record on this case, with the intention of completing its preparation and distribution to the Council members as quickly as possible.

Respectfully submitted,

CITY OF HILLSBORO PLANNING DEPARTMENT

Deborah A. Raber

Deborah A. Raber AICP
Project Manager

Attachments: Planning Commission Resolution No. 1649-P, with supporting findings
Appeal form and supplemental materials
City Council Resolution No. 1620

RESOLUTION NO. 1649-P

CDP 1-01 (MOD 3): TUALITY HEALTHCARE / PACIFIC UNIVERSITY CAMPUS

A RESOLUTION APPROVING MODIFICATIONS TO THE PREVIOUSLY APPROVED CONCEPT DEVELOPMENT PLAN FOR THE TUALITY HEALTHCARE / PACIFIC UNIVERSITY CAMPUS.

WHEREAS, Tuality Healthcare and Pacific University filed a written application with the City of Hillsboro to modify the Concept Development Plan for their joint campus, approved in 2005 as Planning Department Casefile No. CDP-1-01 (MOD2), and to request approval of three alternative design standards as authorized under the provisions Zoning Ordinance Section 136 VII, and

WHEREAS, the Planning Commission held a public hearing on the proposed modifications and alternative design standards on October 10 and October 24, 2007, and heard testimony in support of, and in opposition to, the proposals, and

WHEREAS, the Planning Commission further continued deliberation on the proposed modifications and alternative design standards on November 14 and November 28, 2007, and

WHEREAS, having received and considered the materials and testimony submitted, the Planning Commission adopts the findings attached hereto as Attachment A, supporting approval of the modifications to the Concept Development, supporting approval of two of the three alternative design standards, and supporting denial of the third alternative design standard.

NOW THEREFORE BE IT RESOLVED, by the Hillsboro Planning Commission, that the Commission, by and through this Resolution, does hereby **APPROVE** the Concept Development Plan Modification for the Tuality Healthcare / Pacific University Campus, as contained in Planning Department Casefile CDP 1-01 (MOD 3), and does hereby **APPROVE** two alternative design standards allowing (1) use of Tuality/Pacific Campus architectural design guidelines as proposed by the applicant and documented in the following conditions of approval, and (2) allowing a reduction in sidewalk width on SE Washington Street, and does hereby **DENY** the requested modification to allow increased building height within 100 feet of the SCR-DNC Station Community Residential-Downtown Neighborhood Conservation Zone boundary. This decision affects the following described properties:

> Tax Lots 100, 200, 600, 900, 1101, 1600, 2500, 2600, 3300, and 3500 on Washington County Tax Assessor's Map 1S2-6AB; Tax Lot 7500 on Washington County Tax Assessor's Map 1S2-6BA; and Tax Lots 6900, 7000, 7101, 7200, 7300, 7301, 7900, 8000, 8100, 8200, 8500, 8900, 9400, and 10000 on Washington County Tax Assessor's Map 1N2-31DC.

BE IT FURTHER RESOLVED that the Planning Commission's approval of the Concept Development Plan is conditioned upon satisfaction of the conditions listed below, which are based on the numbering system of the approved conditions of the 2005 modification, with additions shown in ***bold italic*** typeface and deletions shown in ~~overstrike~~ typeface, and entirely new conditions assigned internal numbers to maintain consistency with the 2005 conditions:

1) The Concept Development Plan for the Tuality Healthcare ~~Hillsboro (THHC)~~ ***/ Pacific University (TH/PU)*** Campus approved by the Planning Commission as Casefile No. CDP 1-01 (MOD ~~2~~ ***3***), shall be binding upon all future submittals of Detailed Development Plans and Final Development Plans with regard to the following particulars:

a. The current Floor Area Ratios (FARs) for the ~~THHC~~ ***TH/PU Campus*** are 1.29 for the Main Hospital Block, and ~~.61~~ ***.78*** for the remainder of the campus. These ratios already exceed the respective minimum requirements of 1.0 and 0.5, associated with these uses within 1300 feet of a LRT station. By the end of Phase 1 (scheduled for ~~2007~~ ***2010***), ~~THHC~~ ***the TH/PU Campus*** shall ~~achieve at least a minimum FAR of 1.50~~ ***maintain or exceed the current FAR*** for the Main Hospital and ***shall achieve at least a*** minimum average FAR of ~~0.7~~ ***0.75*** for all other campus buildings.

By the end of Phase 2 (scheduled for ~~2010~~ ***2014***), ~~THHC~~ ***the TH/PU Campus*** shall achieve at least a minimum FAR of ~~1.65~~ ***1.5*** for the Main Hospital and ***at least a*** minimum average FAR of 1.20 for all other campus buildings.

~~By the end of Phase 3 (scheduled for 2015), THHC shall achieve at least a minimum FAR of 1.85 for the Main Hospital and minimum average FAR of 1.85 for all other campus buildings.~~

b. The current Useable Open Space (UOS) percentage for the ~~THHC~~ ***TH/PU Campus*** is ~~six~~ ***seven*** percent ~~(6.0%)~~ ***(7.0%).*** This ratio already exceeds the minimum requirement of five percent (5.0%) associated with projects of this size in these zones. By the end of Phase 1 (scheduled for ~~2007~~ ***2010***), ~~THHC~~ ***the TH/PU Campus*** shall achieve at least a minimum UOS of ~~7.0%~~ ***8.0%.***

By the end of Phase 2 (scheduled for ~~2010~~ ***2014***), ~~THHC~~ ***the TH/PU Campus*** shall achieve a minimum UOS of ~~8.0%~~ ***10.0%***.

~~By the end of Phase 3 (scheduled for 2015), THHC shall achieve a minimum UOS of 9.0%, if the vacation of SE Eighth Avenue, from SE Washington to SE Oak Street, is approved by the City Council. If the vacation is not approved, THHC will retain a minimum UOS of 8.0% by the end of Phase 3.~~

c. Types and approximate locations of land uses shall conform to the following figures, from the application dated ~~June 3, 2005~~ ***August 31, 2007:*** ~~Figure 14, page IV-5 at the end of Phase 1; Figure 18, page IV-19 at the end of Phase 2; and Figure 21, page IV-30 at the end of Phase 3.~~ ***Figure IV-2, page IV-8 "Phase 1 Development Plan" and Figure IV-7, page IV-25 "Phase 2 Development Plan".***

2) ~~In conjunction with submittal of the next Detailed Development Plan application (under the 2005 Concept Development Plan modification), the applicant shall also submit an application for an additional Concept Development Plan modification, to include a Pedestrian, Open Space, Lighting and Streetscape Design Master Plan establishing locations and improvement standards for pedestrian and open space improvements throughout the campus. The final version of the pedestrian master plan shall reflect both a vacated and a non-vacated alternative for pedestrian improvements, unless the vacation has already been approved by the City Council prior to submittal of the next DDP. Future DDP approvals shall implement the approved Pedestrian and Open Space Master Plan, unless alternative standards are approved by the Planning Commission for that project.~~

All future development on the campus shall conform to the Campus-Specific Design Standards in the 2007 CDP Modification (dated August 31, 2007) including the following: Building Materials Palettes (Figure V-1 A-D, pages V-3 to V-6); Pedestrian and Open Space Master Plan Alternatives One and Two (Figures V-2A and V-2B, pages V-8 and V-9); Light Rail Streetscape and Major Pedestrian Route Cross-Sections (Figure V-3, pages V-10 and V-11); Master Plant List (Appendix E, pages E-1 to E-3); and Street Furniture and Lighting Fixture Specifications Pedestrian and open Space Master Plan (Appendix F, 12 exhibits on unmarked pages).

3) Detailed Development Plan *(DDP)* applications for each future project on the Campus, including one or more buildings, shall include ~~specific site plans together with~~ the following:

~~a. Building elevations consistent with the "Campus-specific Design Standards" for general building materials described in Section V of the June 3, 2005 application;~~

~~b. Landscaping plans, consistent with the "Campus-specific Design Standards" for general plant materials described in Section V of the June 3, 2005 application, and including irrigation plans;~~

a. ***Building elevations, landscaping, usable open space plans, and site improvements consistent with the Campus-Specific Design Standards cited in Condition No. 2, and all other applicable design and development standards contained in Zoning Ordinance Sections 136, 137, 138, and 139, unless alternative development or design elements are approved by the Planning Commission as a Concept Development Plan modification under Zoning Ordinance Section 137 VII B 2 e.***

~~c.~~*b.* An estimate of the number of employees in that project, in compliance with Zoning Ordinance Section 137 (VII) (B);

~~d.~~*c.* Floor Area Ratio calculations, consistent within the applicable Phase;

~~e.~~*d.* An access and parking plan, including an updated modal split report; showing automobile and bicycle parking spaces consistent with applicable Zoning Ordinance standards,

~~f. e. A Useable Open Space plan, demonstrating adequacy of area and improvements to be provided, including landscaping, irrigation, furniture and pedestrian amenities, hardscaped areas, and water features as necessary to meet the definition of that term as contained in Zoning Ordinance Section 136 (III) (CCC), and the standards of Section 137 (XII) (B);~~

~~g.~~ **e.** A utilities plan for that project, showing line sizes and construction details for sanitary sewer lines; storm drainage lines; and domestic, sprinkler, and irrigation water lines, including meters, backflow preventers, and fire hydrants, as required and approved by the City Engineer, the Fire Marshal, and the Building Department; and

~~h. A Pedestrian, Open Space, Lighting and Streetscape Design Plan in compliance with the campus-wide approved Plan, unless alternative standards are approved by the Planning Commission for that project.~~

4) Utilities plans for each DDP submittal shall include complete storm drainage calculations as necessary to confirm that existing or proposed stormwater quality facilities are adequate to serve the proposed project and any future projects which would use that facility. Plans for above-ground stormwater quality facilities shall be consistent with Zoning Ordinance Section 138 XII (C) 4 regarding landscaping, fencing, and incorporation into open space areas.

5) ***As considered by the Planning Commission, the 2007 modification does not include a proposed vacation of SE Eighth Avenue right-of-way between SE Washington and SE Baseline Streets.*** The Planning Commission approval of ~~this~~ ***the 2007*** Concept Development Plan modification does not endorse or oppose vacation of the Eighth Avenue right-of-way ~~inside the campus~~ ***between SE Baseline and SE Oak Streets***. However, if the applicant chooses to petition the City Council for vacation of the Eighth Avenue right-of-way between SE ~~Washington~~ ***Baseline*** and SE Oak Streets or any portion thereof, the submittal for the petition shall include a supplemental traffic impact study addressing traffic impacts of the vacation on East Main Street, and on Fifth, Sixth, Seventh, and Ninth Avenues from Lincoln to Oak Streets.

6) If the City Council approves the vacation of the Eighth Avenue right-of-way or any portion thereof, ~~either concurrently or in phases~~ ***between SE Baseline and SE Oak Streets***, future DDP applications adjacent to the vacated right-of-way shall include full specifications on types and locations of public and private utilities within the right-of-way, any proposed modifications to existing street or sidewalk improvements, and

any mitigation measures necessary to reduce potential vehicle and/or pedestrian conflicts associated with these modifications. If the vacation petition(s) is or are approved, public access easements and public and private utility easements shall be provided within the vacated right-of-way, as required by the City Engineer.

6a) ***If the City Council approves the vacation of the Eighth Avenue right-of-way or any portion thereof between SE Baseline and SE Oak Streets, the applicant's proposed reconfiguration of access from SE Oak Street (shown on Figure IV-10, page IV-36 of the August 31, 2007submittal) shall be subject to review and approval under the Detailed Development Plan process. The DDP application shall include a site circulation plan for the entire Block 4, including pedestrian safety between buildings, turning radii for vehicles and trucks, and reconfiguration of the parking area to minimize backing movements and internal and external stacking.***

6b) ***Approval of the DDP for the access reconfiguration in Block 4 shall be contingent upon approval by ODOT for the relocated access point, and on compliance with any conditions of that approval.***

7) Detailed Development Plan applications within Blocks 5 and 6 shall provide for improvements within the existing public east-west alleys within those blocks. Alley improvements for each project shall be consistent with the requirements of Section 137 (XVI) B.a. 13, and shall be ~~reviewed and approved~~ ***subject to review and approval*** by the City Engineer.

8) Exceptions for increased building heights not to exceed 95 feet (excluding roof-top equipment) for ~~any of the five buildings cited in the June 3, 2005 application (~~ Pacific University HPC ~~Phase 2~~ ***Building C and*** Parking Structure 1 Expansion ~~; Main Hospital South Tower; Sixth Avenue Medical Plaza; and Tuality / Pacific Conference Center)~~ are contingent upon submittal and confirmation of documentation within each DDP application, that public and private utility capacities are adequate to serve that project, as verified by the City Engineer, Water Department, and Fire Department, and upon submittal of a shadow study documenting compliance with Zoning Ordinance Section 138.VII. The exceptions for increased building height for project cited in this condition are applicable only to those projects.

8a) ***The DDP approved for Building B shall allow a maximum building height of two stories or 30 feet, within 100 feet south of the northern property line of Tax Lots 8100 and 8200, and within 40 feet south of the northern property line of Tax Lot 8000. Maximum building height on the remainder of the Building B site shall be five stories or 75 feet, excluding parapet walls and rooftop mechanical penthouses.***

9) Detailed Development Plans for the construction of ~~Parking Structures II and III~~ ***Intermodal Transportation Center/Parking Structure II*** and the expansion of Parking Structure I shall include data demonstrating that

structure entrance and exit points are located to minimize stacking within public right-of-way.

10) Detailed Development Plans for each future project on the Campus shall include a supplemental vehicular and pedestrian traffic study as required by Section 137 VII (B) (5). In particular, the supplemental traffic studies shall include ***but not be limited to*** intersection signal warrant analyses for the following intersections: Sixth and Baseline; Ninth and Baseline; Sixth and Oak; ~~and~~ ***Ninth and Oak; Sixth and Main; Seventh and Main; eighth and main; and Ninth and Main.***

11) ***The supplemental vehicular and pedestrian traffic studies required in Condition No. 10 for*** Detailed Development Plans for projects in Phase 2 of the CDP shall include phasing and timing analyses for the signals ~~at 10th and Baseline~~ ***on 10th Avenue from SE Baseline to SE Maple Street inclusive,*** to determine what measures will be ~~taken~~ ***required*** to accommodate projected traffic volumes.

12) Any ~~future~~ application for ***further*** modification of the approved CDP shall demonstrate compliance with the then current requirements of the Zoning Ordinance.

~~13) Pursuant to Zoning Ordinance Section 132 (5) (c), development of the former Megargel property east of SE Sixth Avenue shall be subject to approval of a Cultural Resource Alteration prior to possible removal of the Douglas Fir Tree. With the request for Cultural Resource Alteration, the applicant shall also address Zoning Ordinance Section 137 XIII. B, regarding demonstration of necessity for removal of mature trees in a SCPA zone.~~

14) Detailed Development Plans for the Hospital South***east*** Expansion in Phase 1, and the Tuality Administration Building in Phase 2, shall provide for 150% of the minimum additional handicap parking spaces required for those projects. The additional handicap spaces shall be provided within 200 feet of the primary entrances to the Hospital South Expansion or the Administration Building as applicable.

15) An approved Detailed Development Plan for proposed Pacific Building B shall be consistent with the conceptual plans and exhibits presented to and reviewed by the Planning Commission in the CDP modification public hearing, including the October 10, 2007 DDP application and the October 26, 2007 memorandum from The Bookin Group, with the exception that building height and massing shall comply with Condition No. 8a. In addition to the plans, exhibits, and application materials, an approved DDP for Pacific Building B shall include the following elements:

a) provision for reducing both light and vision from windows on the third and fourth floors (and fifth floor if applicable) through use of window coverings, automatic lighting systems, or alternative means; and

b) location of the mechanical penthouse at the farthest practicable location to the south, and sound mitigation on the northern, eastern, and western walls of the penthouse as necessary to meet state requirements regarding noise levels at property lines.

16) The alternative development and design elements approved by the Planning Commission under Zoning Ordinance Section 137 VII B 2 e for Pacific University Building B are applicable only to that building. Alternative development and design elements proposed for any other building must be approved by the Planning Commission as a Concept Development Plan modification under that Zoning Ordinance Section.

17) Future Detailed Development Plan applications for building(s) identified in Phases I and II (excluding Pacific University Building B) shall include all of the following:

a) Site plans and construction schedules demonstrating that the minimum required parking (under Zoning Ordinance Section 137 XI) is located within the TH / PU Campus, and that the minimum required parking will be constructed and open for use before occupancy permits are issued for the applicable building.;

b) Plans and schedules showing staging and storage areas for construction equipment and materials and the duration of use for such areas. If such staging areas are proposed to occupy required surface parking within the campus, the applicant shall identify where compensatory parking will be provided during the construction period. Compensatory off-street parking shall be provided at a minimum 1:1 ratio, within 800 feet of the construction site. Use of compensatory off-site parking during construction shall not exceed 15 months duration. Executed leases guaranteeing the availability of the compensatory parking shall be submitted with the DDP application.

c) Plans and schedules showing the location of temporary construction workers' off-street parking, the number of spaces required for both contractors and sub-contractors, and the duration of use for such off-street parking. If temporary construction workers' off-street parking is proposed to occupy required surface parking within the campus, compensatory parking shall be provided within 800 feet as required in Condition No. 17b. Temporary off-street construction workers' parking may be provided farther than 1200 feet off-site only if regular shuttle service is also provided. Executed leases guaranteeing the availability of any necessary temporary off-street construction workers'

parking shall be submitted with the DDP application. The applicant shall require that construction workers use the off-street parking provided in the approved plans and schedules.

d) Street and sidewalk closures proposed during construction, and proposed alternative vehicle and pedestrian routes during construction. Street and sidewalk closures shall be subject to review and approval by the Transportation Committee.

d) Routes to be used by construction vehicles and construction workers' vehicles during construction. Construction vehicles and deliveries shall approach and exit the campus from the south, using SE Oak and Baseline Streets, and SE Seventh, Eighth, and/or Ninth Avenues south of SE Washington as applicable. No construction vehicles shall approach or exit construction sites from East Main Street or from SE Seventh, Eighth, and/or Ninth Avenues north of the campus boundaries north of SE Washington Street.

Introduced and passed this 28th day of November, 2007.

President

ATTEST:
Secretary

BEFORE THE CITY OF HILLSBORO PLANNING COMMISSION
Proposed Findings of Fact
Tuality Healthcare / Pacific University
2005 Concept Development Plan (CDP) Update [CDP 1-01 (MOD 3])

I. INTRODUCTION

The applicants, Tuality Healthcare and Pacific University, request Planning Commission approval of a request for modifications of the previously-approved Concept Development Plan (CDP) for the Tuality Healthcare / Pacific University Campus located on the eastern edge of Downtown Hillsboro. Referred to in the application as the "2007 CDP Update", the proposed modifications include the following:

1. *Expansion of the campus boundary onto two half-blocks on the north side of SE Washington Street between SE Seventh and Ninth Avenues.*

2. *Reconfiguration of the Pacific University building inventory to include an additional building, Pacific University Health Professions Campus (HPC) Building B, and parking north of SE Washington Street.*

3. *Three modifications related to the proposed HPC Building B, including:*

   - *Increased building height within 100 feet of the Station Community Residential (SCR)/ Downtown Neighborhood Conservation (DNC) zone boundary;*

   - *Use of Tuality / Pacific Campus architectural design guidelines in combination with SCR-DNC guidelines;*

   - *Reduction of the required sidewalk width on SE Washington Street.*

4. *Reconfiguration of the previously proposed traffic patterns on SE Eighth Avenue between SE Baseline and SE Oak Streets, in conjunction with a street vacation proposed by Tuality Healthcare.*

5. *Other changes to the development plan including elimination of Phase 3 of the 2005 CDP Update, minor shifts between Phases 1 and 2, reconfiguration of on-campus parking, and extension of the CDP to 2014.*

Concurrent with the submittal of the CDP modification application, Tuality Healthcare has submitted a Detailed Development Plan (DDP) application to develop a mid-block pedestrian crossing on SE Eighth Avenue between Baseline and Oak Streets, should that street segment be vacated. The DDP application is being processed administratively, concurrently with the Planning Commission's review of the modification to the Concept Development Plan.

II. SUMMARY OF PUBLIC HEARING

At its regular meetings on October 10 and October 24, 2007, the Planning Commission held a public hearing on a request from Tuality Healthcare and Pacific University for approval of a request to modify the previously-approved 2005 Concept Development Plan (CDP) for the Tuality / Pacific Campus. At the first meeting on October 10, 2007, the Applicants and their consulting team provided an overview of the proposal to acquaint the Planning Commission with the campus master plan and ascertain which issues were of greatest interest to commissioners

with the intent to return for a second hearing to address these items in greater depth. The Applicants provided testimony related to the overall modifications, including expansion of the campus boundary, redistribution of on- and off-campus parking, and the proposed reconfiguration of the vacated portion of SE Eighth Avenue between SE Oak and Baseline Streets. Pacific University representatives then spent a majority of the time allotted to the Applicants to describe a new 62,000-gsf building, Building B, to be located on the north side of SE Washington Street between SE Seventh and SE Eighth Avenues, which was not envisioned in the 2005 CDP Update. The 2005 CDP Update was approved by the City to facilitate Pacific's consolidation of its Health Professions Campus (HPC) on the Tuality Healthcare Campus. As part of this presentation, the applicant described the need and justification for three design modifications related to height, applicable design guidelines and SE Washington sidewalk width. Such design modifications are permitted under the provisions of Section 136(VII)(B)(2)(e-g) of the Station Community Planning Area (SCPA) regulations contained in Volume II of the Hillsboro Zoning Ordinance, subject to a finding that such modifications meet the criteria set forth in Section 136.X.B.3 (Variances) and the intent of the SCC-HOD and SCC – SC Districts, as set forth in Section 136.I, 136.II.B and .C, and 136.VII.B.

The Planning Commission then took public testimony, including testimony from two proponents and several opponents. Several opponents objected to the expansion of the campus boundary and construction of HPC Building B on the north side of SE Washington. However, the President of the Planning Commission reiterated that the proposed building was allowed by right by the underlying zone, Station Community Commercial (SCC) / Station Commercial (SC). He then instructed testifiers to limit testimony to those aspects of the proposal over which the Planning Commission has discretion. With these instructions, opponents objected to one or more of the proposed design modifications and/or the implications of the potential future vacation of portions of SE Eighth Avenue.

Following the completion of public testimony, each commissioner shared his/her concerns and made requests for further clarification and information on various topics to which the Applicants could respond at the continuance of the hearing on October 24, 2007. Prior to the hearing, the applicants submitted a memorandum, "Request for Additional Information Related to CDP 1-01 (MOD 3)" (The Bookin Group, 10/18/07). In this memorandum, the Applicants:

- *Provided additional rationale for the expansion of the campus across SE Washington Street;*
- *Proposed to eliminate the proposed vacation of the northern segment of SE Eighth Avenue between the north side of the public alley and SE Washington Street at this time.*
- *Redesigned the sidewalk on the north side of SE Washington Street to meet the minimum width requirement through a combination of public right-of-way and private pedestrian easement.*
- *Clarified further the design elements related to the HPC Building B that both respond to the design standards of the rest of the campus and respond to the historic character of the neighborhood, to justify further the request for the second requested design modification.*
- *Provided additional documentation about how the proposed height modification better meets the intent of the zoning code and, therefore, is more desirable.*
- *Responded to the 15 other items raised by the Commission as summarized by the Planning staff in its 10/19/07 Supplemental Staff Report.*

At the continued hearing on October 24, 2007, the Applicants and their consultants recapped the information in their 10/18/07 memorandum. The Planning Commission again took public testimony. The Applicants provided oral rebuttal and asked that the record be kept open for one week to allow the applicant to submit final written rebuttal pursuant to ORS 197.763(6)(e). The Applicants submitted this rebuttal on October 31, 2007, see "Written Rebuttal for Tuality/Pacific 2007 CDP Update [CDP 1-01 [MOD 3])" (The Bookin Group, 10/31/07).

On November 14, 2007, the Planning Commission deliberated and reached consensus but did not make a decision. The matter was continued until November 28, 2007, for a final decision and adoption of a written decision including findings and conditions of approval.

III. DISCUSSION OF KEY ISSUES

Expansion of Campus Boundary. The Planning Commission acknowledged that the proposed expansion of the Tuality/Pacific Campus boundary northward across SE Washington Street was consistent with the underlying zoning, Station Community Commercial (SCC) – Station Commercial (SC), which is designed to encourage a mix of residential and non-residential uses at densities that support the nearby Light Rail Transit (LRT) Tuality/SE Eighth Avenue station. Specifically, the zone permits "major institutional" uses subject to a CDP review. Buildings of up to five stories are permitted by right in the SCC-SC zone.

Possible Vacations. In the 2005 CDP Update, two versions of the campus plan were approved, one with and one without vacations of the two segments of SE Eighth Avenue: southern portion from SE Oak to SE Baseline Street and northern portion from north of the public alley to SE Washington Street. It was understood by the Planning Commission at that time that street vacations are subject to a separate process requiring the approval of the City Council, and for this reason took no position on the vacations [Condition 6, CDP 1-01 (MOD 2)]. Pacific initially did not request any change in the location or configuration of the northern vacation in the 2007 CDP Update. Nevertheless, in response to concerns raised by nearby residents and businesses, Pacific requested that the potential northern vacation be removed from the CDP. Some commissioners continued to express concern about the implications of the vacation, closure and reconstruction of the southern vacation. Tuality initiated its vacation request which had its first hearing before the City Council on November 11, 2007. These commissioners reiterated the need for the City staff to review the actual reconfiguration by means of a Detailed Development Review (DDP), per Condition 7 of the 2005 CDP Update. In response to this, the Planning staff proposes to retain the condition in this CDP update with appropriate modification.

Sidewalk Width on SE Washington Street. In its initial request, Pacific asked for a design modification as governed by Section 136(VII)(B)(2)(e-g) to reduce the sidewalk width of SE Washington Street from the required 12 feet on an LRT street (Table 1c) to 8'-4". Subsequently, the applicant revised the ground-floor plan to recess it an additional 6'-2" over which the upper floors will continue to cantilever. This results in a covered arcade which expands the total walkway width to 14' 6", including a combination of an 8'-4" sidewalk in the public right-of-way and 6'-2" in the arcade on private property for which Pacific is willing to grant the City a perpetual pedestrian easement. Section 137(XV)(B) (1) explicitly provides that a walkway can be composed of "dedication or easement". Moreover, Subsection (B)(8) acknowledges that such sidewalks can have obstructions such as trees, building columns and street furniture as long as there is at least 5 feet of clear space. The modified sidewalk plan as proposed meets these requirements.

Design Modification Related to Application of Design Standards. In its initial request, Pacific sought to replace the Downtown Conservation District design standards required for the design of HPC Building B by Section 139(V)(J)(3) with those adopted for the Tuality/HPC campus in

Chapter V of the 2007 CDP Update. During the public hearing, some commissioners remarked on the need for HPC Building B to be a "hybrid" design, serving as a transition between two defined design contexts, namely the Tuality/Pacific Campus to the south, and the older historic neighborhood to the north. With this guidance, the applicant provided substantial written and graphic documentation of how the proposed design accomplished these dual goals, that is, to serve the functional and programmatic needs of an educational and research facility in a transit-supportive and pedestrian-friendly manner, while at the same time integrating the campus-wide development standards with major design elements represented in the nearby SCR-DNC zone.

