

**PRELIMINARY AGENDA
REGULAR SESSION
CITY OF NORTH PLAINS, CITY COUNCIL MEETING**
North Plains Senior Center
31450 NW Commercial Street
Monday, March 2, 2015 – 7:00 P.M.

1. **CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
2. **ROLL CALL**
3. **REGULAR SESSION AGENDA**
 - A. Approval of regular session agenda
4. **REGULAR SESSION MINUTES**
 - A. Approval of minutes of 02/17/2015 North Plains City Council meeting
5. **PUBLIC COMMENT:** *(Persons wishing to speak on matters not on the agenda may be recognized at this time. Speakers must complete a “Public Comment Registration form” on the information table and return it 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 five minutes.)*
6. **PRESENTATION**
 - A. City of North Plains Sign Project—Chamber of Commerce-
 - B. Proclamation National Community Development Week-April 6-11, 2015
7. **STAFF REPORTS**

Staff reports will be provided by the Public Works Director, Chief of Police and the Library Director
8. **PUBLIC HEARING:**

None Scheduled
9. **NEW BUSINESS:**
 - A. Approval of Resolution No. 1877 allocating a donation of one week’s intake of Library fines to the Oregon Food Bank
 - B. Approval of Resolution No. 1878 awarding contract for design of Jessie Mays Park to Woofter Architecture
 - C. Discussion of City Manager evaluation tools
 - D. Discussion of Title Company notices
 - E. Discussion of revitalization of downtown area program
 - F. Discussion of allowing golf carts to drive on streets in North Plains
 - G. Discussion of Providing Radon Kits for sale from City Hall
10. **UNFINISHED BUSINESS:**
 - A. City Council Goals discussion

11. ORDINANCES:

FIRST READING:

- A. Introduction and first reading of Ordinance No. 424— An Ordinance of the City Council of the City of North Plains, Oregon, amending Municipal Chapter 1.40.010 and 1.40.020 regarding the Parks Board membership

SECOND READING:

None Scheduled

12. CITY MANAGER REPORT

13. COUNCIL REPORTS

- A. Council reports will be provided by the Mayor and City Councilors on meetings attended and other items.
B. March 2015 Council Calendar

14. ADVICE/INFORMATION ITEMS:

- Country Dance with DT & Country, Saturday, March 21 at 7:30 at Jessie Mays Community Hall-fundraiser for North Plains Senior Center.
- Community Vision Steering Committee, Tuesday March 31, 2014 at 6:30 p.m. at the Washington County Fire Station in North Plains.
- Volunteer Recognition Spaghetti Dinner, Thursday, April 9 at 6:00 p.m. at Jessie Mays

15. EXECUTIVE SESSION

192.660.2(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

16. ADJOURNMENT:

North Plains City Council meetings are accessible for disabled individuals. The City will also endeavor to provide services for persons with impaired hearing or vision and other services, if requested, at least 48 hours prior to the meeting. To obtain services, please call City Hall at (503) 647-5555

The following City Council Meetings are scheduled to be held at the North Plains Senior Center, 31450 NW Commercial Street, North Plains, Oregon.

The meetings will be held on the following dates at 7:00 p.m.:

Monday, March 16, 2015

Monday, April 6, 2015

Monday, April 20, 2015

CITY OF NORTH PLAINS, CITY COUNCIL MEETING
MINUTES REGULAR SESSION
North Plains Senior Center
31450 NW Commercial Street
Tuesday, February 17, 2015

1. **CALL TO ORDER:** Mayor David Hatcher called the Regular Session of the City Council to order at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE:** Mayor Hatcher led the flag salute.
3. **ROLL CALL:** Mayor David Hatcher, Council President Teri Lenahan, Councilors: Robert Kindel, Jr., Sherrie Simmons, Scott Whitehead

Absent: Charlynn Newton, Sandi King

Staff present: City Manager Martha DeBry; Public Works Director Blake Boyles; Chief of Police Bill Snyder; City Recorder Margaret Reh

4. **CONSENT AGENDA:**
 - A. Approval of regular session agenda
 - B. Approval of minutes of 02/02/2015 Council meeting

In the item regarding motorcycles, Lenahan asked that the term “issues” be replaced with “questions and concerns.”

Motion by Lenahan. Second by Simmons to approve the Consent Agenda with correction to the minutes stated above by Lenahan. The motion was approved unanimously.

5. **PUBLIC COMMENT:**
None were forthcoming.

6. **PRESENTATION:**
None Scheduled

7. **STAFF REPORTS:**

Public Works Director. Blake Boyles stated he is working with Lembo on collecting budget numbers for the FY2015-16 budget cycle.

Boyles is working with PGE and the street lighting at Sunset Ridge. He met with Polygon Homes and PGE and have arrived at an agreement that works for all parties.

Boyles, Mayor Hatcher and Council President Lenahan met with ODOT regarding the interchange planting design and worked on new drawings. ODOT will provide copies of the drawings.

Boyles submitted an application for a grant to the Oregon Transportation Growth Management program. This would provide funds to update the transportation system plan.

Crews have been working on valve maintenance and street repairs throughout town.

The Sunset Ridge development has progressed to the point of installing the water tie-ins.

Chief of Police.

Snyder informed the Council there will be a Hood to Coast fundraiser coming up in May that he wanted to invite all the Council to. Officer Freshner is organizing the event.

Snyder encouraged the Councilors and Mayor to do a ride along with one of the officers. Snyder asked that they just give him a call to set it up.

Snyder is researching various current community policing models to present to the Council.

Snyder want to alert Council that Office Ryan Ohlmann made an arrest on Saturday, wherein force was used to subdue a suspect.

8. PUBLIC HEARING:

None Scheduled

9. NEW BUSINESS:

A. Consider adoption of Resolution No. 1876 Surplus 2005 Silver Crown Victoria

Snyder suggests that we take the vehicle out of rotation and put it up for sale. This leaves the two Chargers and two Tahoes in the police fleet, along with the truck that is used for training. Revenues will be placed in the general fund.

Motion by Simmons. Second by Lenahan to adopt Resolution No. 1876 declaring 2005 Crown Victoria surplus. Motion was approved unanimously.

B. Review of the January 2015 Check Register

Council reviewed the items on the 2015 January Check Register. Lenahan questioned the gift cards that were charged to account 110-419-500000. She stated a belief that employee recognition was to be charged to the new HR line item (110-419-330115). DeBry stated the new HR line item is for recruitment, physicals, background checks, etc. The Employee Recognition has been a part of the budget for several years.

Hatcher inquired why we were already paying Scott Aldrich for the Fourth of July Coordinator position. DeBry explained the basics of the contract with Aldrich which includes paying 10% per month, with the balance being paid off in July. DeBry will send a copy of the contract out to the Council.

C. Discussion on setting 2015-2016 City Council Goals

Council had asked to go through this process of goal setting. Copies of goals from past years were distributed to help with suggestions. It is important to set goals for the next fiscal year so resources and the budget can be tailored to align with the goals of the Council. Discussion ensued. A list was compiled of possible goals after which each Councilor prioritized their top choices.

- Signage in town-- Glencoe / Commercial business signs (David, Butch, Sherrie, Scott)
- Façade improvement program for businesses-revitalize (Teri, Sherrie, Scott)
- Sidewalk Creation Program-identify neighborhoods that need them (Scott, Teri)
- Mural at Van Dykes corrugated tin buildings (Butch, David)
- More Police presence during the hours of 5-7 p.m. (David, Sherrie)
- Neighborhood Watch-reorganized/renewed, up and running/Cert (Sherrie)
- Classes for the community-yoga, painting-after business hours (Sherrie)
- Revitalize downtown (Butch)
- Downtown Parking Lot (Teri)
- Glencoe Crosswalks-lights-Commercial at 311th and Commercial Street and Main-where is the largest pedestrian traffic? (Teri)

Other suggestions for goals that were discussed:

- Glencoe Road / Railroad Crossing
- What to do regarding having teenage activities-outreach and do a survey 11-12 yrs and up to see what they would want in town. Get feedback from the kids. Give them something to do without having to go to Hillsboro or Forest Grove. Open up Jessie Mays more. A lot of kids live outside city limits-draw them in; Boys/Girls Club / work collaboratively with the School District; YMCA
- Continued search for a grocery store.
- Update Fee Schedule
- Walking Trails development with lighting
- Increase code enforcement
- More emergency preparedness
- Provide economic development-incentives

Trista Papen was in the audience and Mayor Hatcher asked her if she had anything to add. She really like the idea of the revitalization of Jessie Mays, the sidewalk creation program; and would like to see attention be given to the crossing at Highland Court. Papen is passionate about the community and stated that she loves what the Council is doing.

The Council concurred that some of these ideas are multi-year projects and some are underway already, so they did not rise to the top and include them in their goals:

- Comprehensive Plan update is underway
- Jessie Mays renovation is in process; with hiring of architect the next step.
- Pedestrian connectivity between east expansion development and North Plains proper is in the planning process.
- Water Source tower / Water tank location to be identified.

10. UNFINISHED BUSINESS:
None Scheduled

11. ORDINANCES:

FIRST READING:

None Scheduled

SECOND READING:

None Scheduled

12. CITY MANAGER REPORT

DeBry was gone for most of the week because of a family emergency.

The public hearing for the McKay Creek Crossing subdivision has been continued by the Planning Commission. There are attorneys already involved in this. No decision has been made by the Planning Commission. Hatcher asked what the Commission's concerns were: DeBry indicated 1.) the application includes a request for a variance on the buffer on the riparian corridor; 2.) an issue regarding the walking trail that was not delineated on the map; and 3.) the development of more small lots. DeBry noted that the City must review the application in light of the rules as they are today, not the way we want them to be. Denying the variance would not force denial of the application. A short discussion ensued.

The next Community Vision steering committee meeting will be held on Tuesday, March 31, 2014 at 6:30 p.m. at the Washington County Fire Station in North Plains.

Hatcher inquired about the current negotiations between Recology and Washington County. The County holds the 10 year franchise with Recology that is up for renegotiation in 2015. One of the conditions of the franchise is that they have a good neighbor agreement with North Plains. This allows us to get the tonnage fee. DeBry has met with the County and they are aware of our concerns. Discussion ensued.

Council inquired about the use of golf carts throughout town. This was a prior topic of discussion for the Council. Council would like to bring it back as an agenda item.

13. COUNCIL REPORTS

Kindel briefly talked about the status of the Washington County Fire District #2 and their administration relationship with the City of Hillsboro Fire Department. The administration contract was severed between the two organizations as of the end of the month. The Fire District will need to hire their own fire chief. A bond measure may be on the horizon. Rodney Lintz has recently been hired by the City of Banks as their new fire chief.

Lenahan reported the Community Development Block Grants were determined and the calls will be going out.

Lenahan inquired about the posting for a janitor position at the library. She advocated selecting a different janitorial service if there is dissatisfaction with the current level of service. Discussion ensued.

Whitehead reported he was the ex officio at the Planning Commission meeting on February 11, 2015, in which the public hearing for the McKay Creek Crossing took place. He reported the Planning Commission felt some of the language that is in the Code wasn't clear. The Commission wants the attorney to research the definition of some of the language that is in the Code before they move forward. Whitehead reported there was discussion regarding the pros and cons of the subdivision perhaps being 48 lots instead of 58 lots. Also, there were concerns of livability issues with the development being next to Recology. Street parking was another concern of the Commission. There was also concern regarding the street trees that were going to be installed. The Commission is concerned that the buyer may not like the street tree that had been planted in front of their house.

14. ADVICE/INFORMATION ITEMS:

- Volunteer Recognition Spaghetti Dinner, Thursday, April 9 at 6:00 p.m. at Jessie Mays

15. ADJOURNMENT: Council adjourned the meeting at 8:48 p.m.

David Hatcher, Mayor

Margaret L. Reh, City Recorder

Date approved _____



February 24, 2015

Mayor David Hatcher
City of North Plains
31360 NW Commercial Street
North Plains, OR 97133

RE: National Community Development Week, April 6 – 11, 2015

Dear Mayor Hatcher:

The week of April 6 - 11, 2015 has been designated as National Community Development Week. This is the 29th year of setting aside an entire week to commemorate community development activities on the national and local levels. The continued support of municipalities and nonprofit service providers will again help to provide a focus on the Community Development Block Grant (CDBG) and HOME Investment Partnerships programs and their accomplishments over the past years.

Nationally, the CDBG program is celebrating its 41st anniversary! In Washington County, the CDBG program is currently celebrating its 36th anniversary, and the HOME program is celebrating its 23rd. The success of the programs is demonstrated throughout the County in the provision of affordable housing, vitally needed public services to economically, mentally, or physically disadvantaged residents; rehabilitation of homes; construction/renovation of community centers and sheltered workshops; completion of neighborhood improvements including major sewer, drainage and street projects; and reconstruction of city-owned infrastructure such as dams, roads, and waterways damaged in the 1996 floods.

The observance of National Community Development Week offers your city the opportunity to show support for the CDBG and HOME programs. The programs continue to face critical cuts in the federal budget and the long-term future of the programs remains uncertain. In such conditions, the most effective way to transmit your support is to comment on those programs that have been of value in upgrading the quality of life for low-income persons or special populations. By enacting proclamations and sending letters or postcards about local projects, you will be sending a strong message to our congressional delegation; a message that will help to preserve these worthwhile programs.

Office of Community Development

328 West Main Street, Suite 100, MS 7, Hillsboro, OR 97123-3967

phone: (503) 846-8814 • fax: (503) 846-2882 NORTH PLAINS CITY COUNCIL AGENDA PACKET

Monday, March 2, 2014

Packet Pagination: Page 8 of 313

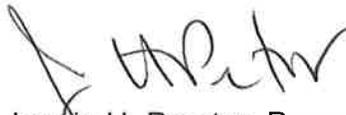
A sample PROCLAMATION that you might choose to adopt is attached. Please share this letter with your city council and ask them to agenda and act on such a proclamation. Please use your city letterhead. If you'd like a copy of the proclamation emailed to you, please email me at jennie_proctor@co.washington.or.us

I would appreciate receiving your proclamation of support no later than March 23rd. The Washington County Office of Community Development (OCD) will then forward proclamations to our congressional delegation no later than April 2nd. Please feel free to include any personal letters from constituents in your communities to include in the mailing.

I hope you will take the time to participate in National Community Development Week and, in particular, voice your support for the programs to our congressional delegation.

Thank you for taking the opportunity to promote the CDBG and HOME programs and highlight their accomplishments here in Washington County. Please do not hesitate to contact me at 503-846-8663 if you have any questions.

Sincerely,



Jennie H. Proctor, Program Manager
Office of Community Development

cc: Martha DeBry

Attachment

Project list by sponsor

23-Feb-15

SPONSOR: City of North Plains

PROJECT NAME: NW Claxtar Street Sidewalk Improvements

YEAR: 2012

PROJECT DESCRIPTION: The second phase of the NW Claxtar Street improvement project will install 2,800 lineal feet of curb and sidewalk along NW Claxtar Street between 309th and Main Street. In addition, an extended area shall be paved to meet the new curb line, totaling roughly 11,200 square feet of asphalt surface. These improvements will provide a safe route for pedestrians from NW 309th to NW Main Street including build-outs at intersections, increasing the livability of the neighborhood and extend the life of the street.

PROJECT NAME: NW Claxtar Street Waterline & Street Improvements

YEAR: 2011

PROJECT DESCRIPTION: The City's water distribution system along NW Claxtar Street is undersized and in need of replacement with larger size piping. Upsizing the waterline will increase water flow capacity to provide adequate fire suppression capabilities in the area. CDBG funds would be used to pay for professional services and construction costs associated with installation of an 8 inch iron ductile pipe from NW 309th to NW 314th, four hydrants, and 1 ½ inch asphalt overlay.

PROJECT NAME: North Plains, Water Storage and Pump

YEAR: 1989

PROJECT DESCRIPTION: Construct a 500,000 gallon water reservoir and fire pump.

PROJECT NAME: North Plains, Water Storage Phase II

YEAR: 1990

PROJECT DESCRIPTION: Increase the capacity of the water storage tank to 1 million gallons.

PROJECT NAME: North Plains, Pacific Avenue and Water Line

YEAR: 1990

PROJECT DESCRIPTION: Replacement of water lines, installation of 3 fire hydrants, clear ditches and culvert, and construction of an asphalt roadway.

PROJECT NAME: North Plains, Main Street and Water Line Project

YEAR: 1990

PROJECT DESCRIPTION: Replacement of undersized water lines, install 1 fire hydrant, clear ditches and culverts, install new culverts, construct curbs, gutters and catch basins, and pave an asphalt roadway.

PROJECT NAME: North Plains Community Hall and Park Improvements

YEAR: 1981

PROJECT DESCRIPTION: Rehabilitation of the city's community hall and development of an adjoining park. Project activities included: the installation of playground equipment, improvement of the ball field, and construction of a tennis court.

PROJECT NAME: North Plains, Sanitary Sewer

YEAR: 1981, 1982

PROJECT DESCRIPTION: Fund the preparation of a preliminary design and engineering study of the project area; and the construction of approximately 1700 feet of sewer lines in the project area.

PROJECT NAME: North Plains, Traffic Safety Improvements

YEAR: 1981

PROJECT DESCRIPTION: Installation of traffic control devices and street signs throughout the city.

PROJECT NAME: North Plains Community Hall Improvements

YEAR: 1991

PROJECT DESCRIPTION: Upgrade the Jesse Mays Community Hall and adjacent park to improve the safety and usage of the facility.

PROJECT NAME: North Plains, Hill Crest Avenue Improvements

YEAR: 1992

PROJECT DESCRIPTION: Replace undersized water lines, adding fire hydrants, widening and asphalt roadway and constructing curbs, gutters, and storm drains.

PROJECT NAME: North Plains, Commercial Avenue Improvements

YEAR: 1993

PROJECT DESCRIPTION: Improve street, including asphalt paving of roadway, and construction of drainage ditches, and installation of 3 fire hydrants.

PROJECT NAME: North Plains, Kaybern Avenue Improvements

YEAR: 1994

PROJECT DESCRIPTION: Widen and resurface the roadway between Main Street and Third Street.

**PROJECT NAME: North Plains, Community Storm Drainage
Culverting, Sidewalks and Street Improvements**

YEAR:

PROJECT DESCRIPTION: Install ditches, culverts, and catch basins; construct sidewalks and curb cuts and pave roadway.

PROJECT NAME: North Plains, 311th Ave. Improvements

YEAR: 1995

PROJECT DESCRIPTION: Widen and resurface the street; enlarged and replaced the existing water line; and fire hydrants; and added storm drainage.

PROJECT NAME: North Plains, 309th Claxtar

YEAR: 1998

PROJECT DESCRIPTION: Improve 309th Avenue between Pacific and Commercial Streets; and Claxtar Street between 309th Avenue and 311th Avenues. Improvements included paving the roadways; widening 309th Avenue; extending a water line to Pacific Avenue; installing a fire hydrant and improving storm drainage.

PROJECT NAME: North Plains, Claxtar Water Improvements

YEAR: 1998

PROJECT DESCRIPTION: Widen water pipeline; widen and improved storm drainage on Claxtar Street between Main Street and 314th Avenue; and installed fire hydrant.

PROJECT NAME: North Plains, Replacement of Water Line and Repaving 314th Street

YEAR: 2002

PROJECT DESCRIPTION: Widen and resurface the street, replace water pipeline, install a new fire hydrant and construct driveway culverts.

PROJECT NAME: North Plains, 314th Avenue Improvements

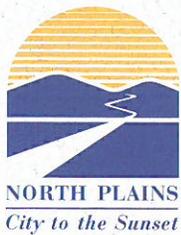
YEAR: 2002

PROJECT DESCRIPTION: Install 600 lineal feet of 16 ductile iron pipe; install a new fire hydrant at the corner of Pacific and 314th; widen street from 20 ft. to 24 ft. and repave 600 lineal feet with 1½" A/C overlay; and provide driveway culverts.

PROJECT NAME: North Plains, Wascoe Street, 318th Ave. & 319th Ave. Waterline and Street Resurfacing

YEAR: 2003

PROJECT DESCRIPTION: Improved portions of Wascoe Street and 318th /319th Avenues. Improvements included replacing a 2" water line with a 6" waterline on Wascoe between 318th Avenue and Main; replacing a 4" waterline with an 8" waterline on 318th between Hillcrest and Wascoe; installing an 8" waterline on 319th Avenue between Hillcrest and Wascoe; and installing an 8" waterline on an easement running between Wascoe and Lennox to the North. A total of 1,740 lineal feet of waterline and three hydrants will be installed. Both 318th and 319th and Wascoe were improved and paved with 31,400 square feet of overlay.



CITY OF NORTH PLAINS

31360 NW Commercial St. North Plains, Oregon 97133

Proclamation

NATIONAL COMMUNITY DEVELOPMENT WEEK
APRIL 6 - 11, 2015

WHEREAS, the week of April 6-11, 2015 has been designated as National Community Development Week by the National Community Development Association to celebrate the Community Development Block Grant (CDBG) Program and the HOME Investment Partnerships (HOME) Program; and

WHEREAS, the CDBG Program provides annual funding and flexibility to local communities to provide decent, safe and sanitary housing, a suitable living environment and economic opportunities to low-and moderate-income people; and

WHEREAS, the HOME Investment Partnerships (HOME) Program provides funding to local communities to create decent, safe, affordable housing opportunities for low-income persons. Nationally, over one million units of affordable housing have been completed using HOME funds; and

WHEREAS, since the program's inception, our community has received a total of \$3,271,561 in CDBG funds and \$334,000 in HOME funds.

NOW, THEREFORE BE IT RESOLVED, that the City of North Plains designates the week of April 6-11, 2015 as National Community Development Week in support of these two valuable programs that have made tremendous contributions to the viability of the housing stock, infrastructure, public services, and economic vitality of our community.

BE IT FURTHER RESOLVED, that this community urges Congress and the Administration to recognize the outstanding work being done locally and nationally by the Community Development Block Grant Program and the HOME Investment Partnerships Program by supporting increased funding for both programs in FY 2016.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of North Plains, Oregon to be affixed this 2nd day of March, 2015.

David Hatcher, Mayor-City of North Plains

City of North Plains

Public Works Department

2/26/2015

TO: Martha DeBry, City Manager
City Council
Department Heads

FROM: Blake Boyles, Public Works Director

SUBJECT: DEPARTMENT REPORT

- P&W Glencoe crossing coordination (Wash Co. looking at funding methods) still on-going
- Sunset Ridge Subdivision coordination
- PGE lighting work in new subdivisions
- Washington Co. design work West Union Rd sidewalk connectivity
- Meetings with ODOT regarding funding for trail project
- ODOT Interchange landscape
- Oregon Health Division Water annual reports

Public Works Crews are working on the following projects/tasks:

- Equipment Maintenance PM sharpening blades on mowers
- Cross Connection
- Locates
- Shrub trimming on Main St
- Water samples
- Construction inspection - Sunset Ridge... water tie in on 289th complete 2/25/15
- Valve exercise program
- Weed spraying

Future reports will include tasks accomplished and those pending. If there is any other information you may want to see in the report, please let me know.-

**City of North Plains
Police Department
2/26/15**

**TO: Martha DeBry, City
Manager
City Council
Department Heads**

FROM: Bill Snyder, Police Chief

SUBJ.: February 2015 DEPARTMENT REPORT

I am working with HPD to get our CJIS compliance completed. I expect to have it finished in the next few weeks. It's been delayed due to the REJIN project.

REJIN will go live in April. All of our officers will be completing extensive training in March for the new system. Reserve officers will complete 16 hours of training. Paid officers will complete 40 hours of training.

Activity	2015 FEB	2015 Jan	2014 Dec	2014 Nov	2014 Oct	2014 Sept	2014 Aug	2014 July	2014 June	2014 May	2014 Apr	2014 Mar	2014 Feb	2014 Jan	2013 Dec	2013 Nov	2013 Oct	2013 Sep	2013 Aug	2013 July	2013 June	2013 May	2013 April	2013 March	2013 Feb	2013 Jan
Agency Assist	2	2		3		1	1	2	1			1	3	3	NA	-	5	-	1	1	-	4	-	1	1	-
Animal Bite/Complaint				1					-	-	-	-	-	-	-	1	-	1	-	-	1	-	-	-	-	-
Arson - Possible									-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-
Assault	1		2	1	1		1		-	2	1	-	-	-	NA	-	-	1	-	-	1	1	-	-	1	-
Burglary	1			2	1			1	-	1	-	1	-	-	NA	-	1	1	-	1	-	-	1	1	1	1
Child Abuse		1							-	-	-	-	-	1	NA	-	-	-	-	-	-	-	-	-	-	1
Child Neglect				2		1			-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	1
Criminal Mischief					1	1		1	2		3	-	-	-	-	-	-	-	1	-	-	1	1	2	1	2
Death Investigation				1					-	-	-	-	-	1	NA	-	-	-	-	-	-	-	-	-	-	1
Detox Arrest									-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-
Drug Arrest	1					1	1	2	-	1	2	1	1	2	NA	4	-	-	1	1	3	2	2	2	1	1
Drug Investigation			1						-	2	1	-	-	-	NA	-	-	-	-	-	-	-	-	-	-	-
DUII	1					1	1	1	-	1	-	-	1	-	NA	-	2	-	1	1	1	-	1	-	-	-
False Information Arrest									-	-	-	-	-	-	NA	1	-	-	-	-	-	-	-	-	-	-
Forgery					1				-	-	-	-	-	-	-	1	-	1	-	-	-	-	-	-	-	-
Found Property									-	-	-	-	1	1	NA	2	2	1	1	1	1	1	-	-	1	-
Fraud	1		1	1					-	1	4	-	-	1	NA	-	-	-	-	-	-	-	-	-	-	-
Furnishing Alcohol to Minor									-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-
Harrasment						1		1	1	1	-	1	-	1	NA	-	1	1	-	-	1	-	1	-	1	-
Hit and Run								1	-	-	-	1	-	-	NA	1	-	1	-	-	1	1	1	1	1	-
Identity Theft									-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-
Information Report	1	2	4	2	1		4	1	-	-	3	1	-	4	NA	2	-	3	1	2	7	-	3	3	1	3
Interfering Arrest					1			1	-	-	-	-	-	-	-	-	1	1	-	-	-	-	-	-	-	-
Littering Arrest									-	-	1	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-
Menacing Arrest									-	-	1	-	-	-	NA	-	-	1	-	-	-	-	-	-	-	-
Police Mental Hold				1			1	1	1	1	1	-	-	-	NA	-	-	-	-	-	-	-	-	-	1	-
Police Protective Custody									-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Possession of Weapon					1																			1	1	-
Rape II									-	1	-	-	1	-	NA	-	-	-	-	-	-	-	-	-	-	-
Reckless Driving									-	-	-	-	2	-	NA	-	-	-	-	-	1	-	-	-	-	-
Recovery of Stolen Property									-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
Runaway			1		1		1		-	-	1	-	-	-	NA	2	-	-	-	-	-	2	-	-	-	-
Sex Abuse III	1		Arrest 1	1	1				1																	
Stalking Arrest									-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-
Stolen Vehicle (UUV)	1								-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1
Theft	2			3	2	1	2		2	2	1	1	1	2	NA	1	6	2	1	3	-	-	1	1	-	2
Traffic Related Reports	1				1				-	1	2	-	-	-	NA	-	-	-	-	-	-	-	-	-	-	-
Trespass II		3					1		-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-
Vehicle - Accident						1	2	1	-	-	-	-	2	-	NA	1	3	3	-	1	-	1	-	-	-	-
Vehicle - Accident (Fatal)									-	-	-	1	-	-	NA	-	-	-	-	-	-	-	-	-	-	-
Vehicle - Eluding Arrest									-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-
Vehicle - Stolen							1		-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	1	-
Vehicle - Unlawful Entry		1			2			1	-	-	-	-	-	-	-	-	-	-	1	3	-	1	2	2	-	-
Vehicle - Tow						1			-	1	-	3	1	1	NA	-	-	-	-	-	-	-	-	-	-	1
Violation Release Arrest	1								-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-
Warrant arrest						1			-	-	-	-	1	1	NA	1	-	-	1	4	-	-	1	1	1	1

Activity	2015 FEB	2015 Jan	2014 Dec	2014 Nov	2014 Oct	2014 Sept	2014 Aug	2014 July	2014 June	2014 May	2014 Apr	2014 Mar	2014 Feb	2014 Jan	2013 Dec	2013 Nov	2013 Oct	2013 Sep	2013 Aug	2013 July	2013 June	2013 May	2013 April	2013 March	2013 Feb	2013 Jan
Welfare Check									-	2	-	1	-	1	NA	1	-	2	-	1	1	1	2	-	5	-
Total Arrests/Reports/ Investigations	13	9	10	18	14	10	16	13	8	16	21	12	15	19	NA	18	21	20	11	21	20	18	17	15	17	15
Total Patrol Hours	TBD	341.0	178.5	136.5	262.0	340.0	318.0	320.0	244.3	210.5																
Total Reserve Hours	TBD	222.0	89.5	134.5	147.5	131.5	121.5	152.5	136.5	79.5																

City of North Plains - Library Department – March 2, 2015

TO: Martha DeBry, City Manager, and to City Council Members
FROM: Debbie Brodie, Library Director
SUBJECT: DEPARTMENT REPORT

New Monthly Reporting Feature – Statistics for the Month of January, 2015:

The Library checked out **5,031** physical items – books, magazines, DVDs, and other media, while over **180** e-books were checked out by North Plains card holders.

There were **3,014** people who came into the Library during open hours.

The Library's public computers were used for **363** hours, while patrons accessing their own laptops and other devices logged **149** hours of wireless usage.

The Library has **211** Facebook "friends," and the website was viewed **1,479** times.

Since July 1, **668** people have attended Storytimes, **183** people have attended the First Friday Flicks, **530** people have attended a Wacky Wednesday (summer)/Super Saturday (school year), **308** people came to LEGO Palooza days.

Since July 1, **230** people have attended one or more Art Receptions, Book Club meetings, Author Lectures, Writers' Group meetings, classes, and Library Volunteer Recognition events.

Full statistics may be viewed at www.nplibrary.org under Library Board/Library Statistics.

Storytimes. Children ages 0-6 are invited to participate every Wednesday at 11:30 a.m. in the children's section of the Library.

- **March 4** Storytime with Miss Marion: Watch It Blow!
- **March 11** Storytime with Teacher Barbara: Noise
- **March 18** Special Guest Storytime: Baby Goats
- **March 25** Storytime with Youth Librarian Jackie: Cats

Writers' Group. Share your writing projects and receive feedback from peers on **Thursday, March 5** at 6:30 p.m. New members are welcome to join. (This is not a teacher/trainer-led class.)

First Friday Flick – Join us on the first Friday of each month at the Jessie Mays Community Hall at 6 p.m. for a FREE movie showing. On **Friday, March 6**, come see *Big Hero 6*, the PG-rated, comedy-action adventure from Walt Disney Animation Studios. Hiro Hamada, his friends, and his brother Tadashi's plus-sized, inflatable robot, Baymax, set off to save the city of San Fransokyo from a notorious villain. Refreshments will be served.

Friends of the Library. There will be a general meeting of the Friends on **Monday, March 9** at the Library from 7:30-9 p.m. New members are welcome to attend.

Art Exhibits. The art exhibit in **March and April** will feature works by Anne Marie Grgich, a Portland-based collage artist with national and international acclaim. A reception will be held in her honor on **Friday, March 13** from 6 to 7:30 p.m. at the Library. The evening will also feature art viewing and wine tasting at Abbey Creek Vineyards from 6 to 9 p.m. Join your friends and spend the evening enjoying this fabulous Art Walk event.

Super Saturday – Leapin’ Louie! All ages are invited to come watch this free, one-man western comedy show on **Saturday, March 14** beginning at 1 p.m. at the Jessie Mays Community Hall. David Lichtenstein specializes in physical comedy, trick roping, fancy whip cracking, juggling, and unicycling – a virtuoso of new vaudeville and alternative circus. For more information, visit: <http://www.comedytricks.com/>.

LEGO Palooza. Come to Jessie Mays Community Hall on the first day of Spring Break, **Monday, March 16**, and use your imagination to make fantastic LEGO creations. Drop in between 11 a.m. and 3 p.m. Kids, teens, and adults are welcome. We will provide the LEGOs (for ages 6 and up) and DUPLOs (for ages 3 and up), so please leave yours at home and ours at Jessie Mays!

Introduction to Beekeeping. Join us at the Library on **Thursday, March 19** from 6-7 p.m. to learn about the benefits of keeping honeybees. Jeff Clark and his family keep bees in rural northern Washington County. He is the President of the Tualatin Valley beekeepers and a journeyman in the Oregon Master Beekeeper Program. This free presentation will cover:

- Hives and equipment
- Cost of getting started
- Local rules and regulations
- Resources for more information (local bee groups, and bee schools)

Come listen and ask questions to find out if beekeeping is for you!

Library Book Club. The Book Club will meet at the Library on **Wednesday, March 25** beginning at 6:00 p.m. to discuss The Housekeeper and the Professor by Yoko Ogawa. This is beautifully-written story of a brilliant math professor who has suffered a traumatic brain injury, and who is left with just eighty minutes of current short-term memory. An astute, young housekeeper, with her ten-year-old son, is hired to care for him. This is an enchanting story about what it means to live in the present and about the unusual equations that can create a family. Refreshments will be served.

Quilt Display. The quilt on display above the checkout desk throughout the month of **March** is titled *Swoon*. It was created by Anne Marie Cowley, a member of the Westside Quilters Guild. The pattern for this 80” square quilt is by Thimble Blossoms, and the piece was quilted with straight lines.

Thank You Epson Portland, Inc. The Friends of the North Plains Public Library wish to acknowledge and thank Dave and Emi Graham and Epson Portland, Inc. for the generous donation of a new Epson printer! It will be used by the Friends for their online book sales program which is conducted from the Jessie Mays Community Hall annex and which netted \$2,500 this past year for the Library. Many thanks to the Grahams and Epson for helping with this fundraising program!

Coming in April – Fourth Annual Haiku Contest. Celebrate National Poetry Month with us this April. Enter your haiku poems from **April 1-27** to win a Regal Cinemas gift card. This year's theme is Super Heroes!

Coming in April - Beginner Internet Genealogy. Learn how to use Heritage Quest and Ancestry databases. Explore websites such as Family Search and Find-a-Grave. Three FREE classes will be taught by Library staff member Donna from 6-8 p.m. on consecutive Thursday nights. Class size is limited to nine people using Library computers and four people using their own laptops. Participants must commit to all three classes. Call the Library to sign up (503-647-5051):

- **April 16** Basic Record-Keeping and Heritage Quest
- **April 23** Family Search and Find-a-Grave
- **April 30** Ancestry (not accessible from laptops) and Wrap-up

Classes will be hands-on. Come prepared with whatever information you have about people you want to find - names, dates and locations of birth, death, and marriage.

Save the Date – Friday, April 17 – 11th Annual Art of the Story Festival. National storyteller Sam Payne of Utah will perform at the Pumpkin Ridge Golf Club beginning at 7 p.m. His storytelling skills, jazz-inflected folk music, and soaring tenor voice have established him as an engaging performer. This free program, sponsored by the Washington County Cooperative Library Services, is designed for an adult audience.



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: March 2, 2015
To: City Council
From: Debbie Brodie, Library Director
Martha DeBry, City Manager
Subject: Resolution No. 1877 Food from Fines

Request: Donate one week's intake of Library fines to the Oregon Food Bank.

Background: Many WCCLS Libraries annually collect canned goods for the Oregon Food Bank during National Library Week. The North Plains Public Library participated in 2014 by donating fine intake for the week. Library Staff would like to participate again in 2015, between Sunday, April 12 and Saturday, April 18.

From other libraries, we have learned that the physical collection of canned goods is not the most effective way to help. Receiving physical product involves a large amount of time. Employees or volunteers would have to either determine cash equivalency in can value to fines owed or to physically weigh cans and apply a formula for pounds per dollar value. As expired canned goods are not acceptable, each donated can would have to be scrutinized for its expiration date, and items past their prime would have to be discarded. Library staff and volunteers have limited time available to put to these tasks. Because Food Bank workers have purchasing power that allows them to acquire more goods with cash than average shoppers, the most effective way for us to help is to donate cash.

Fiscal Impact: The Library's average intake per week is about \$92 and rarely exceeds \$250 in any given week. Monies collected include payment for lost materials as well as fines. We do not propose to donate our receipts for lost materials, only fines. We would publicly advertise our intent to donate fine proceeds to the Oregon Food Bank, and we believe that our patrons would make an effort to clear up their accounts during that particular week, thus amassing more income than usual for the donation. We hesitate to put a cap on the donation amount as we feel it would be less likely to inspire altruism. We guess the income would perhaps be between \$200 - \$250.

No Environmental Issues

Sample Motion: I move to approve Resolution No.1877 allocating a donation of the equivalent amount of one week's intake of library fines received during National Library Week 2015, from Sunday, April 12 through Saturday, April 18, to the Oregon Food Bank.

RESOLUTION NUMBER 1877

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON, ALLOCATING A DONATION OF THE EQUIVALENT AMOUNT OF ONE WEEK'S INTAKE OF LIBRARY FINES TO THE OREGON FOOD BANK

WHEREAS, many libraries both within the Washington County Cooperative Library Services (WCCLS) and nationwide have established a canned food donation program during National Library Week (NLW) each April; and

WHEREAS, this year's NLW celebration will take place between Sunday, April 12 and Saturday, April 18; and

WHEREAS, the North Plains Public Library will participate in this community project by donating one week's intake of library fines to the Oregon Food Bank; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON, AS FOLLOWS:

Section 1. A total of fines collected at the North Plains Public Library during National Library Week in April will be donated to the Oregon Food Bank.

Section 2. This Resolution shall become effective immediately upon adoption by the City Council.

CITY OF NORTH PLAINS, OREGON

BY: _____
David Hatcher, Mayor

ATTEST:

BY: _____
Margaret L. Reh, City Recorder



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: February 24, 2015
To: Mayor and City Council
From: City Manager Martha DeBry
Subject: Resolution No.1878 awarding a contract for design of Jessie Mays Park to Woofter Architecture

Request: Council consider Resolution No.1878 to begin the design of the rehabilitation of Jessie Mays Park.

Background: North Plains conducted a request for qualification (RFQ) process to hire Woofter Architecture to prepare a conceptual plan for Jessie Mays Park. That project was completed in December.

The next step in the process to make substantial physical changes at Jessie Mays Park, is to retain an architect to prepare plans for the park. Woofter would be the primary contractor and would use subcontractors to conduct activities such as land survey, infiltration testing, engineering, landscape design etc. Once these plans are developed the City will have a very accurate cost estimate for rehabilitating Jessie Mays Park.

Woofter has submitted a proposal in an amount not to exceed \$64,260. Because it is a professional service and the City has already determined that the firm is qualified to perform the work there is no need to conduct an additional RFQ process.

Fiscal Impact: The cost of the project shall be allocated to the Parks Capital Fund 131-77000X, and \$150,000 is set aside for this purpose.

Environmental Issues: There are no environmental issues associated with this project.

Recommendation: Council adopt Resolution No.1878 awarding a contract for the design of Jessie Mays Park to Woofter Architecture.

RESOLUTION NO. 1878

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS,
OREGON, AWARDING A CONTRACT FOR DESIGN OF JESSIE MAYS PARK TO
WOOFER ARCHITECTURE**

WHEREAS, the Parks Board released a request for qualifications associated with the Jessie Mays Conceptual plan to select an architecture firm; and

WHEREAS, four firms were interviewed; and

WHEREAS, the Parks Board recommended the selection of Woofter Architecture, which capably prepared the plan; and

WHEREAS, Woofter is qualified to prepare the plans for the rehabilitation of Jessie Mays Park.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of North Plains, Oregon that the City awards a contract in an amount not to exceed \$64,260 to Woofter Architecture to develop plans for the rehabilitation of Jessie Mays Park.

INTRODUCED AND ADOPTED this 2nd day of March, 2015.

CITY OF NORTH PLAINS, OREGON

BY: _____
David Hatcher, Mayor

ATTEST:

BY: _____
Margaret L. Reh, City Recorder

February 27, 2015

Ms. Martha DeBry
City Manager
City of North Plains
31360 NW Commercial Street
North Plains, Oregon 97133

Re: North Plains
Jessie Mays Community Hall Design

Dear Ms. DeBry,

We are excited for the opportunity to continue our work with the City of North Plains on the addition and renovation of the Jessie Mays Community Hall.

Please find included an outline for the scope of work and associated fee for Design. During Design we will help refine your vision and goals and further define the project requirements for the building and site. We will work with you to further develop the Feasibility Study Concept Design and provide drawings and information at a level sufficient to obtain schematic pricing for the Community Hall and associated site work. Process and drawings will generally include the following:

- Three (3) meetings with you to refine goals and need, review Design refinements and approve final Design.
- Based on initial Concept Design and Parks Board feedback, further develop the building and adjacent site design.
- Review laws, codes and regulations applicable to Architect's services.
- Refine Community Hall program including net and total gross square footage based on Needs Assessment and Concept Design to further define goals and need and to quantify areas.
- Final Design including site plan, floor plans, building sections, exterior elevations, representative wall section, and three-dimensional drawings with sufficient notation to clearly depict design intent.
- Include Landscape Architecture, Civil, Structural, Mechanical, and Electrical and Plumbing Design documentation.
- Provide notation of primary building materials, interior and exterior, and indicate the extent of their use.
- Coordinate and incorporate Design content specific to cost estimating for Civil, Structure, Mechanical and Electrical engineering.
- Prepare an Outline Specification with Project Description and outline of basic interior and exterior construction and materials.
- Cost analysis and opinion based on Design documentation.

Compensation for Design is proposed as an estimated fee billed on an hourly basis. The proposed estimated fee for Design includes Design services for Landscape Architecture, Structural, Civil, Mechanical and Electrical engineering

design. Additional Services included in overall fee are for site survey as requested by the City of North Plains and infiltration testing recommend by the Civil Engineer.

Hourly Rates

The following hourly rates were used to generate Woofter Architecture design fee and will be used in case additional services are requested:

- | | |
|-----------------------------|-------------|
| • Principal in Charge | \$160.00/hr |
| • Project Design/Management | \$140.00/hr |
| • Project Architect | \$100.00/hr |
| • Administrative | \$60.00/hr |

Professional Fee Estimate Summary:

Design Services	\$48,800.00
Site Survey and Infiltration Testing	\$14,000.00
Total Professional Fees:	\$62,800.00

The owner shall reimburse the architect for the following project related expenses:

- Travel expenses using the 2014 Standard Mileage Rate published by the IRS of .56/mile
- Printing, reproduction, photograph, miscellaneous consumables, and other direct charges at cost
- Postage, Shipping and Handling at cost

Estimated reimbursable expense: \$1460.00

Overall Total Estimated Fee: **64,260.00**

If the included proposal is acceptable we will provide AIA Document B105-2007 Standard Form or Agreement Between Owner and Architect for Small Commercial Project with the proposal included as an exhibit.

Please let me know if you have any questions.

Sincerely,



Miles E. Woofter, AIA, LEED AP BD+C, Principal
miles@woofterarchitecture.com

MEMORANDUM

TO: Honorable Mayor David Hatcher
Members of the North Plains City Council

FROM: Heather R. Martin *HRM*
Office of the City Attorney

SUBJECT: City Manager Evaluation

DATE: March 2, 2015

The City Council has requested information on different evaluation tools for use in evaluating the current City Manager's performance.

Pursuant to the employment agreement between the City and the current City Manager, the City Council is to meet with the City Manager prior to February 28, 2015 for the purpose of setting City Council goals and priorities. Thereafter, the City Council is to meet no later than April 1, 2015 to evaluate and assess the City Manager's performance in meeting or progressing towards the goals adopted by the Council for the prior year. Whichever tool is chosen, the following goals that were identified last year should be kept in mind:

1. Weekly email reports to Council
2. Statistical summaries of land use and building applications
3. Weekly schedule posted for Council and public
4. Development of a more organized and collaborative approach to projects, events and meetings to insure the viability and success
5. Complete and accurate information provided in Council packets
6. Timely communication and follow-up with Council and citizen requests either through email or phone call
7. Work on improving relationships with Council
8. Regularly scheduled Department Head and staff meetings
9. Administer and enforce all City policies and procedures
10. Improvement of the City's Human Resource department and operations.

In order to determine whether these goals are met, the Council can consider various assessment tools for evaluating the City Manager. Attached are three different types of evaluations.

1. **Example 1** is fairly comprehensive and it is a good tool to use if the City has a wide range of issues it wants to address in the review. Some questions might not be relevant, but there is an N/O option if the evaluator does not have an opinion about a certain area. Of note is a calendar/procedure that is listed in this evaluation. This can be tailored to meet the City's timeline.
2. **Example 2** is not as comprehensive and is intended to provide more of a big picture overview of a manager's performance. This form is more useful once someone has been with the City for a longer period of time where more specific, comprehensive feedback is not needed.
3. **Example 3** is the model city manager evaluation that the International City Managers Association (ICMA) has created. It is somewhere between the first 2 examples.

If the City opts to use one of these tools, it should adopt it in an open council session to ensure that the criteria the City Manager will be evaluated under is known to the public at large. It will also be important to determine who actually fills out the evaluations. Some cities have the Council/Mayor fill them out while others include the City Manager (self-evaluation) and/or City staff for a full 360° review. If the Council believes it appropriate to include City staff as part of the evaluation, the Council should attempt to have those evaluations tailored a bit more specifically to staff and make sure they are kept confidential. Staff evaluations will be clearly marked "staff" and when all the evaluations are tallied, there will be a staff compilation separate and apart from the other(s). The Council will also need to decide which staff members are included in the evaluation—some cities have department heads only while others randomly select a certain number every year.

As for the process itself, what our office has done in the past is either have the City Recorder or Mayor collect the evaluations (which should be in sealed envelopes) noting who has returned them (i.e., the envelopes remain sealed), and then turn them over to our office and we then create a composite evaluation. This composite (along with the City Manager's own evaluation if you choose to have them fill one out) is then discussed in executive session—IF the City Manager does not request it be done in open session. Usually, the Mayor leads the discussion.

Please let me know if you have any questions about these evaluations or this process.

Enclosures

cc: Martha DeBry, North Plains City Manager

CITY MANAGER EVALUATION

PURPOSE: The purpose of the employee performance evaluation and development report is to increase communication between the city council and the city administrator concerning the city manager's performance in the accomplishment of his/her assigned duties and responsibilities. It shall also establish specific work-related goals and objectives.

PROCESS: The city council shall conduct a written review and evaluation of the city manager's work performance annually (City Manager Contract Section VII). The results of an evaluation shall commend areas of good performance and point out areas for improvement. It shall also be the basis for contract extension and compensation decisions.

1. If the criteria, standards and policy directives change, a public process is to be followed as outlined in ORS 192.660(1)(i).
2. Evaluation forms are distributed to all councilors, the mayor, and the city manager.
3. Each will complete the form and return it the Mayor who will forward all sealed envelopes containing evaluations to the City Attorney.
4. The City Attorney will tabulate the results of the evaluation forms and prior to the executive session evaluation meeting will distribute a composite evaluation form including the city manager's self-evaluation to the mayor, councilors and city administrator.
5. The mayor and councilors will meet with the city manager in executive session to jointly review the evaluation unless the city manager requests an open hearing.
6. The evaluation process shall occur annually which will include:

January	Evaluations sent out to City Council
February	Review the official composite report provided by the City Attorney after feedback is consolidated. Discuss report and meet with the City Manager in an Executive Session to go over the report and establish goals.
March/April	Contract review and negotiation
May	Contract approval
July 1	Start date for new contract

INSTRUCTIONS: Review the city manager's work performance for the entire period; try to refrain from basing judgment on recent events or isolated incidents only. Disregard your general impression of the city manager and concentrate on one factor at a time.

Evaluate the city manager on the basis of standards you expect to be met for the job to which assigned considering the length of time in the job. Check the number which most accurately reflects the level of performance for the factor appraised using the rating scale described below. If you did not have an opportunity to observe a factor during this evaluation period, please indicate in the "N/O" column next to the factor.

RATING SCALE /DEFINITIONS (1-5):

(1) Unsatisfactory: The employee's work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level cannot be allowed to continue.

(2) Improvement Needed: The employee's work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance.

(3) Meets Job Standards: The employee's work performance consistently meets the standards of the position.

(4) Exceeds Job Standards: The employee's work performance is frequently or consistently above the level of a satisfactory employee but has not achieved an overall level of outstanding performance.

(5) Outstanding: The employee's work performance is consistently excellent when compared to the standards of the job.

(N/O) No opinion or Not observed.

Please complete the following evaluation of the City Manager using this rating scale/definitions listed above:

AREAS OF EVALUATION AND ACHIEVEMENTS

City Council Relationships	1	2	3	4	5	N/O
1. Implements policies and programs approved by the city council.						
2. Reports to the council in a timely, clear, concise and thorough manner.						
3. Aids the council in establishing long range goals.						
4. Keeps the council informed of current plans and activities of administration and new developments in technology, legislation, governmental practices and regulations, etc.						
5. Provides the council with clear, impartial reports of anticipated issues that could come before it.						
6. Anticipates and advises the council regarding important foreseeable problems, needs, and opportunities.						
7. Makes recommendations where appropriate but allows the council to make policy decisions without exerting undue pressure.						
Additional Comments:						

Public Relations	1	2	3	4	5	N/O
8. Projects a positive public image.						
9. Is courteous to the public at all times.						
10. Maintains effective relations with media representatives.						
11. Keeps commitments to the public.						
12. Seeks to use criticism of self or city in positive ways.						
Additional Comments:						

Intergovernmental Relations	1	2	3	4	5	N/O
13. Works well with other city administrators/managers.						
15. Represents the city's interests with the school district.						
18. Pursues financial resources (cost sharing, grants, partnerships, etc.) from and with other entities.						
19. Serves as a conduit between auditors and city councilors.						
Additional Comments:						

Leadership	1	2	3	4	5	N/O
20. Motivates others toward accomplishment of work.						
21. Delegates appropriate responsibilities.						
22. Maintains an efficient management team.						
23. Treats team members equally.						
24. Uses effective supervisory skills.						
25. Sets an example for others to follow.						
26. Takes risks and experiments where appropriate.						
27. Encourages group problem-solving.						
28. Shares credit with all team members.						
Additional Comments:						

Management	1	2	3	4	5	N/O
30. Prepares a realistic annual budget.						
31. Controls expenditures in accordance with an approved budget.						
32. Keeps council informed about revenues and expenditures, actual and projected.						
33. Ensures that the budget addresses the city council's goals and objectives, and is understandable to/by the public.						
34. Seeks efficiency, economy and effectiveness in all programs.						
35. Makes sound decisions that consider cost/benefit.						
36. Shows innovation in reducing expenses.						
37. Investigates and utilizes alternative financing.						
Additional Comments:						

Decision Making	1	2	3	4	5	N/O
38. Has the vision, confidence and will to make decisions in the best long-term interest of the community.						
39. Attempts to obtain all available facts prior to making a decision.						
40. Develops, considers and weighs possible alternative solutions and their consequences before making a decision.						
41. Makes decisions on a timely basis.						
42. Accepts responsibility for making and implementing key administrative decisions.						
43. Identifies, analyzes, and impartially describes important current problems and issues.						
44. Listens to and seeks information in an open manner, not judging a situation before the circumstances are known.						
45. Is receptive to suggestions.						
46. Is creative and innovative where appropriate.						
Additional Comments:						

Communication	1	2	3	4	5	N/O
47. Oral communication is clear, concise and articulate.						
48. Written communications are clear, concise and accurate.						
49. Chooses the right time to deliver messages to the right people.						
50. Is accessible to the public by phone, e-mail or in the office.						
51. Is a good listener.						
52. Is an effective public speaker.						
53. Makes continuous effort in speaking and in writing to educate the public on city problems and operations.						
54. Handles inquiries appropriately from the news media.						
55. Provides abundant (non-confidential) information.						
Additional Comments:						

Personal Traits	1	2	3	4	5	N/O
56. Is visionary and willing to try new things when appropriate.						
57. Demonstrates initiative.						
58. Exercises good judgment and common sense.						
59. Is fair and impartial.						
60. Is creative in developing practical solutions to problems faced in the course of work.						
61. Controls emotions effectively in difficult situations.						
62. Has a positive attitude.						
63. Demonstrates personal honesty and frankness in day-to-day relationships.						
64. Seeks to improve own skills and knowledge.						
65. Completes work in acceptable time periods.						
66. Performs work accurately.						
67. Maintains confidences.						
68. Listens to opinions of others and adjusts positions on issues when appropriate.						
69. Shows consistency in positions taken on issues, even with different audiences.						
70. Uses tact and diplomacy.						

Additional Comments on Personal Traits:

Community	1	2	3	4	5	N/O
71. Seeks to understand and respond to community needs.						
72. Builds positive relationships with the community, including businesses, non-governmental organizations, citizen groups and citizens at large.						
73. Is open to suggestions from the public concerning improvements in services.						
74. Resolves citizen complaints consistent with council policy in a timely manner.						
75. Is open and honest with citizens.						
76. Utilizes consensus-building skills with citizen groups and with citizens.						
Additional Comments:						

Managing for the Future	1	2	3	4	5	N/O
77. Encourages personal development and growth of staff.						
78. Allows time and funding for staff to attend appropriate training sessions.						
79. Embraces the concept of strategic planning and strives to achieve long range goals.						
80. Recognizes need for specific disciplinary action and takes appropriate action in a timely fashion.						
Additional Comments:						

ACHIEVEMENTS RELATIVE TO OBJECTIVES FOR THIS EVALUATION PERIOD:

Comments:

SALARY ADJUSTMENT:

Based on the appraisal of the manager's performance over the previous twelve (12) months, do you recommend a salary increase? Circle one

YES or NO

Max: 5% (per contract) - reconcile with cost of living or union increases.

FUTURE GOALS AND OBJECTIVES:

Specific goals and objectives to be achieved by the city manager (and council?) during/in the next evaluation period:
[list]

1.

2.

3.

4.

5.

SUMMARY RATING:

Overall Performance Rating - considering the results obtained against established performance standards as well as overall job performance, the following rating is provided: Check one

Unsatisfactory	Improvement Needed	Meets Job Standards	Exceeds Job Standards	Outstanding

Comments:

CITY MANAGER EVALUATION

City Manager:

Rating Period: _____

Performance Standard Rating

Exceeds Expectations	=EE
Fully Effective	=FE
Developing	=DEV
Needs Improvement	=NI
No Opinion / Not Observed	=NO

The standard evaluation form rates the city manager performance at four levels defined as follows:

Exceeds Expectations: employee performance exceeds normal expectations of the position.

Fully Effective: employee has achieved full competence in all critical measures of performance and overall contribution is entirely satisfactory.

Developing: employee has not yet achieved full effectiveness but is in a training or development mode AND the rate of growth is proceeding at a satisfactory rate.

Needs Improvement: employee has had adequate time, training and the opportunity to achieve the fully effective level but performance in one or more areas is below the level of full competence and effectiveness.

No Opinion / Not Observed: evaluator has no opinion and / or knowledge in this area.

Criteria	Rating
1. Develops a clear mechanism/process that facilitates direct, on-going communication with council members.	
2. Respectfully promotes council goals.	
3. Continues to promote, encourage, and facilitate community visioning.	
4. Facilitates alignment of overall vision, values, and goals with the organization.	
5. Understands the Council's State and Federal legislative priorities and the role and impact of the State's programs and activities on the City.	
6. Develops healthy, collaborative, relationships with businesses and other agencies internally and externally.	
7. Demonstrates timely responses, including but not limited to citizen initiated communication.	
8. Fosters an environment that promotes an expectation of high performance standards throughout the organization.	
9. Shape the organizational culture to meet City mission.	
10. Supports, manages, and champions change.	
11. Recognizes problems and acts decisively to solve them.	
12. Engenders trust and effective teamwork.	
13. Delegates actions to others so that the City Manager can continue to focus effectively on the overall "mission" or "bigger picture".	
14. Provides a safe, welcoming, "open door" policy with an emphasis on confidentiality as needed.	

CITY MANAGER INPUT FORM

City Manager:

Rating Period: _____

This form is to be completed by the City Manager. This is the first step in the process. The employee should fill in the areas below and turn the form into the Mayor. The City Council and Mayor will consider the City Manager's comments when evaluating the performance.

Major goals, objectives, and challenges during rating period:

Greatest accomplishments:

Employee's overall self-evaluation of performance:

Development plans and areas targeted for improved performance:

Recommended major goals and objectives for next year:

How can your Mayor and/or Council assist in your job success and enjoyment?

Other Comments:

Employee Signature _____ **Date** _____

Rater's comments on employee input form:

Rater's Signature: _____ **Date:** _____

Example 2

City Manager Evaluation

Please rate the city manager using the following scale:

<u>Rating</u>	<u>Description</u>
1	Unacceptable - Unsatisfactory performance
2	Conditional - Requires Improvement
3	Satisfactory - Meets Council expectations
4	Exceptional - Generally exceeds Councils expectations
5	Outstanding - Substantially exceeds Councils expectations

Please return your evaluation form to the Mayor as soon as possible.

Supervision

Does the City Manager maintain a standard of respect for department head's ability and encourage their initiative? Does he challenge them to perform at their highest level?	Rating	Comments:
--	--------	-----------

Leadership

Does the city manager inspire others to succeed? Does he actively promote efficiency in operations? Does he demonstrate a high regard for personal ethics?	Rating	Comments:
--	--------	-----------

Execution of Policy

Does he understand the laws and ordinances of the city and cause them to be fairly enforced?	Rating	Comments:
--	--------	-----------

Community Relations

Does the city manager work well with citizens and properly handle their complaints?	Rating	Comments:
---	--------	-----------

Administrative Duties		
Does the city manager properly handle his administrative duties?	Rating	Comments:

Economic Development		
Does the city manager work well with developers while protecting the city's interest? Does he work to increase the city's tax base through economic development?	Rating	Comments:

Intergovernmental Relations		
Does the city manager cooperate cordially with neighboring communities and citizens while looking after the interests of Bonner Springs?	Rating	Comments:

City Council Relations		
Does the city manager work well with the city council in making sure there is adequate information available prior to meetings? Is he willing to meet with council members to deal with individual problems and issues?	Rating	Comments:

Planning		
Does the city manager involve himself in the planning process to the correct degree? Does he review the process and look for better ways to handle development activities?	Rating	Comments:

Financial Management / Budget

Does the city manager ensure the budget is prepared and executed in the manner approved by the city council? Does he ensure the city's monies are managed properly?

Rating

Comments:

Additional Comments:

Name of Rater: _____

Date: _____



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: February 24, 2015
To: Mayor and City Council
From: City Manager Martha DeBry
Subject: Notice to property purchasers

Request: Council discuss a proposed ordinance to require notice to property owners regarding local issues upon sale.

Background: North Plains can require that title companies and realtors disclose information during the sale process to ensure a buyer is not surprised by certain issues that often are reported to the City. There are a few issues the City may want to advise new residents about:

- **Street Trees** – The property owner is responsible for the maintenance of street trees along the frontage of their property. Some City's require that at least 1 living street tree is maintained at each property. At the time a subdivision is approved street trees are typically required, however there is not mechanism in place to ensure the long-term preservation of trees.
- **Sidewalks** – Residents are responsible for the maintenance of sidewalks on the frontage(s) of their properties. North Plains' code does not provide for cost sharing between the City and residents for sidewalk repairs. As more sidewalks are installed it is important that residents understand that it is their responsibility to maintain them in good condition.
- **Location of Composting Facility** - When the City experienced chronic odor issues, concern was expressed that new property owners should be made aware of the presence of the Nature's Needs facility. A statement that the facility exists near the south east corner of the City and may occasionally cause odor issues that can be reported to Nature's Needs or odor@northplains.org.

Typically such notices are provided by title companies when loan documents are signed. Attention is drawn to the notices by requiring the buyer to sign the notice. An example of such a notice for street trees in San Jose, CA and a Tree covenant from Oregon City is included in Council's packet. In the long run this can assist the City with code enforcement issues in the future and ensure the urban trees are maintained.

Fiscal Impact: The notices are typically provided in template form and reproduced by the title company. Once the ordinance is adopted the City should not have any ongoing expenses associated with the notices.

Environmental Issues: Ensuring the trees are located in residential area, and sidewalks are maintained improves the quality of life within the community. The notice regarding the composting facility sets community expectations that there will be occasional odor events while Nature's Needs is present.

Recommendation: Council provide direction regarding proceeding with a notice ordinance.

CITY OF SAN JOSÉ STREET TREE DISCLOSURE FORM

The City of San José ("City") requires the seller or transferor of residential real property ("Property") in the City to disclose to the acquirer of the Property whether the Property fully complies with the City's requirements to have, maintain and if necessary, replace street trees pursuant to the San José Municipal Code ("SJMC").

13.28.195 Disclosure Obligations Upon Sale or Transfer of a Residential Real Property

A. Not less than seven (7) business days before the sale or other transfer of residential real property concludes a selling or transferring property owner must disclose to the acquiring property owner, on a disclosure form provided by the City, whether the residential real property to be sold or transferred fully complies with the City's street tree maintenance and replacement requirements of Sections 13.28.130.B and 13.28.190.

B. If the selling or transferring property owner cannot determine whether street trees located on the residential property are substantially in compliance with the approved development permits for the property, or the property's approved development permits are inconclusive as to the requirements for the presence and location of street trees on the property, then the following requirements for the planting and presence of street trees shall apply:

1. The property must have one (1) street tree for any adjacent street if it is an interior lot and at least three (3) street trees if it is a corner lot, unless otherwise modified by the Director in the interest of public safety.
2. If the current General Plan requirements for street trees on the property differ from the requirements specified in Subsection B.1, then the current General Plan requirements shall govern the number and location of street trees required on the property at the time of sale or transfer. If the property meets the General Plan requirement, then the selling property owner must indicate such compliance with the General Plan on the disclosure to the acquiring property owner.
3. All street trees shall be planted in accordance with the requirements of Section 13.28.070.

C. Upon a written request, the Director may grant the selling or transferring property owner an exemption in writing from the requirements of this Section if the Director determines in the interest of public safety that planting and maintaining street trees on the residential property at the time of sale or transfer is not appropriate. Such an exemption does not run with the land and shall not allow any deviations from the disclosure requirements upon residential real property sales or transfers for future sellers or transferors.

To the best of my / our knowledge but without any investigation, I / WE, Mary Ngo Dan Nguyen disclose that the street tree(s) on the Property to be sold or transferred and located at 219 Azevedo Cir, San José, CA 95128 are in the following condition:

- 1. The Property fully complies with the street tree requirements outlined in the SJMC.
- 2. The Property does not have the required number of street trees as required by the SJMC.
- 3. The Property has the required number of street trees but the street trees have not been maintained as required by the SJMC.
- 4. Seller/Transferor is unaware if the requirements to have and maintain street trees on the Property have been met.

Property Address: 219 Azevedo Cir.

Seller: Mary Ngo DAN NGUYEN MARY NGO 5/6/2013
Signatures print names date

The undersigned hereby acknowledges receipt of a copy of this document.

Buyer _____
Signatures print names date

After Recording Return to:

City Recorder
City of Oregon City
PO Box 3040
Oregon City, OR 97045-0304

DECLARATION OF COVENANTS AND RESTRICTIONS

THIS DECLARATION OF PLAT RESTRICTION (this "Declaration") is made this _____ day of _____, 20____ by _____ ("Declarant").

RECITALS

A. WHEREAS, Declarant is the owner(s) of certain property in Oregon City, Oregon ("City"), more particularly described in the attached Exhibit "A" (the "Property");

B. WHEREAS, Declarant has sought approval for a minor partition or subdivision of the Property (the "Land Use Decision");

C. WHEREAS, pursuant to the provisions of Section 17.41 of the Oregon City Municipal Code, City has in effect certain tree protection and mitigation requirements (the "Requirements");

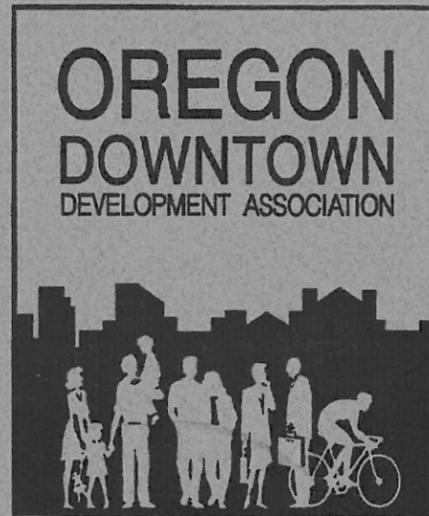
D. WHEREAS, as a condition of issuance of the approvals for the Land Use Decision _____, Declarant has been required to provide for the assurance, in the form of this Declaration, that the Property as shown in the attached Exhibit "A" shall be treated as provided for tree protection and mitigation purposes in the Code; and

THE REQUIREMENTS

NOW, THEREFORE, _____, Owner and Declarant hereby declares and covenants that the Property, as specifically shown in the attached Exhibit "A" shall be held, sold, and conveyed subject to the following covenants, which are intended to and shall run with the land, continue in perpetuity, and shall be binding upon all parties having or acquiring any right, title, or interest in the Property and shall inure to the benefit of each owner and subsequent owners.

1. A minimum of ____ trees shall remain planted on the Property. Upon the event of any removal, destruction, cutting, or death of any tree within the aforementioned Area of the Property, Declarant, or Declarant's successor(s), shall plant a replacement trees and/or vegetation or pay a tree mitigation fee. Tree(s) shall be a minimum of two-inches in diameter at breast height (DBH) if deciduous or six-feet in height if coniferous. The species shall be identified on

EXHIBIT A
Legal Description



Resource Team Report

For

North Plains, Oregon

July 24, 25, 26, 2001

By

The Oregon Downtown Development Association

PO Box 2912 Salem, OR 97308-2912

PH (503) 587-0574 Fax (503)587-0580

Info@odda.org

www.odda.org

The North Plains Resource Team Report

Prepared By:

The Oregon Downtown Development Association
PO Box 2912 Salem, OR 97308-2912
503.587.0574 Phone
503.587.0580 FAX
info@odda.org

Resource Team Members:

Heidi E. Henry, MAIS
Oregon Downtown Development Association

Jeff Johnson, Alpha Engineering, Licensed Landscape Architect
Consultant

Steve Clay and Robert Hanson, Crow/Clay and Associates, Licensed Architects
Consultants

Mary Bosch, MARKETEK
Consultant

The North Plains Resource Team and Report were funded in part by a grant from the Oregon State Lottery through the Oregon Economic and Community Development Department, the Columbia Pacific Economic Development District, and the City of North Plains.

July 2001

Table of Contents

Project Introduction.....	3
Recommendations for Strengthening Downtown’s Image and Sense of Community.....	4
Design Recommendations: Public Space.....	6
Design Recommendations: Private Space.....	8
Market Assessment and Business Mix.....	11
Introduction	
Business Profile	
Trade Area	
Business Development	
Next Steps	
Business Mix	
We’ve Got the Plan, Now What?.....	26
Partnering for Success.....	27
Appendix.....	28

Project Introduction

The Oregon Downtown Development Association (ODDA) was contacted by Jeff King of the Columbia-Pacific Economic Development District to develop a cluster program for the communities of Vernonia, St. Helens, Rainier, North Plains, and Banks. In July 2000, the Oregon Downtown Development Association met with City Manager Don Otterman and presented the concept of town-center planning, including public and private space recommendations, and business mix analysis through a three day Resource Team visit. *The North Plains Resource Team and Report were funded in part by a grant from the Oregon State Lottery through Oregon Economic and Development Department, the Columbia-Pacific Economic Development District, and the City of North Plains.*

On Tuesday, July 24, 2001, ODDA's Resource Team arrived in North Plains for three days of intensive on-site work on downtown issues and opportunities. The Resource Team included Heidi E. Henry, ODDA; Jeff Johnson, licensed Landscape Architect, Steve Clay and Robert Hanson, licensed Architects, and Mary Bosch, Business Clustering and Development Specialist.

The Team met with city staff, local merchants, property owners, interested individuals, and the North Plains Commercial Revitalization Committee. The Resource Team's conceptual plan and recommendations was presented at a public meeting at the Jesse Mays Community Center on July 26, 2001



Recommendations for Strengthening Downtown's Image & Sense of Community

- ◆ It is important to continue to develop Commercial Street North Plains as the primary business district for the community, and as a logical place for people to do business, interact, shop and visit. This can be supported, in part, through elements of design, appropriate redevelopment, business and image development, and by capitalizing on North Plains unique history, culture, and events. The community as a whole will be strengthened by taking advantage of opportunities to cooperate and by building new collaborations.
- ◆ Community pride, identity, and image are important issues for North Plains to address. Currently, North Plains has one market; the local shoppers. The current market appears to be homeowners who work at the local mill, at area farms, and local farming families who shop for services and food in North Plains. Locals and tourists will appreciate any additional public amenities that are phased into the downtown plan: benches, drinking fountains, pedestrian lighting, bike racks, and public restrooms.
- ◆ Attitude is everything! In order for lasting, positive change to take place, community stakeholders must find common ground and work together to make things happen. Communities that believe they *will* succeed *do* succeed!
- ◆ To successfully receive grants and sponsorships, the community must show a viable organizational structure to manage those resources. The newly formed Downtown Business Development Committee can shepherd the process of business retention, recruitment, and commercial façade improvement programs. The Committee might apply for their 501 (C)(3) tax status, which would make them eligible for economic development grants in partnership with the city. Currently the Chamber of Commerce is actively interested in working to manage many of the changes that will inevitably come to the City of North Plains.

As the Resource Team gathered information and received input on issues and opportunities about the community and the surrounding countryside, recurring themes emerged. First, North Plains needs to strengthen its downtown's image and increase working partnerships within the community. Second, it is important to concentrate on downtown as the heart of the community and as the logical place for locals and visitors to gather and interact. This can be achieved, in part, through elements of design, appropriate mixed-use development and by capitalizing on history, culture and promotional events. Creating strong partnerships between the Chamber and the City, can only help move projects forward for new infill projects and downtown revitalization.

North Plains is a relatively homogenous community centered on agriculture and the wood-products industry. In order for lasting, positive change to occur, community stakeholders must find common ground and work together to make things happen. Transitioning to a "can do" attitude with the North Plains Chamber of Commerce, the Business Development Committee and the city will assist in implementation of downtown projects, as well as increase community pride, connectedness and empowerment.

Local identity and image are important issues for North Plains. Initial efforts have begun, but the Chamber and the Business Development Committee need to begin an intensive self-education program to effectively move efforts forward. This group should attend as many downtown revitalization workshops, tourism conventions, and livability conferences throughout Oregon as possible. Networking with other successful small towns is an important step toward developing new marketing ideas.

Now is an opportune time to move forward with projects that have been outlined in this plan. The community feels empowered to move ahead and opportunities for project funding are good.