Proposed Height Modification. Although zoned SCC-SC, where buildings of a maximum height of five stories are allowed by right, the site does abut properties to the north located in the SCR – DNC zone. This limits the height within 100' of the zone boundary to the maximum height in the SCR-DNC zone, or to two stories. Pacific proposes that HPC Building B be composed of two building blocks, a two-story block to the north and a four-story block to the south. However, a portion of the 58-foot four-story block, would extend 32 feet into the 100-foot setback, triggering the need for a CDP modification as governed by Section 136(VII)(B)(2)(e-g). Although the applicant contends that the proposed design modification would have less impacts associated with scale and shading than the narrower, five-story building allowed by Section 137.II, Tables 1(b) and 1(c), the Commission determined that the applicant did not meet its burden of demonstrating compliance with applicable criteria to allow this modification, as discussed more fully below.

IV. FINDINGS OF CODE COMPLIANCE

The applicant has proposed an amendment to its existing Concept Development Plan (CDP) in order to expand the campus boundary onto two half-blocks on the north side of SE Washington Street, within the SCC-SC zone. Within this expanded boundary, Pacific proposes HPC Building B and additional parking. The applicant also proposes to reconfigure the proposed traffic patterns on SE Eighth Avenue between SE Baseline and SE Oak Streets, in conjunction with a street vacation request proposed by Tuality Healthcare. Other changes to the existing CDP include elimination of Phase 3 of the 2005 CDP update, minor shifts between Phases 1 and 2, reconfiguration of on-campus parking, and the extension of the CDP to 2014, as detailed in the applicant's request.

A. CDP Approval

HZO Section 136(VII)(B)(6)(b)(1)-(3) contains the relevant approval criteria for CDP approval. That section provides that the Planning Commission shall approve an application for a CDP upon finding that the following approval criteria are met:

> *"(1) That the proposed Concept Development Plan is consistent with the purposes identified in this section and the intent of the applicable SCPA district;"*

Findings: The applicant's proposed CDP is consistent with the purposes of the applicable SCC-SC and SCC-HOD districts in which it is located because it assures a mix of transit-supportive and pedestrian-friendly uses that are compatible with the scale of surrounding residential development. As described in the applicant's materials and testimony, the applicant's proposed CDP also meets the intent of Section 136 because the project promotes flexibility in design; an efficient use of land and energy, a more economical arrangement of buildings, circulation system, land uses, and utilities; it preserves to the greatest extent possible existing landscaping features and natural resources and utilizes such features and resources in a harmonious fashion. It also provides greater compatibility

with surrounding land uses than may occur with a convention project. This criterion is therefore met.

> *"(2) The phasing schedule is reasonable and does not exceed five (5) years between commencement of development on the first and last phases unless otherwise authorized by the Planning Commission; and"*

Findings: The applicant has requested an extension at its CDP to 2014. The Planning Commission finds that this phasing schedule is reasonable because the applicant is an educational institution and its ability to predict when specific phases can be completed is dependent on a variety of funding factors that require more flexibility in phasing than the standard 5-year period. This criterion is therefore met.

> *"(3) That the proposed Concept Development Plan complies with minimum residential density, minimum floor area ratio and minimum usable open space requirements of Sections 137 and 138."*

Findings: No housing is proposed, so the minimum residential density does not apply. The campus already exceeds the minimum FAR, which is 1.0 for hospitals and 0.5 for other development within 1,300 feet of an LRT. This minimum FAR will be maintained and will increase over time as approved projects are built. With 7 percent of the site devoted to usable open space, the campus already exceeds the minimum open space requirement of five percent. In each phase of development, the applicant will continue to exceed this five percent standard. This criterion is therefore met.

B. Approval of a modification related to HPC Building B, to permit the 58-foot, four-story portion of the building to extend up to 32 feet into the 100-foot height setback on the northern portion of the building.

The applicant proposes a modification to the requirement of HZO 139.IV.H.1, which provides as follows:

> *"On properties zoned SCC-CBD, SCC-SC, or SCC-HOD, structures built within 100 feet of any shared property line with properties zoned SCR-HD, SCR-MD, or SCR-DNC shall be no greater height than the maximum height of the applicable adjacent residential use."*

HZO Section 136.VII.B.2.g provides that modifications to otherwise established design standard may be allowed by the Planning Commission only if the Commission finds that the proposed standard meets the criteria set forth in HZO Section 136(X)(B)(3) and the intent of the district, in this case the SCC-HOD and SCC – SC Districts, as set forth in Section 136.I,136.II.B and .C, and 136.VII.B.

HZO 136.X.B.3 contains the following criteria for review of a proposed modification to a design standard,

> *"a. The adjustment will equally or better meet the purposes of the Station Community Planning Area and of the regulation to be modified;"*

Findings: The proposed design modification to encroach into the height limited area must be viewed in light of the purpose for the height limitation and the intent of the applicable districts.

In this case, the height regulation to be modified is HZO Section 139(IV)(H)(1). The purpose of the regulation is not expressly stated in the HZO, but its implicit purpose is to provide a transition between taller commercial buildings allowed in the SCC-SC zone and residential buildings allowed in the adjacent residential zone which are limited to two stories in height. The provision also protects the adjacent residential area from towering structures in close proximity to established residences, and resulting loss of light and air that are intended to be preserved by the setback. The applicant's proposal does not meet the purpose of this regulation, because the building's intrusion into the 100-foot setback produces shading and building mass and scale that are not compatible with the adjacent residential zoning and uses.

> *"b. The Variance or cumulative Variance adjustments results in a project which is still consistent with the overall purpose and intent of the district; and"*

Findings:
Proposed Building B would be located within the SCC-SC (Station Commercial) zoning district. The purposes of the SCPA Commercial District are set forth in Section 136.VII.B.1, which is set forth in the Planning Department Staff report dated October 5, 2007, at page 6. In addition to a modification needing to meet the "overall purpose and intent of the district," a development plan must be consistent with the purposes set forth in Section 136.VII.B.1 as required by Section 136.B.6.b.1, set forth at page 9 of the October 5 staff report.

Among the stated purposes of the SCC-SC District is Section 136.VII.B.1.f, which states that a purpose of the district is to "provide greater compatibility with surrounding land uses than may occur with a conventional project:" The proposed modification is not compatible with surrounding established residential uses that are immediately adjacent to the proposed structure. As noted above, the 100-foot setback insures privacy, light and air and preserves the visual character of the nearby residential neighborhood to the greatest extent possible, while still allowing for the more intense mixed-use development encouraged in the station community plan areas.

> *"c. The Variance will not result in significant detrimental impacts to the environment or the natural, historic, cultural or scenic resources of the City."*

Findings: The residential neighborhood to the north is one of the City's recognized historic and cultural resources. The proposed modification will have a significant detrimental impact to the historic and cultural resources of the City. The proposed mass, and scale, of the building as it intrudes into the 100-foot setback area will reduce light and will create a sense of massing and scale that is inconsistent with and intrusive into the adjacent residential development. There would be no significant impact to natural or scenic resources of the City as a result of this modification.

C. *Modification of Historic Design Standards for HPC Building B.*

Findings: The applicant originally requested substituting its campus design standard for the design standards applicable to the historic design standards for HPC Building B. During the testimony, and in response to inquiries by the Planning Commission, the applicant subsequently demonstrated that its design for HPC Building B will be a "hybrid" that ensures compatibility with both the campus-wide design standards, and at the same time, replicates major design elements from the 1890-1930 architectural styles represented in the nearby historic district, as they apply to non-residential buildings pursuant to HZO Section 136(V)(J)(3). The applicant has demonstrated compliance with these standards in its October 31, 2007, memorandum, which is incorporated by reference here.

In the alternative, the applicant has demonstrated that its proposed design for Building B meets the design modification/variance criteria. In that regard, the Planning Commission adopts and incorporates by reference the applicant's response to these criteria as its own, as contained in the applicant's October 31, 2007, memorandum. To the extent that a modification of historic design standards for HPC Building B is still necessary, the applicable variance criteria are met, because the adjustment equally or better meets the purpose of the zone, it results in a project that is still consistent with the overall purpose and intent of the district, and does not result in any significant detrimental impacts to the environment or to the natural, historic, cultural, or scenic resources of the City.

D. *Modification of Sidewalk Width on SE Washington Street.*

In a memorandum submitted into the record on October 5, 2007, the applicant requested a third design modification to permit the reduction of the sidewalk width along SE Washington Street from the required 12 feet on an LRT street, to 8 feet, 4 inches.

As indicated in a subsequent memorandum from the applicant on October 18, 2007, the applicant has revised the ground-floor plan to recess it an additional 6 feet, 2 inches, over which the upper floors will cantilever. These floors will be supported by evenly spaced 18-inch-wide columns. The result will be an attractively designed arcade, which expands the total width to 14 feet, 6 inches. The details of this design are further described in the applicant's memorandum of October 18, 2007. The Planning Commission finds that the revised sidewalk design eliminates the need for this modification.

To the extent that a modification of sidewalk width standards on SE Washington Street is still necessary, the applicable variance criteria are met, because the adjustment equally or better meets the purpose of the zone, it results in a project that is still consistent with the overall purpose and intent of the district, and does not result in any significant detrimental impacts to the environment or to the natural, historic, cultural, or scenic resources of the City.

Conclusion

In conclusion, the Planning Commission finds that the applicant's proposed CDP amendment and proposed design modifications should be approved, with the exception of the requested modification to allow encroachment of a portion of Building B into the 100-foot setback on the northern portion of the building.

Decision

1. *Approval of the proposed CDP, including:*

   - *Expansion of the campus boundary onto two half-blocks on the north side of SE Washington Street, between SE Seventh and SE Ninth Avenues.*

   - *Reconfiguration of the Pacific University building inventory to include an additional building, Pacific University Health Professions Campus (HPC) Building B, and parking north of SE Washington Street.*

   - *Reconfiguration of the previously proposed traffic patterns of SE Eighth Avenue between SE Baseline and SE Oak Streets, in conjunction with a street vacation proposed by Tuality Healthcare.*

   - *Other changes to the development plan including elimination of Phase 3 of the 2005 CDP Update, minor shifting between Phases 1 and 2, reconfiguration of on-campus parking and extension of the CDP to 2014.*

2. *Denial of the modification related to HPC Building B, to permit the 58-foot four-story portion of the building to extend up to 32 feet into the 100-foot height setback on the northern portion of the building.*

3. *Approval of the modification for the width of the sidewalk on SE Washington Street.*

4. *Approval of the modification to replace the Downtown Conservation District design standards required for commercial and institutional development in Section 136(V)(J)(3) on the north side of Washington Street, with those adopted for the Tuality/HPC campus in Chapter V of the applicant's proposed CDP.*

All of the above-mentioned approvals are subject to the conditions set forth in the Planning Commission Resolution constituting the Commission's' final decision on CDP1-01 (MOD 3), Tuality Healthcare/Pacific University Campus. These findings are Attachment A to that Resolution.

CITY OF HILLSBORO

Planning Department

150 East Main Street, Hillsboro, OR 97123
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LAND USE APPEAL APPLICATION

Please print legibly using black/dark blue ink or type. Appellants are encouraged to review the submittal criteria and requirements on the following page prior to completing this application.

APPEAL OF CASE FILE NO.: (i.e.: PUD 1-05) CDP 1-01 Mod 3

Date of Decision: 11-30-07 Decision-making Body: Planning Commission

APPELLANT(S) If more than one appellant, attach names with signatures and addresses on a separate sheet of paper.

Appellant(s) Name/Contact: Darlene Morgan

Business Name: Pacific University Phone Number: 503-352-2258

Mailing Address: 2043 College Ave City/State/Zip: Forest Grove, OR 97116

Appellant's Signature: Darlene P. Morgan Date: 12/11/2007

APPELLANT'S REPRESENTATIVE (if applicable)

Representative's Name/Contact: Phil Grillo

Business Name: Miller Nash Phone Number: 503-224-5858

Mailing Address: 111 SW Fifth Ave City/State/Zip: Portland, OR 97204

Representative's Signature: [signature] Date: 12/13/2007

SITE DESCRIPTION

Tax Map #(s) see attached Tax Lot #(s) see attached

Frontage Street or Address Tuality: 335 SE 8th Ave / Pacific: 222 SE 8th Ave

APPEAL HEARING REQUESTED Please check one of the following:

_____ On the Record (No new testimony admissible.)

_____ De Novo (New testimony admissible on all issues.)

✓ Limited De Novo (New testimony limited to specified issues.)

REASON FOR REQUEST

Please attach a written statement responding to the applicable statements below:

The reason I wish to appeal is...

The decision is in error because...

The following provisions of the Hillsboro Comprehensive Plan goals or policies were/were not considered or were in error...

The following provisions of the Hillsboro Zoning and/or Subdivision Ordinance were/were not considered or were in error...

(For Office Use Only)

Appeal Accepted by_____ Date_____

Fee(s) Paid _____ Receipt #_____

CONTINUED ON PAGE 2

150 East Main Street, Hillsboro, OR 97123
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www.ci.hillsboro.or.us

LAND USE APPEAL APPLICATION

Please print legibly using black/dark blue ink or type. Appellants are encouraged to review the submittal criteria and requirements on the following page prior to completing this application.

APPEAL OF CASE FILE NO.: (i.e.: PUD 1-05) CDP 1-10 Mod 3

Date of Decision: 11-30-07 Decision-making Body: Planning Commission

APPELLANT(S) If more than one appellant, attach names with signatures and addresses on a separate sheet of paper.

Appellant(s) Name/Contact: Manny Berman

Business Name: Tuality Healthcare Phone Number: 503-681-1177

Mailing Address: 335 SE 8th Ave City/State/Zip: Hillsboro, OR 97123

Appellant's Signature: [signature] Date: 12/12/07

APPELLANT'S REPRESENTATIVE (if applicable)

Representative's Name/Contact: Phil Grillo

Business Name: Miller Nash Phone Number: 503-224-5858

Mailing Address: 111 SW Fifth Ave City/State/Zip: Portland OR 97204

Representative's Signature: [signature] Date: 12/10/07

Administrator / COO Tuality Healthcare

SITE DESCRIPTION

Tax Map #(s) See attached Tax Lot #(s) See attached

Frontage Street or Address Tuality: 335 SE 8th Ave / Pacific: 222 SE 8th Ave

APPEAL HEARING REQUESTED Please check one of the following:

_____ On the Record (No new testimony admissible.)

_____ De Novo (New testimony admissible on all issues.)

✓ Limited De Novo (New testimony limited to specified issues.)

REASON FOR REQUEST

Please attach a written statement responding to the applicable statements below:

The reason I wish to appeal is...

The decision is in error because...

The following provisions of the Hillsboro Comprehensive Plan goals or policies were/were not considered or were in error...

The following provisions of the Hillsboro Zoning and/or Subdivision Ordinance were/were not considered or were in error...

(For Office Use Only)

Appeal Accepted by_____ Date_____

Fee(s) Paid _____ Receipt #_____

CONTINUED ON PAGE 2

MILLER NASH LLP
ATTORNEYS AT LAW

PORTLAND, OREGON
SEATTLE, WASHINGTON
VANCOUVER, WASHINGTON
CENTRAL OREGON
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OFFICE 503.224.5858
FAX 503.224.0155

Phillip E. Grillo
phil.grillo@millernash.com
(503) 205-2311 direct line

December 13, 2007

BY HAND DELIVERY

City Recorder's Office
City of Hillsboro
150 E. Main Street
Hillsboro, Oregon 97123

Subject: Appeal of CDP 1-01, MOD 3 (Pacific University/Tuality Healthcare)

Dear Mayor Hughes and Council Members:

On behalf of the applicants, Pacific University and Tuality Healthcare, we are appealing that portion of the Planning Commission's November 28, 2007, decision (File No. CDP 1-01, MOD 3) involving the denial of our proposed design modification for HPC Building B, that would allow a four-story portion of that building to extend up to 32 feet into the 100-foot height setback.

Pursuant to HZO §§ 118 and 119, the applicants are submitting this written appeal statement, along with a signed appeal form and a check for the required appeal fee of $2,500 to appeal the above-captioned matter. The applicants request that City Council hear this appeal through a "limited de novo" hearing, with new testimony limited to determining whether the relevant approval criteria in HZO § 136(X)(B)(3)(a)-(c) are met, regarding the applicant's request for a design modification for HPC Building B, as set forth above.

The applicant's responses to each of the four statements contained on the attached appeal form are as follows:

I. "The Reason I Wish to Appeal is . . . "

Response

1. The adjustment will equally or better meet the purposes of the Station Community Planning Area and of the regulations to be modified;

2. The Variance or cumulative Variance adjustments result in a project that is still consistent with the overall purpose and intent of the district; and

3. The variance will not result in significant detrimental impacts to the environment or the natural, historic, cultural, or scenic resources of the City.

4. In this case, because the block that Building B will be located on is unusually narrow, strict application of the 100-foot height setback produces several unintended consequences. These unintended consequences are contrary to the purposes of the applicable SCPA district, and are contrary to the purpose of the height setback itself. For example, in this case, strict application of the 100-foot height adjustment in this block:

(a) Creates a Taller Building. In order to offset the loss of office and classroom space that would result if the proposed four-story portion of the building could not be located up to 32 feet into the 100-foot height setback, the applicant would be forced to construct a taller building outside the 100-foot height setback. A five-story building is allowed by right in the SCC-SC zone, outside the 100-foot height setback.

(b) Allows Less Light. The resulting five-story design, located outside the 100-foot height setback, would allow less light into the residential area to the north than the proposed four-story design would.

(c) Prevents Stair-Step Design. In this case, strict adherence to the two-story height limit within the 100-foot height setback eliminates the opportunity for a stepped-down design. The applicant's proposed step-down design creates a better transition in terms of scale and mass than what would occur if the building abruptly transitioned from two stories to five, as permitted by right.

(d) Produces Inefficient Design and Compromises Effectiveness. In this case, strict adherence to the two-story height limit within the 100-foot height setback, creates an inefficient use of the building and is therefore contrary to one of the purposes of the underlying SCPA district. It also compromises the effectiveness of Pacific's programs and campus.

(e) Creates Less Compatibility. In this case, a narrow, five-story design would not only be inefficient, it would be less compatible with the surrounding residential area.

II. "The Decision is in Error Because . . ."

Response

1. There is substantial evidence in the record that the proposed adjustment equally or better meets the purposes of the Station Community Planning Area and the regulations to be modified;

2. There is substantial evidence in the record that the variance or cumulative variances result in a project that is still consistent with the overall purpose and intent of the district; and

3. There is substantial evidence in the record that the variance will not result in significant detrimental impacts to the environment or the natural, historic, cultural, or scenic resources of the City.

III. "The Following Provisions of the Hillsboro Comprehensive Plan Goals or Policies Were/Were Not Considered or Were in Error . . . "

Response

The Planning Commission's decision does not refer to or apply any comprehensive plan goals or policies. The applicant agrees that none of the City's comprehensive plan goals or policies apply to the appealed design modification.

IV. "The Following Provisions of the Hillsboro Zoning and/or Subdivision Ordinance Were Not Considered or Were in Error . . . "

Response

The Planning Commission considered the variance criteria in HZO § 136(X)(B)(1) – (3). For the reasons described above, the Planning Commission erred in finding that these criteria were not met.

The Planning Commission also considered some of the purpose sections in HZO §§ 136(VII)(B)(1) (Purpose of Development Review for Phased Development within SCPA Districts), 136 (II)(A) (Purpose of SCC-SC District), and 139(IV)(H)(1) (100-foot Height Setback). The applicant agrees that these purpose standards are relevant to the variance criteria mentioned above, but believes that some of the purposes were either not applied, or were not properly applied or interpreted, and that when properly applied and interpreted, there is substantial evidence in the record

demonstrating that the proposed modification satisfies the purposes of the relevant regulations, as set forth above.

For all of the above-stated reasons, the applicants hereby appeal the November 28, 2007, decision of the Planning Commission in Case No. CDP 1-01, MOD 3.

Respectfully submitted,

Phillip E. Grillo
for Pacific University

PROPERTIES IN TUALITY HEALTHCARE AND PACIFIC UNIVERSITY OWNERSHIP WITHIN PROPOSED CAMPUS BOUNDARY

BUILDING	*ADDRESS*	*TAX MAP NUMBERS*	TAX LOT NUMBERS
Tuality Healthcare:			
Block 1 Parking Lot	-----	1S26BA	7500
6th Avenue Plaza	372 SE 6th Avenue	1S26AB	3300
7th Avenue Medical Plaza	333 SE 7th Avenue	1S26AB	2500
7'"Avenue Medical Plaza Lot	333 SE 7th Avenue	1S26AB	2600
Vacated Portion of SE 7th Avenue	----	----	----
Physicians Lot	SE 7th/Baseline	1S26AB	3500
Proposed Vacated Portion of SE 8th from Oak-Baseline	-----	----	----
Main Hospital	335 SE 8th Avenue	1S26AB	1600
Tuality Healthcare Education Center (THEC)	334 SE 8th Avenue	1S26AB	600
8th Avenue Medical Plaza/ Parking Lot	364 SE 8th Avenue	1S26AB	900
Parking Structure I	831 SE Oak Street	1S26AB	1101
9th Avenue Parking Lot	870 SE Baseline	1S26AB	200
Tuality/OHSU Cancer Center	299 SE 9th Avenue	1N231DC	9400
Leased HPC Lot (J-2)	233 SE 9th Avenue	1N231DC	8400
North Parking Lots	-----	1N231DC	10000
Pacific University:			
HPC Building A	222 SE 8'" Avenue	1N231DC	8900
Miller Education Center Site	759 SE Washington St,	1 N231DC	7300
	745 SE Washington	1N231DC	7200
	172 SE 7'"Avenue.	1N231DC	7101
Single-Family Residence	805 SE Washington St.	1N231DC	8000
Single-Family Residence	821 SE Washington St,	1N231DC	8100
Single-Family Residence	833 SE Washington St.	1N231DC	8200

PROPERTIES IN TUALITY AND PACIFIC PROPOSED CAMPUS BOUNDARY NOT IN THE OWNERSHIP OF TUALITY OR PACIFIC

BUILDING	*ADDRESS*	*TAX MAP NUMBERS*	*TAX LOT NUMBERS*
Tuality Healthcare:			
Hillsboro Orthopedic Group	349 SE 7th Avenue	1S26AB	3400/3600
Baker's Burgers	807 SE Baseline	1N231DC	9100
Baseline Chevron	833 SE Baseline	1N231DC	9200
Social Service Agency	720 SE Washington	1N231DC	9800
Gastroenterology Physicians Office	232 SE 7th Avenue	1N231DC	9900
Allergy Associates	705 SE Baseline	1N231DC	10200
Single-Family Residence	868 SE Washington	1N231DC	8400
Pacific University:			
Single-Family Residence	156 SE 7th Avenue	1N231DC	7000
Single-Family Residence	148 SE 7th Avenue	1N231DC	6900
Single-Family Residence	149 SE 8th Avenue	1N231DC	7301
Single-Family Residence	152 SE 8th Avenue	1N231DC	7900

RESOLUTION NO. 1620

A RESOLUTION ADOPTING RULES OF PROCEDURE FOR THE CONDUCT OF HEARINGS RELATING TO LAND USE MATTERS AND RESCINDING RESOLUTION NO. 841-12-74.

WHEREAS, the City Council desires to adopt a uniform procedure to be applicable to all land use decisions before the Council, and which, at the discretion of the Council, may be made applicable to determinations of contested cases before the Council, and

WHEREAS, the City Council of the City of Hillsboro has previously conducted Public Hearings under rules of procedure adopted through Resolution No. 841-12-74, and

WHEREAS, the Council deems it desirable and in the public interest to modify the rules contained in Resolution No. 841-12-74:

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF HILLSBORO, OREGON: That the Council hereby adopts the rules attached hereto as Exhibit "A" which are thereby made a part of this Resolution.

BE IT FURTHER RESOLVED that Resolution No. 841-12-74 is hereby rescinded.

Introduced and passed this 16th day of April, 1991.

Shirley Huffman
Mayor

ATTEST: Joyce Waibel
City Recorder

EXHIBIT "A"

RULES FOR CONDUCT OF LAND USE HEARINGS

Rule 1. Scope of Rules. These rules shall govern the conduct of hearings held by the Council which lead to or result in any form of land use decision as that term is defined by ORS Chapter 197, as it may be amended from time to time. Any other matters coming before the Council for hearing may be governed by any or all of these rules at the discretion of the Council.

Rule 2. Nature and General Conduct of Hearing.

(1) A hearing which will result in any form of land use decision related to a determination of the permissible use of specific property, is an administrative, quasi-judicial hearing and shall be conducted accordingly. Interested parties are, therefore, entitled to notice of hearing, as required by charter, ordinance or statute, and opportunity to be heard, to present and rebut evidence to a tribunal which is impartial, to have the proceedings recorded, to have a decision based on evidence received by the hearing body, and a decision supported by findings of fact based on the record.

(2) No person shall be disorderly, abusive or disruptive of the orderly conduct of the hearing.

(3) Each person wishing to testify shall first receive recognition from the Presiding Officer and shall state his or her full name and address for the record.

(4) No person shall present irrelevant, immaterial or unduly repetitious testimony or evidence; provided, however, that reports and documents prepared by City of Hillsboro personnel shall be deemed relevant, material and competent unless objected to by any interested party with good cause and at the first available opportunity.

(5) There shall be no audience demonstrations, such as cheering, display of signs or other conduct disruptive of the hearing.

(6) The Mayor or Presiding Officer shall have the authority to enforce the provisions of Rule 2 as provided in Rule 3 below.

Rule 3. Presiding Officer.

(1) The Mayor shall be the Presiding Officer at all hearings before the City Council. In the absence of the Mayor or

with the Mayor's consent, the Council President shall preside. In the absence of, or with the consent of the Mayor and in the absence of the Council President, the Council may designate one of its members, or any other officer or employee of the City to act as Presiding Officer at a hearing. A Presiding Officer who is neither the Mayor nor a Councilor, shall have no vote in the determination of the matter.

(2) The Presiding Officer shall have authority to:

(a) Regulate the course and decorum of the hearing in accordance with these rules;

(b) Dispose of procedural requests or similar matters;

(c) Rule on offers of proof and relevance of evidence and testimony;

(d) Impose limitations on the number of witnesses heard and set time limits for the presentation of evidence; and

(e) Take such other action authorized by the Council appropriate for conduct of the hearing.

Rule 4. Burden and Nature of Proof.

(1) The burden of proof is upon the applicant.

(2) If the applicant's request is for an amendment to the City's comprehensive plan, comprehensive plan map, zoning ordinance, subdivision ordinance or zoning map, the request must be supported by evidence that addresses applicable comprehensive plan, zoning or subdivision ordinance criteria. Any other request by an applicant must be supported by evidence that addresses all approval criteria contained in the zoning ordinance, subdivision ordinance or such other approval criteria that are identified in the procedure set out in Rule 6, Section 1.

Rule 5. Appeals From the Planning Commission or Planning and Zoning Hearings Board.

(1) As a matter of policy, the evidence to be considered by the City Council in appeals from decisions of the Planning Commission or Planning and Zoning Hearings Board shall be limited to that evidence made a matter of record during the

public hearing before the Planning Commission or Planning and Zoning Hearings Board.

(2) Prior to considering the evidence on appeal, the Council shall first receive the appeal at a regularly scheduled Council meeting and shall set a time certain for a hearing on the merits of the appeal. At the time of receiving the appeal, a Councilor, staff representative or any party who appeared below may request that the hearing on the merits before the Council be de novo. The Council, in its discretion, may permit a de novo hearing on the merits. The Council in its discretion, may also permit a partial de novo hearing, in which evidence and testimony shall be limited to one or more specific issues defined by the Council. The Council, in its discretion, may also remand the matter back to the Planning Commission or Planning and Zoning Hearings Board to receive further evidence. In its decision findings, the Council shall explain its reasons for allowing a de novo hearing on the merits or a partial de novo hearing.