Design Recommendations: Public Space

Topics Addressed in This Section Include:

- ⇒ *Traffic Circulation/Intersection Improvements*
- ⇒ *Parking Recommendations*
- ⇒ *Pedestrian Circulation and Amenities*
- ⇒ *Streetscape Improvements*
- ⇒ *Proposed Civic Space and Public Art Opportunities*

Traffic Circulation/Intersection Improvements

The most important public space improvements are needed on a four-block area between Main Street and 311 (see Attachment A). A fair amount of property in the downtown is underutilized and can be capitalized upon as new buildings and infrastructures are developed (see Attachment C). Two-way traffic should be maintained in downtown North Plains. Truck traffic is prolific and will be rerouted west of town to Highway 26 diminishing truck traffic downtown. Currently, there is a 25-mile an hour speed limit, with most traffic going 10 to 15 miles an a hour faster than the posted speed. Commercial Street is 56 feet wide and does not have many traffic calming features like trees, bump-outs, raised sidewalks, textured cross walks, or diagonal parking on both sides east or west. Street-paving patterns can be altered to create visual cues for drivers and mark "places" where school children might be crossing. Towns that have stretched the "social zones" into the traffic zones have shown a 10% drop in accidents, and significantly reduced speeds. It should be clear to drivers to expect children on skateboards, walkers of all ages, skaters, skateboarders, and bicycles on the downtown main street, so they need to be very watchful!!

Parking Recommendations

We suggest improving the number of parking spaces on Commercial Street (up to 46%) by diagonally striping both the north and south sides. The 56-foot wide street allows for diagonal parking on the north side of Commercial Street while still allowing for a 14' wide lane (see Attachment C, E). Currently, most of the diagonal stalls on the south side of Commercial Street are 11' wide. If these were narrowed to 9' each, they would still be sufficiently wide for most trucks and autos and yet allow for the gain of one parking space for every six existing stalls. These changes will help with traffic calming efforts, increased traffic flows and provide major improvement in the environmental quality of downtown.

Pedestrian Circulation and Amenities

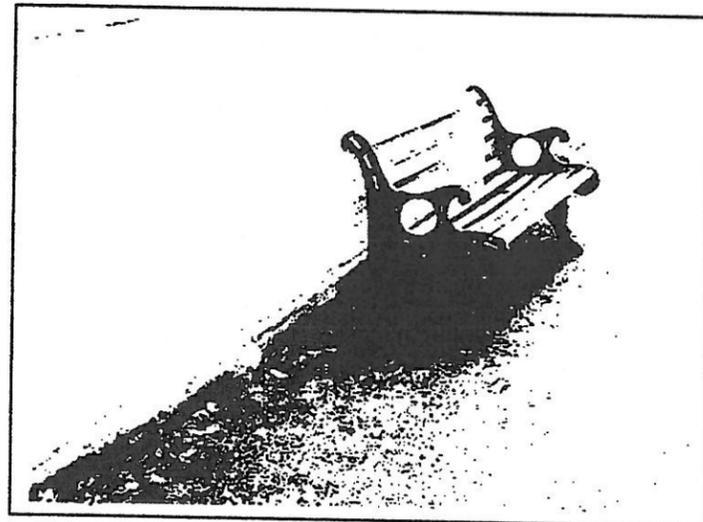
A great opportunity exists to improve pedestrian linkages along and across Commercial Street. This main street can and should provide safe routes for all citizens, including

school children, disabled community members, seniors and shoppers. People should feel comfortable walking, biking and socially interacting on the main street of North Plains. We propose several ways to extend the *social domain*, or the area where people are likely to interact with each other, into the traffic domain. For instance, at the intersections on Commercial Street of 311th and 314th and Main Street, we suggest pedestrian bumpouts, slightly raised to 6" and textured pedestrian cross walks (or *raised junctions*) to raise awareness and create inconsistency for drivers, thus slowing traffic to the posted 25 mile an hour zone.

Streetscape Improvements

Streetscape improvements should include pedestrian scale lighting, improved sidewalks and curbs, street trees, plantings and street furniture (see Attachment B).

- ✓ Lighting for the streets and park should be provided to encourage pedestrian movement, enhance the visual environment, and to increase safety and security within the town center. Light poles should be at a lower level and spaced appropriately to enhance the pedestrian environment. Lighting can be used to define space for parking, people and market squares. Utilities should eventually be undergrounded or moved off the main road.
- ✓ Sidewalks, curbs and drainage should be installed throughout downtown. Sidewalks should be a consistent 8-11 ft. width within the block, especially if other public improvements occur over time in a phased manner.
- ✓ Plantings should occur only in carefully planned areas. Plantings can be seasonal and/or perennial but should provide seasonal color and foliage.
- ✓ Drought resistant native plantings are low maintenance and require less care.
- ✓ Uniformity of design is critical for street furnishings and helps to provide a feeling of consistency. Benches are important for visitors and shoppers to rest and enjoy the local vistas. Benches should provide a variety of seating, both in the sun and shade. They should be made of wood for comfort and should have backrests.
- ✓ Trash receptacles should also be provided in sufficient number and be strategically located to minimize littering. It is preferable that the trash receptacles be durable and heavy, or anchored in some fashion, to prevent removal or damage by vandals. Containers should be



attractive and made of some non-corrosive material like aluminum, powder coated steel or cement.

Proposed Civic Space/Public Art Opportunities

There are two focal points for civic space on Commercial Street; one is the current location of City Hall on the corner of 313th and Commercial, and the other is an evening hot spot, the Rogue Elephant Grill, three blocks west in downtown between Main Street and 314th. The City Hall space is a wonderful location for a city square encompassing an amphitheater, and a small park. The space would be a central gathering place for the community of North Plains, used for festivals, farmer's markets, or outdoor concerts or theatre. The Rogue Elephant Grill outdoor eating location can function as a private outdoor space which works in tandem with public improvements in the street right-of-way. This concept was developed after the team realized that a mid-block crossing over Commercial Street, between Main and 314th, would be needed to allow for pedestrian access and traffic calming. This crossing site lines up directly on the Rogue Elephant Grill's outdoor space. Creation of a sidewalk bulb into the diagonal parking areas on both sides of Commercial significantly lesson traffic speed. In addition, the crossing should be raised to sidewalk level. This crossing area would also have opportunities for street trees, lighting, possible even public art.

Public art, besides the gate, can take many shapes. Banners, flags, kinetic sculpture, art made of local material and stone, and art included in the architecture of new commercial buildings, can add to the atmosphere and self esteem of North Plains. Every new design plan for parks, commercial buildings or landscaping should have a public artist on the committee to help identify where public art can complement the project. The remodeled Carnegie Library in Pendelton is a great example of how public art was incorporated into a commercial building. North Plains has access to some wonderful wood carvers who have retail outlets in the area, and they could be involved in laying the groundwork for art designs. (See Appendix H).

Design Recommendations: Private Space

Topics Addressed in This Section:

- ⇒ *Private/Public Partnerships*
- ⇒ *Architectural Influences in North Plains*
- ⇒ *General Recommendations for Storefront Rehabs*
- ⇒ *Rehab and Redevelopment Opportunities*
- ⇒ *Signage*

Private/Public Partnerships

Private improvements are critical in the public-private sector partnership. In concert with public improvements, private, or business improvements are important ingredients in any

successful economic revitalization effort. Hand in hand with a public improvements program, the private sector is positioned to achieve results that provide a positive contribution to the town square environment. The City owns a fair amount of downtown property, thus having great influence over how the downtown appears and develops future building and revitalization efforts.

Architectural Influences In North Plains

Architectural elements in North Plains reflect the early local brick building materials of 1914. Wooden commercial buildings were western false-front styles with double hung, wooden windows, and wooden porches. In 1911, the railroad was built through North Plains. Some of the small western style buildings were moved from nearby Glencoe to Commercial Street North Plains. The remaining brick buildings are large, two story structures with some detailing of brick near the cornice, arched or straight window transoms windows, masonry piers, and recessed display windows with brick bulk heads. The craftsmanship of the brickwork is excellent and expertly done; some of the best we have seen in small towns. Facades should be taken back to their original finish including removing paint, external pipes, etc.

General Recommendations for Storefront Rehabs (See Main Street Design, Appendix)

Facade elements that contribute to a healthy, livable downtown include:

- ◆ Transparent storefronts at the street level, i.e. large windows that encourage browsing.
- ◆ Restored brick bulkheads below the storefront windows.
- ◆ Slightly recessed storefront windows and balconies on the upper floors.
- ◆ Breakup of the horizontal building line with vertical structural elements, i.e. pilasters or columns, and brighter colors or trim to brighten the shopping district.
- ◆ Upper levels punctuated with rhythmic use of vertically proportioned windows.
- ◆ Articulated parapets that vary in height and character from building to building.
- ◆ We suggest an earthen palate

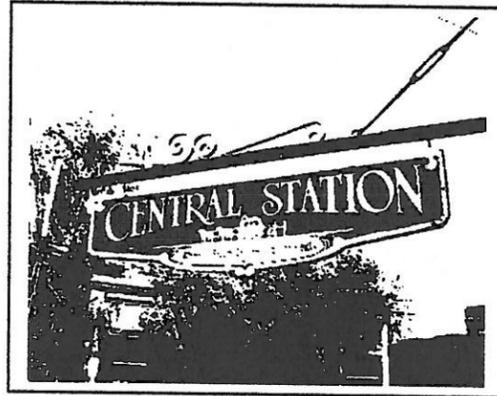
Rehab and Redevelopment Opportunities

There are several opportunities on Commercial Street and Main Street to upgrade and rehab building facades, and to add new commercial buildings. The “main street” philosophy of contiguous storefronts with large display windows that “lead” a shopper from store to store should be an important consideration when designing new downtown buildings. City Hall should be kept downtown. We recommend city hall move to the eastern-most large metal building in on Commercial Street across from the Rogue Elephant Grill. All four of the current buildings could be rehabbed to include city offices, a skateboard park and youth activity center, a new library, etc. Additional infill along Commercial Street should be at least two-story; with apartments or offices on top, retail and restaurants on ground floor, and parking at the rear. (See Attachment F).

All rehabilitation of the existing commercial structures should be carefully planned with a building preservationist. Inappropriate scrubbing, power washing or chemical treatments can easily damage the local, soft brick. The State Historic Preservation Office can help detail the careful removal of inappropriate awning systems, plywood signs and shutters. All buildings should be taken back to their original facades.

Signage

Informational and identification signs are essential elements of any successful business district. Signs are one of the most significant elements of any downtown revitalization program, and are often the least expensive to implement. Signs have a major impact on the visual environment, which can be cluttered and chaotic, or controlled and informational. Communities that have successfully revitalized their downtowns established and implemented sign codes and standards that contribute to an attractive, visual streetscape. For North Plains, signs should be oriented to the pedestrian and used to slow moving vehicles. Tall signs or "lollipop" signs are inappropriate and fail to recognize the context of the downtown. Wooden blade signs and colorful, imaginative, well-lit building signage can be phased in as retail and service signage ages and needs to be replaced. (See Attachment G).



It is our recommendation that a design and sign ordinance be adopted. Although some towns have design guidelines, it is our experience that design and sign guidelines need to be enforceable in order to be most effective. Ambiguous and vague design and sign guidelines can cause frustration and miscommunication between developers and the city, whereas ordinances more clearly state expectations.

Market Dynamics, Business Mix and Clustering

Topics covered in this section include:

Introduction

Current Business Profile

Trade Area & Market Segment

Competitive Advantages & Disadvantages

Business Mix

Next Steps

Introduction

This section of the North Plains resource team report focuses on market factors and business mix and provides North Plains volunteers and City staff with direction and guidance as they seek to achieve the goal of creating a more economically vibrant downtown area. Among the key questions to address in creating a strong business district are:

- Who are downtown's customers?
- What are their shopping habits and interests?
- What shopping is available to them? What is the current 'supply' of retail/services?
- What are the market voids or niches that downtown can fill?
- How can downtown compete for the shopping dollars available in the trade area?
- What are the most profitable locations for businesses?
- How can this information be 'packaged' to strengthen existing businesses and to recruit new businesses?

The findings and conclusions of the market assessment and business analysis are based upon the following: community input during the Oregon Downtown Development Association's resource team visit July 24, 25, and 26, 2001; definition of downtown's trade area; analysis of trade area demographic and lifestyle data; small group meetings throughout the team visit; and over a dozen in-store interviews with selected business owners.

Current Business Profile

Types of Activities

A successful business mix in virtually any size downtown will have a balance and mix of uses that includes housing, professional and government services, entertainment and retail shopping. The downtown business district of North Plains for purposes of this analysis is defined as NW Commercial St. from 313th Street to 318th Street. In addition, Glencoe Road is home to a growing number of freestanding commercial businesses.

Professional and financial services

This category includes banks, savings & loans, physicians, insurance agencies, financial advisors, attorneys, certified public accountants, home designers, and any other office situation that provides professional services. The function of this category is to provide downtown with employees that will use, and are able to pay for, other available services. This category tends to pay higher rents and have fewer turnovers than the retail and entertainment categories.

Among the prominent professional and financial service companies within downtown North Plains are: real estate office, insurance offices and landscaping firm.

Retail

The retail category includes grocery, pharmaceuticals, apparel, dry goods, hardware, cards & gifts, home furnishings, and any other category that provides goods with or without services. Successful small downtowns offer a mix of largely convenience and specialty goods. The most likely retailer for the downtown core will be a home-owned, sole proprietorship or small local corporation. National corporate chains prefer mall locations.

Currently downtown North Plains has only a handful of retail operations including: a grocery, hardware store and second-hand store.

Entertainment

This category is closely related to retail except that businesses function as attractors for customers seeking entertainment venues. Entertainment establishments include restaurants, video stores, theatres, galleries, bars and taverns, coffee shops and any other business that attracts customers for social or entertainment purposes. This category supports the retail services category by offering the downtown customer an opportunity for entertainment and refreshment. It also helps retain employees in the central core area.

Downtown North Plains has two bars/restaurants including the Rogue Pub & Eatery, well known for its outstanding live music. The Rogue regularly draws clientele from Portland. Also in downtown are video rentals, which are available at the grocery.

Convenience Services

Downtown North Plains is fortunate to have a number of small businesses in the core business district that meet some of the basic needs of visitors and local residents alike. These include: auto repair, hair salon, grocery and hardware stores.

Government services

Downtown has been the traditional location for government offices and services such as the post office and library. Downtown North Plains is the location of the community's key public services such as City Hall, the fire station, Post Office and senior center.

Downtown North Plains is also the location of small and large industrial businesses and warehouse/storage facilities, which typically are not found in a shopping district.

Anchor vs. Attractor Businesses

An important function of an anchor business is to establish a complementary cluster of retail businesses around its perimeter. Anchor businesses are found in malls and are used to attract smaller business operations, which depend on customer traffic created by the anchor business. Small downtowns often do not have an anchor as a customer draw. One obvious anchor business in downtown North Plains is the Rogue.

Small downtowns primarily depend on attractors for customer traffic. Attractors are businesses or services which steadily serve the local community. It is important to recognize what type of customer business categories attract and then leverage that information in recruiting new businesses into downtown.

The primary attractors represent the reasons that local shoppers are currently using the downtown North Plains district.

Primary Attractors to Downtown North Plains

- Professional and financial services:
 - Professional offices: realtors

- Retail / services
 - Hair salon
 - Convenience store
 - Grocery

- Dining/Entertainment/Arts
 - Bars/Restaurants
 - Video rental

- Government services
 - City Hall
 - Post Office

Trade Area and Market Segments

Trade Area Definition

The trade area is the geographic area from which the great majority of regular customers originate. It typically does not include visitors or employees who may come from a multitude of distant locales, but rather focuses on the local market. The trade area drawn for this analysis is focused primarily on convenience shoppers and the provision of convenience goods and eating and drinking services and essentially includes the North Plains city limits. Over time as downtown North Plains improves its economic viability, the primary trade area will grow in size and potential.

Target Markets

Market segments represent the consumers who currently or potentially shop in your downtown. Understanding who these consumers are, and knowing each segment's shopping habits and needs can help drive promotional campaigns, business recruitment and retention policies and business mix.

North Plain's *primary* customers are year-round trade area residents that shop there because of its convenience, location, and selection. Below are current demographics for the North Plains trade area market.

Exhibit 1: Trade Area Demographics, 2000

	North Plains	State Of Oregon
Population	1,650	
Median Household Income	\$62,517	\$39,843
Median Age	34	36.4
Percentage Age 65 or over	11%	14%

Source: U.S. Census, Claritas, Inc., CACI, Inc.

Most significant among the variables noted above is the low median age of trade area residents, 34 years, compared with 36.4 years for all of Oregon and the commensurate low proportion of the population age 65 or more. Only 11% percent of the population is age 65 or over (compared with 14% for Oregon as a whole), reflecting the young, family-oriented population of the North Plains area.

Also of great significance is the high median household income compared to the state average. This figure is likely tied to families with dual-incomes and the possibility that many North Plains residents are employed in the well paying high tech industry in the Beaverton-Hillsboro area.

The City of North Plains' significant growth over the last decade reflects the rapid population expansion of Portland metropolitan area as a whole. North Plains' population increased 70% from 972 persons in 1990 to 1,650 persons in 2000, reflecting a growth rate nearly three times as high as the state's as a whole. This growth is attributable, in part, to North Plains' rapidly expanding housing base. *Nearly 300 single-family units have been added to the housing base in the last five years.*

Other Target Markets

Other potential markets for downtown North Plains are tourists, second-home owners, visitors or attendees at the community's many special events, families of school children and pass-through traffic to the area. Below are data that illustrate the size of some of these market segments.

- ✓ Traffic volumes are very high on I-26 near the North Plains exit. The most recent counts showed average daily traffic (ADT) on Highway 26 and 0.3 mile east of Glencoe at 28,400 ADT. On Highway 26 and 0.2 mile west of Glencoe, the figure is 18,300 ADT.
- ✓ All traffic on Highway 26 provides potential exposure for North Plains and the chance to lure customers to businesses. North Plains' McDonalds reports serving approximately 1,500 customers daily, with Friday being the busiest day as people head to the coast.
- ✓ Within Washington County, visitor spending rose from \$203 to \$330 million between 1991-97, creating over 5,000 jobs countywide. About one-third of visitor spending can be tied to eating/drinking and food establishments; another third stems from retail spending. The visitor market has been characterized as golfers, bicycle riders and families.
- ✓ Employees of North Plains' businesses are another ready customer market and considered to be some of the best shoppers for convenience shopping/eating on a daily, year-round basis. A conservative estimate of North Plains' employment base is 300 persons.

Local residents, employees and area visitors offer significant untapped market potential for downtown North Plains' businesses. More information on customer behavior is provided in Appendix A, "Buyers vs. Browsers."

Lifestyle Characteristics

Lifestyle or psychographic data for the trade area were analyzed to add dimension to the above demographic characteristics. Lifestyle data are derived from households within the trade area that are grouped into clusters, the names of which are meant to convey a type of neighborhood or lifestyle. Psychographic data from the ACORN Lifestyle Reports provided by CACI Marketing Systems for the North Plains primary trade area indicates the predominant group for the North Plains primary trade area is "Small Town Working Families. This cluster is characterized below.

Small Town Working Families

- Closely profile US average demographics
- Enjoy small town family life and activities ranging from barbecues and baseball to cooking and entertaining
- Recreation & sports
- Nearly three quarters are homeowners and home improvement projects are an important activity.
- Spend more on groceries and household goods than other lifestyle groups

Source: CACI Marketing Systems, 2001

Downtown North Plains' Competitive Advantages and Disadvantages for Business Development

The Market Assessment asks: *How is North Plains doing compared to other small communities who are working to strengthen their downtown business district?* The response is organized into: Competitive Advantages, Competitive Disadvantages, Opportunities and Challenges.

Competitive Advantages

North Plains has a number of advantageous factors or attributes to build upon in its efforts to strengthen the downtown business district.

1. Growing local population. The rapid growth of this prime target market together with its above average income provide North Plains a positive marketing angle for business development. North Plains' fast growing potential customer base is its principal strategic advantage for downtown retail development.

There is every indication growth will continue as the Portland metropolitan area creeps westerly. North Plains, itself, has 65 acres of prime industrial land ready for development providing the chance for expanding the local employment base, as well.

2. Location just off the highway. North Plains is fortunate to have easy highway access and yet a quiet spot, amenable to creating pedestrian district. The planned re-routing of truck traffic away from downtown is another plus in North Plains' favor.

3. Local investment is occurring. Businesses and local entrepreneurs are demonstrating their confidence in North Plains' future economic outlook through investment. New construction is evidenced everywhere throughout the community from the 339 new housing units built in the last decade to the 41 commercial/industrial building expansions or developments. This level of activity will attract the attention of other developers and business people.

4. Visitor attractions. North Plains has a number of attractions in or near town to draw visitors. Among these are:

- Glide port/Willamette Soaring Club
- Pumpkin Ridge Golf Club
- Equestrian Center
- Hornings Hideout
- Lakeview Farm
- Wineries
- Historic Old Town Glencoe

5. Unique events! North Plains offers local residents and visitors alike two highly ingenious events: the Elephant Garlic Festival in August sponsored by the Oregonian and attracting 15,000 people last year and the new 'Pumpkin Chunkin' Festival in late September. Although neither event occurs in the downtown business district, they both provide potential exposure to hundreds of guests and potential shoppers.

6. Existing anchors. Downtown North Plains has a number of business anchors or other attractors that brings hundreds of people to town throughout the day. The hardware store serves upwards of 150 customers daily. The Post Office has 1,200 active mailboxes on site, which regularly attracts users. The Rogue Pub & Eatery is an important magnet for meals and entertainment seven days a week. Outside of downtown but nearby on Glencoe Road are several businesses that also bring people to the area such as the veterinary clinic, the health clinic and the unique Heritage Arts Studio. These are businesses with strong and growing customer bases that could be cross-marketed with to encourage more traffic in the downtown. For instance, a frame shop/gift store or

florist/gift shop in downtown could refer customers to Heritage and vice versa. The same would be true for a pet supply store and the vet clinic.

Competitive Disadvantages

1. Lack of cohesiveness. Many factors contribute to the lack of a cohesive shopping district within downtown North Plains. These include empty lots, a small number of existing retail/restaurant businesses and the presence of a number of nontraditional business occupants, such as warehousing and industrial uses in the heart of the commercial core.

Creating a unified pedestrian-friendly district, demands uninterrupted storefronts and active retail or entertainment businesses with strong street appeal. This allows the district to develop a critical mass of businesses and serve as a destination for a large number of shoppers looking for a unique and broad selection of merchandise in an attractive and inviting atmosphere.

2. Challenging product to sell. Many of the structures in downtown North Plains were not constructed to house retail businesses and will be difficult to market as such. Homes converted to businesses or facades without display windows will be among the challenges facing the business development team. These structures lack a sense of unity and fluidity giving downtown a chopped up feeling.

3. Perceived barriers to doing business. On a number of occasions during the resource team visit, business owners commented on the difficulty in dealing with local governments in starting or upgrading a property. A rather high design review charge and difficult procedures for making change are perceived barriers to doing business in North Plains. Some people noted that there are entrepreneurs ready to do business, but that the fees and processes discouraged them. Existing business owners may be inadvertently sending a negative message to prospective businesses as well.

4. Absence of identity. North Plains lacks a community image or identity for rallying local residents and attracting visitors. This can be a disadvantage in marketing to area shoppers and guests whose shopping and entertainment dollars are being enticed by other locales with very specific marketing themes.

Opportunities

1. Strong, untapped local market potential.

Given the size of the local trade area market together with visitor market potential and the limited retail and restaurant offerings in town, North Plains is losing millions of dollars of potential retail spending on an annual basis. This fact is a significant marketing hook for attracting developers or entrepreneurs and is supported through the recently completed retail market study.

The April 2000 Tashman Johnson market analysis of North Plains commercial potential prepared for Costa Pacific Homes, indicated support for 56, 878 sq. ft. of retail space in 2004, increasing to 89,562 sq. ft. by the year 2015. When space for financial, real estate and other services is included, and other retail such as automotive goods and hardware not traditionally found in a neighborhood shopping center, total space demand increases by another 15%.

When people buy locally, these dollars circulate up to three times within the community. Other economic benefits accrue as well including increased tax revenues, more local employment and opportunities for youth and others to work in town. So far, North Plains has incurred the tremendous expense of providing the infrastructure to support significant residential expansion, without capturing much economic gain. When a retail base exists to support the residential base, there are intangible benefits including local pride, community connectivity and a sense of place, particularly in a historic downtown.

2. Infill/vacant properties for redevelopment. Resource team members identified a number of prime sites for infill development to enhance the 'urban fabric' of downtown North Plains and potential for a pedestrian-oriented shopping district. These should build upon downtown's existing anchors such as the Rogue Pub. Site-specific plans for redevelopment should be created and disseminated to potential developers to encourage infill.

3. Visitor development. As earlier noted, North Plains and the surrounding area, have several attractions and two unique events for visitors that downtown may be able to capitalize on in the long run. At present, there are only one or two businesses that may have visitor appeal. In the short term, visitors may be invited downtown to participate in a special activity, to take care of convenience shopping needs or eat/be entertained at the Rogue Pub. Developing visitor traffic will occur over time as the downtown grows its business base. But, the North Plains Commercial Revitalization Committee can begin to gather and respond to key questions such as: *Who are the visitors? What will bring them downtown? and How can we reach them?*

Challenges

Downtown North Plains faces four broad challenges for market and economic development that are briefly outlined below and then addressed under Long Term Strategies for the future. They are: Readiness for Change, Property Development, Business Development and Target Marketing.

1. Readiness for change. A number of individuals interviewed mentioned the difficulty of some long time residents and property owners to make or address changes toward a new long term vision for North Plains. This is often true in small rural communities. One small comfort may be that North Plains has already dramatically transformed from the completely agricultural based community it was 15 years ago to

much more of a bedroom community for Portland, Hillsboro and Beaverton. The largest remaining change is to provide the needed retail and services to support this population. The North Plains Commercial Revitalization Committee will need to be patient and focus their energies in the near term on those people who are receptive to and willing to embrace change.

2. Property development. Identifying and prioritizing sites and buildings for redevelopment is a critical challenge that must be addressed simultaneously with marketing and business development. Properties are among the essential 'products' that North Plains has to offer potential investors. Right now, Glencoe Road is poised to receive continued new development because of the many ready sites on that commercial stretch. The resource team recommended several site-specific infill or physical improvements as a place to begin this process downtown.

3. Business development. Attracting new businesses or expanding existing ones is essential for developing a unified business district offering a critical mass of enticing businesses.

4. Marketing. To succeed in increasing local and visitor spending, North Plains will need to develop a well-organized, aggressive and ongoing marketing and promotional program. Local shoppers may need incentives and 'reward programs' to shop locally. Visitors will need 'hand holding' to direct them to attractions and keep them in town. Physical improvements from signage to beautification need to work hand in hand with an overall marketing program for maximum effect.

Business Mix

Downtown North Plains will never be able to compete with large malls and strip centers in providing a large variety of retail goods, long and predictable shopping hours, and the image of low-cost retail items. However, the downtown customer will respond favorably when he or she feels that they are receiving good value for money spent, have a convenient and safe place to spend time, and consider the downtown area an interesting and attractive place to be.

To achieve the vision of downtown as a place serving multiple needs and markets, consideration should be given to the customer that is using the downtown as a destination to acquire needed items and services, or to spend time socializing and relaxing.

Downtown North Plains has the capability to serve local full-time residents, part-time residents and visitors with a wide range of goods and services. The keys will be:

- Providing excellent service
- Offering unique, quality merchandise
- Targeting high dollar volumes per square foot for a business to succeed. In other words, smaller spaces, in-depth, high turnover inventory.
- Working with North Plains' business community to provide complementary product lines.

Retail Clusters

One way to look at the downtown business mix is to examine the existing retail clusters. When there is a healthy retail cluster in place, it encourages shopping activity. Common features of successful retail clusters include maintaining visual appeal with interesting window displays, street beautification and a contiguous storefront line.

A successful cluster must also be large enough and have several categories in order to maintain the interest of the browsing customer. The **competitive business cluster** is a grouping of similar businesses that serves the customer of the primary market by offering more choices, like a food court at a shopping mall. With several gift shops in close proximity, North Plains has the makings of a specialty/gifts business cluster. The **complementary business cluster** contains businesses offering different products or services but appealing to the same customer profile.

Recommended Businesses Mix

The two primary goals of downtown North Plains related to business development should be to:

- 1) Retain, strengthen and expand the business base in North Plains.

2) Recruit businesses that will complement and improve the existing downtown commercial mix and enhance downtown's attractiveness to its target markets.

With so little commercial development in existence, the opportunities for small specialty shops and additional restaurant and food supply businesses are strong. However, building upon existing business anchors and responding to the needs identified by local residents during the site visit, could result in commercial density that serves the town and visitors alike. Below are listed some of the merchandise and business types with the greatest chance for success:

Convenience goods:

Fresh market grocery

Restaurants: Coffee, bakery, deli, family, ice cream/yogurt, pizza, Mexican

Full service video

Sporting goods

Dry cleaners/laundry

Hair care (additional)

Specialty goods:

Books, cards, specialty toys

Home accessories/antiques—framing/arts & crafts, antique reproductions

Flowers/nursery, gardening, garden accessories

Florist

Bikes, boards and accessories

Arts, crafts & jewelry

Gifts with emphasis on locally made

Success will be achieved with stores that:

- ✓ serve both area residents and visitors
- ✓ aggressively market to these target customer groups
- ✓ offer multiple, complementary product lines
- ✓ start small and grow to fill niches
- ✓ have focus, imagination and strive to meet the needs of the customer

Features of Successful Downtown Businesses

Retail and business standards are just as important as the types of businesses attracted to downtown North Plains. The focus should be on superior retail standards when qualifying and recruiting a prospective downtown business. They include:

Strong Business Values

- *Planning*
- *Commitment*

- *Passion*
- *Tenacity*
- *Understanding*

Strong Merchandising Elements

- *Up to date point-of-sale practices*
- *Appropriate turnover of goods*
- *Interesting visual displays*
- *Emphasis on value over price*

Superior Customer Service

- *Developing human relationships*
- *Determining customer needs*
- *Servicing customer needs*
- *After-sale contact*

Appendix B includes a more detailed summary of considerations for qualifying a prospective business for North Plains.

Next Steps for North Plains

Business/market development and expansion opportunities in downtown North Plains are strong. Building on the momentum of the resource team and the market assessment, the following recommendations are provided as *next steps* for action.

Key Strategy: Prepare a Property Development Game plan.

Among the items on the To Do list are:

- Target key properties, such as the infill lot next to the Rogue Pub
- Recruit local developer and/or prepare and distribute professional developer prospectus
- Create incentives for all downtown property owners to take action, such as a low interest loans/revolving loan fund, property tax freezes on improvements, facade improvement program.
- Consider organizational tactics that other communities have utilized to hurry up the property redevelopment process:
 - Local development consortiums
 - Public-private organizations

Urban renewal districts

Working to improve North Plains' properties and to infill the gaps in downtown are essential steps to enhancing community character, improving the commercial base and building a positive quality of life for local residents.

Key Strategy: Get aggressive with your marketing!

- Put on the downtown's best face in preparation for the Elephant Garlic Festival-- Clean up, paint up, fix up, plant flowers!
 - ✓ Bring people downtown during the festival with special activities.
 - ✓ Offer a Pumpkin Chunkin preview to encourage them to come back.
 - ✓ Create a simple brochure on 10 ways to spend the day in North Plains!

- Capture more local shopper spending in North Plains.
 - ✓ Get on the "radar screen" of target customer groups. Organize fun, community events, promotions and activities in downtown North Plains to increase awareness.
 - ✓ Survey local residents asking them specifically what types of retail and merchandise they would support in North Plains.
 - ✓ Let local folks know that "*North Plains is Alive After 5*"
 - ✓ Promote the market opportunities to entice local entrepreneurs.

- Promote the community vision for downtown development. Put together a simple fact sheet and summary of the resource team report/graphics to let everyone know that downtown North Plains knows where it's headed and they're invited to come along.

- Longer term, develop a community identity or image campaign. Take some tips from the marketing messages the town used 90 years ago:
"The Garden of Eden of Oregon: North Plains, a thriving town where things are doing!"
Or more recently at its incorporation in 1963:
"North Plains is a new town born out of an old dream."
"Optimism prevails in North Plains!"

Key Strategy: Business Development

To Do: Organize a sub-committee of the North Plains Commercial Revitalization Committee exclusively focused on business development. The purpose of the committee is to market downtown properties, businesses and business opportunities. But the very first task is to address the issue of local government hurdles to doing business.

A small working group should clarify the issues in writing and work with the City of North Plains (and ultimately, Washington County) to identify some alternative

approaches for design review procedures and fees, for example. If necessary, survey other small communities about how they address the development review process and recommend an approach that will not impede business development.

Another task of the group is to develop a One-Stop Business Shop for new and expanding businesses to ease the entire process of opening a business in North Plains.

To Do: Send several members of the Business Development Committee to the Oregon Downtown Development Association's Business Recruitment Workshop in November 2001 to learn more about the steps and process for business development.

To Do: In the meanwhile begin to develop a recruitment package including the highlights of the downtown resource team and the market analysis. This may include excerpts of the streetscape plan, (which represents the long-term vision), demographics and other market information, property information sheets for individual properties available for rent or sale and selected visuals from the design component of the resource team.

Keep in mind that downtown revitalization is a long-term process. The Heartland Center for Leadership Development of Lincoln, Nebraska identified the following characteristics as being vitally important to rural community survival. Each of these can be directly applied to downtown development.

- Evidence of Community Pride
- Emphasis on QUALITY in Business and Community Life
- Willingness to Invest in the Future
- Participatory Approach to Community Decision-Making
- *Cooperative Community Spirit*

We've Got The Plan, Now What?

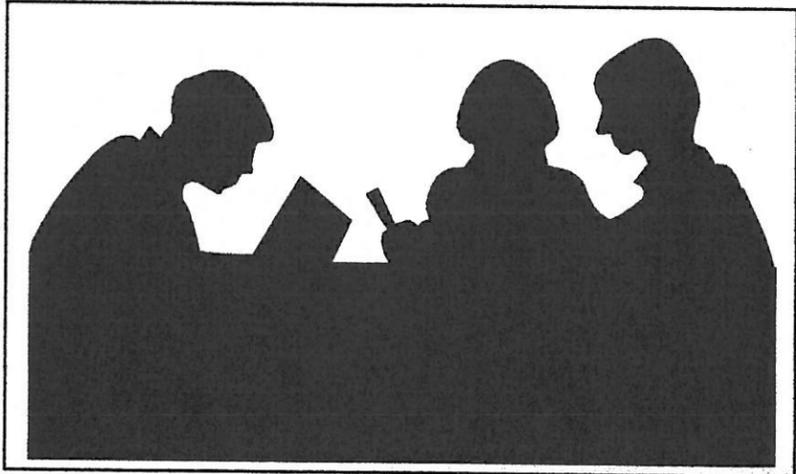
- ❑ *The first priority is to clean up the town: mow lawns, wash store windows, plant flowers, power wash sidewalks, etc. The town needs to "sparkle".*
- ❑ *At the same time, hire a marketing mix, business recruitment and retention specialist for a study and plan to improve the "business piece" of downtown. This should be done in conjunction with the Merchants Association.*
- ❑ *Next, hold a meeting and put together a revitalization committee that can work with local businesses, the city and ODOT. This group can partner with the city and attract grant dollars to fund projects.*
- ❑ *At this meeting closely examine the local capacity that's needed to carry out the various pieces of the downtown plan. Is there energy, commitment and capacity to move forward successfully? How can capacity be increased and volunteer burnout avoided? Discussing these issues and finding solutions is a key ingredient to successful implementation of the plan. It is also critical to define the various roles & responsibilities associated with the plan's implementation...who will take responsibility for implementing different pieces of the plan? It is critical to coordinate, collaborate and cooperate in putting together the framework for implementation. Create a collaboration matrix that details who's doing what, and when.*
- ❑ *Create short-term and long-range categories for project implementation. Decide which projects have the highest level of community support, the best chance of success and highest priority. Then create the short-term (1-year) work plans and long range plans (2+ years) based on what can be successfully accomplished.*
- ❑ *One-year work plans should be action-oriented and implementation based with specific timelines, names of persons responsible, budgets, and a check-off when the project is completed. It is important to do fewer projects very well, than too many projects haphazardly! Keep this in mind when creating the work plan. More projects can be added to the work plan list as others are taken off when completed.*
- ❑ *Bring the groups partnering on downtown revitalization together on a regular basis to report on implementation progress...keep these meetings focused on the work plan and next steps.*
- ❑ *Evaluate your progress and make adjustments as needed! No plan or work plan is static; it should be adjusted to address issues and opportunities that arise.*
- ❑ *CELEBRATE YOUR SUCCESSES! Keep the community informed on the plan and its implementation! KEEP MOVING FORWARD!*

Partnering For Success

In order for downtown revitalization to be truly successful in North Plains, it's critical that partnerships and collaborations be created or strengthened to help move the community's vision forward. A good start has been made with the collaboration on this project by the *Oregon State Lottery through the Oregon Economic and Community Development Department, the Columbia Pacific Economic Development District, and the City of North Plains.*

The work of the ODDA Resource Team serves as a springboard for community discussion as to the future of downtown and how revitalization efforts should move forward. North Plains is full of opportunities to create a livable downtown that serves as a community gathering place and strong commercial center for the community. Success can come about only by building consensus and becoming champions for the community's vision for downtown.

Remember, don't get hung up on the small stuff, and don't let a few naysayers ruin your momentum. Great projects almost always get funded one way or another. Usually it's a people issue, not a money issue when revitalization gets stalled, so keep the ball rolling. Call the professionals when you need them, and ask for help *before* things start to get out of hand or collapse. Most of all, have fun and enjoy your accomplishments!



Appendix Table of Contents

Capacity/Action Plan Forms (2)

Proposed Public Space Improvements

- ❑ Attachment A Color plan showing recommended improvements
- ❑ Attachment B Sidewalk zoning
- ❑ Attachment C Street and Sidewalk Improvements Example A
- ❑ Attachment D Existing Street and Sidewalks
- ❑ Attachment E Street and Sidewalk Improvements Example B

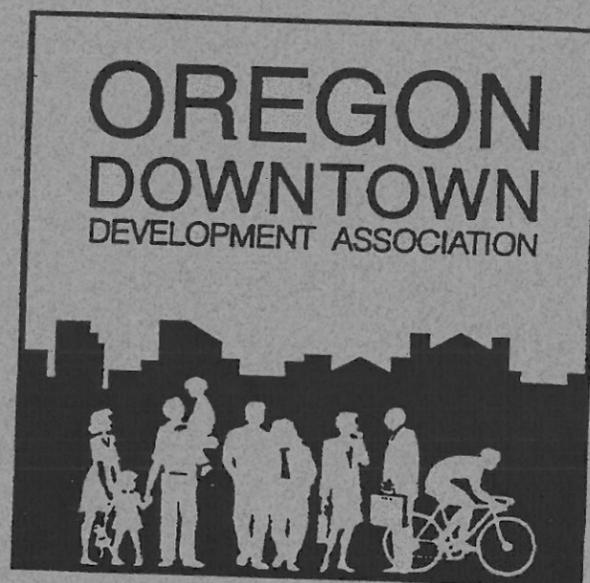
Proposed Private Space Improvements

- ❑ Attachment F Commercial Street Retail Improvements
- ❑ Attachment G Retail Blade Sign Examples
- ❑ Attachment H Public Art Examples

Main Street Design Guidelines

Façade Improvement Program Examples

APPENDIX



The Elements of Downtown Design

The downtown's physical quality plays an important role in consumers' decisions about where to shop. In the last several decades Americans have become accustomed to shopping malls and centers — artificial environments where design elements are closely controlled, from parking lots to window displays to shopping bags. Mall designers are keenly aware of the aspects of human behavior that influence shopping habits: Interior fountains are installed to mask background noises; artificial lighting gives the impression that time is passing slowly; flags and banners draw the eye through the mall, and into store windows; decorated infill panels disguise vacancies.

While shopping malls may be visually stimulating, there are no distinct qualities that differentiate one from another. A community's unique design characteristics — the elements that reflect its past and explain the ways in which it developed — are found downtown, not at the mall. City squares, parks, public buildings, monuments, alleys and traditional commercial buildings are the elements that physically define the town. Each downtown is a one-of-a-kind expression of its community's heritage, unlike any other. It cannot be duplicated. Once gone, it can never be replaced.

There is no formula for good downtown design, just an appreciation of Main Street's unique assets and an eye for improvements that are compatible with the existing environment. Years of deferred maintenance and insensitive alterations often obscure the richness and beauty of traditional commercial buildings. Heavy-handed approaches to managing parking and traffic have upset the delicate balance that exists between infrastructure and architecture. Fortunately, insensitive design treatments can usually be reversed. In many cases, it may be as simple as removing aluminum covering to reveal an original facade, or making a park more accessible. Occasionally, a building or other design element may require more extensive repair or restoration. As long as the modifications reinforce the downtown's design assets and represent good design, they almost always lead to an improved environment — one that reflects the present as well as the past.

Elements of Downtown Design

Downtown design affects a number of elements besides the buildings, such as public infrastructure, marketing materials and parking areas. All components that communicate a visual message to consumers about the downtown should be addressed by the program's design improvement efforts, including:

- **Buildings.** Buildings of all ages and architectural styles contribute to the downtown's distinctive personality. Similarities in storefront placement, building height, road setback and proportion of door and window openings give a strong sense of rhythm and continuity along the street, visually tying buildings together and creating a cohesive streetscape.
- **Public improvements.** Public improvements include sidewalks, streets, lights, fountains, benches, plantings, utility lines and poles and other elements that support downtown pedestrian and vehicular activity.
- **Signs.** Public information and private business signs have a significant impact on the downtown's visual image. Like all other design elements, signs should reinforce the district's style in terms of size, scale, color, materials and placement.
- **Parking.** Downtown parking areas include on-street spaces, public and private lots and parking garages. Certainly one of the most misunderstood of the downtown's design elements, parking is often blamed for many economic problems — when, in reality, it serves a secondary function.
- **Graphics.** Logos, posters, advertisements and other broadcast or printed marketing materials that convey a visual message about the downtown are also important design components. These graphics should be of high quality, reflecting the downtown's unique characteristics.

Downtown Design Principles

There are six basic principles for implementing successful downtown design improvements:

- **Appreciate what already exists.** Establishing a design improvement program first involves calling attention to Main Street's unique design characteristics and fostering appreciation for the downtown's

importance to the community's personality and quality of life. Once the design characteristics are identified, there are countless ways of promoting their variety and distinctiveness, from guidebooks to walking tours to investors' workshops.

- ***Design with compatibility in mind.*** A successful downtown design improvement program should manage visual change constructively, building on existing physical assets and encouraging innovation that supports them. Downtown design does not mean that new construction should imitate historic styles or themes; instead, it involves making changes that are compatible with the commercial area's established characteristics, especially building height, setback from the road, use of materials and the rhythm of window and door openings.
- ***Avoid formulas that work at the mall.*** The design qualities that entice costumers to the shopping mall rarely work when applied to the downtown. Because malls are designed and built as single units where temperature, light and pedestrian activity can be controlled, certain design elements — such as unified facades and broadcasted music — are possible. In the downtown, though, many of these elements appear unnatural and gimmicky, detracting from the district's own special design qualities.
- ***Recognize the limitations of design improvement projects.*** Design improvements enhance the appearance of the downtown and make it a more appealing place for consumers. But design improvements alone will not reverse economic decline; they must be complemented by business development activities, aggressive marketing and the structure provided by a strong organization capable of coordinating the many steps involved in the downtown revitalization process.
- ***Establish unified goals for the physical and visual improvement of buildings, public improvements, parking areas and marketing materials.*** All design improvements on Main Street should be unified, with improvements in one area reinforcing and coordinated with improvements in others.
- ***Always stress quality.*** Every visual element associated with the downtown should reflect quality and pride — characteristics that make it unique in the marketplace.

The Role of Historic Preservation in Downtown Design

One of the most critical issues in downtown revitalization is finding ways to make traditional commercial buildings economically viable once again. In the past few decades, many communities have attempted to give downtown buildings new life by altering their appearance in some way — for instance, by covering them with aluminum slipcovers, adopting false historic themes or concealing them with oversized signs. But approaches that alter the architectural features of these buildings have rarely been successful in improving their economic value.

Historic preservation, however, uses a building's distinctive architectural characteristics for economic benefit. People enjoy shopping in unique environments that offer value, quality and a high level of personal service and involvement — assets almost all downtowns have. The traditional buildings in a downtown make it absolutely unique. The degree of craft inherent in downtown buildings represents a level of quality often unmatched elsewhere in the community. And, because commercial buildings reflect a community's history, the traditional downtown environment makes shoppers feel at home. By taking advantage of these characteristics, a revitalization program can position the downtown as a unique shopping environment that offers qualities and services no shopping center or mall can provide.

Historic preservation means managing change in the built environment. Because communities constantly evolve, their building stocks evolve, too. New buildings reflect the times in which they are constructed — the community's current goals, aspirations and values. When well-designed, new buildings blend with Main Street's existing architecture, creating a rich pattern of visual clues that reflect its social and cultural values throughout time.

Preservation is not antichange; it does not advocate restricting design improvements, reconstructing demolished historic buildings, applying historic themes to new buildings or saving all old buildings just for the sake of it. Instead, historic preservation recognizes good design from the past, maintains the built environment's unique characteristics and encourages good new design — whether in the construction of new buildings or in the modification of existing ones — that is compatible with the old.

Storefront Design

Many factors contribute to the success of a downtown commercial district. Merchandising skills, accurate marketing and availability of merchandise, for instance, are all crucial to a healthy, economically viable downtown. But improvements in storefront design — new paint, moderate renovation or full-scale rehabilitation — are often the first visible signs that something positive is happening, signaling to the community that exciting changes are taking place downtown.

Storefront buildings — traditional buildings with large display windows on the ground floor and one or more stories above — are the basic units of downtown commercial areas. Storefront buildings were, and still are, designed to facilitate retail activity. Large expanses of glass in the ground-floor facade allow pedestrians to look into shops and see displayed merchandise. Recessed entryways blur the distinction between the sidewalk, which is public space, and the private space of the store, giving shoppers the feeling that the store is a semipublic space and, therefore, inviting them to come in and browse around. The long, narrow shapes of storefront buildings make it possible to group a large number of shops on one block. In turn, these stores can display a wide variety of goods and services to shoppers as they walk down the street. Storage spaces in the rear of the buildings facilitate delivery of goods from alleys and secondary roads.

After World War II, when downtown commercial districts started experiencing competition from shopping centers and other outlying areas, downtown businesses began losing customers and sales revenues, and many buildings fell into disrepair. Maintenance was deferred indefinitely. Many downtown business owners tried to compete with shopping malls by covering building facades with aluminum in an attempt to create a unified image. Some towns even adopted phony historic themes.

Imitating the physical design of shopping malls, however, did not make downtowns more competitive. Shoppers went to malls for many reasons other than their physical appearance; reasons like the unified hours mall businesses offered, the way businesses were clustered to group together similar goods and services and the variety of activities malls provided for members of the entire family.

Ironically, it is the unique design characteristics of traditional downtown commercial buildings that, at least in a design sense, give them a marketing advantage over shopping malls. Traditional buildings reflect the community's history and give the downtown a unique visual identity, unlike any other in the world — something shopping malls cannot offer. Concealing or

neglecting architectural details that help tell the story of the community's development deprives the downtown of one of its best marketing tools: its unique image.

Good downtown design starts with a solid understanding of the ways the buildings work, the reasons they were designed the way they were and the different elements that make up the downtown's physical environment.

Storefront Evolution and the Elements of Storefront Design

Regardless of their age, almost all downtown commercial buildings are composed of three basic elements: the storefront, upper facade and cornice.

- *The storefront.* The storefront is the ground-floor section of the front facade. It typically contains large glass display windows with bulkheads, or kick plates, below that provide protection from breakage and elevate merchandise to eye level for pedestrians looking inside. Many storefronts have transoms above the display windows. Transom windows filter light into the ground-floor space. A structural beam spans the storefront opening, supporting the weight of the upper facade. Sometimes, the structural beam is exposed on the outside of the building and might be decorated or used as a background for sign lettering. In other instances, the structural beam might be concealed by a decorative cornice running the width of the storefront opening.
- *The upper facade.* The area above the ground-floor storefront opening — the upper facade — contains both wall material (typically brick, wood or stucco) and windows. Upper facade windows are usually arranged in even horizontal rows, sometimes accentuated by horizontal bands of a contrasting building material.
- *The cornice.* The entire facade — storefront and upper facade together — is capped by a decorative cornice. The cornice might be made of elaborate wood moldings (common during the federal and Victorian periods), pressed metal, terra-cotta, brick or other materials. In addition to giving the buildings a visual termination, the cornice sometimes conceal gutters and facilitate roof drainage as well.

These three elements can be found in downtown

commercial buildings from any period of American history. Although earlier buildings were generally not as tall as later ones and tended to have smaller storefront display windows, they nonetheless had the same basic elements.

Most changes in the design of downtown commercial buildings have taken place because of improvements in the way glass was manufactured. In the 18th century, glass was expensive and could be manufactured for practical purposes only in small panes. For these reasons, storefront display windows were small, with perhaps as many as 16 or 20 panes of glass in one window. As it became less expensive to manufacture glass in larger sections, storefront windows gradually became larger. In the mid-19th century, storefront windows typically measured five to six feet in height, with as few as four panes of glass in each window. By the late 19th century, glass could be manufactured in single sheets that filled the entire storefront window opening and, during the next several decades, storefront window openings continued to increase in size.

Other technological innovations have also modified the appearance of downtown commercial buildings. The introduction of cast iron and steel in the 19th century enabled builders to span greater distances without intermediate supports, making it possible for storefront window openings to be larger and commercial buildings wider. In the first half of the 20th century, the use of aluminum and structural pigmented glass led to the design of some very innovative Art Deco and Art Moderne commercial storefronts.

In spite of the technological advances that slightly modified the appearance of traditional commercial architecture, the commercial building's three basic design elements remained the same. These elements — storefront, upper facade and cornice — give storefront buildings visual cohesiveness. Each element is closely related to the others and, together, create a balanced architectural composition.

The Importance of Building Design to the Entire Streetscape

The significance of these elements, however, goes beyond their importance to the composition of individual buildings. Regardless of its age, a downtown building's components help make it compatible with surrounding buildings and the entire block. The way the patterns of storefronts, upper facades and cornices repeat from one building to the next along a street gives the whole streetscape visual cohesiveness and creates

a physical rhythm that provides orientation to pedestrians and motorists. Through this repeated pattern, the streetscape itself takes on design characteristics as distinctive as those of individual buildings:

- ***Height and width.*** The proportions of the height and width of most buildings are relatively constant within a commercial district. Wide buildings are usually divided into separate bays, reinforcing the overall proportions of the streetscape.
- ***Setback.*** Almost all downtown buildings abut the sidewalk, instead of being set back from it.
- ***Color.*** While color choices in downtown buildings differ considerably, depending on the materials used and the climate in which the structures are built, the use of color throughout the commercial area should be harmonious. For instance, if the colors of downtown buildings are primarily muted earth tones, a bright red or purple building would not be sympathetic; a better choice might be a soft brown or rust.
- ***Proportions of door and window openings.*** The proportions of door and window openings throughout the downtown area, and especially in adjacent buildings, are relatively constant. The height of upper-floor window placement is also somewhat constant, reinforcing a strong horizontal relationship between upper-story windows along the block.
- ***Roof shape or profile.*** Roof profiles are usually consistent throughout downtown commercial areas. Whether most buildings have flat roofs, hip roofs or another shape, consistent profiles help create a strong rhythm of design elements along the street.

Building improvements that take place downtown should be compatible with the design characteristics of the streetscape as well as with those of the building. A building that is incongruous with its neighbors in height, color, roof profile, proportion or setback can have a significant negative impact on the overall appearance of the entire block.

Common Design Problems

During the past several decades, many downtown buildings have suffered from deferred maintenance or attempts to disguise or alter their original architectural

characteristics. Fortunately, many of these changes can easily be reversed. The first step in correcting insensitive alterations is to identify the changes and analyze their impact on the building's and streetscape's basic design elements. The most common architectural design problems found downtown include:

False Historical Themes

The difference between a good reconstruction of an original storefront and an unsuccessful one lies in its degree of authenticity. In recent years, many downtown buildings have been remodeled using false historical details, trims and moldings. The easy availability of such elements as pseudocolonial doorways and plastic snap-in window muntins has, unfortunately, led to many fine late 19th- or early 20th-century buildings being "earlier up." Fake colonial themes are not the only ones that frequently occur: mansard roofs; plastic, Spanishlike pan tiles; artificial "Swiss chalet" half-timbers; and wild West, rough-sawn, cedar saloon fronts all appear from time to time.

The problem of false historical themes downtown is a continuing one. Community members frequently confuse historic preservation, the management of existing historic resources, with the *creation* of historical images. Inevitably, it will be necessary to explain to an eager building owner, who is proud of his or her decision to "go historic," why lumberyard colonial windows, cross-buck vinyl storm doors and similar elements are not the best expressions of the past. Often, it is most effective to simply make a case for the long-term, lower cost, accurate rehabilitation; authenticity is more likely to survive than the passing fads of the lumberyard or phony themes.

Slipcovers

In an effort to compete with shopping malls in the 1960s and 1970s, many downtown groups encouraged property owners to cover their buildings with metal slipcovers, hoping that, by making a whole downtown block appear to be one single, massive building, the downtown itself would look like a shopping mall. While these programs had the best of intentions, Main Street organizations have since discovered, again and again, that making the downtown look like a shopping mall will not bring back business.

Fortunately, the aluminum or light-gauge steel panels used to slipcover downtown facades were usually installed quickly and inexpensively. Framing or brackets that attached the metal panels to the facade were often anchored in only a few places, making removal relatively easy. In many instances, all the building's

original architectural features are still in place beneath the metal cover; although, the anchoring devices may have damaged masonry, woodwork or other building fabric. In some cases, window frames or even entire cornices were removed to make the metal panels fit flush against the facade. In all instances, examine how the anchors are installed before beginning to remove them. Extra care should be taken to prevent further damage.

Separating the Ground Floor from the Upper Facade

Another prevalent type of building alteration grew out of the popularity of shopping malls and strip commercial areas: treating the ground floor and upper facade as unrelated elements. Brightly lit, oversized signs were plastered across the fronts of downtown buildings in the 1950s and 1960s. Large, plastic projecting signs also appeared, often bolted right through the wall surface. The signs were intended to attract the attention of passing motorists and, because most commercial signs were being manufactured for the shopping strip, the ones that worked best on the highway were also installed downtown.

Downtowns, however, are scaled for pedestrians and slow-moving vehicles. In most instances, applying flashy, oversized signs to traditional commercial buildings destroyed the balanced relationship between the storefront and the upper facade, in effect, separating the ground floor from the rest of the building. Downtown building facades with this type of sign no longer worked as integrated design units, individually or as part of the streetscape.

Like slipcovers, though, large signs are fairly easy to remove. Before developing plans to remove a sign, thoroughly examine the anchoring system to minimize any damage that may occur. Also, try to determine whether any architectural details were altered or removed when the sign was installed, and plan ways to repair, replace or compensate missing features in the final design.

Filling in Display Windows, Transom Windows and Doors

The loss of balance between the storefront and upper-facade spaces through the use of slipcovers and oversized signs led to other building modifications. The balance between display window, transom and upper-floor windows also disappeared; and, as a result, these spaces were often boarded up or filled in. Sometimes, transom windows were covered over when suspended acoustical tile ceilings were installed. Or, if upper

floors were no longer used, windows were often sealed. Occasionally, two storefront spaces were combined when a business expanded, with one storefront opening — windows and door together — filled in completely. Filling in display, transom and upper-floor windows upsets the relationship of facade elements to one another and disrupts the rhythm of repeating patterns along the streetscape.

Using Color Inappropriately

Color was originally used on downtown commercial architecture for a variety of reasons. In hot climates, buildings were often painted pastel or pale earth tones to reflect heat. Commercial buildings from the Victorian period tended to use paint playfully to highlight elaborate moldings and other architectural details. Buildings made of soft brick were usually painted to help protect the masonry from moisture, wind and sun damage. But buildings made of more durable masonry were not typically painted.

A common problem with downtown buildings is the inappropriate use of color. In some instances, one paint color might be used not only for the building facade but also for its architectural trim, making it difficult to see the detail around windows and doors and on the cornice. In other cases, colors that clash with surrounding buildings are used, making the building stand out too boldly, thereby disrupting the streetscape.

Using Inappropriate Materials

Like unsuitable colors, the use of inappropriate materials to construct or alter downtown commercial buildings frequently severs them from their surroundings. While new materials need not replicate old ones, they should be compatible in texture, scale and color with those already found in the downtown area. Materials like cedar shakes, molded stone, rough-cut logs and stained wood rarely have precedents in the traditional downtown environment and usually should not be used.

Design Improvements and Building Rehabilitation

Once a building's design problems have been identified and an assessment has been made to determine which parts of the building are affected (and to what extent), a design improvement plan must be developed. The plan should meet several objectives:

- *It should capitalize on the building's assets.* A good

design improvement plan will take advantage of a building's original architectural materials, its unique details and other existing features.

- *It should respect the relationship of storefront, upper facade and cornice.* In cases where this relationship has been upset by the use of inappropriate materials, colors, slipcovers, signs or other alterations, the incompatible elements should be removed. Any new modifications should reestablish this design relationship.

- *When appropriate, it should preserve as much of the original building fabric and significant modifications as possible.* Once gone, a building's original fabric can never be replaced. New design work should preserve as much of the original material as possible.

Building modifications that have taken place in the past might be significant, as well. For instance, some storefronts built in the late 19th century were altered in the 1920s and 1930s when new materials, such as aluminum and structural pigmented glass, became available. Many of these modifications represent good examples of Art Deco design and may, therefore, be worthy of preservation. In cases like this, analyze the modification carefully. If it respects the relationship of kick plate, display window, transom, upper facade and cornice, is compatible with other buildings in the district and represents good design work of the period in which it was created, it might be best to preserve the alteration.

There are three possible courses of action to pursue in rehabilitating traditional commercial buildings. In some instances, any of the three alternatives may be possible. In other cases, only one may be. The best course of action will depend on the building's condition, its historic and architectural characteristics and the nature of the surrounding streetscape.

Restoration

Restoration involves reproducing the appearance of a building exactly as it looked at some time in the past. For commercial buildings, restoration in the strictest sense might mean removing every element that was not part of the original structure (signs, store windows, canopies, doors, air conditioners), then duplicating original parts that are now missing. Restoration can be expensive because it requires a degree of artisanship that is not common today. It also requires extensive, accurate research and a good understanding of historic construction techniques.

Sometimes, restoration is the best alternative. For instance, national landmarks, extraordinary examples of a particular style of architecture or buildings that are excellent examples of a famous architect's work may warrant the extra care and expense required for restoration. This kind of monument can — and should — be considered the exception, rather than the rule.

There is a second, and more likely, instance in which restoration might be the most appropriate design treatment. Many downtowns have buildings that have never been altered, not even on the ground floor. These buildings are often in bad repair and, at first glance, are eyesores. A more careful examination, however, will reveal their true architectural qualities. In these situations, a new coat of paint and simple maintenance can return a building to its original appearance; thus, the building is restored.

The major difference between these two types of restoration is the cost. With the unaltered building, restoration may be the least expensive and most logical option. The results of a restoration project can be astonishing. A restored building is an authentic part of the community's history and serves as a dramatic demonstration of how architectural deterioration of the downtown can be reversed.

Major Rehabilitation

When commercial buildings have been drastically altered — for instance, by the removal of substantial building elements or a replacement of the storefront — major rehabilitation is required to return the building to a form consistent with the rest of the downtown. Although many kinds of construction and materials may be used, most fall into one of two categories:

□ **Reconstruction of a period storefront.** When accurate restoration is truly appropriate and desirable (as in the instance of a landmark building), reconstruction of a storefront — from the period in which the building was built or in which it attained its historic significance — may be appropriate. Remember, though, that adopting a historical theme as a basis for widespread building alterations downtown is not appropriate. Historical themes cause problems by confusing people about the age of the buildings and their authenticity and by overlooking each structure's individual, intrinsic design characteristics.

□ **Construction of a new, compatible storefront.** In some cases, using newer materials for storefront renovation offers advantages that make this treatment more appropriate than restoration or recon-

struction. Visually, the subtle contrast of new, compatible materials and old, original building fabric can create a handsome blend of the past and present. And, because new materials are usually stock items carried as regular inventory in lumber yards, they are available almost everywhere.

Generally, if the new materials are as simple in line and form as possible, they will blend into the building better than more elaborate treatments. But, be sure to use new materials in shapes, forms, sizes and colors that are similar to, and supportive of, original building characteristics. This will help establish a functional and aesthetic consistency with the past. Storefront features like the short panels below the display windows and the transom windows above are common in many traditional commercial buildings but can be expressed in new materials. It is quite possible to create attractive, compatible new features using materials that were not available when the buildings were originally constructed.

New materials can have significant advantages over traditional ones. For instance, some new building materials require less maintenance than the originals. There can be energy conservation benefits in using new materials, too. Many have higher "R-values" than old ones, meaning that they do not conduct heat and cold as quickly, making them more energy efficient.

Conservative Rehabilitation

Conservative rehabilitation is the design treatment most often used in downtown building improvement projects. Conservative rehabilitation involves simply improving the storefront's appearance by minimizing its less attractive features and using simple, inexpensive techniques to emphasize its positive ones.

The Incremental Nature of Design Improvements

Downtown design improvements will not be completed in one year or even two. In fact, they probably will never be finished, because the downtown will continue to grow and evolve as time passes, as new architectural styles and new building materials emerge and as better preservation techniques develop.

Initially, building owners might be willing to invest in moderate improvements, but not ready to conduct major rehabilitation projects. Remember that design improvements happen incrementally — if moderate improvements make his or her business stronger, the building owner will probably want to continue the

rehabilitation process later on. Also, initial design improvements in a downtown commercial area will call attention to the positive changes taking place. A dozen small building improvement projects can have more impact than one major one.

Implementing Common Storefront Design Improvements

Frequently, a building's appearance can be significantly improved simply by cleaning it and taking care of neglected maintenance problems or by removing inappropriate alterations and repairing architectural features. Common storefront design improvement projects include:

Cleaning Traditional Commercial Buildings

A variety of cleaning techniques are available, but choose carefully as some can be damaging.

□ ***Abrasive cleaning.*** Abrasive cleaning techniques like sandblasting should *never* be used on traditional commercial buildings. Such harsh cleaning actually cuts into the building material, causing irreversible damage. Brick, for instance, has a hard, baked exterior surface. Inside the brick, though, the masonry is much softer. When sandblasted, the hard outer surface disappears, exposing the much softer masonry inside to moisture and wind damage. Abrasive cleaning has similar effects on wood and stone.

If a masonry building has already been sandblasted but is not yet too severely deteriorated, painting the building might slow down the deterioration process. Avoid varnishes, enamels, polyurethane sealants and other products impervious to moisture penetration; they will lock moisture *inside* the masonry and prevent it from evaporating, ultimately causing severe moisture damage.

□ ***Water wash.*** Most often, a gentle water wash is the most appropriate, least damaging way to clean a traditional commercial building. Water pressure should be low — not more than 200 pounds of pressure per square inch (psi). Use a soft, natural bristle brush (not metal) to gently scrub details. If necessary, use a mild detergent, then thoroughly wash to remove any residue.

□ ***Chemical cleaners.*** In some instances, a chemical cleaner might be needed to remove paint or heavy grime. The masonry should be moistened first to

soften dirt. Then, a chemical paint remover is applied and allowed to remain on the building surface for a period of time before it is rinsed off with water and, sometimes, a neutralizer. The process may be repeated several times to remove built-up paint or dirt.

Finding the right chemical cleaner for the building material is crucial. Chemical cleaners can be either alkaline or acidic; one is appropriate for some materials, one for others. Using the wrong chemical can damage the building material.

When using chemical cleaners, be sure the area surrounding the building is well protected and that adequate drainage is available. Also, thoroughly cover any architectural features that will not be treated with the chemical. Metal cornices, for instance, can be eroded by some types of chemicals that cause an electrolytic reaction.

Chemical cleaning should always be done by experienced professionals. Many communities do not have professional building cleaning companies, but firms in most larger cities are willing to travel long distances. It might be possible to reduce the firm's transportation costs by having more than one building owner agree to use their services at the same time.

Regardless of whether a water wash, steam or a chemical cleaner will be used, it is always wise to clean a test patch first. Pick a section of the building that is not too visible — a side or rear wall, for instance — and treat a section about three or four square feet in area. Allow the test patch to dry thoroughly, then examine it closely for any signs of damage. Look for possible damage to the mortar joints and for any residue left on the wall surface by the cleaning process. Examine bricks closely to see if the edges are rounder than they were or if the surface feels flaky. Some masonry surfaces may be too soft to be cleaned.

Removing Inappropriate Alterations

When inappropriate alterations like oversized signs, window coverings or metal slipcovers are being removed, follow these steps in planning the work:

□ ***Identify elements.*** From a full-facade photograph or an accurate facade drawing, note all the elements that should be removed.

□ ***Determine how the inappropriate elements are attached.*** Examine each element that will be removed to see how it was attached to the building and to determine the condition of the building around

the anchor area. Make careful notes about each element and key them to numbers or letters on the facade photo or drawing; this will make it easier for the contractor to plan the removal of each piece.

It is often possible to see how metal slipcovers were attached by looking outside through upper-floor windows. If there is a big enough gap between the original facade and the metal slipcover, use a flashlight to look between them for anchoring devices. It is usually a good idea to remove a small section of the slipcover before planning the whole job. Metal panels were often screwed to metal or wood frames or bolted to metal flanges attached directly to the facade. In either case, a screwdriver and a small crowbar may be all that are needed to remove a section of paneling.

□ *Repair original material that was damaged when alterations were made.* The most common types of damage caused by alterations include drilled holes, lost or pared decorative elements, accumulated dirt and rust stains.

■ There are several ways to treat holes drilled into the facade. If the hole was drilled into a mortar joint, it can be replaced or patched. Be sure the new mortar closely matches the original in composition and color. If the hole was drilled into brick or other masonry, a patch can be made by grinding up similar masonry, mixing it with an epoxy and filling the hole. Or, the hole can be filled with epoxy and closed with a solid plug cut from matching masonry. If the hole was drilled into wood, it can be filled with putty, sanded and painted along with the rest of the facade.

■ If a decorative element, such as a cornice or trim around a window, was removed or pared to help the slipcover fit flat against the facade, it can be replicated by a skilled artisan or replaced with a simpler element. The alternative chosen will depend largely on the extent of the damage, the owner's preference and his or her budget for the project. If the exact appearance of the original element is not known, it is usually best to substitute a more simply designed replacement part than try to invent a period design.

■ Rust stains might be present if, as in most cases, metal anchors were used to attach the slipcover to the facade. Stains can often be removed by applying a poultice mixed with an appropriate chemical to the stained area, letting the poultice dry, brush-

ing it off and cleaning the area. Poultices usually have to be applied several times to remove all the stain. The poultice should be prepared by an experienced professional building cleaner who knows which chemicals to use for different types of stains on different materials.

In almost all instances, cleaning the facade once the slipcover has been removed will probably be necessary to clear away dirt and debris that has accumulated.

Adding New Materials

When missing or damaged architectural features are replaced, the new building fabric should duplicate the old or match it as closely as possible. Replacement parts should blend in with existing ones; they should not call attention to themselves. These parts should not be antiqued, however, or made to look old and worn.

One of the most common storefront elements to be replaced is the upper-floor window. Over the past several decades, an enormous amount of damage has been done to storefront buildings by insensitive window replacement. Often, aluminum storm windows have been installed outside upper-floor windows, concealing their original decorative trim and detracting from their appearance. Ironically, the cost of replacing the windows usually far exceeds any energy savings that may result from replacement. Even minor changes in form, details and materials used in new windows can significantly affect the facade's overall appearance. In many cases, windows can easily be repaired, making replacement unnecessary. When replacement is truly justified, be careful to match the building's original window treatment as closely as possible.

When a larger architectural element needs to be replaced (such as the storefront opening itself), developing an appropriate design becomes more complex. In these instances, several approaches are possible.

□ The new work might involve an accurate reconstruction of all the parts that have been severely damaged or removed, restoring the building to its appearance at some previous point in time.

□ The new work might follow the general form and scale of that which previously existed but differ in

□ The new work might involve a distinctly different design that complements the older building elements but has its own qualities of expression.

The approach chosen depends on the project budget and the purposes the rehabilitated building is to serve. But, before deciding on an approach, consider two additional factors:

□ ***The building's historic or architectural significance.***

If the building is a major architectural landmark in the community or if it has historic significance, every section with the existing parts. Restoration is the most desirable approach under these circumstances; but, if building. Regardless of whether literal restoration takes place, new materials should not be disguised to look old. This way, future generations will be able to tell which parts of the building are original and which are not.

If the building in question is less significant as an individual architectural work, restoration still remains an option, but more latitude exists for creating a new design. In such instances, a new design is usually preferable because it enables the downtown to grow and change as architectural styles evolve. Except in the very rare cases where the downtown's appearance has remained virtually intact, design changes should reflect good design from all periods of time, including the present. The most important design considerations to keep in mind are the relationship of the three basic elements of storefront design — storefront, upper facade and cornice — and the compatibility of new design with old in terms of scale, proportion, setback, color, materials and roof profile.

□ ***The building's physical relationship to the rest of the downtown.***

In some communities, downtown buildings are homogeneous in appearance, most having been built during the same time period with similar characteristics of form, style, shape and materials. In these instances, new building sections should visually relate to the physical environment of the entire streetscape as much as possible. A new design that contrasts sharply will call attention to itself at the expense of the downtown's overall appearance. In most downtowns, though, buildings vary considerably in size, scale, style and materials. These buildings may span a lengthy period of time and include a variety of good alterations. Under these circumstances, there can be greater flexibility when designing new work.

Stimulating Interest in Building Improvements

Initially, many business and property owners are reluctant to invest in building improvements. They have good reason to be cautious: without any guarantee that the money they invest will generate new revenues, undertaking building improvement projects can appear risky. Once the downtown revitalization program is well under way and demonstrates that positive changes are taking place, owners will be more willing to make improvements.

Ironically, one of the best ways to demonstrate positive change early in the downtown revitalization program is through building improvement projects. Seeing physical improvements take place convinces citizens that something exciting is happening downtown and helps reverse any negative perceptions they may have. Therefore, stimulating interest in building improvement activity helps generate immediate projects and creates momentum for future projects. Listed below are common ways Main Street programs have stimulated interest in building improvements:

□ ***Offering free design assistance.***

Helping owners develop improvement plans — at no cost to them — is a tremendous incentive. Often, the assistance may be minor: help in selecting paint colors, for example, or estimating the cost to remove a metal slipcover. Some state Main Street programs offer free design assistance to downtown property owners in designated Main Street communities. In other towns, the revitalization programs purchase blocks of consulting time from local design professionals and, in turn, offer the time, free of charge, to downtown property owners. The Main Street program manager or downtown coordinator can usually help property owners by providing basic guidance and sharing technical information and publications with them.