(3) In the event the Council limits an appeal of a decision of the Planning Commission or Planning and Zoning Hearings Board to evidence made a matter of record during the hearing before the Planning Commission or Planning and Zoning Hearings Board, no testimony or evidence shall be received by the Council, and the decision shall be based solely on the evidence made a matter of record before the Planning Commission or Planning and Zoning Hearings Board.

(4) In the event the Council allows a partial de novo hearing, the Council through the Presiding Officer, shall accept only that testimony and evidence directly related to the specific issues defined by the Council.

Rule 6. Order of Testimony and Procedure.

(1) Introductory Statements. At the commencement of the hearing, the Presiding Officer shall make a statement to those in attendance that:

(a) Describes the nature and purpose of the hearing;

(b) Lists the applicable substantive criteria and states that such criteria are available in printed form in the hearing room;

(c) Testimony and evidence must be directed toward the criteria listed pursuant to

Rule 6(1)(b) above or other criteria in the City's plan or land use regulations which the person believes applies to the decision;

(d) Failure to raise an issue with sufficient specificity to afford the decision maker and the parties an opportunity to respond to the issue preclude appeal to the Land Use Board of Appeals based on that issue.

(e) Makes such other statements that are required by ORS Chapter 197, as amended from time to time; and

(f) Summarizes the rules for the conduct of the hearing.

(2) Call for Abstentions.

(a) Following the introductory statements in Section 1 above, the Presiding Officer shall inquire of the Council whether any member thereof wishes to abstain from participation in the hearing. The general public has a right to have councilors free from prehearing or ex-parte contacts on matters heard by them. It is recognized that a countervailing public right is free access to public officials on any matter. Therefore, Councilors shall reveal prehearing or ex-parte contacts with regard to any matter at the commencement of the public hearing on the matter. If such contacts have impaired the Councilor's impartiality or ability to vote on the matter, the Councilor shall so state and shall abstain. Any Councilor then abstaining, shall identify the reasons for abstaining, shall step down from the Council area and shall not participate in discussion of the proposal or vote on the proposal;

(b) Any Councilor whose participation has been challenged by allegation of bias, prejudgment, personal interest or partiality or who has been subject to ex-parte or prehearing contact with proponents or opponents may make a statement in response or in explanation for the record, and announce a decision to participate in the hearing. The

proponent or opponent, as appropriate, may offer a rebuttal statement;

(c) No Councilor shall participate in discussion of the proposal or vote on the proposal when:

(i) any of the following has a direct or substantial financial interest in the proposal: The Councilor, or the Councilor's spouse, domestic partner, brother, sister, child, parent, father-in-law, mother-in-law, or any business in which the Councilor is then serving or has served within the previous two years or any business with which the Councilor is negotiating for or has an arrangement or understanding concerning prospective employment or a business relationship;

(ii) The Councilor owns property within the area entitled to receive notice of the public hearing; or

(iii) The Councilor has a direct personal interest in the proposal.

(d) After discussion, the Council may determine that one of its members should abstain because of one or more of the factors listed above. The Presiding Officer shall inquire whether the Councilor will voluntarily abstain. If the Councilor does not voluntarily abstain, the Council may remove the Councilor upon a two thirds vote of the remaining Councilors.

(e) No other officer or employee of the City who has a financial or other private interest shall participate in the discussion with or give an official opinion to the Council on the proposal without first declaring for the record the nature and extent of such interest.

(f) Notwithstanding any provision of this or any other rule:

(1) an abstaining or disqualified Councilor may be counted for purposes of forming a quorum; and

(2) a Councilor may represent his or her own interest at a hearing provided that the Councilor:

(i) abstains from the vote on the proposal;

(ii) steps down from the Council area; and

(iii) makes full disclosure of the Councilor's status and position at the time of addressing the Council.

(3) Objections to Jurisdiction. Following the call for abstentions, the Presiding Officer shall inquire of the audience whether there are any objections to the jurisdiction of the Council to hear the matter, and, if such objections are received, conduct such further inquiry as necessary to determine the question. The Presiding Officer, upon motion and vote of the council, shall terminate the hearing if this inquiry results in substantial evidence that the Council lacks jurisdiction or the procedural requirements of the ordinance were not met. Any matter thus terminated shall, if the defect can be remedied, be rescheduled by the Council.

(4) Staff Report; Planning Commission or Planning and Zoning Hearings Board Recommendation. Following the Council procedures established in Rule 6 above, the appropriate staff representative shall summarize the nature and history of the proposal, the contents of the record and the findings and decision of the Planning Commission or other appropriate board or agency. The Presiding Officer may request a representative of the Planning Department or any other City Officer or employee to perform this duty.

(5) If any form of de novo hearing is granted, procedures outlined in Subsections (a) through (e) below shall follow after the staff report. If no de novo hearing is allowed, the Council shall proceed to deliberate as set forth in Section (e) below.

(a) Proponent's Case. The applicant shall be heard first. After the applicant's presentation, any persons or groups who

support the application shall be heard. The Presiding Officer shall provide an opportunity for any Councilor to directly question, or staff to question through the Presiding Officer, the applicant or persons or groups who support the application;

(b) Opponent's Case. Opponents shall next be heard. The Presiding Officer shall provide an opportunity for any Councilor to directly question, or staff to question through the Presiding Officer, any person or group opposed to the application;

(c) The Applicant shall be allowed an opportunity to offer rebuttal evidence and testimony;

(d) Continuation of Hearing. At the conclusion of testimony, the Council, in its discretion, may decide that additional testimony is needed, and may continue the hearing to a time certain. In the event of a continuance, the testimony shall not be repetitive of that previously given;

(e) Close of Hearing and Deliberation by Council. The Presiding Officer shall, or the Council may, by vote, close the Public Hearing and deliberate the proposal. The Council shall either make its decision and state its findings, or direct the parties or staff to prepare findings for the Council's consideration and continue its deliberations to a subsequent meeting at a time certain. The subsequent meeting shall be for the purpose of continued deliberation and shall not allow for submission of any testimony or evidence.

Rule 7. Official Notice.

(1) The Council may take official notice of, and consider the following without the need to formally establish them through the introduction of evidence:

(a) All facts which are judicially noticeable; and

(b) The Charter, ordinances, resolutions, rules, regulations and written official policies of the City of Hillsboro.

Rule 8. Record of Proceedings.

(1) The City Recorder or a designee of the Presiding Officer, shall be present at each hearing and shall cause the proceedings to be stenographically or electronically recorded. It shall not be necessary to transcribe testimony unless required for judicial review or unless ordered by the Council.

(2) The City Recorder shall receive all physical and documentary evidence presented which shall be marked to show the identity of the person offering the same and given an exhibit number for easy identification. Unless evidence is capable of being offered and incorporated in the record of the case, it shall not be received. All exhibits received into evidence shall be retained by the Council until after any applicable appeal period has expired, at which time the exhibits may be released to the person identified thereon upon written demand by said person.

(3) Any member of the public shall have access to the record of the proceedings at reasonable times, places and circumstances. Any member of the public shall be entitled to copies of the record upon payment of a reasonable fee to the City.

Rule 9. Publication of Rules.

(1) These rules shall be:

(a) Placed of record with the City Recorder; and

(b) Posted within or near the entrance to the Council hearing room. Reference to these rules shall be made in all required notices relating to public hearings.

(2) These rules replace rules of procedure previously adopted by the Council, either by ordinance or resolution, for the conduct of Council meetings.

Rule 10. Departures from the Procedures established by these and other rules relating to land use matters shall not cause the proceedings or any ruling, ordinance or resolution made or passed pursuant to such procedures to be void or ineffective unless such departure shall adversely affect the substantial rights of interested persons. Departure from procedural rules shall not render the proceedings or any ruling, ordinance or resolution void or ineffective unless proper objections pointing out the defect or departure is made during the public hearing.

3603517

CITY OF HILLSBORO

6E
2 orig. to ENG

Public Works Department, Engineering Division

December 18, 2007

To: Mayor and City Council

From: Tina Bailey, Project Manager

Re: 9th Avenue Two Hour Parking Restriction

Recently staff received a request from a citizen, through Economic Development, to extend the two hour parking restriction on SE 9th Avenue between Baseline and Oak Streets. Presently, parking is restricted to two hours all along the west side of the street and on the east side of the street from Oak north to an alley located in the middle of the block. Parking on the east side from the mid-block alley north to Baseline is unrestricted. The citizen wanted to extend the two hour time limit to this currently unrestricted area.

Staff notified the adjacent property owners and tenants of the proposal. Tenants and property owners were mixed in their support of this proposal. A compromise was reached between parties in support of a partial extension of the two hour restriction. This compromise was to leave the northern quarter of the east side of the roadway unrestricted. The remaining three quarters of the block would be restricted two hours. In conjunction with this request there was also a request to extend a parking prohibition that exists on the west side of the street adjacent to an alley 10 feet, north and south. The Transportation Committee has recommended (November 27, 2008) extending the two hour parking restriction on the east side of the roadway to include all but the northern quarter of the block and to extend the mid-block parking restriction on the west side of the street 10 feet on either side of the current restriction.

150 E. Main Street, Fourth Floor
Hillsboro, Oregon 97123-3999

Office: 681-6146
Fax: 681-6245

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 10.12.100 (SCHEDULE F – PARKING TIME LIMITS) BY EXTENDING A TWO HOUR PARKING TIME LIMIT ON THE EAST SIDE OF SE 9TH AVENUE BETWEEN SE OAK AND SE BASELINE STREETS, AMENDING SECTION 10.12.110 (SCHEDULE G – PROHIBITED PARKING) BY EXTENDING A PARKING PROHIBITION ON THE WEST SIDE OF SE 9TH AVENUE BETWEEN SE OAK AND SE BASELINE STREETS, AND DECLARING AN EMERGENCY.

WHEREAS, there is a demonstrated need to extend a two hour parking time limit on the east side of SE 9th Avenue between SE Oak and SE Baseline Streets to provide for parking turn over; and

WHEREAS, there is a demonstrated need to extend a parking prohibition adjacent to a driveway on SE 9th Avenue between SE Oak and SE Baseline Streets to provide for visibility when exiting the driveway,

NOW, THEREFORE, THE CITY OF HILLSBORO DOES ORDAIN AS FOLLOWS:

Section 1. Section 10.12.100 (Schedule F – Parking Time Limits) is amended by the ***deletion*** of the following:

a. East side of SE 9th Avenue beginning at SE Oak Street thence north to the north side of the east-west mid-block alley.
b. West side of SE 9th Avenue beginning at a point twenty feet south of Baseline Street curb return, thence south to a point twenty-five feet of the north side of the mid-block alley between SE Oak street and SE Baseline Street.
c. West side of SE 9th Avenue beginning at a point twenty-five feet south of the south side of the mid-block alley between SE Oak Street and SE Baseline Street, thence south to a point twenty feet north of the SE Oak Street curb return.

Section 2. Section 10.12.110 (Schedule G – Prohibited Parking) is amended by the ***deletion*** of the following:

a. West side of SE 9th Avenue beginning at a point twenty-five feet north of the north side of the mid-block alley between SE Oak Street and SE Baseline Street, thence south to a point twenty-five feet south of the south side of the same mid-block alley.

Section 3. Section 10.12.100 (Schedule F – Parking Time Limits) is amended by the ***addition*** of the following:

a. East side of SE 9th Avenue beginning 30 feet north of the north curbline of SE Oak Street thence north 281 feet.
b. West side of SE 9th Avenue beginning 34 feet north of the north curbline of SE Oak Street thence north 129 feet.
c. West side of SE 9th Avenue beginning 261 feet north of the north curbline of SE Oak Street thence north 133 feet.

Section 4. Section 10.12.110 (Schedule G – Prohibited Parking) is amended by the ***addition*** of the following:

a. West side of SE 9th Avenue beginning at a point 159 feet north of the north curbline of SE Oak Street thence north 102 feet.

Section 5. The City Engineer is hereby instructed to remove or install the appropriate signs and/or pavement markings as may be required to carry out the provisions of Sections 1, 2, 3, and 4.

Section 6. Except as herein amended, Section 10.12.100 and Section 10.12.110 of the City of Hillsboro Municipal Code shall remain in full force and effect.

Section 7. In accordance with Section 123 of the Hillsboro City Charter, it is necessary that this ordinance be adopted immediately. Inasmuch as certain hazards exist at this location and the installation of physical traffic control devices will alleviate such hazards, an emergency is hereby declared to exist and this ordinance shall become effective immediately upon its passage by the City Council, approval by the Mayor, and installation of the appropriate sign and/or pavement markings.

Passed by the Council this 18th day of December 2007.

Approved by the Mayor this 18th day of December 2007.

_____
Mayor

ATTEST: _____
City Recorder

SE 9th Avenue Parking Modifications
Baseline to Oak

Legend

- Proposed Two Hour Time Limit
- Existing Two Hour Time Limit
- Proposed Parking Prohibition
- Existing Parking Prohibition

1 inch equals 75 feet

6F

CITY OF HILLSBORO

December 18, 2007

TO: Mayor and City Council

FROM: Amber Deming, City Recorder

SUBJECT: Resolution Adopting the State of Oregon, Archives Division, City General Records Retention Schedule

Recommendation
The City Recorder's office asks the City Council to adopt a resolution adopting the State of Oregon, Archives Division, City General Records Retention Schedule.

Background

Under Oregon Administrative Rule (OAR) Chapter 166, Division 200, the State of Oregon Archivist grants authorization to Oregon government agencies, in the form of records retention schedules, for the retention or disposition of public records in their custody.

General Records Retention Schedules published as Oregon Administrative Rule provide state and local agencies with the lawful authority to destroy or otherwise dispose of commonly occurring public records. This General Schedule prescribes minimum retention periods for public records created and maintained by the cities of Oregon. Retention periods apply to the record copy of all public records, regardless of medium or physical format, created or stored by local agencies.

The City has followed the City Records Retention Schedule for the retention and disposition of public records, but is proposing formal adoption of the City Records Retention Schedule.

The City General Records Retention Schedule can be viewed at http://arcweb.sos.state.or.us/recmgmt/sched/index.html

Attachment: See Exhibit A for sample of schedule.

Requested Action
Please consider adopting a resolution adopting the State of Oregon, Archives Division, City General Records Retention Schedule.

RESOLUTION NO. _____

A RESOLUTION PURSUANT TO THE OREGON ADMINISTATIVE RULE 166-200, TO ADOPT THE STATE OF OREGON, ARCHIVES DIVISION, CITY RECORDS RETENTION SCHEDULE.

WHEREAS, the City of Hillsboro, Oregon desires to implement the use of the City Records Retention Schedule as a means of systematic control of the creation, acquisition, processing, use, protection, storage and final disposition of all public records, and

WHEREAS, the City Records Retention Schedule provides a detailed schedule defining the length of time each type of record must be retained before destruction is allowed, and

WHEREAS, the City Records Retention Schedule provides authorization to the cities of Oregon for the destruction of records, as defined in Oregon Revised Statutes 192.005 (05), and

WHEREAS, the general records retention schedule, published as Oregon Administrative Rules (OAR) Chapter 166, Division 200, is the mechanism by which that authority is given to cities, and

WHEREAS, no further state authorization is required to destroy records listed in the schedule, which have met their minimum retention periods, and

WHEREAS, stipulations must be followed concerning pending legal action, audits, and records created before 1921, as described in OAR 166.30, and

WHEREAS, no records will be removed or destroyed until they have reached the end of their specific retention period and a request for destruction has been approved by the City Recorder, and

WHEREAS, the implementation and use of the City Records Retention Schedule can result in a reduction of the volume of records stored by the City, thereby saving space, equipment and supplies, and

WHEREAS, the City of Hillsboro wishes to adopt the City Records Retention Schedule as approved by the State of Oregon, Archives Division and as it may be subsequently revised and amended every five years.

NOW, THEREFORE, BE IT RESOLVED, by the Hillsboro City Council,

Section 1. The State of Oregon, Archives Division, City Records Retention Schedule is adopted by reference by the City of Hillsboro as it is currently approved by the State of Oregon, Archives Division and as it may be subsequently revised and amended every five years.

Section 2. This resolution is effective immediately following adoption by the City Council and signature by the Mayor.

Approved and adopted by the Hillsboro City Council at a regular meeting held on the _____of_____, 2007.

_____
Mayor

ATTEST: _____
City Recorder

166-200-0010
Administrative Records

(1) **Activity and Room Scheduling and Reservation Records**
Records documenting scheduling and reservations related to public participation in and use of various city activities, events, classes, and meeting rooms. Includes schedules, logs, lists, requests, and similar records. SEE ALSO Participant Registration and Attendance Records and Park and Facility Use Permits in the Parks and Recreation section for records documenting public use of services or facilities for which formal registrations or permits are required.
Minimum retention: 1 year

(2) **Activity Reports, General**
Daily, weekly, monthly, or similar reports other than annual reports documenting the activities of city employees. Useful for compiling annual reports, planning and budgeting, monitoring work progress and other purposes. Usually tracks type of activity, employees and/or volunteers involved, time spent on activity, work completed, and related information in narrative or statistical form. SEE ALSO Grant Records in the Financial-General section for reports documenting activities directly related to projects funded by grants.
Minimum retention: 2 years

(3) **Annual Reports**
Reports documenting the program or primary functional activities and accomplishments of the office for the previous year. These are often compiled from monthly, quarterly, or other subsidiary activity reports. Usually includes statistics, narratives, graphs, diagrams, and similar information. SEE ALSO Activity Reports, General in this section for reports documenting shorter periods of time.
Minimum retention: Permanent

(4) **Cemetery Records***
Records documenting the administration and management of city-owned cemeteries. Records may include lists of names and maps of grave locations, deeds, information on purchasing lots and burials, death certificates, State Mortuary and Cemetery Board licensing and reporting documentation, and related correspondence. Some records may have historic value.
Minimum retention: Permanent

Contracts and Agreements
See the Recorder-General Records section

(5) **Correspondence**
Records that: 1. document communications created or received by an agency AND 2. directly relate to an agency program or agency administration AND 3. are not otherwise specified in the City General Records Retention Schedule (OAR 166-200) or in ORS 192.170. Records may include but are not limited to letters, memoranda, notes and electronic messages that communicate formal approvals, directions for action, and information about contracts, purchases, grants, personnel and particular projects or programs.
Disposition: File with the associated program or administrative records. Retentions for city records are found in City General Records Retention Schedule. Communications not meeting the above criteria do not need to be filed and may be retained as needed.

(6) **Desk Calendars and Notes**
Records documenting and facilitating routine planning, scheduling, and similar actions related to meetings, appointments, trips, visits, and other activities. Includes calendars, appointment books, notes, telephone messages, diaries, and similar records. Depending on content, some telephone messages and similar records may merit inclusion in related program or project files. This applies to records that contain significant information, which is not summarized or otherwise included in reports or similar documents.
Minimum retention: 1 year

(7) **Emergency and Disaster Incident Records***
Records document the extent of impact and actions taken by the city in response to disasters, emergencies, and civil disorder. Incidents may be natural or manmade such as earthquakes, wild land fires, severe storms, floods, drought, airplane crashes, utility failures, hazardous materials incidents, riots, and similar events affecting the people, property, or government of the city. Records may include logs, diaries, damage assessment reports, response reports, situation and resource status reports, incident action plans, resource ordering and tracking records, financial documentation, messages, photographs, sign-in

sheets, and any other incident related documentation. SEE ALSO the Emergency Management section, the Fire and Emergency Medical Services section, the Police section, the Public Works section, and the Risk Management section for related records.
Minimum retention: Permanent

(31) **Fax Reports**
Records document facsimile transactions of the city. Reports may also be used for billing purposes. Information includes date and time fax transmitted or received and recipient/sender fax number.
Minimum retention:(a) Retain if used for billing 3 years
(b) Retain if not used for billing 1 year

(32) **Internal Audit Records**
Records document an examination of the city's fiscal condition, internal control, and compliance policies and procedures. Records may also document performance or other financially related audits by city or contracted auditors. Records may include audit reports, supporting documentation, comments, and correspondence.
Minimum retention: 10 years

(33) **Key and Keycard Records***
Records document the issuance of keys and keycards to agency staff to enable access to agency buildings and sites. Records may include but are not limited to key inventories, key isssue forms, key replacement records, and key disposal records.
Minimum retention: 2 years after key is turned in

(8) **Mailing Lists**
Lists compiled to facilitate billing, community outreach, and other functions in the city. Information usually includes name of individual or group, address, name and title of contact person, phone number, comments, and similar data.
Minimum retention: Until superseded or obsolete

(9) **Meeting Records, Board, Commission, and Committee***
Records documenting the proceedings of city boards, commissions, task forces, committees, advisory councils, and other similar groups, as described in Oregon's Public Meetings Law (ORS 192.610 to 192.710). Records may include minutes, agendas, exhibits, resolutions, staff reports, indexes, petitions, audio or visual recordings, correspondence, and related documentation.
Minimum retention:(a) Retain minutes* (except executive session minutes), agendas, resolutions, indexes, and exhibits (not retained permanently elsewhere in city records) permanently
(b) Retain executive session minutes 10 years
(c) Retain audio or visual recordings 1 year after minutes prepared and approved
(d) Retain other records and exhibits not pertinent to minutes 5 years

(10) **Meeting Records, Governing Body***
Records documenting the proceedings of any regularly scheduled, special, executive session, or emergency meeting of any governing body, as described in Oregon's Public Meetings Law (ORS 192.610 to 192.710) that is under city jurisdiction. These typically consist of boards, commissions, advisory councils, task forces, and similar groups. Records may include minutes, agendas, exhibits, resolutions, staff reports, indexes, petitions, tape recordings, and related documentation and correspondence. For further description of several specific examples of meeting records, refer to the subject index. SEE ALSO Meeting Records, Staff and Meeting Records, Board, Commission, and Committee; in this section.
Minimum retention:(a) Retain minutes* (except executive session minutes), agendas, resolutions, indexes, and exhibits (not retained permanently elsewhere in city records) permanently
(b) Retain executive session minutes 10 years
(c) Retain audio or visual recordings 1 year after minutes prepared and approved
(d) Retain other records and exhibits not pertinent to minutes 5 years

(11) **Meeting Records, Staff**
Records documenting meetings within city government, which are not subject to Oregon's Public Meetings Law (ORS 192.610 to 192.710). These routine staff meetings deal with tasks and actions within existing policies and procedures. Records may include minutes, notes, reports, and related items. Some records may merit inclusion in other record series with longer minimum retention periods if the subject matter of the meeting adds significant information to that series.
Minimum retention: 2 years

(12) **Mitigation Program Records***
Records document the establishment and maintenance of the city mitigation program, plans, and procedures. Records may include mitigation plans and strategies, policies, procedures, seismic surveys and structural upgrade records of city facilities, project reports, hazard mitigation grant records, and related documentation which may include capital improvement records, new and revised building codes, and zoning ordinances. SEE ALSO the Risk Management section.
Minimum retention:(a) Retain adopted plans* permanently
(b) Retain other records for the life of the structure

(13) **News Releases**
Prepared statements, announcements, news conference transcripts, and similar records issued to the news media by the city. Subjects include the adoption of new city programs, termination of old programs, policy shifts, changes in the status of elected officials or senior administrative personnel, and others. Also may include news releases announcing routine events or actions carried out within the scope of existing city policies. Some releases may merit inclusion in applicable related record series (e.g., Incident Case Files, Fire Investigation Records, etc.).
Minimum retention:(a) Retain policy and historic news releases permanently
(b) Retain routine news releases 2 years

(14) **Notary Public Log Book**
Records documenting notarial transactions completed by a notary public employed by the city. Cities may retain log books by agreement with the notary public after their separation from city employment. *Cities retaining notary public log books without notary agreements should consult their city attorney and/or the Secretary of State, Corporation Division for retention instruction.*
Minimum retention: 7 years after date of commission expiration

(15) **Organizational Records**
Records documenting the arrangement and administrative structure of the city government. May include charts, statements, studies, and similar records. Includes studies to determine the merit and feasibility of reorganization plans, as well as other major studies related to the city's administrative hierarchy.
Minimum retention: Permanent

(16) **Permit and License Records, City Issued***
Records documenting city review, background investigations, recommendations and other actions related to permits and licenses issued for various activities within the city. Subjects may include but are not limited to business, tree removal, temporary signs, taxi cab drivers, dances, parades, rocket launching, second hand dealers, alarm system dealers, keeping livestock in the city, and solicitors. Usually includes applications, background investigation reports, permits, licenses, and related records. This record series does not apply to several types of permit records related to construction, certain public works functions, and others. SEE ALSO the Financial sections, Building Permits in the Building section; Explosives Storage and Use Permits in the Fire and Emergency Medical Services section; Right-of-Way Permit Records in the Public Works-Engineering section; and Industrial Pretreatment Permits in the Public Works-Wastewater Treatment section.
Minimum retention:(a) Retain fee permits or license records 3 years after expiration, revocation, or denial
(b) Retain free permits or license records 2 years after expiration, revocation, or denial

(17) **Postal Records**
Records documenting transactions with the U.S. Postal Service and private carriers. Includes postage meter records, receipts for registered and certified mail, insured mail, special delivery receipts and forms, loss reports, and related items.
Minimum retention: 3 years

(18) **Professional Membership Records**
Records documenting institutional or agency-paid individual memberships and activities in professional organizations.
Minimum retention: 3 years

(19) **Public Notice Records***
Records documenting compliance with laws requiring public notice of city government activities. Subjects include assessments, elections, land use changes, public meetings and hearings, sale of property, and others. Records include public or legal notices, certificates, affidavits of publication, and similar documents. SEE ALSO Competitive Bid Records in the Financial-General section for public notices related to bid openings and awards.
Minimum retention: 3 years

(20) **Publications**
Published records produced by or for the city or any of its departments or programs and made available to the public. Includes newsletters, pamphlets, brochures, leaflets, reports, studies, proposals, and similar published records. Does not include publications received from federal, state, private or other sources -- these publications and extra copies of city-produced publications should be retained as needed.
Minimum retention:(a) Retain brochures, pamphlets, and leaflets until superseded or obsolete
(b) Retain one copy of all others permanently

(21) **Requests and Complaints**
Records documenting complaints or requests concerning a variety of city responsibilities. Information often includes name, phone number, and address of person making request or complaint, narration of request or complaint, name of person responding to request or complaint, dates of related activities, and other data. SEE ALSO Equal Employment Opportunity Complaint Records, and Grievance and Complaint Records in the Personnel Records section; Water Quality Complaint Records in the Public Works-Water Treatment Records section; and Incident Case Files, which contain law enforcement complaints in the Police Records section. SEE ALSO Correspondence, General in this section for routine requests for information or publications and Liability Claims Records in the Risk Management section.
Minimum retention: 2 years after last action

(22) **Routing and Job Control Records**
Records used to control the routine flow of documents and other items and actions in and between offices in the city. Includes routing slips, job control records, status cards, receipts for records charged-out, batch slips, and similar records.
Minimum retention: 1 year

(23) **Scrapbooks**
Books documenting a chronological or similar record of the city. May contain photographs, newspaper or magazine clippings, commentaries, and other items pertaining to the activities, actions, and reactions of the city officials, personnel, and citizens. Scrapbooks vary greatly in their content and value. Some may have historic value. *For appraisal assistance, contact the Oregon State Archives.*
Minimum retention: Retain as needed

(24) **Seminar and Conference Records, City-Sponsored**
Records documenting the design and implementation of city-sponsored seminars, conferences, workshops, conventions, and similar gatherings. Often includes class descriptions, instructional materials, course outlines, enrollment and attendance records, reports, speeches, planning documentation, and related records. For records documenting registration billings and related fiscal actions, see the Financial-General section.
Minimum retention:(a) Retain significant program and fee records 3 years
(b) Retain class enrollment and attendance records 2 years
(c) Retain other records 1 year

(25) **Seminar and Conference Records, Non-City Sponsored**
Records documenting activities of seminars, conferences, workshops, conventions, and similar gatherings not sponsored by the city but attended by city officials or personnel. May include staff reports, instructional materials, recommendations, related correspondence and memoranda, and similar records.
Minimum retention: 2 years

(26) **Special Event and Celebration Records**
Records documenting city-sponsored celebrations of special and historic occasions such as pioneer days, centennials, and similar events. Provides a record of planning and promotional efforts, public attendance and response, major speeches and dedications, and other aspects of the celebration. These records may include studies, publications, photographs, attendance summaries, final reports, and other documents. Records may also include routine documentation related to implementing the promotion and organization of the event. These often include lists, rosters, correspondence, volunteer information, and related records. SEE ALSO Special Event Records, Traffic in the Public Works-Traffic Engineering section for related records. Minimum retention: (a) Retain records documenting significant aspects of the event permanently
(b) Retain other records 2 years after event

(27) **Surveys, Polls, and Questionnaires**
Records documenting the measurement of public opinion by or for the city related to various issues, actions, and concerns. May include surveys, polls, questionnaires, summaries, abstracts and related records. Examples of summaries include

studies, which incorporate the significant results of public opinion surveys, abstracts of questionnaires designed to determine the skills and interests of citizens volunteering for city service, and other records, which distill survey data into summary form. Minimum retention: (a) Retain summary reports and abstracts 3 years
(b) Retain other records until summary report is completed or 3 years, whichever is sooner

(28) **Technical Manuals, Specifications, and Warranties***
Owners manuals and warranties for city-owned vehicles and equipment. Manuals often include specifications, operating instructions, and safety information. Warranties include terms of coverage for repair or replacement of equipment.
Minimum retention:(a) Retain manuals until disposition of vehicle or equipment
(b) Retain warranties until expiration

(29) **Work Orders**
Records documenting requests and authorizations for needed services and repairs to city property and equipment. May include copy center work orders, printing orders, telephone service and installation requests, repair authorizations, and similar records.
Minimum retention:(a) Retain work completed by city personnel 1 year
(b) Retain work completed by outside vendors 3 years

(30) **Work Schedules and Assignments**
Records documenting the scheduling and assigning of shifts, tasks, projects, or other work to city employees. Useful for budget and personnel planning and review, and other purposes. May include calendars, schedules, lists, charts, rosters, employee time surveys, and related records. Also includes rosters and similar records documenting vacation schedules. SEE ALSO the Personnel section for related records.
Minimum retention: 2 years

(34) **Vehicle Maintenance and Repair Records**
Records document the maintenance and repair history of all city-owned vehicles. Records may include reports, summaries, and similar records usually compiled from daily work records on a monthly, or quarterly basis. Information often includes a description of work completed, parts and supplies used, date of service, date purchased, price, vehicle number, make and model, and other data. SEE ALSO Contracts and Agreements in Recorder-General section for contract records related to private companies maintaining and repairing city-owned vehicles. SEE ALSO Daily Work Records in the Public Works-Operations and Maintenance section and Work Orders in this section.
Minimum retention: 2 years after disposition of vehicle

(35) **Visitor Logs**
Records document visitors to city buildings. Records may include visitors' names, visitor badges issued, and entrance and exit times.
Minimum retention: 1 year

(36) **Year 2000 (Y2K) Planning Records**
Records document the planning and development of city Y2K Contingency Plans. Records may include but are not limited to meeting minutes, correspondence, draft plans, work notes, plan test results, and final plan. Information includes type of systems vulnerable to Y2K, level of priority, and party responsible for system solution or troubleshooting.
Minimum retention: 5 years

6G

CITY OF HILLSBORO

December 18, 2007

TO: Mayor and City Council

FROM: Amber Deming, City Recorder

SUBJECT: Ordinances Required by 2007 City of Hillsboro Charter

The City Recorder's office asks the City Council to adopt ordinances as required by the 2007 City of Hillsboro Charter, effective January 1, 2008.

Background

Charter Sections 8, 26, 28 and 36 require the passage of ordinances. The following ordinances were identified as Priority Level 1 on the New Charter Implementation worksheet as discussed in work session on November 20, 2007:

1. An ordinance amending Hillsboro Municipal Code Title 3 to add new subtitles relating to Local Improvement Districts, and repealing existing provisions, and declaring an emergency; - 2 orig to ENG

2. An ordinance adopting boundaries for three City Council wards as required by Section Eight of the 2007 City of Hillsboro Charter, and declaring an emergency; and - 1 orig. to Ping

3. An ordinance amending the Hillsboro Municipal Code Title 1 to add new subtitles relating to regulation of City elections, and repealing existing provisions and declaring an emergency.

Requested Action

Please consider adoption of ordinances as required by the 2007 City of Hillsboro Charter, effective January 1, 2008.

ORDINANCE NO. _____

AN ORDINANCE AMENDING HILLSBORO MUNICIPAL CODE TITLE 3 TO ADD NEW SUBTITLES RELATING TO LOCAL IMPROVEMENT DISTRICTS, REPEALING EXISTING PROVISIONS, AND DECLARING AN EMERGENCY.

WHEREAS, ORS 223.389 grants the City Council authority to prescribe by ordinance the procedure for making estimated and final assessments against real property specially benefited by local improvements; and

WHEREAS, 2007 City of Hillsboro Charter Sections 36 and 37 provide that an ordinance may set procedures governing public improvements, and procedures for levying and collecting special assessments against real property; and

WHEREAS, the City Council wishes to enact a general ordinance relating to public improvement districts and special assessments against real property specially benefited by local improvements.

THE CITY OF HILLSBORO ORDAINS AS FOLLOWS:

Section 1. A new subtitle 3.16 is added to the Hillsboro Municipal Code entitled Local Improvement Districts to read as set out in Exhibit A incorporated and made a part of this ordinance.

Section 2. Sections 3.16.010, 3.16.020, 3.16.030 and 3.16.040 of the current Code are repealed.

Section 3. This ordinance is necessary to implement a requirement of the 2007 City of Hillsboro Charter so an emergency is declared to exist and this ordinance takes effect on January 1, 2008.

Passed by the City Council this 18th day of December, 2007.

Approved by the Mayor this 18th day of December, 2007.

_____
Mayor

ATTEST: _____
City Recorder

EXHIBIT A

Title 3.16

LOCAL IMPROVEMENT DISTRICTS

Sections:

3.16.010 Definitions.
3.16.020 Initiation of proceedings.
3.16.030 Written report; contents.
3.16.040 Notice of hearing.
3.16.050 Filing of remonstrance; public testimony.
3.16.060 Hearing; objections; authorization.
3.16.070 Method of assessment.
3.16.080 Director's assessment report.
3.16.090 Hearing on proposed assessments; levy of assessments.
3.16.110 Alternative financing.
3.16.120 Appeals.
3.16.130 Recordation of liens; priority; collection of assessments.
3.16.140 Authority to abandon proceedings.
3.16.150 Validity of assessments.
3.16.160 Adoption of Bancroft Bonding Act.
3.16.170 Reassessments.
3.16.180 Deferral of assessments.

3.16.010 Definitions.

Unless the context requires otherwise:

1. "City" means the City of Hillsboro
2. "Director" means the Director of the Hillsboro Public Works Department or a designate that may be the Water Director or Park Director.
3. "Local improvement" means any or all of the following:
   a. The grading, graveling, paving, opening, laying out, widening, extending, altering, changing the grade of or constructing of any right-of-way, including curbs and sidewalks and repair and reconstruction.
   b. The installation of standard or ornamental street lights.
   c. The installation or relocation of private or public utility facilities, including but not limited to electric power, telecommunications and natural gas.
   d. The laying out, extending, altering, constructing and/or reconstruction/repair of any sanitary or storm sewer or water main.
   e. The acquisition, establishment, construction, or reconstruction of any off-street motor vehicle parking facility.
   f. The construction, reconstruction, or repair of any flood-control dike or dam, or any surface water detention or quality facility.
   g. The construction, reconstruction, installation and equipping of a park, playground or City recreation facility.
   h. Any other local improvement for which an assessment may be made on the property

specially benefited.

4. "Local Improvement District" or LID means the area determined by the City Council to be specially benefited by a local improvement, within which properties are assessed to pay for the cost of the local improvement.
5. "Lot" means lot, block, or parcel of land.
6. "Owner" means either the owner of title to real property, or the contract purchaser of real property as shown on the last available complete assessment roll in the office of the Washington County Assessor.
7. "Recorder" means the City Recorder or designee.
8. "Remonstrance" means a written objection to formation of an LID filed by an owner of property within a proposed LID under section 3.16.050(1).
9. "Non-remonstrance agreement" is a written agreement executed by an owner or the owner's predecessor in title waiving the right of an owner to file a remonstrance.

3.16.020 Initiation of proceedings.

1. Whenever the City Council deems it expedient or necessary to create or develop any local improvement for which it is anticipated that special assessments may be levied, it may by resolution declare its intention to initiate such improvement and direct that an engineering study of the project and written project report containing the information specified in section 3.16.030 must be filed with the Recorder.
2. Whenever the City has expended funds for the construction of any local improvement and the City Council subsequently deems it expedient to initiate a local improvement district in order to levy special assessments against the property benefited by such local improvement, it may by resolution declare its intention to initiate such improvement district and direct that the final plans of this public improvement as constructed, together with a written project report containing the information specified in Section 3 be filed with the Recorder.
3. The owners of at least 60% of the area of property affected may petition the City Council to form a local improvement district. The City Council will direct preparation of the study specified in subsection 1 of this section. The City Council will adopt a resolution to order that public improvement.

3.16.030 Written report; contents.

The project report described in section 3.16.020 will be completed within 120 days and contain at least the following information:

1. A description of the project and its boundaries (preliminary Project plans and specifications must be prepared but need not be filed with the report);
2. An estimate of the probable costs associated with the proposed project (or a statement of the actual cost if the project has been completed) including all legal, administrative, construction, engineering, interest or other financing costs attributable to the proposed local improvement district;
3. A map of the proposed local improvement district;
4. A proposed methodology allocating the categories of costs identified above among and between the specially benefited properties;

5. A description of each lot specially benefited by the project with the name and address of the owners, as shown by the last assessment roll in the Washington County Assessor Office; and
6. The assessed valuation of the lot and estimated amount of assessment of each lot specially benefited, together with any unpaid assessments against each lot.

3.16.040 Notice of hearing.

Within 10 business days of the filing of the report required by section 3.16.020, the Recorder will:

1. Cause a notice to be published twice (at least on week apart) in a newspaper of general circulation in the City setting out the following:
   a. That a written project report for a proposed LID is on file and is available for examination with the Recorder;
   b. The date the report was filed;
   c. The estimated probable cost of the proposed local improvement or the actual cost of the improvement if it has been completed;
   d. A description of the proposed improvement district and that a map of the proposed district is available for examination with the Recorder;
   e. The time and place of the hearing required by section 3.16.060;
   f. A statement that written and oral testimony submitted by any person will be considered at such hearing; and
   g. Property owners wishing to remonstrate against the formation of the proposed district must present their remonstrances in writing at the time and in the manner set forth in section 3.16.050(1).
2. Not less than 10 days prior to the hearing required by section 3.16.060, mail to each property owner designated in the written engineering report a notice stating:
   a. The information set forth in subsection 1 of this section;
   b. The proposed method of assessment;
   c. The estimated amount of the assessment for each lot owned by the owner and whether the assessments are being levied prior to construction based upon estimates of project cost or after construction based upon known costs; and
   d. The specific procedure for filing remonstrances provided by section 3.16.050.
3. Post a copy of the preliminary map of the proposed improvement district with the Recorder.

3.16.050 Filing of remonstrance; public testimony.

1. Remonstrances filed by owners of property within the proposed local improvement district must be filed with the Recorder not later than 3:00 p.m. on the last business day preceding the hearing described in section 3.16.060. The remonstrance of an owner who has either signed or is subject to a non-remonstrance agreement will not be counted. Any proposal to levy and collect any assessment under this subtitle must be suspended upon the City's timely receipt of remonstrances by the owners of at least 60% of the area of the property to be assessed.
2. Oral and written testimony may be considered at the hearing described in section

3.16.060. Testimony will not to be counted for purposes of suspending the proposed local improvement unless the person making the testimony also files a written remonstrance. Any person, including a property owner within the proposed district may appear and be heard regarding the proposed improvement district.

3. Any proposed local improvement suspended under subsection 1 above must comply with all terms of this subtitle to be reconsidered as a new proposal.

3.16.060 Hearing; objections; authorization.

1. After the receipt of the engineering report described in section 3.16.030, but not less than 15 days after the date of the second publication of notice under section 3.16.040(1), the City Council will hold a hearing to consider remonstrations and other objections to the proposed improvement district and, if it deems it appropriate, authorize by resolution the formation of the local improvement district and initiation of the project consistent with this section.
2. The City Council may adopt, amend and adopt, or reject the project report. The City Council may also require a supplementary or further report from the Director before proceeding with its decision on the formation of the local improvement district. If the City Council chooses to adopt, or amend and adopt the report, it may do so by resolution that does the following:
   a. Create the local improvement district and establish its boundaries;
   b. Determine generally the time for commencing and the manner of construction;
   c. Establish an account for the receipt and disbursal of monies relating to the project; and
   d. Establish the method for allocating the costs associated with the project.

3.16.070 Method of assessment.

The City Council may:

1. Use any just and reasonable method of determining the extent of any improvement district consistent with the special benefits derived.
2. Authorize payment by the City of all or any part of the cost of such improvement provided the method selected reasonably correlates the special benefits derived by the properties so benefited and the benefits derived by the City as a whole.
3. Use any method of apportioning the sum to be assessed among the properties determined to be specially benefited that is just and reasonable.
4. At any time prior to the effective date of the ordinance levying the assessments for any local improvement district, modify the method set out in the resolution creating the district if the City Council finds that a different method more justly and reasonably apportion the cost of the project to the properties specially benefited.

3.16.080 Director's assessment report.

1. As soon as the total cost of the project is determined, the Director must prepare an assessment report on the project including a recommendation on the fair apportionment of the total costs including legal, administrative, construction, financing and engineering

attributable to the project, and a recommendation concerning the Bancroft installment financing rate applicable to the project.

2. A map of the local improvement district showing the proposed assessments as to each lot must be available from the Recorder. A notice must be published in a newspaper of general circulation for not less than two successive weeks that must state that a map is available at the Recorder, that proposed assessments are to be made and the amount, and that information relating to the assessments and their calculation is available for inspection. The notice will further state that owners having objections to the proposed assessments must present their objections in writing, setting out the reasons for the objections and that the objections must be delivered to the Recorder not less than five business days prior to the City Council meeting held to consider them. The City Council meeting must be held not less than 15 days after the first publication of the notice.
3. The Recorder must mail to each owner designated in the Director's report a notice with the information set out in subsection 2, as well as the proposed Bancroft installment financing rate. The notices must be mailed not less than 10 days prior to the date set for the City Council to hear objections to the proposed assessments.

3.16.090 Hearing on proposed assessments; levy of assessments.

1. The City Council will review the objections timely received by the Recorder and take both written and oral testimony from persons wishing to testify on the proposed assessments. After hearing the objections to the proposed assessments the City Council will determine whether it is a fair, just and proper assessment of costs for the benefits to the property to be specially benefited. The Council then has 60 days from that review to adopt an ordinance specifying in detail the assessments and setting the Bancroft installment financing rate applicable to the local improvement district.
2. If the City Council deems it appropriate to increase the amount of any proposed assessment, it must fix a time for another hearing on that increase. The Recorder must send notice by mail to each owner shown on the Director's final report. The notice will state the purpose of the 2nd hearing and give its time and date. After the 2nd hearing, the City Council may pass an ordinance assessing an increase.
3. Within five business days after passage of the ordinance levying the final assessments, the Recorder must publish in a newspaper of general circulation in the City notice of the ordinance's passage and notice that applications for bonding the assessments will be received for up to 30 days after the effective date of the ordinance.

3.16.110 Alternative financing.

1. The City Council may allocate a portion of the cost of such improvement from the funds of the City. The City Council may base this on topographic concerns, the physical layout of the improvement, unusual or excessive public use of the improvement, or other characteristics. The amount assessed against all property specially benefited then will be proportionately reduced.
2. The City Council may use other means to finance in whole or in part the improvements including federal or state grants-in-aid, sewer or other types of service charges, revenue or general obligation bonds.

3.16.120 Appeals.

Owners of any property against which an assessment or reassessment for local improvements has been imposed may seek a review of any City Council decision under the provisions of ORS 34.010 to 34.100.

3.16.130 Recordation of liens; priority; collection of assessments.

After adopting the ordinance levying the final assessment, the City Council will direct the Recorder to enter in the City lien docket and county property records all amounts assessed upon each lot along with the names of the record owners. Upon entry in the City lien docket and county property records, the amounts entered will be immediately due and payable and will be an assessment lien and charge upon the respective lots against which they are placed. Such liens are first and prior to all other liens and encumbrances consistent with state law. The Bancroft installment financing interest rate applicable to the assessments will be charged on amounts not paid within 30 days from the date of such entry provided the owner of the property so affected has signed an application consistent with the terms of ORS 223.210 to ORS 223.215 within 10 days after notice of final assessment is first published. After 12 months from the date of entry in the lien docket, the City may proceed to foreclose as delinquent any lien which is unpaid or for which arrangements for payment have not been made. The delinquent assessment payment interest rate will be charged to such sums due. Foreclosure may be in any manner authorized by state law for the foreclosure of assessment liens.

3.16.140 Authority to abandon proceedings.

The City Council retains the power and authority to abandon and rescind proceedings for projects under this subtitle at any time prior to its final decision on such proceedings.

3.16.150 Validity of assessments.

No assessment made under this subtitle is invalid by reason of a failure to give, in any report, in the proposed assessment, in the ordinance making the assessment, in the lien docket or elsewhere in the proceedings, the name of the owner of any lot, tract, or parcel of land or the name of any person having a lien upon or interest therein, or by a mistake in the name of any such person, or the entry of a name other than the name of such owner or other person having a lien upon or interest therein, or by a mistake in the name of any such person or the entry of a name other than the name of such owner or other person having a lien upon or interest in such property, or by reason of any error, mistake, delay, omission, irregularity, or other act, jurisdictional or otherwise in any of the proceedings or steps specified, unless reasonable notice has not been given of the hearing upon the proposed assessment or that a specific assessment that affects the person complaining is unfair and unjust. The City Council has power and authority to remedy and correct all such matters by suitable action and proceedings.

3.16.160 Adoption of Bancroft Bonding Act.

The provisions of ORS 223.205 to 223.314 commonly known as the "Bancroft Bonding Act" are adopted and made a part of this subtitle.

3.16.170 Reassessments.

1. Whenever all or part of an assessment or reassessment for any local improvement is declared void or set aside for any reason, or it is not enforced by any court, or for any other reason the City Council determines the assessments should be adjusted, the Council may make a new assessment.
2. The reassessment procedures for making the new assessment will closely follow the same procedures used for the initial assessment under sections 3.16.070 though 3.16.150 above. The new assessment is not limited to the amounts included in the original assessments or to the property included within the original assessment if the City Council finds that additional property is specially benefited and subject to assessment.
3. Credit must be allowed on the new assessment for any payments made on the original assessment as of the date of payment. Interest on the original assessments may be included in the new assessment to the extent the new assessment includes amounts also included in the original assessment. The City Council may include as part of the overall assessable project cost interest. The amount may be based on the construction financing interest rate in effect and applicable to the district at the time of the original proceedings on monies paid on the construction or financing of the project.

3.16.180 Deferral of assessments.

1. The City will allow for the deferral of assessments for local improvements imposed under this subtitle consistent with the terms and conditions set out in ORS 311.702 to ORS 311.735.
2. The City may apply to participate in the State's "Assessment Deferral Loan Program" established by ORS 454.430 to ORS 454.445 and maintained by the Department of Environmental Quality to allow eligible parties to obtain deferral of assessments related to the construction of treatment works.

ORDINANCE NO._____

AN ORDINANCE AMENDING HILLSBORO MUNICIPAL CODE TITLE 1 TO ADD NEW SUBTITLES RELATING TO REGULATION OF CITY ELECTIONS AND REPEALING EXISTING PROVISIONS; AND DECLARING AN EMERGENCY.

THE CITY OF HILLSBORO ORDAINS AS FOLLOWS:

Section 1. New subtitles relating to elections are added to and made a part of Title 1, General Provisions, of the Hillsboro Municipal Code as set forth in Exhibit A attached and incorporated as part of this ordinance.

Section 2. Section 1.12.010 of the current Code is repealed.

Section 3. This ordinance is necessary to implement a requirement of the 2007 City of Hillsboro Charter so an emergency is declared to exist and this ordinance takes effect on January 1, 2008.

Passed by the City Council this 18th day of December, 2007.

Approved by the Mayor this 18th day of December, 2007.

_____

Mayor

ATTEST:_____

City Recorder

EXHIBIT A

Title 1.12

Elections

Sections:

1.12.010 State law applies.
1.12.020 Definitions.
1.12.030 Eligibility.
1.12.040 Nomination petition or declaration of candidacy.
1.12.050 Petition or declaration contents.
1.12.060 Filing.
1.12.070 Deficient petitions.
1.12.080 Withdrawal of candidacy; refund of filing fee.
1.12.090 Certificate of nomination.
1.12.110 Vacancy in office.
1.12.120 Filing of vacancy.
1.12.130 Appointment by council.
1.12.140 Prospective petition.
1.12.150 Ballot title; appeal.
1.12.160 Petition and circulation requirements.
1.12.170 Filing and percentage requirements; verification.
1.12.180 Measure referred by council.
1.12.190 Withdrawal, adoption or election.

INTRODUCTION

1.12.010 State law applies.

As provided by City Charter Section 26, state election laws apply to matters not regulated by these subtitles. The City Charter and these Code subtitles prevail over any conflicting state laws.

1.12.020 Definitions.

Words or phrases have the following meanings unless the context clearly requires a different meaning:

"Candidate" means an individual whose name appears or is expected to appear on an official ballot.

"City legislation" means an ordinance or proposed ordinance, or a proposed amendment, revision or repeal of the City Charter.

"Elective city position" means the office of Mayor or Councilor.

"Elector" means an individual eligible under state and City law to vote in a City election.

"Initiative" means proposed City legislation submitted to electors by a petition of qualified electors.

"Measure" means City legislation, or a proposition or question submitted to City electors.

"Prospective petition" means information required for a completed petition, except for signatures and other identification of petition signers.

"Qualified elector" means an individual qualified to vote under Section 2, Article II, Oregon Constitution.

"City Recorder" means the City Recorder or authorized representative.

"Referendum" means City legislation submitted to electors by the Council or by a petition of qualified electors, or a proposition or question submitted to City electors by the Council.

"Regular election" means a City election held at the same time as a general biennial election for electing federal, state or county officers.

"Special election" means a City election held on the date other than a regular election.

"Term of office" means the term of office of the last person elected to the office.

"Ward" means one of three areas of the City that have substantially equal populations with boundaries set by Council ordinance.

CANDIDATES

1.12.030 Eligibility.

A qualified elector who has resided in the city during the 12 months immediately preceding the election may be a candidate for an elective City position. Each candidate for Councilor must reside in the ward from which the candidate seeks election at the time the councilor is elected.

1.12.040 Nomination petition or declaration of candidacy.

A. An eligible elector may become a candidate for an elective City position by filing a nomination petition or a declaration of candidacy in a form prescribed by the Secretary of State and available from the City Recorder.

B. A declaration of candidacy must be accompanied by the filing fee set by Council resolution.

C. A nomination petition must contain signatures of at least 20 City-qualified electors as follows:

1. The signatures need not all be attached to one paper, but each separate paper of the petition must be attached to an affidavit of the circulator showing the number of signers and stating that each signature is the genuine signature of the individual.

2. Each signature must have next to it the signer's residence by its street and number or other description.

3. The City Recorder must certify the signatures in the nomination petition for genuineness by comparing them and the other required information with the elector registration cards on file with the county clerk.

4. After the petition is filed with the City Recorder, the City Recorder has 10 days to verify the signatures, and attach to the petition a certificate stating the number of signatures believed genuine.

1.12.050 Petition or declaration contents.

A. A nomination petition or declaration of candidacy must contain:

1. The name by which the candidate is commonly known. A candidate may use a nickname in parentheses in addition to the candidate's full name;

2. The residence address of the candidate;

3. The office or position number for which the candidate seeks nomination;

4. A statement that the candidate is willing to accept the office if elected;

5. A statement that the candidate will qualify if elected;

6. A statement of the candidate's occupation, educational and occupational background, and prior governmental experience; and

7. The signature of the candidate.

B. A declaration of candidacy must include a statement that the required fee is included with the declaration.

1.12.060 Filing.

A. A nomination petition or declaration of candidacy must be filed with the City Recorder.

B. The City Recorder will date and time stamp immediately each nominating petition, declaration of candidacy, withdrawal or other document required to be filed.

C. A nomination petition or declaration of candidacy may be filed no sooner than 120 days or later than 70 days before the election date.

1.12.070 Deficient petitions.

If a nomination petition is not signed by the required number of qualified electors or the declaration of candidacy is not complete, the City Recorder will notify the candidate within five days after the filing. The City Recorder will return it immediately to the candidate and state in writing how the petition is deficient. The deficient petition may be amended and filed again as a new petition, or a substitute petition for the same candidate may be filed within the time requirements for filing petitions.

1.12.080 Withdrawal of candidacy; refund of filing fee.

A. A candidate who has filed a nomination petition or declaration of candidacy may withdraw not later than the 67th day before the election date by filing a statement of withdrawal with the City Recorder. The withdrawal must be made under oath and state the reasons for the withdrawal.

B. If requested not later than 67 days before the election date, the City Recorder will refund the filing fee of a candidate who dies, withdraws or becomes ineligible for the nomination.

1.12.090 Certificate of nomination.

The City Recorder will certify the nominations to the county clerk in accordance with the time requirements of state law stating the offices and the terms of office for which the candidates are nominated.

VACANCIES IN OFFICE

1.12.110 Vacancy in office.

A City elective office becomes vacant as provided by City Charter Section 31.

1.12.120 Filling of vacancy.

A. Upon becoming aware of a vacancy in an elective office, the Council must promptly determine and declare the date of vacancy.

B. A vacancy in an elective office must be filled as provided by City Charter Section 32.

1.12.130 Appointment by council.

A. In filling a vacancy, the Council may make inquiries and hold interviews as it considers necessary for the appointment. The appointment may be made at a regular or special Council meeting.

B. The Council will use the following procedures in the appointment process:

1. Public notice to a newspaper of general circulation and posting of the vacancy on the City web site;

2. Deadline for submitting applications at least two weeks after the notice; and

3. Appointment from those applicants nominated and seconded for consideration by members of the Council. The City Recorder will announce the results of each ballot and will record each Councilor's ballot. An applicant who receives a majority of the votes by the current Council members will be appointed to the vacant position. If two applicants receive the same number of votes on the first ballot, the Mayor will vote to break the tie and determine which of the two applicants will be appointed to the position.

INITIATIVE AND REFERENDUM

1.12.140 Prospective petition.

A. Before circulating a petition proposing an initiative or referendum for city legislation, the chief petitioners must file a prospective petition with the City Recorder. The City Recorder will provide the form showing:

1. The signatures, printed names and mailing addresses of at least two and not more than three chief petitioners, all of whom must be City electors;

2. For initiative petitions, the text of the City legislation proposed for adoption, and, where applicable, the title, ordinance number, and charter or code section numbers proposed for amendment, revision or repeal;

3. For referendum petitions, the text of the City legislation proposed for referral, and where applicable, the title, ordinance number or code section numbers of the City legislation proposed for referral; and

4. Whether one or more persons will be paid for obtaining signatures on the petition.

B. The City Recorder must date and time stamp any prospective petition filed.

C. After the City Recorder determines that the prospective petition complies with this subchapter and state law, the City Recorder will certify to one of the chief petitioners that petitions may be circulated among City electors in accordance with section 1.12.150.