□ ***Creating financial incentive programs.***

Financial incentive programs help stimulate building improvements by reducing the financial risk to the property owner. Incentive programs that offer low-interest loans, incentive grants and interest buy-downs typically provide only a small percentage of the funds needed for an improvement project, but they might be the only incentive necessary to get an owner to go ahead with improvement plans. Here are some guidelines to follow when creating financial incentive programs.

- Make the first program small. If the program offers more money than is likely to be used within six months or a year, property owners will not feel they need to move quickly to take advantage of it. Incentive programs that offer large amounts of money to downtown property owners are less likely to be used than those offering small amounts.
 - Assign a definite time line to the program — and stick to it. Create the illusion of a shortage and urgency by making the program available for a limited period of time. Property owners will be more likely to act quickly if the funds are offered for a short time. If funds are not used during the designated time period, use the funds for a different type of incentive program.
 - Target the program for specific types of improvements. Initially, the incentive program might be made available for facade improvements. Later in the revitalization process, there might be a greater need to stimulate interest in upper-floor development or building code compliance. Incentive programs will be most effective if they are intended for specific, clearly defined types of building improvements.
 - Aggressively market the incentive program. No incentive program — no matter how wonderful the incentive — will be successful unless it is marketed vigorously. Be sure that *all* downtown property owners, including absentee owners, are informed before the program begins. Then, make sure they each receive copies of promotional literature and, if appropriate, application forms when the program is launched. Finally, promote completed improvement projects that received assistance from the incentive program in local papers, the revitalization program's newsletter and special one-page profiles of each project.
 - Remember that the incentive is intended to stimulate, not sustain, building improvement activity. Sometimes, when incentive programs are offered for extended periods of time, property owners begin to *expect* an incentive and resist carrying out building improvement projects without financial assistance. To avoid this situation, keep incentive programs small, offer them for limited periods of time and stipulate that the incentives can only be used for specific types of projects.
- ***Conducting building surveys and maintaining information files on each downtown building.*** Assembling information packets on downtown buildings will help property owners move quickly when they are ready to plan building improvement projects. For instance, a photograph that shows how a building looked when it was constructed can help in the planning of projects that involve reconstruction of missing elements. Some of the information that should be gathered includes:
 - historic photographs
 - records of past tenants and owners
 - date of construction
 - identification and description of architectural style
 - references to city and county planning maps
 - fire insurance maps showing the building's shape, materials and other characteristics at different times in the past
 - descriptions and, if possible, photos or drawings of any alterations that have taken place
 - ***Working to improve building code regulations and enforcement policies for traditional commercial buildings.*** Building codes used throughout American communities today were written primarily to regulate new construction. Often, building codes have sections that simply cannot be applied to traditional commercial buildings or that do not take into account some of their characteristics. For example, some codes require that storefront display windows in new commercial buildings be located no less than two feet from the ground. In some communities, building code officials have applied this regulation to traditional commercial buildings, significantly altering the appearance of kick plates shorter than two feet when making window repairs.

Working closely with local building code officials can help downtown property owners make improvements that support their buildings' original design characteristics. Let code officials know the goals of the downtown revitalization program and how traditional commercial buildings differ from new ones. Also, point out to them that most current major codes, including the BOCA Code, Universal Building Code and Southern (or Standard) Building Code, now contain provisions that give local officials considerable discretion when applying code requirements to historic buildings.

Public Improvements

Public improvements — the trees, streetlights, benches, fountains, plazas and public art that make Main Street an inviting place for pedestrians — are probably the least understood design elements. Downtown public improvements have always been essential for providing functional support to pedestrian and vehicular traffic and helping buildings function efficiently. Unfortunately, in the last few decades, public improvements have become predominant design elements in the downtown, often overshadowing the architecture that surrounds them.

Things were not always this way. Traditionally, downtown architecture was the dominant design element, with public improvements supporting building design and usage patterns and delivery of services to and from shops, offices, residential areas, industries, public buildings and parks. Public improvements were also meant to support the overall design of the surrounding urban environment. A successful public improvements system today should build upon this historic precedent by supporting, visually and functionally, the downtown's buildings and their uses.

Why have so many revitalization programs adopted heavy-handed public improvements? When shopping malls began to compete with downtowns for customers, many commercial districts responded by trying to apply some of the mall's design characteristics to the downtown environment, hoping to entice as many customers as the mall. Unfortunately, most elements of shopping mall design cannot be translated to the downtown. In particular, three factors that give mall interiors their appeal simply do not apply to the downtown at all.

□ *Clearly defined entrances, exits and boundaries.* Shopping malls have definite boundaries; they are self-contained and are usually built in areas that do not have any strong design characteristics. The downtown's boundaries are not as well defined. Commercial buildings usually extend several blocks beyond the core business district, and the downtown is surrounded by buffer zones of offices, public buildings, churches and recreational areas that help create a gradual transition from a commercial to a residential environment.

It is appropriate for a shopping mall's public improvement elements to be contained within its walls. But in the downtown, public improvements look unnatural when applied to an artificially imposed set of boundaries. Because the commercial character of the downtown extends beyond the central business district, the boundaries for public improvements are difficult to establish.

□ *The ability to coordinate storefront design.* Shopping malls are built as single buildings, with all individual storefronts constructed together. For this reason, coordinating public improvements with storefront design inside a shopping mall is easy. In most downtowns, however, buildings were constructed over a long period of time. They vary in size and style — characteristics that make the downtown unique and give it a distinct marketing identity. Thus, public improvements for a downtown commercial environment must support a wide variety of individual storefronts, and coordinating them with existing buildings is a complicated process. Placing elements at regular intervals along the street, as might be done inside a shopping mall, is not effective downtown.

□ *A climate-controlled environment.* Because shopping malls have controlled climates, their promotional directors can schedule a wide variety of indoor activities throughout the year. Many downtowns have emulated mall furnishings, installing benches, tables with inlaid game boards, planters and other fixtures that work well in a climate-controlled environment, but can be used for only few months of the year when placed on a downtown sidewalk or pedestrian mall.

The Functions of Downtown Public Improvements

In general, the downtown's public improvements should satisfy five goals.

□ *Public improvements should encourage pedestrian movement through the downtown and into shops and businesses.* The quality of the physical link between public and private spaces is crucial to the proper functioning of the downtown — and its businesses. Public improvements should help create an inviting environment for shoppers, with clearly marked streets, convenient stopping places, well-lit sidewalks and good pathways between parking areas and stores. Improvements should be designed to create an overall rhythm, establishing a consistent, comprehensible system of movement throughout the downtown. Crosswalks, sidewalks and the paths between parking areas and shops should be safe, convenient and attractive, emphasizing pedestrian scale. Pedestrian areas should be well lit and, when appropriate, served by amenities like water foun-

tains, benches, trees and public telephones.

Traditionally, streets, sidewalks and commercial buildings were designed and oriented to create a comfortable environment for people strolling through the downtown and browsing in shops. Today, public improvements should continue to channel pedestrian traffic into retail shops, offices and public buildings.

- Public improvements should support storefront merchandising by blurring sidewalk's public space with the recessed, semiprivate space of a store's entryway and display window.
 - When possible, plantings should serve practical as well as aesthetic purposes by providing shade and shelter and acting as a buffer between the sidewalk and street. Plantings can enhance commercial buildings by drawing attention to entrances or away from unattractive areas.
 - Entryways to the downtown should be marked along major access routes. Directional and informational signs should be clear, attractive and sized for the relatively slow pace of downtown traffic. Pedestrian access routes from parking areas and surrounding neighborhoods to businesses should be well designed and pleasant. A shopper who has to walk past untended public areas will form a negative impression of the downtown.
 - Public buildings (city halls, libraries, etc.) are often separated from the street by plazas or open spaces. Public improvements should reinforce the special functions of public buildings by creating an appropriate physical environment for them.
- **Public improvements should support, not overshadow, downtown functions.** Public improvements should provide basic utilities, like water, sewage and energy. They should make it easy for pedestrians and vehicles to travel throughout the downtown and should accommodate all aspects of transportation such as parking, bus service and connections to other major roads. And, they should provide these services in a manner that is visually compatible with the nature of the functions they support. For example, the design of sidewalks, streetlights and signs should reinforce patterns of pedestrian movement along streets and into shops.
- **Public improvements should help create a pleasant environment.** A clean, attractive downtown is an

asset to the entire community. Businesses and industries look at all sections of a community when deciding whether to locate there. A downtown represents substantial public and private investment — in commercial and residential buildings, in utilities, in business ventures. It also generates considerable municipal revenues through property and business taxes, business licenses and the recirculation of money throughout the community. Thus, the physical appearance of the downtown indicates how well the town is protecting its investments and how residents feel about their community.

Proper maintenance of public improvements is an important factor in projecting a positive image of the downtown. Maintenance costs and responsibilities for upkeep should be included in plans for public improvements.

- **Public improvements should provide direction within the downtown.** Signs must be well designed and properly located to direct people to, and through, the commercial district. Entrances to the downtown should be clearly defined and inviting; passage through the district should be convenient; and exits from the downtown should provide direction to other parts of town. If one or more roads in the downtown are state highways or other major routes, they should facilitate traffic through the district and provide easy transfer to secondary roads. The location of parking areas and transit stops should be distinctly marked, and locational maps within the downtown should be considered. Directional signs should be compatible with the area's existing design characteristics.
- **Public improvements should be integrated with other physical improvements.** Public improvements and private projects such as facade rehabilitations should be planned as parts of the same program; neither group alone can carry the full weight of the downtown's physical revitalization. Public improvements should be planned incrementally, with implementation of the program timed to fit the downtown's overall schedule of activity.

Planning Public Improvements

A comprehensive public improvements program should be an integral part of the revitalization process. It should be tailored to the specific needs of the downtown while reinforcing private projects. Planning for public improvements usually involves four steps.

- Conduct an inventory of existing downtown public improvements.
- Analyze each element's effectiveness and examine the possibilities for modification.
- Establish goals and priorities.
- Develop an incremental, realistic implementation plan.

Conducting the Inventory

To begin the inventory, start with a base map of the downtown area. It should show streets, sidewalks and the outlines of all buildings, and should be large enough to accommodate drawn symbols and detailed notes. Most city planning offices have this type of map.

With map in hand, walk around the downtown and note the locations of all public improvement elements. Develop a set of symbols for common elements to save space on the map. Try to be as accurate as possible in locating elements on the map; use buildings as guides for proper placement. Some of the things to look for and note on the map include:

- Directional and informational signs
- Pedestrian spaces (e.g., parks, malls, plazas)
- Plantings
- Street furniture
- Drinking fountains
- Public art
- Phone booths
- Transportation stops (e.g., bus stops, cab stands)
- Loading zones
- Lighting (Note whether street lighting is designed to provide primary illumination to the street, sidewalk or both. Also, note the type of light used: mercury vapor, halogen, etc.)
- Parking spaces and parking lots (Note any time limits on parking spaces, whether they are metered, whether they are reserved for handicapped drivers and whether they are for public or private use.)
- Telephone and utility poles
- Fire hydrants
- Mail boxes
- Traffic equipment (e.g., switching boxes)

As you mark each element on the map, give it an identifying number. Then, on a separate sheet of paper, note the following characteristics for each element:

- Condition.** Is the element in good repair? Is it being properly maintained?
- Installation.** Has the element been properly installed?

If replacement is necessary, are there any factors unique to the element or its location that might affect installation? Does it have special energy or security requirements that are not being met?

- Placement.** Is the element placed where it will be most effective? How is it integrated into its surroundings? How does it affect pedestrian or vehicular traffic?
- Seasonal change.** How might the element be used differently or have a different impact on its environment throughout the year? For example, does a fountain that functions well during warm months become a maintenance problem or a safety hazard during winter months? How can it be secured during cold weather so that it is safe and does not become an eyesore?

Finally, be sure to write the date, the time of day and a brief description of the weather on both the map and the inventory sheet.

The inventory should be conducted several times a year to determine how different spaces are used at different times of the day, week and year. For instance, the inventory should note whether delivery trucks cause traffic congestion by double parking at certain times of day or whether are bus stops impede the flow of pedestrians along the sidewalk. To supplement the inventory, collect any existing studies on present or forecasted patterns of use in the downtown, such as pedestrian counts, traffic counts, parking usage or plans to upgrade public infrastructure.

The Analysis

The inventory and data collected should be reviewed and analyzed by the Main Street Design Committee (or a subcommittee or task force it establishes). Begin with general considerations and gradually move to specifics. In this way, the analysis focuses first on the entire downtown and general patterns so that an overall picture of circulation, high traffic areas, underused spots and so on emerges.

Next, sort and analyze the collected information according to specific function. For example, all elements that affect parking should be examined together, as should all elements that affect vehicular traffic or pedestrian movement. Elements will often overlap. For instance, a crosswalk affects both pedestrian and vehicular traffic. A row of trees that screens a parking lot might also provide a pleasant, shaded pathway for

pedestrians. The analysis should identify all areas where elements overlap by function so that it will be easier to determine which areas and functions might be affected by modification of any element.

Conclude the analysis by summarizing the major findings. The summary statements should note where public improvements are functioning properly as well as pinpointing areas that need improvement. Statements should be brief but explanatory, for example:

- "The crosswalk at the corner of Main and Fourth is not clearly marked, and pedestrians are cautious about crossing there."
- "Security lights at the Sycamore Street parking lot aren't working."
- "Traffic backs up along Second Street around noon on Monday, Wednesday and Friday because the grocery store's delivery truck has to double-park in the street."
- "Use of the public parking lot behind City Hall has increased about 30 percent since plantings were installed in the alley connecting it to Main Street."

Establishing Goals and Priorities

Consider the summary statements carefully. Where do they indicate that immediate action is needed? What improvements would make the area look better, but do not necessarily affect downtown safety or circulation? Which are likely to be most expensive?

The statements should then be prioritized. Issues related to safety should always come first to ensure that the downtown is safe for pedestrians and motorists. Prioritize the remaining concerns according to the goals for downtown design improvement developed by the Main Street Design Committee. Goals differ considerably from town to town, but might include such basic considerations as:

- Promoting downtown economic revitalization
- Enhancing the downtown's overall appearance
- Encouraging building rehabilitations
- Improving the functional characteristics of public spaces
- Making parking seem more convenient

Finally, group areas of concern according to each goal, and in order of priority.

Developing an Implementation Plan

The final step is to develop an implementation plan. Remember that public improvements need not be implemented all at once. A public improvements plan should be implemented gradually, as funds and energy permit, and in accordance with the pace of building improvements. Implementation of each improvement involves five distinct steps.

- **Choose an approach.** Does the improvement involve repairing, replacing or modifying an existing element or adding a new one? In choosing an approach, keep the following guidelines in mind:
 - Less is better than more.
 - It is best to correct problems with existing infrastructure before adding new public improvement elements to the downtown.
 - Try to find management solutions to problems before considering design solutions.
 - Major improvements should be planned and executed so as to cause the least disruption.
 - New elements should be visually compatible with existing elements and buildings.
 - Any strategy for upgrading public improvements should include maintenance considerations for both new and existing elements.
- **Select appropriate elements.** Is the design or repair of the element visually and functionally compatible with existing elements downtown? Does the element conform with established design guidelines? Some factors to consider when selecting elements include:
 - **Impact.** What impact will this change have on the downtown and its functions? How will the downtown be affected during construction or installation of the improvement?
 - **Cost.** What will this improvement cost? Is the benefit worth the price? How will it be funded? What are the maintenance costs? Would its removal, modification or replacement cause maintenance costs in other areas of the downtown?
 - **Responsibility.** Who will be responsible for designing, installing, maintaining and managing this improvement?
 - **Compatibility.** Is the element visually compatible with the downtown environment? Does it reinforce the design of downtown buildings?
 - **Security.** Does the element have special security requirements? If so, what are they?

- **Energy.** Does the element have any energy costs associated with it? If so, what are they, and who will be responsible for them?
 - **Circulation.** How will this element affect pedestrian and vehicular circulation? Can its design facilitate movement into shops and businesses? Does it provide direction to other parts of the downtown and the rest of the community?
 - **Initial cost versus long-term cost.** Will the community be saving money up front by purchasing an inexpensive item that will need to be replaced within a few years? Will it be less expensive in the long run to buy an element that will last longer or that does not require as much upkeep?
- **Plan appropriate locations.** Where will the element be located? If it is an existing element that is being repaired, would it be advantageous to relocate it? If it is a new element, where will it best be located to serve its function and support others?
 - **Organize the work.** When will work begin and how long will it last? Is the work schedule timed to create as little disruption as possible for businesses and traffic? Who will be responsible for each phase of the work plan?
 - **Plan follow-up activities.** After the element has been repaired, installed or modified, determine how

well it is functioning. Is there an adequate maintenance plan in place? Who is responsible for maintenance? Has the change had the desired effect?

Because implementation of the public improvements program is incremental, funding will be incremental as well. Funding for various segments of the program may come from different sources. The downtown should consider traditional funding sources such as capital improvements programs, and less traditional sources such as public improvements gift catalogues, foundations and other private-sector sources, special taxing districts and tax-increment financing.

The Importance of a Public-Private Partnership

Both the public and the private sectors are responsible for design improvements downtown. A public improvements program by itself cannot leverage private investments. On the other hand, a program carried out in conjunction with private building improvements and within the broader framework of the Main Street approach will significantly contribute to the downtown revitalization effort and provide a more attractive environment for businesses, investors and consumers.

Design Glossary

A

Abrasive cleaning. A process for cleaning building materials. The building surface is usually blasted under pressure with sand, glass pellets or water. Unfortunately, abrasive cleaning cuts away the protective outer coating of most building materials and causes irreversible damage. Consequently, abrasive cleaning is almost never appropriate for traditional commercial buildings.

Awning. A sloping, rooflike structure that projects from a building (generally above the storefront) and covers the sidewalk. Awnings can be retractable or fixed. Although usually made of fabric stretched across a metal frame, awnings can also be made of wood or metal.

B

Bearing wall. A building wall that carries a structural load. Most traditional commercial buildings are deep and narrow; the long walls in these buildings bear loads transferred from joists and beams in the flooring and roof systems.

C

Canopy. Like awnings, canopies are rooflike structures that project from a building (usually above the storefront) and cover the sidewalk. While awnings are sloped, however, canopies are flat and are not retractable. Canopies can be made of wood, metal, glass, concrete or fabric.

Carrara glass. See Structural pigmented glass.

Certified local government (CLG). A local government certified by the state historic preservation office (SHPO) to undertake local historic preservation activities. To be certified, a community must establish a historic preservation commission and design a program that meets federal and state standards. Certified local governments are eligible to apply for earmarked grants distributed through the SHPO from the National Historic Preservation Fund. CLGs also receive technical assistance from the SHPO and assist in nominating local properties to the National Register of Historic Places.

Compatibility. The congruity of design characteristics. Design features of traditional commercial buildings should be compatible with the streetscape's overall design characteristics in terms of size, color, mate-

rials, proportion of window and door openings, setback from the street and roof shape.

Comprehensive plan. A plan prepared—usually by the local government—to direct community growth and delivery of services. Most communities prepare or update comprehensive plans at least once every 10 years. Comprehensive plans usually address housing needs, commercial activity, transportation, education, recreation, medical and social services and infrastructure. Many cities include sections on the needs of the downtown commercial area.

Cornice. The decorative band at the top of a building. The cornices of traditional commercial buildings can be made of wood, pressed metal, brick, decorative tile or other materials.

D

Design guidelines. Written guidelines that help designers and property owners decide how to rehabilitate a building. Often accompanied by illustrations, design guidelines should be tailored to the needs and unique design characteristics of the district in which they are to be used. They are usually provided by the local government, a private historic preservation organization or the downtown revitalization project. Programs that offer facade rehabilitation loans or other financial incentives for building improvements often require recipients to follow the design guidelines. Occasionally, a local government will adopt design guidelines as part of the design review process for a local historic district, with issuance of building permits tied to compliance with the guidelines. (See Design review.)

Design review. The process of reviewing proposed building modifications to ensure compatibility with established design guidelines. Design review can be a voluntary or mandatory process. Some communities approve ordinances requiring design review for designated areas in order to ensure design compatibility. In many instances, design review is part of voluntary financial incentive programs that offer grants, loans or other assistance to individuals or businesses who comply with the guidelines.

E

Efflorescence. A type of masonry deterioration in which moisture inside the wall evaporates and leaves a residue of soluble salts on the building's surface. If detected early, the salts can be safely removed. The source of

moisture infiltration must be identified, however, and the infiltration halted.

F

Fenestration. The arrangement of windows in a wall—usually in the upper facade of downtown commercial buildings.

H

Historic district. A delineated area containing historic buildings that are related to one another by style, historic significance, theme, cultural or other design traits. Historic districts can be designated by the city, state or federal government and are usually established to protect the architectural, historic or cultural characteristics of an area.

I

Infrastructure. The term applied collectively to water mains, sewers, underground utilities, sidewalks, streetlights and other elements that support basic activity in public areas.

K

Kickplate. The bulkhead below a storefront display window. The kickplate protects the storefront window from breakage by elevating it several feet above the sidewalk.

M

Marquee. A permanent canopy over an entrance. Usually found on hotels or theaters, marquees are generally made of metal and glass and are often brightly lit.

Masonry. Stonework or brickwork.

Mortar. A moldable material used to bond masonry (bricks, stone, etc.). Mortar consists of three elements: cement, water and an aggregate (sand is almost always used; sometimes, coarser aggregates are used as well).

Muntins. Strips that separate glass panes in a window.

N

National Historic Preservation Act of 1966. An act of Congress establishing a national program to coordinate and support public and private efforts to identify, evalu-

ate and protect historic and archeological resources. The National Historic Preservation Act created the National Register of Historic Places, established a national Advisory Council on Historic Preservation, set up guidelines for state historic preservation offices, authorized funding through the National Preservation Fund and created other mechanisms for preserving the nation's cultural resources.

National Register of Historic Places. The official list of the nation's cultural resources, authorized by the National Historic Preservation Act and maintained by the National Park Service under the Secretary of the Interior. Listing in the National Register recognizes a building's significance to the county, state or community in which it is located. A property listed in the National Register is eligible for federal tax benefits, receives special consideration in the planning of federally assisted projects and, when available, qualifies for federal funds earmarked for historic preservation. The following types of properties are eligible for the National Register: properties associated with significant events or individuals; properties that embody unique architectural or structural characteristics; and properties that have archeological significance. National Register listing does not restrict the owner's freedom to use or modify the property.

O

Oriel. A large bay window projecting from the upper facade.

P

Parapet. A low wall at the edge of a roof. Most traditional commercial buildings have flat roofs, with parapets along the front. The roof usually slopes away from the parapet at a slight angle, helping provide drainage for rainwater.

Pediment. The triangular space that forms a gable at the top of a classical building with a pitched roof.

Pigment. A powdered substance, which is added to paint to give it color.

R

Rehabilitation. Physically improving a building's function and/or appearance in a manner that *does* preserve and utilize the building's historic features and characteristics. Substantial rehabilitation may involve some

degree of restoration. Most rehabilitation projects, though, are relatively simple, involving minimizing a building's less attractive features and using simple, inexpensive techniques to emphasize its positive ones.

Rehabilitation tax credits. The federal government provides an income tax credit for the *certified* rehabilitation of buildings listed in (or eligible for) the National Register of Historic Places. The tax credit is equal to 20 percent of the cost of the rehabilitation; expenses must equal the adjusted basis of the building or \$5,000, whichever is greater, in order for the credit to be used. Also, the rehabilitation must comply with the Secretary of the Interior's Standards. The rehabilitation tax credit provides a valuable incentive for reinvestment in traditional commercial buildings. A 10 percent credit is available for nonhistoric buildings constructed at least 50 years ago.

Reinforced concrete. Concrete reinforced with metal bars or mesh. The metal reinforcement gives concrete — especially concrete used in columns and slabs — greater tensile strength and durability. Sidewalks are usually made of reinforced concrete, as are all structural elements in buildings.

Renovation. Physically improving a building's function and appearance in a manner that may or may not preserve and utilize the building's historic features and characteristics.

Repointing. The repair and replacement of mortar between masonry units (bricks, stone, etc.). In traditional commercial buildings, repointing should always be done by professionals skilled in historic preservation techniques to ensure that masonry is not damaged and that the new mortar matches the original as closely as possible in composition and application. Modern mortar — which has a higher concentration of Portland cement than mortar made more than 50 years ago — can sometimes cause damage because it is usually harder than the masonry, which then becomes susceptible to deterioration.

Restoration. Restoring a building's *original* features. This option is usually most appropriate for museum-like buildings--national landmarks, for instance, or extraordinary examples of a particular style of architecture.

Sandblasting. See Abrasive cleaning.

Sash. The metal or wood framework that surrounds

S
panes of glass in a window or door.

Secretary of the Interior's Standards. Guidelines developed by the Secretary of the Interior for historic preservation activities. The Standards describe recommended — and *not* recommended — treatments for restoration, rehabilitation and renovation projects. Property owners who wish to qualify for the federal rehabilitation tax credit must comply with the Secretary of the Interior's Standards.

Spalling. A form of deterioration in which the surface of a masonry unit — usually brick — chips or flakes off. Spalling is generally caused by the freeze-thaw action of moisture trapped inside the masonry; when the ice particles melt, they expand, causing the masonry to flake apart. If moisture problems are detected early enough, spalling can be prevented.

Specifications. The list and description of specific materials used in construction. Specifications often call for brand names of prefabricated building elements. They also usually describe the types of building materials that the designer intends the builder to use. Locating a traditional commercial building's original set of specifications can help during rehabilitation by providing detailed information about mortar composition, roofing materials, architectural details and other building features.

State historic preservation office (SHPO). The public-sector office that monitors historic preservation within the state and assists communities with preservation projects. Each state has a SHPO, which is responsible for reviewing nominations to the National Register of Historic Places, overseeing historic site surveys, regulating certified local governments, reviewing projects that use public funds to ensure compliance with the National Historic Preservation Act and monitoring other related activities. SHPOs typically receive some operating funds from the federal government; most also receive funding from the state government as well as private sources.

Storefront. The ground-floor, front facade of a traditional commercial building. The storefront consists of a kickplate, display windows and transom windows. It is usually spanned by a structural beam carrying the weight of the upper facade. The structural beam is sometimes trimmed with a decorative cornice. The storefront entrance is often slightly recessed. The store-

front space is designed to facilitate retail activity by providing display space for merchandise and helping blend the sidewalk and the store interior.

Streetscape. The sequence of buildings along the street. In downtown commercial areas, the design characteristics of the streetscape are as significant as those of individual buildings in creating a visually cohesive district.

Structural pigmented glass. A type of decorative glass (not structural, despite its name) used to cover a building facade. Structural pigmented glass — known primarily by the brand names Carrara and Vitrolite — was developed in the 1920s and used widely in Art Deco and Art Moderne architecture and in buildings remodeled from the 1920s to 1950s. Structural pigmented glass is no longer manufactured in the range of colors once available.

Terra-cotta. A glazed or unglazed tile used architecturally. The facades of some traditional downtown commercial buildings are clad with terra-cotta panels, often

T
created especially for a particular building. The terra-cotta panels are usually attached to the facade with metal anchors.

Tie rod. A rod (usually steel or iron) used as a structural brace. Tie rods often help secure a building's facade to its structural framework by connecting the facade to a

wood or metal joist or beam inside the building. Tie rods are frequently capped on the outside of the building with small metal plates shaped like stars or florets.

Transom. The window area directly above storefront display windows. Transom windows filter light back into narrow traditional commercial buildings, illuminating the interior.

Upper facade. The area of the facade above the storefront and below the cornice. The upper facades of traditional commercial buildings consist of an infill

U
material (such as brick or wood) and fenestration.

Zoning. The process of designating different sections of a town or city for specific types of activities, such as residential, commercial or industrial.

Z

Main Street
Design Guidelines

Potential Grants for Projects

Please check with each contact person to make sure your town qualifies

<u>Project</u>	<u>Funding Source</u>	<u>Contact Person</u>
Water & Sewer	Community Block Grant	OECD Laila Cully 503-229-5114
Housing Rehab	Community Block Grant	OECD Laila Cully 503-229-5114
Community centers, Sr. centers, food banks day care, homeless shelters, youth centers	(up to \$600,000) Community Block Grant	OECD Laila Cully 503-229-5114
Downtown Revitalization: curbs, sidewalks, street- lights, landscaping, water,	(up to \$300,000) Community Block Grant	OECD Laila Cully 503-229-5114
Survey and historic property inventory; nominations of historic districts, planning neighborhood preservation x230	Historic Preservation Fund Grant	State Historic Preservation Office Kimberly Dunn 503-378-6447
Projects or festivals that further tourism, a new publication to attract tourism or conventions, tourism consulting/ planning, media advertising, small tourism construction project, visitor kiosk or increased signage	Matching Funds Program	Oregon Tourism Commission (OTC) 503-986-0123
Public recreational boating facilities master planning, expansion, rehabilitation, parking areas landscaping, restrooms, access roads, signs	Boating Facility Grant Program	Oregon State Marine Board Dave Obern 503-373-1405
Downtown master plans, start-up & operations for downtown associations	Rural Investment Funds	Columbia Pacific EDC Jeff King 503-397-2888

Committee Action Plan

Committee:

Activity (One per Action Plan):

Objective:

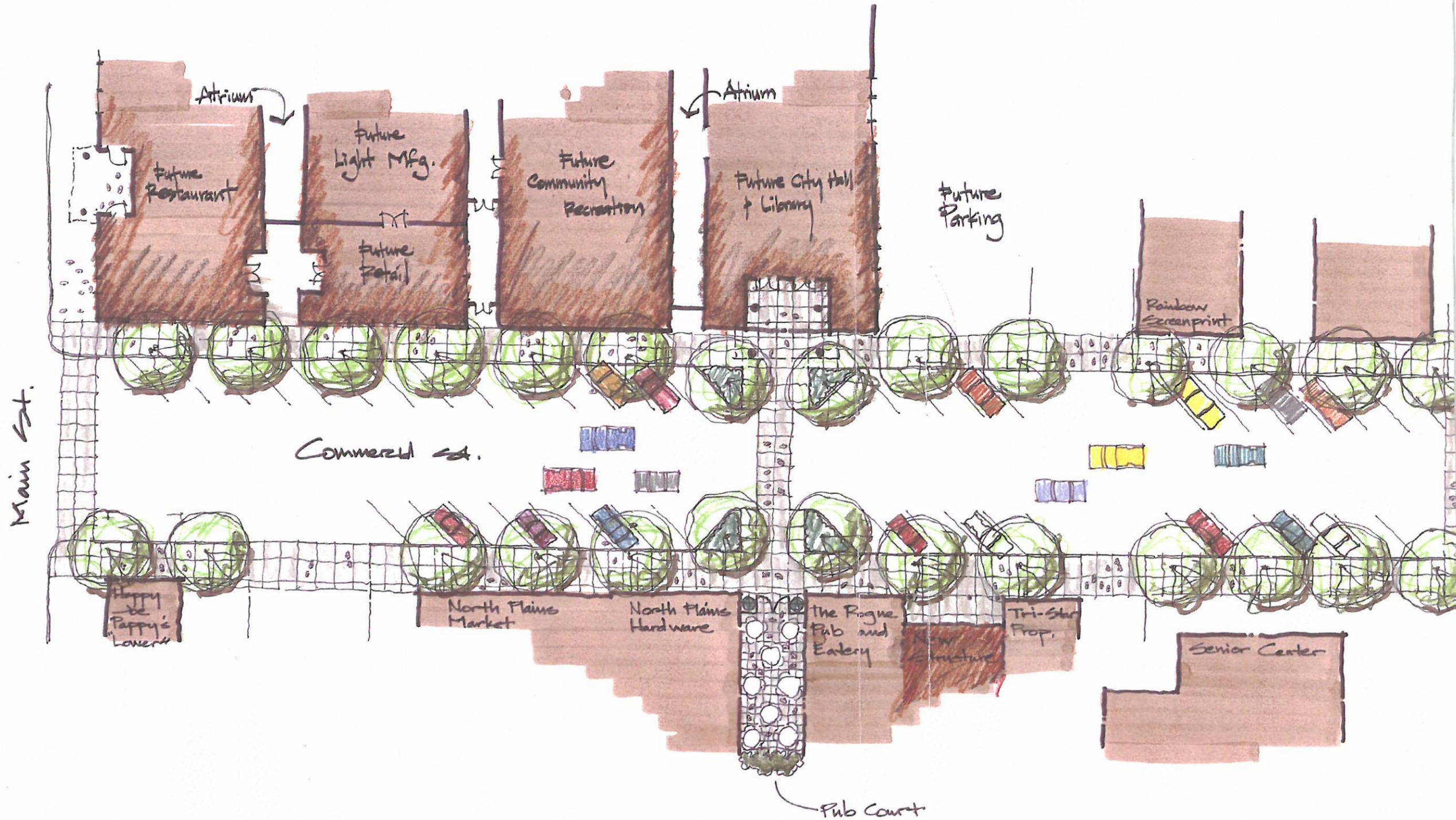
Tasks Necessary to Complete Activity:

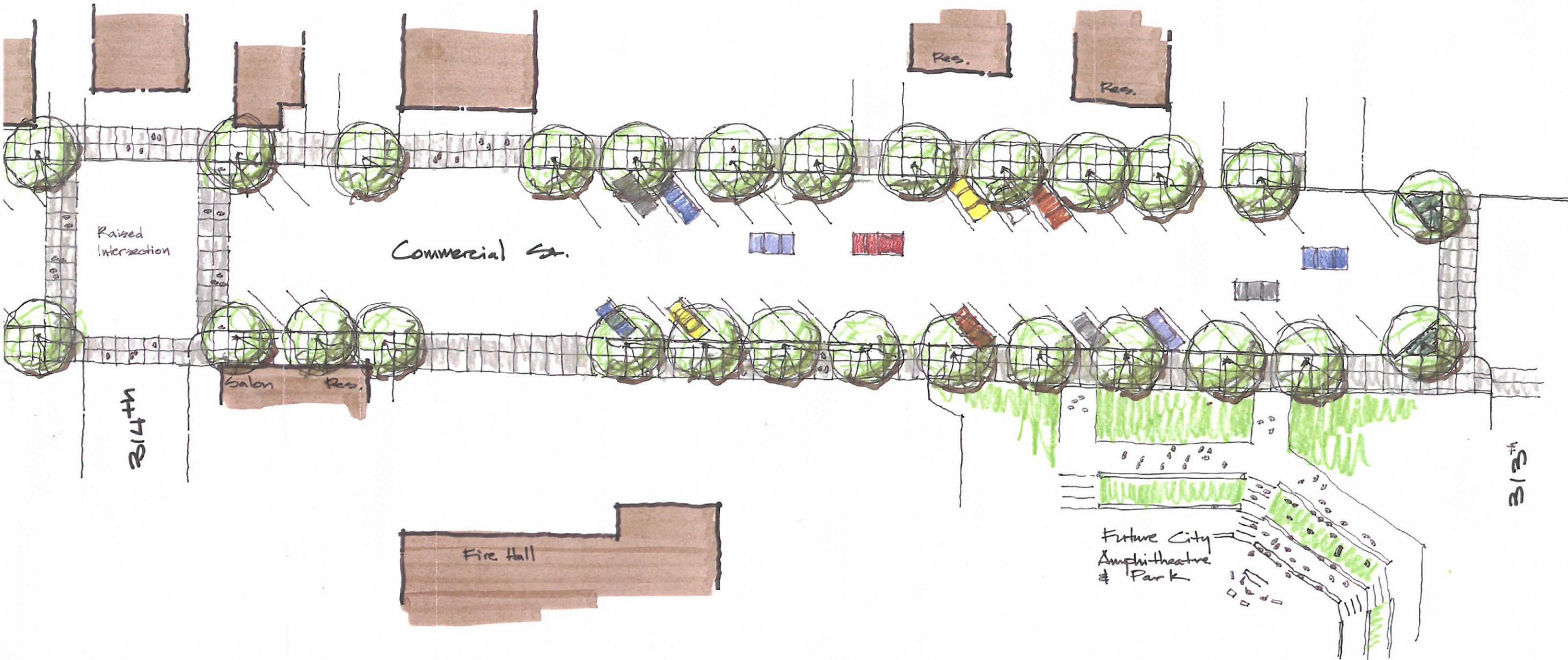
Task responsibility

Due Date:

Comp. %:

Budget:



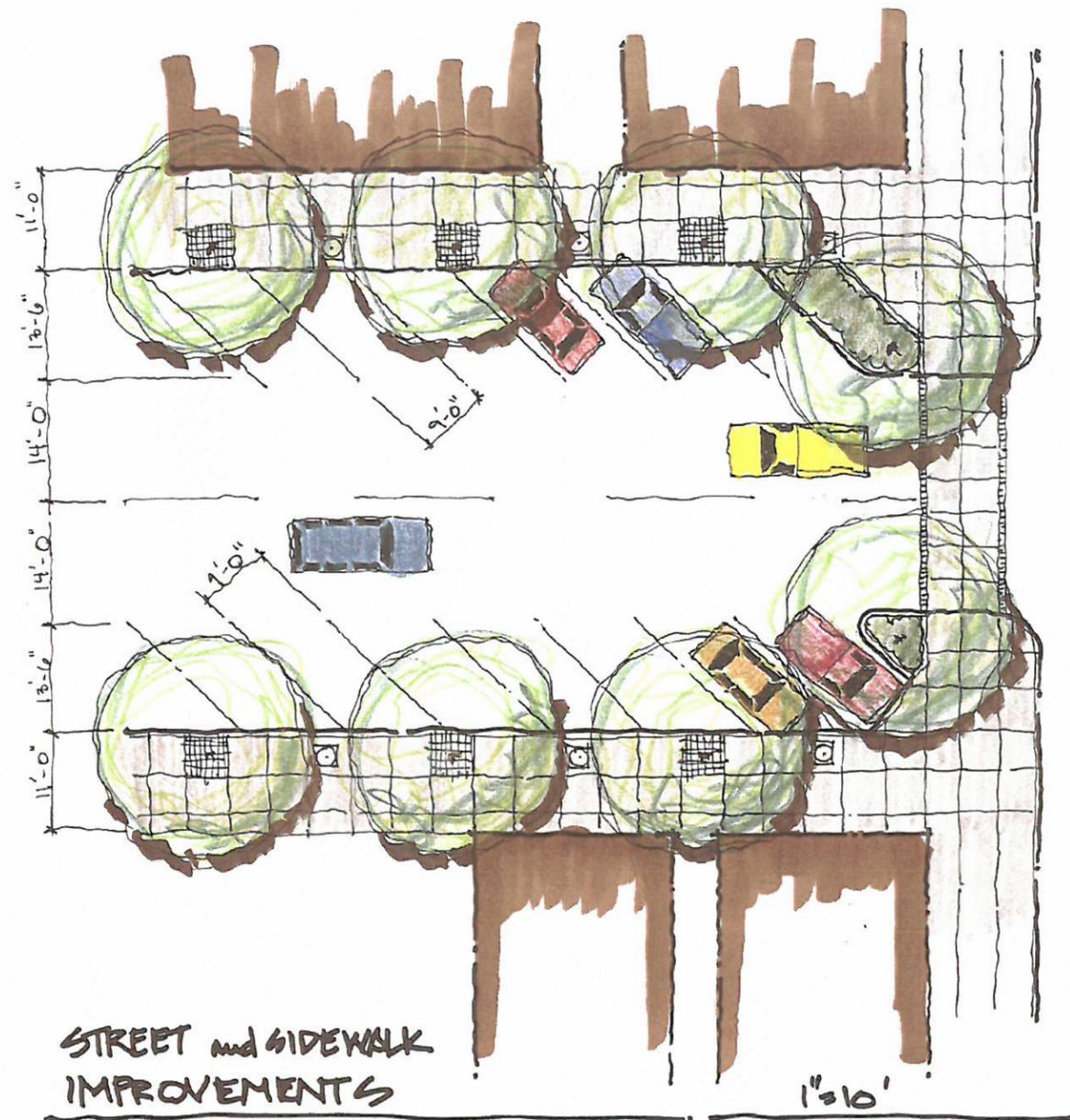




SIDEWALK ZONING 11'-0" WIDE

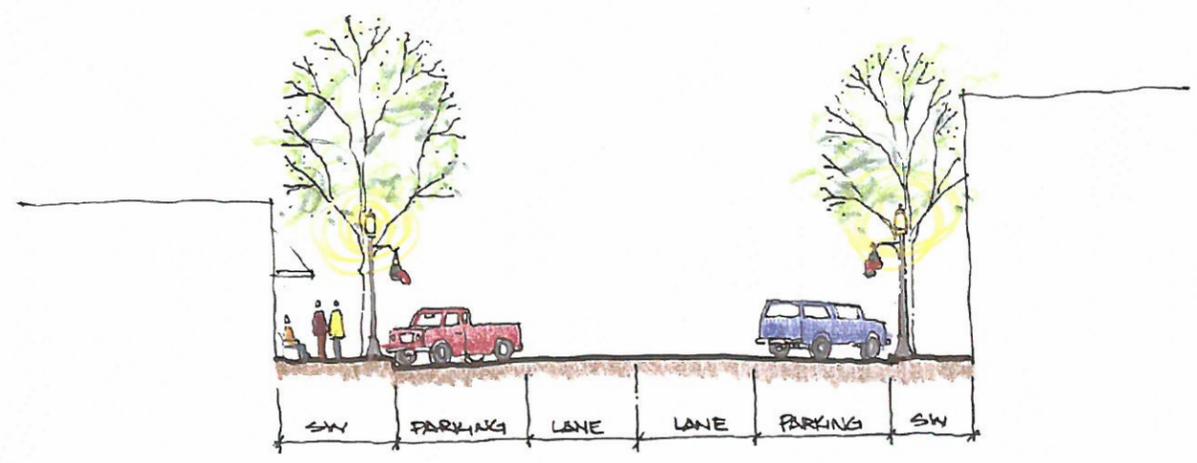
1" = 1'-0"

Attachment B

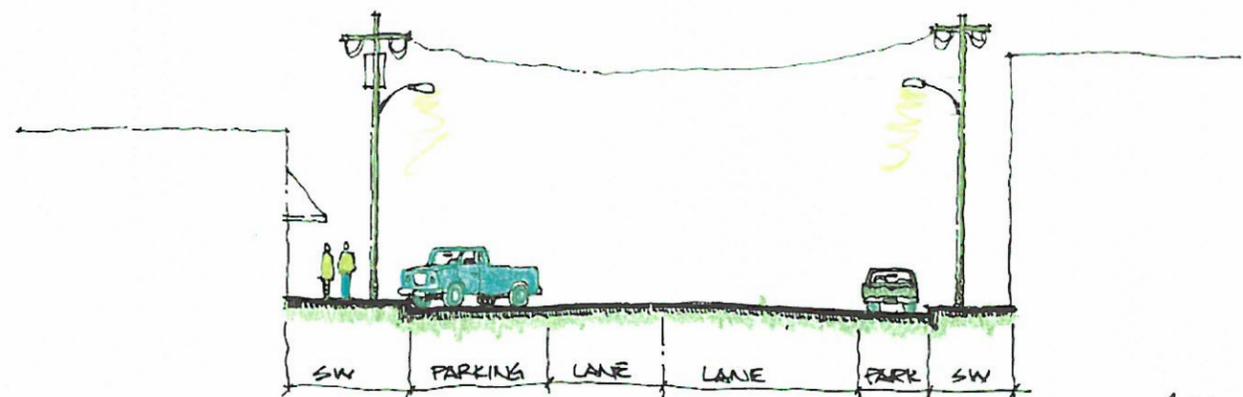
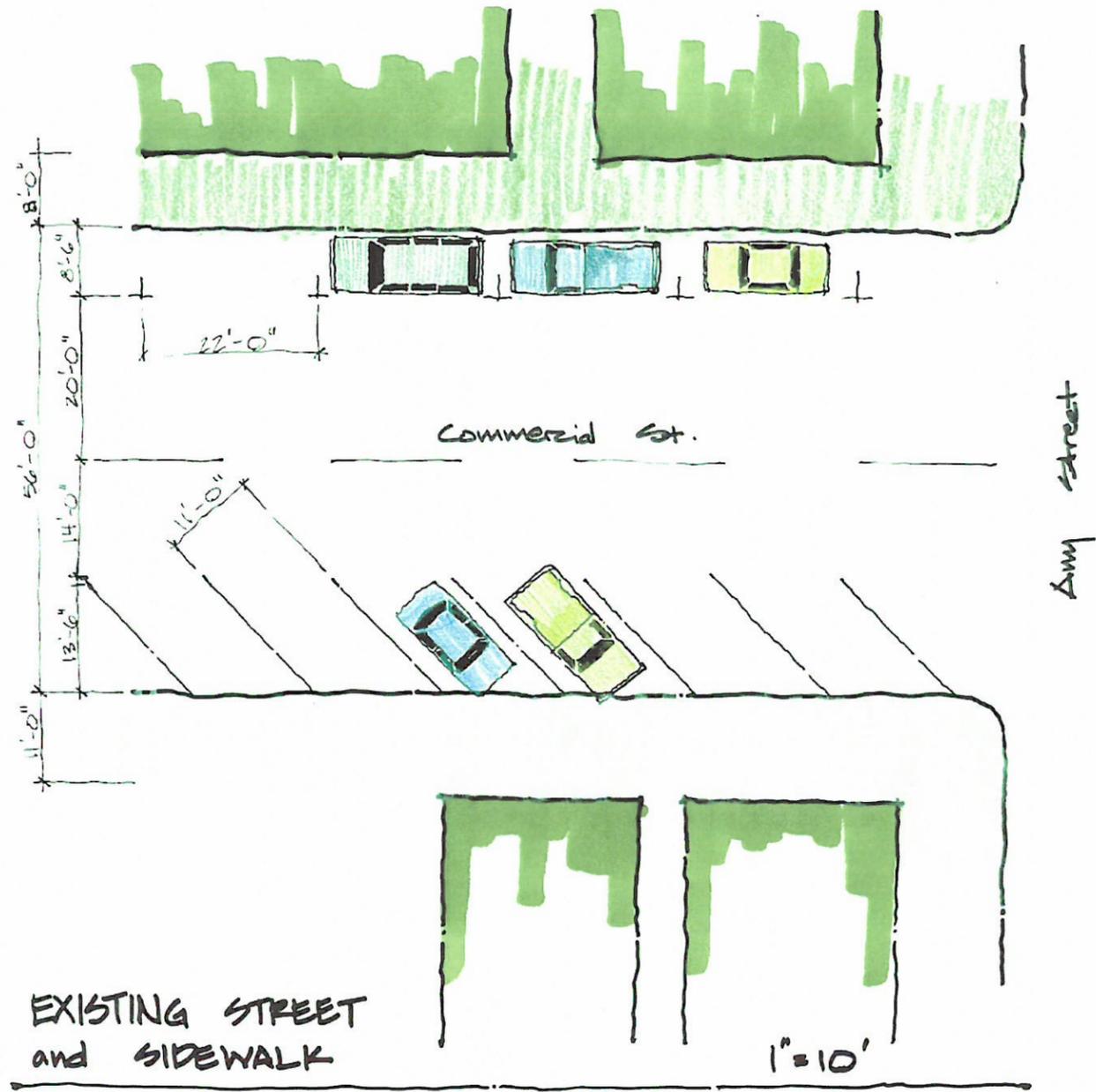


STREET and SIDEWALK IMPROVEMENTS

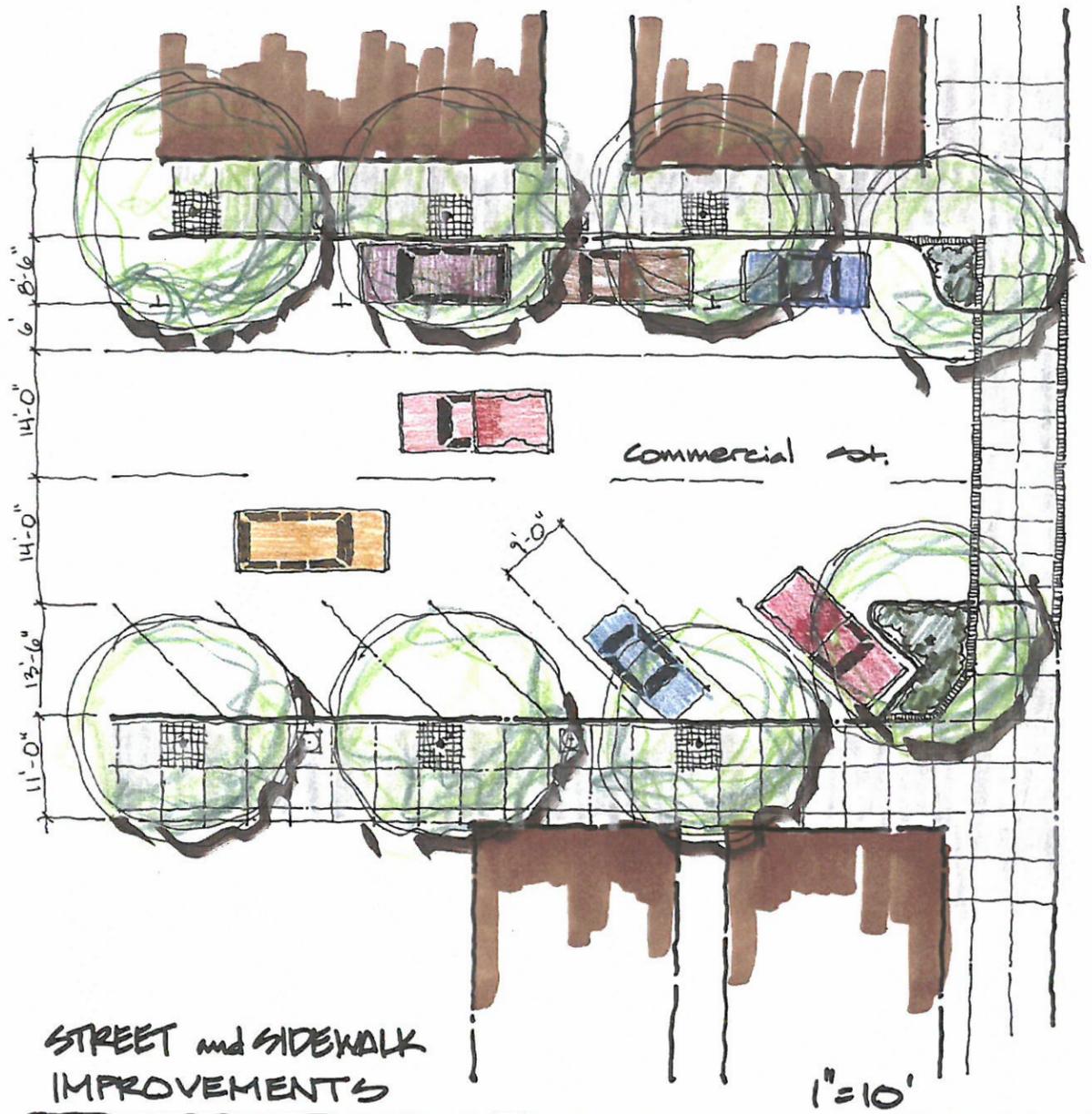
ANGLED PARKING ONLY, NO BIKE LANE



Attachment c



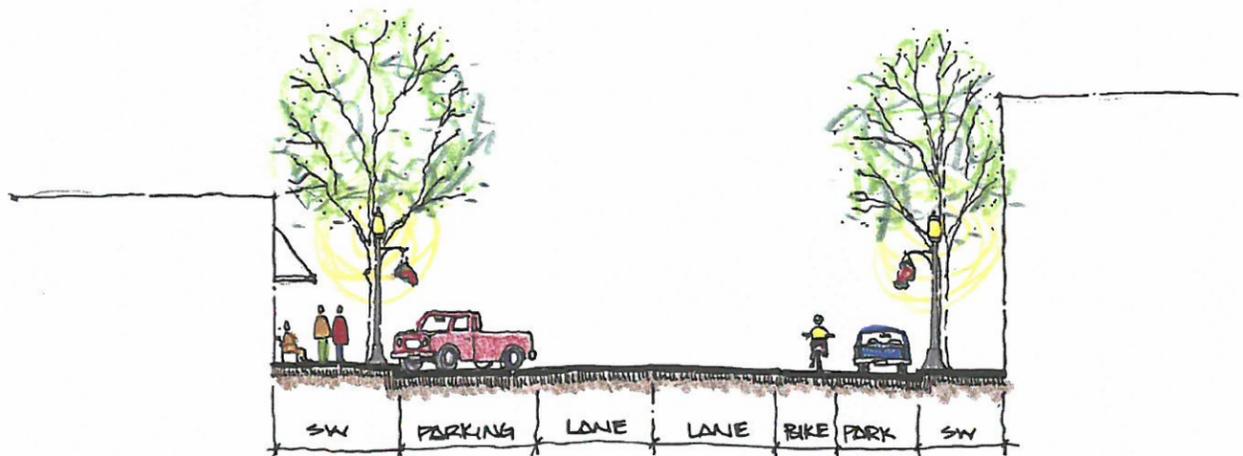
Attachment D



Amy Street

STREET and SIDEWALK IMPROVEMENTS

ANGLED & PARALLEL PARKING, BIKE LANE



Attachment E



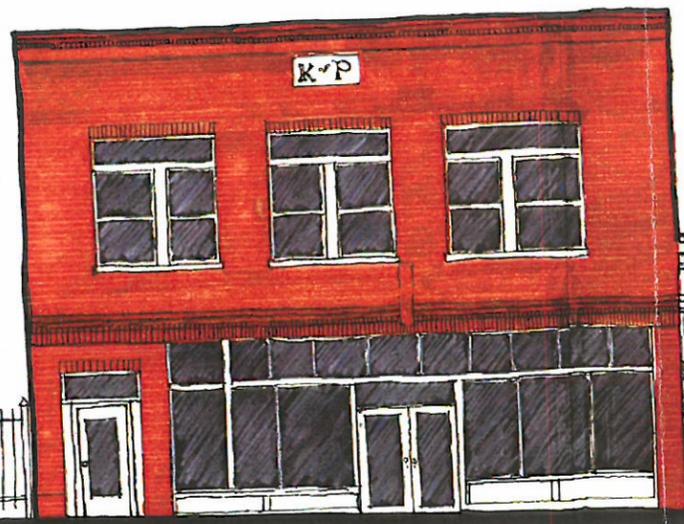
TRI STAR PROPERTIES

NEW STRUCTURE

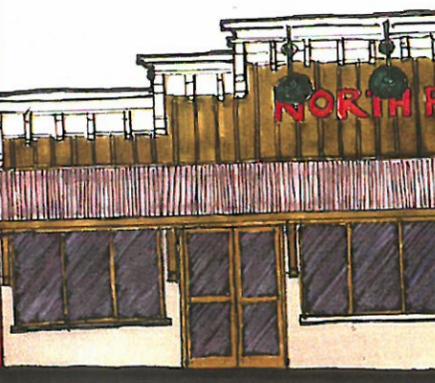
THE ROGUE PUB



PUB COURT



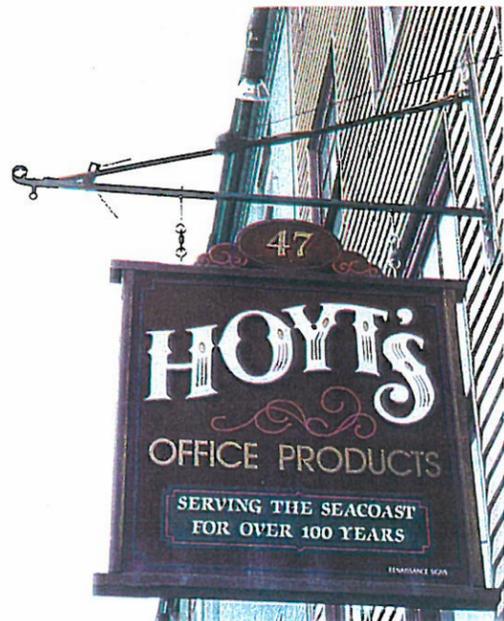
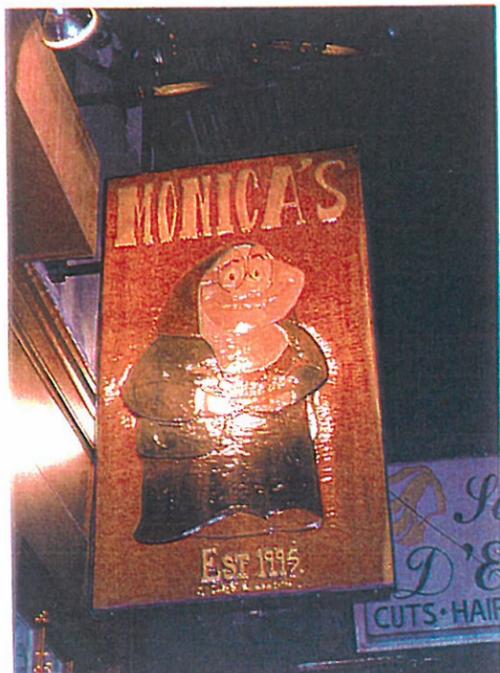
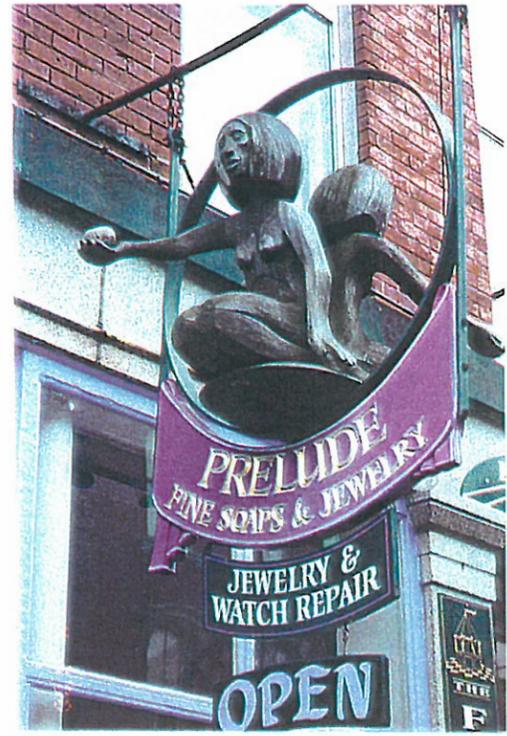
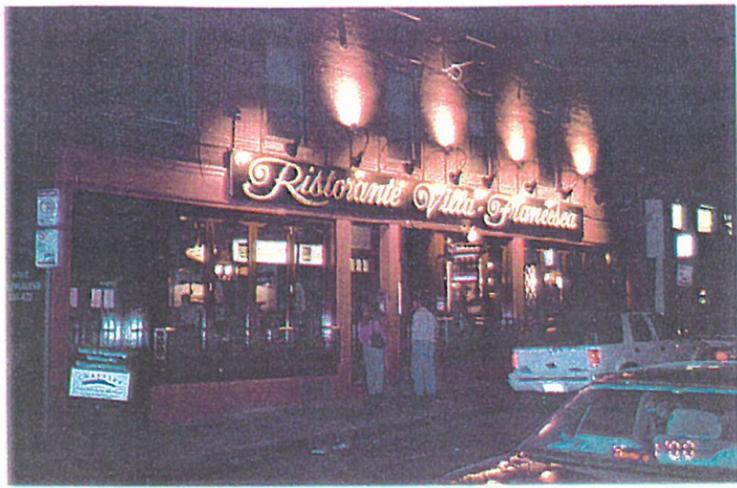
KNIGHTS OF PYTHIAS



NORTH PLAINS

COMMER
RETAIL 1

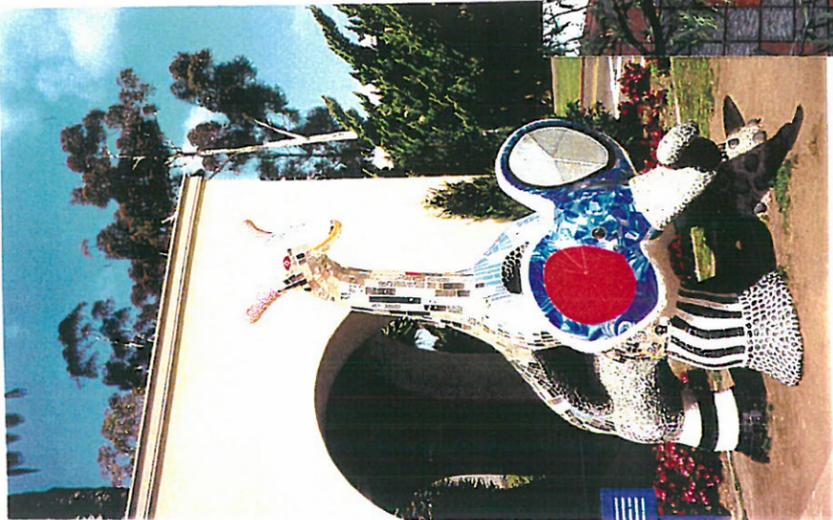
CROW/CLAY AIA
7/2001



Attachment 5

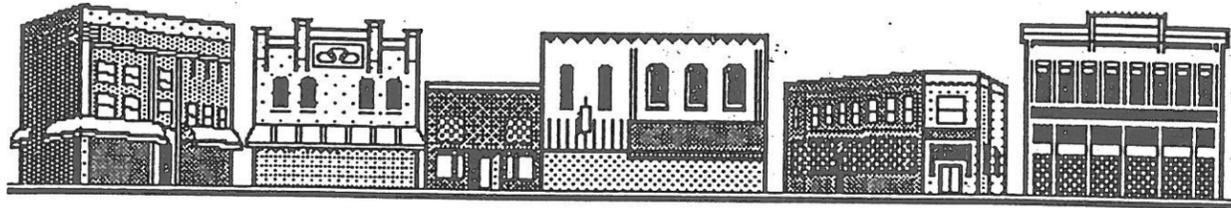


Public Art



Attachment H

Façade Improvement Loan
And
Grant Design Guidelines and
Examples



Historic Silverton Inc.

Silverton Economic Improvement District
P.O. Box 51, Silverton, OR 97381

HISTORIC SILVERTON FACADE IMPROVEMENT GRANTS

Attractive buildings attract business. The Historic Silverton facade improvement grants have been established to stimulate investment in our commercial districts. While the primary focus is currently on the downtown historic district, the grants are available to any member of the economic improvement district (EID). The intent of this grant program is to produce visible changes on the facades and storefronts of Silverton's commercial buildings.

WHO IS ELIGIBLE?

Those businesses participating as members in good standing of the EID with buildings located within the EID boundary, as shown on the map. Eligible projects include exterior rehabilitation and restoration, as well as painting, awnings, architectural consultation and signage. Interior rehabilitation, purchase of inventory, promotions or business venture expansions do not qualify.

HOW MUCH MAY BE GRANTED?

We have allocated \$8,000 from our current budget with a maximum grant of \$1,000 per project. A cash match is required from the owner, but this may be met with loans (such as the Chamber of Commerce's low interest loans through First Interstate Bank) or other grants. Upon presentation of copies of paid receipts, we will reimburse 50% of the cost; ie. if a project costs \$2,000 or more we will pay \$1,000, or if the project costs \$900 we will pay \$450.

IS DESIGN APPROVAL NEEDED?

Yes. Submit your design plan and sketches to the Historic Silverton Board of Directors. A book of sample ideas is available and design assistance may be provided at no cost.

WHAT IS THE TIMELINE?

The application and design plan must be approved by June 30, 1995 to participate in this phase. The project should be completed within 90 days after approval.

WHAT IS THE APPLICATION PROCEDURE?

Pick up a copy of the Historic Silverton Facade Improvement Grant application at the Chamber of Commerce office in City Hall or contact any Board member listed below. Submit a completed application, project drawings, and project budget to the Historic Silverton board.

NEED MORE INFORMATION? Please contact any board member listed below.

Board of Directors: President - Dan States, 873-2107; Secretary - Mason Branstetter, 873-3545; Treasurer - Jerry Steffen, 873-3663
Vice President - Dave Potter, 873-4998; Director - Kay Schacher, 873-2776

HISTORIC SILVERTON, INC
FACADE IMPROVEMENT GRANT APPLICATION

APPLICATION NO. _____

APPLICATION DATE: _____ RECEIVED BY BOARD _____

APPLICANT NAME: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____

PROJECT ADDRESS: _____

LEGAL DESCRIPTION OR TAX LOT NO _____

BUILDING AGE: _____ SQUARE FOOTAGE: _____

BUILDING USE: _____

PROJECT START DATE: _____

EXPECTED COMPLETION DATE: _____

EXPECTED PROJECT COST: _____

GRANT AMOUNT REQUESTED: _____

Please include the following with your application:

1. A recent photograph of the building facade
2. Drawing showing the proposed change(s)
3. Contractor's bids or estimates of cost
4. Paint chip or sample of colors if changing

REVIEWED BY BOARD: _____ APPROVED _____ DECLINED _____

Board of Directors: President - Dan States, 873-2107; Secretary - Mason Branstetter, 873-3545; Treasurer - Jerry Steffen, 873-3663
Vice President - Dave Potter, 873-4998; Director - Kay Schacher, 873-2776

DESCRIPTION OF WORK TO BE COMPLETED
(Please type or print)

EXTERIOR WALLS AND DETAILING: _____

WINDOWS: _____

DOORS: _____

PAINTING: _____

ROOF: _____

SIGNAGE: _____

MAINTENANCE: _____

THE UNDERSIGNED APPLICANT AFFIRMS THAT:

1. The information submitted herein is true and correct to the best of my (our) knowledge.
2. I (we) have read and understand the conditions of the Historic Silverton Facade Improvement Grant and agree to abide by its conditions.

APPLICANT SIGNATURE DATE

APPLICANT SIGNATURE DATE

FOR OFFICE USE ONLY

Design Review Board Action: _____

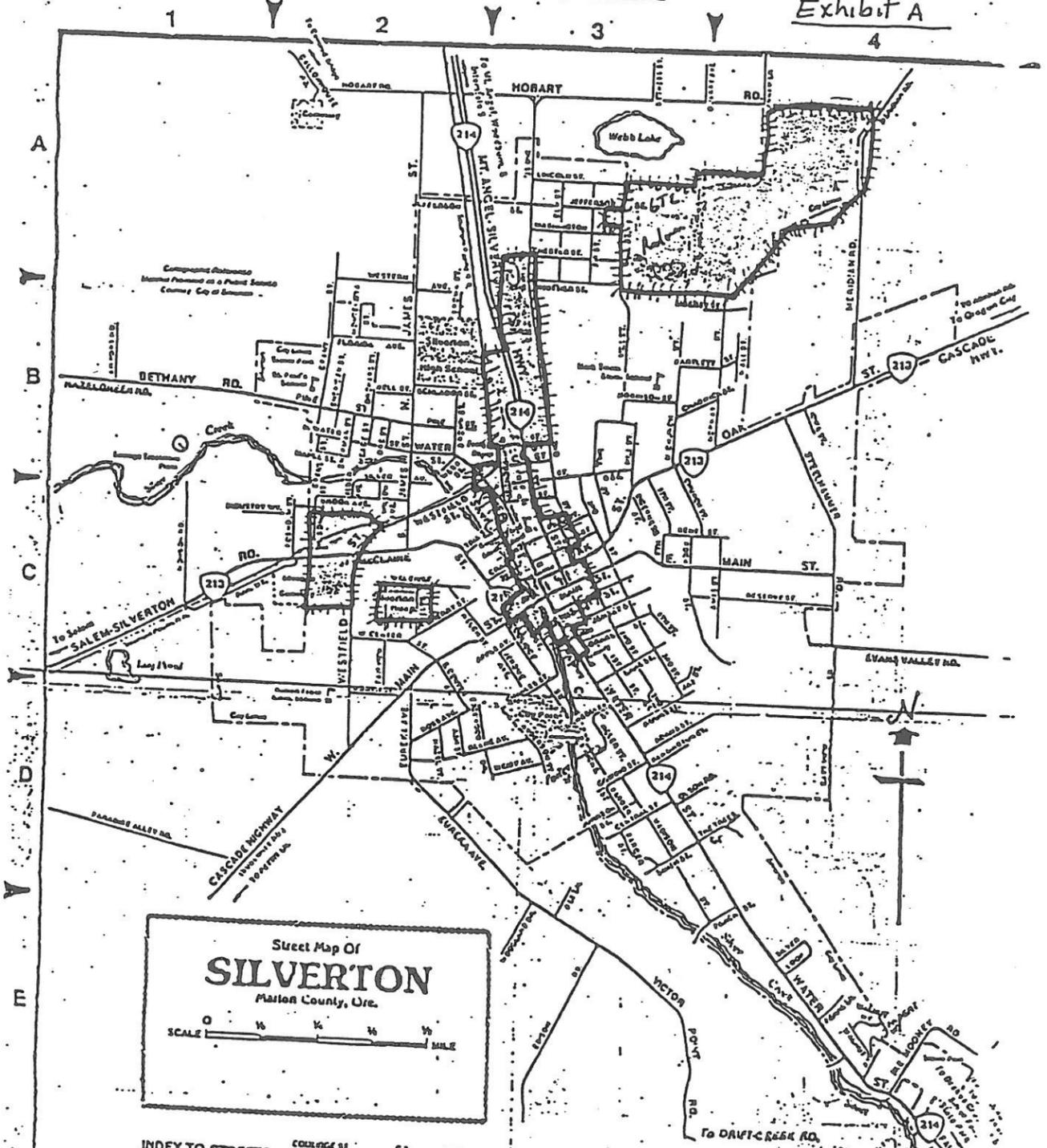
Program Manager Notes: _____

Final Inspection Date: _____

Other: _____

SILVERTON EID BOUNDARIES

Exhibit A



Street Map of
SILVERTON
Multnomah County, Ore.
SCALE 0 1/4 1/2 3/4 1 MILE

INDEX TO STREETS SILVERTON

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Adams St																									

Canby Business Revitalization



Matching Grant Program

Program Summary

The Canby Business Revitalization Group believes our historic buildings represents a valuable resource worth enhancing and preserving. The purpose of the CBRG's matching grant program is to encourage the preservation and rehabilitation of the buildings within the economic improvement area as well as provide incentives for good downtown design projects.

Eligible Applicants

- Property owners of commercial or mixed use commercial structures who are members in good standing with the CBRG.
- Developers of commercial or mixed use commercial structures who are members in good standing with CBRG.
- Tenants of commercial or mixed use commercial structures with signed permission of the property owner and who are members in good standing with CBRG. Tenants leases must be a minimum of three (3) years.

Program Guidelines: The grant funds are to be used as an incentive to encourage the preservation and rehabilitation of the buildings within the business improvement area as well as provide incentives for good downtown design projects. In determining what improvements are eligible, the following guidelines will be applied:

- 1.) All work performed must be in keeping with the architectural renderings and specifications approved by the Matching Grant Review Committee.
- 2.) Projects will be reviewed and approved using the following criteria:
 - a. The Historical or architectural significance of the building.
 - b. The impact of the project on the attractiveness of the building, streetscape and the downtown or neighborhood.
 - c. The architectural quality of the design proposal.
 - d. The Secretary of Interior's guidelines for Historic Preservation.
- 3.) All work performed must meet City of Canby building codes. Projects must begin three (3) months and be completed no later than twelve (12) months after approval of the grant.