1.12.150 Ballot Title; appeal.

A. Prior to the end of the fifth business day after a prospective initiative petition is filed and meets all legal requirements, the City Recorder will review the text of the proposed initiative to determine if it complies with the single subject requirement and if it proposes City legislation.

B. If the proposed text does not meet the requirements of subsection A, the City Recorder will notify a chief petitioner by certified mail, return receipt requested, that the prospective petition does not meet the single subject or City legislation requirement.

C. Any City elector dissatisfied with the City Recorder's determination may file a petition for review in circuit court. The petition for review must be filed not later than the seventh business day after the date of the written determination by the City Recorder.

D. If the proposed initiative meets the requirements of subsection A or a referendum petition is certified for circulation, the City Recorder will send two copies of the prospective petition to the City Attorney. The City Attorney has five business days after receipt to prepare a ballot title for the proposed measure. The ballot title must conform to the requirements of state law. The City Attorney or the City Manager will prepare an explanatory statement for the voter's pamphlet.

1. The explanatory statement must consist of an impartial, simple and understandable statement of not more than 500 words explaining the measure and its effect.

2. After preparing the ballot title, the City Attorney will return one copy of the prospective petition and ballot title to the City Recorder and one copy to one of the chief petitioners.

E. After receiving a ballot title from the City Attorney, the City Recorder must publish in a newspaper of general circulation in the City a notice of receipt of the ballot title. The notice must state that a City elector may file a petition for review of the ballot title not later than the date referred to in subsection F.

F. After receiving the prospective petition ballot title from the City Attorney, the City Recorder must write the date of receipt on it. Within seven business days after that date, any City elector may petition in circuit court to challenge the ballot title prepared by the City Attorney. After the seven-day period or following the final adjudication of any legal review, the City Recorder must certify the ballot title as prepared by the City Attorney or as prescribed by the court to a chief petitioner.

G. Any City elector filing a petition of review with the circuit court must file a copy of the challenge with the City Recorder not later than the end of the business day next following the date the petition is filed with the circuit court. This requirement does not invalidate a petition that is timely filed with the circuit court.

H. The procedures in subsections A through G also apply to referendum measures. However, the completion of these procedures is not a prerequisite to the circulation of petitions for referendum measures under section 1.12.150. Ballot titles need not be stated on petitions circulated to propose referendum measures.

1.12.160 Petition and circulation requirements.

A. After the requirements of section 1.12.140C are met for referendum petitions and after the requirements of section 1.12.150F are met for initiative petitions, the chief petitioners may circulate a petition for the measure among City electors. The petition (cover sheet and signature sheet) must conform to the requirements of state law.

B. The petition identification number will be assigned by the City Recorder.

C. Each signature sheet of a referendum petition must contain the title, ordinance number or code section numbers of the City legislation proposed by referral and the date it was adopted by the Council.

D. No signature sheet may be circulated by more than one person. Each signature sheet must contain a statement signed by the circulator that each elector who signed the sheet did so in the circulator's presence, and, to the best of the circulator's knowledge, each signor is a legal elector of the City and that the information placed on the sheet by each signor is correct.

1.12.170 Filing and percentage requirements; verification.

A. The City Recorder will accept for signature verification only petitions that comply with the requirements of this subchapter and other applicable law.

B. No petition may be accepted for filing unless it contains at least the required number of verified signatures to submit the measure to the electors, as prescribed by subsections G, H or I.

C. No initiative petition may be accepted for signature verification more than six months after the date of the City Recorder's certification under section 1.12.150F.

D. Any petition to refer legislation adopted by the Council must be submitted for signature verification not more than 30 days after final Council adoption of the legislation.

E. An initiative or referendum petition may not be accepted for signature verification if it contains less than 100 percent of the required number of signatures.

F. Upon the acceptance of a petition, the City Recorder must verify the signatures. The verification may be performed by random sampling in a manner approved by the Secretary of State. Within 30 days after the City Recorder's acceptance of a petition, the City Recorder must certify to the Council whether the petition contains a sufficient number of qualified signatures to require the submission of the proposed measure to City electors. The City Recorder must state in the certificate the number of qualified signatures prescribed by subsections G, H or I to require the proposed City legislation to be submitted to City electors. The petition is considered filed as of the date of the City Recorder's certification.

G. An initiative measure proposing the amendment, revision or repeal of the City Charter will be submitted to the electors if the number of qualified signatures on the petition equals or exceeds 15 percent of the total number of registered voters in the City on January 1 of the calendar year the petition is filed.

H. An initiative measure proposing the adoption, amendment or repeal of any other City legislation will be submitted to the electors if the number of qualified signatures on the petition equals or exceeds 15 percent of the total number of registered voters in the City on January 1 of the calendar year the petition is filed.

I. A referendum measure will be submitted to the electors if the number of qualified signatures on the petition equals or exceeds 10 percent of the total number of registered voters in the City on January 1 of the calendar year the petition is filed.

1.12.180 Measure referred by council.

A. The Council may directly refer to the electors any ordinance or any proposed ordinance, property tax, bond or other proposition or question. It may also directly refer to the electors any proposed amendment, revision or the repeal of the City Charter.

B. The City Attorney will prepare a ballot title that conforms to the requirements of state law. The Council will certify and file the ballot title and explanatory statement with the City Recorder. The explanatory statement will be prepared by the City Attorney or the City Manager.

C. The City Recorder will publish in a newspaper of general circulation in the City a notice of receipt of the ballot title including notice that an elector may file a petition for review of the ballot title not later than the date set in subsection D.

D. Any City elector may petition the circuit court to challenge the ballot title certified by the Council. Such petition must be filed with the circuit court within seven business days of Council filing of the ballot title. Any person filing a petition of review with the circuit court must file a copy of the challenge with the City Recorder not later than the end of the business day next following the date the petition is filed with the circuit court. This requirement does not invalidate a petition that is timely filed with the circuit court.

E. A measure will be considered filed under this section as of the date the Council delivers its certified ballot title to the City Recorder.

1.12.190 Withdrawal, adoption or election.

A. The chief petitioners may withdraw a verified petition at any time before Council action to adopt the proposed legislation or submit it to the electors. Any withdrawal must be either by written or oral declaration made at a Council meeting and entered in the minutes of that meeting.

B. Unless a petition is withdrawn after receiving a certification from the City Recorder that a petition has sufficient signatures to require the proposed City legislation to be submitted to the electors under section 1.12.170F, the Council may either adopt the proposed legislation by ordinance, or call an election to submit the legislation to the electors. The Council may also call an election to submit matters to the electors upon referral under section 1.12.180.

C. The Council may call the election on the next election date available under state law that is not sooner than the 90th day after the date of the City Recorder's certificate of sufficient signatures, and must call the election no later than the next regular election. For a Council referral, the election on the measure may be held on the next election date available under state law.

1.12.200 Election notice and results.

A. Notice of elections on measures submitted to City electors on regular or special election dates must be given in accordance with state law.

B. Measures referred by the Council will be designated on the ballot: "Referred to the Voters by the City Council."

C. Measures proposed by referendum petition will be designated on the ballot: "Referred by Petition."

D. Measures proposed by initiative petition will be designated on the ballot: "Proposed by Initiative Petition."

E. The City Recorder must certify the election results to the Council at the first Council meeting after the results are certified by the county clerk.

F. A measure adopted by the electors takes effect 30 days after the election, unless the measure expressly provides a later effective date.

ORDINANCE NO. _____

AN ORDINANCE ADOPTING BOUNDARIES FOR THREE CITY COUNCIL WARDS AS REQUIRED BY SECTION EIGHT OF THE 2007 CITY OF HILLSBORO CHARTER; AND DECLARING AN EMERGENCY.

THE CITY OF HILLSBORO DOES ORDAIN AS FOLLOWS:

Section 1. The boundaries for the three wards for the election of city councilors are set as follows:

(a) Ward No. 1. All area within the Hillsboro City Limits located within the following boundary: Beginning at the intersection of NE Jackson School Road and Evergreen Road, proceeding south in NE Jackson School Road to NE Sunrise Lane, thence easterly in NE Sunrise Lane to NE 17th Avenue, thence southerly in NE 17th to NE Cornell Road, thence easterly to NE 25th — 28th Avenue Intertie, thence southeast and then southerly in NE 25th —28th Avenue Intertie and then NE 28th Avenue to the Tri-Met Light Rail Lines, then southwesterly in the Light Rail right-of-way to East Main Street, thence easterly in East Main Street/Baseline Road to 185th Avenue, thence following the Hillsboro City Limits southerly and westerly to include a small "peninsula" of land that is within the City, thence easterly to 185th Avenue, thence following the City Limits generally northerly and westerly to the point of beginning.

(b) Ward No. 2. All area within the Hillsboro City Limits located east of SE 10th Avenue, north of Tualatin Valley Highway, south of East Main Street/Baseline Road, and west of SW 191st Avenue.

(c) Ward No. 3. All area within the Hillsboro City Limits located within the following boundary: Beginning at the intersection of NE Jackson School Road and Evergreen Road, proceeding south in NE Jackson School Road to NE Sunrise Lane, thence easterly in NE Sunrise Lane to NE 17th Avenue, thence southerly in NE 17th to NE Cornell Road, thence easterly to NE 25th — 28th Avenue Intertie, thence southeast and then southerly in NE 25th —28th Avenue Intertie and then NE 28th Avenue to the Tri-Met Light Rail Lines, then southwesterly in the Light Rail right-of-way to East Main Street, thence continuing westerly in East Main Street to SE 10th Avenue, then south in SE 10th Avenue until it becomes Tualatin Valley Highway, and continuing southerly and easterly in Tualatin Valley Highway to the easterly point on the Hillsboro City Limits, just east of Cornelius Pass Road, thence generally westerly and then northerly along the southern and western City Limits to the intersection of NE Glencoe Road and Evergreen Road, thence easterly along Evergreen Road to the point of beginning.

Section 2. The City Council will revise by ordinance the present boundaries of the three City Council wards based on the 2010 federal decennial census. The revisions will maintain population parity for the wards and will be completed in time for use in all 2012 City Council elections.

Section 3. This ordinance is necessary to implement a requirement of the 2007 City of Hillsboro Charter so an emergency is declared to exist so that this ordinance may take effect on January 1, 2008.

Passed by the City Council this 18th day of December, 2007.

Approved by the Mayor this 18th day of December, 2007.

_____

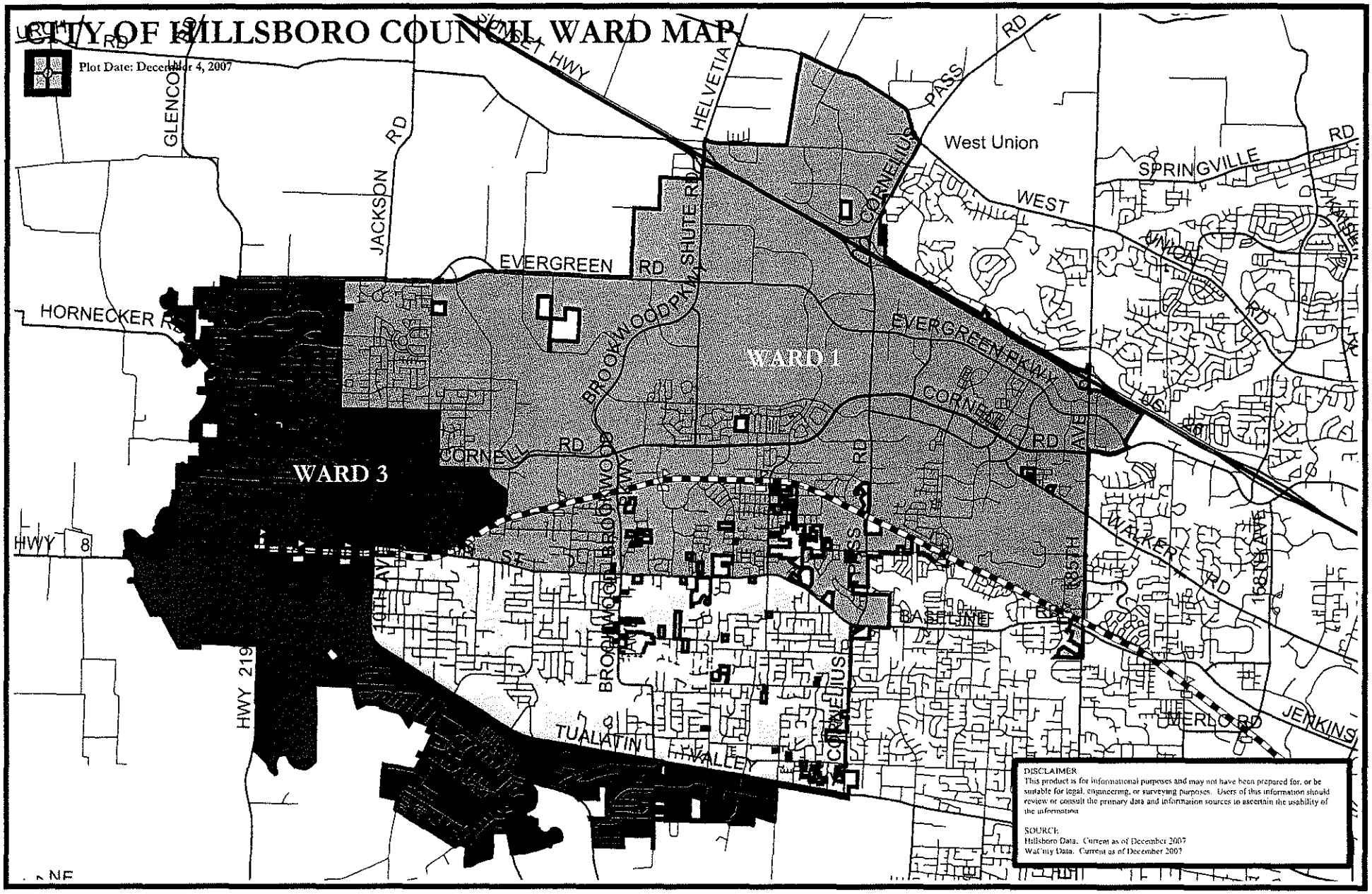
Mayor

ATTEST:_____

City Recorder

CITY OF HILLSBORO COUNCIL WARD MAP

Plot Date: December 4, 2007



DISCLAIMER
This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.

SOURCE
Hillsboro Data. Current as of December 2007
Washing Data. Current as of December 2007

6H

CITY OF HILLSBORO

Planning Department

150 E. Main Street, 4th Floor
Hillsboro, Oregon 97123-3999
Phone: 503/681-6400 FAX: 503/681-6431

STAFF REPORT

December 17, 2007

TO: Hillsboro City Council

FROM: Donald P. Odermott, PE
City Transportation Planning Engineer

RE: Roadway and Signalization Improvements: River Road (Rood Bridge Rd to Davis Rd)
Request for: Memorandum of Agreement with Hillsboro School District
Intergovernmental Agreement with Washington County for Design/Build

BACKGROUND:

In May 2007, staff received approval from the Transportation Committee for the expenditure of Traffic Impact Fees ("TIF") to partner with the Hillsboro School District ("District") in making improvements to the intersection of SW River Road and SE Davis Road, as identified in the Traffic Impact Analysis submitted with the Conditional Use application for the Witch Hazel Middle School. Specifically, the improvements would include signalization of the intersection and lengthening of the SW River Road southbound left turn lane at SE Davis Road to provide 200' feet of storage length to accommodate school buses. The Committee also approved forwarding a recommendation to the City Council to enter into an Intergovernmental Agreement with the District confirming the cost sharing agreement. Specifically, the District would pay 48% of the costs associated with the improvements while the City would pay the remainder from Arterial TIF funds.

Staff approached the Washington County Capital Project Management (CPM) staff about potentially contracting the design and construction management work through their department. CPM staff informed City staff that they were planning a Rock Creek bridge replacement project on River Road for construction during the 2008-2009 period. Staffs met and formulated a plan which contemplated a "merged" project which would combine the City and County project, and expand upon its scope by bringing into the project Clean Water Services and an intervening subdivision recently approved by the City, the Parkside Estates development. The County has reached separate agreements with the School District, Clean Water Services, and the subdivision to pool financial commitments in order to improve River Road from SW Rood Bridge Road to SE Davis Road to a 3-lane section with bike lanes and sidewalks. The project would include the traffic signal at River Road and SE Davis Road, and possibly a traffic signal at the intersection of Witch Hazel Road and River Road, which would serve a reconfigured access to the Clean Water Services treatment plant.

The project limits are illustrated on the attached Exhibit.

Washington County has prepared an Intergovernmental Agreement for approval by the City of Hillsboro. It is currently under review by the City Attorney. The following details the approximate financial contributions of the various parties to the IGAs:

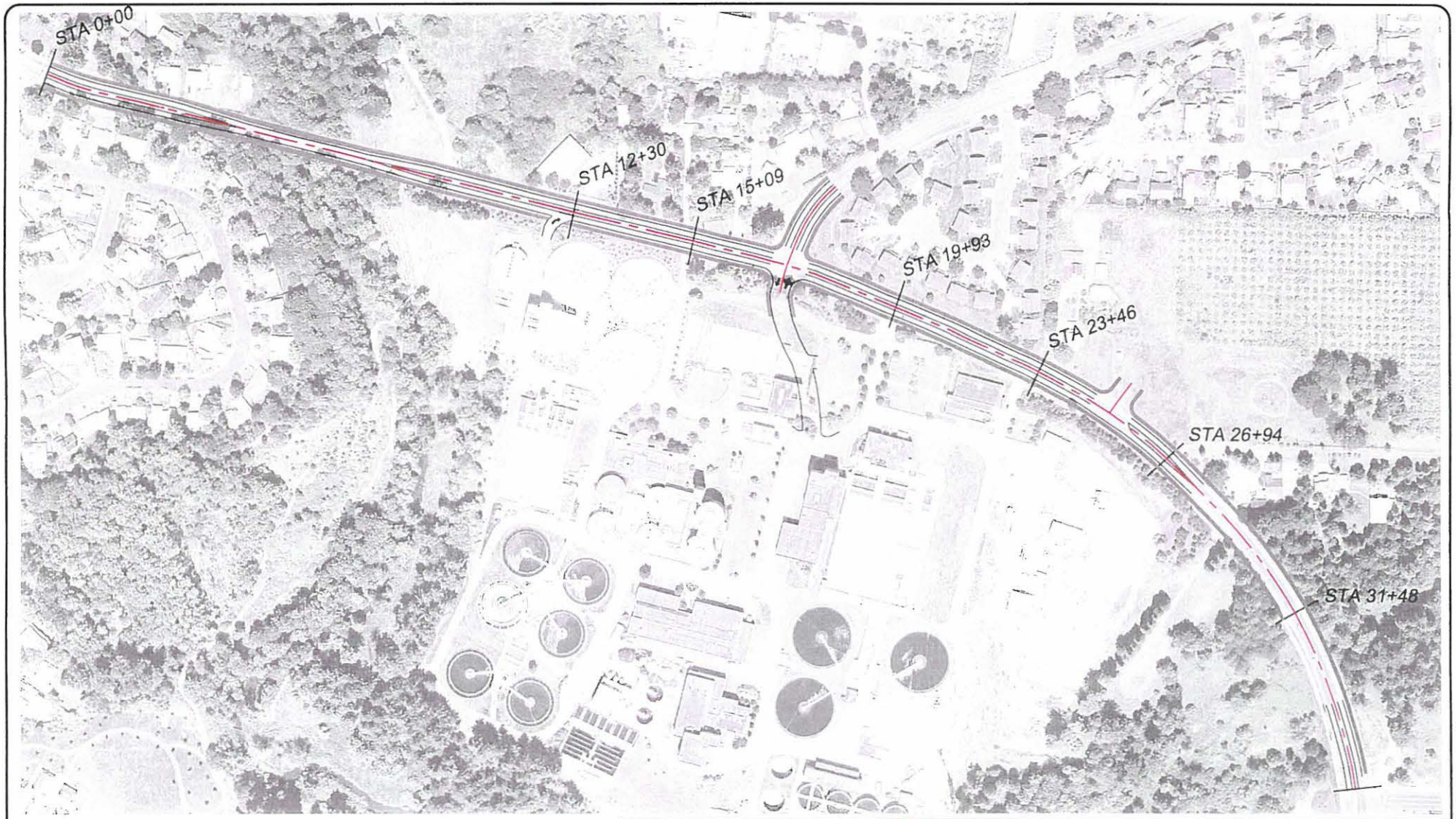
Washington County	$ 8,571,018
City of Hillsboro (TIF)	$ 1,666,720
City of Hillsboro (Water)	$ 460,000
Hillsboro School District	$ 299,364
Clean Water Services	$ 1,993,140
Parkside Estates (TIF)	$ 300,000
	$13,390,242

Under the Agreements with Washington County, responsibility to ensure that the conditioned improvements at River Road and SE Davis Road are assumed by the County. In order to ensure the ability for the Witch Hazel Middle School to open on schedule in September 2009, the School District has requested that a Memorandum of Agreement (MOA) be established between the District and the City of Hillsboro. The Agreement would recognize the performance responsibility transfer to the County, and would both allow the District to open the school on schedule while providing additional protections to the City in the event the construction is delayed. These protections would take the form of commitments to temporarily re-route school traffic, including buses and to the extent possible parents, away from the intersection of River Road and SE Davis Road until the signal and turn lane improvements are completed. The MOA is being prepared by City staff and the City Attorney's office, in addition to legal counsel for the District.

Use of Traffic Impact Fees for the City's contribution to this project is subject to the concurrence of the Washington County Coordinating Committee on Transportation (WCCC). The WCCC will be considering the City's requested use of TIF funds for this project at its January 14, 2008, meeting.

REQUESTED ACTION:

1. Consider Transportation Committee recommendation authorizing the City of Hillsboro to enter into a Memorandum of Understanding with the Hillsboro School District for cost sharing and scheduled completion of improvements, and an Intergovernmental Agreement with Washington County for cost sharing, design, and construction of signalization and roadway improvements on SE River Road between SE Rood Bridge Road and SE Davis Road; and authorize the Mayor and City Recorder to `execute the documents (Subject to City Attorney approval of the documents as to form, and authorization of the WCCC for expenditure of TIF.).



SCALE 100 50 0 100 200 FEET

NORTH

PROJECT LIMITS	PLOT STAMP: 08/13/07 2:36P MATTM CAD: AERIAL.DWG, TAB: CWS - 11X17 PATH: S:_SHARED\PROJECTS\100087 RIVER ROAD BRIDGE\ACAD\	WASHINGTON COUNTY OREGON DEPARTMENT OF LAND USE & TRANSPORTATION CAPITAL PROJECT MANAGEMENT	PROJECT NUMBER 100087
RIVER ROAD PROJECT ROAD IMPROVEMENT PROJECT WASHINGTON COUNTY	BY / DATE: DRWN MM 6/07; DSGN; CHKD NO. / REVISIONS		SHEET NO. 1/1

8A

CITY OF HILLSBORO

FINANCE DEPARTMENT RECEIVED CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE

The Certificate of Achievement for Excellence in Financial Reporting has been awarded to the Finance Department of the City of Hillsboro by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting. This is the second year in a row that the department has received this award for its outstanding work.

The City's comprehensive annual financial report was judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story. The GFOA is a non-profit professional association serving approximately 16,000 government finance professionals with offices in Chicago, IL and Washington, DC.

DATE OF MEETING: 12/18/07
AGENDA ITEM#: 9A
EXPECTED TIME: 6 PM

HILLSBORO CITY COUNCIL WORK SESSION ITEM SUMMARY

ITEM TITLE: City of Hillsboro Strategic Plan -- Environmental Scan Draft Report

PRESENTED BY: Erik Jensen (Administration), Carolyn Verheyen and Lynn Weigand (MIG)

DEPARTMENT: Administration

VISION ACTION ITEM? Y X N VISION ACTION ITEM #: All

ITEM DESCRIPTION: (why submitted to Work Session and explain background information)

Staff and consultants (MIG) will present the final draft of the Environmental Scan report, which summarizes the findings from the first phase of the City of Hillsboro's Strategic Planning project.

BUDGET/FINANCE IMPACT: (explain the fiscal impact, current year and ongoing)

No budget impact will result from the Environmental Scan report.

FUTURE ACTION EXPECTED:

Upon completion of the Environmental Scan report, staff and consultants will begin work on Phase 2 of the project to develop the organizational mission, core values and long term objectives.

STAFF RECOMMENDATION:

ATTACHMENTS INCLUDED:

Draft Environmental Scan Report.

CITY OF HILLSBORO

serving our community

Environmental Scan

City of Hillsboro Strategic Planning Process

DRAFT

DECEMBER 2007

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Table of Contents

Introduction 1

1. Input Process 4

1.1 Employee Input 5

1.2 Community Input 7

1.3 Combined Input 9

2. Strategic Planning Context 10

2.1 External Context 10

2.2 Internal Context 6

3. Key Findings 28

3.1 Summary of Key Findings:
Internal and External Context 28

3.2 Summary of Key Findings:
Strengths, Weaknesses, Opportunities, and Challenges 30

3.3 Summary of Key Findings:
Input Method 34

4. Conclusion 40

4.1 Role of City Government 40

4.2 Organizational Values 41

4.3 Focus Areas 42

4.4 Implications 43

Introduction

THE CITY OF HILLSBORO, historically a quiet farming community located in a fertile Tualatin Valley west of Portland, now anchors the region as a thriving technology and employment center. Hillsboro also encompasses a source of residential housing to the region where residents commute to Portland, Beaverton, etc. for employment. For many years, Hillsboro retained its agricultural, small-town flavor with its traditional, central downtown, quiet residential neighborhoods and a sense of identity around its farming roots. Rapid population growth in the Portland metropolitan region has changed the face of Hillsboro in both the number and demographics of the population. The City has grown from a population of approximately 8,000 people in 1970 to more than 90,000 residents today. A significant portion of the increase is attributed to Latinos and other minority groups which now compromise a healthy segment of the population. At the same time, the City's economic base has shifted and diversified. Although the agricultural, wine and nursery industries continue to contribute jobs and identity to Hillsboro, the City is also recognized as home to a host of global technology firms that now dot the landscape.

The rapid growth and diversification of the population, gradual land annexations to the north and east and the creation of several new district and neighborhood centers have permanently altered Hillsboro's physical environment.

Recognizing the need to develop a cohesive vision to shape future growth, the City embarked on the Hillsboro 2020 community vision process in the late 1990s. The resulting Hillsboro 2020 Vision Plan provides the vision and action plan to help the community, including the City plan for the future.

Even with this considerable growth and change in the community, the City of Hillsboro staff and elected officials have nurtured and maintained a clear and deeply held set of core values over the years. The small-town feel of the community is evident in the City's organizational culture, with priority placed on excellent service, relationships and stability. While the organization's core values remain strong and are closely tied to the Hillsboro 2020 vision, a plan to address the challenges has never been developed. The City faces challenges which include communicating across departments, competition for limited resources, assimilating new employees into the City's culture and value system, and maintaining stability as retirements and attrition bring new people into the organization. A strategic plan that helps shape the future of the organization is vital. The challenges faced present exciting opportunities for organizational change and evolution to bring the City to a higher level of service and leadership. The strategic plan process will help the City proactively address these challenges and develop a plan to meet the needs of the community in the years ahead.