For more specific information see "Matching Grant Program - Specific Guidelines" available at the CBRG office.

Eligible Structures: Existing commercial structures which are located in the Business Improvement Area. New construction activities are not eligible under this program.

Eligible Improvements: Projects are limited to signage and facade which include the following:

- Exterior painting and/or paint removal
- Exterior cleaning
- Masonry repair and repainting
- Repair and replacement of architectural details or materials
- Repair of windows
- Rehabilitation of compatible reconstruction of storefronts
- Professional design, engineering, or architectural fees.
- New signage or rehabilitation of historic signage
- New awnings or rehabilitation of existing office
- Removal of inappropriate/out-of-date signage
- Landscaping

Ineligible Expenditures

- Interior rehabilitation
- Refinancing of existing debt
- Inventory
- Equipment
- Sweat equity (payments for applicant's own labor)
- New construction
- Improvements made prior to grant approval
- General periodic maintenance
- General business operations expenses (payroll, taxes, utilities, etc.)

In case of additional projects, grants will be limited to one grant award per applicant in a calendar year.

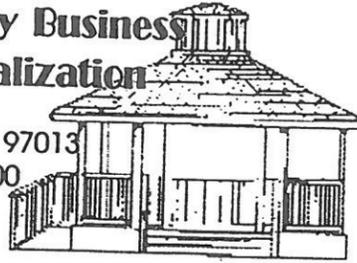
Grant Amount: The program will pay up to fifty percent (50%) of the cost of the project, or \$500 whichever is less. Painting grants will pay up to fifty percent (50%) of the cost of the project, or \$250. Whichever is less. Funds are available on first come, first served basis.

Application Process:

1. Obtain an application form from the CBRG office. Include the necessary drawings and cost estimates, and return to the CBRG office. The Matching grants Committee will review the grant request.
2. Meet with the Matching grant Committee to discuss plans. After the committee reviews the plans, the applicant will be notified in writing of the decision. If approved, a formal contract will then be drawn up. Work must begin within three (3) months and be completed within twelve (12) months of approval. The applicant or his/her agent is responsible for obtaining the required permit(s) from the City of Canby. The CBRG reserve the right to cancel this agreement in the event of failure to comply with this schedule. **NOTE: THERE CAN BE NO CHANGES TO ANY DESIGNS, WITHOUT PRIOR GRANTS COMMITTEE APPROVAL.**
3. Submit a financial summary report and copies of invoices. Funds will disperse only after verification that the work has been completed in accordance with the contract.

**Canby Business
Revitalization**

PO Box 35
Canby, OR 97013
Ph. 266-4600



**Facade Improvement
Matching Grant
Application**

Application Date: _____ Received by Design Committee: _____

Applicant Name: _____

Mailing Address: _____

Phone Number: _____ FAX: _____

Project Address: _____

Legal Description or Tax Lot NO: _____

Building Age: _____ Square Footage: _____

Building Use: _____

Project Start Date: _____

Expected Completion Date: _____

Expected Project Cost: _____

Grant Amount Requested: _____

Please Include the following with your application:

- A recent photo of the building facade
- Drawing showing proposed change(s)
- Contractor's bids or estimates of cost
- Paint chip or sample of colors if changing

Reviewed By Design Team: _____ Approved: _____ Declined: _____

Description of Work to Be Completed
(Please type or print)

Exterior Walls and Detailing: _____

Windows: _____

Doors: _____

Painting: _____

Roof: _____

Signage: _____

Maintenance: _____

The Undersigned Applicant Affirms That:

- 1) The information submitted herein is true and correct to the best of my (our) knowledge.
- 2) I (we) have read and understand the conditions of the Canby Business Revitalization Facade Improvement Program Grant and agree to abide by its conditions.

Applicant Signature

Date

For Office Use Only

Design Review Board Action: _____

Program Manager Notes: _____

Final Inspection Date: _____

Other: _____

Glue Picture of Facade Project Here (Before)

Glue Picutre of Facade Project Here (After)

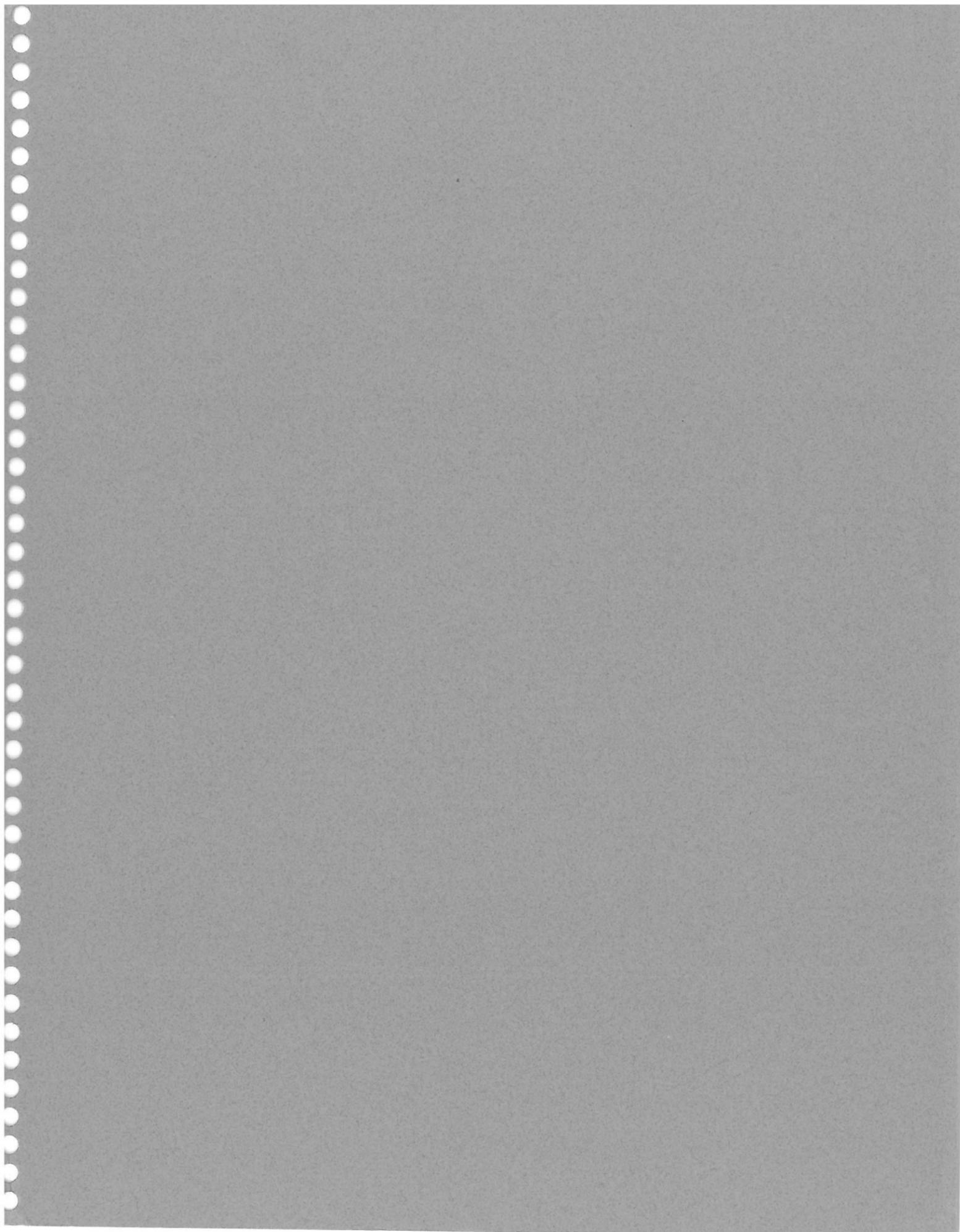


Table of Contents

1	North Plains Downtown Revitalization Process
2	Minutes of the Citizens Advisory Meetings
3	Engineering Plans
4	Landscape and Streetscape Plans
5	Most Probable Cost Estimate



On October 9th, 2003, Dale Merrell, Project Manager, of LDC Design Group, leading a Project Team with three sub-consultants: Robert Yakas, Urban Designer, of Group Mackenzie, Hal Beighley, Landscape Architect, of Beighley and Associates, and Howard Stein, Traffic Engineer, of CTS Engineers, and with the City of North Plains acting through their staff and Citizens Advisory Committee (CAC) began the process of developing a plan to revitalize the downtown area of the City of North Plains. The Project Goals were:

1. Revitalize Commercial Street to provide a more pedestrian friendly environment.
2. Develop an inviting area for stronger business development
3. Provide additional parking for the downtown area.

The design development process involved public input through the Citizens Advisory Committee and two public meetings. The design team listened closely and by taking into consideration the viable and valuable suggestions presented at public meetings and from the Citizens Advisory Committee we believe the goals of the planning process have been met.

LDC has developed plans that represent an 85% level of design completion, and a most probable cost estimate. These documents will allow the City of North Plains to move to the funding stage in the project development process. This plan includes additional improvements beyond the core project goals to enhance the development of the downtown core area including undergrounding of all overhead utilities, replacement of the existing storm drain system, and replacement of an existing water transmission main. Another feature of the plan is proposing that 314th Avenue be made a one-way street in a southerly direction. This will eliminate a potentially dangerous blind intersection and will provide some additional parking for trucks that are longer than normal automobile length while providing space for a pedestrian plaza area.



Section I - North Plains Downtown Revitalization Process

PLANNING PROCESS

The project began in 2001 when the City received an ODDA Grant to study the downtown core area. In a span of 2.5 days a study was done to address the parking, the streetscapes, street crossings and the need for more pedestrian friendly open space. Although the grant led to a completed study, it was done quickly, and without a lot of public input. This led to some misunderstandings regarding the plan's assumptions and concerns the plan was final without any exceptions being considered. Although the conclusions drawn by the study were not all accepted, they did serve to provide a sound basis for further consideration regarding the issue of revitalization of the downtown core.

The key issues surrounding the 2001 Study, and the rendering that resulted, were the starting points for this study. At the initial meeting of the CAC, held on October 6, 2003, it was again noted that the starting points for this new effort would be the work done in 2001 and that the project team would address the following key issues and concerns:

1. Parking Availability Off-Street and On-Street
2. Limiting Improvements to the Public Rights-of-Way
3. Assuring that Underground Utilities be Replaced with the Project, Not Afterward
4. Making 314th Street One-Way South
5. Address Large Truck Traffic Issue
6. Overhead vs. Underground Utilities

SELECTION OF ALTERNATIVES

Three initial alternatives were developed for presentation to the Project Team based on the initial study and the project goals developed in the kick-off meeting. The three alternatives were presented at the January 8, 2004, meeting of the Citizens Advisory Commission.

Option "A"

Option "A" proposed a Traffic Circle at the intersection of NW Main Street and Commercial Street. Parallel parking is provided on the north side of Commercial Street, on the east and west side of Main Street and the west side of 314th Avenue and angled parking is provided on the south side of



Commercial Street. Crosswalks were proposed at the intersection of Commercial Street and 314th Avenue, Commercial and 313th Avenue and completely around the Traffic Circle at Main Street and Commercial Street. Street Trees are proposed on both sides of Commercial Street on Main Street and for a short distance along 314th and 313th Avenues. A Pedestrian Plaza was proposed for the southwest corner of 314th Avenue and Commercial Street. The Street section proposed was a ten (10) foot sidewalk, twenty (20) foot diagonal parking on the south side of Commercial Street, two sixteen (16) foot travel lanes, eight (8) foot parallel parking lanes and ten (10) foot sidewalks. With existing curb cuts for driveway access, this option proposed seventy-seven (77) parking spaces.

Option "B"

Option "B" proposed a Traffic Circle at the intersection of Main Street and Commercial Street with parallel parking on the north side of Commercial Street and angle parking on the south side of Commercial Street. The difference from Option "A" is that the angle parking was proposed to have vehicles rear end at the curb instead of the standard front end at the curb (vehicles would back into the parking stalls). This is a new design standard and is not widely used in the northwest. The street cross-section proposed two sixteen (16) foot travel lanes, ten (10) foot side walks and a 20 foot diagonal parking area and an eight (8) foot parallel parking lane. With existing curb cuts being changed to fit the proposed plan, this plan proposes sixty-five (65) parking spaces. All other proposed amenities were the same as proposed in Option "A".

Option "C"

Option "C" proposed a Traffic Circle at the intersection of Main Street and Commercial Street. Parallel parking was proposed on each side of Commercial Street and a center island along most of the length of Commercial Street. This option provided fourteen (14) foot travel lanes and two (2) eight (8) foot parking lanes with a fourteen foot (14) sidewalk on the south side of Commercial Street and a twelve (12) foot sidewalk on the north side of Commercial Street. All other amenities remain the same as the other options.

Selected Option

After consideration of the three alternatives by the CAC, and discussion with the design team regarding the viability of the various options, a single alternative was chosen. The alternative that was chosen was a combination of the three alternatives. It was also suggested by the City Manager that the



chosen alternative should include the undergrounding of overhead utilities. Both the CAC and the Design Team believe this to be an excellent suggestion and one that should be carried through in final design. Undergrounding of utilities is a significant design feature, and the question of whether to use above ground pad-mounted transformers versus underground transformers was a part of the undergrounding consideration. After some study, it was decided that all equipment would be placed underground even though this does add additional costs to the project.

The alternative developed includes a Traffic Circle at the intersection of Main Street and Commercial Street, parallel parking on the north side of Commercial Street, and angle parking along the south side of Commercial Street. There will be a Pedestrian Plaza at the southwest corner of 314th Avenue and Commercial Street next to the North Plains Senior Center.

This alternative provides two (2) fourteen foot travel lanes, twenty (20) foot angle parking lane on the south side of Commercial Street and an eight (8) foot parking lane on the north side of Commercial Street. After design was completed and the required curb cuts were taken into consideration, sixty-four (64) parking spaces are proposed. A pedestrian plaza is proposed at the intersection of Commercial Street and 314th Avenue. All cross walks are concrete with a two (2) inch crown and are scored diagonally. Street lighting is set at fifty (50) foot spacing with each light having cross arms for flower displays and banners. 314th Avenue is proposed to be one-way south with signed handicap parking on the west side of 314th Avenue.

Streetscape

Street Light spacing will be fifty (50) foot with each light having cross arms for plant and banner display, electrical outlets, and drip watering systems. Streetscape furniture is spaced throughout the project including benches, bollards, landscape planters, trash receptacles and bike racks. At the intersection of 314th Avenue and Commercial Street a Pedestrian Plaza is proposed with benches, and street trees. Street trees are placed at fifty (50) foot spacing with the type of trees noted on the landscape planting plan. The traffic circle will have low level shrubbery, room for plantings and will have sprinklers for watering.

The renderings for the three alternatives that were presented at the January 2004, CAC Meeting and a final concept rendering are a part of this section. A Public Meeting was held on February 12th 2004, to present the findings and recommendations regarding the Downtown Revitalization to the public. CAC Committee Members were present as was the Mayor and City Council Members. The process and preliminary planning was discussed by North

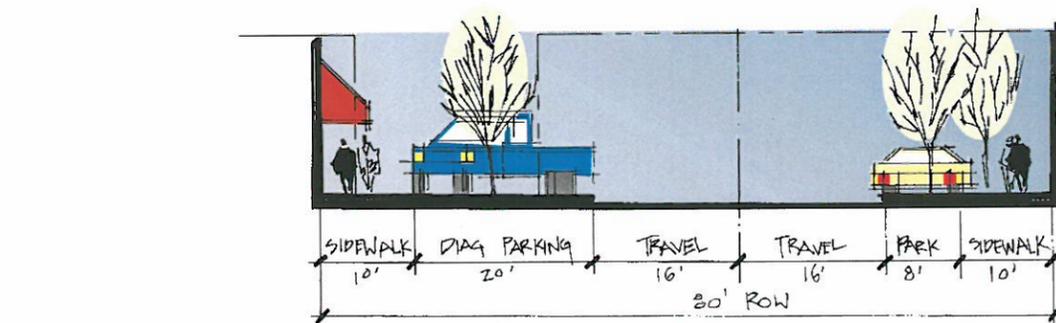
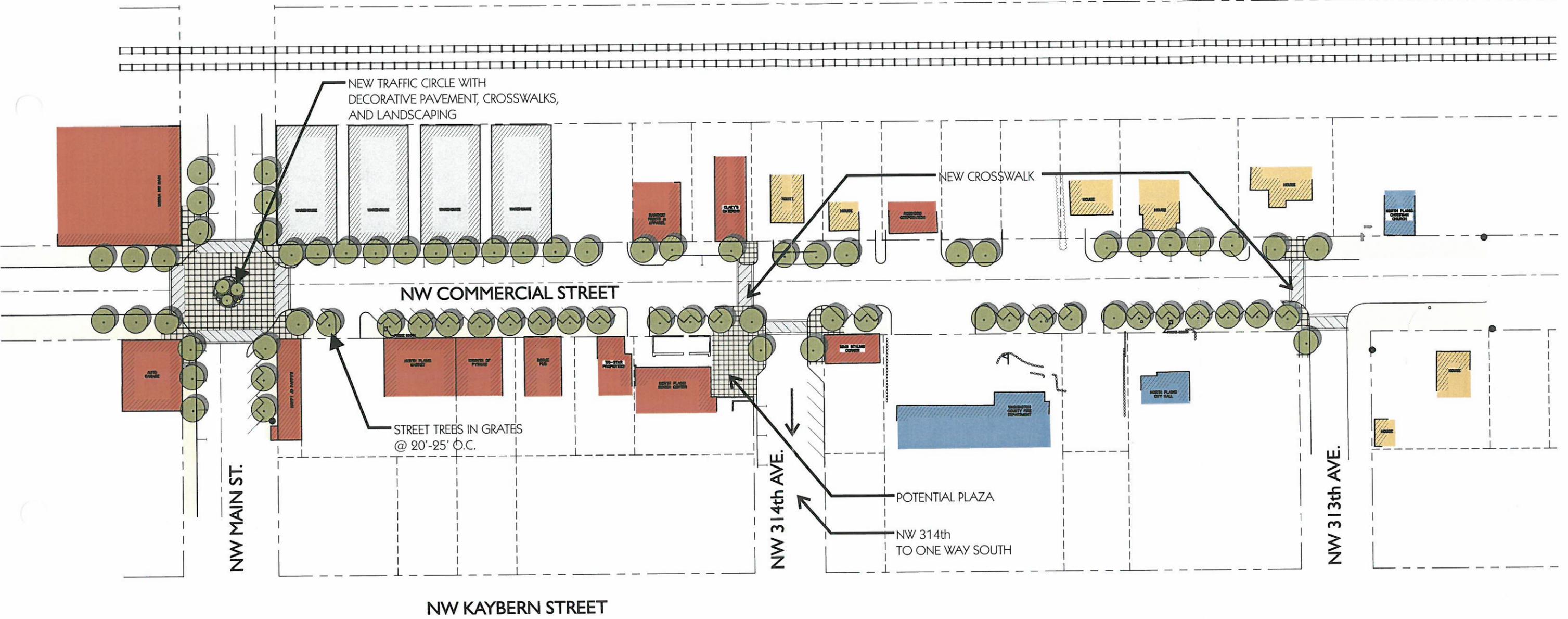


Plains' City Manager, Don Otterman, Dale Merrell, the Project Manager, Robert Yakas, the Project Urban Designer and Hal Beighley, the Project Landscape Architect. The meeting format provided time for questions and answers regarding the process and the plan. Questions were addressed regarding the Traffic Circle, Truck Traffic, and Landscape Planning in general. The response to the selected alternative was positive.

There were CAC meetings which followed the January public meeting in which details of the plan were presented and a final recommendations from the committee was received. At the CAC meeting of March 4th the streetscape furniture, street trees and streetlight options were considered and selected.

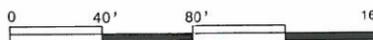
All minutes of the CAC meetings and Public Meetings are provided in Section III of this report.

To assure continued public support and policy support the plan was presented to the City Council for approval on April 5, 2004. The Revitalization Plan received unanimous approval.



PARKING COUNT
 50 diagonal (including NW 314th & Main St.)
 27 parallel (including NW 314th & Main St.)
 77 total spaces
 (all existing curb cuts to remain)

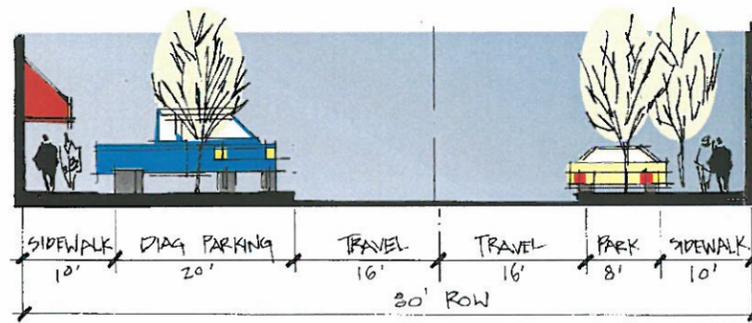
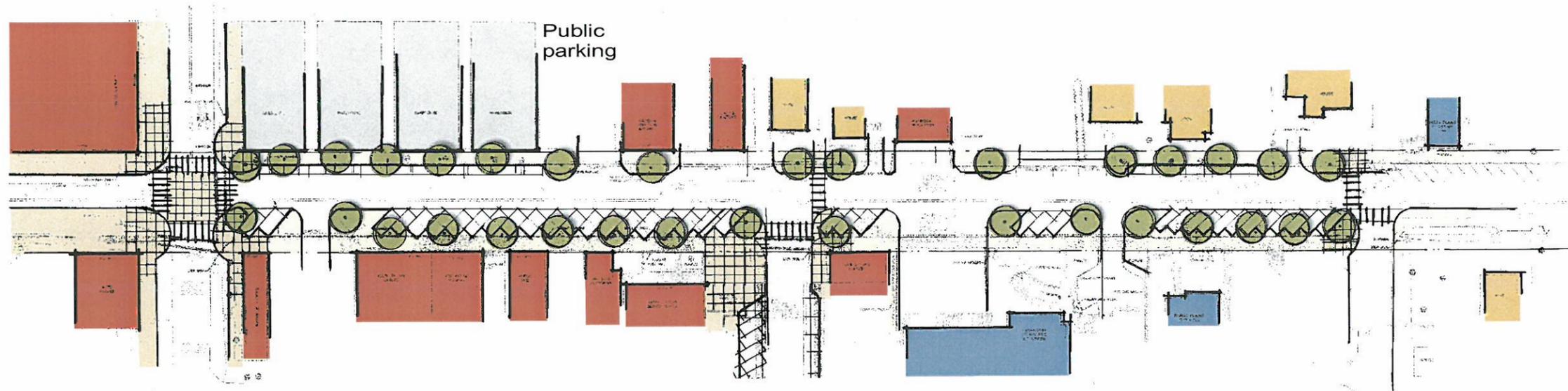
PROPOSED IMPROVEMENTS - OPTION A



North Plains Revitalization Plan
 Commercial Street Improvements

DATE 02.12.04
 #2030268





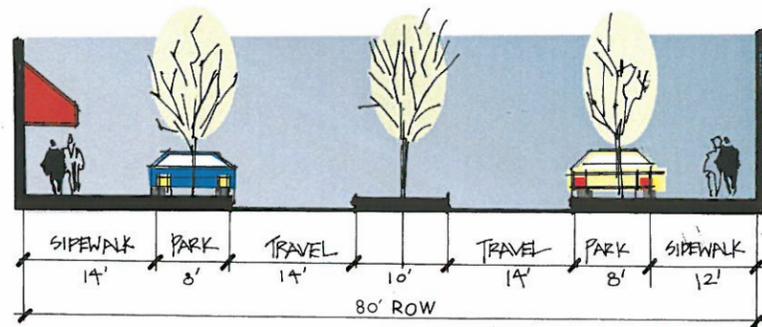
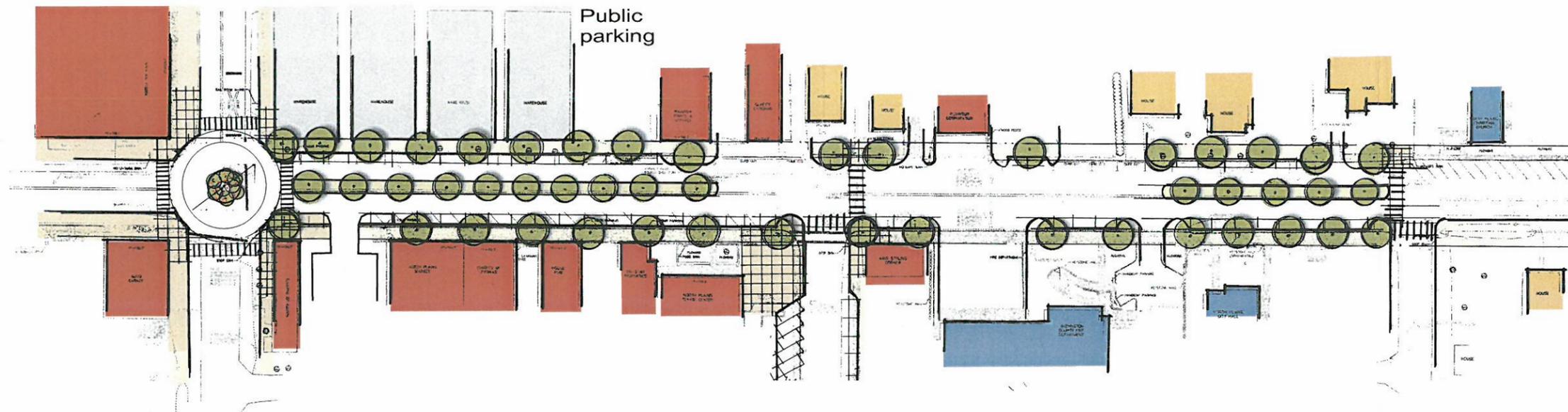
EXISTING PARKING
 60 total spaces
 29 diagonal
 31 parallel

PROPOSED PARKING
 65 total spaces
 45 back diagonal
 20 parallel



PROPOSED IMPROVEMENTS - OPTION B





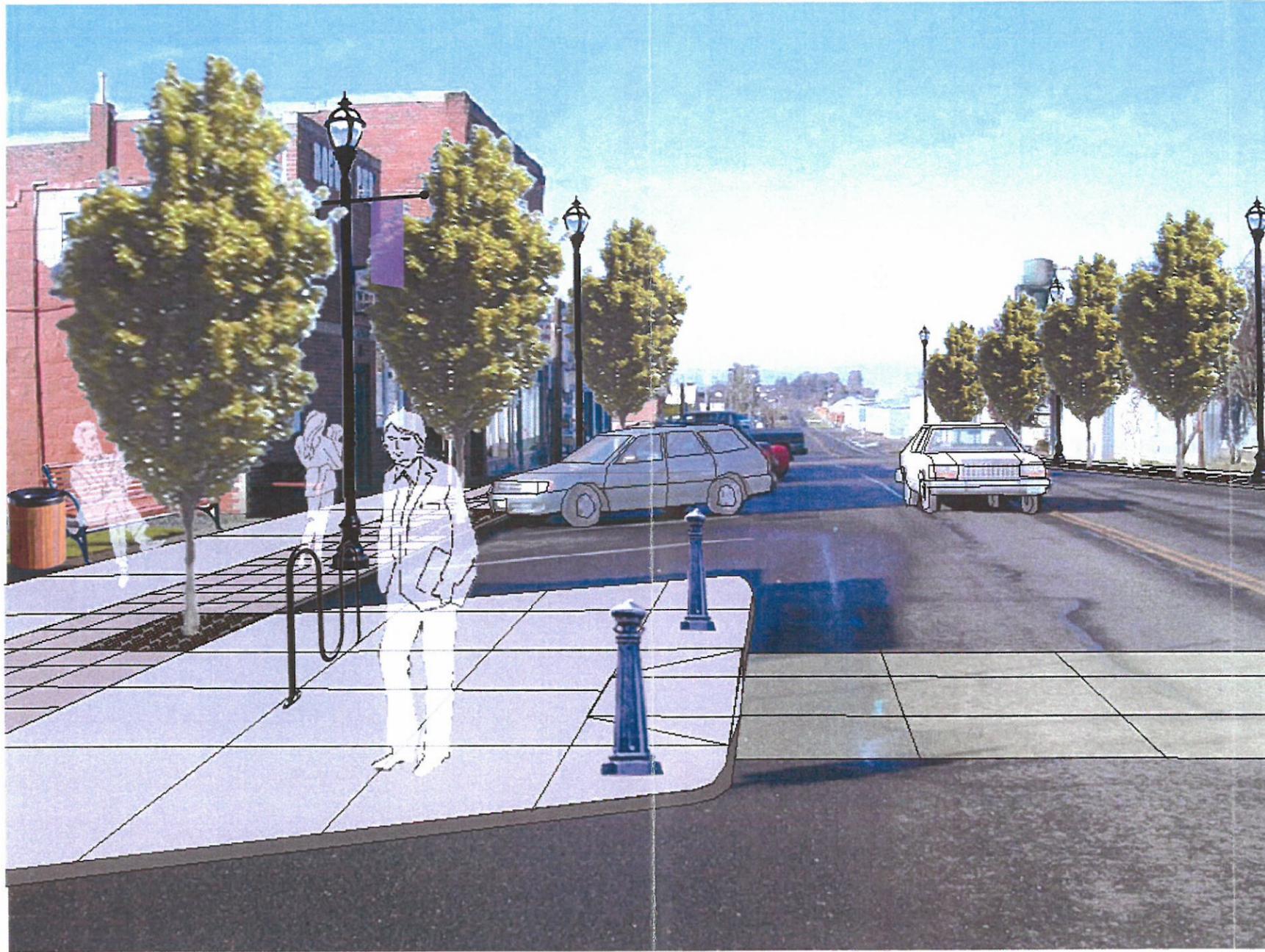
EXISTING PARKING
 60 total spaces
 29 diagonal
 31 parallel

PROPOSED PARKING
 61 total spaces
 56 parallel spaces
 5 diagonal



PROPOSED IMPROVEMENTS - OPTION C





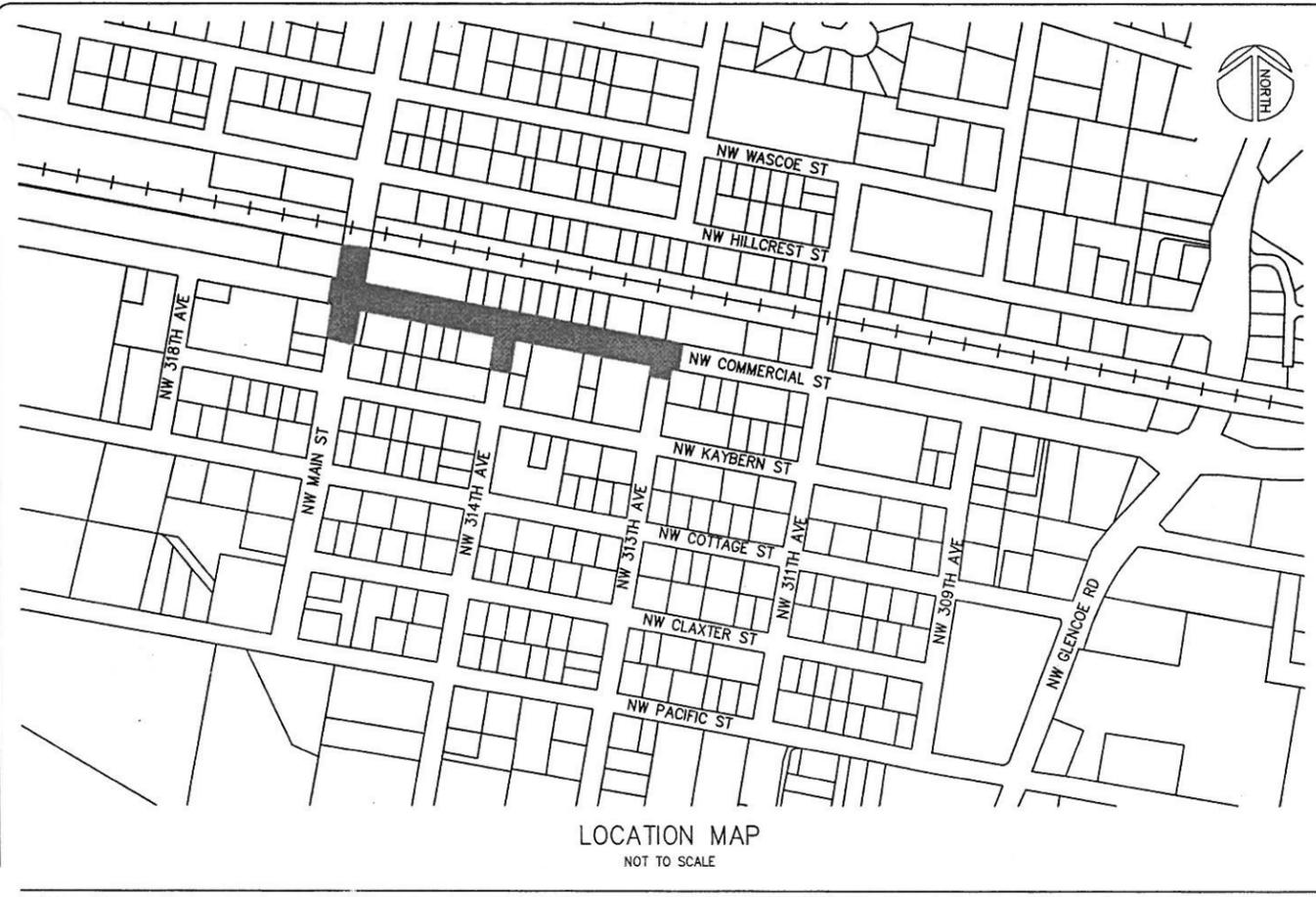
PROPOSED IMPROVEMENTS - OPTION A

North Plains Revitalization Plan
Commercial Street Improvements

DATE 04.20.04

#2030268





LOCATION MAP
NOT TO SCALE

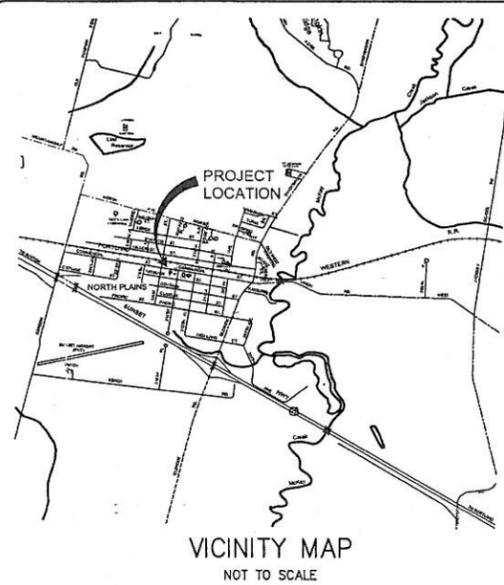
LEGEND

—XSD—⊙	EXISTING MANHOLE & STORM SEWER	—COM—	EXISTING COMMUNICATION LINE
—FSD—⊙	PROPOSED MANHOLE & STORM SEWER	—XG—	EXISTING GAS LINE
—XSD—□	EXISTING INLET & STORM SEWER	—XG—	EXISTING GAS VALVE
—	PROPOSED CATCH BASIN & STORM SEWER	—XT—	EXISTING UNDERGROUND TELEPHONE LINE
—	PROPOSED DITCH INLET & STORM SEWER	—	EXISTING TELEPHONE PEDESTAL
—	PROPOSED CG-48 MH & STORM SEWER	—XC—	EXISTING UNDER GROUND CABLE TV LINE
—	PROPOSED CG-48 CB & STORM SEWER	—	EXISTING CABLE TV PEDESTAL
—	PROPOSED CG-30 CB & STORM SEWER	—XE—	EXISTING UNDERGROUND ELECTRIC LINE
—XSS—⊙	EXISTING MANHOLE & SANITARY SEWER	—E—	EXISTING ELECTRIC VAULT
—FSS—⊙	PROPOSED MANHOLE & SANITARY SEWER	—U—	EXISTING UTILITY POLE
—XSS—⊙	FUTURE MANHOLE & STORM SEWER	—S—	EXISTING STREET LIGHT
—XSS—⊙	EXISTING CLEANOUT & SANITARY SEWER	—	PROPOSED STREET LIGHT
—	PROPOSED CLEANOUT & SANITARY SEWER	—	EXISTING SIGN
—	SANITARY OR STORM LATERAL	—	PROPOSED SIGN
—XW—	EXISTING WATERLINE	—	RETAINING WALL (ROCKERY)
—FW—	PROPOSED WATERLINE	—	RETAINING WALL (KEYSTONE)
—	FUTURE WATERLINE	—	CURB RETURN NUMBER
—	EXISTING WATER VALVE & BOX	—	HANDICAP RAMP TO BE CONSTRUCTED WITH THIS CONTRACT
—	PROPOSED WATER VALVE & BOX	—	SIDEWALK TO BE CONSTRUCTED WITH THIS CONTRACT
—	EXISTING REDUCER		
—	PROPOSED REDUCER		
—	EXISTING BLOWOFF		
—	PROPOSED BLOWOFF		
—	PROPOSED C.A.R.V.		
—	EXISTING WATER SERVICE		
—	PROPOSED WATER SERVICE		
—	EXISTING FIRE HYDRANT		
—	PROPOSED FIRE HYDRANT		

LDC JOB 3069

NORTH PLAINS DOWNTOWN REVITALIZATION PROJECT

City of North Plains, Oregon



VICINITY MAP
NOT TO SCALE

BENCH MARK INFORMATION

WASHINGTON COUNTY BENCH MARK #329 - ELEVATION 203.715
A BRASS DISK SET IN CONCRETE FILLED WITH METAL AT THE INTERSECTION OF GLENCOE ROAD AND KAYBURN AVENUE (IN NORTH PLAINS 300 FEET SOUTH OF WEST UNION ROAD)
35 FEET EAST OF THE CENTERLINE OF GLENCOE ROAD
23 FEET NORTH OF THE CENTERLINE OF KAYBURN AVENUE
21 FEET WEST OF PGE POLE #214 "1982"
1 FOOT WEST OF A BENCH MARK SIGN POST

DRAWINGS

1. COVR COVER SHEET, INDEX OF DRAWINGS, LEGEND
2. NTS1 CONSTRUCTION NOTES, EROSION CONTROL NOTES & DETAILS
3. DEM1 COMMERCIAL STREET DEMOLITION & EROSION CONTROL PLAN
4. DEM2 MAIN STREET, 314TH AND 313TH AVE. DEMOLITION & EROSION CONTROL PLAN
5. GRD1 COMMERCIAL STREET GRADING PLAN
6. GRD2 MAIN STREET, 314TH AVE. AND 313TH AVE. GRADING PLAN
7. ST01 COMMERCIAL STREET PLAN AND PROFILE
8. ST02 COMMERCIAL STREET PLAN AND PROFILE
9. ST03 MAIN STREET PLAN AND PROFILE
10. ST04 314TH AVENUE PLAN AND PROFILE
11. ST05 313TH STREET PLAN AND PROFILE
12. UT01 WATERLINE PLAN
13. UT02 STORM SEWER PLAN
14. SECT1 COMMERCIAL STREET SECTIONS
15. SECT2 COMMERCIAL STREET SECTIONS
16. SECT3 COMMERCIAL STREET SECTIONS
17. SECT4 MAIN STREET SECTIONS
18. SECT5 314TH AND 313TH AVENUE SECTIONS
19. SGN1 STREET STRIPING PLAN
20. DET1 DETAILS
21. DET2 DETAILS
22. DET3 DETAILS
23. L101 COMMERCIAL STREET IRRIGATION PLAN
24. L102 COMMERCIAL STREET IRRIGATION PLAN
25. L103 COMMERCIAL STREET PLANTING PLAN
26. L104 COMMERCIAL STREET PLANTING PLAN
27. L105 COMMERCIAL STREET DETAILS & NOTES
28. L106 COMMERCIAL STREET DETAILS & NOTES

LOCATES (48 HOURS NOTICE REQUIRED PRIOR TO EXCAVATION)

THE CONTRACTOR MUST COMPLY WITH THE REGULATIONS OF O.R.S. 757.541 TO 757.571 IN LOCATION AND PROTECTION OF UNDERGROUND UTILITIES. OREGON LAW REQUIRES YOU TO FOLLOW RULES ADOPTED BY THE OREGON UTILITY NOTIFICATION CENTER. THOSE RULES ARE SET FORTH IN OAR 952-001-0010 THROUGH OAR 952-001-0090. YOU MAY OBTAIN COPIES OF THE RULES BY CALLING THE CENTER.

ENGINEER'S NOTE TO CONTRACTOR:

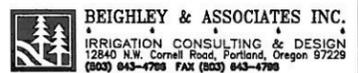
THE EXISTENCE AND LOCATION OF ANY UNDERGROUND UTILITIES OR STRUCTURES SHOWN ON THESE PLANS ARE OBTAINED BY A SEARCH OF AVAILABLE RECORDS. TO THE BEST OF OUR KNOWLEDGE, THERE ARE NO EXISTING UTILITIES EXCEPT THOSE SHOWN ON THESE PLANS. THE CONTRACTOR IS REQUIRED TO TAKE DUE PRECAUTIONARY MEASURES TO PROTECT THE UTILITY LINES SHOWN ON THESE DRAWINGS. THE CONTRACTOR FURTHER ASSUMES ALL LIABILITY AND RESPONSIBILITY FOR THE UTILITY PIPES, CONDUITS OR STRUCTURES SHOWN OR NOT SHOWN ON THESE DRAWINGS.

THE CONTRACTOR AGREES THAT HE SHALL ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR THE JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THIS PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY; THAT THIS SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS; AND THAT THE CONTRACTOR SHALL DEFEND, INDEMNIFY AND HOLD THE OWNER AND THE ENGINEER HARMLESS FROM ANY AND ALL LIABILITY, REAL OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT, EXCEPT FOR LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF THE OWNER OR THE ENGINEER.

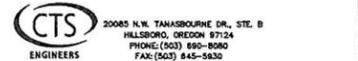
CONTRACTOR SHALL VERIFY ALL CONDITIONS AND DIMENSIONS AND SHALL REPORT ALL DISCREPANCIES TO THE ENGINEER PRIOR TO THE COMMENCEMENT OF WORK.



4490 SW Sumneroff St / PO Box 69029 Portland, OR 97209-0029
Telephone: 503-234-9850 Web: mackenzie.com Fax: 503-234-3258



20085 N.W. TANASBOURNE DR., STE. B
HILLSBORO, OREGON 97124
PHONE: (503) 860-8080
FAX: (503) 845-9830



20085 N.W. TANASBOURNE DR., STE. B
HILLSBORO, OREGON 97124
PHONE: (503) 860-8080
FAX: (503) 845-9830

NORTH PLAINS CITY COUNCIL AGENDA PACKET

PREPARED FOR:
City of North Plains
31360 N.W. Commercial St.
North Plains, Oregon 97133
(503) 647-5555

PROJECT:
NORTH PLAINS
DOWNTOWN REVITALIZATION
PROJECT
City of North Plains, Oregon

DRAWING TITLE:
COVER

CHECKED BY:
REVISIONS
CADD BY:
PRELIMINARY
SUBMITTAL (85%)

Planners
Engineers
Surveyors
20085 N.W. TANASBOURNE DR.
HILLSBORO, OREGON 97124
PHONE: (503) 860-8080
FAX: (503) 845-9830
www.ldcgroup.com

REGISTERED PROFESSIONAL
ENGINEER
15,742
OREGON
JAN 21 2004
DALE R. MENNELL

EXPIRES 12/31/2004
JOB NO.: 3069
SHEET NO. 1

CONSTRUCTION NOTES

GENERAL NOTES

1. ALL WORK AND MATERIAL SHALL CONFORM TO THE REQUIREMENTS OF THE ODOT/APWA "STANDARD SPECIFICATIONS FOR ROAD, BRIDGE, AND MUNICIPAL CONSTRUCTION" AND THESE DOCUMENTS.
2. THE CONTRACTOR SHALL OBTAIN ALL REQUIRED PERMITS AND LICENSES BEFORE STARTING CONSTRUCTION.
3. EXISTING UTILITY LOCATIONS SHOWN ARE APPROXIMATE ONLY; ADDITIONAL UNDERGROUND UTILITIES MAY EXIST. THE CONTRACTOR SHALL VERIFY ALL UTILITY LOCATIONS PRIOR TO CONSTRUCTION AND SHALL ARRANGE FOR THE RELOCATION OF ANY IN CONFLICT WITH THE PROPOSED CONSTRUCTION.
4. THE ENGINEER HAS BEEN RETAINED TO PROVIDE DESIGN AND CONSTRUCTION REVIEW SERVICES RELATING TO THE CONTRACT.
5. THE CONTRACTOR SHALL NOTIFY THE ENGINEER AND THE CITY OF NORTH PLAINS 24 HOURS BEFORE STARTING CONSTRUCTION OR RESUMING WORK AFTER SHUTDOWNS, EXCEPT FOR NORMAL RESUMPTION OF WORK FOLLOWING SUNDAYS OR HOLIDAYS.
6. THE CONTRACTOR SHALL ASSIST THE ENGINEER IN PREPARING AS-CONSTRUCTED DRAWINGS.
7. ALL STREET SIGNS, BARRICADES AND PAVEMENT MARKINGS SHALL BE FURNISHED AND INSTALLED BY THE CONTRACTOR AT HIS EXPENSE.
8. ALL UNDERGROUND UTILITIES SHALL BE PLACED PRIOR TO PAVING.

EXCAVATION & GRADING

1. THE CONTRACTOR SHALL DETERMINE THE TYPE OF EQUIPMENT AND METHOD TO USE TO ACHIEVE REQUIRED COMPACTION. THE CITY SHALL ARRANGE FOR A GEOTECHNICAL ENGINEER TO TEST AND CERTIFY SOIL COMPACTION. CONTRACTOR AND THE ENGINEER SHALL RECEIVE COPIES OF ALL GEOTECHNICAL INSPECTION AND TEST REPORTS.
2. PIPE BEDDING SHALL CONFORM TO THE GRANULAR BEDDING AND BACKFILL REQUIREMENTS OF WSDOT SECTION 9-03.12(3) AS APPLICABLE. BEDDING SHALL BE 3/4"-0" CRUSHED ROCK.
3. TRENCH BACKFILL WITHIN THE RIGHT-OF-WAY SHALL BE CLEAN, WELL-GRADED 3/4"-0" CRUSHED ROCK COMPACTED TO 95% AASHTO T-99.
4. THE CONTRACTOR SHALL PROVIDE PROTECTION TO ADJOINING PROPERTY FROM EXCAVATION AND FILL ACTIVITIES AND FROM SEDIMENTATION DUE TO RUNOFF. THIS MAY BE ACCOMPLISHED BY THE INSTALLATION OF APPROPRIATE DRAINAGE DITCHES NEAR THE PROPERTY BOUNDARIES AND BY KEEPING GRADING ACTIVITIES AT LEAST 2 FEET AWAY FROM PROPERTY BOUNDARIES, AS REQUIRED BY THE UBC CHAPTER 33.

STORM DRAINAGE

1. THE CONTRACTOR SHALL USE PIPE MATERIALS AS DESCRIBED ON PLANS. ANY REVISIONS SHALL BE APPROVED BY THE DESIGN ENGINEER AND CITY OF NORTH PLAINS.
2. ACCEPTABLE STORM DRAIN MATERIALS ARE AS SHOWN ON PLAN AND PROFILE SHEETS AND SHALL BE TESTED IN ACCORDANCE WITH WASHINGTON COUNTY STANDARD SPECIFICATIONS.
3. STORM DRAIN PIPES SHALL BE RUBBER GASKETED. LATERALS TO BE PVC 3034.
4. ALL TESTING OF STORM SEWERS ARE TO BE IN ACCORDANCE WITH WASHINGTON COUNTY REQUIREMENTS.

ENGINEER'S NOTE TO THE CONTRACTOR

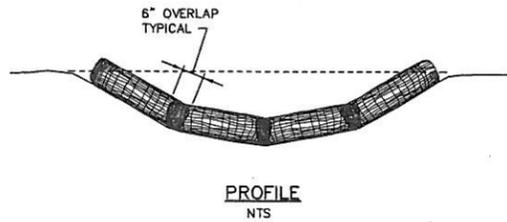
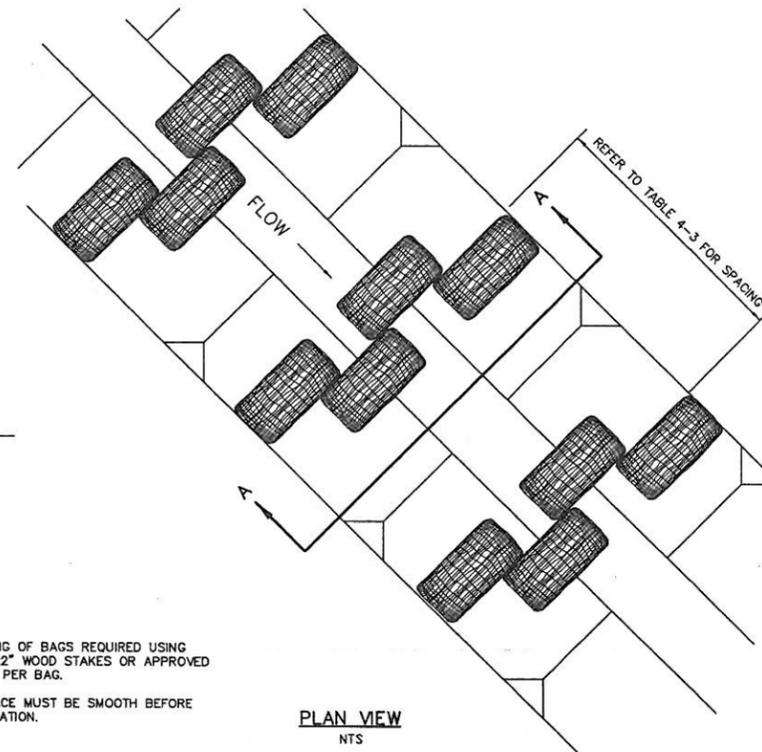
1. EXISTENCE AND LOCATION OF ANY UNDERGROUND UTILITIES OR STRUCTURES SHOWN ON THESE PLANS ARE OBTAINED BY A SEARCH OF AVAILABLE RECORDS, TO THE BEST OF OUR KNOWLEDGE. THERE ARE NO EXISTING UTILITIES EXCEPT THOSE SHOWN ON THESE PLANS. THE CONTRACTOR IS REQUIRED TO VERIFY AND TAKE DUE PRECAUTIONARY MEASURES TO PROTECT THE UTILITY LINES SHOWN ON THESE DRAWINGS. THE CONTRACTOR FURTHER ASSUMES ALL LIABILITY AND RESPONSIBILITY FOR THE UTILITY PIPES, CONDUITS OR STRUCTURES SHOWN OR NOT SHOWN ON THESE DRAWINGS.
2. THE CONTRACTOR AGREES THAT HE SHALL ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR THE JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THE PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY; THAT THIS SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS; AND THAT THE CONTRACTOR SHALL DEFEND, INDEMNIFY AND HOLD THE OWNER AND THE ENGINEER HARMLESS FROM ANY AND ALL LIABILITY, REAL OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT, EXCEPT FOR LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF THE OWNER OR THE ENGINEER.
3. CONTRACTOR SHALL VERIFY ALL CONDITIONS, DEPTHS, LOCATIONS AND DIMENSIONS OF EXISTING UTILITIES AND SHALL REPORT ALL DISCREPANCIES TO THE ENGINEER PRIOR TO THE COMMENCEMENT OF WORK.

ROADS

1. MATERIAL IN SOFT SPOTS WITHIN THE ROADWAY SHALL BE REMOVED TO THE DEPTH REQUIRED TO PROVIDE A FIRM FOUNDATION AND SHALL BE REPLACED WITH PIT RUN CRUSHED ROCK. THE ENTIRE SUBGRADE SHALL BE THOROUGHLY COMPACTED TO A RELATIVE DENSITY OF 95% OF T-99. 4" ROCK IS THE MAXIMUM ALLOWABLE SIZE.
2. WET WEATHER CONSTRUCTION AND OTHER UNFORESSEEN CONDITIONS MAY REQUIRE THAT GEOTEXTILE FABRIC BE PLACED ON THE SUBGRADE. IN THIS EVENT, THE CONTRACTOR IS TO CONSULT WITH THE ENGINEER AND WORK TO THE WRITTEN RECOMMENDATIONS OF THE ENGINEER.
3. THE CONTRACTOR SHALL NOTIFY THE CITY OF NORTH PLAINS FOR INSPECTIONS (1) WHEN THE SUBGRADE IS COMPLETE, (2) 24 HOURS PRIOR TO PLACEMENT OF ROCK BASE MATERIAL AND (3) 24 HOURS PRIOR TO FINAL PAVING FOR AN INSPECTION OF THE WORK, AND AT PROOF-ROLL FOR CURB AND GUTTER AND FINAL PROOF-ROLL PRIOR TO PAVING.
4. THE ROADWAY MUST BE PROOF-ROLLED UNDER INSPECTION OF THE ENGINEER AND CITY OF NORTH PLAINS WHEN THE SUBGRADE IS COMPLETE AND WHEN THE TOP ROCK IS INSTALLED PRIOR TO PAVING.
5. THE ASPHALT CONCRETE PAVEMENT SHALL BE PROVIDED FROM A MIX FORMULA AS SPECIFIED BY WSDOT SECTION 9-03.8(6) CLASS "A" ASPHALT, AS SPECIFIED. THE CONTRACTOR IS TO PROVIDE THE ENGINEER WITH CERTIFICATE OF COMPLIANCE FROM THE ASPHALT PAVEMENT PLANT UNLESS OTHERWISE INDICATED.

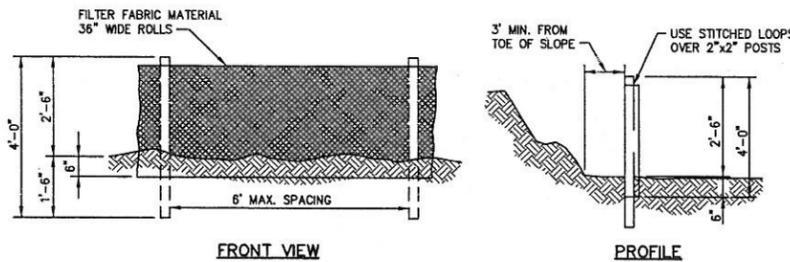
WATER

1. ALL WATER SYSTEM WORK AND MATERIALS SHALL COMPLY WITH THE CITY OF NORTH PLAINS SPECIFICATIONS, THE OREGON STATE HEALTH DIVISION ADMINISTRATIVE RULES CHAPTER 333, CURRENT AWWA AND APWA STANDARDS, IN THAT ORDER.
1. ALL WATER LINE PIPE SHALL HAVE MINIMUM COVER OF 36 INCHES TO THE FINISH GRADE.
2. THE CONTRACTOR SHALL TAKE PRECAUTIONS TO PROTECT PIPE INTERIORS, FITTINGS AND VALVES AGAINST CONTAMINATION.
3. MAIN LINE VALVES THAT WILL NOT BE DISINFECTED BY CHLORINE IN LINE FOR 24 HOURS SHALL HAVE THE INTERIORS SWABBED WITH A 5% HYPOCHLORITE SOLUTION BEFORE THEY ARE INSTALLED.
4. CONCRETE THRUST BLOCKS OR APPROVED RESTRAINTS ARE TO BE CONSTRUCTED AT TEES, BENDS, BLOW-OFFS AND WHERE INDICATED ON PLANS. STRADDLE BLOCKS TO BE INSTALLED ON DEAD END LINES. HYDRANTS SHALL HAVE MEGA LUG RESTRAINER GLAND THRUST BLOCKS AT MAIN LINE. THE BLOCK MINIMUM BEARING SURFACE AGAINST UNDISTURBED SOIL IS SHOWN ON THE DETAIL SHEET THRUST BLOCKS SHALL BE ALLOWED TO CURE 14 DAYS BEFORE PIPELINE PRESSURE TESTING.
5. THRUST AT FIRE HYDRANTS SHALL BE RESTRAINED USING MJ RESTRAINED JOINT FOLLOWER GLANDS AS MANUFACTURED BY EBBA IRON WORKS.
6. THE PIPELINE SHALL BE TESTED AT 150 PSI AT THE LOWEST POINT AND HELD AT THAT PRESSURE FOR 2 HOURS. THE TEST IS TO BE WITNESSED BY THE CITY OF NORTH PLAINS INSPECTOR AND THE ENGINEER.
7. THE PIPELINE IS TO BE THOROUGHLY DISINFECTED AND FLUSHED IN ACCORDANCE WITH THE CURRENT CITY AND AWWA SPECIFICATIONS.
8. PRIOR TO ENERGIZING THE WATER SYSTEM, A WATER SAMPLE SHALL BE TAKEN AND WITNESSED BY CITY INSPECTOR AND SUBMITTED TO AN ACCREDITED TESTING LAB, AND RETURNED TO CITY OF NORTH PLAINS INDICATING NO HAZARD EXISTS.

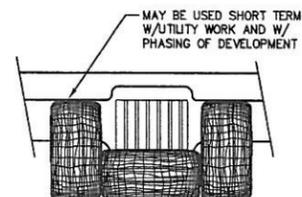
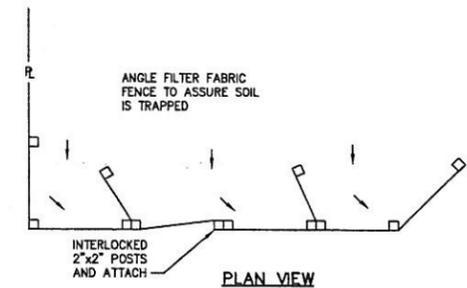


- NOTES:**
1. STAKING OF BAGS REQUIRED USING (2) 1"x2" WOOD STAKES OR APPROVED EQUAL PER BAG.
 2. SURFACE MUST BE SMOOTH BEFORE APPLICATION.

CHECK DAM BIO FILTER BAG



- NOTES:**
1. BURY BOTTOM OF FILTER FABRIC 8" VERTICALLY BELOW FINISHED GRADE.
 2. 2"x2" FIR, PINE OR STEEL FENCE POSTS.
 3. POSTS TO BE INSTALLED ON UPHILL SIDE OF SLOPE.
 4. COMPACT BOTH SIDES OF FILTER FABRIC TRENCH.
 5. PANELS MUST BE PLACED ACCORDING TO SPACING TABLE 4-7.



EROSION CONTROL DETAILS
NOT TO SCALE

EROSION CONTROL NOTES

1. CONTRACTOR SHALL INSTALL AND MAINTAIN EROSION/SEDIMENTATION CONTROL (E.S.C.) DURING CONSTRUCTION (ANY TIME OF THE YEAR) PER THE REQUIREMENTS OF THE WASHINGTON COUNTY MANUAL AND THESE DOCUMENTS.
2. INSTALLATION AND MAINTENANCE OF ALL EROSION AND SEDIMENT CONTROL MEASURES, MUST BE IN ACCORDANCE WITH LOCAL, STATE, AND FEDERAL REGULATIONS.
3. THE IMPLEMENTATION OF THESE E.S.C. PLANS AND THE CONSTRUCTION, MAINTENANCE, REPLACEMENT, AND UPGRADING OF THESE E.S.C. FACILITIES IS THE RESPONSIBILITY OF THE CONTRACTOR UNTIL ALL CONSTRUCTION IS COMPLETED AND APPROVED BY THE LOCAL JURISDICTION, AND VEGETATION/LANDSCAPING IS ESTABLISHED.
4. THE E.S.C. FACILITIES SHOWN ON THIS PLAN MUST BE CONSTRUCTED IN CONJUNCTION WITH ALL CLEARING AND GRADING ACTIVITIES, AND IN SUCH A MANNER AS TO INSURE THAT SEDIMENT AND SEDIMENT LADEN WATER DOES NOT ENTER THE DRAINAGE SYSTEM, ROADWAYS OR VIOLATE APPLICABLE WATER STANDARDS.
5. THE E.S.C. FACILITIES SHOWN ON THIS PLAN ARE MINIMUM REQUIREMENTS FOR ANTICIPATED SITE CONDITIONS. DURING THE CONSTRUCTION PERIOD, THESE E.S.C. FACILITIES SHALL BE UPGRADED AS NEEDED FOR UNEXPECTED STORM EVENTS AND TO ENSURE THAT SEDIMENT AND SEDIMENT LADEN WATER DOES NOT LEAVE THE SITE.
6. THE E.S.C. FACILITIES SHALL BE INSPECTED DAILY BY THE CONTRACTOR AND MAINTAINED AS NECESSARY TO ENSURE CONTINUED FUNCTIONING.
7. AT NO TIME SHALL SEDIMENT BE ALLOWED TO ACCUMULATE MORE THAN 1/3 THE BARRIER HEIGHT. ALL CATCH BASINS AND CONVEYANCE LINES SHALL BE CLEANED PRIOR TO PAVING. THE CLEANING OPERATIONS SHALL NOT FLUSH SEDIMENT LADEN WATER INTO THE DOWNSTREAM SYSTEM.
8. STABILIZED GRAVEL ENTRANCES SHALL BE INSTALLED AT THE BEGINNING OF CONSTRUCTION AND MAINTAINED FOR THE DURATION OF THE PROJECT. ADDITIONAL MEASURES MAY BE REQUIRED TO INSURE THAT ALL PAVED AREAS ARE KEPT CLEAN FOR THE DURATION OF THE PROJECT.
9. STORM DRAIN INLETS, BASINS AND AREA DRAINS SHALL BE PROTECTED UNTIL PAVEMENT SURFACES ARE COMPLETED AND/OR VEGETATION IS RE-ESTABLISHED.
10. PAVEMENT SURFACES AND VEGETATION ARE TO BE PLACED AS RAPIDLY AS POSSIBLE.

PREPARED FOR:
City of North Plains
21360 N.W. Commercial St.
North Plains, Oregon 97133
(503) 647-5555

PROJECT:
NORTH PLAINS
DOWNTOWN REVITALIZATION
PROJECT
City of North Plains, Oregon

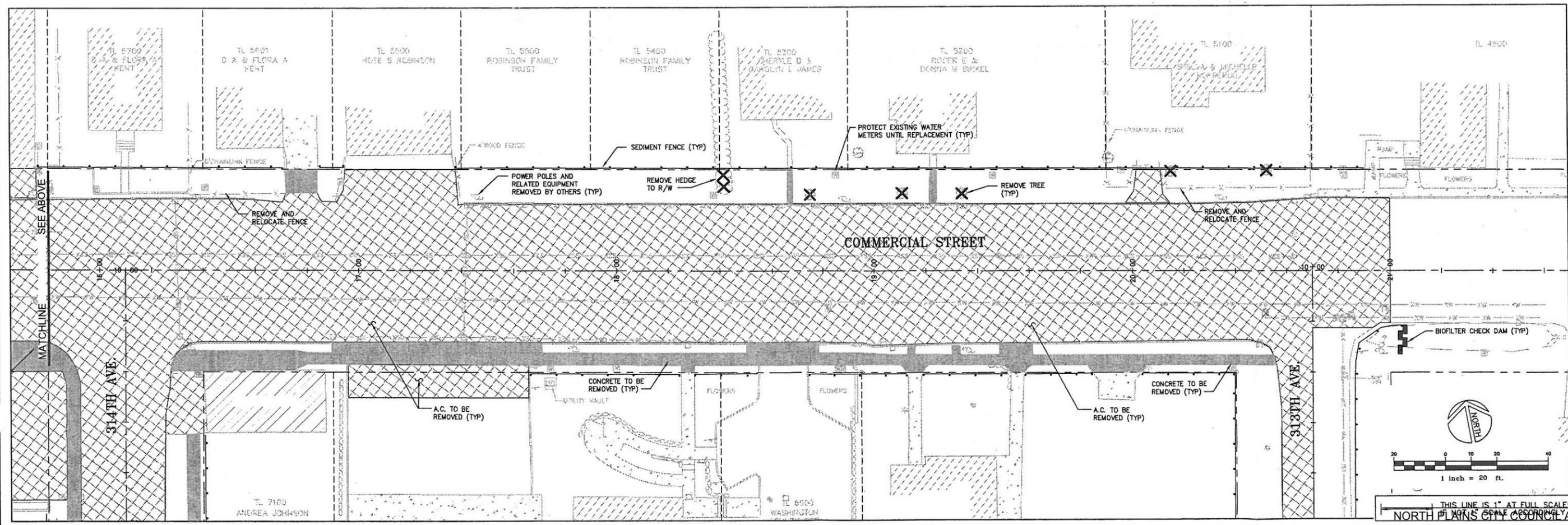
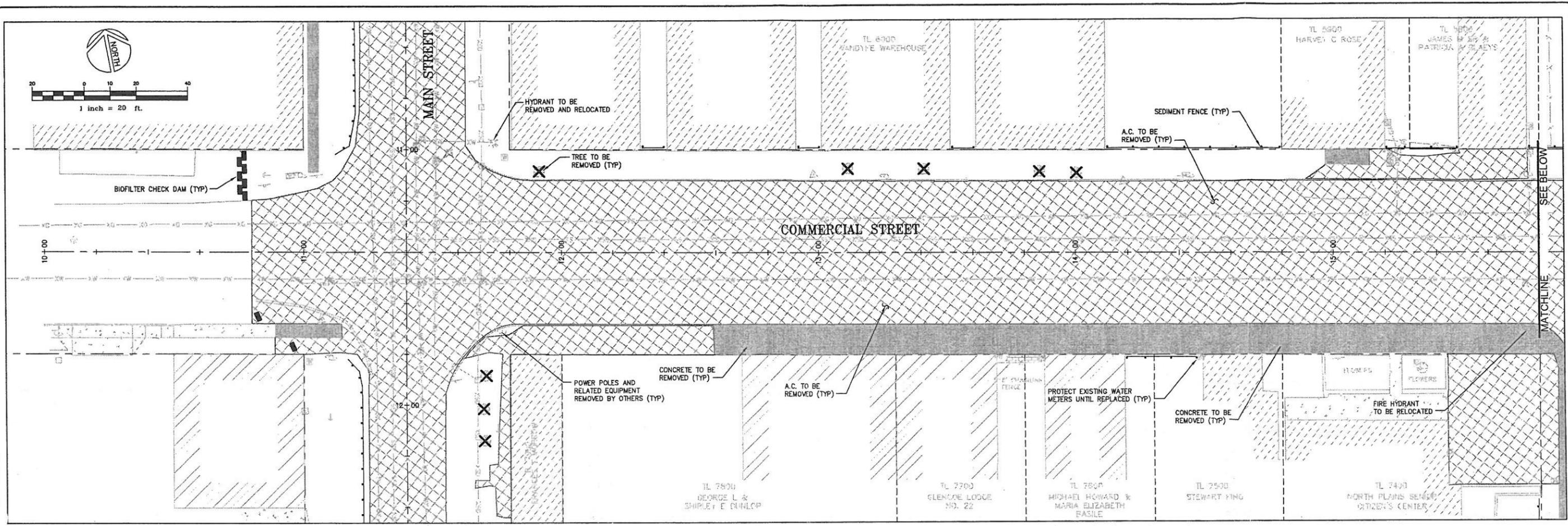
DRAWING TITLE:
CONSTRUCTION NOTES,
EROSION CONTROL NOTES
& DETAILS

CHECKED BY:
REVISIONS
CAD BY:
**PRELIMINARY
SUBMITTAL (85%)**

Planners
Engineers
Surveyors
LDC
DESIGN GROUP
2005 N.W. TAMMBOURNE DR.
HILLSBORO, OREGON 97124
PH: (503) 645-5500
WWW.LDCDESIGN.COM

REGISTERED PROFESSIONAL
ENGINEER
15,742
OREGON
JAN 21 1988
DALE R. McPHELL
EXPIRES 12/31/2004

JOB NO.: 3069
SHEET NO.