THE STRATEGIC PLAN PROCESS

In the spring of 2007, the City of Hillsboro embarked on a strategic planning process to enhance delivery of City services in the context of current and future community needs. When complete, it will establish a clear mission for the City, articulate core values and objectives, and provide a five-year roadmap for action. The plan is being developed in three phases. The first phase, or Environmental Scan, is intended to provide a foundation for developing the plan by collecting a wide range of organizational, demographic, and economic information on the internal and external workings of the City.

Data was collected from a variety of sources, including the State of Oregon, the US Census Bureau, Washington County, and the Portland Metro Regional Government. Information was also gathered using statistics and documents from the City of Hillsboro's records and input from City employees and the community at large. This report will provide a solid base of information and allow for the creation of a strategic plan rooted in a broad and deep understanding of the internal and external trends and issues that affect the City as an organization.

In the next two phases of the project, a broad cross-section of City employees and management will be engaged to develop the City's mission, core values, and long-term objectives. These products will provide the framework for an action plan that will serve as a "road map" for the delivery of City services. This action plan will contain strategic direction and specific steps to enable the City to achieve its goals.

This report provides a summary of the first phase of the strategic planning process, the Environmental Scan, which will serve as a foundation for the overall strategic planning effort. Section One details the methods used to gather feedback from employees and the community. Section Two examines the demographic, economic, and political context of the City of Hillsboro. Section Three provides an analysis and synthesis of key findings. Finally, in Section Four, this document presents the implications and conclusions that will inform future phases of the planning process.

1. Input Process

The Environmental Scan included multiple outreach methods designed to engage a broad range of City employees, community organizations, businesses, local agencies, and the public. The outreach effort was formulated to allow these stakeholders to participate in as many ways as they felt comfortable. It included employee meetings in multiple City facilities, anonymous stakeholder interviews, public and employee questionnaires, and interactive workshops. The goal of the Environmental Scan outreach and engagement effort was to ensure that all participants could find a way to contribute their insights to the strategic planning process in a way that fit their needs and schedules. The following section outlines the methods used for gathering information from employees, as well as feedback from community stakeholders and the public.

1.1 EMPLOYEE INPUT

1.1.1 Steering Committee

A City of Hillsboro Steering Committee was formed to provide direction and guidance to the Strategic Plan Project Team, and make recommendations to the Executive Committee at key decision points and on Strategic Plan work products. The Executive Committee is made up of the City Manager and the Assistant City Managers.

The charge of the Steering Committee is to develop a recommended five-year strategic plan for the municipal government of the City of Hillsboro, to be forwarded to the Executive Committee for approval. To this end, the Steering Committee is charged with developing a mission statement, a statement of core values, long-term objectives, and an action plan. Additionally, the Steering Committee will provide advice on the strategic planning process to the Project Team and the Executive Committee.

The Steering Committee is comprised of high-level management representatives from each City of Hillsboro department, as well as the three Assistant City Managers. The committee met four times during the Environmental Scan phase and provided input about the project, as well as the strengths, weaknesses, opportunities, and challenges facing the City as an organization.

The Steering Committee will meet at critical decision points during the strategic planning process, and will be expected to review key documents and strategy directions.

1.1.2 Employee Kickoff Meetings

Six employee kickoff meetings were held during the summer of 2007 in several different locations to inform employees about the strategic planning process and gather initial feedback. As part of each meeting, employees were asked to share one item they were proud of in their work with the City. This exercise helped employees to begin thinking about their role in contributing to the organization, and how the Strategic Plan will build on their strengths and pride.

Meeting Statistics

- Meeting 1 – July 30, 2007 – Hillsboro Civic Center
  - 54 Attendees
- Meeting 2 – August 6, 2007 – Ronler Acres Fire Station
  - 15 Attendees
- Meeting 3 – August 20, 2007 – Hillsboro Civic Center
  - 68 Attendees
- Meeting 4 – August 22, 2007 – Parks Maint. Facility
  - 54 Attendees
- Meeting 5 – August 23, 2007 – Public Works Facility
  - 45 Attendees
- Meeting 6 – September 5, 2007 – Hillsboro Civic Center
  - 30 Attendees
- **Total Attendees – 266**

1.1.3 Employee Questionnaires

All City employees were offered the opportunity to complete an anonymous questionnaire during September and October, which solicited their views on what areas the City was doing well in, areas for improvement, and challenges and future opportunities facing the City. Over one-half of the employees completed the questionnaire, either electronically or on paper.

1.1.4 Employee Input Meetings

Three employee input meetings offered City of Hillsboro staff an opportunity to discuss what they value about working for the City and their perspectives on the "strengths, weaknesses, opportunities, and challenges" facing the City. This discussion was similar to those held within the Steering Committee. Employees were asked to interact with each other in small groups so that they could discuss and understand the variety of opinions held by Hillsboro employees.

Facilitators led participants through a discussion and small group exercise where they wrote their top three to five choices for key "strengths of the City of Hillsboro" on index cards. Individuals discussed their choices within their group, agreed on three to five "key strengths" for their table, and wrote each of these choices on another set of index cards. The facilitators collected these cards and affixed them to a large sheet of paper (a wallgraphic), grouped according to different themes that

emerged during discussion. The cards were placed in such a way that a bar chart was created to show the relative importance of each theme. The process was repeated for weaknesses, opportunities, and challenges.

Meeting Statistics

- Meeting 1 – October 16, 2007 – Hillsboro Civic Center
  - 13 Attendees
- Meeting 2 – October 18, 2007 – Main Library
  - 27 Attendees
- Meeting 3 – October 22, 2007 - Hillsboro Civic Center
  - 26 Attendees
- **Total Attendees – 66**

1.1.5 Project Website

An internal City of Hillsboro Strategic Plan project website (www.hillsborostrategicplan.org) went live in the spring of 2007 and will remain active throughout the strategic planning process. The website is another venue for employees to get current information on the project and provide feedback. This internal website is available to City of Hillsboro employees. It provides information about the project, meeting summaries, and draft products, as well as a feature that allows employees another opportunity to submit anonymous comments at any time.

1.2 COMMUNITY INPUT

1.2.1 Community Questionnaires

A community questionnaire was developed to solicit input from the public on the strengths, weaknesses, opportunities, and challenges facing the City of Hillsboro. Additionally, the questionnaire was designed to gather information regarding priorities for service provision and general demographic information.

Community questionnaires were distributed in a variety of ways. A pilot questionnaire was distributed during the Hillsboro Community Celebration, *Celebrate Hillsboro,* on Saturday, August 4, 2007. This event provided an opportunity to test the questionnaire prior to distributing it on a wider basis. During this event, volunteers and staff approached members of the public and asked them to fill out a questionnaire. 178 responses in English were collected, as well as 11 Spanish responses.

These responses were included in the questionnaire database and reviewed with the other responses gathered during the subsequent community questionnaire effort.

After the pilot effort, English and Spanish versions of the community questionnaire were distributed in September 2007, via the *City Views* newsletter which is sent to every household and business in the City. In addition, an online version of the questionnaire was available. A total of 412 responses (246 paper, 166 online) were received. Fewer responses to the online questionnaires were received and its respondents were generally younger (66% of respondents were younger than 50 years of age); while the paper questionnaires tended to be returned by older residents (70% of respondents were over 50). (This is an expected result in this type of survey.) The City of Hillsboro provided both online and paper questionnaires in an effort to gather a more balanced response.

1.2.2 Latino Community Workshop

A bilingual workshop in English and Spanish with over a dozen leaders of the Hillsboro Latino community was held on October 30, 2007. This workshop engaged the Latino community leaders in a facilitated discussion about the City's delivery of municipal services. In an open roundtable format, participants discussed their involvement with the City as an organization, and the strengths, weaknesses, opportunities, and challenges they have encountered.

1.2.3 Institutional Partners Workshop

A workshop with over two dozen representatives of the City of Hillsboro's institutional partners met on October 16, 2007. The purpose of this meeting was to inform key institutional stakeholders of the City's strategic planning project and to engage these partners in a facilitated discussion about their perceptions on the "strengths, weaknesses, opportunities, and challenges" related to the delivery of municipal services.

The facilitator led participants through a discussion and small group exercise where they wrote their top three to five choices for key "strengths of the City of Hillsboro" on index cards. Individuals discussed their choices within their group, agreed on three to five "key strengths" for their table, and wrote each of these choices on another set of index cards. The facilitators collected these cards and affixed them to a large sheet of paper (a wallgraphic) for display and discussion. The process was repeated for weaknesses, opportunities, and challenges.

1.3 COMBINED INPUT

1.3.1 Stakeholder Interviews

Forty-three interviews were conducted to obtain an initial perspective on the City's direction and operations. Those interviewed included high-level City management, as well as business representatives of the community, partner institutions, community organizations, and other local governments.

Interviews were conducted in person during the preliminary stages of the Environmental Scan effort. These interviews helped identify key issues and concerns early in the process, as well as inform key stakeholders about the strategic planning process.

Interviewees were asked to give their input on the strengths, weaknesses, opportunities, and challenges facing the City of Hillsboro, and share their perceptions about the City's current values.

2. Strategic Planning Context

2.1 EXTERNAL CONTEXT

Note: All chart and graph source data is taken from the 1990 and 2000 US Decennial Census, and the 2006 United States Census Bureau American Community Survey.

2.1.1 Demographic Trends

Population

The Portland Metropolitan region is expected to grow by approximately one million people, or 47%, over the next 20 to 30 years, according to projections from Metro. If Hillsboro grows at a similar rate, it can expect to grow to more than 130,000 people by 2040. Hillsboro has already outpaced population growth in the Metro area—nearly tripling in population in a generation—and is now the fifth largest city in the state.

Age

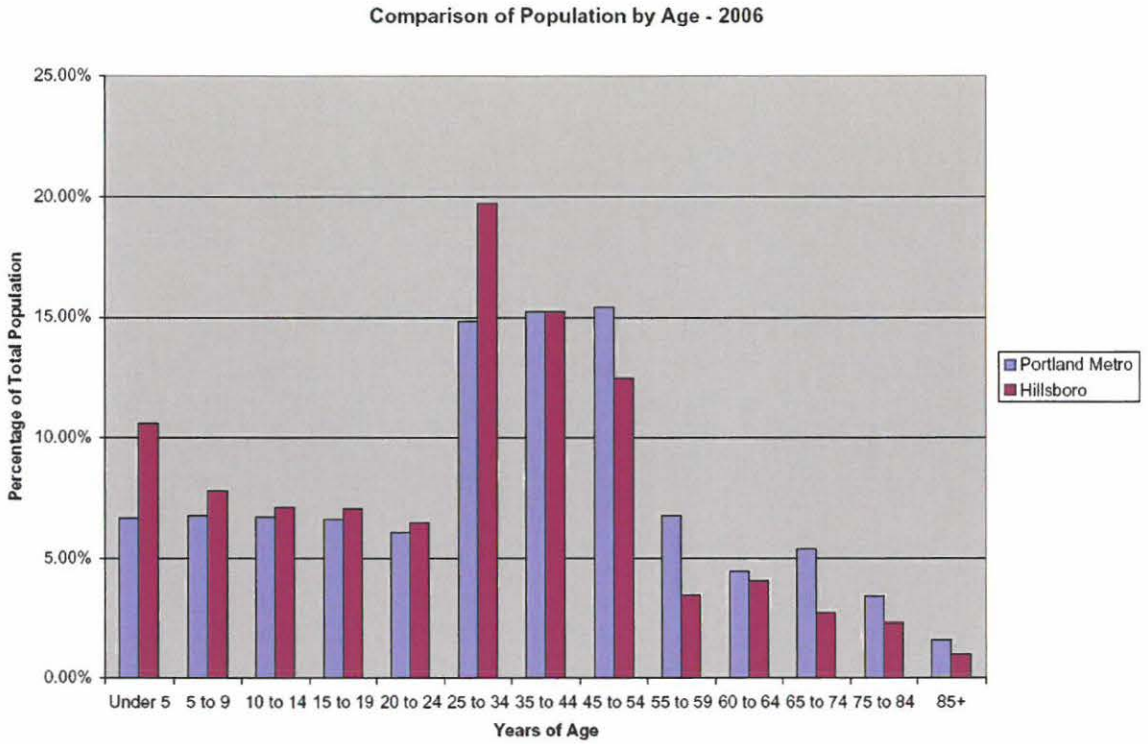
Hillsboro's population trend is currently younger than the Portland Metropolitan region as a whole. The City has a higher percentage of young children (under age five) and adults aged 25 to 34 than the region as a whole. This indicates that Hillsboro has been successful in attracting young families. This may provide policy guidance for the City.

Comparison of Population By Age - 2006

Portland, OR Metro Statistical Area and Hillsboro, OR

Source: 2006 US Census Bureau, American Community Survey

	Total Population			Percentage	
	Portland Metro	*Hillsboro*		*Portland Metro*	*Hillsboro*
Under 5 years	142,377	9,609		6.66%	10.59%
5 to 9 years	144,571	7,061		6.76%	7.78%
10 to 14 years	143,624	6,435		6.72%	7.09%
15 to 19 years	141,738	6,408		6.63%	7.06%
20 to 24 years	130,211	5,868		6.09%	6.47%
25 to 34 years	317,503	17,904		14.85%	19.73%
35 to 44 years	325,863	13,807		15.24%	15.21%
45 to 54 years	329,655	11,323		15.42%	12.48%
55 to 59 years	144,985	3,159		6.78%	3.48%
60 to 64 years	95,243	3,702		4.46%	4.08%
65 to 74 years	114,923	2,487		5.38%	2.74%
75 to 84 years	72,937	2,094		3.41%	2.31%
85 years and over	33,969	897		1.59%	0.99%
Total	**2,137,599**	**90,754**		100%	100%
5 to 19	429,933	19,904		20.11%	21.93%
20 to 44	773,577	37,579		36.19%	41.41%
44 to 64	569,883	18,184		26.66%	20.04%
65+	221,829	5,478		10.38%	6.04%
margin of error	*+/-1,559*	*+/-7,153*			



Race/Ethnicity

Of particular interest in Hillsboro is the growth of Hillsboro's Latino population. This demographic has grown from approximately 11% of the total population in 1990 to over 20% in 2006, according to the 1990 Decennial Census and the 2006 American Community Survey respectively. This growth is considerable, and represents a very significant change for the community, and is a trend that the city can anticipate continuing for the near and medium term.

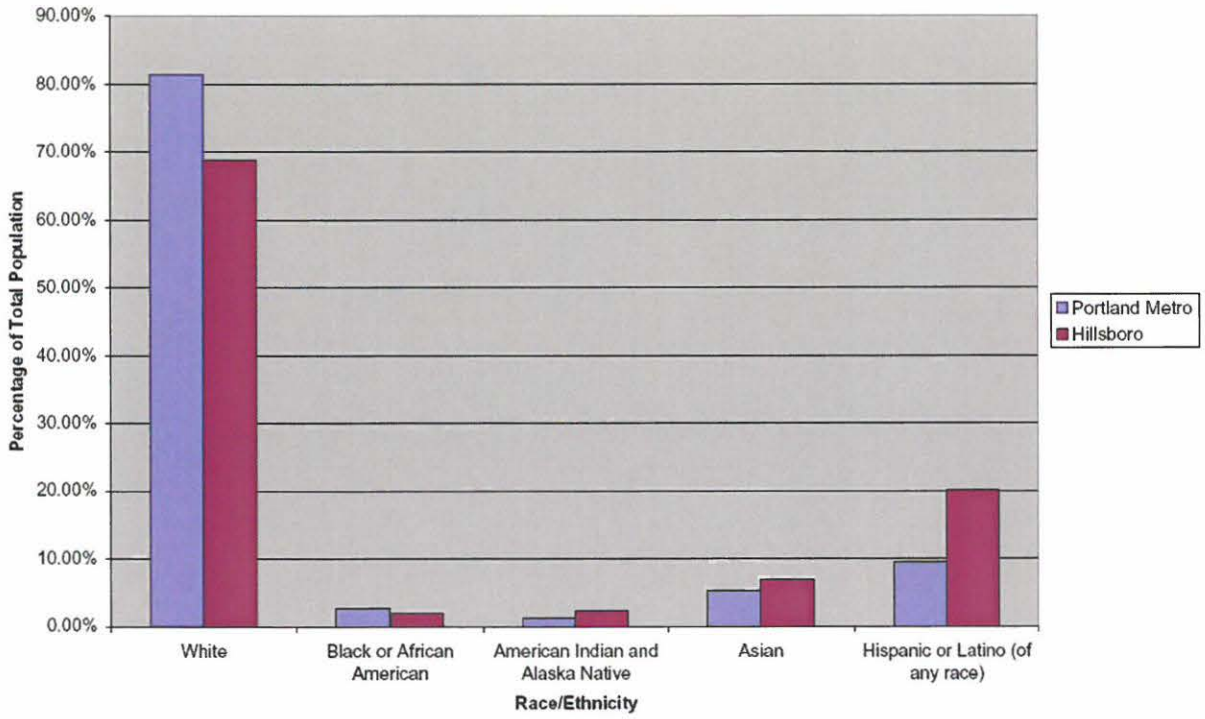
Additionally, Hillsboro's Asian population has grown from 6.5% of the total population to 7.6% between 2000 and 2006. This represents significant growth, and is already a large and important component of Hillsboro's community. This demographic consists almost entirely of populations identifying themselves as Asian Indians, Chinese, Filipino, Japanese, Korean, Thai, or Vietnamese.

Note: Since the 2000 US Census, respondents have had the option to choose more than one race or ethnicity - African American and Latino, for example Totals do not match population figures in the following table as a result.

Comparison of Population By Race/Ethnicity - 2006
Portland, OR Metro Statistical Area and Hillsboro, OR
Source: 2006 US Census Bureau, American Community Survey

	Total Population		Percentage	
	Portland Metro	*Hillsboro*	*Portland Metro*	*Hillsboro*
White	1,784,969	70,002	81.36%	68.78%
Black or African American	58,177	2,015	2.65%	1.98%
American Indian and Alaska Native	25,834	2,301	1.18%	2.26%
Asian	117,166	6,958	5.34%	6.84%
Hispanic or Latino (of any race)	207,666	20,505	9.47%	20.15%
Total	**2,193,812**	**101,781**	100%	100%

Comparison of Population by Race/Ethnicity - 2006



Income

Hillsboro's distribution of income shows a city that is solidly middle class. Hillsboro has a smaller percentage of the population at the lower end of the income spectrum, as well as a smaller percentage at the higher end of the spectrum than the region. This is reflected in the differences in median versus mean income between the City and the region. Hillsboro's median income is lower than the region as a whole ($54,705 per year vs. $52,480 per year) but the mean is higher ($68,349 per year compared to $64,136 per year). There is a relatively even distribution of wages that rests solidly in the middle of the distribution scale, which allows for a stable tax base and can help to provide a more predictable revenue stream for the City. However, the relatively low median, an higher mean, show that the City has a proportionally large population making under $35,000 per year than the region as a whole, as well as a proportionally large population making between $50,000 and $150,000 per year.

Comparison of Population By Income - 2006

Portland, OR Metro Statistical Area and Hillsboro, OR

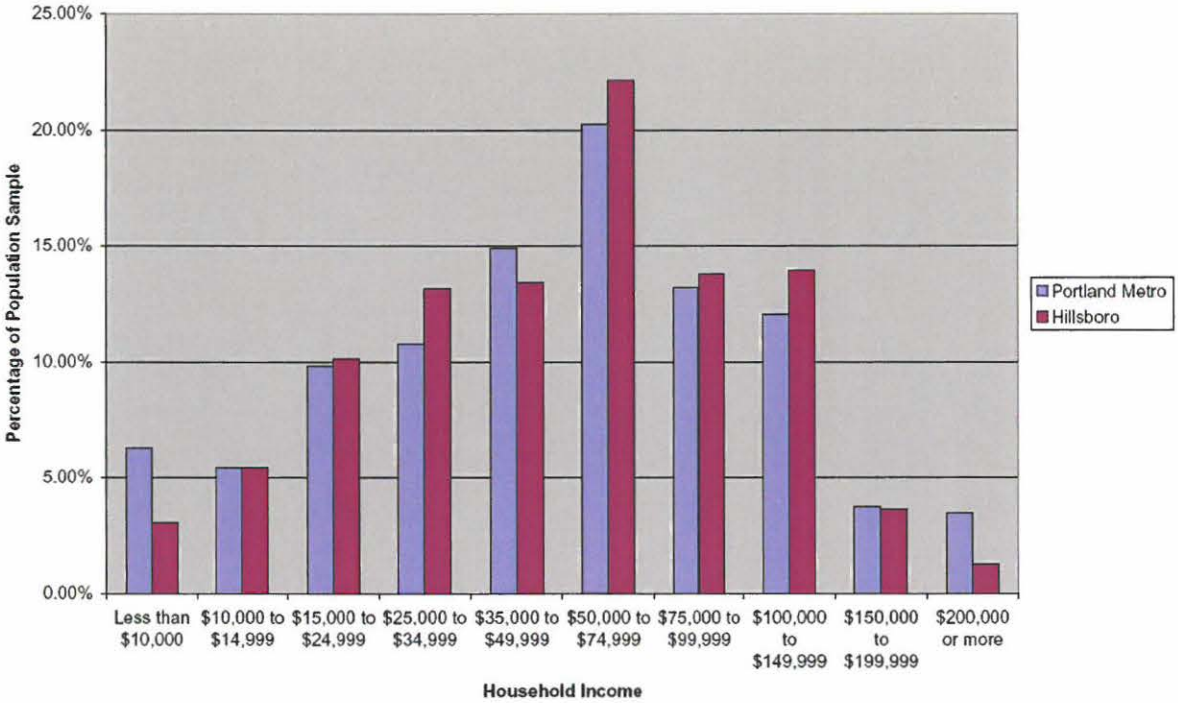
Source: 2006 US Census Bureau, American Community Survey

	Total Population			Percentage	
	Portland Metro	*Hillsboro*		*Portland Metro*	*Hillsboro*
Less than $10,000	51,444	948		6.28%	3.09%
$10,000 to $14,999	44,536	1,673		5.44%	5.45%
$15,000 to $24,999	80,731	3,113		9.85%	10.13%
$25,000 to $34,999	88,227	4,041		10.77%	13.15%
$35,000 to $49,999	121,999	4,123		14.89%	13.42%
$50,000 to $74,999	165,952	6,800		20.26%	22.14%
$75,000 to $99,999	108,162	4,232		13.20%	13.78%
$100,000 to $149,999	98,975	4,289		12.08%	13.96%
$150,000 to $199,999	30,599	1,116		3.74%	3.63%
$200,000 or more	28,571	385		3.49%	1.25%
Total	**819,196**	**30,720**		100%	100%

Note: Data uses statistical sample of total population

	Portland Metro	*Hillsboro*
Median household income (dollars)	54,705	52,480
Mean household income (dollars)	64,136	68,349

Comparison of Population by Household Income - 2006



2.1.2 Government Context

Hillsboro has a council-manager form of government, with a six-member City Council, a directly-elected mayor, and a city manager appointed by the Council. The City is comprised of three wards and each ward is represented by two city councilors. The Mayor casts tie-breaking votes; the City Council sets the policy agenda for the City. Councilors and the Mayor are limited to two four-year terms in office. The City Council is further divided into two subcommittees (finance & transportation) which function as a public forum for further community discussion of issues and decision-making.

Hillsboro is the Washington County seat, and home to a concentration of County offices and service providers. In addition, Hillsboro is within the Metro Regional government's geographic area (Metro), which sets long-range planning goals for the region. Metro has decision-making authority regarding the expansion of the Urban Growth Boundary (UGB). Since Hillsboro is at the edge of the UGB, decisions regarding it directly impact the City.

2.1.3 Economic/Business Climate

The City of Hillsboro has been successful in attracting large-scale investments due in part to the City government's willingness to collaborate with businesses to meet their goals and timelines, as well as making it possible and easy for them to take advantage of State and City incentives to bring them to the region. Technology firms have made billions of dollars of facility investments in Hillsboro, resulting in one of the State's most significant employment clusters. Intel Corporation, Oregon's largest private employer with more than 16,000 employees in Hillsboro, has located the majority of its research and development facilities in the City, and Hillsboro's economic base is now expanding to include biotech, sustainable energy and environmental research. In addition to the high tech industry, Hillsboro has a vibrant nursery industry, in keeping with its agricultural heritage (over $119 million in sales in 2005 in Washington County). Hillsboro also has relatively large and growing clusters of economic activity in the professional services sector, education, health services, and government services.

2.1.4 Physical Context

Hillsboro is located west of Portland in the Tualatin River Valley, between the Tualatin River to the south and Highway 26 to the north. The City encompasses approximately 23 square miles of land, and is fairly level. Much of Hillsboro is bordered by the Urban Growth Boundary. Prime

agricultural land surrounds the City, and is incorporated within its boundaries in some areas.

Several tributaries of the Tualatin River run through Hillsboro, including Dairy Creek, McKay Creek, Rock Creek, Dawson Creek, and Turner Creek.

The City of Hillsboro is divided into eight subareas: West Hillsboro, Northwest Hillsboro, Central Hillsboro, South Hillsboro, Brookwood, Northeast Hillsboro, Southeast Hillsboro, and East Hillsboro.

West Hillsboro (Connell/Garibaldi/Dennis Area)

Located west of the downtown core, West Hillsboro is largely single family residential with some commercial/office development along the eastern edge of the area. McKay and Dairy Creeks run along the western edge of the planning area.

Northwest Hillsboro (Glencoe/Jackson School/Sunrise Area)

This planning area is located to the north of downtown Hillsboro. The majority of this area is located to the north of downtown Hillsboro, is residential and contains a large percentage of the City's older residential development. Newer development in the last 15 years has occurred in the northern section of this area. Mackay Creek runs through the western portion of the subarea.

Central Hillsboro (Downtown/Jackson Bottom/ Eastwood/Henry Area)

This subarea is centered roughly on Main Street between First and Tenth Avenues. This area contains the historic core of the City including many buildings built before 1920, as well as a large collection of County and municipal institutional buildings. The streetface is largely intact along Main Street, but there is an abundance of large surface parking lots that dominate much of the central core of Hillsboro.

The Hillsboro Civic Center is located in this subarea, as are the bulk of Washington County's central administration facilities. Several large institutions have a presence downtown, including a Pacific University satellite campus and Tuality Hospital's central facility. Additionally, the City has been working to attract arts and culture amenities to Downtown Hillsboro, and has created the Cultural Arts Center as part of this initiative.

The Tualatin River runs along the southern boundary of this area. The Jackson Bottom Wetlands is also located in this subarea and is a significant protected wetlands area.

South Hillsboro (Minter Bridge/River Road/Rood Bridge Area)

South Hillsboro is a mixed area with significant residential areas and auto-oriented linear commercial development lining the main arterial access roads. The Tualatin River runs along the southern boundary. Currently, planning is underway for significant new development to the east and south of this subarea, also named South Hillsboro. This area was recently brought in to the UGB.

Brookwood (Brogden/Cedar/Bentley Area)

The Brookwood subarea is located to the east of the downtown area. It is almost entirely residential developed in the last 30 to 40 years. Rock Creek runs across the southern boundary.

Northeast Hillsboro (Airport/Orenco/West Union Area)

Northeast Hillsboro is dominated by industrial and commercial uses. The Hillsboro Airport, several large corporate developments, and the Intel Ronler Acres campus are located in this subarea.

Much of the success Hillsboro has had attracting large-scale industrial investment has been its ability to develop "shovel ready" industrial lands. This is, in some ways, a legacy of its past as a farming community. The City had an ample supply of undeveloped farmland nearby that has been periodically brought into the UGB by Metro in an effort to expand the regional industrial land base. The City has been able to provide basic services for these areas with relative ease. In addition, Hillsboro has worked and planned to ensure that it had an ample supply of large industrial parcels ready to develop because they were serviced by sewer, water, and electric. This has attracted large companies, most notably the Intel Corporation, and has resulted in a significant proportion of the City's land area being developed in a large industrial campus format.

The Northeast subarea also includes a mixed-use commercial/residential development oriented towards a MAX light rail stop known as Orenco Station. This development is a relatively dense cluster of housing, office and retail located on a former greenfield site. Dawson Creek runs through the center of the subarea, and Rock Creek runs along the southern boundary. The new Hillsboro Main Library is also located in this subarea

Southeast Hillsboro (Reedville/Witch Hazel Area)

Southeast Hillsboro is primarily residential, with commercial uses clustered along TV Highway. New residential development has occurred at a rapid pace in this area, especially in the Witch Hazel community located to the south of the subarea. Planning has begun on adjacent land

in the southside known as South Hillsboro. These areas will be made up largely of single family homes, combined with mixed-use retail centers and corridors, and higher density apartment and townhome areas. In addition, the Witch Hazel and South Hillsboro developments are required to incorporate a large number of environmental features to protect existing wetlands and natural resources such as Rock Creek, Ettinger Creek, and Gordon Pond.

East Hillsboro

East Hillsboro is located between Cornelius Pass Road to the west and 185th Street to the east. This subarea includes large multifamily developments, single family residential areas, and institutional uses, such as the Oregon Graduate Institute, and the Oregon Health Sciences University Hillsboro Campus.

The Tanasbourne area is located at the northeastern edge of the City along 185th street and Highway 26. This is a largely commercial area, including a traditional mall and retail complex featuring "big box" retail, and is generally auto-oriented. However, The Streets at Tanasbourne is also located in this subarea. This shopping district provides a high level of pedestrian amenities. Rock Creek and Bronson Creek run through the subarea and Beaverton Creek runs just to the south of the City boundary.

2.2 INTERNAL CONTEXT

2.2.1 Resources

Expertise

Hillsboro has had five city managers since it first adopted the city manager form of government in 1923. The current City Manager, Tim Erwert, is retiring at the end of the year after 36 years of service, with 15 years as city manager. Sarah Jo Chaplen, currently an Assistant City Manager, has been selected to become the city manager when Mr. Erwert retires. She has been with the City of Hillsboro for nearly ten years.

Top management at the City is highly qualified and experienced, with many staff working for the City for more than a decade. Hillsboro is exceptionally strong in its overall level of management experience and skill. As cited in the introduction, however, many members of this long-serving management cadre will be retiring in the near-future.

Fiscal

Hillsboro has a healthy fiscal outlook, maintains a cash reserve, and forecasts good growth. Revenues are projected to reach $59.2 million for the 2007/2008 fiscal year, growing at a steady rate under predicted economic conditions. As with many jurisdictions, addressing ongoing infrastructure needs is a critical challenge facing the City. Three local option tax measures will expire in the next three to five years, and several large capital outlays have occurred recently that have impacted the City's budget. These include the new Civic Center, Hillsboro Main Library, and the Enterprise Resource Planning System (also known as the Streamline Project, discussed in greater detail in the Technology section on page 23). Additional large expenditures will need to be anticipated and considered in light of these recent expenses.

City of Hillsboro: 5 Year Budget Projections

Property Taxes, Franchise Fees, State and County Shared Revenue, Interest Revenue, Transfers, and Other Revenue

REVENUES	YEAR END FORECAST 2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	20012-2013
PROPERTY TAXES							
PROPERTY TAX REVENUE	24,799,187.60	26,222,481.09	27,402,492.74	28,635,604.91	29,924,207.13	31,270,796.45	32,677,982.29
LOCAL OPTION TAX	7,440,094.46	7,867,101.92	12,854,844.54	13,433,312.54	14,037,811.61	14,669,513.13	15,329,641.22
PROPERTY TAXES -DELINQUENT	350,000.00	350,000.00	350,000.00	350,000.00	350,000.00	350,000.00	350,000.00
LOT PROPERTY TAXES-DELINQUENT	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00
TOTAL PROPERTY TAXES	***32,689,282***	***34,539,583***	***40,707,337***	***42,518,917***	***44,412,019***	***46,390,310***	***48,457,624***
FRANCHISE FEES							
FRANCHISE FEES	7,100,000.00	6,490,500.00	6,847,477.50	7,224,088.76	7,621,413.64	8,040,591.39	8,482,823.92
TOTAL FRANCHISE FEES	***7,100,000***	***6,490,500***	***6,847,478***	***7,224,089***	***7,621,414***	***8,040,591***	***8,482,824***
OLCC TAX REVENUE	855,813.44	898,604.11	943,534.32	990,711.03	1,040,246.59	1,092,258.92	1,146,871.86
CIGARETTE TAX REVENUE	153,870.80	161,564.33	169,642.55	178,124.68	187,030.91	196,382.46	206,201.58
STATE REVENUE SHARING	650,278.76	682,792.70	716,932.33	752,778.95	790,417.90	829,938.79	871,435.73
HOTEL/MOTEL TAX COUNTY	497,173.33	522,032.00	548,133.60	575,540.28	604,317.29	634,533.16	666,259.82
STATE & COUNTY SHARED REVENUES	***2,157,136***	***2,264,993***	***2,378,243***	***2,497,155***	***2,622,013***	***2,753,113***	***2,890,769***
INTEREST							
INT EARNED ON INVESTMENTS	342,128.28	359,234.69	377,196.43	396,056.25	415,859.06	436,652.02	458,484.62
INTEREST EARNED-L.O.T.	708,450.59	743,873.12	781,066.77	820,120.11	861,126.12	904,182.42	949,391.54
TOTAL INTEREST	***1,050,579***	***1,103,108***	***1,158,263***	***1,216,176***	***1,276,985***	***1,340,834***	***1,407,876***
TRANSERS							
TRANSPORTATION FUND -ST LIGHTS	372,500.00	372,500.00	391,125.00	410,681.25	431,215.31	452,776.08	475,414.88
MUNICIPAL COURT TRANSFER	-	-	-	-	-	-	-
CEMETERY ENDOW FUND TRANSFER	-	-	-	-	-	-	-
TRANSFER FROM HEDC TAX INCREM	-	-	-	-	-	-	-
TRANSFER FROM HEDC	-	-	-	-	-	-	-
TRANSFER FROM FACILITIES MGMNT	-	-	-	-	-	-	-
TRANSFER FROM GEN OBLIGATION	-	-	-	-	-	-	-
TOTAL TRANSFERS	***372,500***	***372,500***	***391,125***	***410,681***	***431,215***	***452,776***	***475,415***
OTHER							
LICENSES AND FEES	10,155.67	10,663.45	11,196.62	11,756.45	12,344.27	12,961.49	13,609.56
LIEN SEARCH SERVICE FEES	136,686.15	143,520.46	150,696.48	158,231.31	166,142.87	174,450.01	183,172.52
BUSINESS LICENSE FEES	278,849.86	292,792.35	307,431.97	322,803.57	338,943.75	355,890.94	373,685.48
B/L APPLICATION FEES	55,014.57	57,765.30	60,653.56	63,686.24	66,870.55	70,214.08	73,724.78
COURT FINES & FORFEITURES	950,000.00	997,500.00	1,047,375.00	1,099,743.75	1,154,730.94	1,212,467.48	1,273,090.86
MISCELLANEOUS INCOME	36,031.18	37,832.74	39,724.38	41,710.59	43,796.12	45,985.93	48,285.23
AIR SHOW REVENUE	15,000.00	15,750.00	16,537.50	17,364.38	18,232.59	19,144.22	20,101.43
INCOME-SALE OF SURPLUS PROP	24,516.00	25,741.80	27,028.89	28,380.33	29,799.35	31,289.32	32,853.78
PLANNING GRANTS	-	-	-	-	-	-	-
METRO EXCISE TAX	195,395.71	205,165.50	215,423.77	226,194.96	237,504.71	249,379.95	261,848.94
TOTAL OTHER	***1,701,649***	***1,786,732***	***1,876,068***	***1,969,872***	***2,068,365***	***2,171,783***	***2,280,373***

City of Hillsboro: 5 Year Budget Projections

Building Revenues, and Parks Revenues

REVENUES	YEAR END FORECAST 2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	20012-2013
BUILDING							
PLANNING-ZONING & SUBDIV FEES	595,015.33	624,766.10	656,004.40	688,804.62	723,244.86	759,407.10	797,377.45
BUILDING DEPT PERMITS	1,300,162.09	1,365,170.19	1,433,428.70	1,505,100.14	1,580,355.14	1,659,372.90	1,742,341.55
PLAN CHECK FEES	1,069,374.12	1,122,842.83	1,178,984.97	1,237,934.22	1,299,830.93	1,364,822.48	1,433,063.60
MECHANICAL PERMITS -BUILDING	298,043.30	312,945.46	328,592.74	345,022.37	362,273.49	380,387.16	399,406.52
PLUMBING PERMITS -BUILDING	660,244.76	693,257.00	727,919.85	764,315.84	802,531.63	842,658.21	884,791.12
ELECTRICAL PERMITS -BUILDING	647,006.67	679,357.00	713,324.85	748,991.09	786,440.65	825,762.68	867,050.81
BLDG PERMIT STATE SURCHARGE	234,111.33	245,816.89	258,107.74	271,013.13	284,563.78	298,791.97	313,731.57
FIRE & SAFETY PLAN CHECK FEES	332,056.64	348,659.47	366,092.44	384,397.06	403,616.92	423,797.76	444,987.65
BLDG-CONSULTANT FEES REIMBURSD	300.00	315.00	330.75	347.29	364.65	382.88	402.03
BLDG - ELECTRIC INPLANT FEE	11,672.12	12,255.73	12,868.51	13,511.94	14,187.54	14,896.91	15,641.76
BUILDING IGA CONTRACT SERVICES	2,189.59	2,299.07	2,414.03	2,534.73	2,661.46	2,794.54	2,934.26
TOTAL BUILDING REVENUES	***5,150,176***	***5,407,685***	***5,678,069***	***5,961,972***	***6,260,071***	***6,573,075***	***6,901,728***
PARKS							
AQUATIC CENTER	1,000,000.00	1,050,000.00	1,102,500.00	1,157,625.00	1,215,506.25	1,276,281.56	1,340,095.64
CIVIC CENTER RENTALS	6,500.00	6,825.00	7,166.25	7,524.56	7,900.79	8,295.83	- 8,710.62
FAIRGROUNDS/CONCESSIONS	8,072.00	8,475.60	8,899.38	9,344.35	9,811.57	10,302.14	10,817.25
PARKS & REC FACILITY RNTL FEES	55,556.00	58,333.80	61,250.49	64,313.01	67,528.67	70,905.10	74,450.35
RECREATION PROGRAMS	600,000.00	630,000.00	661,500.00	694,575.00	729,303.75	765,768.94	804,057.38
PARKS REVENUE CLEARING ACCOUNT	96,576.00	101,404.80	106,475.04	111,798.79	117,388.73	123,258.17	129,421.08
PARKS-RENTAL DEPOSITS	8,010.95	8,411.50	8,832.07	9,273.67	9,737.36	10,224.23	10,735.44
PARKS -MISCELLANEOUS REVENUE	1,400.00	1,470.00	1,543.50	1,620.68	1,701.71	1,786.79	1,876.13
HILLSBORO BASKETBALL PROGRAM	35,532.25	37,308.86	39,174.31	41,133.02	43,189.67	45,349.16	47,616.61
PARKS-REC DONATIONS & GIFTS	164.00	172.20	180.81	189.85	199.34	209.31	219.78
SENIOR/COMM CENTER REV & GIFTS	16,403.00	17,223.15	18,084.31	18,988.52	19,937.95	20,934.85	21,981.59
STADIUM- CONCESSION STAND	81,408.00	85,478.40	89,752.32	94,239.94	98,951.93	103,899.53	109,094.51
STADIUM-RENTAL/USAGE REVENUE	94,155.00	98,862.75	103,805.89	108,996.18	114,445.99	120,168.29	126,176.71
CULTURAL ARTS REVENUE	90,000.00	94,500.00	99,225.00	104,186.25	109,395.56	114,865.34	120,608.61
CULTURAL ARTS GRANTS/DONATIONS	5,000.00	5,250.00	5,512.50	5,788.13	6,077.53	6,381.41	6,700.48
CULTURAL ARTS FACILITY RENTAL	60,346.05	63,363.36	66,531.52	69,858.10	73,351.01	77,018.56	80,869.48
PARKS GRANTS	155,000.00	162,750.00	170,887.50	179,431.88	188,403.47	197,823.64	207,714.82
TOTAL PARKS REVENUES	***2,314,123***	***2,429,829***	***2,551,321***	***2,678,887***	***2,812,831***	***2,953,473***	***3,101,146***

City of Hillsboro: 5 Year Budget Projections

Library Revenues, Fire Revenues, and Police Revenues

REVENUES	YEAR END FORECAST 2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	20012-2013
LIBRARY							
LIBRARY FINES & FEES	150,000.00	165,000.00	168,300.00	171,666.00	175,099.32	178,601.31	182,173.33
TANASBOURNE MAIN LIB RENT REIM	19,155.33	28,500.00	29,070.00	29,651.40	30,244.43	30,849.32	31,466.30
WCCLS PUBLIC LIBRARY SVC AGREE	2,630,307.00	3,579,699.00	3,651,292.98	3,724,318.84	3,798,805.22	3,874,781.32	3,952,276.95
JAIL LIBRARY CONTRACT(HISTORY)	-	-	-	-	-	-	-
READY TO READ	13,091.86	15,000.00	15,300.00	15,606.00	15,918.12	16,236.48	16,561.21
TOTAL LIBRARY REVENUES	***2,812,554***	***3,788,199***	***3,863,963***	***3,941,242***	***4,020,067***	***4,100,468***	***4,182,478***
FIRE							
FIRE DEPARTMENT REVENUE	60,000.00	63,000.00	66,150.00	69,457.50	72,930.38	76,576.89	80,405.74
FIRE DEPARTMENT DONATIONS	-	-	-	-	-	-	-
FIRE HOSTED TRAINING	126,171.12	132,479.68	139,103.66	146,058.84	153,361.78	161,029.87	169,081.37
RFPD #2 SERVICES	-	-	-	-	-	-	-
FIRE GRANTS REVENUE	402,000.00	144,846.45	149,916.07	155,163.13	-	-	-
TOTAL FIRE REVENUES	***588,171***	***340,326***	***355,170***	***370,679***	***226,292***	***237,607***	***249,487***
POLICE							
POLICE HOSTED TRAINING FEES	14,639.93	15,371.93	16,140.52	16,947.55	17,794.93	18,684.67	19,618.91
POLICE RESERVE SPECIALIST PROG	100.00	105.00	110.25	115.76	121.55	127.63	134.01
NW REGIONAL FORENSIC LAB	4,175.01						
POLICE DONATIONS/GIFTS	-	-	-	-	-	-	-
POLICE VEHICLE IMPOUNDMENT FEE	83,769.15	87,957.61	92,355.49	96,973.26	101,821.93	106,913.02	112,258.67
POLICE COMMUNITY ASSISTANCE	234,134.34	245,841.06	258,133.11	271,039.77	284,591.75	298,821.34	313,762.41
POLICE GRANTS REVENUE	359,932.38	403,851.03	417,985.81	432,615.32	-	-	-
TOTAL POLICE REVENUES	***696,751***	***753,127***	***784,725***	***817,692***	***404,330***	***424,547***	***445,774***

Total Resources

REVENUES	YEAR END FORECAST 2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	20012-2013
TOTAL RESOURCES	**56,632,922**	**59,276,581**	**66,591,762**	**69,607,363**	**72,155,602**	**75,438,578**	**78,875,494**
		4.67%	12.34%	4.53%	3.66%	4.55%	4.56%

Human

The City budget allows for 659 full time employees, and is currently at or near this capacity, depending upon occasional turnover and new hiring. In addition, Hillsboro employs approximately 250 part time employees.

City of Hillsboro Employment

DEPARTMENT/FUND	FULL TIME POSITIONS	PERSONAL SERVICES BUDGET
General Fund		
Municipal Court	4	$ 326,342
Police Department	104	10,837,649
Parking Enforcement	2	115,030
Airshow	-	68,169
Fire Department	61	7,661,024
Parks & Recreation	47	5,003,801
Aquatic Center	8	1,221,744
Library	53	4,500,065
Police Department Local Option Tax	64	5,665,128
Fire Department Local Option Tax	38	3,578,656
Parks & Recreation Local Option Tax	12	842,923
Total	393	39,820,531
Support Services		
Mayor, City Council and Legal	-	15,344
Administration	17	1,849,742
Capital Planning & Development	5	557,453
Human Resources	7	691,145
Information Services	21	1,968,267
Geographic Information Systems	4	383,335
Finance	14	1,214,849
Emergency Operation Services	1	126,114
Planning	20	1,919,844
Building	28	2,863,296
Utility Billing	7	493,219
Facilities Maintenance	7	628,856
Total	131	12,711,464
Total Public Works Funds	69	5,893,553
Total Water Funds	56	5,042,179
Miscellaneous Fund		
Economic Development	1	89,412
Cadet Program Fund	-	14,000
Risk Management Fund	2	194,870
Sewer Fund-Jackson Bottom	4	355,614
Jackson Bottom Preserve	-	110,158
Hillsboro Economic Dev. Council	3	405,453
Total	10	1,169,507
Total All Funds	659	$ 64,637,234

(A) Includes budgeted full time positions, part time positions, overtime, extra labor, and payroll and benefit costs

Physical

Overall, Hillsboro's facilities are in excellent condition with several new facilities recently completed. The Civic Center, completed in 2004, is an impressive facility that is certified LEED Gold for its sustainable features. A new Main Library located on Brookwood Avenue should remove some of the strain on the crowded and aging main library in downtown Hillsboro. The new 10th Avenue precinct, new 1st Avenue fire station, and new water operations building on Main Street, are all part of a set of police and fire and water facilities that are generally well-maintained and equipped. However, population growth has led to strain on these facilities, and planning is already underway for expansion, particularly for fire services. Hillsboro City parks and recreational facilities are very well designed and maintained and positively contribute to residents' quality of life.

However, some of the Public Works facilities are aging but currently operational. These facilities will likely need replacement or significant upgrade in the near to medium term.

Technology

Hillsboro has excellent technology resources in place including updated hardware, software, and network infrastructure. The needs of the City and its employees have been met and exceeded, and the City's Information Services department is continuing to expand the organization's capabilities. In particular, the GIS program has been a great success, and the City is working to institute a new centralized information system known as the Streamline Project. Streamline will greatly enhance the City's, financial, budgeting, and billing processes. Additionally, it will create a system for the Human Resources department to track all benefits, job applications, training, and other HR issues. Streamline is scheduled to be implemented and in use by April, 2009.

2.2.2 Organizational Structure

The City of Hillsboro upper management has been newly restructured within the last year, and is now organized into three service areas: General Fund, Support Services, and Community Development. Each of these service areas is overseen by one of three Assistant City Managers. Each department, except for Administration, falls under one of the three service areas, with each department manager reporting to the Assistant City Manager that oversees their service area.

2.2.3 Planning/Policy Framework

The City is currently guided by a framework of state, regional, and local policies including: the City Charter, the municipal and zoning codes, the City Comprehensive Plan, the Hillsboro 2020 Vision Plan, and state and regional law and regulations.

Regional and State Planning Context

In 1973, Oregon adopted Senate Bill 100 which outlined the State's land use planning system and defined a series of goals by which every city, agency, county, or other jurisdiction must abide. These 19 goals provide guidelines and policies on a variety of planning topics including land use, transportation, housing, environmental protection, and citizen involvement. All cities and counties must be in compliance with these statewide regulations. The State Department of Land Conservation and Development (DLCD) reviews local compliance and officially approves local plans.

Hillsboro is a member of Metro, the Portland Metropolitan regional government. Metro is the designated Metropolitan Planning Organization (MPO) for the region, and is the only directly elected MPO in the country. Metro is responsible for a wide range of planning activities, including designation of the Urban Growth Boundary, regional habitat and wildlife protection, regional transportation planning, regional GIS data management, waste management, and management of many open spaces, natural areas, and parks.

Local Planning Context

Hillsboro residents approved a new City Charter in November 2007. The new charter is based on the League of Oregon Cities Model Charter and will take effect in January 2008. The Charter outlines the duties of the City's elected officials and provides a simple and clear definition of the City's governance. This Charter also contains the municipal code of the City which details the rules and regulations regarding building, public health and safety, and a variety of other local issues.

Oregon state law requires that each city enact a comprehensive plan, and that this plan be updated regularly. All zoning and land use regulations and ordinances must be in compliance with this comprehensive plan, and this plan in turn must be consistent with the Oregon state planning goals. The Hillsboro Comprehensive Plan was adopted in 1977, and has been updated through August 2007. The Hillsboro zoning ordinances outline the land use and development rules and regulations for the City and have also been updated through August of 2007.

Hillsboro 2020 Vision and Action Plan

The Hillsboro 2020 Vision and Action Plan is a 20-year community vision which was adopted by the City Council in 2000. It consists of a vision statement describing Hillsboro in 2020 and an action plan which outlines 147 projects and programs to bring the vision to life. Twenty community organizations, including the City of Hillsboro, have responsibility for implementing the action plan.

The Plan is broken down into six topic areas:

- Strengthening and Sustaining Communities;
- Enhancing Neighborhoods and Districts;
- Preserving the Environment;
- Creating Economic Opportunity;
- Expanding Educational and Cultural Horizons; and
- Promoting Health and Safety.

The vision is monitored and facilitated by a citizen group, the Vision Implementation Committee, which annually hosts a well-attended Town Hall to inform the community about the vision's progress. The committee also submits a report to the City Council.

Now in the eighth year of implementation, significant progress has been made, with 116 actions either underway or completed. Over the past several years, the Hillsboro 2020 Vision has become a model for community visioning and has received regional, national and international recognition.

Individual Department Strategic Plans

The Fire, Police, and Information Services departments have completed their own strategic plans. These plans and all other individual departmental strategic plans are expected to be consistent with the overall City of Hillsboro Strategic Plan when complete in 2008.

3. Key Findings

This section outlines the key findings of the input received during the Environmental Scan phase. Part One provides major findings from the research on overall context for the planning effort. Part Two synthesizes the overall key strengths, weaknesses, opportunities, and challenges revealed through all input methods conducted during this phase. Finally, Part Three of this section outlines the findings for each of the primary input methods used.

3.1 SUMMARY OF FINDINGS: INTERNAL AND EXTERNAL CONTEXT

The City of Hillsboro is in a strong position internally and externally. It is fiscally and organizationally sound, and its economic and demographic projections show continued growth. The following represents key findings for the internal and external context of the City.

3.1.1 Internal Context

City finances are strong, and fiscal management has been prudent and conservative. However, several recent large capital outlays have impacted the City budget (i.e., the new Civic Center and Main Library, and the Streamline Project). Additional large expenditures will need to be considered in light of these recent expenses.

The pay and benefit structure of the City is generally well regarded by employees. This satisfaction has helped the City attract a talented and motivated workforce and should assist in recruiting new employees to the City. Attracting new and qualified employees will need to be a priority, as the City is experiencing a wave of retirement, especially in management positions. Public stakeholders familiar with the City, as well as City employees, expressed concern about pending retirements in upper management. They stated that this could lead to the loss of institutional knowledge, uncertainty, and instability, and stressed the need to recruit and train employees, both from inside and outside the organization, to fill these positions.

The City's reorganization into three service areas is new and appears to be successful. It will take time for the City to adjust to these changes and to fully take advantage of the new organizational approach.

As mentioned above, most City of Hillsboro departments do not have individual departmental strategic plans in place. At the request of City management, many are waiting for the completion of the overall strategic planning process.

3.1.2 External Context

Hillsboro is expected to continue to experience steady population growth as the Portland metro area continues to attract new residents. Growth in the Latino population is also expected to continue. An increase in population will require the City to add staff, expand operations and add new facilities to meet the needs of the additional residents.

Hillsboro's plan for future growth includes areas outside of the Portland Metropolitan Area UGB and will require UGB expansions in the future. The increase in the City's size will bring additional demands to provide services for the new areas, especially in the areas of transportation and land use planning, infrastructure, and facilities such as parks and libraries.

Economic projections are optimistic for Hillsboro, and its prospects should become more stable as it continues to expand its employment base into more diversified areas like alternative energy and biotech market sectors. A stable economic base will allow the City to focus on service delivery while maintaining a sound fiscal structure.

3.2 SUMMARY OF FINDINGS: STRENGTHS, WEAKNESSES, OPPORTUNITIES, & CHALLENGES

The following section summarizes the key findings of the strengths, weaknesses, opportunities, and challenges discussion held with the various employee and stakeholder groups. It is organized to include a discussion of both internal and external findings.

3.2.1 Strengths

The employees are the backbone of the City organization and its primary asset. Discussions with employees and stakeholders revealed a high level of general satisfaction and pride in their working environment. Comments regarding the internal strength of the City organization centered on two main topics: compensation/benefits and an "esprit de corps" experience with fellow employees. Employees generally expressed that they are fairly and adequately compensated. In addition, employees felt that their work was a valuable contribution to their community and that they were generally supported in their efforts to serve the public by senior management and their immediate supervisors.

Adequate pay and benefits are certainly a factor in overall employee satisfaction. However, input gathered from the various employee and stakeholder engagement efforts reveals that a sense of pride in one's work, and a feeling that management supports this work, are also critically important factors in employee satisfaction. Employees were in general agreement that they felt this pride and support in their work.

This sense of pride was corroborated by external input gathered from stakeholders that have had the opportunity to work or interact with City employees. Stakeholder interviews in particular revealed that City employees were empowered to provide flexible and responsive service.

Hillsboro is known for its strong economy and its quality of life. This provides a strong base for continued economic development and prosperity. Employees and the public were enthusiastic about the City, and expressed similar feelings of attachment and pride for the overall community. Residents are clearly invested in making Hillsboro a better community.

Internal

- In general, employees are satisfied with their work and feel that wages and benefits are excellent, and that they are making a contribution to their community.
- City employees are motivated and skilled; they feel that they are valued for their work and as human beings, and they generally are empowered to provide responsive and flexible service to the public.
- The top management team is strong, experienced, and plans for change and transition in a positive and deliberate way.

External

- Residents value the culture of the community and its livability. "Small town feel" and "friendliness" are cited as key assets of the City.
- The City's economic development program's success has contributed to a strong economy.
- Residents are invested in their city and express a clear desire to work for the betterment of their community.

3.2.2 Weaknesses

The organization is feeling the impacts of growth. The number of employees has increased and the workforce is aging. Employees and stakeholders with organizational history expressed concerns that the systems and structures currently in place may not be sufficient in the long term. Coupled with the strain that growth brings, retirements are creating additional staffing needs in key areas. The growth and transition that the organization is experiencing is creating uncertainty, and could lead to a loss of institutional knowledge and partnerships if not managed effectively.

As a large and complex organization, the City of Hillsboro can experiences difficulty communicating and collaborating across and within departments. Employees stated that there is often a sense of working within a "bubble" and that departments are not fully taking advantage of opportunities for partnerships with each other because of communication problems.

The growth and change of the organization of the City is mirrored in the community's transition from a small community to a larger, more diverse city. This transition has created challenges in defining Hillsboro's identity and helping residents connect to the larger community. Older and newer residents have differing expectations and values, which can result in a lack of cohesion when identifying priorities for the City organization.

Internal

- Retirement and turnover, especially among top management, is creating uncertainty about the preservation of institutional knowledge and effectively managing the transition. It is also placing heavy demands on Human Resources to recruit and replace these highly skilled professionals.
- Communication within and between departments is sometimes lacking, and a spirit of interdepartmental collaboration and cooperation is not fully developed. Employees and Steering Committee discussions reveal that this is an ongoing concern, and departments have worked to improve cross-departmental and internal departmental communication.
- Professional development and training programs are not in place across all departments, leading to a concern that employees may not be able to "step up" into roles with more responsibility over time.