PREPARED FOR:
 City of North Plains
 31360 N.W. Commercial St.
 North Plains, Oregon 97133
 (503) 647-5555

PROJECT:
 NORTH PLAINS
 DOWNTOWN REVITALIZATION
 PROJECT
 City of North Plains, Oregon

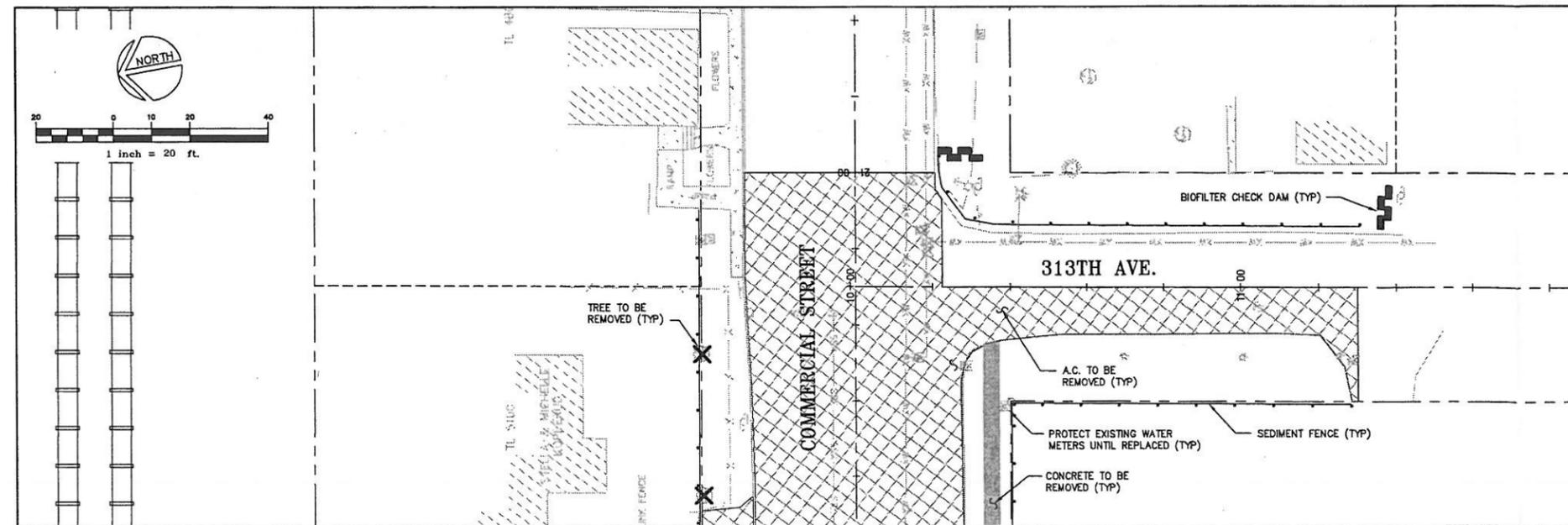
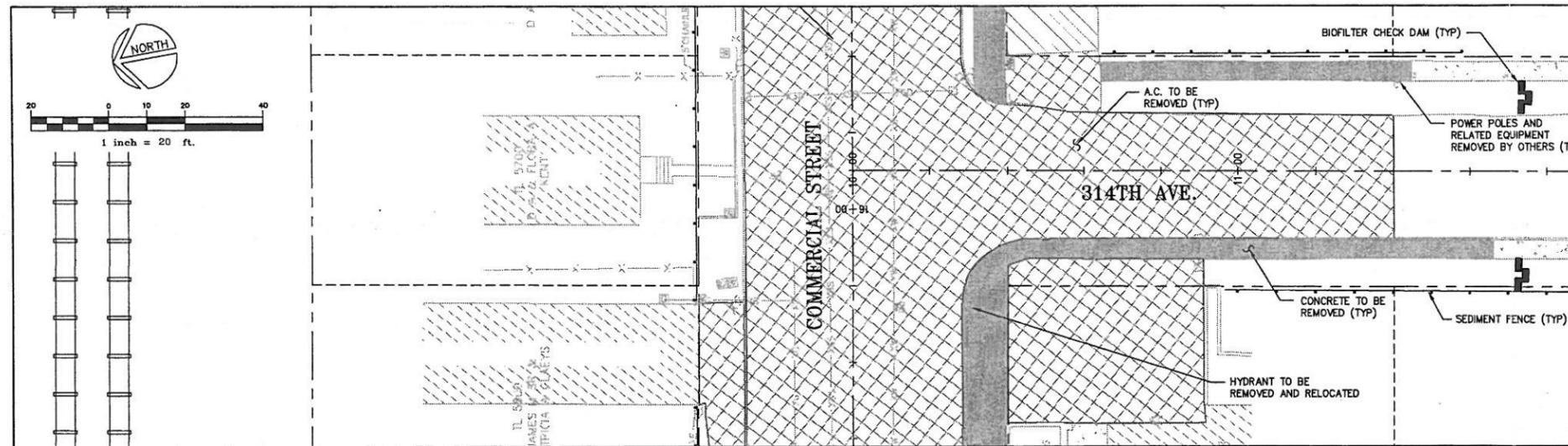
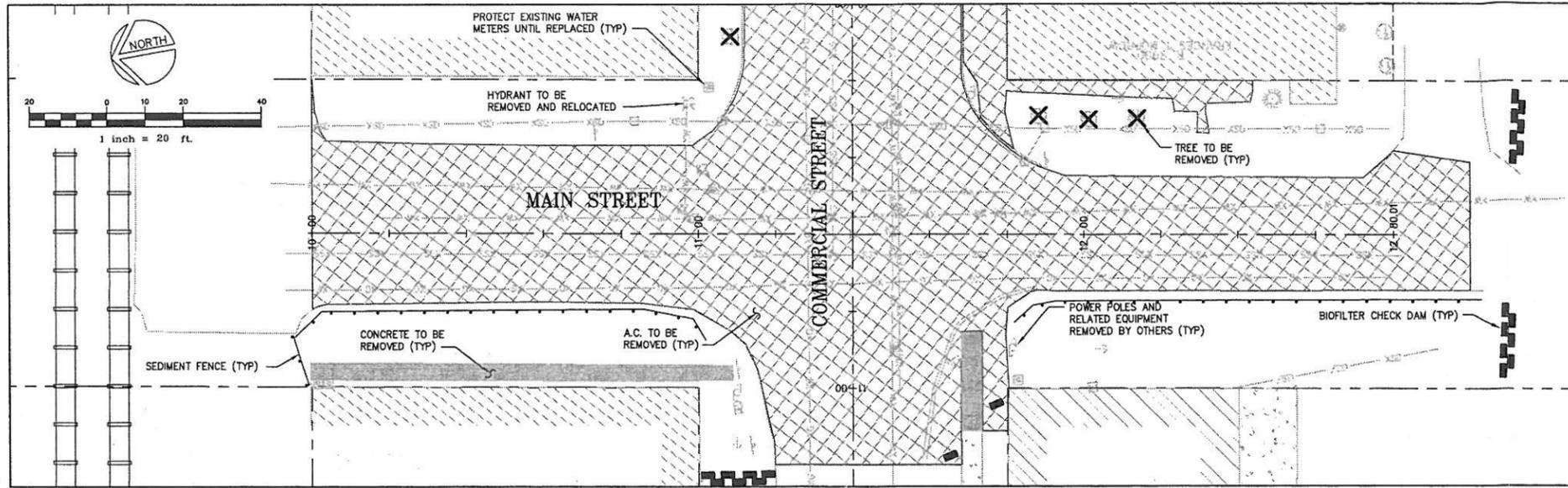
DRAWING TITLE:
 COMMERCIAL ST.
 DEMOLITION & EROSION
 CONTROL PLAN

CHECKED BY:
 REVISIONS
**PRELIMINARY
 SUBMITTAL (85%)**

GUIDED BY:
 Plannet's
 Engineers
 Surveyors
 2005 N.W. TAMAROCK DR.
 HILLSBORO, OREGON 97124
 PHONE: (503) 658-4242
 FAX: (503) 646-5900
 www.plannets.com
LDC
 DESIGN GROUP

REGISTERED PROFESSIONAL
 ENGINEER
 15,742
 OREGON
 JAN 21 1991
 DALE R. MERRELL
 EXPIRES 12/31/2004

JOB NO.: 3069
 SHEET NO. 3 OF 3
 NORTH PLAINS CITY COUNCIL AGENDA PACKET



THIS LINE IS 1" AT FULL SCALE.
 NORTH PLAINS CITY COUNCIL AGENDA PACKET

PREPARED FOR:
 City of North Plains
 31360 N.W. Commercial St.
 North Plains, Oregon 97133
 (503) 647-5555

PROJECT:
 NORTH PLAINS
 DOWNTOWN REVITALIZATION
 PROJECT
 City of North Plains, Oregon

DRAWING TITLE:
 MAIN ST., 314TH AVE. AND
 313TH AVE. DEMOLITION &
 EROSION CONTROL PLAN

CHECKED BY:
 REVISIONS
**PRELIMINARY
 SUBMITTAL (85%)**

PLANNERS
 ENGINEERS
 SURVEYORS
LDC
 DESIGN GROUP
 JAMES N.W. THAKORLINE, DR.
 HILLSBORO, OREGON 97124
 PHONE: (503) 658-4242
 FAX: (503) 646-5500
 www.ldcgroup.com

REGISTERED PROFESSIONAL
 ENGINEER
 15,742
 OREGON
 JAN. 21, 1998
 DALE R. MERRELL
 EXPIRES 12/31/2004

JOB NO.: 3069
 SHEET NO.

4 OF 4



Section II - Minutes of the Citizens Advisory Meetings

September 18, 2003

Dan Van Dyke
PO Box 189
North Plains, OR 97133

Re: Membership on Citizens Advisory Committee for
Downtown Revitalization Study

Dear Ms. Greenwood:

On August 18, 2003, the City Council for the City of North Plains selected the Engineering and Planning Firm LDC Design Group to complete the Downtown Revitalization Plan that was prepared in preliminary form in 2001.

To properly proceed with the revitalization plan this firm will be re-visiting some of the issues that were recommended in the initial plan, such as parking in the downtown area.

The initial plan will be the starting point and ideas will be sought from the citizens of North Plains to further enhance that plan and make recommended changes as citizen input is considered. The end result will be a Downtown Revitalization Plan that will have citizen input and consensus as being the plan that should proceed to final design and construction.

We are pleased that you are willing to be a part of the effort to complete this plan as a member of the Citizens Advisory Committee. There will be a minimum of four meetings, probably in the evening, which will require your attendance for the consideration and input on the proposals brought forward from the consulting firm. There will be several opportunities for citizen involvement, which we consider as vital to the success of the planning process. We will address the citizen input in an effort to first listen to the community on this subject and secondly to weave the citizen input into the alternatives to be considered.

The first Citizens Advisory Committee meeting will be held at 5:00 pm on October 9, 2003 at the North Plains City Hall.

In the next few weeks you and other citizens may notice survey crews working on Commercial Street to obtain basic information and a traffic engineer working to analyze traffic patterns and assist in the location and sizing of parking features needed as a part of the revitalization plan.

We look forward to working with you and receiving your input in the process of planning for the revitalization of downtown North Plains.

Sincerely,

Don Otterman
City Manager

P:\Projects-LDD2\3069\Docs\Engineering\Letters\CAC Letter Draft.doc



October 15, 2003

Meeting Notes from City Of North Plains Downtown Revitalization CAC Meeting of October 9th, 2003.

In attendance were: Dale R. Merrell, P.E. Project Manager-LDC Design Group, Inc.

Howard Stein, P.E. Traffic Engineer-CTS Engineering
Robert Yakas, Urban Designer, Group McKenzie
Don Otterman, City Manager-City of North Plains

Downtown Revitalization Citizens Advisory Committee

Stewart King-Tri-Star Properties
George Dunlap, Businessman
Teri Greenwood, West Coast Bank
Chamber President
Larry Lund, Representing Wayne Holm-Oregon
Canadian Forest Products

Angie Surratt, Citizen
Mike Basille, Rogue Pub
Carol Pollard, Planning Commission, Citizen
CAC Members Absent Were: Harry Holsapple
Dan Van Dyke

The meeting was called to order at 5:15 pm by Dale Merrell, Project Manager from LDC Design Group.

Introductions were given for the benefit of all in attendance.

HISTORY OF THE PROJECT

City Manager Don Otterman was asked to provide some history regarding the proposal to Revitalize the City of North Plains Downtown Core. The History of the Project began in 2001 when the City got an ODDA Grant to study the Downtown Core. In a span of 2.5 days a study was done to address the parking, streetscapes, and street crossings, pocket parks etc. some of the features that were drawn are certainly not done with any detail and as a result may represent good street design practice. The report that was completed was accomplished very fast and without a great deal of local input, which led to some misunderstandings, and assumptions that the plan was final with little exceptions being considered. Concerns regarding the traffic flow, angle parking, and lack of identity of any off street parking, and traffic considerations related to sight distances at 314th and Commercial and Main Street and Commercial due to on street parking.

3300 NW 211TH TERRACE
HILLSBORO OR 97124
PH 503. 858. 4242
FX 503. 645. 5500
WWW.LDCDESIGN.COM
CORPORATE OFFICE
HILLSBORO, OREGON
TILLAMOOK, OREGON
VANCOUVER, WASHINGTON
EVUE, WASHINGTON
COEUR D'ALENE, IDAHO
SACRAMENTO, CALIFORNIA

Don also noted that this plan will result in 85% design plans and specifications that costs estimates can be developed from. The City would also use this plan to seek the funding for the project to be constructed.

Value of the Downtown Core and Development of a Downtown Theme

CAC Member Teri Greenwood noted that parking was a main issue regarding the existing Revitalization Plan and the value of the downtown core wasn't really developed.

CAC Member Stewart King and others noted the importance of the downtown core and that the social, governmental and small local service business core must be addressed as a part of the plan. It was also noted that downtown core should have a theme and a focal point.

Trade Offs

Traffic Engineer Howard Stein noted that in the development of any plan to revitalize a downtown trade-offs must be a part of the study. Listed below are some of the trade offs that must be considered:

- Street width and large truck traffic volumes
- Sidewalk width versus parking area
- Pedestrian vs. Auto parking emphasis
- Location of essential off street parking
- Placement of Amenities in high and low activity areas

Land Use Issues

It was noted that the existing downtown is somewhat dysfunctional in that some of the historical significant businesses have been replaced with a more industrial use. A key commitment to keep government downtown with the post office being at one end and the government offices at the other end of the defined downtown core. More commercial traffic is needed to spur more economic interest. After a streetscape plan is in place the downtown theme will be easier to redevelop properties using the new downtown theme. Also, as new areas develop on the north and south sides of town new links to these areas must be developed. AC Member Michael Basille noted that a key ingredient to revitalize the downtown would involve upgrading some of the existing structures.

Traffic Issues:

More needs to be done to attract traffic to the downtown area making the area more of a destination area than a pass-by area. At the same time the development of the downtown cannot be overwhelmed by the through traffic. Therefore any traffic change must address the heavy truck traffic volumes, travel patterns and necessary loading and unloading zones.

Presentation by Project Team Members

Dale Merrell turned the program over to Bob Yakas who discussed the process of completing a Revitalization Plan.

Bob noted that the old plan was the starting point and the new plan to be developed in this process will not go beyond the back of the sidewalk, or in other words a streetscape plan will be developed. This process will require about six months to complete. Bob also noted that a general downtown theme would be a very good goal to achieve. In achieving the theme, a general streetscape plan will match that theme.

Mr. Merrell noted that any utilities that need to be upgraded, should be a part of the planning work done. For example, if a water main needs upgrading, this upgrade should occur before the streetscape is done, as well as any overhead utility that is to be placed underground should also be a part of the project. Because any of this work done later will be more costly and will result in a very patched up looking streetscape. Of great advantage to making these improvements a part of the project is that they can assist in the funding of parts of the project.

As part of the work LDC will consider the side streets approximately 100 feet back of the intersection.

Future Meetings of the CAC and Public Meetings

A discussion regarding the next meeting date, time, and place was held. It was decided that the next meeting would be held in early in November, after the election and in the evening. Refreshments would be served, and the meeting should be on a Thursday evening. The meeting will be more of an open house type meeting with a presentation by the project team with public input being the focus. This will be a meeting of the CAC as well and their presence is necessary. It was discussed and agreed that LDC would produce a poster for the meeting with handouts to be circulated by a group selected by the city.

The meeting was closed at approximately 7:45 pm.

**Meeting Minutes of CAC Meeting of November 6, 2003
City of North Plains Downtown Revitalization Project**

Staff in attendance: Don Otterman, City Manager, and City of North Plains
Blake Boyles, Public Works Director, City of North
Plains

City Officials in attendance: Cheri Olson, Mayor
Tom Reh, Councilman
Herb Hirst, Councilman

CAC Members in attendance: Stewart King, Tri-Star Properties
Carol Pollard, Planning Commission-Citizen
Angela Surratt, Planning Commission
Harry Holsapple, Postmaster
George Dunlap, Businessman

CAC Members absent: Teri Greenwood, West Coast Bank
Wayne Holm-Oregon Canadian Forest Products
Dan Van Dyke, Businessman
Mike Basille, Rogue Pub

Consultants Present: Dale Merrell, Project Manager LDC Design Group
Eric Graves, CTS
Robert Yakas, Urban Designer- Group McKenzie
David Monson, Engineer LDC Design Group

The meeting was advertised as a public meeting to gain input into the process of revitalization of the City of North Plains Downtown.

The meeting was opened at 7:05 pm by Don Otterman, who provided a short history regarding the process starting in 2001, with the ODDA Grant to study the downtown core area and continuing to the funding of the study that will provide a plan to revitalize downtown. The selection process which resulted in the selection of LDC as the consultant to complete the downtown Revitalization Plan, was also discussed.

Mr. Otterman introduced the Mayor and the City Council members that were present and the CAC members that were present. Mr. Otterman also discussed the meetings goals. The goals were to provide the citizens of North Plains an opportunity to be a part of the decision making process and to help the consultant in the development of a plan that will reflect the interests of the community for the development of the future downtown North Plains. Mr. Otterman explained that the first study was completed within a very short time frame and reflected improvements beyond the back of sidewalk. This study will be different in that the focus will be on the area within the right-of-way. It will be a

streetscape plan that will address parking, street amenities, and traffic and pedestrian amenities and pedestrian safety.

Mr. Otterman then introduced Dale Merrell, the Project Manager from LDC Design Group. Mr. Merrell provided a very quick introduction of the team members present and the roles each will play in the study. Mr. Merrell stated that a plan will be developed that will provide an 85% level design and more that adequate information to provide a good engineers estimate to complete the project.

Mr. Merrell then turned the program over to Robert Yakas to provide a video of various cities revitalization projects around the greater Portland Area. Videos included the Cities of Troutdale, Gresham, Hillsboro, Oregon City and West Linn, Oregon. Mr. Yakas pointed out the strengths and weaknesses of each plan that was shown.

Upon completion of the video presentation the audience was asked to participate in the meeting. The first speaker was the Mayor, Cheri Olson, who stated her support for the revitalization project and asked that sensitivity be given to pedestrians, traffic and parking. Others spoke concerning the project and asked that the utility replacements be a part of any revitalization so the street wouldn't have to be dug up after a new street section was in place. We also received comments dealing with traffic issues. Questions regarding angle parking vs. parallel parking were also asked. Mr. Merrell replied that the questions dealing with on-street parking, traffic and off street parking were a part of the study plan. As the current Commercial Street right-of-way that exists today, is not wide enough room to angle park on both sides of Commercial Street and maintain adequate lane width to accommodate larger truck traffic. Questions were asked about improvements beyond the back of sidewalk, which were answered by saying that this is a streetscape plan only and will not address improvements beyond that point. Mr. Yakas stated that as the streetscape changes and is improved, the properties beyond the back of sidewalk will eventually be addressed over time. It will not happen immediately. There were questions regarding funding of the project. Those questions were addressed by Don Otterman and Dale Merrell by saying that the results of this plan will allow an estimate to be developed that would be used to seek grant funding as a stand alone project, and as a part of other funding opportunities such as grants for utility replacements or upgrades. The building of the improvements may take a few years to accomplish. However, having a plan in place enhances the potential for funding to be obtained.

There were no other questions therefore the meeting was concluded.

Mr. Merrell asked that everyone view the boards that were placed for viewing and asked questions of the professionals present.

The meeting was adjourned at 8:45 pm

P:\Projects-LDD2\3069\Meeting Minutes of CAC Meeting of November 6.doc

*Meeting Minutes
November 6, 2003*



December 17, 2003

To: CAC Members and Staff

Subject: Notice of CAC Meeting
Minutes of November 6th 2003 CAC/Public Meeting

From: Dale R. Merrell, P.E. Project Manager

Attached are the minutes of the November 6th 2003 CAC Meeting. Please review and provide comments as appropriate for the next CAC Meeting.

The next scheduled CAC Meeting is set for January 8, 2004, at 5:00 P.M. The meeting will be held at City Hall. Preliminary Drafts of the Revitalization Plan will be presented for the CAC for comment and recommendation.

3300 NW 211TH TERRACE
HILLSBORO OR 97124

PH 503. 858. 4242
FX 503. 645. 5500

WWW.LDCDESIGN.COM

CORPORATE OFFICE
HILLSBORO, OREGON

TILLAMOOK, OREGON

VANCOUVER, WASHINGTON

EVUE, WASHINGTON

COEUR D'ALENE, IDAHO

SACRAMENTO, CALIFORNIA

**CAC Meeting Minutes
City of North Plains Downtown Revitalization**

Minutes of Meeting of January 15, 2004

The Meeting was called to Order at 5:05 P.M. by the Project Manager, Dale Merrell.

The goal of the meeting is to select an alternative to move forward on and present at a public meeting.

In attendance were: Dale Merrell, P.E., LDC Design Group, Project Manager
Robert Yakas, Group McKenzie, Urban Designer
Teri Greenwood, CAC, West Coast Bank
Phil Waller, Representing Wayne Holm, Oregon Canadian Forest Products
George Dunlap, CAC Member, North Plains Hardware
Stewart King, CAC Member, Planning Commission
Angela Surratt, CAC Member, Citizen
Carol Pollard, CAC Member, Citizen
Don Otterman, City Manager
Blake Boyles, Public Works Supt., City of North Plains
Eric Graves, P.E., Traffic Engineer, LDC Design Group

The Meeting was turned over to Robert Yakas, the Project Teams Urban Designer, who presented three different alternatives and one board showing visual simulations of traffic with two of the alternatives.

The first alternative discussed was Option A (attached). This alternative presents pedestrian amenities at the intersection of Main Street and Commercial and at the intersection of 314th. This option also included making 314th one-way south with angle parking on the west side and parallel parking on the east side of 314th. This option also presented parallel parking on the north side of Commercial and angle parking on the south side. Street trees were shown as well. Questions regarding the parking of longer trucks were addressed by Mr. Yakas and Eric Graves, with the answer being that the new spaces created on 314th would accommodate the longer pickup trucks. We will also address the parking of longer trucks on Commercial as part of the final selection of an alternative to move forward with. With this alternative 64 total spaces are proposed with 44 being diagonal and 20 being parallel. In the final analysis this number might change slightly.

The street section includes two (2) 16-foot travel lanes with an eight (8) foot parallel parking space and a twenty (20) foot diagonal parking space, with ten (10) foot sidewalk

width on both sides. Pedestrian amenities will reside as part of the bulbs and at the parking plazas. We have not decided what the amenities will be at this point.

The second alternative discussed was Option B (attached). This alternative proposes the same street section. The pedestrian crossing is proposed to be moved to the east side of 314th street. The primary difference between Option A vs. Option B is that the diagonal parking is back-in parking.

Discussion concerning the back-in parking led to a rejection of the idea as being not desirable and would be confusing to the public. Eric Graves, the Traffic Engineer, stated that actually the back-in parking is safer as the person pulling out can see the oncoming traffic easier and can merge into traffic easier. It does, however, have some down sides in that the longer vehicles extend further over the curb thus cutting down on pedestrian space and getting acceptance is slow. It was decided that the back-in parking was not a good solution for this proposal. A question was asked regarding diagonal parking depth, which is proposed to be 20 feet.

Pedestrian amenities will reside in the bulb-outs and the pedestrian plazas. This option results in 65 (proposed) parking spaces.

The third alternative is Option C (attached). This option includes a different street section which has two (2) 14-foot traffic lanes, a ten (10) foot median, two 8-foot parallel parking lanes and a fourteen (14) foot sidewalk on the south side and a twelve (12) foot sidewalk on the north side. Pedestrian amenities would be in the pedestrian plaza and at various places in the sidewalk section. The alternative also includes a one hundred (100) foot traffic circle at the intersection of Commercial and Main Street. Parking on 314th would be as proposed in the other options. Discussion was held regarding the ease of trucks getting around the traffic circle. The Traffic Engineer believes that the trucks can get around the circle but will have to slow down considerable to navigate around the circle. It was again stated that over time most all truck traffic would enter and exit the plant using the west exit.

This option results in 61 (proposed) parking spaces.

The Citizens Advisory Committee agreed to take the best of the three options and direct the project team to develop one Option to move forward on. After discussion it was decided that Option A would be the best option to work from. It was discussed and decided that Option A with two (2) fourteen (14) foot travel lanes with the parking as proposed in Option A with twelve (12) foot sidewalks. The traffic circle will be included as part of the final draft layout.

It was also decided that the utilities would be placed underground. Bob Yakas noted that this may require that there be an additional easement to allow for better placement of pad mounted transformers on both sides of the street and cut down on the amount of conflict with pedestrian traffic.

The Project team was asked to place diagonal parking on both sides of 314th and that the length of the parking lane be twenty (20) feet for the diagonal spaces.

Bob Yakas noted that the next version of the final draft will include the undergrounding of utilities, and show representation of the street lights. Curb cuts will be shown and will include a curb cut for the Retirement Center for loading and unloading of supplies and goods at the retirement home.

Don Otterman noted that he and Dale Merrell would meet with Mr. Van Dyke to go over the plan and would also be meeting with Wayne Holm from Canadian Pacific to discuss the plan. This meeting is scheduled in the next two weeks.

The Next Meeting of the Citizens Advisory Committee will be a town Meeting and will be on February 12th at 7:00 pm and the Community Center. A final Draft of the preferred layout will be shown as well as the alternatives that were used to select this alternative.

Having no further business the meeting was adjourned at 620 p.m.



February 6, 2004

Dan Van Dyke
PO Box 189.
North Plains, OR 97113

RE: Reminder - Public Meeting February 12, 2004, at the
Community Center – Downtown Revitalization

Dear Mr. Van Dyke:

This is a quick reminder of the next CAC meeting, which is a Community Meeting, to be held at the Community Center at 7:00 pm on February 12, 2004. Your presence is very important to the process of moving the Downtown Revitalization to reality.

We appreciate the participation from the CAC that we have enjoyed during the process of selecting the improvement plan to be presented to the public for their viewing.

See you on Thursday evening!

Sincerely,

Dale R. Merrell, P.E.
Project Manager
LDC Design Group, Inc.

P:\Projects-LDD2\3069\Docs\Engineering\Letters\Community Mtg.doc

20085 NW TANASBOURNE DR
HILLSBORO OR 97124
PH 503. 858. 4242
FX 503. 645. 5500
WWW.LDCDESIGN.COM
CORPORATE OFFICE
HILLSBORO, OREGON
TILLAMOOK, OREGON
VANCOUVER, WASHINGTON
PELLERUE, WASHINGTON
SPRINGFIELD, IDAHO
ROCKLIN, CALIFORNIA
CLERMONT, FLORIDA



March 8, 2004

Minutes of the Town Hall Meeting of February 12, 2004

The Meeting was held at Jesse Mays Community Center in North Plains.

The purpose of the meeting was to demonstrate to the citizens of North Plains the progress made to date on the Downtown Revitalization Plan

City Manager Don Otterman called the meeting to order at 7:05 P.M.

The following persons were in attendance:

Cheri Olson, Mayor
Don Otterman, City Manager
Blake Boyles, Director of Public Works

CAC Members Present were:

Angela Surratt
Dan Van Dyke
Harry Holsapple
Carol Pollard
Stewart King
George Dunlap

Those present from the Consulting Team were:

Dale Merrell, P.E., Project Manager
Robert Yakas, Urban Designer
Howard Stein, Traffic Engineer
Hal Beighley, Landscape Architect

Members of the public present were:

Doug Black
Mark Perkins
Leighton Mangols
Phil Weller
David Hatcher
Robert Kindel
Henry Drexel
Scott Koertje
Cindy Hirst
Margaret Reh

20085 NW TANASBOURNE DR
HILLSBORO OR 97124
PH 503. 858. 4242
FX 503. 645. 5500
WWW.LDCDESIGN.COM
CORPORATE OFFICE
HILLSBORO, OREGON
TILLAMOOK, OREGON
VANCOUVER, WASHINGTON
PULLAVUE, WASHINGTON
JR D'ALENE, IDAHO
ROCKLIN, CALIFORNIA
CLERMONT, FLORIDA

Don Otterman, City Manager, opened the meeting by introducing the project, the reason for the meeting and introduced the project team manager Dale Merrell.

Dale Merrell, the Project Manager opened the Consultants part of the meeting by introducing the consulting team. Robert Yakas the Urban Designer for the project was introduced and presented the phases of the project, beginning with the study done in 2001. Mr. Yakas discussed the three scenarios that the CAC considered to arrive at the final design. Mr. Yakas explained that the final design layout was a combination of two of the concepts reviewed. The reasons for selection of the final design layout were provided. The reasons the final design layout was chosen was that it exhibited the best interest of the community with the wide sidewalks, the traffic round about and the room for more community participation by having street furniture, bicycle racks, and business participation. The Round About will be a feature of the design and will be a focal point.

The Landscape Architect Hal Beighley was introduced to provide the planned amenities relative to the crosswalks, street trees, and types of street furniture. Mr. Beighley recommended trees that grow vertically more than trees that would eventually require back cutting. The pavers will be placed over a concrete base for the cross walks, if used in the cross walks. Otherwise the crosswalk will be concrete that is stamped a certain pattern. Pavers are proposed for portions of the sidewalk, which will have underground utilities.

The meeting was then opened for input from the audience.

There was discussion concerning the Traffic Circle (Round About) that addressed the issue of large trucks. Large trucks can maneuver around the Traffic Circle, however 4 parking spaces will be lost to accommodate the turning of the large trucks. A 62-foot truck was the template used for the design. Safety of crossing was also addressed, as issues about speed were a concern. The issue was discussed by Dale Merrell by saying the Circle will tend to slow down traffic or they will not be able to maneuver around the circle. Traffic circles are in wide use as a traffic-calming device.

Also discussed was the fact that whatever is planted in the center of the circle not be so tall as to conflict with the western view of the Coast Range. This was noted as a design parameter.

Most in attendance want trees planted uniformly along the sidewalk. A question was asked about grates around the base of street trees. There will be grates around the base of the trees. Types of street furniture were addressed without showing specific examples. Street lighting was also discussed with certain types, such as that on Baseline Road given as an example. Everyone in attendance wants to be sure the lights shine down to minimize the dark sky.

It was explained by Don Otterman that the overhead utilities would be going underground as part of the project.

The meeting adjourned the formal portion and the audience was asked to view the drawings and asked individual questions of the consulting team.

The meeting was formally adjourned at 8:40 P.M.



Date: February 25, 2004

To: All CAC Members

Subject: Notice of CAC Meeting

From: Dale R. Merrell, P.E. Project Manager, LDC Design Group

A CAC Meeting has been set for Thursday March 4, 2004 at 5:00 P.M. at the Jessie Mays Community Hall. We will be viewing and making the decision regarding the various material selections for the Downtown Revitalization Project. Your attendance is important to the process of completing this plan.

P:\Projects-LDD2\3069\CAC Meeting Notice.doc

20085 NW TANASBOURNE DR
HILLSBORO OR 97124

PH 503. 858. 4242
FX 503. 645. 5500

WWW.LDCDESIGN.COM

CORPORATE OFFICE
HILLSBORO, OREGON

TILLAMOOK, OREGON

VANCOUVER, WASHINGTON

PORT LEVUE, WASHINGTON

SPUR D'ALENE, IDAHO

ROCKLIN, CALIFORNIA

CLERMONT, FLORIDA



March 8, 2004

Minutes of the CAC Meeting for the City of North Plains Downtown Revitalization Project of March 4, 2004.

The Meeting held at the Jesse Mays Community Center at 5:00 P.M.

In attendance were the following members of the CAC

Dan Van Dyke
Michael Basile
George Dunlap
Carol Pollard

In attendance from the City of North Plains Staff was:

Don Otterman, City Manager

In attendance on behalf of the Consultants were:

Dale Merrell, P.E., Project Manager
Hal Beighley, Landscape Architect
Troy Mears, Landscape Architect

The meeting was called to order at 5:15 P.M. with the introduction of the consultants present. The meeting was held to select the amenities for the project such as the street furniture, street trees and streetlights.

A handout was prepared by Hal Beighley to illustrate the choices and product samples for the streetscape. This handout is an attachment to these minutes.

BENCHES

The Benches were the first item to be discussed as they set the theme for the other items to be placed on the project.

Several alternatives were reviewed and discussed by those present. It was decided that the TD-4, a 60-inch bench with wood colored recycled plastic, with black cast iron end frames would be the Bench of choice.

PLANTERS

After reviewing the choices for planters PTR-I which complements the wood benches selected. The top rim will be Black Spun Aluminum.

20085 NW TANASBOURNE DR
HILLSBORO OR 97124
PH 503. 858. 4242
FX 503. 645. 5500
WWW.LDCDESIGN.COM
CORPORATE OFFICE
HILLSBORO, OREGON
TILLAMOOK, OREGON
VANCOUVER, WASHINGTON
PORT LEVUE, WASHINGTON
BURDENE, IDAHO
ROCKLIN, CALIFORNIA
CLERMONT, FLORIDA

TRASH RECEPTICLES

Trash receptacle TR-I was selected as the choice for a Trash Receptacle for the project. This receptacle compliments the Planters that were selected.

BICYCLE RACKS

After a discussion BR-1 for the middle of the project was selected and BR-2 was selected for each end of the project. The racks are to be surface mounted.

TREE GRATES

After a discussion was held Tree Grate LPT-48 was chosen in natural cast iron.

STREET LIGHTS

A lengthy discussion was held regarding streetlights. It was decided that the streetlights should be curbside lights. The light should shine down toward the sidewalk with as little light as we can design going vertically. It was decided that the Acorn typ of lights with fluted edges would be best. It was also decided that the lights be equipped with the following amenities:

- 1.) Cross arms for hanging of plants and Christmas Decorations,
- 2.) Holes at each end to provide for plant drip tubes,
- 3) Electrical outlets to plug lights into.

The globes will have black metal ornamental iron around the globes.

BOLLARDS

Bollards will be 40 inches in height and black cast iron designated as CB-B

CONCRETE PAVERS

There were three pavers to choose from. The Old Dominion Style was chosen and is to be placed in a designed pattern. They are to be placed in the sidewalk area in compacted sand and be placed over the buried utilities. They will also be placed in the traffic circle around the 10-foot diameter center planter.

TRAFFIC CIRCLE PLANTER

The Traffic Circle will be 8 inches above the street elevation and be 20 feet in diameter. It will have low growing shrubs, preferably not more than three with seasonal plantings around the shrubs for contrast.

CROSS WALKS

The cross walks will be raised slightly and be colored stamped concrete with edge different than the center. The crosswalks are to be a minimum of 10 feet in width. The color selected was a muted brick red.

STREET TREES

The street trees selected were the Bowhall Red Maple. This tree grows more in the vertical direction and shows the red color in the fall. The area around 314th street will be planted with Chanticleer Pear and will be a very good compliment to the Bowhall Red Maple.

After a brief discussion the Mayor closed the meeting at 6:45 pm.

P:\Projects-LDD2\3069\CAC Meeting Minutes\CAC Mtg Min. NP Revitalization 3.4.04.doc



Date: April 13, 2004

To: Don Otterman, City Manager

From: Dale R. Merrell, PE, Project Manager

Subject: Time Extension – Downtown Revitalization Contract

Due to delays by PGE and others in providing information regarding relocation and under-grounding of utilities, I am hereby asking for an extension of 15 days to May 15, 2004.

If there are any questions please call.

20085 NW TANASBOURNE DR
HILLSBORO OR 97124

PH 503. 858. 4242
FX 503. 645. 5500

WWW.LDCDESIGN.COM

CORPORATE OFFICE
HILLSBORO, OREGON

TILLAMOOK, OREGON

VANCOUVER, WASHINGTON

BELLEVUE, WASHINGTON

COUR D'ALENE, IDAHO

ROCKLIN, CALIFORNIA

CLERMONT, FLORIDA



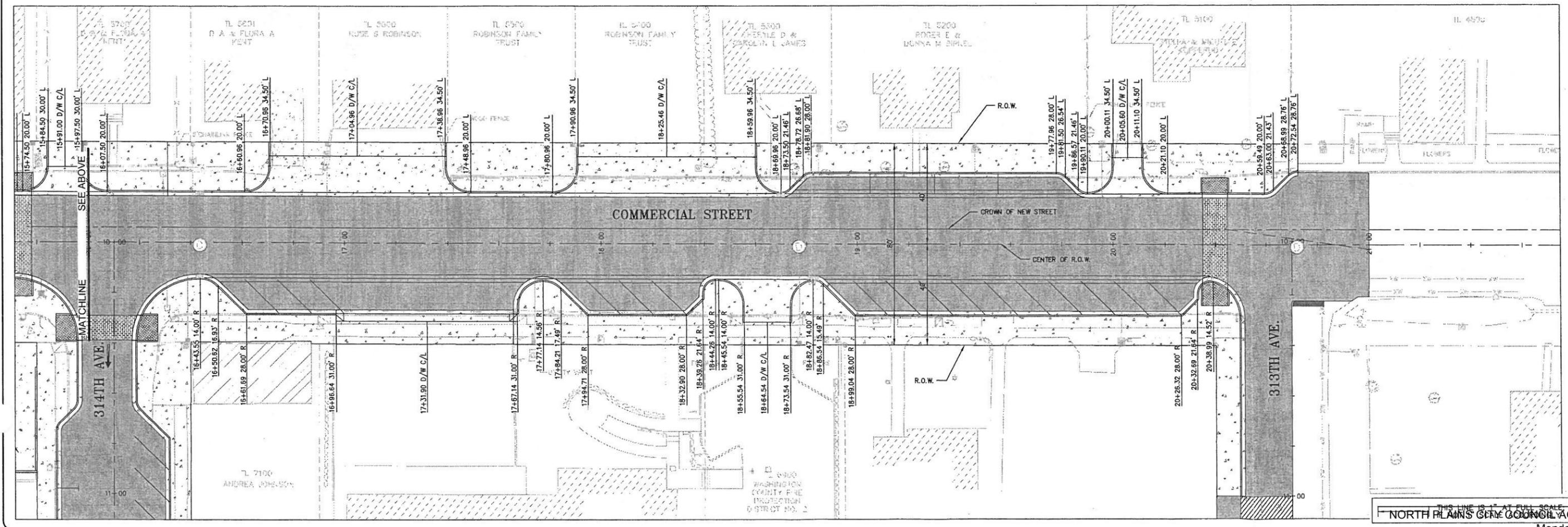
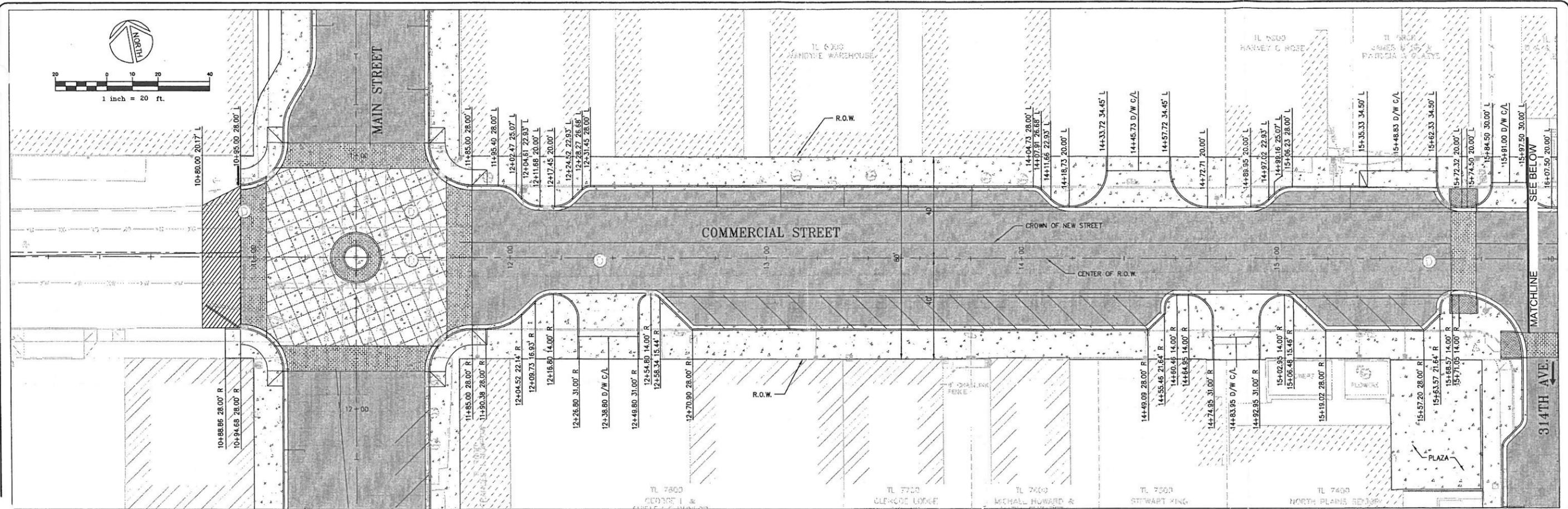
Section III - Engineering Plans

The Engineering Plans are presented herein at half scale. We are also providing a CD with the drawings that can be presented at full scale.

All plans were developed using AutoCAD LDD2 as the electronic software medium. The scale of the drawings are 1"=40 feet.

The electrical plans were provided by Portland General Electric at a scale of 1" = 60 feet.

All plans are to the preliminary plan stage of development and are considered 85% plan completion.



PREPARED FOR:
 City of North Plains
 31360 N.W. Commercial St.
 North Plains, Oregon 97133
 (503) 647-5555

PROJECT:
**NORTH PLAINS
 DOWNTOWN REVITALIZATION
 PROJECT**
 City of North Plains, Oregon

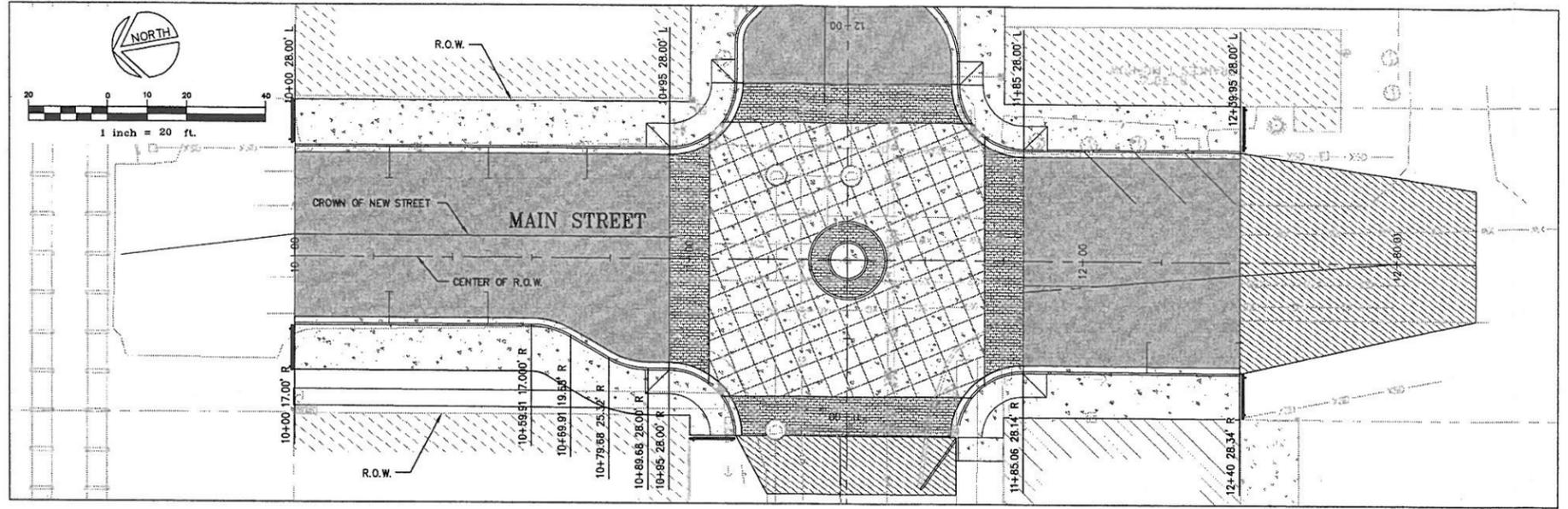
DRAWING TITLE:
**COMMERCIAL STREET
 GRADING PLAN**

CADD BY: _____
 CHECKED BY: _____
 REVISIONS:
**PRELIMINARY
 SUBMITTAL (85%)**

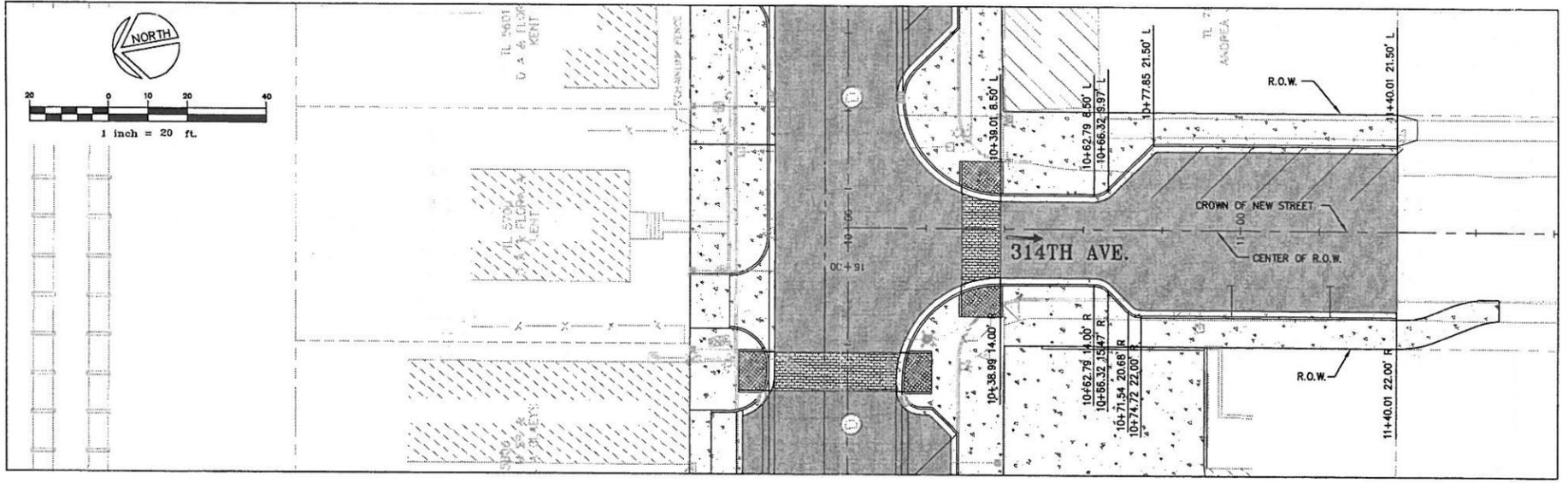
Planners
 Engineers
 Surveyors
LDC
 DESIGN GROUP
 20089 N.W. TAMASBOURNE DR.
 HILLSBORO, OREGON 97124
 PHONE: (503) 858-4242
 FAX: (503) 843-5800
 www.ldceng.com

REGISTERED PROFESSIONAL
 ENGINEER
 15,742
DALE R. MERRELL
 OREGON
 JAN 21 1991
 EXPIRES 12/31/2004

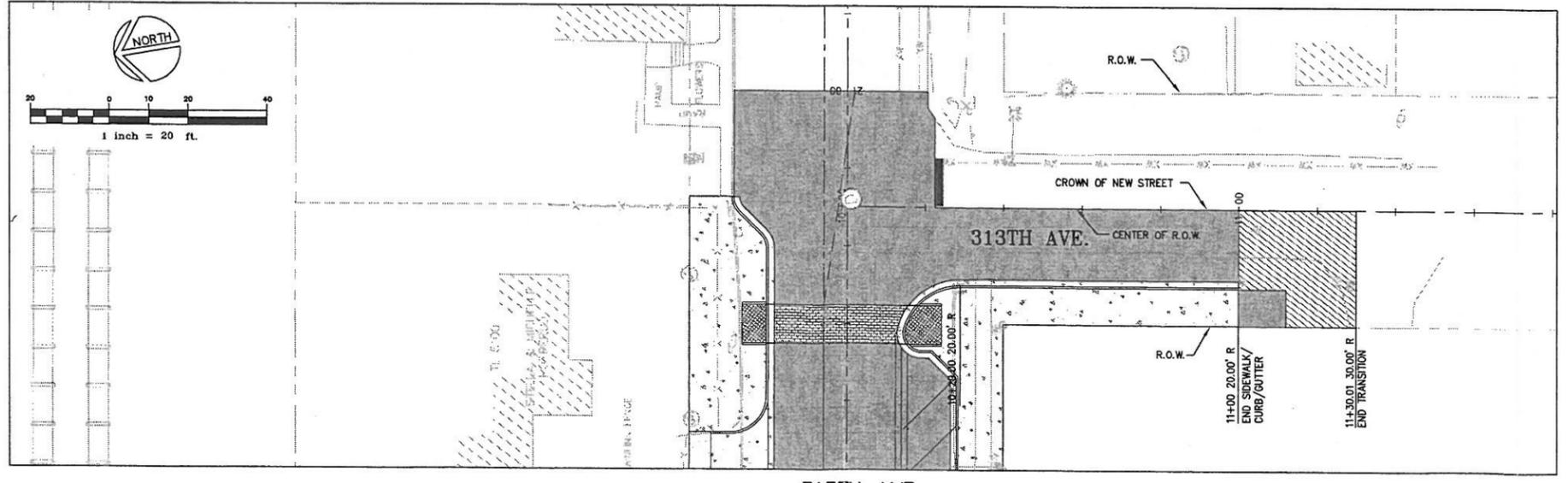
JOB NO.: 3069
 SHEET NO.: 5
NORTH PLAINS CITY COUNCIL AGENDA PACKET
 Monday, March 2, 2014
 Packet Pagination: Page 168 of 313



MAIN ST.



314TH AVE.



313TH AVE.

PREPARED FOR:
 City of North Plains
 31360 N.W. Commercial St.
 North Plains, Oregon 97133
 (503) 647-5555

PROJECT
 NORTH PLAINS
 DOWNTOWN REVITALIZATION
 PROJECT
 City of North Plains, Oregon

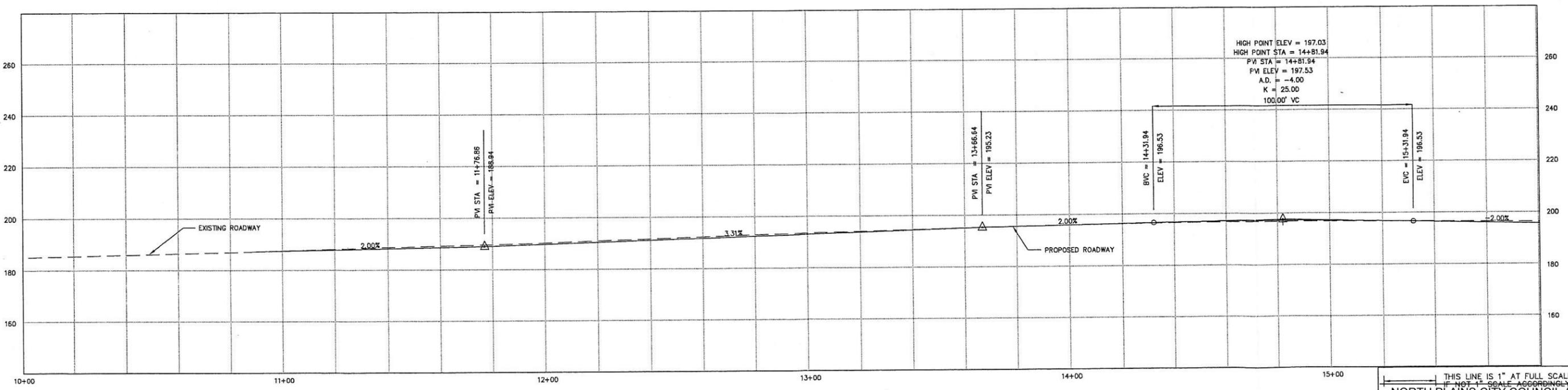
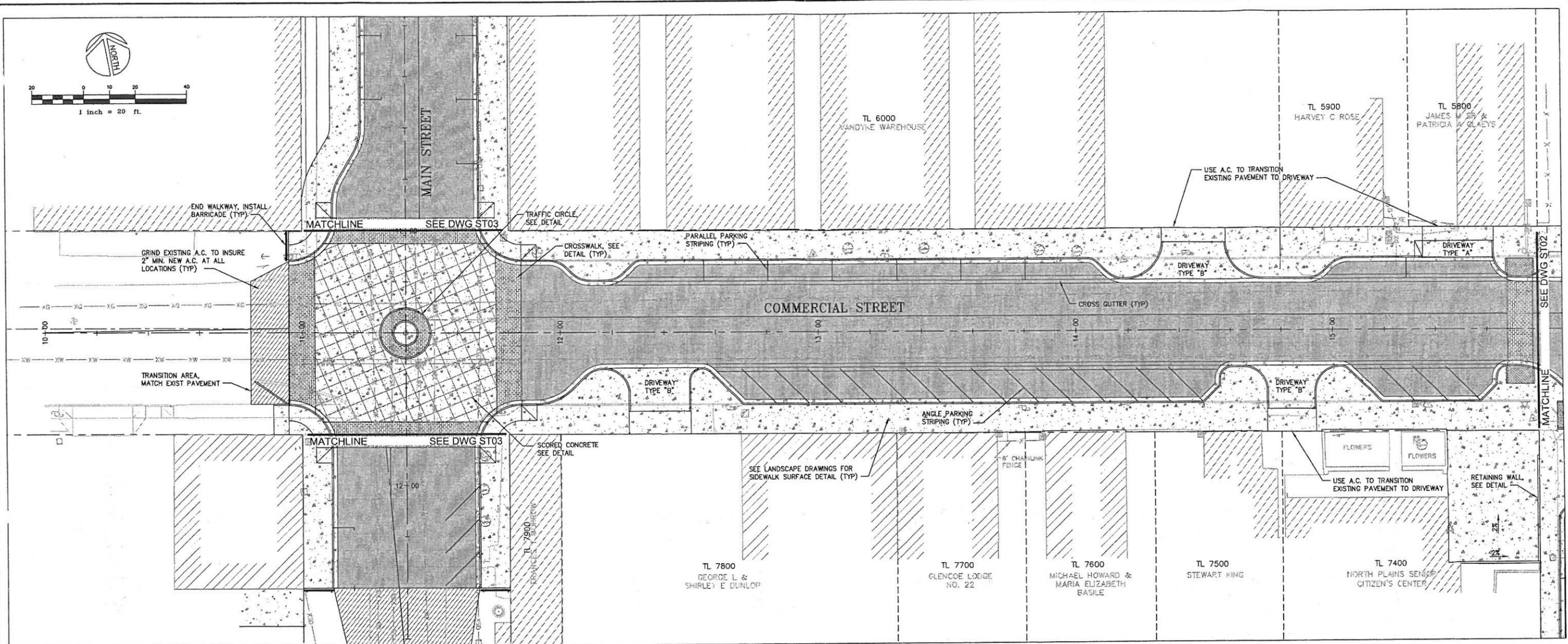
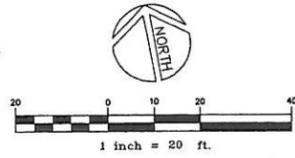
DRAWING TITLE
 MAIN ST., 314TH AVE.
 & 313TH AVE.
 GRADING PLAN

CADD BY:
 CHECKED BY:
 REVISIONS
**PRELIMINARY
 SUBMITTAL (85%)**

Planners
 Engineers
 Surveyors
LDC
 DESIGN GROUP
 2085 N.W. TANASQUINE DR.
 HILLSBORO, OREGON 97124
 PHONE (503) 658-4242
 FAX (503) 646-5500
 www.ldcgroup.com

REGISTERED PROFESSIONAL
 ENGINEER
 15,742
 OREGON
 JAN 21 1993
 DALE R. MERRILL
 EXPIRES 12/31/2004

JOB NO.: 3069
 SHEET NO.



PREPARED FOR:
 City of North Plains
 31360 N.W. Commercial St
 North Plains, Oregon 97133
 (503) 647-5555

PROJECT
 NORTH PLAINS
 DOWNTOWN REVITALIZATION
 PROJECT
 City of North Plains, Oregon

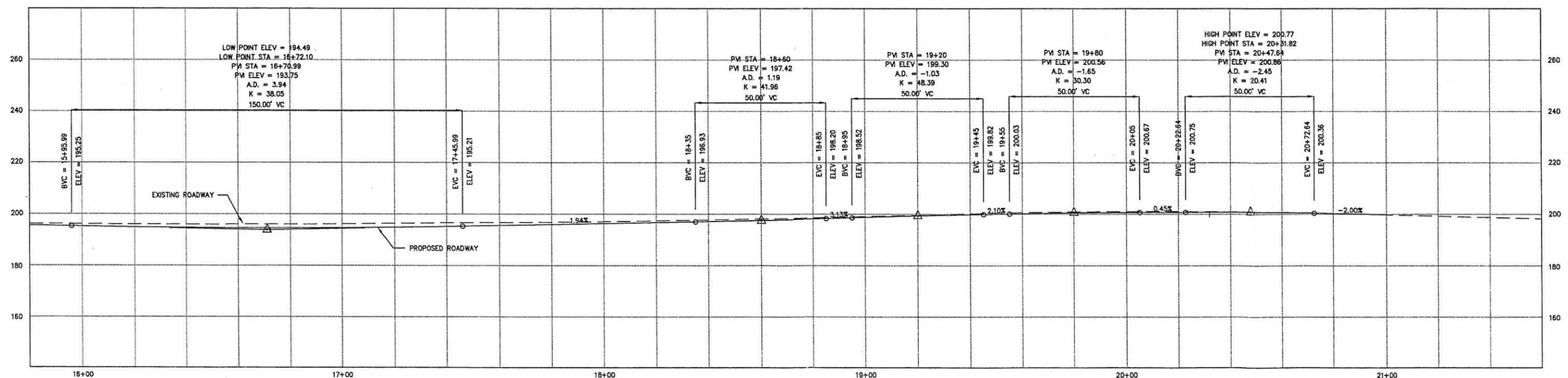
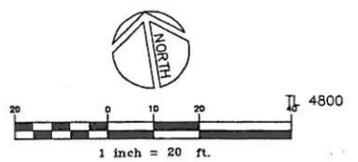
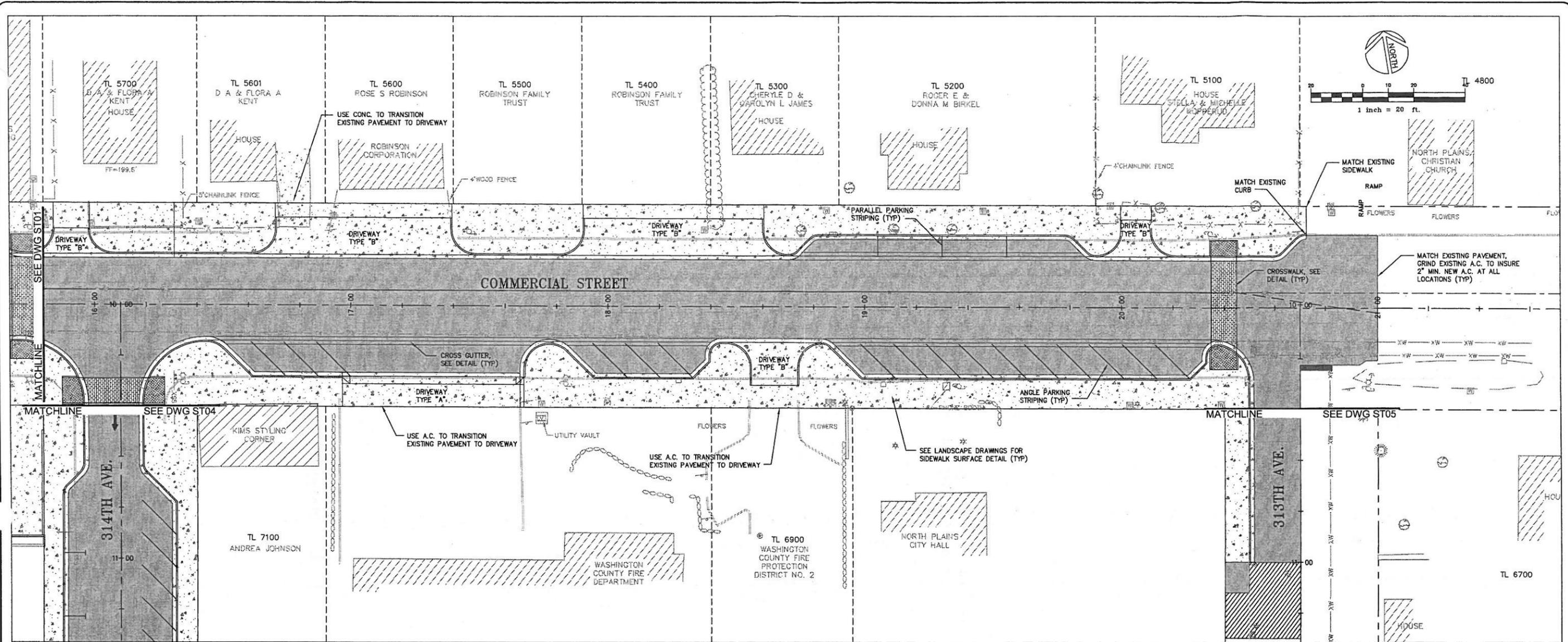
DRAWING TITLE:
 COMMERCIAL STREET
 PLAN AND PROFILE

CADD BY:
 CHECKED BY:
 REVISIONS
**PRELIMINARY
 SUBMITTAL (85%)**

Planners
 Engineers
 Surveyors
LDC
 DESIGN GROUP
 2008 N.W. TAMASOUBINE DR.
 HILLSBORO, OREGON 97124
 PHONE: (503) 858-4242
 FAX: (503) 648-5500
 www.lcdesigngroup.com

REGISTERED PROFESSIONAL
 ENGINEER
 15,742
 OREGON
 JAN 21 1991
 DALE R. MERRELL
 EXPIRES 12/31/2004

JOB NO.: 3069
 SHEET NO.
7 OF



PREPARED FOR:
 City of North Plains
 31360 N.W. Commercial St.
 North Plains, Oregon 97133
 (503) 647-5555

PROJECT:
 NORTH PLAINS
 DOWNTOWN REVITALIZATION
 PROJECT
 City of North Plains, Oregon

DRAWING TITLE:
 COMMERCIAL STREET
 PLAN AND PROFILE

CHECKED BY:
 REVISIONS

CADD BY:

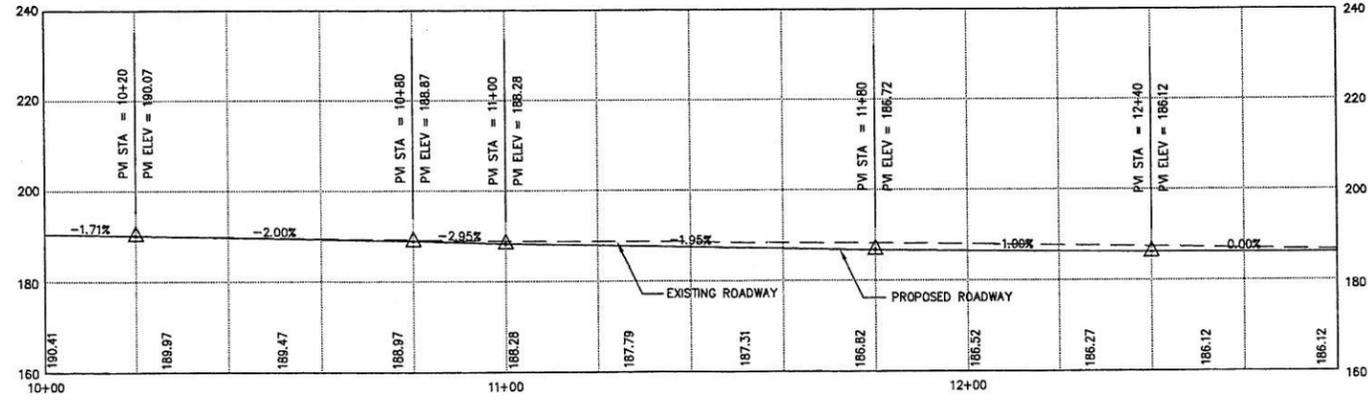
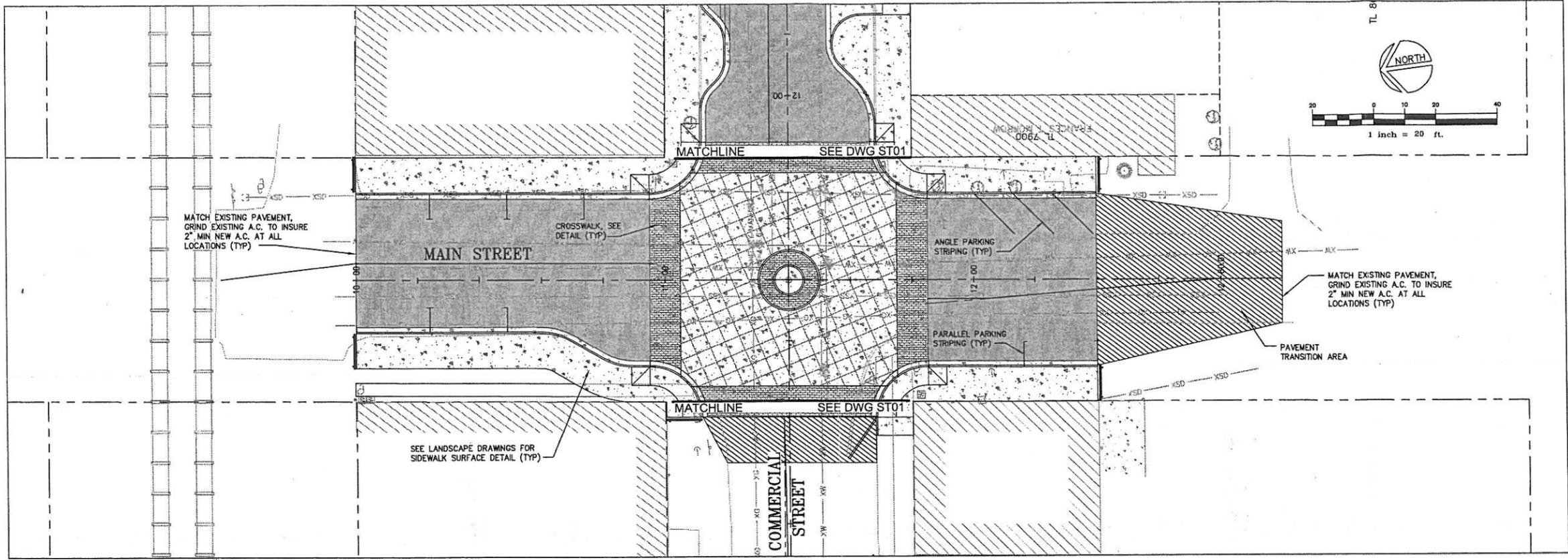
**PRELIMINARY
 SUBMITTAL (85%)**

Planners
 Engineers
 Surveyors
LDC
 DESIGN GROUP
 2008 N.W. TANASQUIRE DR.
 HILLSBORO, OREGON 97124
 PHONE: (503) 688-4242
 FAX: (503) 646-5500
 www.ldcgroup.com

REGISTERED PROFESSIONAL
 ENGINEER
 15,742
 OREGON
 JAN 21 1991
 DALE R. MERRELL
 EXPIRES 12/31/2004

JOB NO.: 3069
 SHEET NO. 8 OF 8

THIS LINE IS 1" AT FULL SCALE.
 NORTH PLAINS CITY COUNCIL AGENDA 8102



PREPARED FOR:
 City of North Plains
 31360 N.W. Commercial St.
 North Plains, Oregon 97133
 (503) 647-5555

PROJECT
 NORTH PLAINS
 DOWNTOWN REVITALIZATION
 PROJECT
 City of North Plains, Oregon

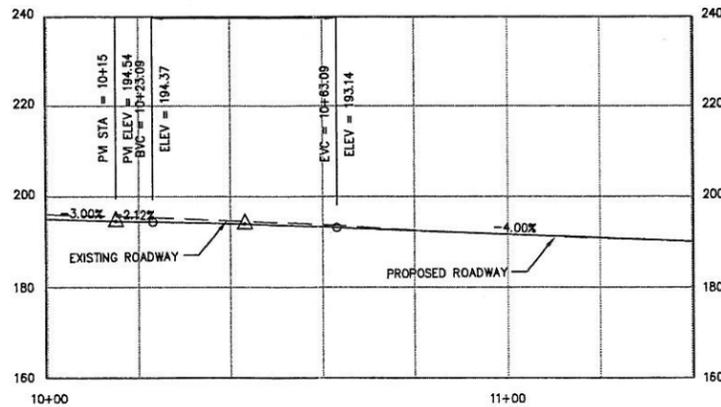
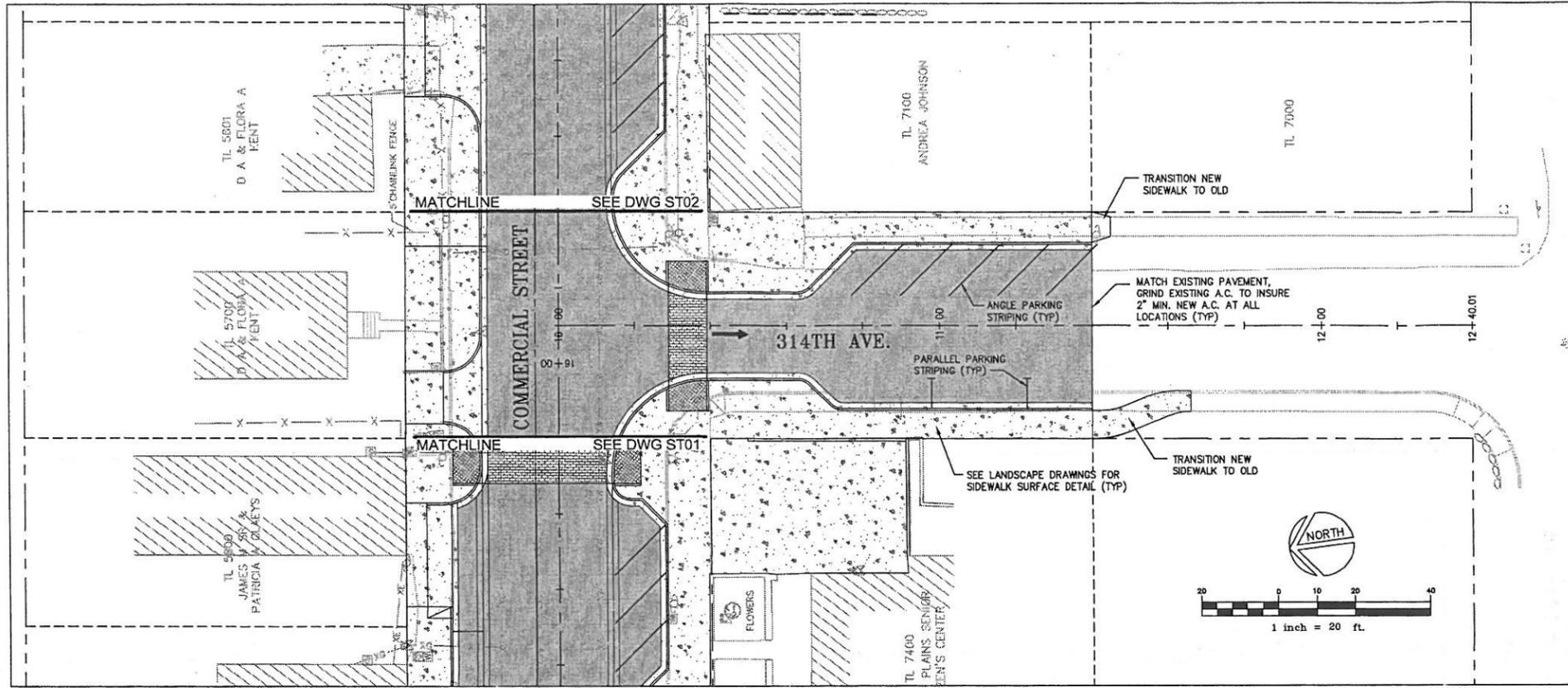
DRAWING TITLE:
 MAIN STREET
 PLAN AND PROFILE

CADD BY:
 CHECKED BY:
 REVISIONS
**PRELIMINARY
 SUBMITTAL (85%)**

Planners
 Engineers
 Surveyors
 2008 S.W. Tualatinville Dr.
 Tualatin, Oregon 97148
 PHONE: (503) 888-4242
 FAX: (503) 648-5500
 www.lcdcgroup.com

JOB NO.: 3069
 SHEET NO. 9 OF 9

THIS LINE IS 1" AT FULL SCALE:
 NORTH PLAINS CITY COUNCIL AGENDA PACKET



THIS LINE IS 1" AT FULL SCALE.
 NORTH PLAINS CITY COUNCIL AGENDA PACKET

PREPARED FOR:
 City of North Plains
 31360 N.W. Commercial St.
 North Plains, Oregon 97133
 (503) 647-5555

PROJECT
 NORTH PLAINS
 DOWNTOWN REVITALIZATION
 PROJECT
 City of North Plains, Oregon

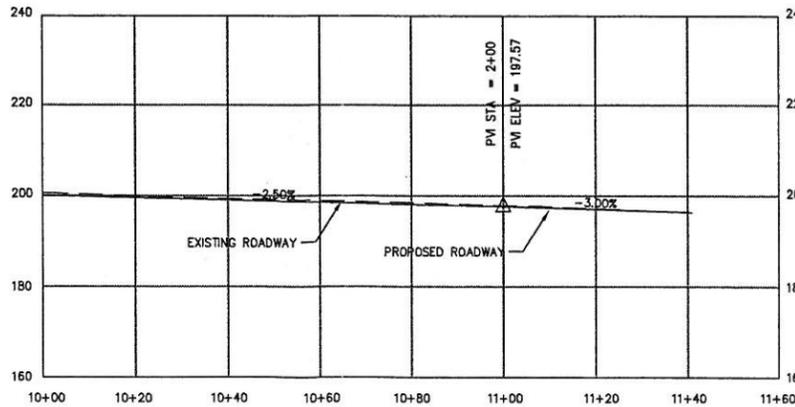
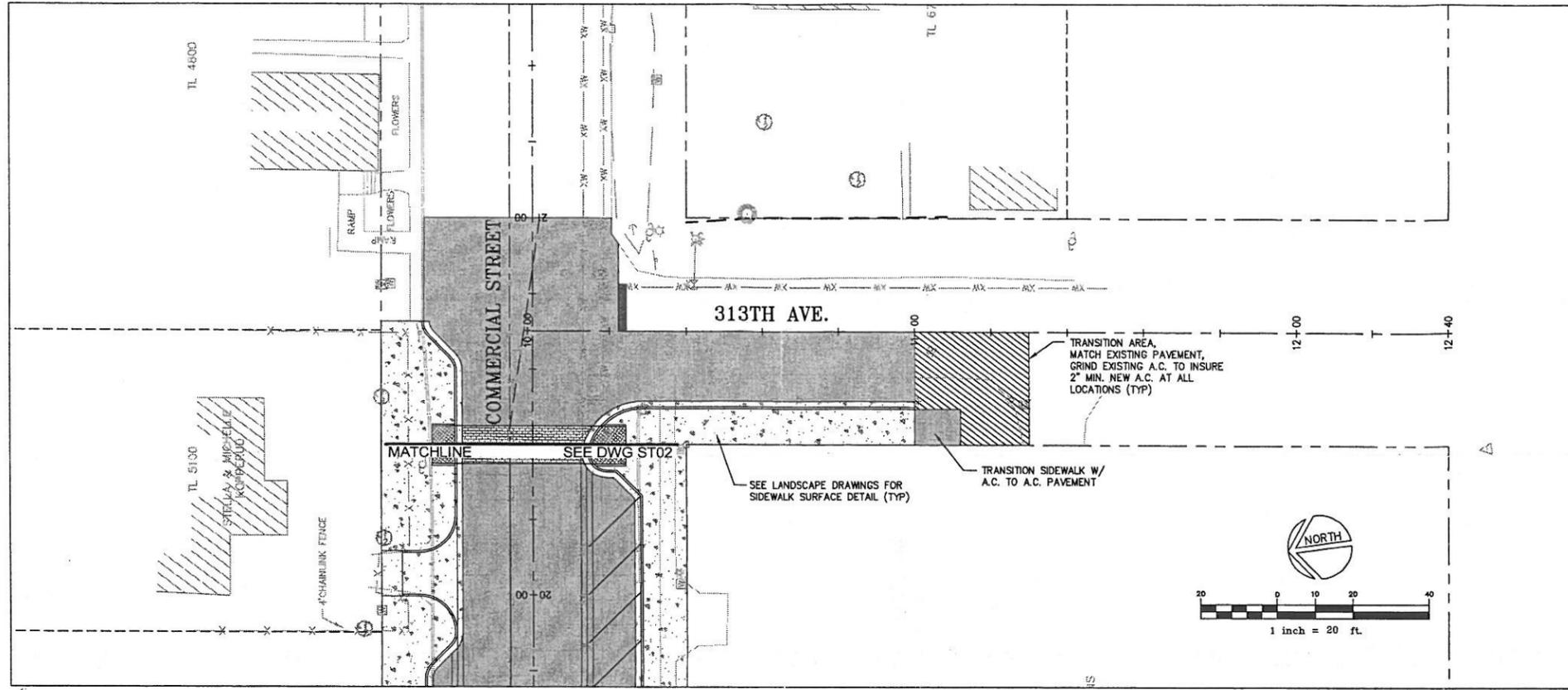
DRAWING TITLE:
 314TH AVE
 PLAN AND PROFILE

CADD BY: _____
 CHECKED BY: _____
 REVISIONS
**PRELIMINARY
 SUBMITTAL (85%)**

Planners
 Engineers
 Surveyors
LDC
 DESIGN GROUP
 2008 N.W. TAMMINSBURNE DR.
 HILLSBORO, OREGON 97124
 PHONE (503) 884-4242
 FAX (503) 645-5500
 www.ldcdesign.com

REGISTERED PROFESSIONAL
 ENGINEER
 15,742
 OREGON
 JAN 21 1991
 DALE R. MERRILL
 EXPIRES 12/31/2004

JOB NO: 3069
 SHEET NO.
10 OF



PREPARED FOR:
 City of North Plains
 31360 N.W. Commercial St.
 North Plains, Oregon 97133
 (503) 647-5555

PROJECT
**NORTH PLAINS
 DOWNTOWN REVITALIZATION
 PROJECT**
 City of North Plains, Oregon

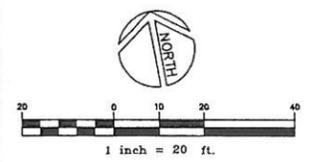
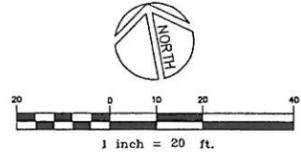
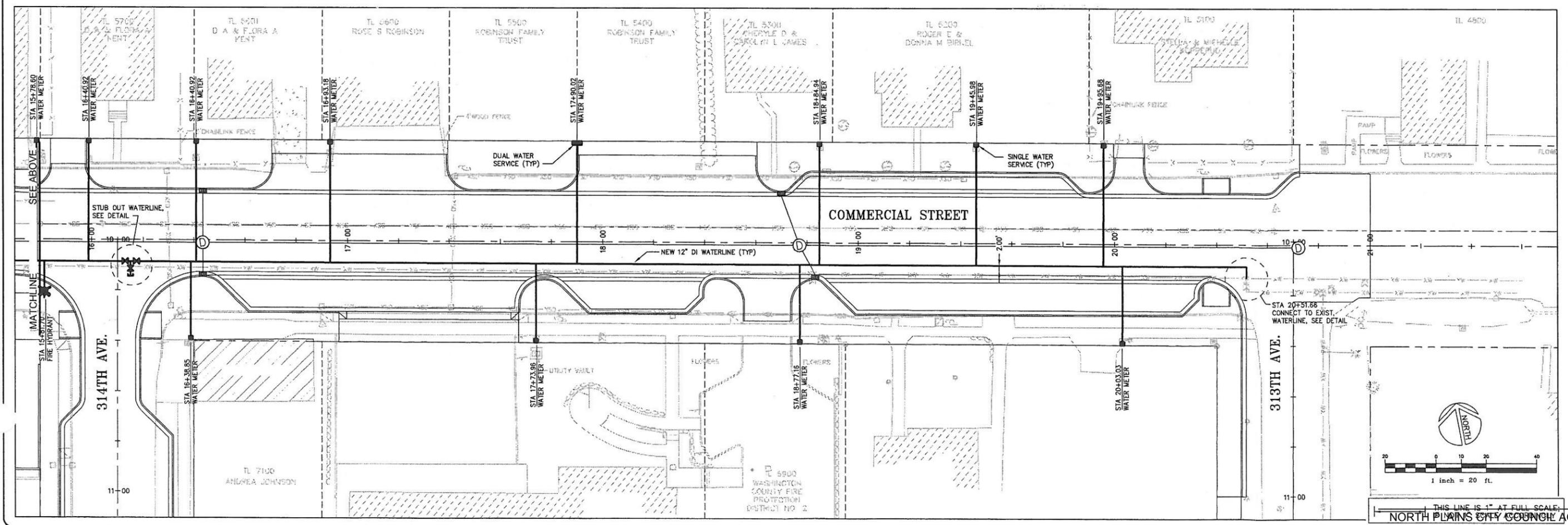
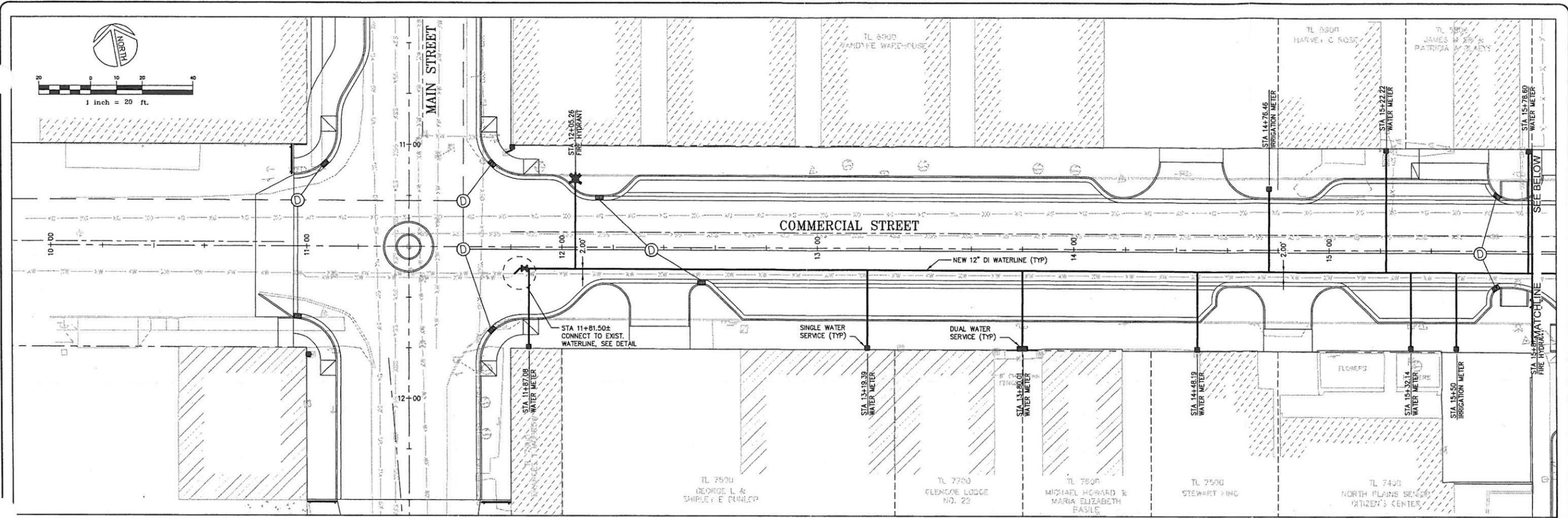
DRAWING TITLE:
**313TH AVE
 PLAN AND PROFILE**

CADD BY: _____ CHECKED BY: _____
 REVISIONS
**PRELIMINARY
 SUBMITTAL (85%)**

Planners
 Engineers
 Surveyors
LDC
 DESIGN GROUP
 20085 N.W. TAMMBOURNE DR.
 HILLSBORO, OREGON 97124
 PHONE (503) 688-4242
 FAX (503) 688-4200
 www.ldcgroup.com



JOB NO.: 3069
 SHEET NO.:



PREPARED FOR:
 City of North Plains
 31360 N.W. Commercial St.
 North Plains, Oregon 97133
 (503) 647-5555

PROJECT:
 NORTH PLAINS
 DOWNTOWN REVITALIZATION
 PROJECT
 City of North Plains, Oregon

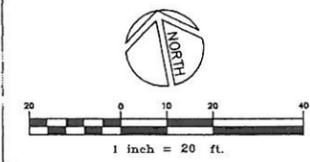
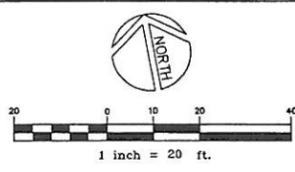
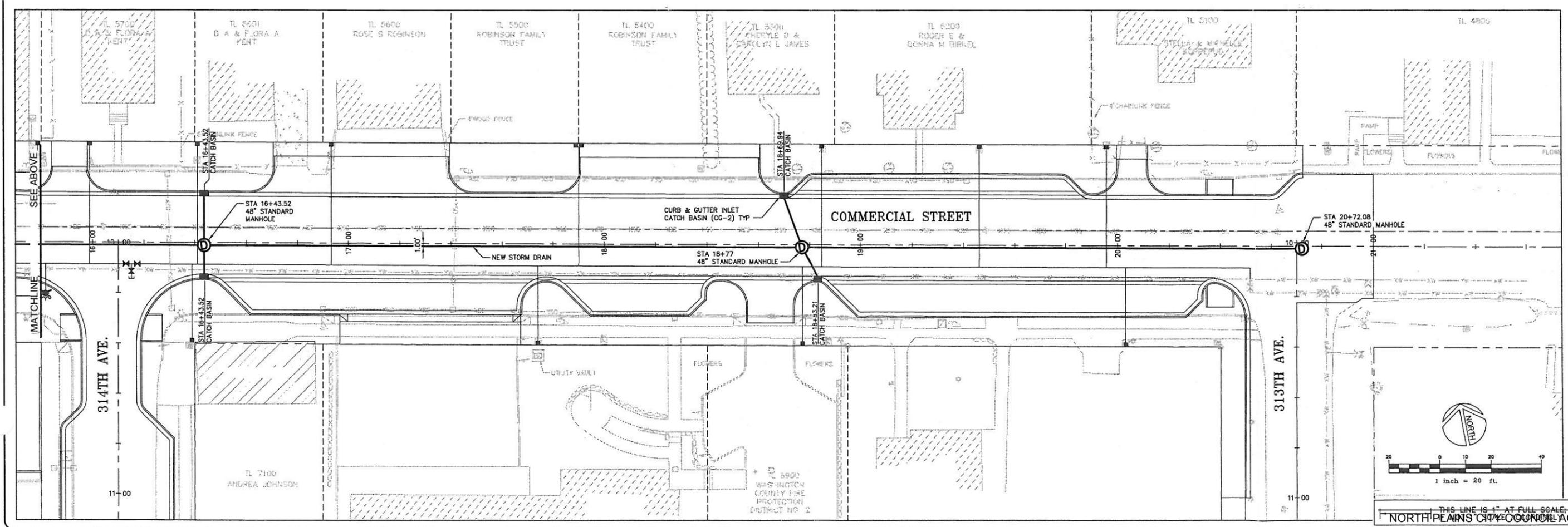
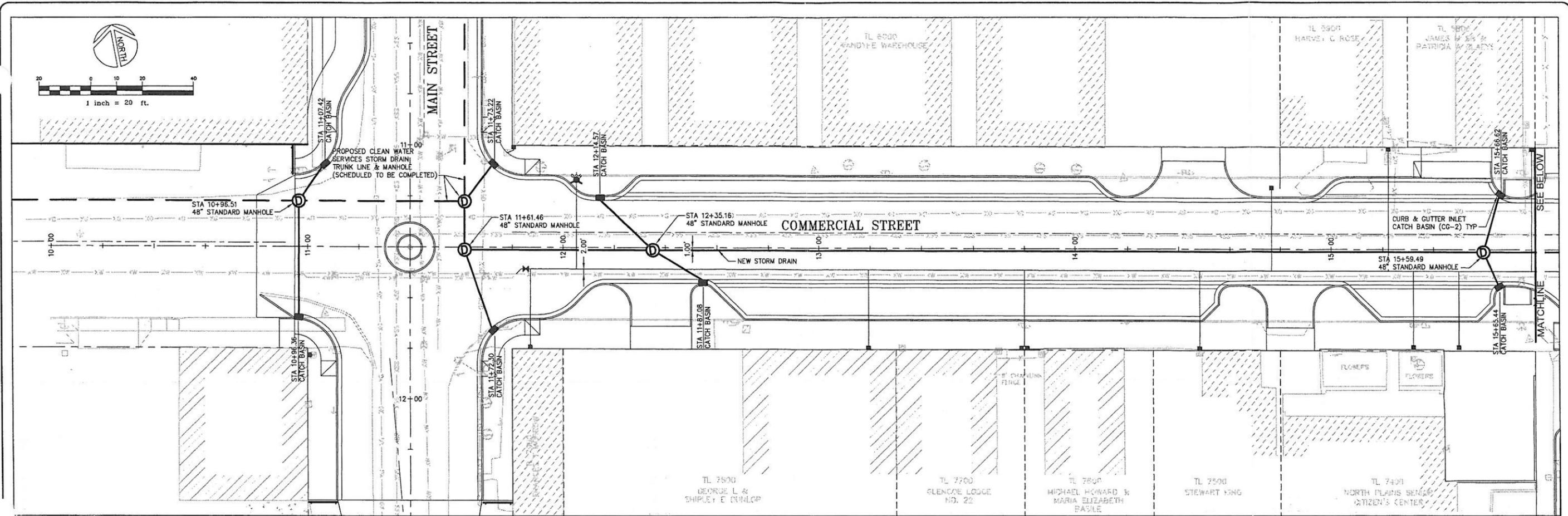
DRAWING TITLE:
 WATERLINE PLAN

CADD BY:
 REVISIONS
 CHECKED BY:
 PRELIMINARY
 SUBMITTAL (85%)

Planners
 Engineers
 Surveyors
 LDC
 DESIGN GROUP

REGISTERED PROFESSIONAL
 ENGINEER
 15,742
 OREGON
 JAN 21 1992
 DALE R. MERRELL
 EXPIRES 12/31/2004

JOB NO.: 3069
 SHEET NO.: 12
 NORTH PLAINS CITY COUNCIL AGENDA PACKET
 Monday, March 2, 2014
 Packet Pagation: Page 175 of 313



PREPARED FOR:
 City of North Plains
 31360 N.W. Commercial St.
 North Plains, Oregon 97133
 (503) 647-5555

PROJECT:
 NORTH PLAINS
 DOWNTOWN REVITALIZATION
 PROJECT
 City of North Plains, Oregon

DRAWING TITLE:
 STORM SEWER PLAN

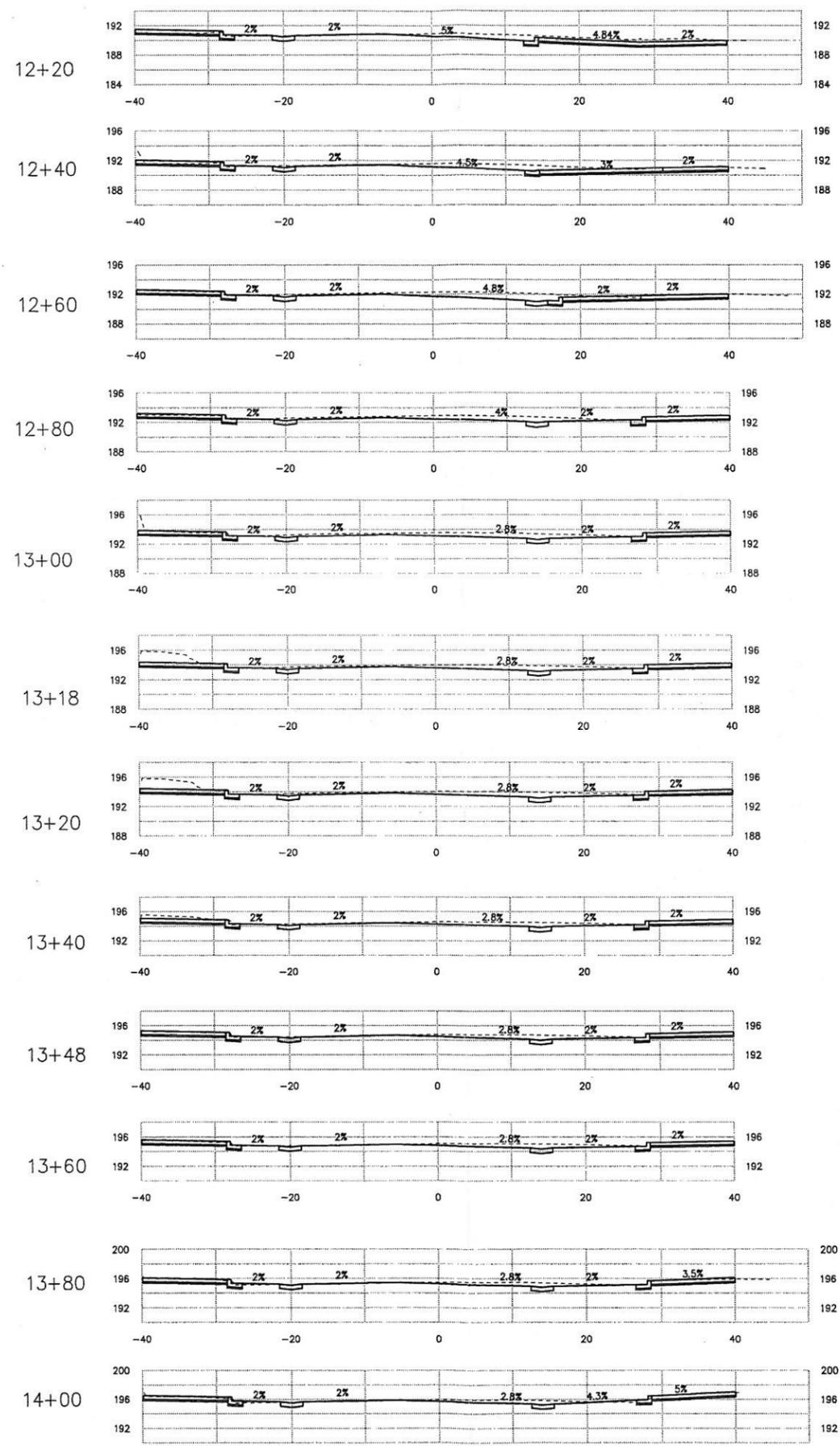
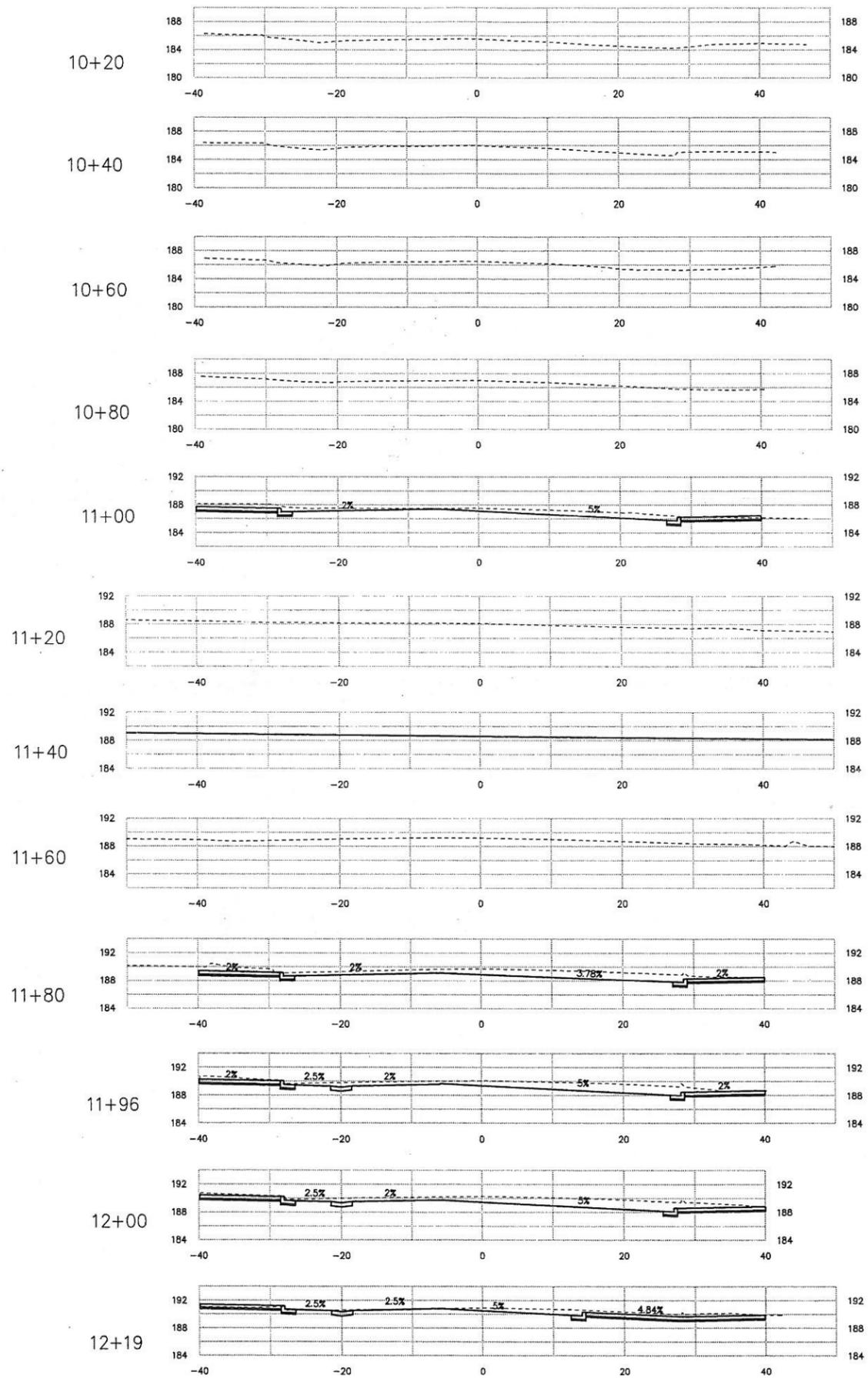
CHECKED BY:
 REVISIONS
**PRELIMINARY
 SUBMITTAL (85%)**

DESIGNED BY:
 Planners
 Engineers
 Surveyors
 2005 N.W. TAMARACK DR.
 HILLSBORO, OREGON 97124
 PHONE (503) 888-4242
 FAX (503) 642-5000
 www.lcdcgroup.com



JOB NO: 3069
 SHEET NO:
13
 OF 102

THIS LINE IS 1" AT FULL SCALE.
 NORTH PLAINS CITY COUNCIL AGENDA PACKET
 Monday, March 2, 2014
 Packet Pagination: Page 176 of 313



THIS LINE IS 1" AT FULL SCALE.
NORTH PLAINS CITY COUNCIL AGENDA PACKET

PREPARED FOR:
City of North Plains
North Plains, Oregon
(503)

PROJECT:
NORTH PLAINS
DOWNTOWN REVITALIZATION
PROJECT
City of North Plains, Oregon

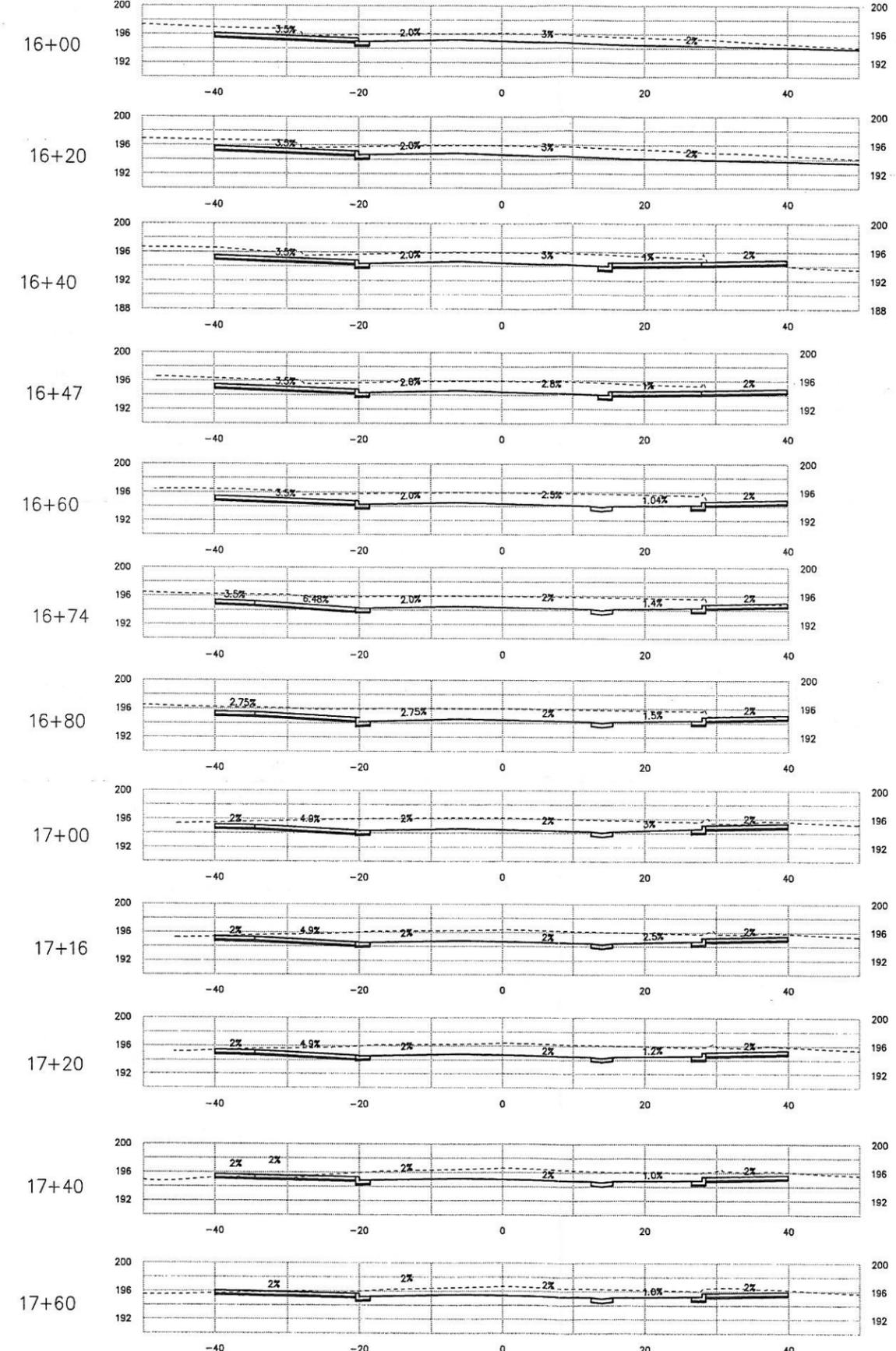
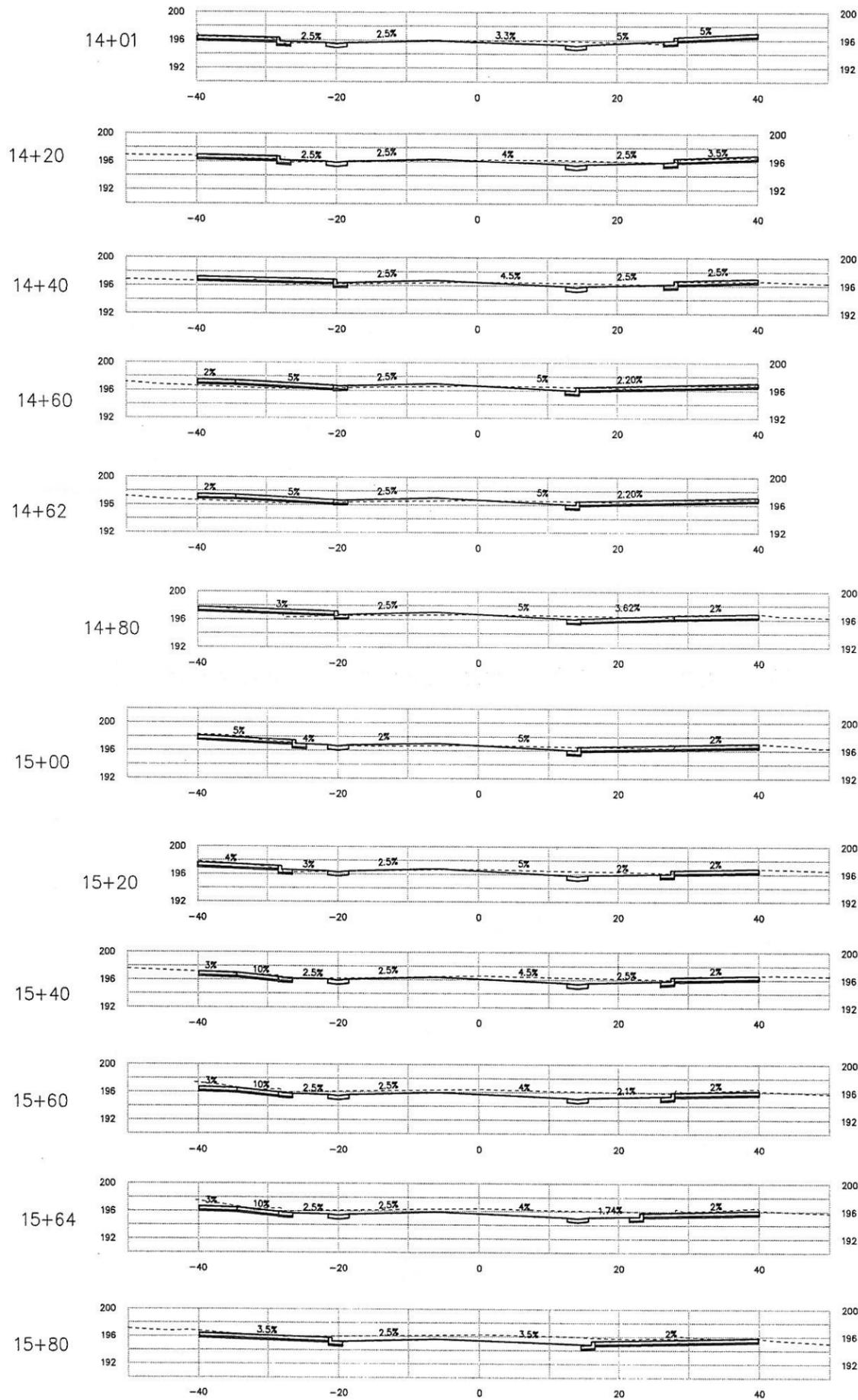
DRAWING TITLE:
COMMERCIAL STREET
SECTIONS

CADD BY:
CHECKED BY:
REVISIONS:
**PRELIMINARY
SUBMITTAL (85%)**

Planners
Engineers
Surveyors
LDC
DESIGN GROUP
2005 N.W. TANASBOURNE DR.
HILLSBORO, OREGON 97124
PHONE (503) 638-4242
FAX (503) 638-5000
www.ldcgroup.com

REGISTERED PROFESSIONAL
ENGINEER
15,742
OREGON
JAN 21 1993
DALE R. MERRELL
EXPIRES 12/31/2004

JOB NO.: 3069
SHEET NO.:
14 OF
16



PREPARED FOR:
 City of North Plains
 31360 N.W. Commercial St.
 North Plains, Oregon
 (503) 647-5555

PROJECT:
 NORTH PLAINS
 DOWNTOWN REVITALIZATION
 PROJECT
 City of North Plains, Oregon

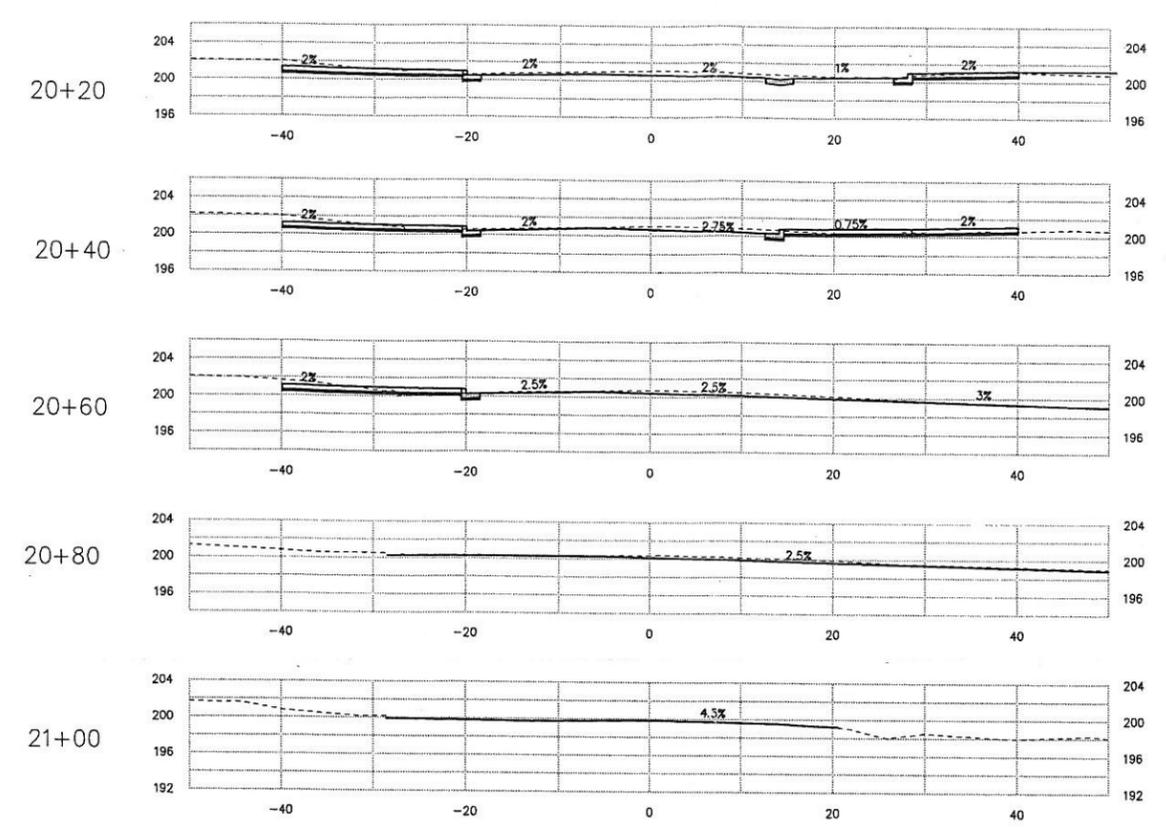
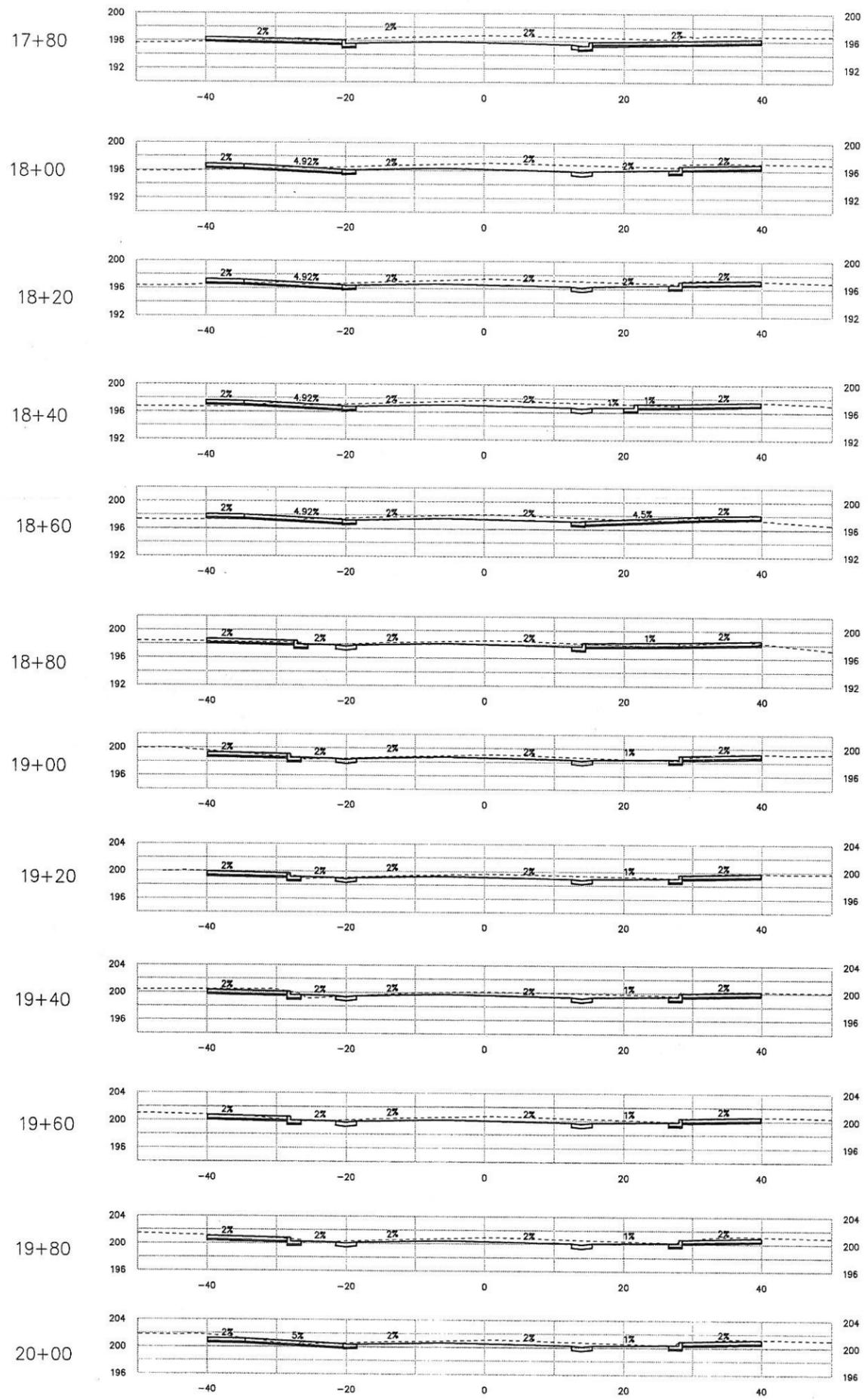
DRAWING TITLE:
 COMMERCIAL STREET
 SECTIONS

CADD BY:
 CHECKED BY:
 REVISIONS:
**PRELIMINARY
 SUBMITTAL (85%)**

Planners
 Engineers
 Surveyors
LDC
 DESIGN GROUP
 2005 N.W. VANASOURNE DR.
 HILLSBORO, OREGON 97124
 PHONE (503) 834-4242
 FACSIMILE (503) 834-5500
 www.ldcgroup.com

REGISTERED PROFESSIONAL
 ENGINEER
 15,742
 OREGON
 NOV 21 1993
 DALE R. MERRELL
 EXPIRES 12/31/2004

JOB NO.: 3069
 SHEET NO.



PREPARED FOR:
 City of North Plains
 31360 N.W. Commercid St.
 North Plains, Oregon
 (503) 647-5555

PROJECT
 NORTH PLAINS
 DOWNTOWN REVITALIZATION
 PROJECT
 City of North Plains, Oregon

DRAWING TITLE:
 COMMERCIAL STREET
 SECTIONS

CADD BY:
 CHECKED BY:
 REVISIONS
**PRELIMINARY
 SUBMITTAL (85%)**

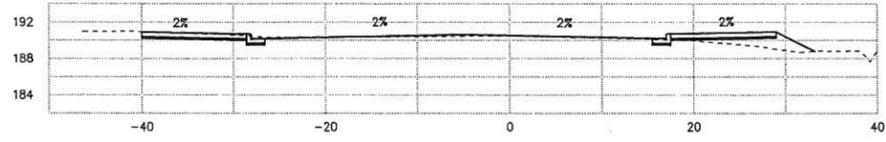
Planners
 Engineers
 Surveyors
 2008 N.W. TANASBOURNE DR.
 HILLSBORO, OREGON 97124
 TEL: (503) 645-5800
 FAX: (503) 645-5800
 www.lcdesign.com

LDC
 DESIGN GROUP

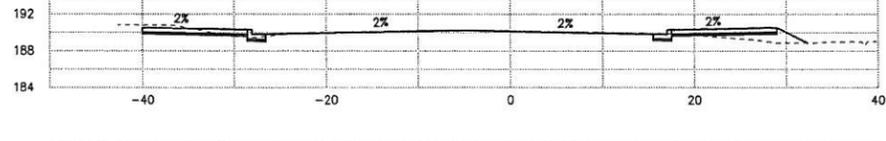
REGISTERED PROFESSIONAL
 ENGINEER
 15,742
 OREGON
 JAN 21 1993
 DALE R. MCBRELL
 EXPIRES 12/31/2004

JOB NO.: 3069
 SHEET NO.

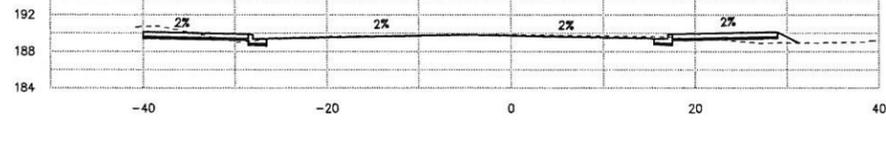
10+00



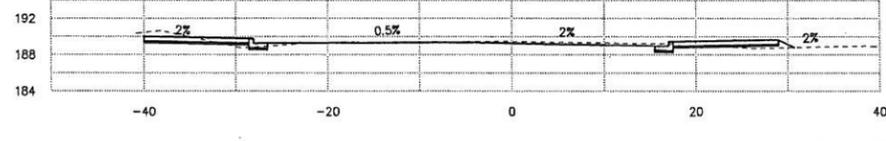
10+20



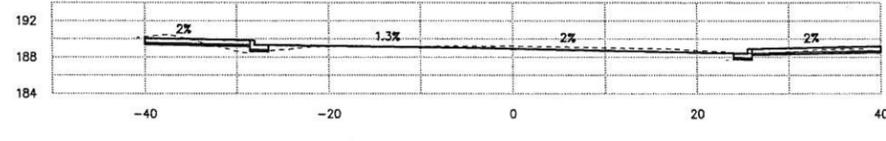
10+40



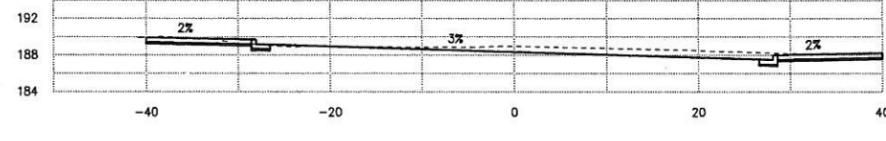
10+60



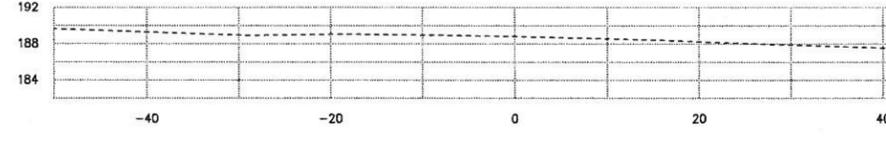
10+80



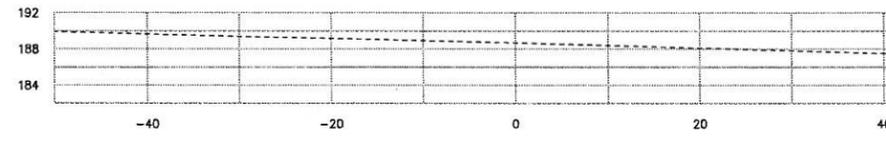
11+00



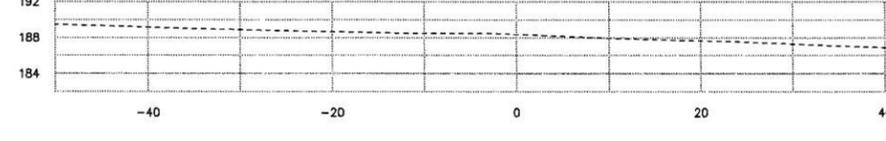
11+20



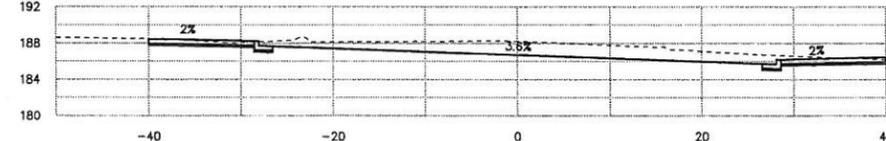
11+40



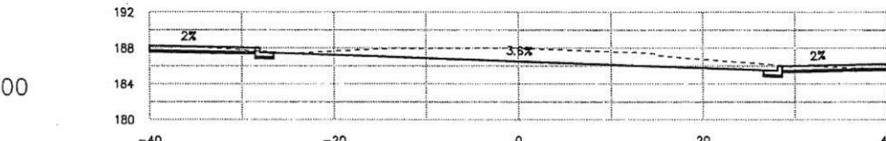
11+60



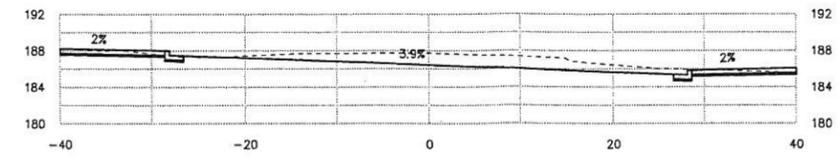
11+80



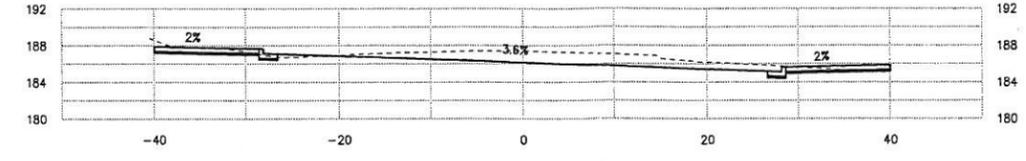
12+00



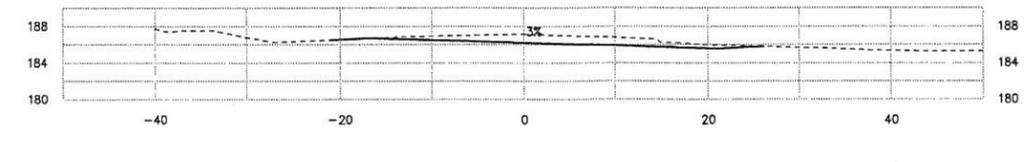
12+20



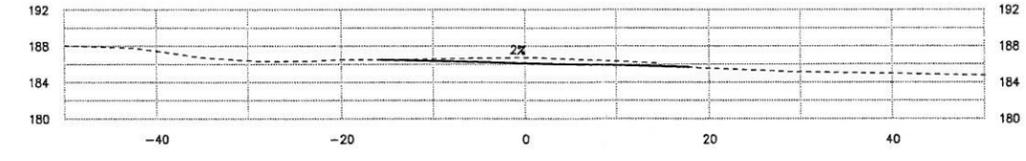
12+40



12+60



12+80



THIS LINE IS 1" AT FULL SCALE.
 NORTH PLAINS CITY COUNCIL AGENDA STACK

PREPARED FOR:
 City of North Plains
 31360 N.W. Commercial St.
 North Plains, Oregon
 (503) 647-5555

PROJECT
 NORTH PLAINS
 DOWNTOWN REVITALIZATION
 PROJECT
 City of North Plains, Oregon

DRAWING TITLE:
 MAIN STREET
 SECTIONS

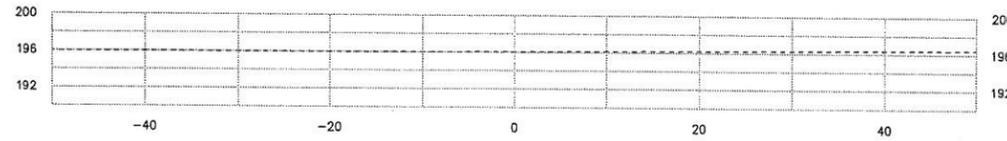
CADD BY:
 CHECKED BY:
 REVISIONS
**PRELIMINARY
 SUBMITTAL (85%)**

Planners
 Engineers
 Surveyors
LDC
 DESIGN GROUP
 20885 N.W. TAMASOUBINE DR.
 HILLSBORO, OREGON 97124
 PHONE: (503) 868-4242
 FAX: (503) 646-5500
 www.ldcengr.com

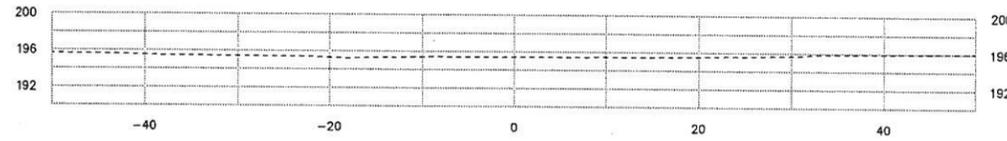
REGISTERED PROFESSIONAL
 ENGINEER
 15,742
 OREGON
 JAN 21 1992
 DALE R. METRELL
 EXPIRES 12/31/2004

JOB NO.: 3069
 SHEET NO.
17 of
 18

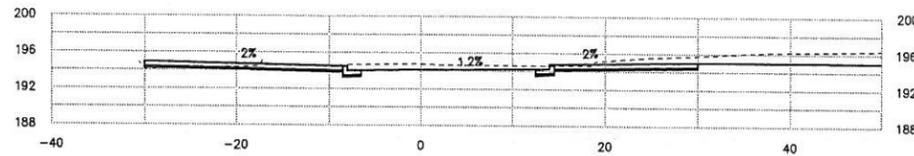
10+00



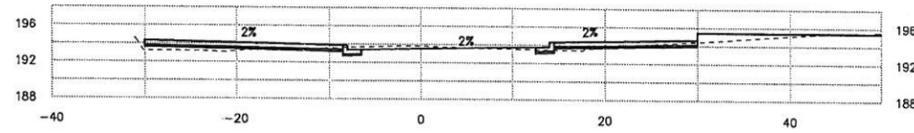
10+20



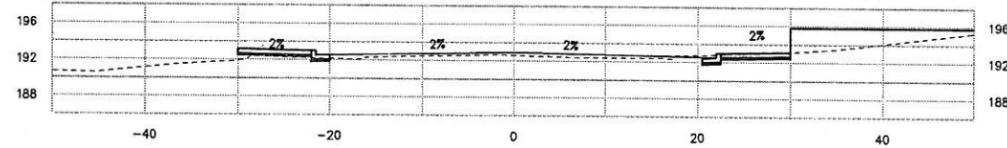
10+40



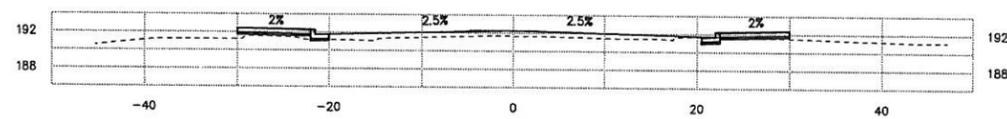
10+60



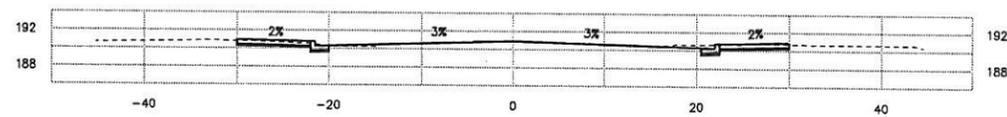
10+80



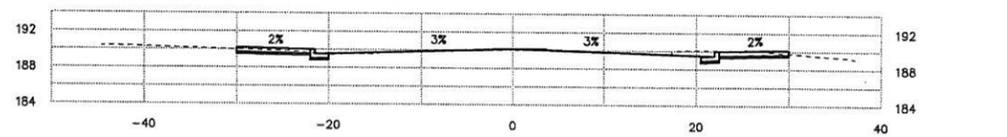
11+00



11+20

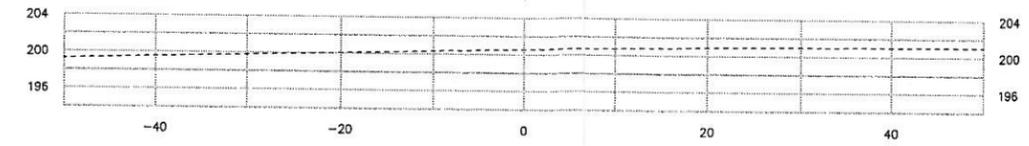


11+40

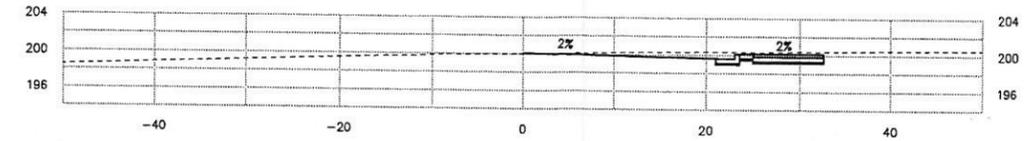


314TH AVENUE

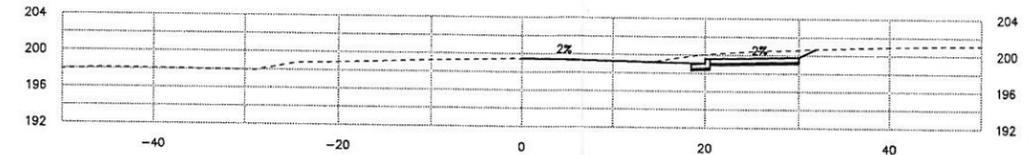
10+00



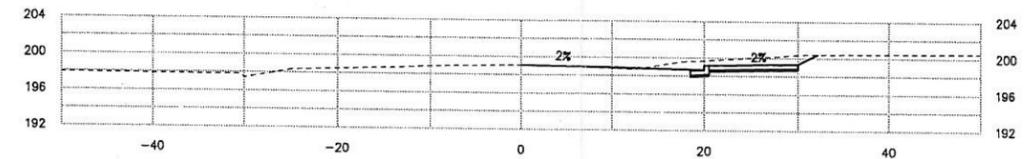
10+20



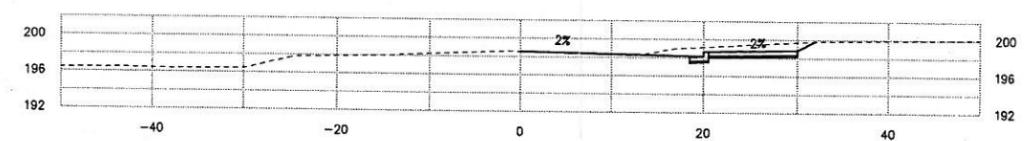
10+40



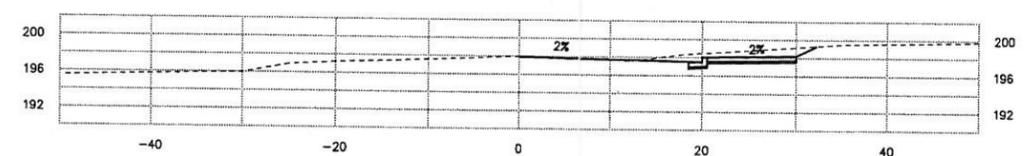
10+60



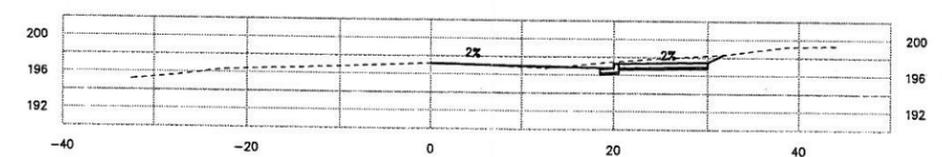
10+80



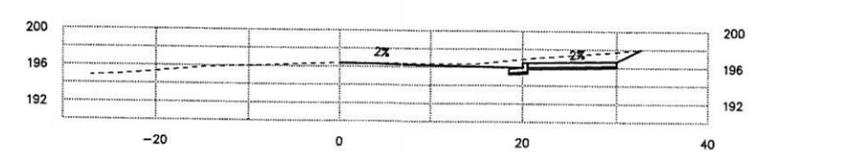
11+00



11+20



11+40



313TH AVENUE

PREPARED FOR:
 City of North Plains
 31360 N.W. Commercial St.
 North Plains, Oregon
 (503) 647-5555

PROJECT
 NORTH PLAINS
 DOWNTOWN REVITALIZATION
 PROJECT
 City of North Plains, Oregon

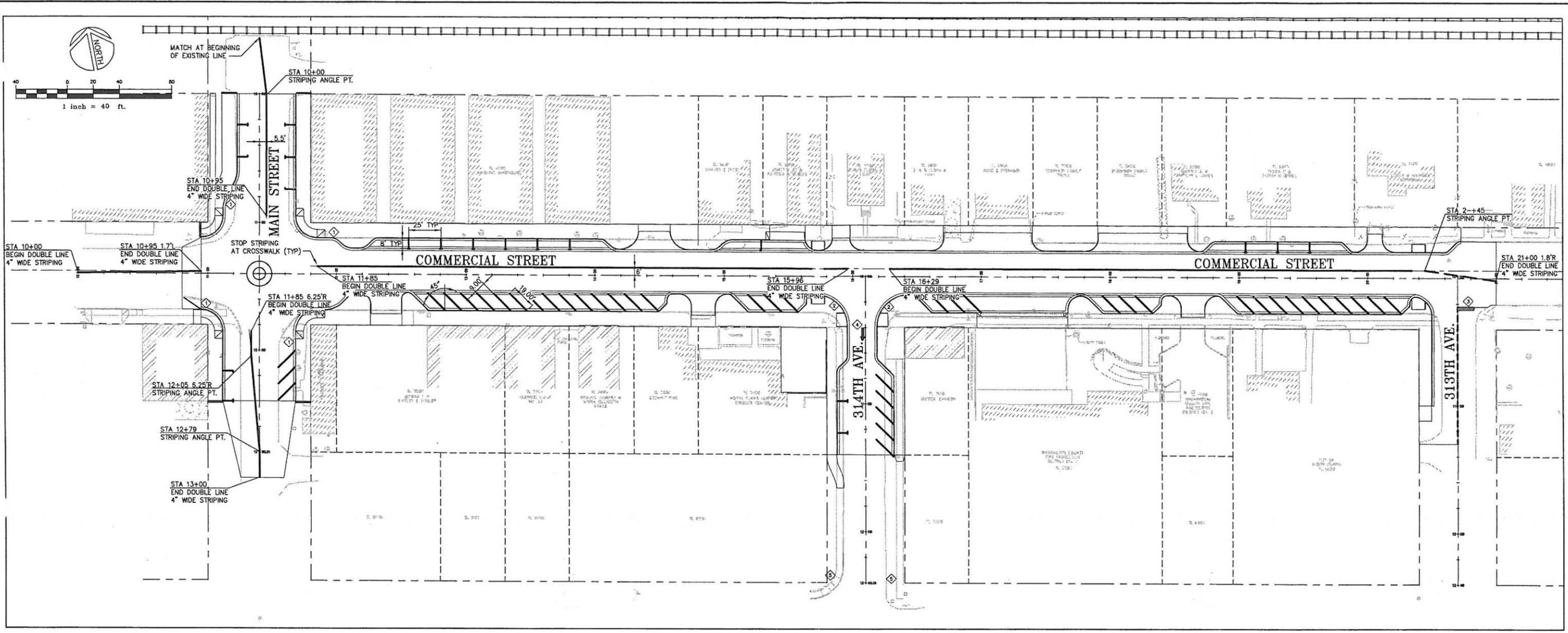
DRAWING TITLE:
 314TH AND 313TH AVENUE
 SECTIONS

CADD BY:
 CHECKED BY:
 REVISIONS
**PRELIMINARY
 SUBMITTAL (85%)**

Planners
 Engineers
 Surveyors
 20085 N.W. TAMMBOURNE DR.
 HILLSBORO, OREGON 97124
 PHONE: (503) 868-1242
 FAX: (503) 868-1200
 www.lcdcgrp.com



JOB NO.: 3069
 SHEET NO.



LEGEND

- 1 R1-2 YIELD SIGN
- 2 R6-1 ONE-WAY SIGN
- 3 STOP BAR
- 4 DIRECTIONAL ARROW
- 5 R5-1 DO NOT ENTER
R5-1a WRONG WAY

NOTE: ALL PARKING STRIPING TO BE SOLID 4" WHITE STRIPE.

PREPARED FOR:
 City of North Plains
 31360 N.W. Commercial St.
 North Plains, Oregon 97133
 (503) 647-5555

PROJECT:
**NORTH PLAINS
 DOWNTOWN REVITALIZATION
 PROJECT**
 City of North Plains, Oregon

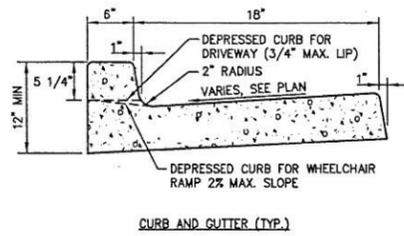
DRAWING TITLE:
**STREET STRIPING
 PLAN**

CADD BY:
 REVISIONS
**PRELIMINARY
 SUBMITTAL (85%)**

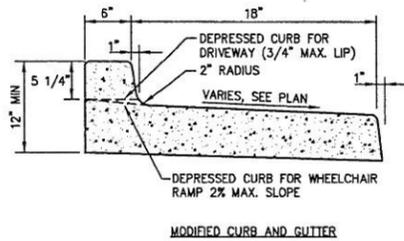
Planners
 Engineers
 Surveyors
LDC
 DESIGN GROUP
 2008 N.W. TAMASBOURNE DR.
 HILLSBORO, OREGON 97124
 PHONE (503) 685-6242
 www.ldcgroup.com

REGISTERED PROFESSIONAL
 ENGINEER
 15,742
 OREGON
 JAN 21 1992
 DALE R. MERRELL
 EXPIRES 12/31/2004

JOB NO.: 3069
 SHEET NO.



CURB AND GUTTER (TYP.)

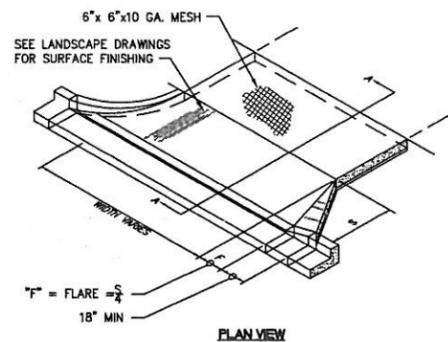


MODIFIED CURB AND GUTTER

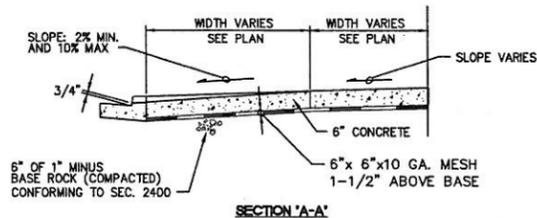
- NOTES:**
1. ALL RADII SHALL BE 3/4" EXCEPT AS OTHERWISE SHOWN.
 2. ISOLATION JOINTS SHALL BE PLACED ONLY AS SPECIFIED.
 3. CONTRACTION JOINTS SHALL BE PLACED AT 15' INTERVALS AND SHALL EXTEND AT LEAST 50% THROUGH THE CURB OR CURB AND GUTTER.
 4. A CONTRACTION JOINT SHALL BE PLACED ALONG AND OVER WEEP HOLE THROUGH THE CURB AND THROUGH THE SIDEWALK.