External

- Community cohesion is suffering as the City rapidly grows and changes. This may lead to difficulties in creating consensus on community priorities.
- Providing services to a rapidly growing population is straining the City's capabilities and infrastructure.
- The City is not consistently prepared to work with the changing demographics of Hillsboro. Some departments, such as Police and Fire, have done extensive work to develop methods for effectively engaging communities such as the rapidly growing Latino population; however, other departments are just awakening to the need to do so.

3.2.3 Opportunities

It is clear that the future holds many exciting opportunities for the City of Hillsboro organization and the community as a whole. Growth and transition provides an environment where deep and lasting change can be created and new positive direction can be realized, building on enduring strengths. Input gathered from employees and the public expressed clear recognition that this is a critical time for Hillsboro to initiate new directions and approaches for the future.

The City of Hillsboro is now an important economic and political force in the region and the State, with great influence across a broad range of issues. Internally, staff turnover and growth may provide an opportunity for new and innovative ideas to be brought to the forefront. Additionally, leaders in the Latino community are actively looking to develop

collaborations and partnerships with the City, bringing energy and fresh perspectives.

Internal

- Transition and turnover is creating openings for upward mobility from within, and opportunities to bring in new people to provide fresh perspectives and ideas.
- Management is committed to developing cross-departmental relationships. The new service area organizational structure provides an important method for creating a more collaborative environment by working across departments and staff levels.
- Strong economic development policies have helped attract a talented workforce to the City. This provides a strong pool of applicants for recruitments and puts the City in a competitive position to attract additional new talent.

External

- The Latino community is strong, organized, and actively seeking to engage with the City on a broad range of issues constructively and cooperatively.
- The City has become an important entity in the region and across the State. It is now possible for the City to assume a key leadership role.
- The City is viewed as a strong partner by a broad range of institutional stakeholders. There is an important opportunity for the City to nurture and grow further partnerships with the business community, agencies and jurisdictions, as well as community organizations.

3.2.4 Challenges

Productively addressing the broad range of changing elements, such as transition in top management, demographic change, and change in the economic and political landscape, are the critical challenges facing the City of Hillsboro. Ensuring that Hillsboro's residents are brought along and included in the process of adapting to change is also part of this challenge.

Internal

- Transition of top management will challenge the organization across a broad range of issues, as new leadership will need to develop its own methods and networks for effective management.
- The growth of the City has led to an increase in the number of employees. The City will need to develop effective systems for

managing a large and expanding organization, including communications and training.

- Breaking down barriers to communication between departments is critical to the success of the City organization in the long term. The City is working towards this goal, but successfully achieving it is a key challenge.

External

- Effectively managing population growth in a way that preserves community livability is the fundamental challenge facing the City.
- Hillsboro now has one of the largest Latino populations in the entire state, both as a percentage and in total numbers. Effectively engaging this community is a key challenge.
- Adequate maintenance and provision of infrastructure and services, such as transportation and clean water, will become more difficult as costs rise and existing infrastructure ages.

3.3 SUMMARY OF FINDINGS: BY INPUT METHOD

3.3.1 Stakeholder Interviews

Interviewees were drawn from upper management and the elected leadership of the City, as well as community and institutional partners. All of the community and institutional partners interviewed were familiar with working with the City, and their responses reflect that familiarity. All 43 interviews were conducted in person using the same set of questions. These questions followed the general "strengths, weaknesses, opportunities, and challenges" format similar to the other input gathering methods.

- Stakeholders and City staff interviewed expressed a high degree of pride in both the community and the City of Hillsboro organization. Most agree that the community and the organization have been moving in a positive direction.
- Interviewees expressed that effectively managing growth and change in a way that improves and develops the City is a high priority.
- Interviewees were concerned about preserving Hillsboro's livability. They did not want to lose touch with Hillsboro's past and "small town feel."
- Many interviewees stated that transition and turnover in the City's management would challenge the City. Interviewees were concerned about the loss of expertise and institutional memory, and

the stress that management turnover would place on the organization.

- Hillsboro is facing difficult questions about how to draw new groups and constituencies, such as the growing Latino community or newly arrived tech workers, into partnership with the City of Hillsboro.
- The City of Hillsboro is, in many ways, the economic engine for the entire Portland metropolitan region, if not the State. The industrial base that has been built in the City is an incredibly important asset according to interviewees, as it provides employment for Hillsboro residents and helps to augment tax revenues. Stakeholders emphasized the need to preserve and enhance this asset.

3.3.2 Steering Committee

The Steering Committee is made up of key decision makers representing each department. This committee represents the upper management of the organization, and is charged with developing organization-wide products, including a mission statement, a statement of core values, long-term objectives, and an action plan. It should be noted that the input reflected below is only preliminary in nature. Input gathered from the Steering Committee reflects thinking on the part of its membership during the Environmental Scan phase of the strategic planning effort; however, the Steering Committee will be reviewing and incorporating additional employee and public input and information from a variety of sources over the course of the project.

- Transition and turnover at all levels is a critical issue for the City. The Steering Committee is interested in better understanding ways to navigate the current transitional period.
- Communication, both within and between departments, very important. Procedures are needed for more effective collaboration and cooperation across departments to avoid a "silo mentality."
- Policies and systems for encouraging professional development will be important as the City grows and changes. Steering Committee members stated that the large growth in the number of City employees provides exciting opportunities for incorporating new energy and ideas into the work of the City government. Connecting employees to opportunities for professional development and training is critical for maintaining and enhancing a high quality workforce.
- As Hillsboro grows it becomes increasingly important for the City to involve its new residents in the civic life of Hillsboro. For example, the City has recently begun to develop successful partnerships with the arts community.

- Costs are rising for infrastructure, labor, maintenance, training, and a host of other areas critical to maintaining a functioning and economically vibrant City. Meanwhile, methods for raising revenue are becoming more restricted, and less supported by the general population.

3.3.3 Employee Questionnaire

Responses to the employee questionnaire were detailed and thoughtful, and came from a wide range of employees across all service areas and departments. Growth of the organization was far and away the most important issue to employees. Nearly one-quarter of all employees used "growing" or "growth" as the one word they would use to describe the City. With more than 400 responses coming from top management through frontline staff, new and long term employees, office workers as well as employees in the field (such as police, fire, and public works), the employee questionnaire provides one of the most informative and significant components of the Environmental Scan.

- Concern about growth of the organization is foremost in the minds of City of Hillsboro employees. Responses on this topic followed two main threads: a reactive sentiment regarding how to address growth that has already occurred, and a proactive concern for how to plan for future growth. Key themes related to growth include the following.
  - Coping with rapid development and providing land use and transportation planning that helps the community maintain its livability in the face of this development are key themes.
  - Addressing workload management (understaffing in some areas, overstaffing in others) and agency expansion to serve the growing population is another main concern.
  - The desire to plan for and encourage economic growth while still maintaining an emphasis on livability and quality of life creates tension.
- Many respondents stated that City leadership cares for employees, and fosters an environment that values independence and innovation.
- A diversity of opinions and experience among employees is perceived as an advantage for problem solving and creative solutions.
- Providing service to diverse populations, especially the Latino

community is seen as an issue that needs greater emphasis and examination.

- Communication, integration, and collaboration within and between departments are an area of concern for employees.
- Cross-training is valued by staff and management—both current examples, and the potential for more cross-training opportunities.
- Technology is seen as a tool to enable and improve communication and collaboration.
- Customer service is a point of pride for employees and a key theme of the responses across all departments and categories. Employees also expressed a desire for greater resources to maintain and enhance customer service.

3.3.4 Employee Input Meetings

The composition of the staff participating in each employee input session influenced the direction of the discussion. Employees looked at the broader picture of the City as an organization; however, conversation often focused on the departments that participants represented. Several participants stated that it was difficult to think "citywide" as opposed to within one's own department. Responses reflect this issue. Key issues that emerged from these meetings are summarized here.

- Communication between management and staff and between departments can be improved. This theme was repeated across all three meetings, and is a clear area of concern for participants.
- Growth of the City and its government is a major concern for employees. This is seen as both a challenge and an opportunity: it provides fresh perspectives and resources, while it taxes the capacity of the City to adequately plan for and accommodate growth.
- Employees value the flexibility and autonomy offered by City management. Participants cited the ability to work without unduly rigid rules and procedures as an important asset of their employment.
- Generally, participants felt that wages and benefits are excellent at the City, but there was some concern that entry-level employees were not making a “living wage.”
- Participants are proud of providing excellent customer service, and serving the community. Employees value the work they do, and the service they provide to the Hillsboro community.

3.3.5 Community Questionnaires

Community questionnaires tended to reflect an older demographic than the City as a whole. In addition, long-term residents (six years or more) made up the largest proportion of the respondents. Only 15 Spanish language responses were received, but it is possible that the Latino community may have responded in greater numbers using the English version. In general, the demographic profile of questionnaire respondents describes an older, established constituency that, while an extremely important group, is not necessarily representative of the whole population. Because of this, it would not be appropriate to draw conclusions about the community as a whole from the questionnaire's findings; however, the input gathered is clearly valuable, helping to cross-reference and better understand the nuances of the information gathered across all elements of the Environmental Scan.

- Growth and its impact on livability is far and away the largest topic discussed in the community questionnaires. Residents of Hillsboro are concerned about striking a balance between economic health and livability. Residents notice that Hillsboro is changing rapidly, and there is nearly universal concern about how to effectively manage this change in light of issues such as traffic congestion, housing density, and the need for new schools to accommodate new students.
- Respondents are concerned with preserving and protecting public safety and general societal order. Residents expressed concerns about crime, a desire for cleaner streets and the need to maintain sanitation and cleanliness in the City. They clearly felt that a key role of the City of Hillsboro is to provide police and fire protection services.
- The growth of the Latino community and the influx of new residents is an important topic for respondents. Some residents expressed discomfort with demographic change and population growth.

3.3.6 Latino Outreach Workshop

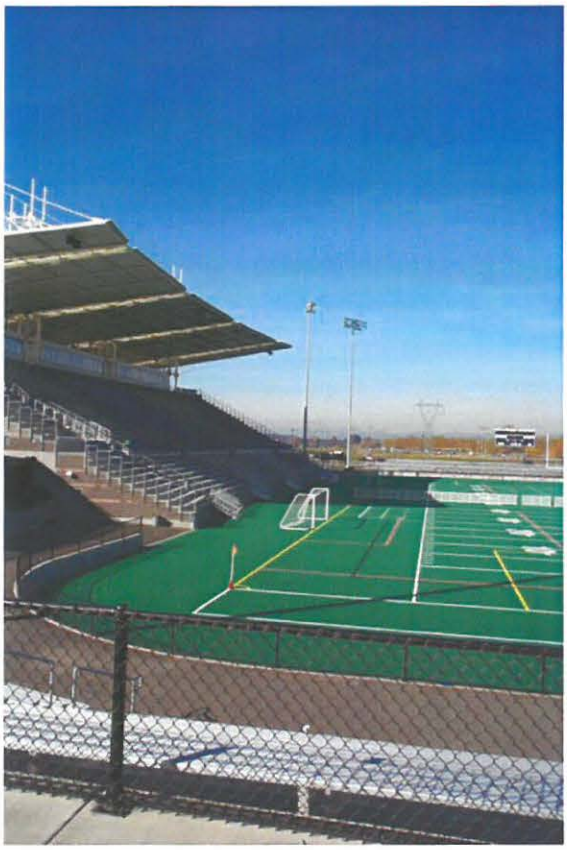
In response to requests from the Steering Committee, the project team conducted a workshop with representatives from the leadership of Hillsboro's Latino community. The meeting was conducted in Spanish and English. Mayor Tom Hughes and incoming City Manager Sarah Jo Chaplen attended the meeting as observers. The discussion focused on many broad themes and issues, especially the need for partnerships and cooperation between the Latino community and the City organization.

- The Latino community in Hillsboro is ready and motivated to engage with the City across a broad range of issues.
- Information and communication are critical issues between the City and the Latino community. Information disseminated through traditional City routes does not necessarily reach the Latino community. It is important to find new ways to provide information and engage the community as a means to build trust and dialogue.
- Participants discussed the City's potential role in social service provision. Health and family planning services are particularly high priorities, and participants were interested in better understanding how the City fits within the existing network, and in what ways it could provide better or more efficient services.
- City-sponsored events can be highly beneficial for the Latino community because they allow for interaction between all Hillsboro residents.

3.3.7 Institutional Partners Workshop

Representatives of business, nonprofit, and public agency organizations who had experience working with the City were invited to a workshop to share their input and perceptions regarding the City's strengths, weaknesses, opportunities, and challenges. In their role as representatives for their organizations, the participants helped to provide a unique view from entities which have had a lot of interaction with the City. The following are some of the key points raised by the group.

- The retirements of City Manager Tim Erwert and other members of the City's management were key concerns. Participants were particularly interested in maintaining institutional knowledge and ongoing relationships as the transition to new leadership progresses.
- Participants were excited about the prospect of strengthening partnerships between the City and local and regional institutions. They see the City as a valuable partner in their work, and expressed a desire to look for ways to enhance these relationships.
- A key issue for this group is managing growth and change. This corresponds to the concerns expressed across all input gathered during the Environmental Scan.



4. Conclusion

This section synthesizes the key themes that emerged from the environmental scan process and input. The first two sections provide important insights on how both citizens and staff view the role of city government in Hillsboro and the values that currently are embodied in the culture of the organization. This provides context for the discussion of the topics that emerged as the primary focus areas for the strategic planning process. The final section looks forward to the next stage of the planning process and how the information gleaned from this phase will inform the development of mission, core values and long-term objectives.

4.1 ROLE OF CITY GOVERNMENT

Input from both employees and the public was consistent in identifying the primary responsibilities of city government in Hillsboro, which form the backbone of the City's services. First, the City should provide core services for all residents, including, police, fire and public works functions. In addition, both groups viewed planning and managing growth as a key

role that the City should provide. This planning function was seen as critical to preserving community livability, planning for future transportation and mobility needs, and addressing the provision of housing, parks and other community services. In addition, the staff viewed responsiveness to citizen needs as a vital function that the city does and should provide. The input garnered from the community also identified preservation of safety, order and cleanliness as a key role for the City that supports the City's attractiveness as a place to live and do business. There also was consensus that the City plays a key role in economic development to attract and retain business, and to work with community partners to address needs that it does not directly provide.

4.2 ORGANIZATIONAL VALUES

Within the organization, the key value that emerged was the high priority placed on people, which is manifested in several ways. First, the City provides an excellent work environment, both in terms of the work itself and the facilities, and the management is supportive of the staff. In addition, there is a priority on building and maintaining relationships, both within the organization itself and externally with citizens and community partners, and mutual respect between these groups. Finally, employee wages and benefits are important to workforce and help retain knowledgeable and experienced staff. This includes a wide array of benefits from the salaries and health insurance to training and development opportunities. The overall focus on people provides a firm foundation for conducting the City's business.

4.3 FOCUS AREAS

4.3.1 Growth and Change

Internal and external growth and the resulting changes are critical issues facing the City. The increase in population and shift in the City's demographics are creating fundamental shifts in the culture of the community and the internal culture of the City. The City has only just begun grappling with the changes that are the natural result of growth (such as a larger workforce), which in turn necessitates new facilities, more sophisticated organizational and communication systems, and customer service protocols that serve new constituencies in the community. In particular the growth of the Latino community is creating a new constituency, requiring the City to seek ways to constructively engage this community, foster cultural understanding, and capitalize on (or build on) this community's energy and talents.

Key Questions:

- What are the organizational implications of the projected population growth?
- How can the City best plan to serve and work with a multicultural constituency?
- How can the City ensure that its decisions are grounded in broad-based coalitions of community support as the City changes?
- How can the City as an organization help preserve and enhance the quality of life in Hillsboro within the context of ongoing population growth and new development?

4.3.2 Workforce Transition

The City has enjoyed remarkable stability in its workforce which has resulted in a knowledgeable and skilled staff. In the coming five years, many of the longest-serving and most experienced staff members at all levels will leave the City's service, taking with them their knowledge and institutional memory. While this turnover provides opportunities for fresh perspectives and new leadership, it creates challenges in maintaining institutional memory and long-established community partnerships. At the same time, the replacement and addition of new staff creates uncertainty and some anxiety among remaining employees.

Key Questions:

- How can the City plan for growth as an organization to ensure it maintains its key strength—skilled and motivated employees?
- What systems need to be put in place to ensure that institutional memory is preserved and key partnerships are maintained and nurtured?

4.3.3 Internal Communication and Collaboration

Collaboration and communication between departments is a key issue for the City. As with many organizations, the "silo mentality" can lead to an insular culture that does not work effectively across departments. Communication both within and between departments is not consistent; therefore, interdepartmental functioning is impaired. This can lead to a lack of cohesion among the City staff as a whole, as well as service duplication and inefficiencies resulting from departments functioning semi-autonomously.

Key Questions:

- What is needed to improve communications both within and between departments?

- How can the City structure itself to facilitate more collaboration among all departments and integrate services where appropriate?

4.4 IMPLICATIONS

Employees, community stakeholders, and the public all provided thoughtful and deliberative information in this phase of the strategic planning effort. The time and involvement of so many groups and individuals at the outset of the process builds a shared commitment to the planning process that will provide broad support for the next phases, and the directions that develop.

In the process of gathering a large amount of information across a broad range of groups and constituencies it is often difficult to discern clear patterns and themes. However, even with the large volume of information submitted, very clear patterns quickly emerged and solidified.

The clarity and consistency of the feedback provides a focus for articulating the City's mission, core values, and long-term objectives around the areas described above. These focus areas provide the framework for the next phase of the project by identifying key themes to be addressed in the long-term objectives, while offering the opportunity to deepen their meaning through the mission and core values.

WELCOME TO
HILLSBORO

CITY OF HILLSBORO

strategic plan

serving our community

Agenda

- ***Overview of Strategic Planning Process***
- ***Environmental Scan Overview***
- ***Key Findings & Conclusions***
- ***Questions and Discussion***
- ***Next Steps***

Purpose of the Strategic Plan

To develop a 5-year strategic plan to guide future policy directions and budget decisions for the City of Hillsboro.

Strategic Planning Process

Steering Committee
Community Input
Employee Input
Council Input

Environmental Scan

- Stakeholder Interviews
- Employee & Public Questionnaires
- Employee Input Meetings
- Employee Website
- Employee Kickoff Meetings
- Hillsboro Community Celebration
- Institutional Stakeholder Outreach
- Latino Community Outreach

Steering Committee
Service Area Teams
Employee Input
Council Input

Mission
Core Values
Long Term Objectives

Steering Committee
Service Area Teams
Employee Input
Council Input

Action Plan

Phase 1: March 2007 - November 2007 → Phase 2: November 2007 - March 2008 → Phase 3: March 2008 - December 2008

Internal Environmental Scan Inputs

- ***Steering Committee***
- ***Employee Kick-off Meetings***
- ***Employee Questionnaires & Input Meetings***
- ***Stakeholder Interviews***
- ***Project Web Site***

External Environmental Scan Inputs

- ***Community Questionnaires***
- ***Latino Community Workshop***
- ***Institutional Partners Workshop***
- ***Stakeholder Interviews***

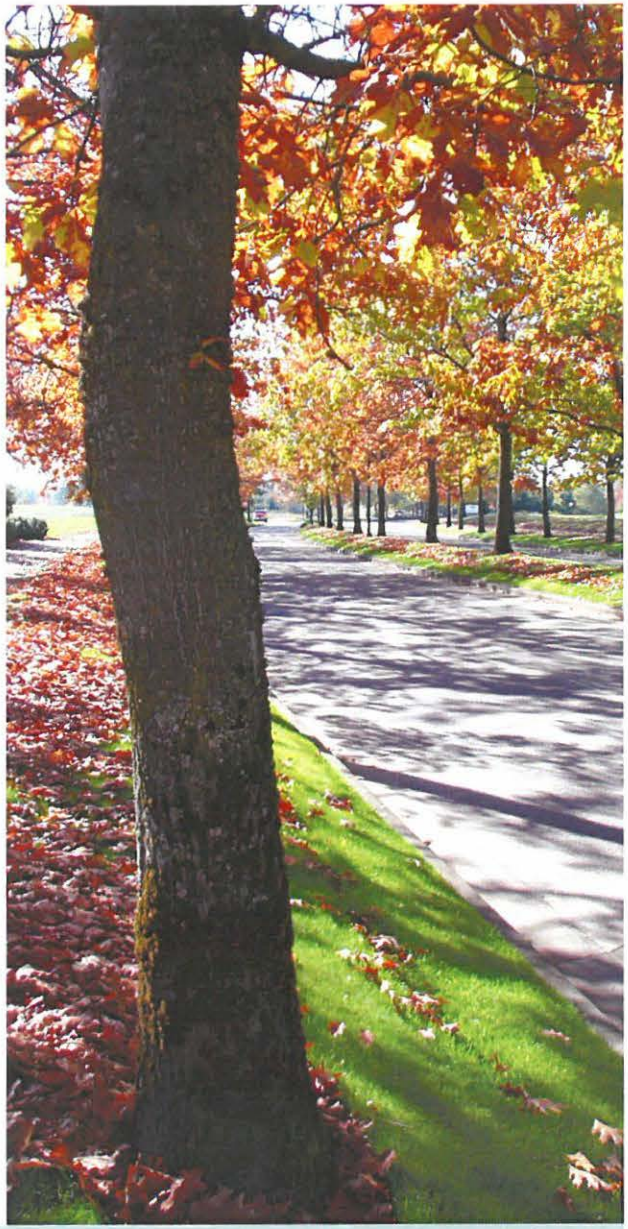
Strengths

INTERNAL

- ***Employees***
- ***Compensation and Benefits***
- ***Pride and Service***

EXTERNAL

- ***Livability***
- ***Strong Economy***
- ***Invested Residents***



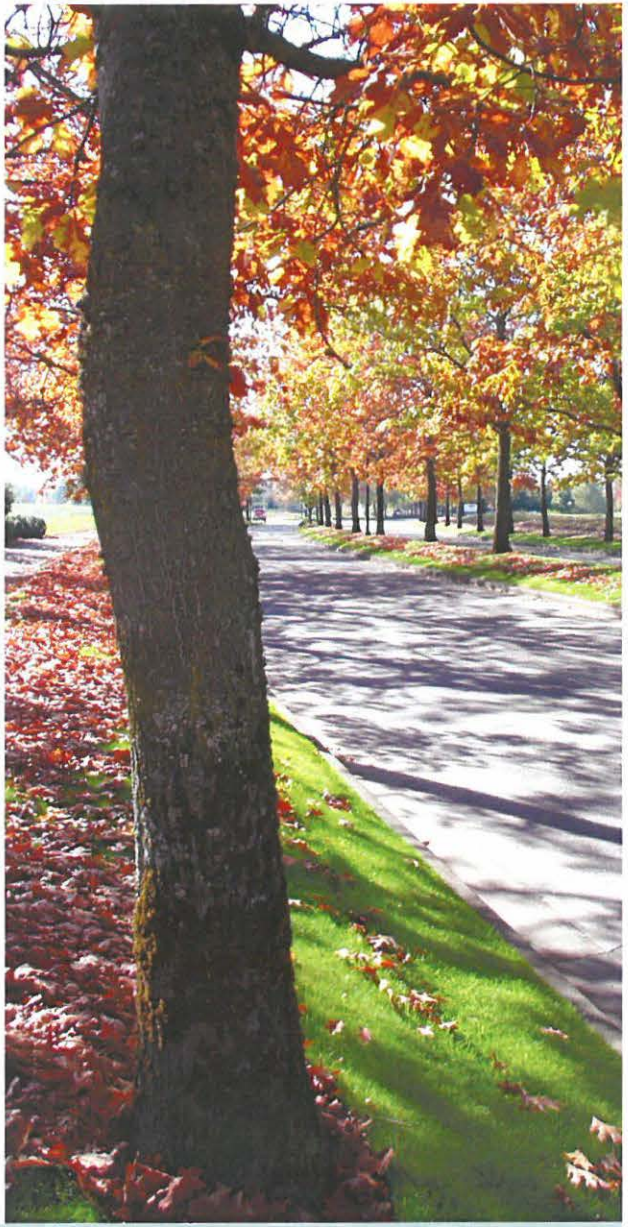
Weaknesses

INTERNAL

- ***Workforce Transition***
- ***Communication***
- ***Professional Development***

EXTERNAL

- ***Community Cohesion***
- ***Service Delivery***



Opportunities

INTERNAL

- ***Professional Advancement***
- ***Cross-Department Collaboration***
- ***Workforce Recruitment***

EXTERNAL

- ***Regional Leadership***
- ***Stakeholder Partnerships***
- ***Community Engagement***

Challenges

INTERNAL

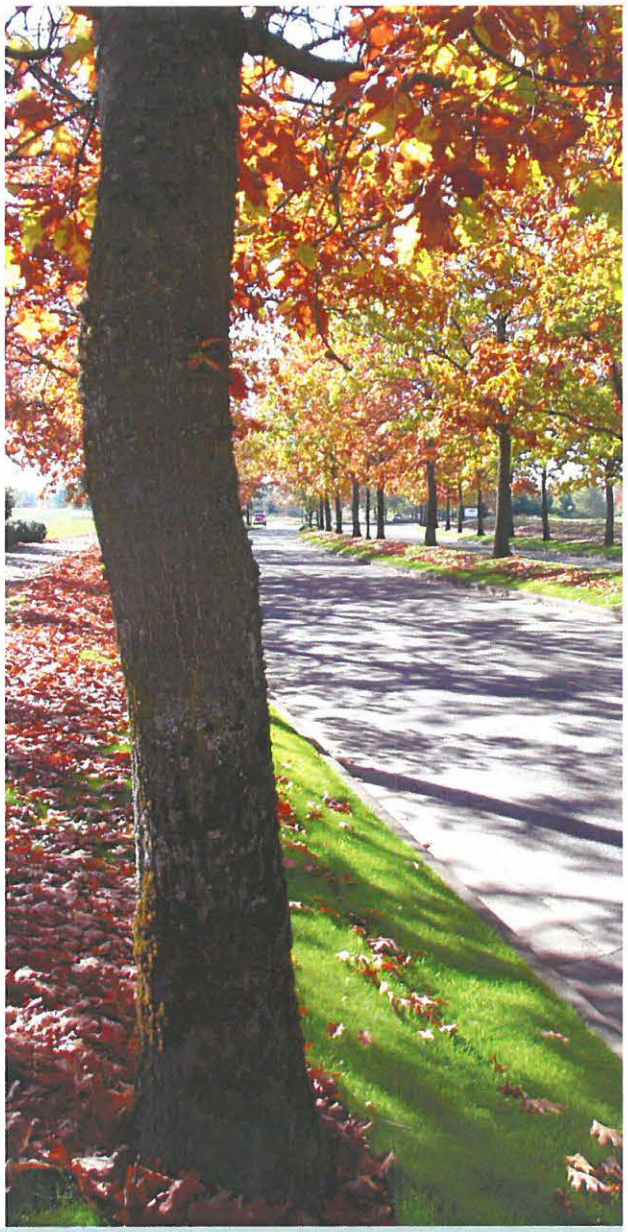
- ***Management Transition***
- ***Organizational Growth***
- ***Communications***

EXTERNAL

- ***Managing Growth***
- ***Maintaining Infrastructure***
- ***Involving the Community***

Conclusions

- ***Role of City Government***
- ***Organizational Values***
- ***Focus Areas for Next Phase***



Focus Areas

- ***Growth and Change***
- ***Workforce Transition and Growth***
- ***Internal Communication and Collaboration***

CITY OF HILLSBORO

strategic plan

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