CURB & GUTTER DETAIL

NOT TO SCALE



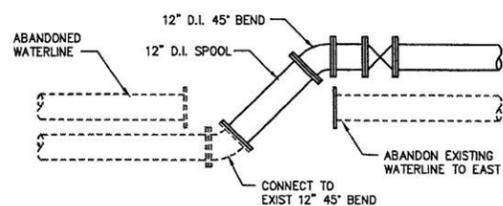
PLAN VIEW



SECTION 'A-A'

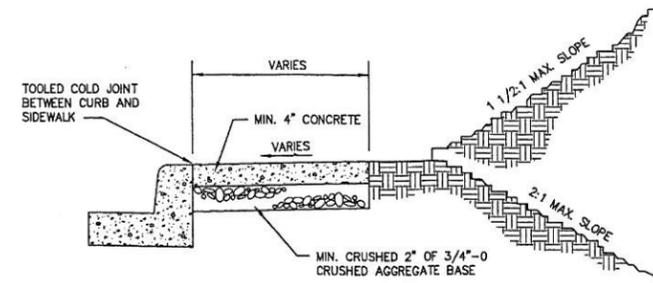
DRIVEWAY TYPE "A"

NOT TO SCALE



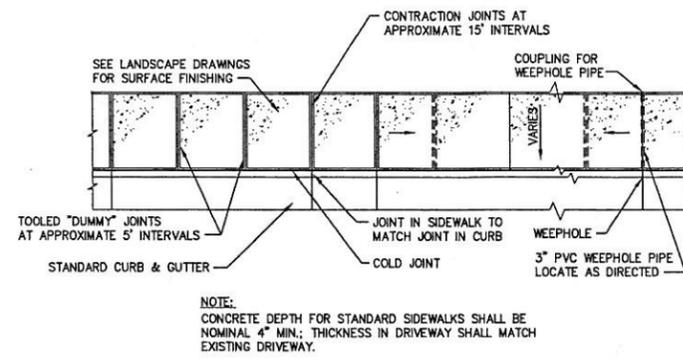
STA 11+81.50± WATERLINE CONNECTION

NOT TO SCALE



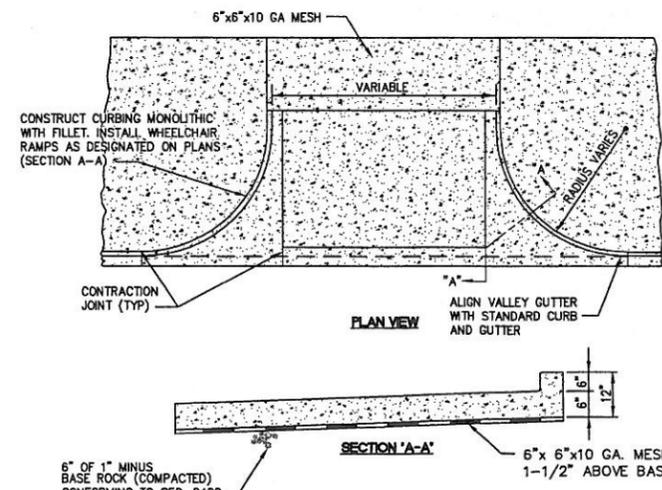
TYPICAL SIDEWALK CROSS SECTION

NOT TO SCALE



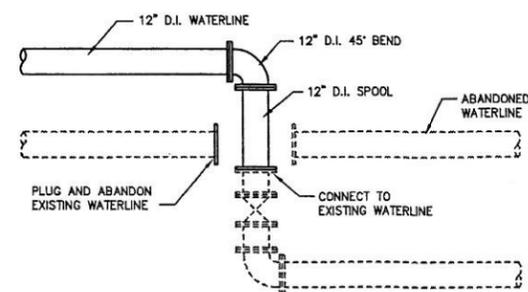
TYPICAL SIDEWALK/DRIVEWAY DETAIL

NOT TO SCALE



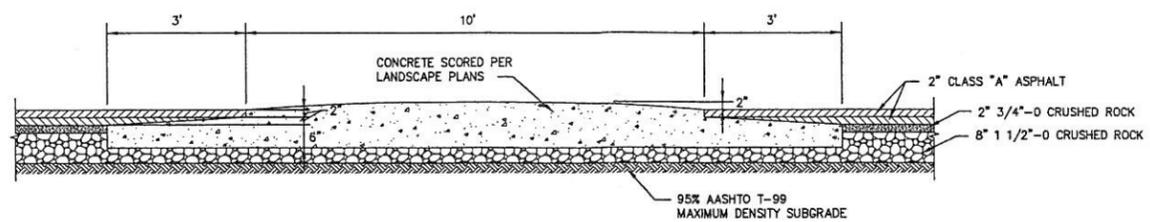
DRIVEWAY TYPE "B"

NOT TO SCALE



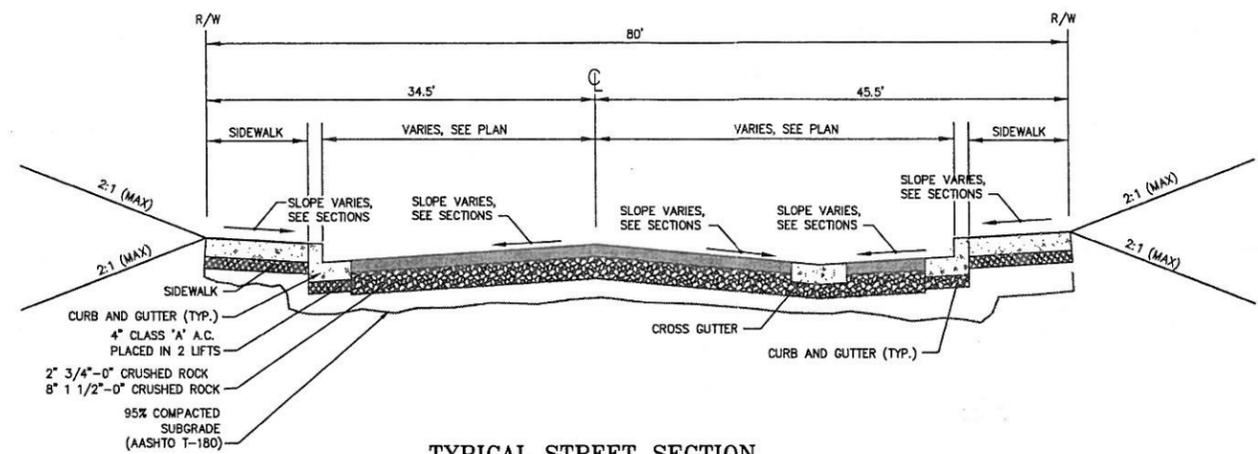
STA 20+51.66± WATERLINE CONNECTION

NOT TO SCALE



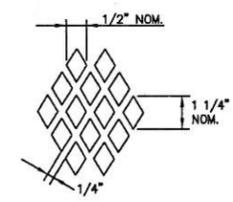
TYPICAL CROSSWALK SECTION

NOT TO SCALE

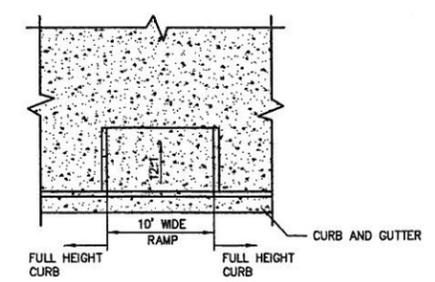


TYPICAL STREET SECTION

NOT TO SCALE

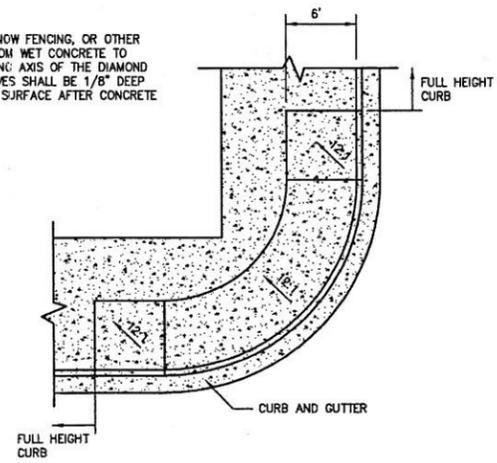


NOTE:
RAMP TEXTURE IS TO BE DONE WITH PLASTIC SNOW FENCING, OR OTHER APPROVED MATERIAL, PLACED AND REMOVED FROM WET CONCRETE TO LEAVE A DIAMOND PATTERN AS SHOWN. THE LONG AXIS OF THE DIAMOND SHALL BE PERPENDICULAR TO THE CURB. GROOVES SHALL BE 1/8" DEEP AND 1/4" WIDE. LIGHT BROOM FINISH TEXTURED SURFACE AFTER CONCRETE HAS CURED.



SIDEWALK RAMP DETAIL

NOT TO SCALE



THIS LINE IS 1" AT FULL SCALE;
NORTH PLAINS CITY COUNCIL AGENDA PACKET

PREPARED FOR:
City of North Plains
31360 N.W. Commercial St.
North Plains, Oregon 97133
(503) 647-5555

PROJECT
NORTH PLAINS
DOWNTOWN REVITALIZATION
PROJECT
City of North Plains, Oregon

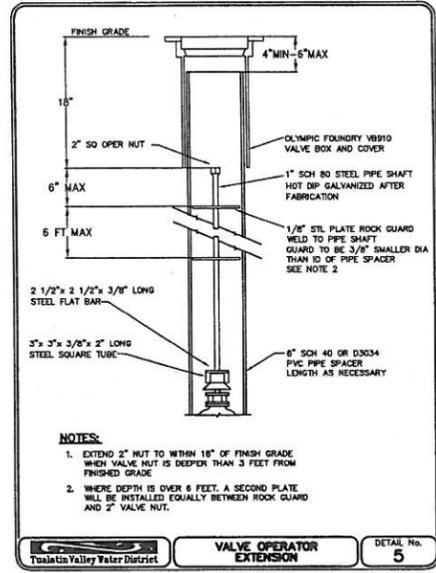
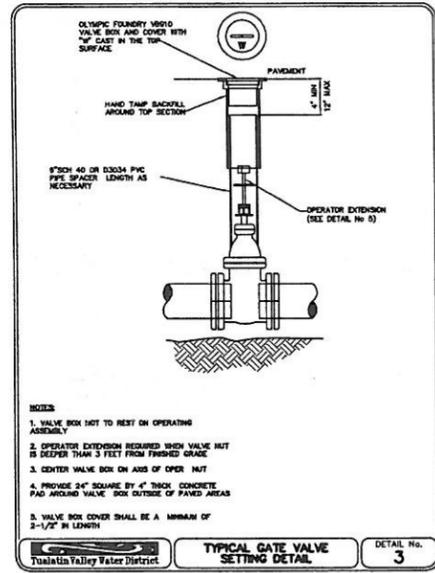
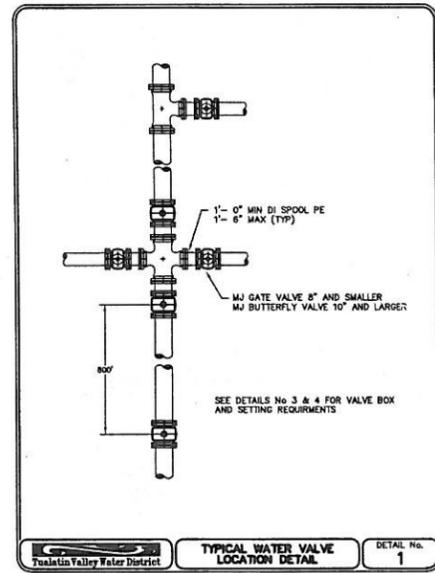
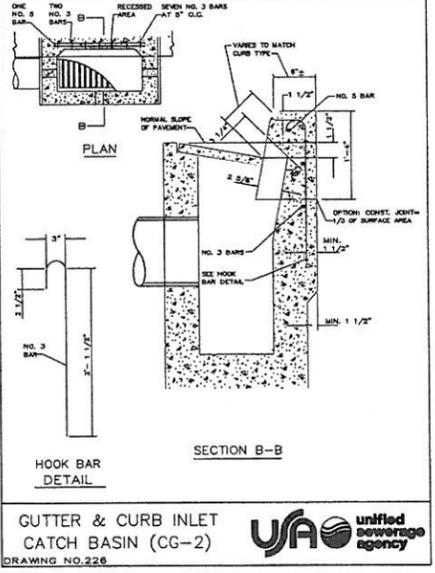
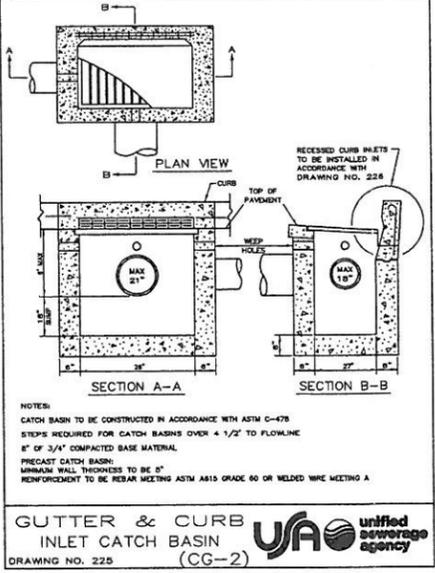
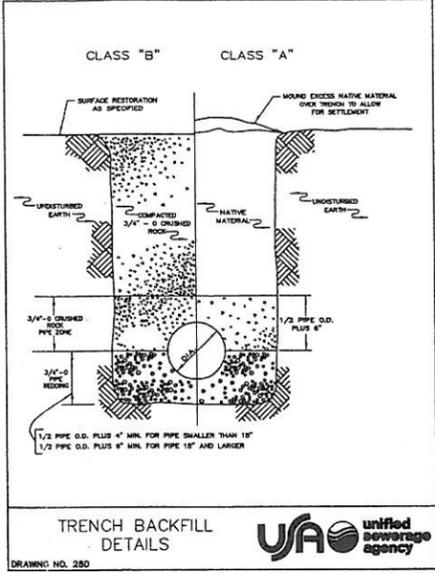
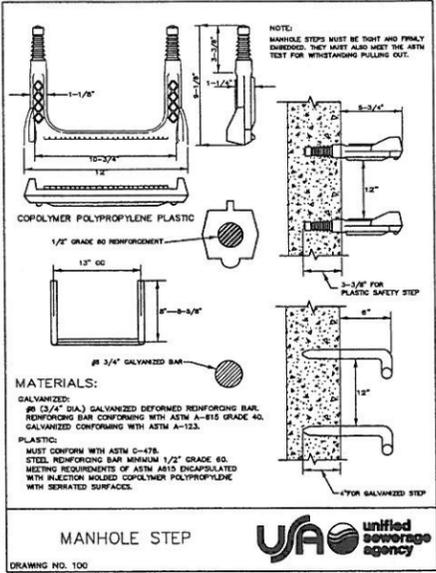
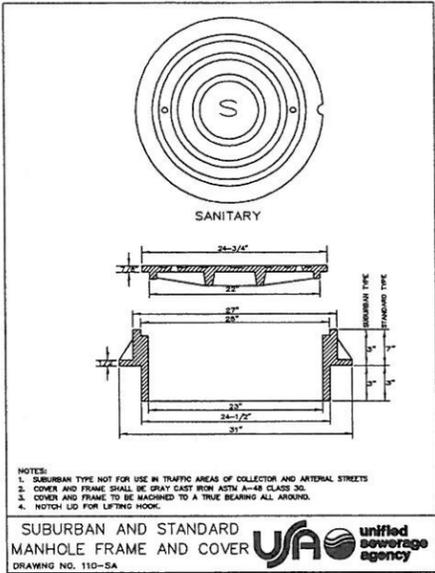
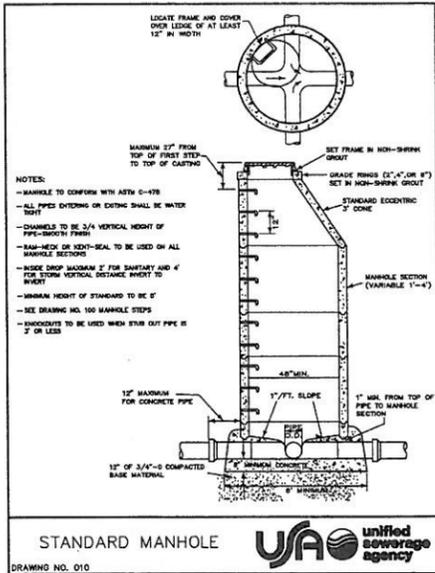
DRAWING TITLE
DETAILS

CHECKED BY:
REVISIONS
CAUD BY:
PRELIMINARY SUBMITTAL (85%)

Planners Engineers Surveyors
LDC DESIGN GROUP
2008 N.W. TAMARISQUE DR.
HILLSBORO, OREGON 97124
PHONE: (503) 858-4242
FAX: (503) 445-5500
www.lcdesign.com

REGISTERED PROFESSIONAL ENGINEER
15,742
OREGON
JAN 21 2004
DALE R. WEINELL
EXPIRES 12/31/2004

JOB NO.: 3069
SHEET NO.
20 OF
Monday, March 2, 2014
Packet Pagation: Page 183 of 313



THURST BLOCCING DETAILS
DETAIL NO. 20

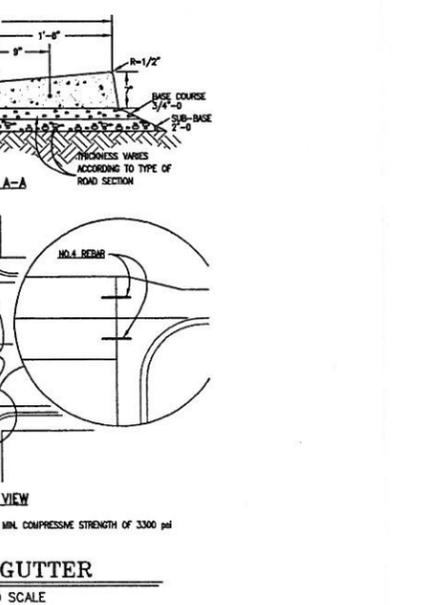
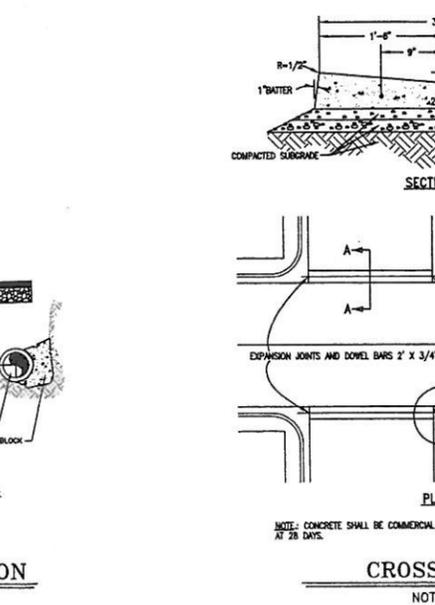
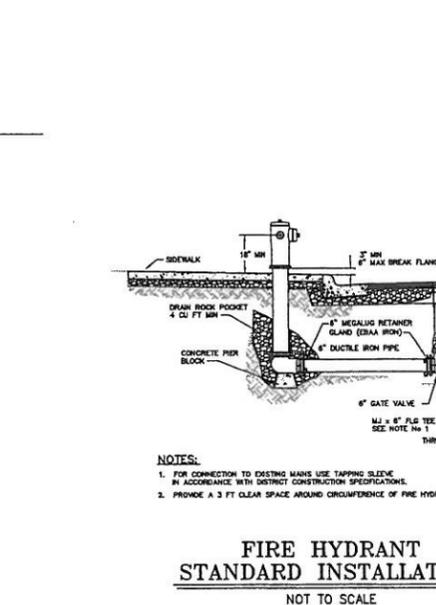
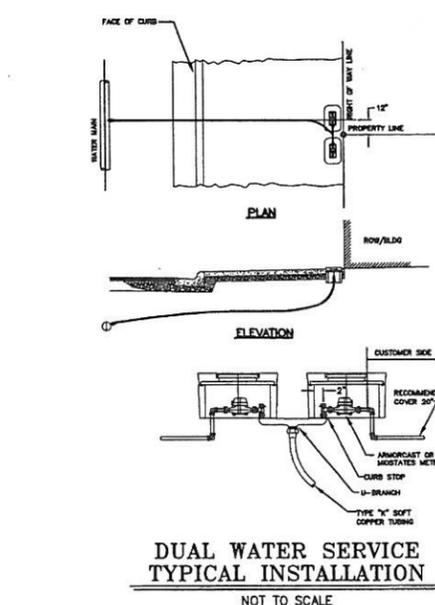
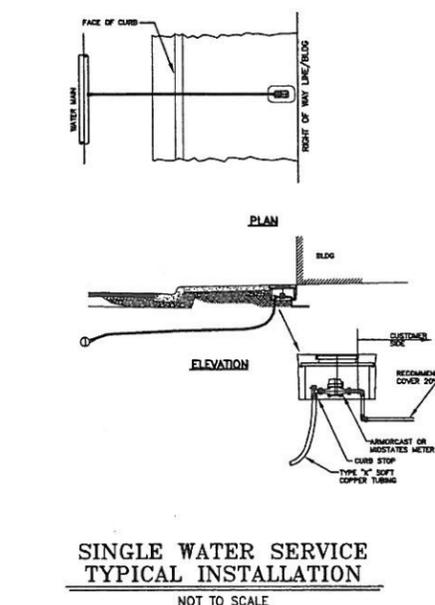
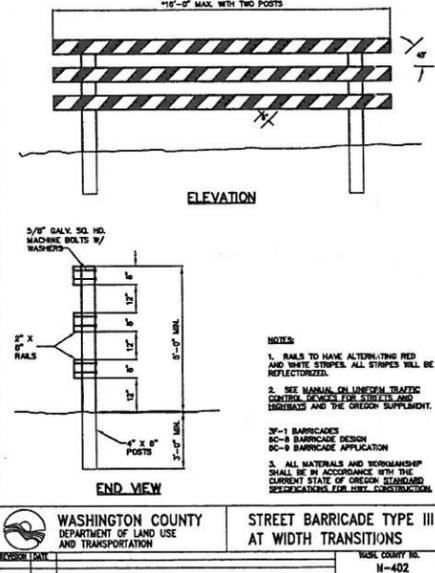
WASHINGTON COUNTY DEPARTMENT OF LAND USE AND TRANSPORTATION

STREET BARRICADE TYPE III AT WIDTH TRANSITIONS

FITTING SIZE	BEARING AREA OF THRUST BLOCKS IN SQ FT					VOLUME OF THRUST BLOCK IN CU YDS (VERTICAL)	
	TEE	90° BEND	45° BEND	22 1/2° BEND	11 1/4° BEND	FITTING SIZE	BEND ANGLE
4"	1.3	1.8	1.0	1.0	1.0	4"	45° 2.7 11.23'
6"	2.8	4.0	2.2	1.1	1.0	6"	45° 5.4 22.46'
8"	5.0	7.1	3.8	2.0	1.0	8"	45° 9.8 38.10'
12"	11.3	16.0	8.7	4.4	2.2	12"	45° 23.1 90.23'
16"	20.1	28.4	15.4	7.8	3.9	16"	45° 40.2 148.56'
20"	31.1	44.4	24.0	12.3	6.2	20"	45° 61.3 224.90'
24"	45.2	64.0	34.6	17.7	8.8	24"	45° 87.4 316.24'

NOTES:

- THRUST BLOCCING AT ALL TEES, BENDS AND ENDS OF PIPING
- CONCRETE BLOCCING TO BE POURED AGAINST UNDISTURBED EARTH
- ALL CONCRETE TO BE CLASS 3000
- INSTALL 12 MIL TOTAL THICKNESS POLYETHYLENE SHEET AROUND FITTING TO PREVENT INFILTRATION OF OILS BETWEEN SHEET AND PIPE
- PROTECT MECHANICAL JOINT FOLLOWERS AND BELTS FROM CONCRETE WITH TEMPORARY FORMS AND POLYETHYLENE SHEETING SEE NOTE NO. 3



PREPARED FOR:
City of North Plains
31360 N.W. Commercial St.
North Plains, Oregon 97133
(503) 647-5555

PROJECT:
NORTH PLAINS
DOWNTOWN REVITALIZATION
PROJECT
City of North Plains, Oregon

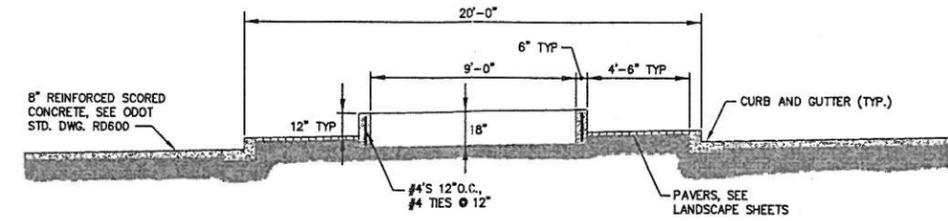
CHECKED BY:
REVISIONS
PRELIMINARY SUBMITTAL (85%)

DESIGNER:
Planners Engineers Surveyors
LDC DESIGN GROUP

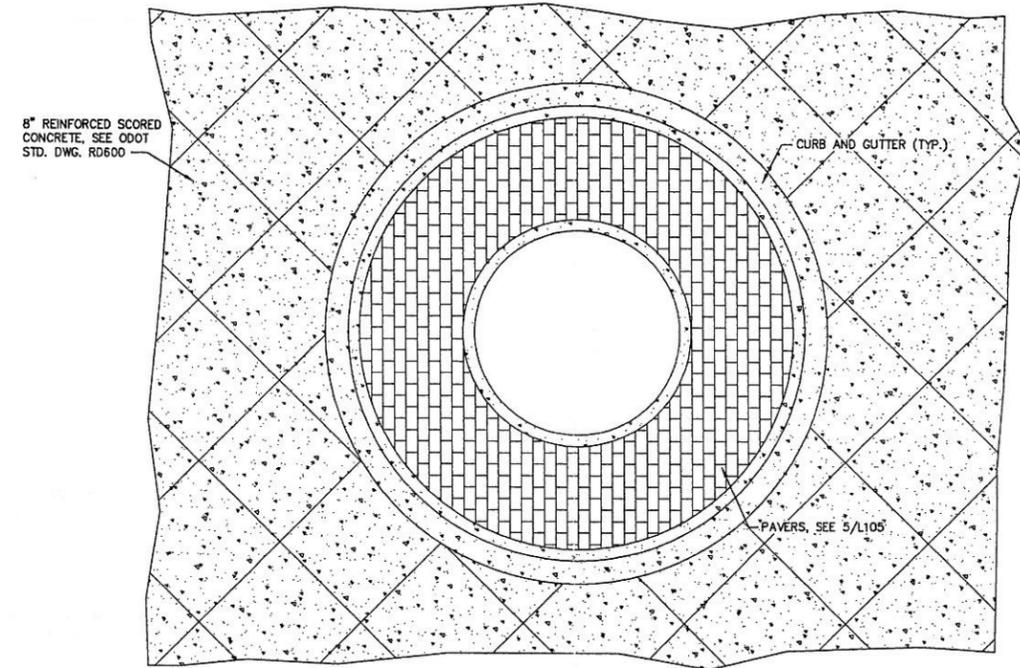
REGISTERED PROFESSIONAL ENGINEER
15,742
OREGON
JAN 21 1992
DALE R. MERRILL

EXPIRES 12/31/2004

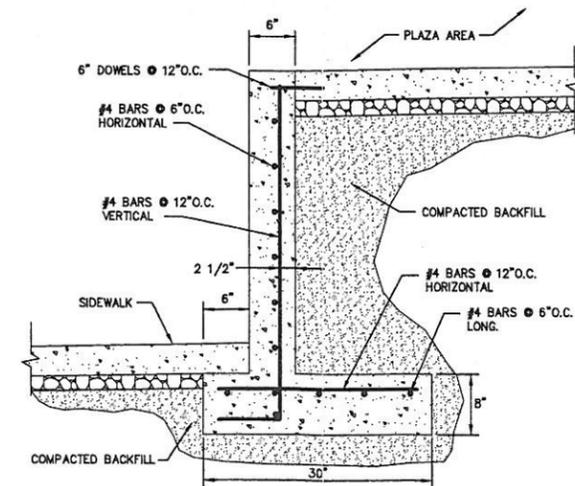
JOB NO.: 3069
SHEET NO.: 21 OF



TRAFFIC CIRCLE SECTION
NOT TO SCALE



TRAFFIC CIRCLE PLAN
NOT TO SCALE



PLAZA RETAINING WALL - SECTION
NOT TO SCALE

PREPARED FOR:
City of North Plains
31360 N.W. Commercial St.
North Plains, Oregon 97133
(503) 647-5555

PROJECT:
**NORTH PLAINS
DOWNTOWN REVITALIZATION
PROJECT**
City of North Plains, Oregon

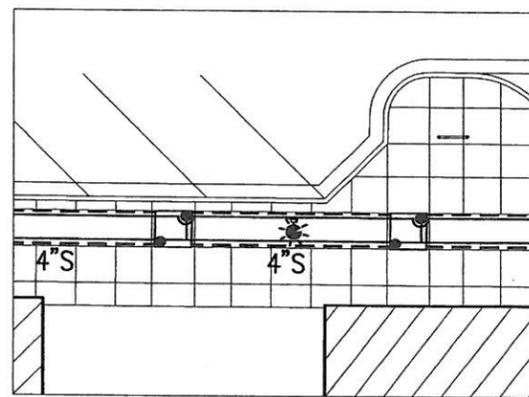
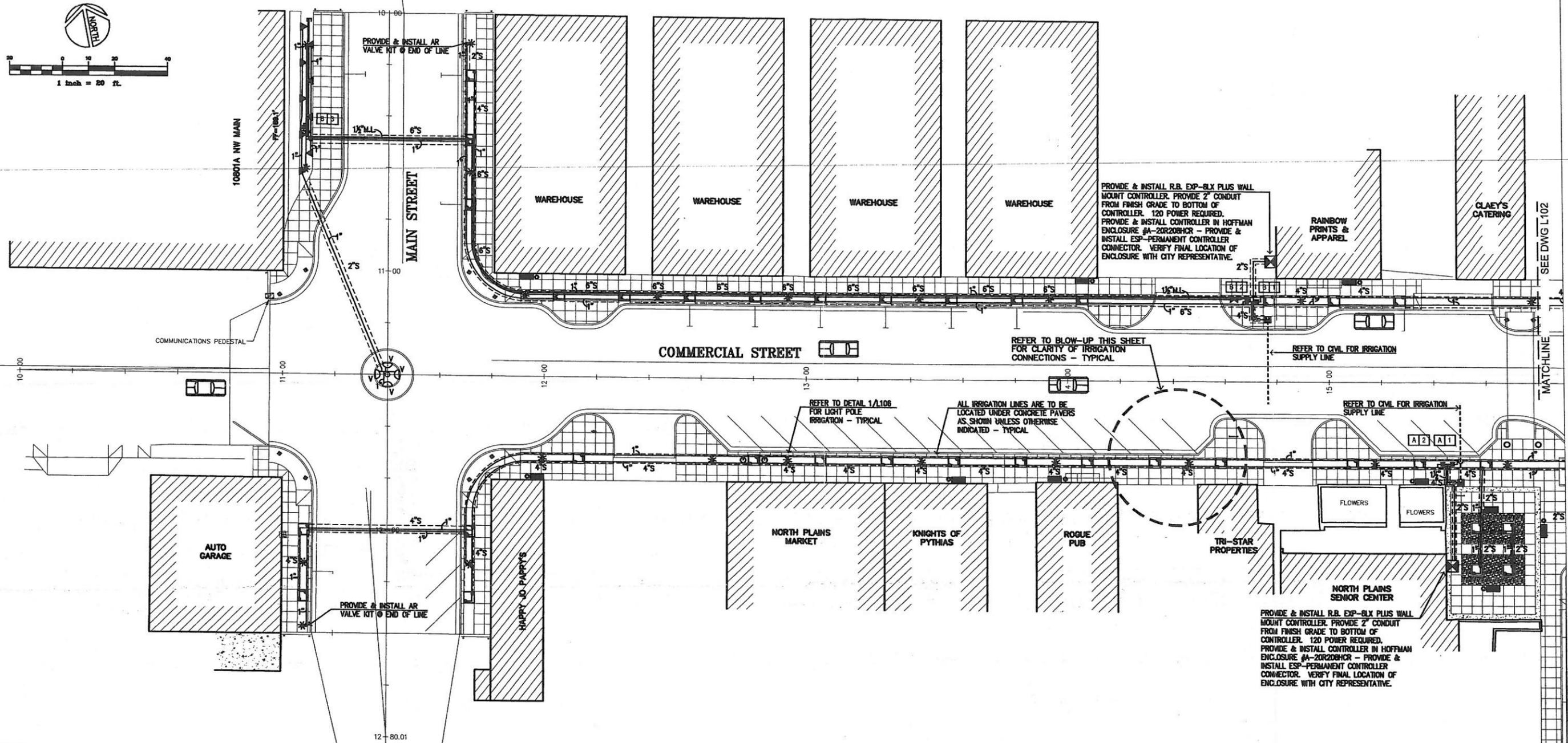
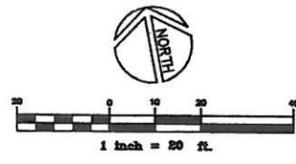
DRAWING TITLE:
DETAILS

CHECKED BY:
REVISIONS
**PRELIMINARY
SUBMITTAL (85%)**

Planners
Engineers
Surveyors
LDC
DESIGN GROUP
2005 N.W. TAMMORQUE DR.
NORTH PLAINS, OREGON 97133
PHONE: (503) 858-4242
FAX: (503) 645-5500
www.lcdesign.com

REGISTERED PROFESSIONAL
ENGINEER
15,742
OREGON
NOV 21 1993
DALE R. METZEL
EXPIRES 12/31/2004

JOB NO.: 3069
SHEET NO.



IRRIGATION CLARITY BLOW-UP
SCALE: 1"=10'-0"

- GENERAL KEY**
- 2, 4" & 6" CLASS 200 SLEEVES - AS NOTED - PROVIDED & INSTALLED BY LANDSCAPE CONTRACTOR UNLESS NOTED OTHERWISE - COORDINATE INSTALLATION WITH GEN. CONTRACTOR
 - 1/2" SCH. 40 MAINLINE - CLASS 200 LATERALS
 - ISOLATION VALVES - SAME SIZE AS MAINLINE
 - 1" QUICK-COUPLING VALVE W/ LOCKING LID
 - RB PEB ELECTRICAL CONTROL VALVE
 - RB XBT-10-6 MULTI-OUTLET PRESSURE COMPENSATING EMITTER
 - A1 CONTROLLER I.D. & CONTROL VALVE NUMBER
 - CONTROLLERS AS NOTED
 - POC POINT OF CONNECTION - SEE DETAIL
 - M 1" WATER METER

HEAD KEY

HEAD	COMPANY & CAT. NO.	RADIUS	G.P.M.	P.S.I.
●	RAINBIRD RWS-BCG SERIES		.25	30
○	RAINBIRD 5 SERIES	5'	.1-2	30
V	DENOTES VARIABLE ARC NOZZLE OF SERIES SHOWN			
▲	RAINBIRD 15SST	STRIP	1.2	30

BEIGHLEY & ASSOCIATES INC.
LANDSCAPE ARCHITECTURE AND PLANNING
12840 N.W. Cornell Road, Portland, Oregon 97228
(503) 643-4798 FAX (503) 643-4798 JOB #: 0341

THIS LINE IS 1" AT FULL SCALE IF NOT 1" SCALE ACCORDINGLY

PREPARED FOR
City of North Plains
31360 N.W. Commercial St.
North Plains, Oregon 97133
(503) 647-8888

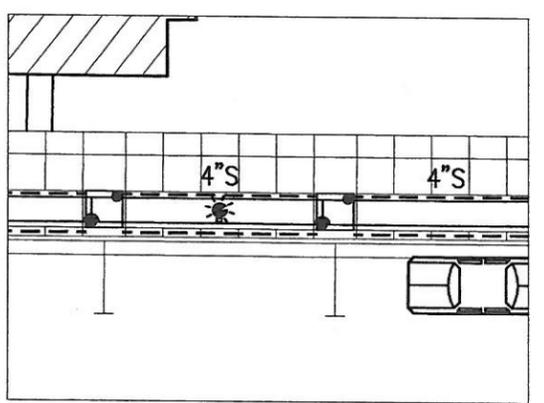
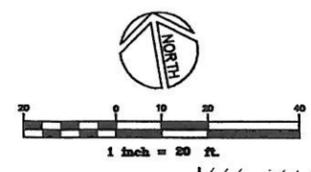
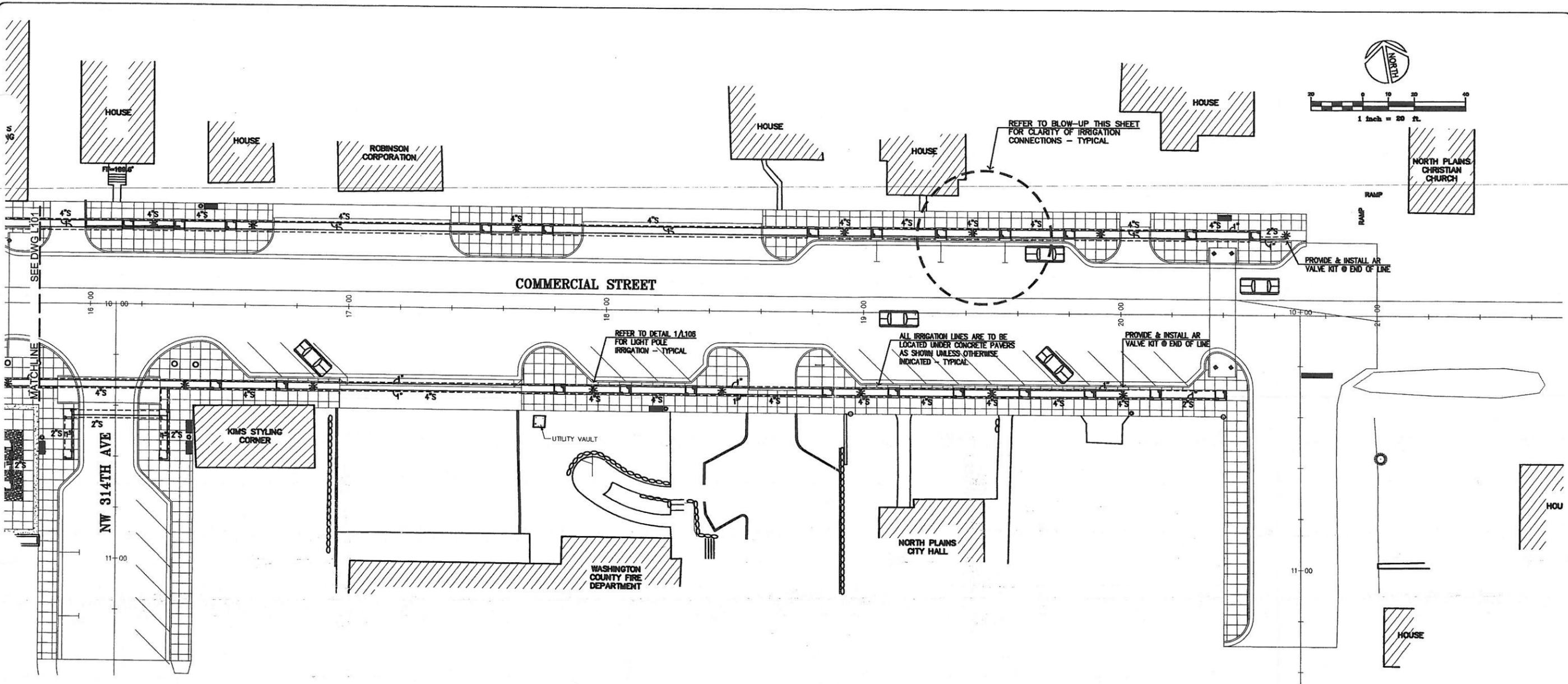
PROJECT
**NORTH PLAINS
DOWNTOWN REVITALIZATION
PROJECT**
City of North Plains, Oregon

DRAWING TITLE
**COMMERCIAL STREET
IRRIGATION PLAN**

CADD BY: TML
CHECKED BY: REVISIONS
**PRELIMINARY
SUBMITTAL (85%)**

Planners
Engineers
Surveyors
3330 N.W. CITY TERRACE
HILLSBORO, OREGON 97124
PHONE 503.638.4242
FAX 503.646.9500
www.lcdcgroup.com
LDC
Design Group, Inc.

JOB NO: 3089
SHEET NO.
23
1101



IRRIGATION CLARITY BLOW-UP
SCALE: 1"=10'-0"

GENERAL KEY

- CLASS 200 SLEEVES - AS NOTED - PROVIDED & INSTALLED BY LANDSCAPE CONTRACTOR UNLESS NOTED OTHERWISE - COORDINATE INSTALLATION WITH GEN. CONTRACTOR
- SCH. 40 MAINLINE - CLASS 200 LATERALS
- ISOLATION VALVES - SAME SIZE AS MAINLINE
- 1" QUICK-COUPLING VALVE W/ LOCKING LID
- RB PEB ELECTRICAL CONTROL VALVE
- RB XBT-10-6 MULTI-OUTLET PRESSURE COMPENSATING EMITTER
- CONTROLLER I.D. & CONTROL VALVE NUMBER
- CONTROLLERS AS NOTED
- POINT OF CONNECTION - SEE DETAIL
- 1" WATER METER

HEAD KEY

HEAD	COMPANY & CAT. NO.	RADIUS	G.P.M.	P.S.I.
●	RAINBIRD RWS-BCG SERIES		.25	30
⊙	RAINBIRD 5 SERIES	5"	.1-2	30
V	DENOTES VARIABLE ARC NOZZLE OF SERIES SHOWN			
▲	RAINBIRD 15SST	STRIP	1.2	30

BEIGHLEY & ASSOCIATES INC.
LANDSCAPE ARCHITECTURE AND PLANNING
12840 N.W. Cornell Road, Portland, Oregon 97229
(503) 643-4786 FAX (503) 643-4788 JOB # 0341

PREPARED FOR
City of North Plains
31360 N.W. Commercial St.
North Plains, Oregon 97133
(503) 647-6865

PROJECT
**NORTH PLAINS
DOWNTOWN REVITALIZATION
PROJECT**
City of North Plains, Oregon

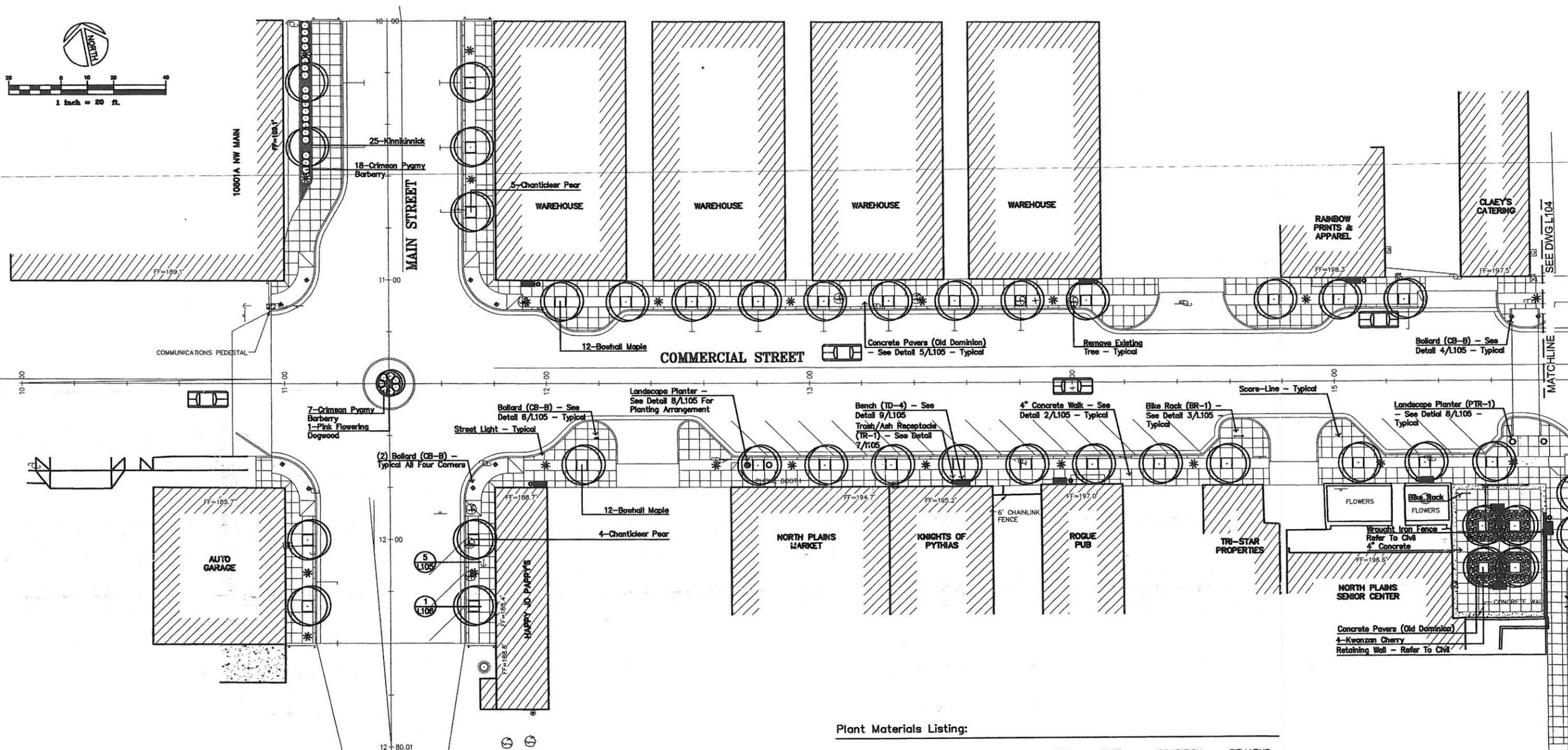
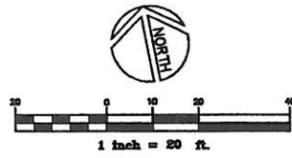
DRAWING TITLE
**COMMERCIAL STREET
IRRIGATION PLAN**

CADD BY: TAM
CHECKED BY: [REDACTED]
REVISIONS
**PRELIMINARY
SUBMITTAL (85%)**

Planners
Engineers
Surveyors
LDC
Design Group, Inc.
3300 N.W. 21TH TERRACE
HALLSBORO, OREGON 97124
PHONE (503) 643-6242
FAX (503) 643-6200
www.ldcgroup.com

JOB NO: 3088
SHEET NO.
24
OF

THIS LINE IS 1" AT FULL SCALE.
NOT TO SCALE ACCORDING TO
NORTH PLAINS CITY COUNCIL AGENDA PACKET



Plant Materials Listing:

BOTANICAL NAME COMMON NAME	QTY.	SIZE	CONDITION	REMARKS
TREES				
Acer rubrum 'Bowhall' Bowhall Maple	48	2" Cal.	B&B	
Cornus florida Flowering Dogwood	1	2" Cal.	B&B	3 Trunk Min.
Prunus serrulata 'Kwanzan' Kwanzan Cherry	4	2" Cal.	B&B	
Pyrus calleryana 'Chanticleer' Chanticleer Pear	13	2" Cal.	B&B	
SHRUBS				
Berberis thunbergii 'Crimson Pygmy' Crimson Pygmy Barberry	25	1 Gal.	B&B	10-12"
Rhododendron varieties: Unique	7	18-21"	B&B	
GROUNDCOVER & VINES				
Arctostaphylos uva-ursi Kinnikinnick	25	4"	Pots	

BEIGHLEY & ASSOCIATES INC.
 LANDSCAPE ARCHITECTURE AND PLANNING
 12840 N.W. Cornell Road, Portland, Oregon 97229
 (503) 643-4788 FAX (503) 643-4788 JOB # 0341

THIS LINE IS 1" AT FULL SCALE;
 IF NOT 1" SCALE ACCORDINGLY

PREPARED FOR:
City of North Plains
 31350 N.W. Commercial St.
 North Plains, Oregon 97133
 (503) 647-6666

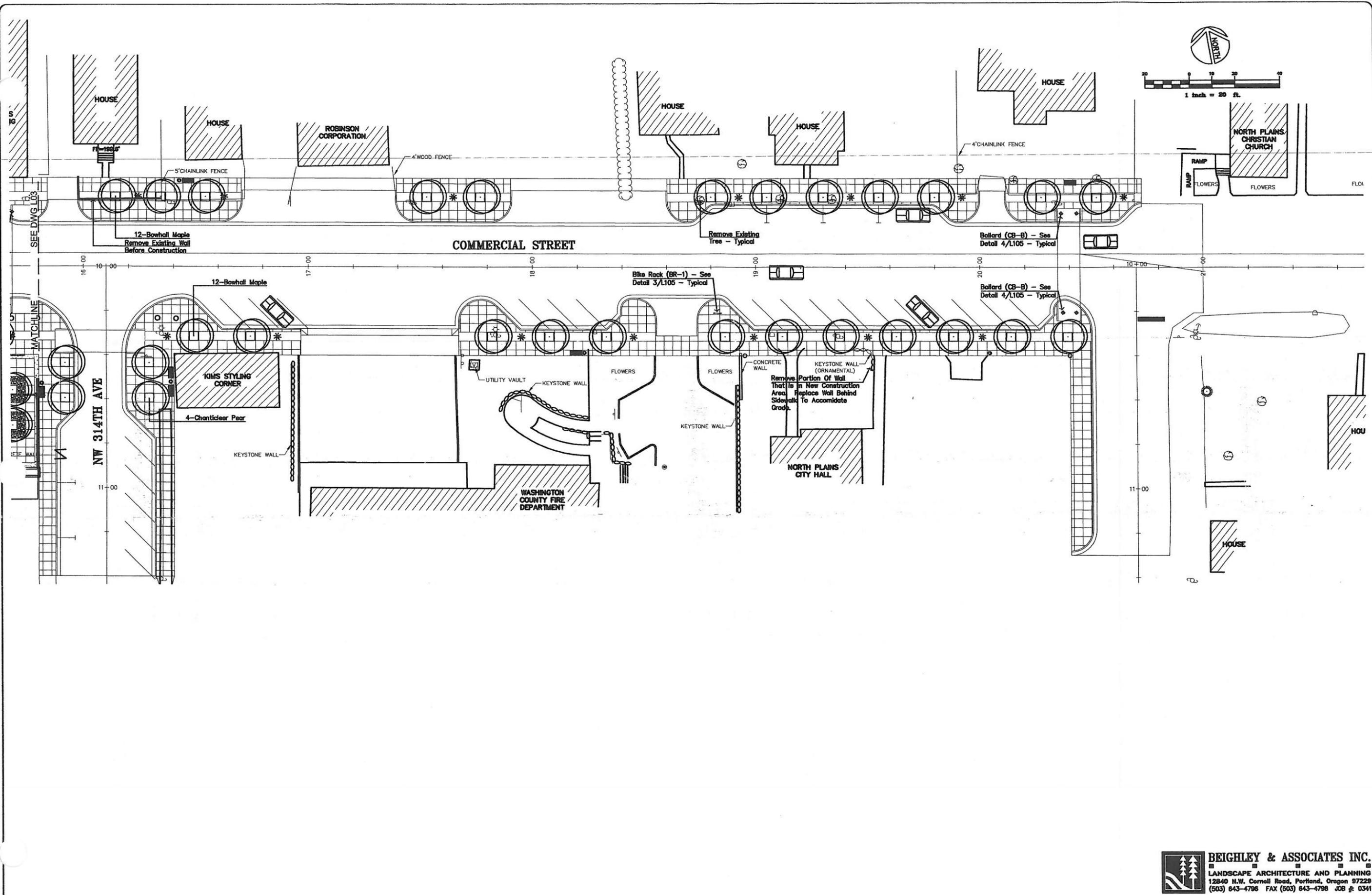
PROJECT:
**NORTH PLAINS
 DOWNTOWN REVITALIZATION
 PROJECT**
 City of North Plains, Oregon

DRAWING TITLE:
**COMMERCIAL STREET
 PLANTING PLAN**

CAUD BY: TAM
 CHECKED BY:
 REVISIONS
**PRELIMINARY
 SUBMITTAL (85%)**

Planners
 Engineers
 Surveyors
LDC
 Design Group, Inc.
 1300 N.W. 21TH TERRACE
 HILLSBORO, OREGON 97114
 PHONE 503.688.4242
 FAX 503.688.0000
 info@ldcgroup.com

JOB NO: 3088
 SHEET NO:
25
 1103



PREPARED FOR:
City of North Plains
 3130 N.W. Commercial St.
 North Plains, Oregon 97133
 (503) 647-6666

PROJECT:
**NORTH PLAINS
 DOWNTOWN REVITALIZATION
 PROJECT**
 City of North Plains, Oregon

DRAWING TITLE:
**COMMERCIAL STREET
 PLANTING PLAN**

DATE BY: TAM
 CHECKED BY:
 REVISIONS
**PRELIMINARY
 SUBMITTAL (85%)**

Planners
 Engineers
 Surveyors
LDC
 Design Group, Inc.
 3300 N.W. 21TH TERRACE
 HILLSBORO, OREGON 97124
 PHONE 503.643.4242
 FAX 503.643.6500
 www.lcdgroup.com

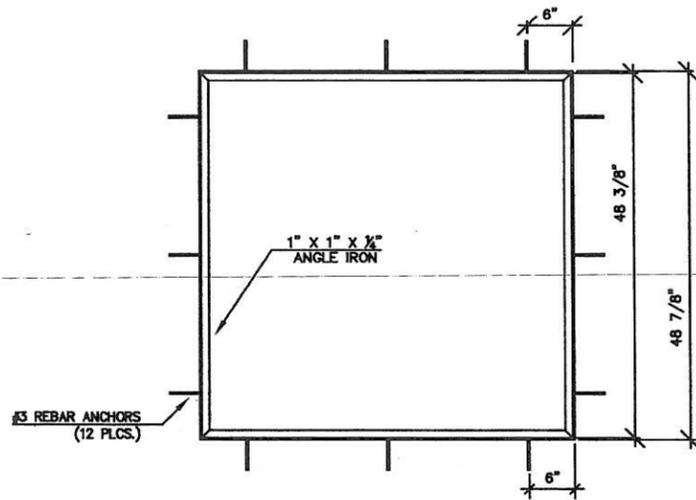
BEIGHLEY & ASSOCIATES INC.
 LANDSCAPE ARCHITECTURE AND PLANNING
 12840 N.W. Cornell Road, Portland, Oregon 97229
 (503) 643-4786 FAX (503) 643-4788 JOB #: 0341

JOB NO: 3069
 SHEET NO:
26
 OF

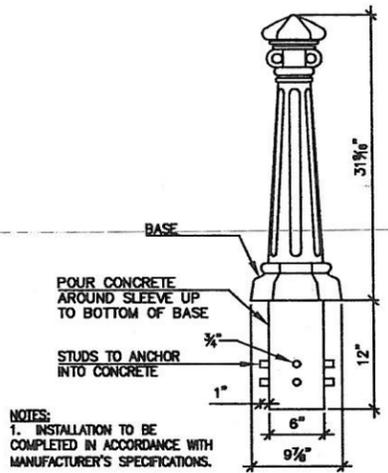
THIS LINE IS 1" AT FULL SCALE;
 IF NOT 1" SCALE ACCORDINGLY.

NORTH PLAINS CITY COUNCIL AGENDA PACKET

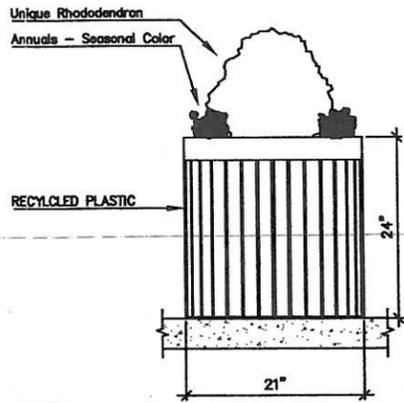
Plotted: May 21, 2004 - 9:21am, E:\Acad\DRAWINGS\2003\North Plains\0341\0341-L2.dwg



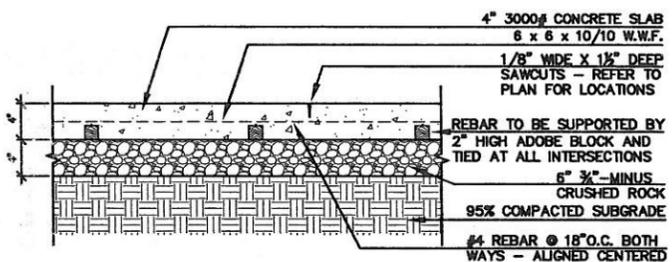
1 TREE GRATE (Model LPT) (62) REQUIRED
 L105 FairWeather Site Furnishings (SiteLines Park & Playground Products) - 503.291.1800 N.T.S.



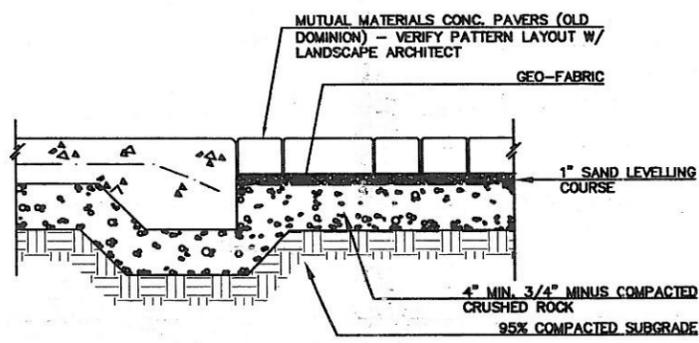
4 BOLLARD (Model CB-B) (14) REQUIRED
 L105 FairWeather Site Furnishings (SiteLines Park & Playground Products) - 503.291.1800 N.T.S.



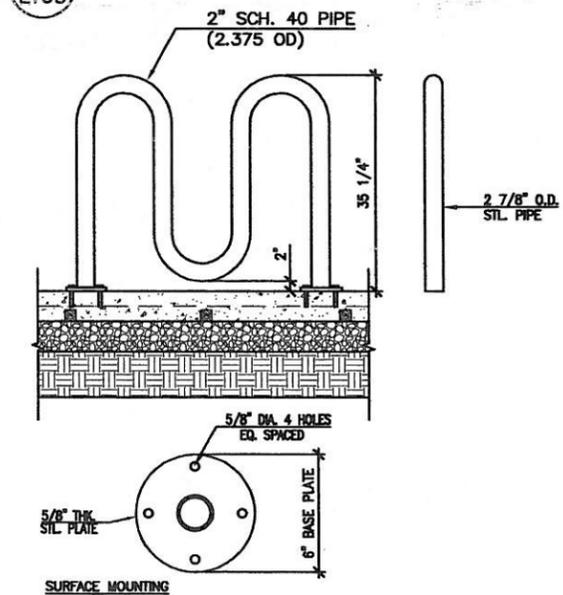
8 PLANTER (Model PTR-1) (7) REQUIRED
 L105 FairWeather Site Furnishings (SiteLines Park & Playground Products) - 503.291.1800 N.T.S.



2 4" CONCRETE WALK N.T.S.

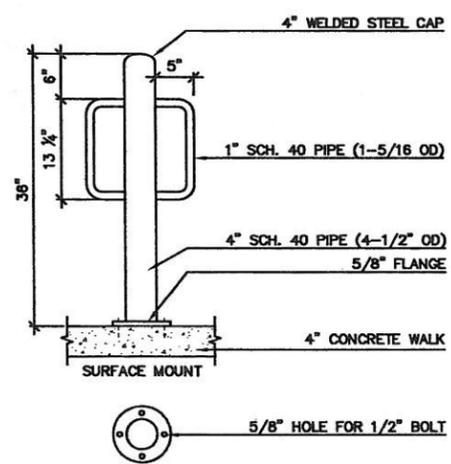


5 CONCRETE PAVER DETAIL N.T.S.

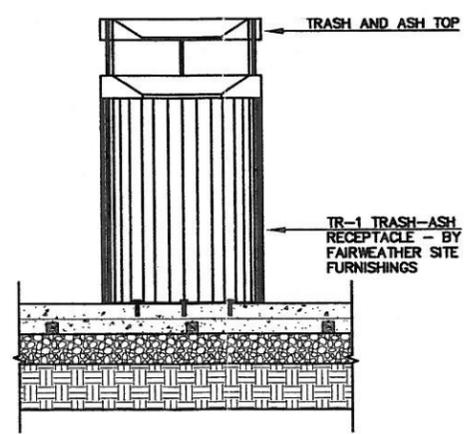


NOTES:
 1. INSTALLATION TO BE COMPLETED IN ACCORDANCE WITH MANUFACTURER'S SPECIFICATIONS. BR-1 (3 LOOP - 5 BIKES 38" LONG) - BLACK
 2. 1/2" X 3 3/4" PLTD. EXPANSION ANCHOR BOLTS PROVIDED FOR SURFACE MOUNT.

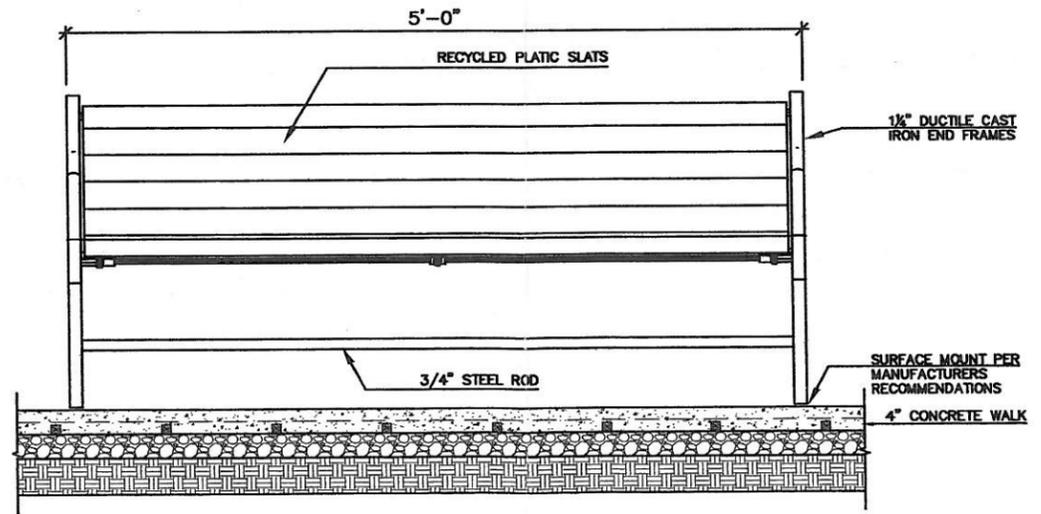
3 BIKE RACK (Model BR-1) (3) REQUIRED
 L105 FairWeather Site Furnishings (SiteLines Park & Playground Products) - 503.291.1800 N.T.S.



6 BIKE RACK (Model BR-2) (1) REQUIRED
 L105 FairWeather Site Furnishings (SiteLines Park & Playground Products) - 503.291.1800 N.T.S.



7 TRASH/ASH RECEPTACLE (MODEL TR-1) (13) REQUIRED
 L105 FairWeather Site Furnishings (SiteLines Park & Playground Products) - 503.291.1800 N.T.S.



9 BENCH TRADITION SERIES (MODEL TD-4) (15) REQUIRED
 L105 N.T.S.

BEIGHLEY & ASSOCIATES INC.
 LANDSCAPE ARCHITECTURE AND PLANNING
 12840 N.W. Cornell Road, Portland, Oregon 97229
 (503) 643-4796 FAX (503) 643-4798

THIS LINE IS 1" AT FULL SCALE; IF NOT 1" SCALE ACCORDINGLY

PREPARED FOR
 City of North Plains
 31350 N.W. Commercial St.
 North Plains, Oregon 97133
 (503) 647-6666

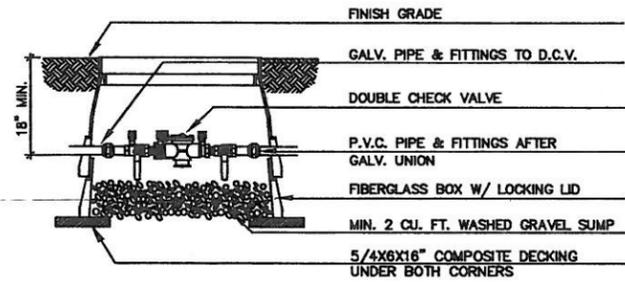
PROJECT
 NORTH PLAINS
 DOWNTOWN REVITALIZATION
 PROJECT
 City of North Plains, Oregon

DRAWING TITLE:
 COMMERCIAL STREET
 DETAILS & NOTES

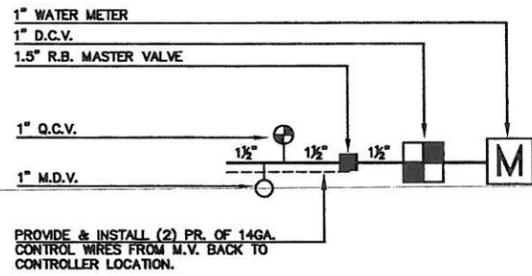
CAUD BY: YAM
 CHECKED BY:
 REVISIONS
 PRELIMINARY
 SUBMITTAL (85%)

Planners
 Engineers
 Surveyors
LDC
 Design Group, Inc.
 3300 N.W. 211TH TERRACE
 HILLSBORO, OREGON 97124
 PHONE 503.685.4842
 FAX 503.685.0000
 www.ldcgroup.com

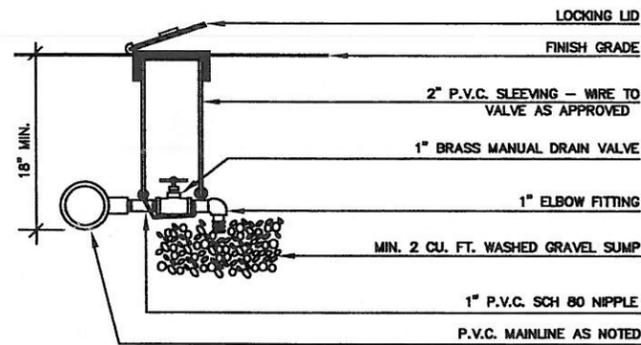
JOB NO: 3088
 SHEET NO:
27 OF
 L105



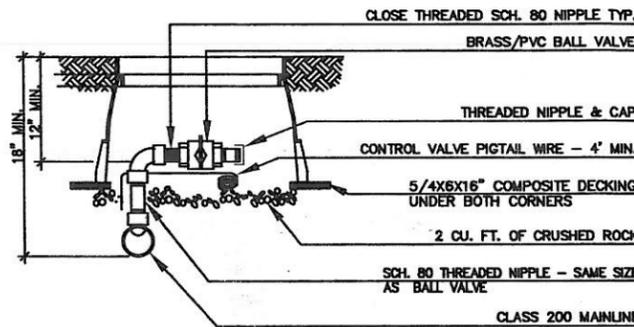
DOUBLE CHECK BACKFLOW PREVENTER DETAIL
NTS



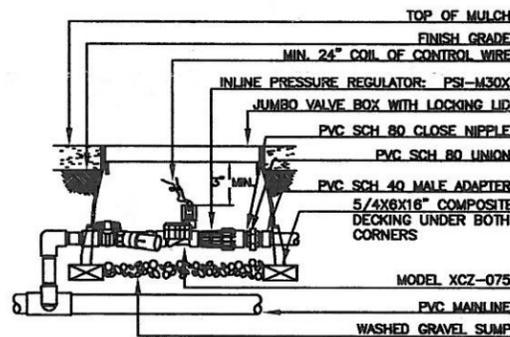
POINT OF CONNECTION
NTS



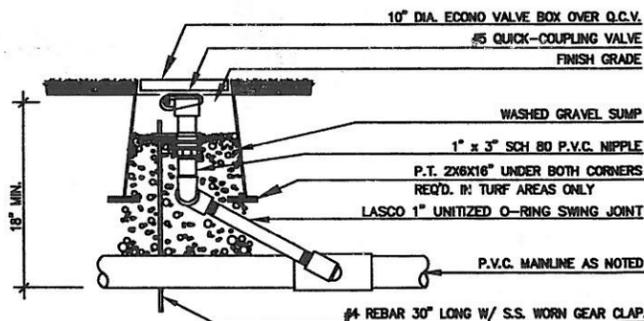
MANUAL DRAIN VALVE DETAIL
N.T.S.



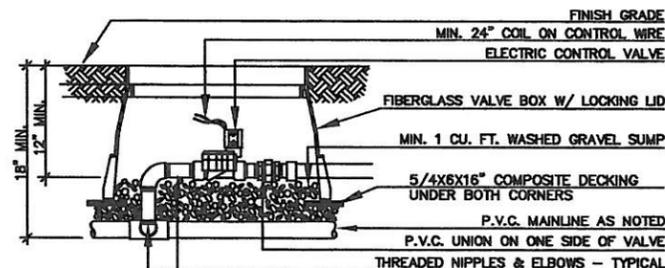
STUB OUT FOR FUTURE CONTROL VALVE
NTS



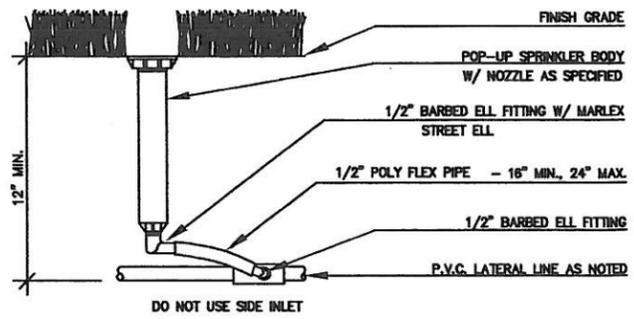
DRIP CONTROL VALVE MANIFOLD
NTS



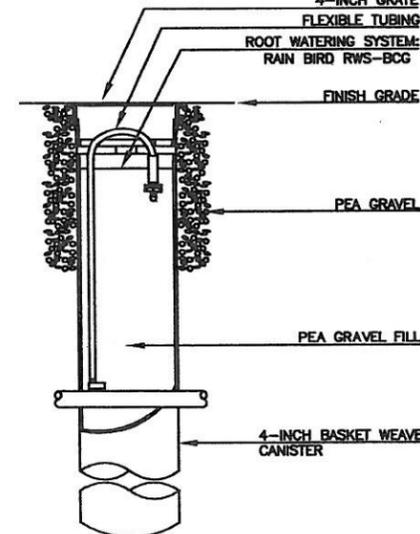
QUICK-COUPLING VALVE DETAIL (3/4\")
NTS



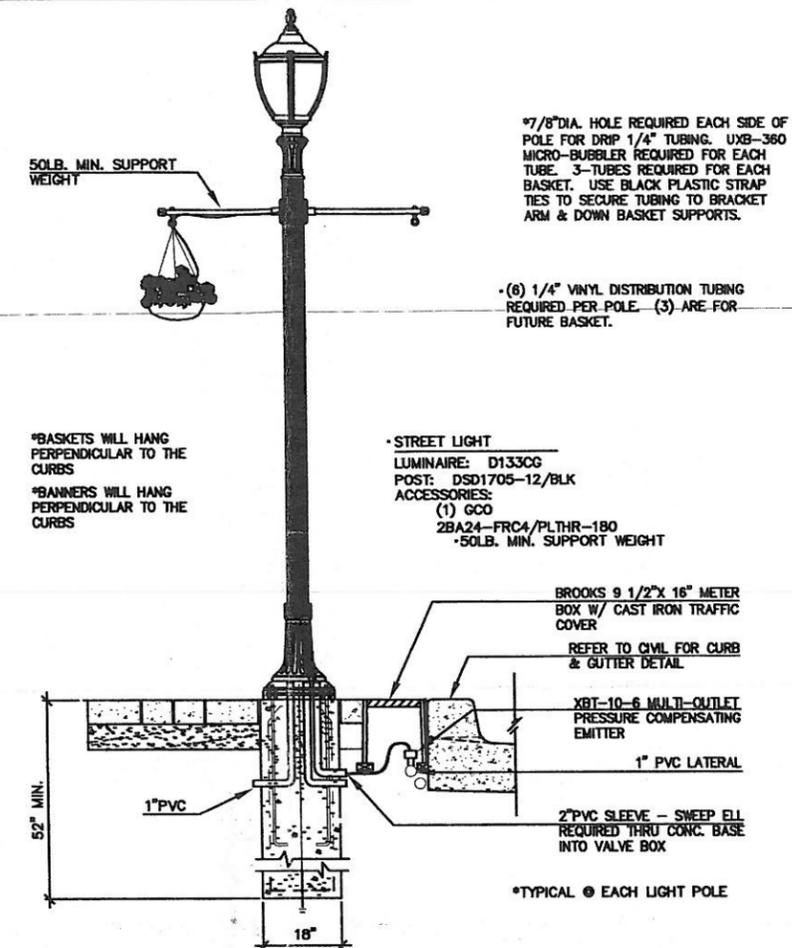
CONTROL VALVE & BOX DETAIL
NTS



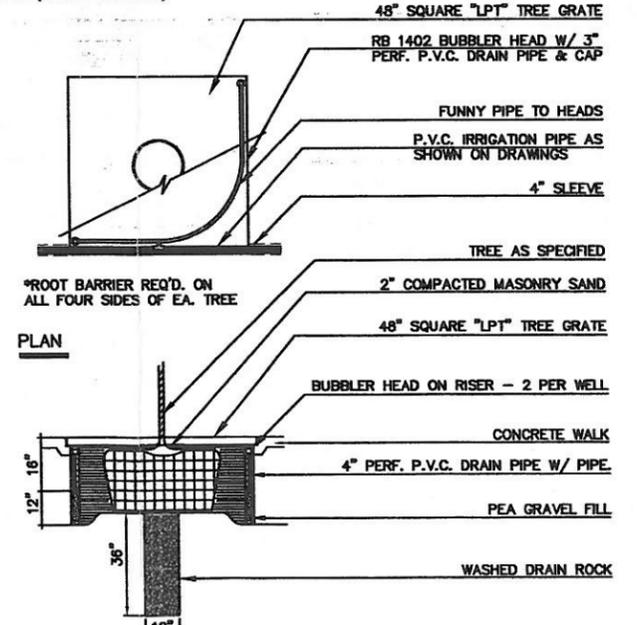
POLY FLEX RISER DETAIL 1800 SERIES ONLY
NTS



TREE ROOT WATERING SYSTEM (RWS-BCG)
NTS



1 LIGHT POLE SCHEMATIC FOR HANGING BASKETS
(36) REQUIRED (VERIFY QUANTITY)
NTS



2 TREE WELL/TREE GRATE DETAIL
(62) REQUIRED
NTS

BEIGHLEY & ASSOCIATES INC.
LANDSCAPE ARCHITECTURE AND PLANNING
12840 N.W. Cornell Road, Portland, Oregon 97229
(503) 643-4798 FAX (503) 643-4798

THIS LINE IS 1" AT FULL SCALE.
IF NOT 1" SCALE ACCORDINGLY

PREPARED FOR:
City of North Plains
31300 N.W. Commercial St.
North Plains, Oregon 97133
(503) 647-8888

PROJECT:
NORTH PLAINS
DOWNTOWN REVITALIZATION
PROJECT
City of North Plains, Oregon

DRAWING TITLE:
COMMERCIAL STREET
DETAILS & NOTES

CHECKED BY:
REVISIONS
CADD BY: TAU
**PRELIMINARY
SUBMITTAL (85%)**

Planners
Engineers
Surveyors
LDC
Design Group, Inc.
3300 N.W. 21TH TERRACE
HELSBORO, OREGON 97124
PHONE 503.688.4642
FAX 503.688.0000
www.lcdesigngroup.com

JOB NO: 3069
SHEET NO:
28
L106

PGE AS-BUILT VERIFICATION



Section IV - Landscape and Streetscape Plans

The landscape plans were developed using the drawings prepared by LDC Design Group as base sheets. The plans are presented herein at half scale. A CD is provided which will allow for full size drawings to be prepared.

All Landscape and Streetscape plans are presented at the 85% level of completion.



Section V - Most Probable Cost Estimate

The Most Probable Cost Estimate was prepared using cost estimating procedures used by the contracting public. The estimate added the cost of finishing the plans, preparing the specifications, contract administration, construction staking and project inspection. We have provided a 20% contingency to the estimate total.

The estimate was prepared using 2004 dollars. Some adjustment up or down may need to be considered when developing a final cost estimate depending upon time frame and the economy at the time of construction.

City of North Plains
Downtown Revitalization
Preliminary Cost Estimate (May 2004)



Item	Description	Estimated Quantity	Unit	Unit Price	TOTAL
GENERAL					
1	Mobilization (5%)	1	LS	\$61,150.00	\$61,150.00
2	Erosion Control	1	LS	\$5,000.00	\$5,000.00
3	Traffic Control	1	LS	\$10,000.00	\$10,000.00
4					
DEMOLITION					
10	Clearing and Grubbing (Trees and Shrubs)	1	LS	\$2,500.00	\$2,500.00
11	Pavement Removal	8,200	SY	\$4.00	\$32,800.00
12	Sidewalk Removal	2,000	SY	\$6.00	\$12,000.00
13	Reinforced Driveway/Sidewalk Removal	575	SY	\$9.50	\$5,462.50
14	Curb Removal	2,200	LF	\$3.00	\$6,600.00
CONSTRUCTION					
Road - Sidewalk					
20	Crushed Rock Base (8" of 1 1/2"-0)	1,425	CY	\$30.00	\$42,750.00
21	2" Leveling Course (3/4"-0)	6,410	SY	\$1.75	\$11,217.50
22	AC Pavement	1,450	TN	\$48.00	\$69,600.00
23	Concrete Pavement (8" thick scored)	750	SY	\$65.00	\$48,750.00
24	Sidewalk - Concrete	22,695	SF	\$5.00	\$113,475.00
25	Sidewalk - Pavers (4' wide)	6,151	SF	\$9.75	\$59,972.25
26	Re-inforced Concrete - Driveways	6,768	SF	\$6.75	\$45,684.00
27	Curb and Gutter	2,595	LF	\$10.00	\$25,950.00
28	Crosswalk - scored concrete, crowned	184	SY	\$65.00	\$11,960.00
29	Retaining Wall - Town Center (face)	280	SF	\$22.00	\$6,160.00
30	Special Cross Gutter	1,015	LF	\$10.00	\$10,150.00
31	Striping	1	LS	\$2,700.00	\$2,700.00
32	Center Island	1	LS	\$20,000.00	\$20,000.00
33	Signage	1	LS	\$5,000.00	\$5,000.00
34	Sidewalk Ramp	10	EA	\$1,200.00	\$12,000.00
Utilities					
40	Waterline - 12"	870	LF	\$60.00	\$52,200.00
41	Hydrant	2	EA	\$2,500.00	\$5,000.00
42	Single Water Service	18	EA	\$1,000.00	\$18,000.00
43	Dual Water Service	2	EA	\$1,200.00	\$2,400.00
44	Valves	5	EA	\$1,000.00	\$5,000.00
45	Water Fittings - 12x12 Tee	1	EA	\$800.00	\$800.00
46	Connection to Existing, including all fittings	2	EA	\$3,000.00	\$6,000.00
47	Storm Drain Pipe - Main (18")	1,029	LF	\$45.00	\$46,305.00
48	Storm Drain Pipe - Leader (10")	264	LF	\$25.00	\$6,600.00
49	Manhole -New	6	EA	\$2,000.00	\$12,000.00
50	Manhole (adjust existing CWS MH)	2	EA	\$1,000.00	\$2,000.00
51	Catch Basins	12	EA	\$1,300.00	\$15,600.00
52	Gas Adjust Valves	1	EA	\$150.00	\$150.00
53	Sewer Adjust Manholes	5	EA	\$500.00	\$2,500.00
54	Adjust Water Valves	16	EA	\$100.00	\$1,600.00
Electric:					
60	Utility Vault (660)	1	EA	\$1,750.00	\$1,750.00
61	Utility Vault (577)	6	EA	\$2,100.00	\$12,600.00

City of North Plains
Downtown Revitalization
Preliminary Cost Estimate (May 2004)



Item	Description	Estimated Quantity	Unit	Unit Price	TOTAL
62	Utility Vault (577) with pad mount	4	EA	\$2,150.00	\$8,600.00
63	Conduit 4-inch	3,000	LF	\$4.75	\$14,250.00
64	Conduit 3-inch	3,700	LF	\$3.50	\$12,950.00
65	Conduit Bends - 4-inch	15	EA	\$65.00	\$975.00
66	Conduit Bends - 3-inch	80	EA	\$55.00	\$4,400.00
67	Conduit Trench	3,600	LF	\$7.25	\$26,100.00
68	Conduit Backfill	1,800	TON	\$16.00	\$28,800.00
69	PGE Fee	1	LS	\$16,600.00	\$16,600.00
70	Electric Service Connections	23	EA	\$3,000.00	\$69,000.00
71	Trenching for Cable, Tel.	6,000	LF	\$7.25	\$43,500.00
Landscape					
Plantings:					
80	Bowhall Maple	48	EA	\$220.00	\$10,560.00
81	Chanticleer Pear	14	EA	\$240.00	\$3,360.00
82	Pink Flowering Dogwood	1	EA	\$148.50	\$148.50
83	Crimson Pygmy Barberry	7	EA	\$36.00	\$252.00
84	Kwanzan Cherry	4	EA	\$204.00	\$816.00
85	Dwarf Rhododendron for Planters	6	EA	\$60.00	\$360.00
Irrigation:					
86	Complete System	1	LS	\$12,400.00	\$12,400.00
Site Furnishings:					
87	Bench (Model TD-4)	16	EA	\$1,671.00	\$26,736.00
88	Planter (Model PTR-1)	6	EA	\$919.50	\$5,517.00
89	Trash Receptacle (Model TR-1)	13	EA	\$1,306.50	\$16,984.50
Bike Rack:					
91	(Model BR-1)	3	EA	\$486.00	\$1,458.00
92	(Model BR-2)	1	EA	\$291.00	\$291.00
93	Cast Bollard (Model CB-B)	14	EA	\$627.75	\$8,788.50
94	Tree Grate (Model LPT) 48"sq.	66	EA	\$690.00	\$45,540.00
95	Light Poles	40	EA	\$2,800.00	\$112,000.00
96	Wrought Iron Fence	58	LF	\$40.00	\$2,320.00
Completion of Engineering Plans and Specifications, Construction Surveying, Project Administration, Inspection and Testing				7.5%	\$96,307.00
CONTINGENCY				20%	\$276,080.00
TOTAL					\$ 1,656,479.75



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

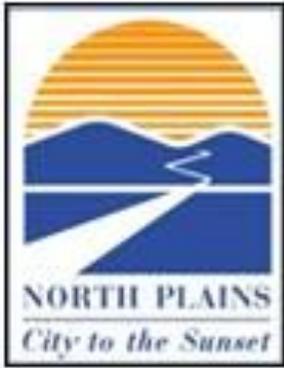
Date: November 27, 2012
To: City Council
From: City Manager Martha DeBry
Subject: Acceptance of Commercial Design Guidelines

Request: Council accept the design guidelines as approved by the Planning Commission.

Background: The Planning Commission has worked for months on a project to create design guidelines for the commercial areas: Downtown and Highway Commercial. Assistant Planner Angie Lenhert drafted this document to provide developers with assistance in understanding how the City wishes to develop, and elaborating on the intent behind the City's codes. This document will be updated by staff as changes in the code are adopted, and the City gains more experience with commercial development.

Fiscal Impact: Acceptance of the Guidelines has no fiscal impact.

Recommendation: Council accept the design guidelines.



City of North Plains Commercial Design Guidelines

ADOPTED BY THE NORTH PLAINS CITY COUNCIL

(DATE)

City of North Plains
31360 NW Commercial Street
North Plains, OR 97133

Introduction

Over the past 15 years, the City of North Plains and its citizens have undertaken numerous efforts to guide the placement and design of new development in the city, including revisions and updates to the City's *Comprehensive Plan* and the *North Plains Revitalization Plan*.

These guidelines are consistent with and have been guided by the City's currently adopted plans and Ordinances, including:

- *North Plains Comprehensive Plan* (Updated 2000)
- *North Plains Revitalization Plan* (2003)
- *North Plains Resource Team Report* (2001)
- *North Plains Neighbor City Study* (1997)
- *North Plains Zoning Code* (Updated 2012)

These guidelines are intended to implement the above plans and Codes, which call for a pedestrian-oriented, livable, and attractive community that complements the town's rural, Old-West Railroad character. These guidelines are intended guide development proposals in the General Commercial (C-2) and Community Commercial (C-1) Zoning Districts, as depicted on the City's current Zoning Map.

The overall design specifics and intent of these standards are to:

- Encourage buildings with entrances oriented to streets and with parking to the rear to create a more aesthetically pleasing and pedestrian oriented streetscape
- Screen parking and equipment areas with decorative walls and/or landscaping
- Discourage bulky, "big-box" developments with few architectural features and blank walls
- Encourage thoughtful, high quality architectural designs
- Encourage plentiful landscaping, including street trees and landscape designs that manage and treat stormwater on-site
- Incorporate functional sidewalk layouts and connectivity that promote pedestrian safety
- Encourage historic preservation and the Old-West railroad character of the downtown area
- Encourage pleasant public plazas and outdoor seating areas
- Encourage pedestrian scaled, dark-sky friendly lighting
- Design sites to be compatible with surrounding styles

The guidelines as a whole should be used to guide all development in commercially zoned area. . Therefore, this entire document should be reviewed prior to submitting design applications. The City encourages the applicant to all extents practical incorporate these guidelines into developments to ensure a more streamlined review process.

The City has a clear vision for the downtown area along Commercial Street, and will more rigorously apply the design standards in that area. More flexibility in design will be permitted in the highway commercial area on Glencoe,

Applicants who fail to incorporate the design principals set forth in this document may be required by the Planning Commission to modify their designs until the application meets the City's standards for design.

These guidelines are sorted into two general categories:

- 1) Downtown (C-1) Development Guidelines and
- 2) Large-scale C-2 Developments

Designers are encouraged to consult with City staff in advance of the application process.

Downtown C-1 Development Guidelines

The intent of this section is to convey the community's vision for the Downtown (C-1) Zone. This area can generally be described as the properties surrounding Commercial Street from 311th to Main and the southern part of the block from Main to 318th. These guidelines are intended to build upon previous downtown revitalization plans, which call for a pedestrian-oriented, attractive community that complements the town's rural, Old-West Railroad character. These plans include the *North Plains Comprehensive Plan* (Updated 2000), the *North Plains Revitalization Plan* (2003), the *North Plains Resource Team Report* (2001), and the *North Plains Neighbor City Study* (1997).

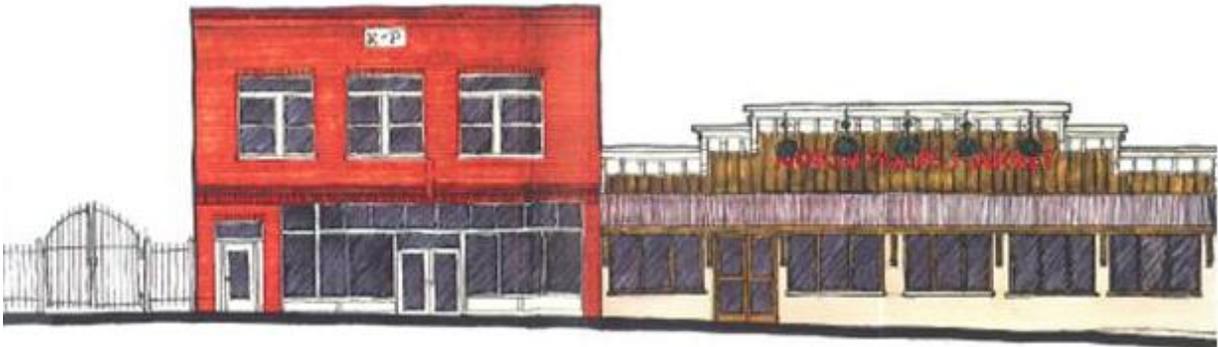
This section is organized according to the following design topics:

- ◆ Entrances, Building Orientation, & Facades
- ◆ Site Layout & Access
- ◆ Street Trees & Landscaping
- ◆ Sidewalks & Pathways
- ◆ Parking Design
- ◆ Screening
- ◆ Outdoor Seating/Plazas/Courtyards/Public Spaces
- ◆ Stormwater Management
- ◆ Lighting
- ◆ Corners
- ◆ Roof/rooflines
- ◆ Walls/Exterior Finish
- ◆ Exterior Material Palates
- ◆ Color Palates
- ◆ Windows
- ◆ Second Floor Designs

In general the design principals set forth in this section will also be applied to small developments in the C-2 zone, however more flexibility will be afforded to designers of projects in the Highway commercial area.

ENTRANCES, BUILDING ORIENTATION, & FACADES

- ◆ Avoid redundant treatment of entrances and facades; use a variety of architectural elements such as a variety of windows, siding materials, lighting types, planters, appropriate signage, and roof elements to create distinctive and well defined storefronts:



North Plains Resource Team Report (2001)

- ◆ At least 20-60 percent of the building's front facade should be located at the build-to line (maximum setback) to help frame the streetscape and create a more pedestrian-friendly environment
- ◆ The build-to line/maximum setback may be increased when public spaces/outdoor seating areas are provided:



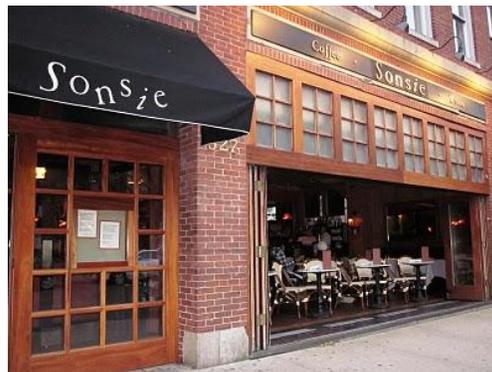
- ◆ All buildings should have a prominent entry oriented to and directly connected to a sidewalk
- ◆ Additional entries (not the primary entry) may be oriented to parking areas at the side or rear of buildings
- ◆ Use regularized and proportional placement for windows, doors, and balconies

- ◆ Various architectural options to consider in entry way designs:
 - ★ Vestibules/arcades (recessed entries):
 - Can be a variety of shapes
 - Recess entry doors 3-6 feet from front facade
 - Incorporate pavers, benches, window boxes
 - Incorporate tile-work or mosaic:



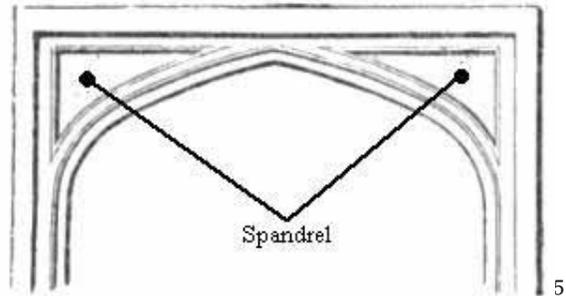
2

- ★ French doors for sidewalk cafes:
- ★



3

★ Lintels and spandrels:

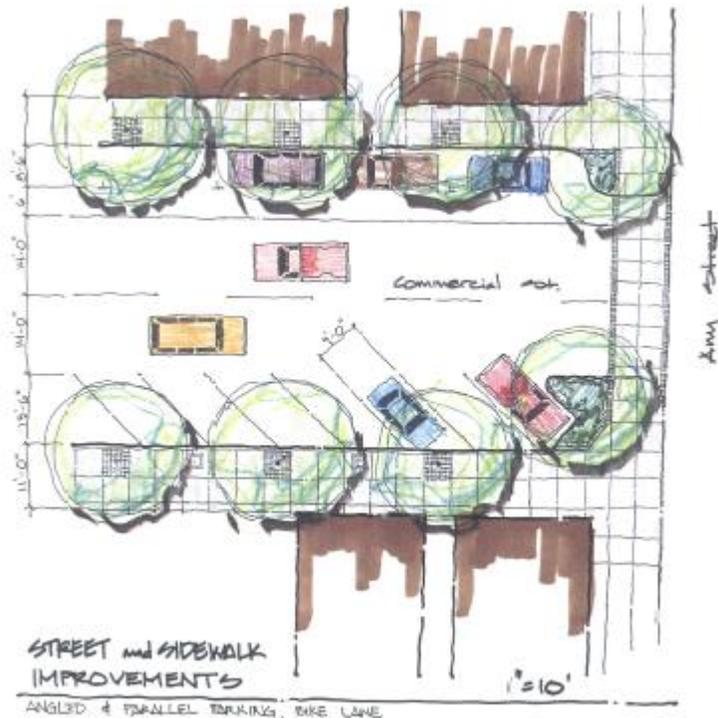


- ◆ Incorporate weather protection features near primary building entrance(s), pedestrian walkways, and outdoor seating areas. Use awnings, canopies, overhangs, porches, etc:



STREET TREES & LANDSCAPING

- ◆ The benefits of street trees include:
 - ★ Separating pedestrians from vehicular traffic, providing a protective barrier and a safer pedestrian environment
 - ★ Providing shade, wind shelters, and rain shelters
 - ★ Providing pleasing fall leaf colors and spring flowers
 - ★ Creating an inviting canopy and street corridor
 - ★ Absorbing stormwater and reducing runoff, and reducing strain on stormwater drainage infrastructure
- ◆ Sidewalk improvements should include a landscape strip, located between the back of the curb and the sidewalk, at least 5 feet in width:



The North Plains Revitalization Plan (2003) calls for plentiful street trees

- ◆ Use tree grates as appropriate in more urban settings:





- ◆ Ensure clear vision areas are maintained at corners
- ◆ Space trees in planter strips a minimum of 10 feet for smaller caliper species and 50 feet for larger species, with an average spacing of 30 feet
- ◆ Tree species should be selected from the Washington County approved street tree list
- ◆ Trees should have a minimum caliper of two 2 inches or greater at time of planting
- ◆ Tree species should be mixed rather than uniform to mitigate potential species-specific disease outbreaks
- ◆ Use moderate-sized evergreen trees or shrubs when possible for winter foliage



The North Plains Revitalization Plan (2003) calls for curb extensions and street trees for a pedestrian-friendly environment

- ◆ Use of native plant materials or plants acclimated to the Pacific Northwest are encouraged to conserve water during irrigation and reduce maintenance requirements (Examples)
- ◆ At least 75% of the recommended landscaping area should be planted with a suitable combination of trees, shrubs, evergreens and/or ground cover to avoid large expanses of high-maintenance lawn
- ◆ All landscaping should be continually maintained, including necessary watering, pruning, weeding, and replacing
- ◆ Locate shrubs and trees to accommodate winter wind breaks and summer shade
- ◆ Provide focal points within a development by preserving large or unique trees or groves, hedges, and flowering plants

Other landscaping options to consider:

- ◆ Wall planters
- ◆ Window planters
- ◆ Hanging pots
- ◆ Low wall hedges:

13



- ◆ Trellises & lattices with climbing vines:



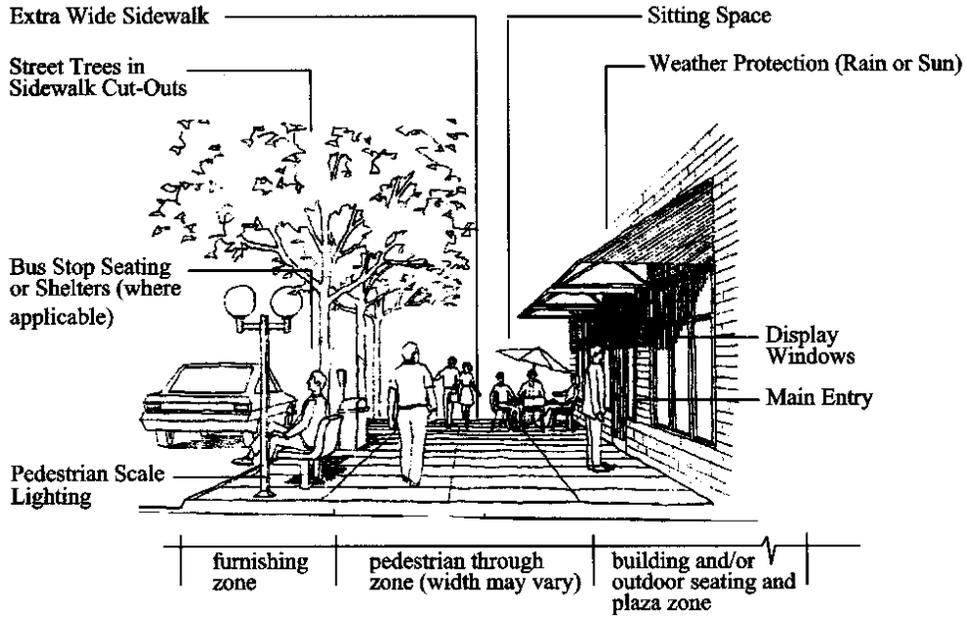
14

◆ Rain catchment planters:

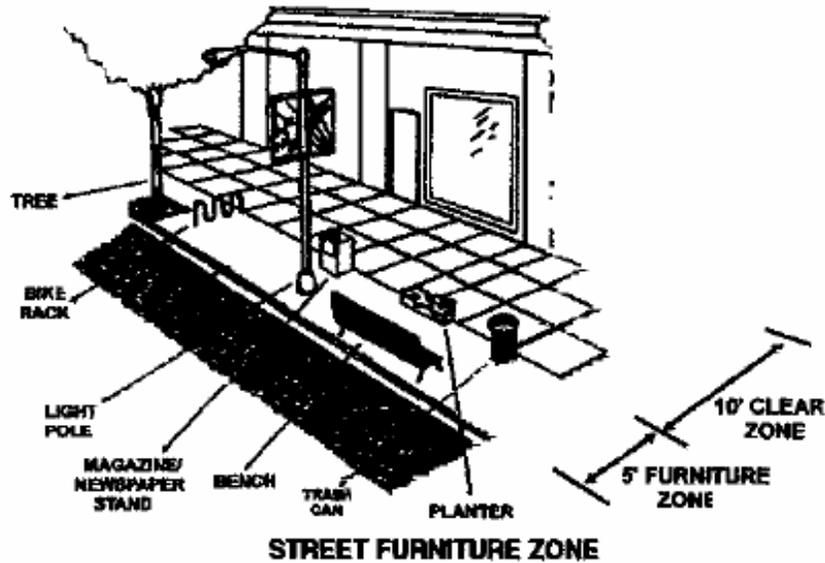


SIDEWALKS & PATHWAYS

- ◆ Sidewalks and pathways should be at least 6-10 feet wide and should incorporate essential pedestrian elements, including pedestrian-scaled lighting, street trees, weather protection, benches, and tables:



Oregon Model Code, 2006



PARKING DESIGN

- ◆ Locate parking to the rear of structures, away from view from the primary adjacent street thoroughfare. Off-street parking, driveways, and other vehicle areas should not be placed between buildings and the street(s) :



Source: City of North Plains

- ◆ If locating parking to the rear is impractical, parking may be permitted between a building and a primary vehicle thoroughfare, provided the following standards are met:
 - ★ Parking and maneuvering areas should be set back a minimum of 15 feet from the front lot line
 - ★ A minimum 5 foot wide landscaping strip should surround and abut the perimeter of the parking and maneuvering area to screen parking lots:



17

- ◆ Parking lots may also be screened with decorative walls
- ◆ Underground or screened roof parking is encouraged
- ◆ Use pedestrian-oriented, shielded/dark-sky lighting in parking areas
- ◆ Use textured, grass pavers, porous pavers, or permeable paving in parking lots for stormwater management:



18 19 20

- ◆ Incorporate on street parking & street trees to narrow perceived widths and slow traffic:



21



22

- ★ Use low walls, box hedges, trees, and/or hedges at least 3 feet in height in planter strips at least 5 feet wide to screen vehicle headlights and parking lot expanses:
- ★ A minimum of 10% of the total surface area of all parking areas, as measured around the perimeter of all parking spaces and maneuvering areas, should be landscaped

SCREENING

- ◆ Screen all ground level utilities, HVACS, transformers, mechanical equipment, utility vaults, propane tanks, dumpster/trash bins, etc with:
 - ★ A decorative wall (i.e., masonry or similar quality material), trellises, lattices, and/or climbing vines
 - ★ Evergreen hedge/ landscaping on all sides:



- ◆ Avoid placement of mechanical equipment where noise would be offensive
- ◆ Locate screened areas away from the street
- ◆ Rooftop mechanical structures should be screened and not visible from any visible public right-of-way. Screening structures should be compatible with the overall building design and may include the following elements:
 - ★ Parapets as tall as the tallest part of the equipment
 - ★ By incorporating an architectural screen around all sides of the equipment:



23

OUTDOOR SEATING / PLAZAS / COURTYARDS / PUBLIC SPACES

- ◆ Use distinctive paving or tiling in the public area
- ◆ Provide planter boxes or public art that also functions as seating (e.g., fountains, sculptures)
- ◆ Incorporate courtyards / public plazas/outdoor seating areas into developments in places receiving high pedestrian use, such as areas between building segments
- ◆ Consider the following elements when designing public spaces/outdoor seating areas:
 - ★ Incorporate at the front or side of buildings, as long as they are visible from the street:



- ★ Ensure that the public area has trash cans, tables, pedestrian-scaled lighting, street trees, bike racks, planter boxes, weather protection umbrellas/awnings etc:

27



- ◆ Planters and public art can also provide seating areas:



28



29



30

- ◆ Where practical encourage vending carts, food carts/trucks for streetscape ambiance :

- ◆



31



32

STORMWATER MANAGEMENT

- ◆ Minimize stormwater runoff
 - ★ Incorporate rain gardens and other stormwater management designs into developments
 - ★ Use multi-functional bioswales/water retention planters in lieu of more conventional curb and gutters to eliminate water/flows onto public rights-of-way and abutting property
 - ★ Grade sidewalks to drain to yards and bioretention areas
 - ★ Use native landscaping (trees, shrubs) in lieu of lawns:
 - ★



Parking lot water retention planter; *Portland Stormwater Solutions Handbook*

- ★ Incorporate rainwater harvesting designs/cisterns
- ★ Incorporate green roofs into designs

LIGHTING

- ◆ Use luminaries with shielding to direct light downward and avoid glare that limits visibility from off site locations and light spill onto areas off building site:

3334



- ◆ Illuminate signs and buildings with shielded spotlights or uplights:



35

- ◆ Use the minimum amount of wattage and coverage needed to address lighting needs
- ◆ Limit light pole heights to approximately fifteen feet.
- ◆ Incorporate decorative lighting such as wall sconces, pendants, gooseneck fixtures, or lighting recessed into awnings:



Wall Scones³⁶



Pendent lighting³⁷



Gooseneck fixtures³⁸

- ◆ Light building and display windows at night for streetscape ambiance and security
- ◆ Incorporate pedestrian bollard pathway lights into designs:



39

- ◆ If developments include streetlights, use lighting poles with banner brackets for community streetlight banners:

40



CORNERS

- ◆ Emphasize the corners of buildings with prominent, identifying architectural features and landmarks to emphasize corners as places with high levels of pedestrian activity and visual interest and variety. Options include:
 - ★ More windows with architectural details
 - ★ Increased building height or massing
 - ★ Turrets, cupolas, or pitched roofs:



41

- ★ Special sidewalk pavers/tiles/brick
- ★ Arcades at the corner as a way of creating a semi-public zone
- ★ Public art, fountains, planters with seating, lighting, landscaping or other pedestrian improvements:



42



43

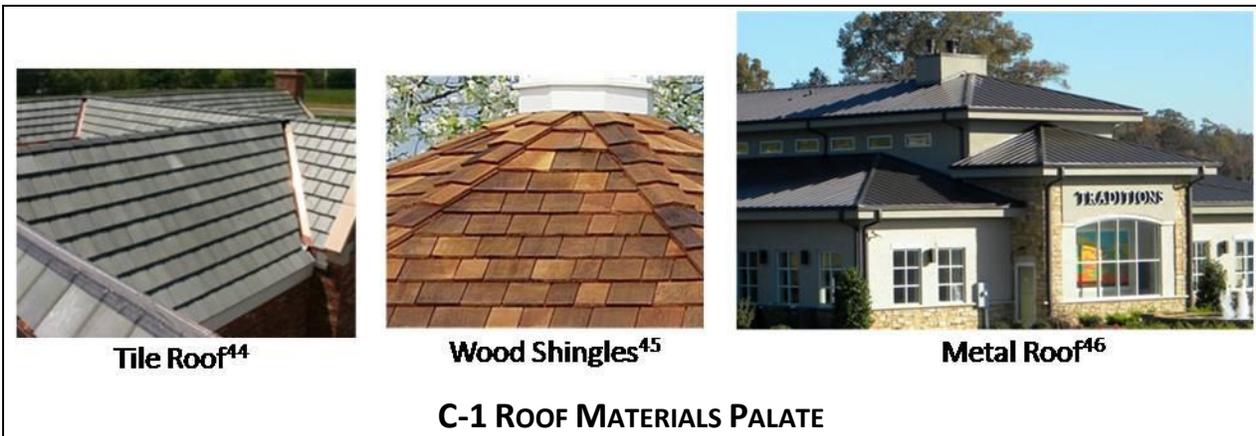
- ★ Chamfered/rounded/notched corners (i.e., cut the building at a 45 degree angle) so the area operates as an extension of the sidewalk:



ROOF / ROOFLINES

The following materials are recommended for roofs in the C-1 Zone:

- ★ Metal (The construction of pole buildings and buildings without foundations is strongly discouraged).
- ★ Wood shingles
- ★ Tile



- ◆ Various architectural options to consider in designs include:
 - ★ Varied parapet, parapet heights, cornices:



- ★ Varied roof types (gable, shed, hip, pentroof, etc)
- ★ Choose appropriate roof materials: tile, concrete tiles, standing seam metal, wood shingles (The construction of pole buildings and buildings without foundations is strongly discouraged).
- ★ Light colors and reflective materials encouraged
- ★ Green roofs are encouraged
- ★ Detailing such as pediments:



48

- ★ Flashing, trim brackets/rafter tails, fascias, eave overhangs and chimneys



49



50

WALLS / EXTERIOR FINISH

- ◆ All buildings (regardless of height or number of stories) should have a clear and distinct base, middle and top to break up vertical mass. Base, middles, and tops are distinguished with elements such as bulkheads, sills, windows, lintels, changes in exterior materials and colors, cornices, and parapets:



51



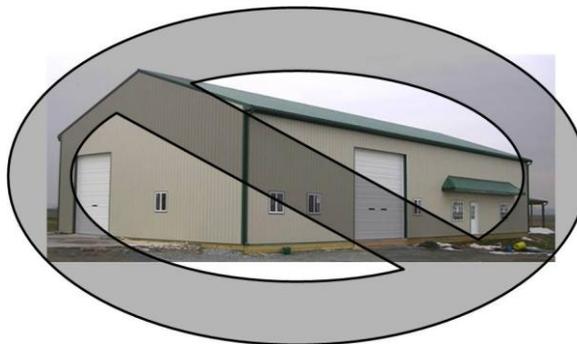
52

Old Western facades located off Old West Union in North Plains



53

- ◆ The construction of pole buildings and buildings without foundations will not be permitted in the C1 zone. Such buildings are strongly discouraged in the C-2 zone as well, unless enhancements are made to ensure the aesthetic quality of the building.



54

- ◆ Use regular and proportional placement for windows, doors, and balconies



Choose at least 2-3 of these various architectural options in wall designs (avoid blank walls):

- ★ Belt courses/strings:

56



★ Moldings/Decorative ornaments:

57



★ Inset panels:

58



★ Murals

★ Patterned brickwork:



59

★ Trellises/lattices with climbing vines:



60



61

★ Columns/ pilasters & column caps:



62



63

EXTERIOR MATERIAL PALATES

The following color and material palates are an array of desired exterior building colors and siding materials for structures in the C-1 Zone.

Primary exterior materials - 70% or more of building façade, excluding windows and transparent doors should be one of the following materials:

- ★ Brick
- ★ Tinted CMU/concrete brick
- ★ Stone
- ★ Tile
- ★



Secondary exterior materials - up to 25% of building façade, excluding windows and transparent doors, and ***accent materials*** - up to 10% of building facade, excluding windows and transparent doors, should be one of the following materials:

- ★ Any Primary Material
- ★ Terra cotta
- ★ Clapboard/Shiplap, 3-6”
- ★ Hardiplank, 3-6”
- ★ Metal (The construction of pole buildings with metal siding and buildings without foundations are strongly discouraged)
- ★ Concrete Block/Cinder Block



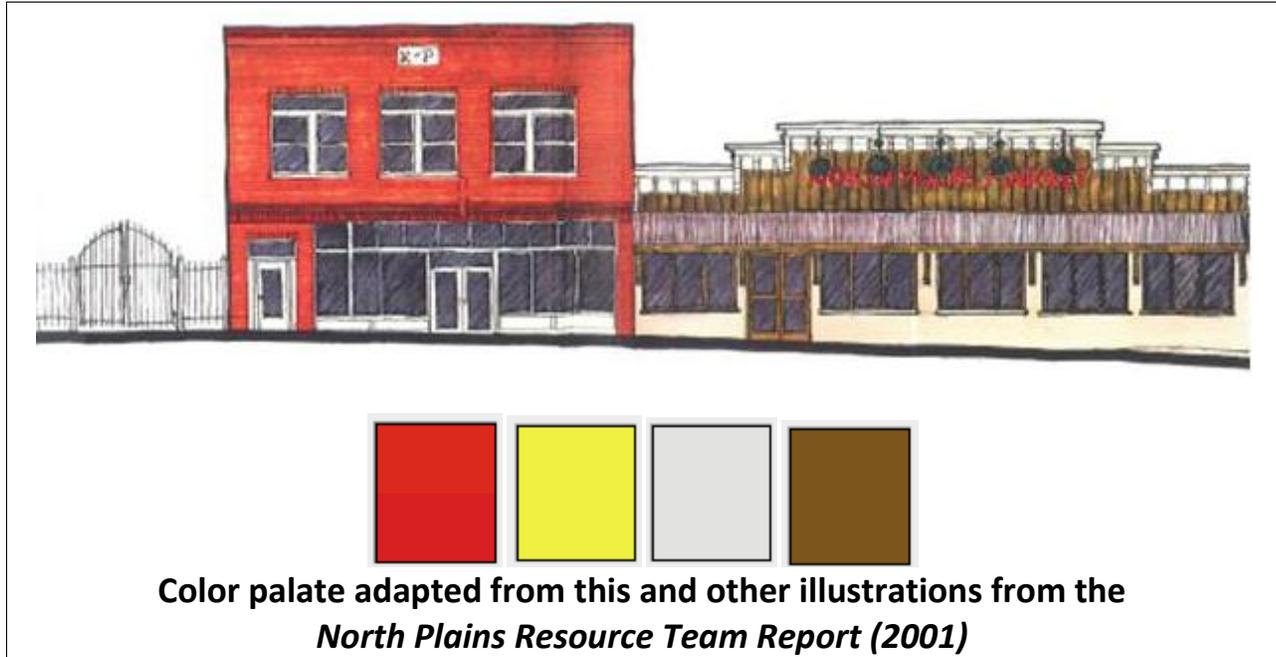
Exterior materials that are not recommended:

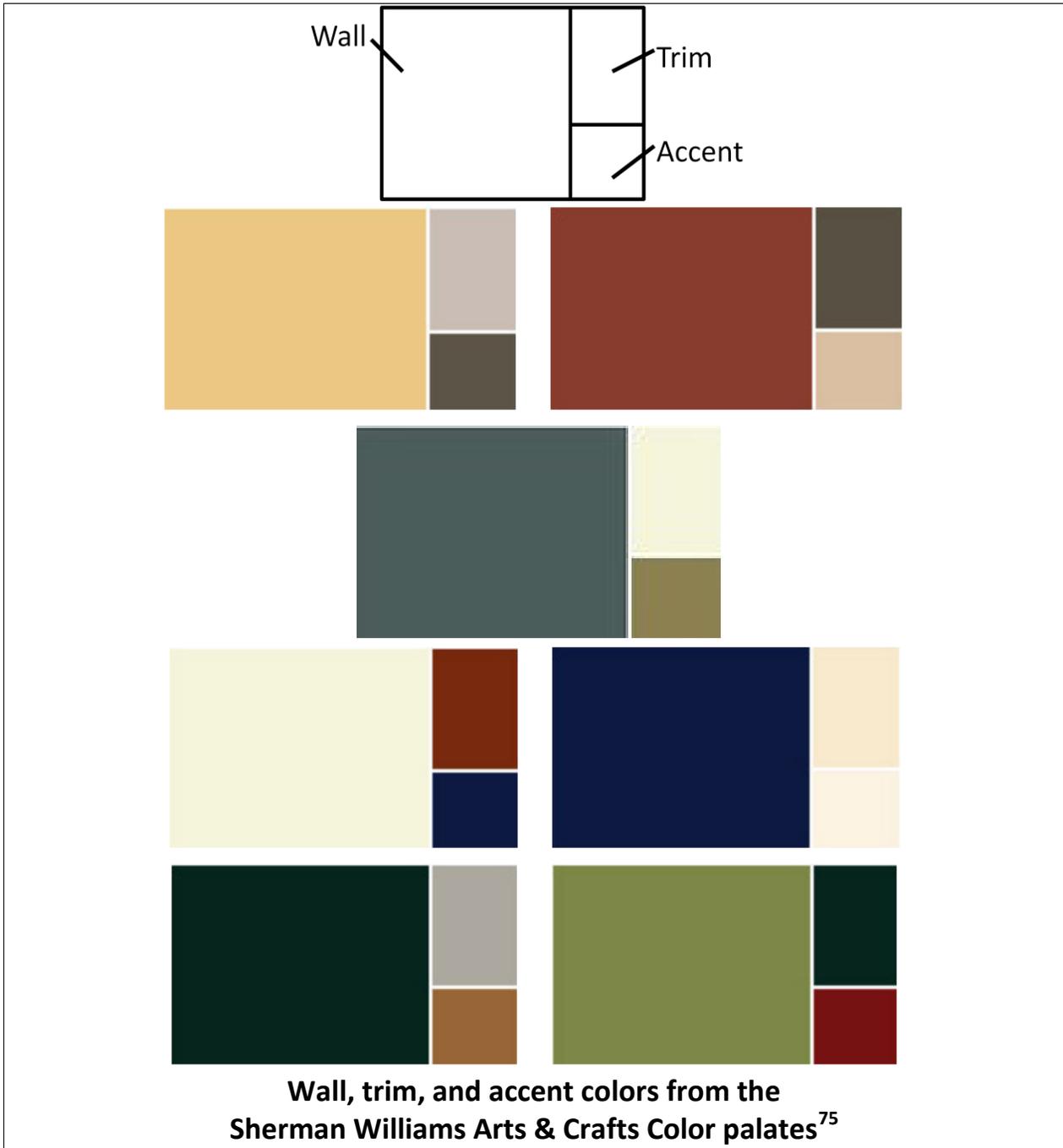
The following materials are generally not recommended for exterior building materials in the C-1 Zone:

- ★ Plain concrete walls/blocks
- ★ Vinyl
- ★ Plywood
- ★ Sheet pressboard

COLOR PALATES

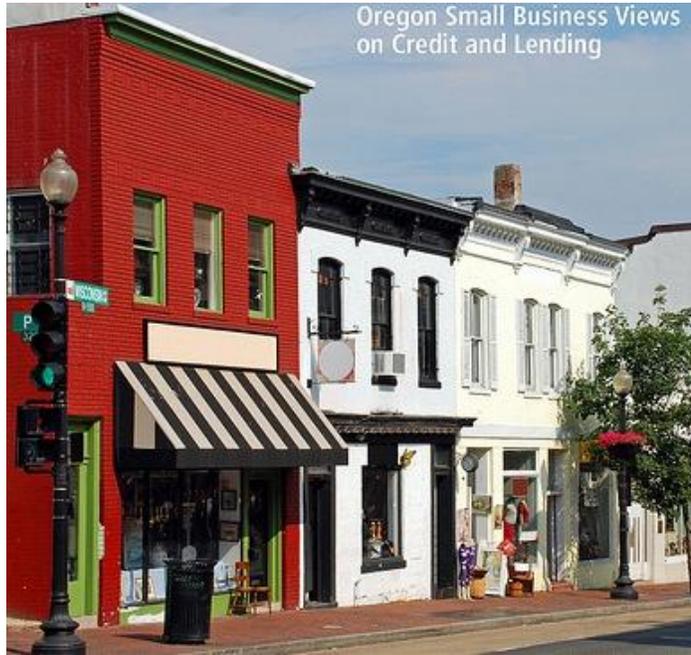
Applicants are strongly encouraged to use earth tone colors from, or consistent with, the Sherwin-Williams Arts and Crafts palates or the color palates of the *North Plains Revitalization Plan* and the *North Plains Resource Team Report* (see palates below)





WINDOWS

- ◆ Ground floor windows or window displays should be provided along at least 30-60% of the building's ground floor street-facing elevations
- ◆ Orient second story windows vertically with height greater than width



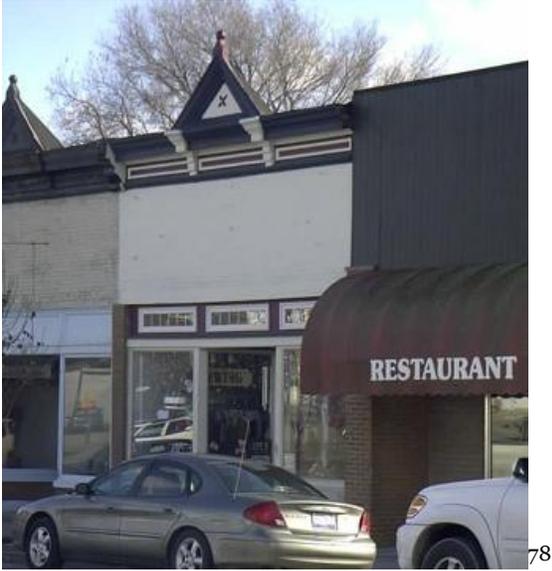
76

- ◆ Choose at least 2-3 of these various window designs:
 - ★ Bay windows
 - ★ Column/pilaster bases and bulkheads below display windows
 - ★ Decorative window trim/detailing (patterning, corbels, medallions, pediments, shutters, wainscoting, water tables)



77

- ★ Dormers
- ★ Lintels
- ★ Projecting window sills
- ★ Recessed/inset windows/window reveals
- ★ Transom/flanking/ clerestory windows



78

- ★ Window mullions
- ★ Window planter boxes
- ★ Divided light windows :



79

SECOND FLOOR DESIGNS

- ◆ Multi story and mixed use developments (residential housing above ground floor commercial uses) are encouraged
- ◆ Window proportions on the upper levels should generally be smaller than the ground floor windows, should be vertical in proportion, and should be stylistically related to the ground floor windows:



80

- ◆ Relate second floors to street levels with the following elements:
 - ★ Arbors
 - ★ Second floor overhangs or setbacks
 - ★ Planter boxes
 - ★ Balconies/decks:



Source: Calthorpe, Peter. "The Regional City." In *Time-Saver Standards for Urban Design*, edited by Donald Watson, Alan Plattus, and Robert Shibley. New York: McGraw-Hill. p. 1.9-5.



81

S I G N S

Refer to the Sign Chapter of the *North Plains Zoning & Development Ordinance*

C - 1 C I T A T I O N S

- ¹http://alloveralbany.com/images/cafes_madison_outdoor_dining.jpg
- ²http://www.urbanbydesignonline.com/storage/3840735334_7808634534_z.jpg?__SQUARESPACE_CACHEVERSION=1278097953822
- ³http://4.bp.blogspot.com/_Jl3G5S5SjKM/TL5lVcjmfiI/AAAAAAAAJDs/U6ETAZ4fIBE/s400/Red+White+Boston+002.JPG
- ⁴ <http://shanghai.cultural-china.com/uploads/userup/0811/211159393464.jpg>
- ⁵ <http://upload.wikimedia.org/wikipedia/commons/7/7a/Spandrel.jpg>
- ⁶<http://www.morganawning.com/images/commercial-restaurants/bellinhand.jpg>
- ⁷<http://www.dreamstime.com/country-store-thumb1276487.jpg>
- ⁸http://www.loopnet.com/Attachments/F/0/3/xy_F03B9EA7-8C5C-49DC-Bo4E-4643C5831551_.jpg
- ⁹http://www.construction.com/CE/CE_images/0812_ironsmith_6.jpg
- ¹⁰http://www.lani.org/images/projects/street_trees.jpg
- ¹¹http://assets.byways.org/asset_files/000/018/704/Main%20Street%20in%20Downtown%20Great%20Bend%20Kansas_m.jpg?1315635137
- ¹² <http://www.sfrc.ufl.edu/urbanforestry/Images/Downtown%20with%20trees.jpg>
- ¹³ <http://www.gapphotos.com/images/WebPreview/0235/0235861.jpg>
- ¹⁴ <http://ww4.hdnux.com/photos/06/71/43/1808623/7/628x471.jpg>
- ¹⁵ <http://www.blog.designsquish.com/images/uploads/pipie.jpg>
- ¹⁶ http://www.phillywatersheds.org/sites/default/files/downspout_page_o.JPG
- ¹⁷http://www.codepublishing.com/wa/edgewood/html/images/1895030_13.jpg
- ¹⁸<http://greenterrafirma.com/images/grass-cell-pavers.jpg>
- ¹⁹ <http://concreteflooringss.com/wp-content/uploads/2012/01/Concrete-Grass-Pavers.jpg>
- ²⁰<http://www.portlandonline.com/shared/cfm/image.cfm?id=89217>
- ²¹<http://mywheelsareturning.files.wordpress.com/2011/10/parking.jpg?w=594&h=382>
- ²²<http://www.walkinginfo.org/engineering/images/onstreetparking.6.8.jpg>
- ²³http://cityscapesinc.com/images/gal_rooftop3after_full.jpg
- ²⁴http://heystamford.files.wordpress.com/2012/04/img_0360.jpg
- ²⁵http://downtowngh.com/wp-content/uploads/2011/08/Sidewalk_Cafes_003.jpg
- ²⁶http://www.preservationnation.org/assets/photos-images/main-street/main-street-news/2009/02/CA_Livermore_Dining.jpg
- ²⁷<http://www.omahafinedining.com/images/jonesbrothersoutside.jpg>
- ²⁸http://www.pcal.nsw.gov.au/__data/assets/image/0009/67257/varieties/full.jpg
- ²⁹<http://land.allears.net/blogs/jackspence/Bench%20-%20ST%20-%20001.jpg>
- ³⁰<http://www.omahafinedining.com/images/jonesbrothersoutside.jpg>
- ³¹ http://farm5.static.flickr.com/4009/4521784124_09d3eae345.jpg

32 <http://blogs.villagevoice.com/forkintheroad/food-truck-1.jpg>
 33 <http://www.peninsuladailynews.com/apps/pbcsi.dll/bilde?Site=PT&Date=20100125&Category=news&ArtNo=301259998&Ref=AR&MaxW=580&title=1>
 34 <http://lightingsale.com/store/i/is.aspx?path=/Shared/Images/WorldImports/worldimports-909989.jpg&lr=t&bw=300&bh=300>
 35 <http://www.conferencepartners.ie/images/gallery/blue-lighting.jpg>
 36 <http://www.louielighting.com/images/products/detail/0945.jpg>
 37 http://i.pgcdn.com/pi/70/23/03/702303134_260.jpg
 38 http://construction.com/CE/CE_images/2011/Dec_Bock_7.jpg
 39 <http://images.hayneedle.com/mgen/master:ST145.jpg>
 40 <http://downtownoregoncity.org/wp-content/uploads/2010/04/CIMG0330-450x600.jpg>
 41 http://cache.virtualtourist.com/6/1134207-Oregon_Street_in_Hiawatha_Kansas_Hiawatha.jpg
 42 <http://blog.oregonlive.com/oldtown/2009/06/Street%20Furniture.JPG>
 43 <http://2.bp.blogspot.com/-WKt2CzFy1Sk/T8wIAvwmDCI/AAAAAAAAAtw/rimtDScOchI/s1600/wine+maniacs+outside.jpg>
 44 http://www.daviddarling.info/images/concrete_tile_roof.jpg
 45 <http://www.woodshingles.net/wp-content/uploads/wood-shingles-2.jpg>
 46 <http://www.metalsales.us.com/images/archive/Traditions%20Bank.jpg>
 47 http://www.ktstoneworks.com/images/img_cornices.jpg
 48 http://cdn7.wn.com/pd/41/77/c7b4fab69166ebe7f63d054b20c_grande.jpg
 49 http://www.decassociates.com/images/products_index_raftertails.jpg
 50 <http://www.hoquathobbies.com/images/PCM805.jpg>
 51 <http://www.panoramio.com/photo/17056702> (Google Maps photo)
 52 <http://www.panoramio.com/photo/17056702> (Google Maps photo)
 53 http://farm4.staticflickr.com/3189/3045096094_bea42af5fc.jpg
 54 http://www.stoltzfusconstructionllc.com/static_images/custom_buildings/pole_building_large.jpg
 55 http://1.bp.blogspot.com/_reDCJOtIDS8/TOXBadCQdSI/AAAAAAAAAoI/3SUJNcf8mB4/s1600/0104_EXT_ASTREET_3.jpg
 56 <http://castle.eiu.edu/~localite/coles/charleston/square/images/4086th.jpg>
 57 https://encrypted-tbn2.google.com/images?q=tbn:ANd9GcQdzAczXCAJDVS1eeG9ot7kCu9ZfY9Tfg7lm92lIpw9_Wb9iOn
 58 http://archiseek.com/wp-content/gallery/usanorthdakota/merchants_national_bank_lge.jpg
 59 http://1.bp.blogspot.com/-DwBc9FUB9VU/TyAtwNxZcoI/AAAAAAAAIb8/odewP-vO_Mo/s1600/0303502001000_Federico_Grocery.jpg
 60 <http://www.hmhca.com/images/projects/instit/irving.jpg>
 61 <http://www.featurepics.com/FI/Thumb300/20091101/Climbing-Vines-Ivy-1367800.jpg>
 62 https://encrypted-tbn3.google.com/images?q=tbn:ANd9GcQ3QM54qIRQce6wUe_XVID3EohLSBIaW5wi pKuVzLZWoewsPIRk

- ⁶³http://news.beloblog.com/ProJo_Blogs/architecturehereandthere/gourmet.JPG
- ⁶⁴*City of Canby Zoning and Development Ordinance*
- ⁶⁵ http://www.bestblock.net/images/i_breacon_commons_2.jpg
- ⁶⁶<http://www.roofingsidingwindowschicagoland.com/images/stone/dressedfieldstone.jpg>
- ⁶⁷http://farm4.staticflickr.com/3127/3223255134_3c7561e624_z.jpg
- ⁶⁸<http://www.montanatimberproducts.com/wp-content/uploads/2012/04/sis3.jpg>
- ⁶⁹<http://www.philadelphiarroofcontractor.com/siding/vinyl-siding/shakes-shingles/double-7inch-staggerededge-perfection/terra-cotta-large.jpg>
- ⁷⁰<http://www.hanklelumber.com/products/shiplap3.jpg>
- ⁷¹<http://img.ehowcdn.com/article-page-main/ehow/images/a07/5l/ka/choose-nails-hardiplank-800x800.jpg>
- ⁷²http://www.exteriorcontractor.com/images/article/1235078701875_05.jpg
- ⁷³http://www.vsmcontractors.com/images/commercial_siding1.jpg
- ⁷⁴<http://www.showroom411.com/Media/DirectoryEntries/ask%20poured.jpg>
- ⁷⁵ http://www.sherwin-williams.com/pdf/color_themes/int_arts.pdf
- ⁷⁶http://farm6.static.flickr.com/5248/5348992453_420120c8e6.jpg
- ⁷⁷http://farm3.static.flickr.com/2351/2529671590_0410a2f491.jpg
- ⁷⁸<http://castle.eiu.edu/~localite/coles/charleston/square/images/718jackson.jpg>
- ⁷⁹<http://graphics8.nytimes.com/images/2006/10/29/realestate/29posting.600.jpg>
- ⁸⁰http://2.bp.blogspot.com/_IYpiBAkP8SI/TCDQNg8Z3DI/AAAAAAAAAAQU/CowQAJDE58Q/s1600/Front.JPG
- ⁸¹<http://californiaweekend.com/california-vacation/groveland-files/hotel-charlotte350.JPG>

Large-Scale C-2 Developments

These guidelines generally apply to developments **over 20,000 square feet** that are located in the C-2 Zone. The C-2 Zone can generally be described as the properties surrounding Glencoe Road from Highway 26 to NW West Union Road.

This section is organized according to the following design topics:

- ◆ Entrances, Building Orientation, & Facades
- ◆ Site Layout & Access
- ◆ Street Trees & Landscaping
- ◆ Sidewalks & Pathways
- ◆ Drive-up/Drive-through Facilities
- ◆ Parking Design
- ◆ Screening
- ◆ Outdoor Seating/Plazas/Courtyards/Public Spaces
- ◆ Stormwater Management
- ◆ Lighting
- ◆ Corners
- ◆ Roof/rooflines
- ◆ Walls/Exterior Finish
- ◆ Windows

ENTRANCES, BUILDING ORIENTATION, & FACADES

- ◆ Provide parking to the rear of buildings and orient building frontages to the street:



Retail chain store with parking oriented to the rear;



- ◆ All buildings should have a prominent entry oriented to and directly connected to a sidewalk
- ◆ Additional entries (not the primary entry) may be oriented to parking areas at the side or rear of buildings

- ◆ Incorporate weather protection features near primary building entrance(s), pedestrian walkways, and outdoor seating areas. Use awnings, canopies, overhangs, porches, etc:



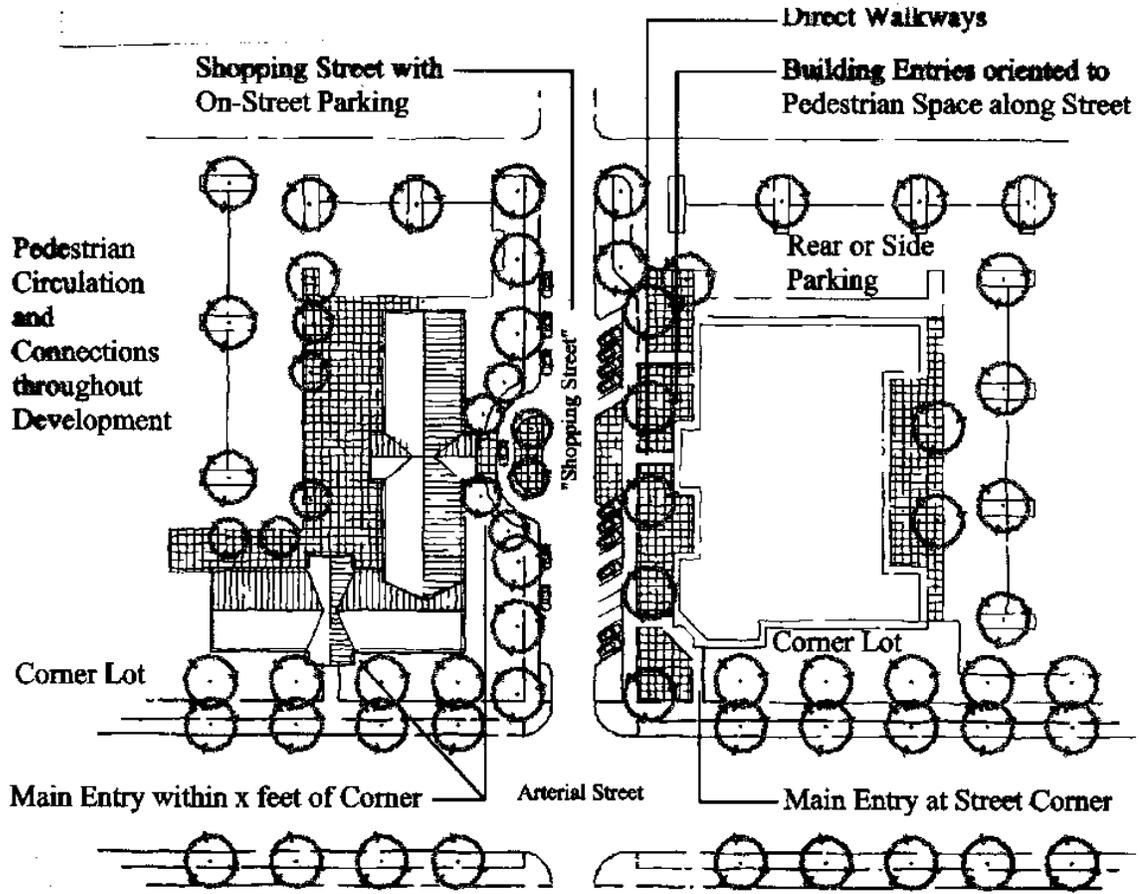
- ◆ Avoid redundant treatment of entrances and facades; use a variety of architectural elements such as a variety of windows, siding materials, lighting types, planters, appropriate signage, and roof elements to create distinctive and well defined storefronts:





SITE LAYOUT & ACCESS

- ◆ Design developments to accommodate and retain vehicular circulation on site. The site may be configured into blocks that have frontage onto streets, “interior parking courts”, or “shopping streets”. All parking courts and shopping streets should contain on-street parking (parallel or angled parking), and street or court-facing building entrances at or near (within 40 feet of) block corners:

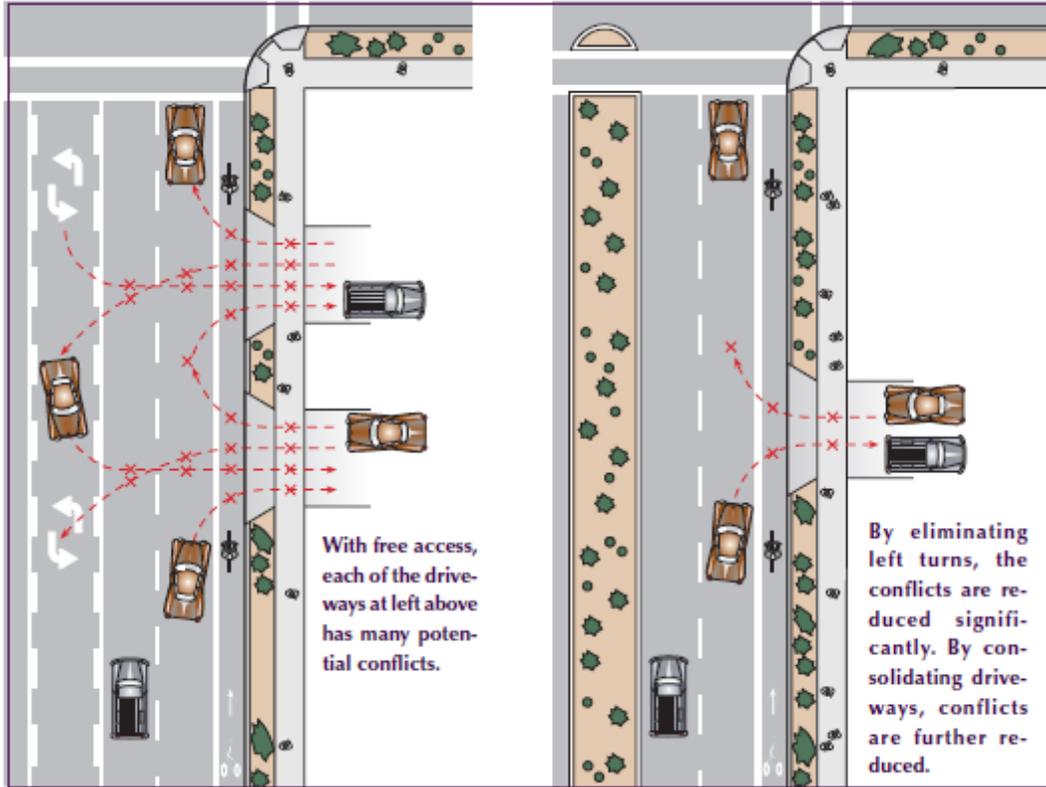


- ◆ Blocks should also be designed with all essential street elements, including sidewalks, street trees, and pedestrian lighting:





- ◆ Limit the width of parking access driveways to reduce pedestrian crossing distances (see figure, page 10)
- ◆ Locate driveways to allow ingress/egress from streets other than Commercial or Glencoe (avoid new curb cuts)
- ◆ Consolidate multiple driveways into single access points; only one driveway for every 200-300 feet of frontage is recommended
- ◆ Property access is discouraged within 50 feet of an intersection. The City may impose turning restrictions (i.e. right in only, or right out only) to improve safety and reduce potential conflicts/crashes:



Oregon Bicycle and Pedestrian Plan, ODOT

STREET TREES & LANDSCAPING

- ◆ The benefits of street trees include:
 - ★ Separating pedestrians from vehicular traffic, providing a protective barrier and a safer pedestrian environment
 - ★ Providing shade, wind shelters, and rain shelters
 - ★ Providing pleasing fall leaf colors and spring flowers
 - ★ Creating an inviting canopy and street corridor
 - ★ Absorbing stormwater and reducing runoff, and reducing strain on stormwater drainage infrastructure
- ◆ Sidewalk improvements should include a landscape strip, located between the back of the curb and the sidewalk, at least 5 feet in width, as designed below:



- ◆ Ensure clear vision areas are maintained at corners
- ◆ Space trees in planter strips a minimum of 10 feet for smaller caliper species and 50 feet for larger species, with an average spacing of 30 feet
- ◆ Tree species should be selected from the Washington County approved street tree list
- ◆ Trees should have a minimum caliper of two 2 inches or greater at time of planting
- ◆ Tree species should be mixed rather than uniform to mitigate potential species-specific disease outbreaks
- Use moderate-sized evergreen trees or shrubs when possible for winter foliage
Use of native plant materials or plants acclimated to the Pacific Northwest are

encouraged to conserve water during irrigation and reduce maintenance requirements (Examples)

- ◆ At least 75% of the recommended landscaping area should be planted with a suitable combination of trees, shrubs, evergreens and/or ground cover to avoid large expanses of high-maintenance lawn
- ◆ Locate shrubs and trees to accommodate winter and summer shade/ wind breaks
- ◆ Provide focal points within a development by preserving large or unique trees or groves, hedges, and flowering plants

Other landscaping options to consider:

- ◆ Wall planters
- ◆ Window planters
- ◆ Wall hedges:



8



9



- ◆ Hanging pots
- ◆ Trellises & lattices with climbing vines
- ◆ Rain catchment planters

SIDEWALKS & PATHWAYS

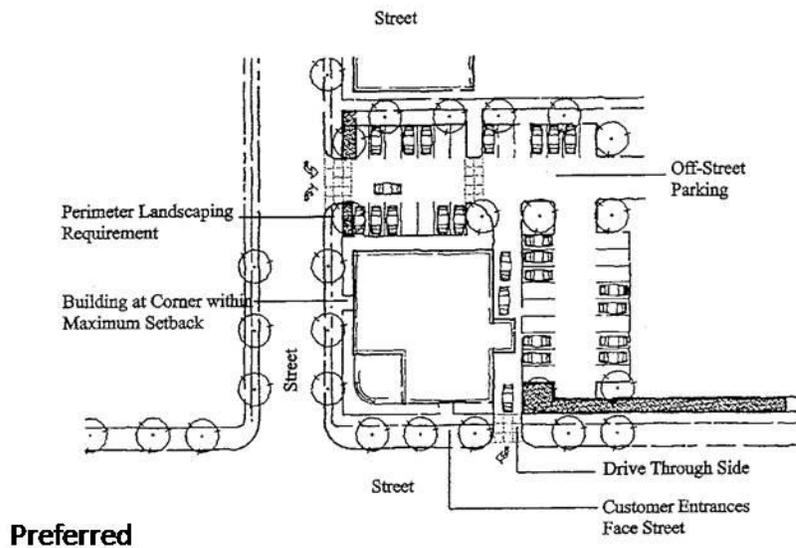
- ◆ Provide pedestrian pathways at least 6-10 feet wide through large parking lots and developments that are reinforced with planting strips/street trees , on-street parking, & pedestrian amenities such as benches, tables, trash cans, drinking fountains, pedestrian lighting, and weather protection
- ◆ Pedestrian accessways from the street façade should be provided at least every 400 feet and should connect to all future phases of development, and to existing/planned off-site trails, sidewalks, public parks, and other areas of pedestrian interest
- ◆ Incorporate street paving textures/contrasts in crosswalks across driveway curb cuts, to alert drivers of pedestrians :

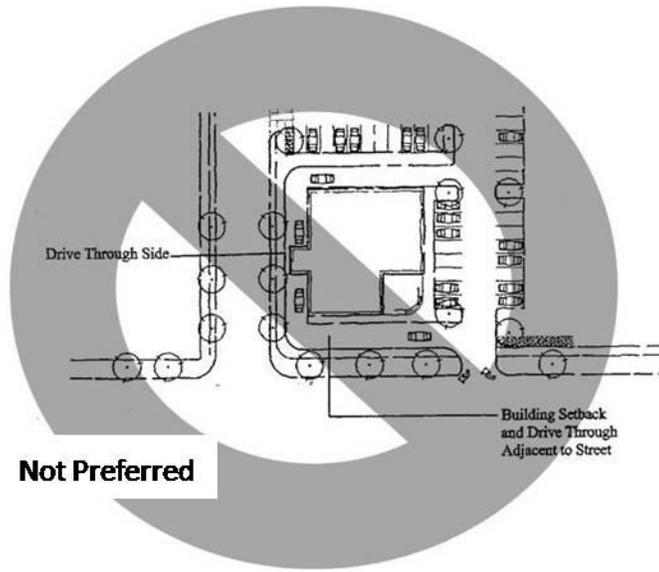


This driveway is wide and unpleasant for a pedestrian to cross (left); it could benefit from having a “mini crosswalk” across it (right). Source: City of North Plains

DRIVE UP/ DRIVE-THRU FACILITIES

- ◆ Drive-up/drive-through facilities should orient to an alley, driveway, or interior parking area, and not a street
- ◆ Drive-up, drive-in or drive-through facilities (e.g., driveway queuing areas, windows, teller machines, service windows, kiosks, drop-boxes, or similar facilities) should not be located within 20 feet of a street and should not be oriented to a street corner
- ◆ Drive-up/in queuing areas should be designed so that vehicles do not obstruct a driveway, fire access lane, walkway, or public right-of-way
- ◆ No more than one drive-up, drive-in, or drive-through facility should be permitted for a distance of 400 feet along the same block face (same side of street):





Oregon Model Code, 2006

PARKING DESIGN

- ◆ Locate smaller lots throughout developments to break up large parking lot expanses
- ◆ Locate parking to the rear of structures, away from view from the primary adjacent street thoroughfare. Off-street parking, driveways, and other vehicle areas should not be placed between buildings and the street(s)



Retail development with parking oriented to the rear, street trees, and planting strips;

- ◆ If locating parking to the rear is impractical, parking may be permitted between a building and a primary vehicle thoroughfare, provided the following standards are met:
 - ★ Parking and maneuvering areas should be set back a minimum of 15 feet from the front lot line
 - ★ A minimum 5 foot wide landscaping strip should surround and abut the perimeter of the parking and maneuvering area to screen parking lots
 - ★ Parking lots may also be screened with decorative walls
- ◆ Underground or screened roof parking is encouraged
- ◆ Use pedestrian-oriented, shielded/dark-sky lighting in parking areas
- ◆ Use textured, grass pavers, porous pavers, or permeable paving in parking lots for stormwater management:

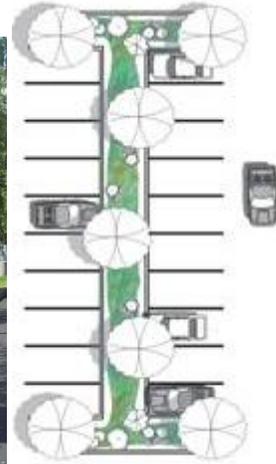


- ◆ Use low walls, box hedges, trees, and/or hedges at least 3 feet in height in planter strips at least 5 feet wide to screen vehicle headlights and parking lot expanses:



- ◆ A minimum of 10% of the total surface area of all parking areas, as measured around the perimeter of all parking spaces and maneuvering areas, should be landscaped
- ◆ All parking areas with more than 20 spaces should include landscape islands with trees to break up the parking area into rows of not more than 10-12 contiguous parking spaces:





Preferred

SCREENING

- ◆ Screen all ground level utilities, HVACS, transformers, mechanical equipment, utility vaults, propane tanks, dumpster/trash bins, etc with:
 - ★ A decorative wall (i.e., masonry or similar quality material), trellises, lattices, and/or climbing vines



- ★ Evergreen hedge/ landscaping on all sides
- ◆ Avoid placement of mechanical equipment where noise would be offensive
- ◆ Locate screened areas away from the street
- ◆ Rooftop mechanical structures should be screened and not visible from any visible public right-of-way. Screening structures should be compatible with the overall building design and may include the following elements:
 - ★ Parapets as tall as the tallest part of the equipment:



Source: Google Maps

- ★ By incorporating an architectural screen around all sides of the equipment:



15



- ★ By setting the equipment back from the building edge with a setback of at least 3 feet for every 10 foot of building height

OUTDOOR SEATING / PLAZAS / COURTYARDS / PUBLIC SPACES

- ◆ Incorporate courtyards / public plazas/outdoor seating areas into developments in places receiving high pedestrian use, such as areas between building segments
- ◆ Consider the following elements when designing public spaces:
 - ★ Incorporate at the front or side of buildings, as long as they are visible from the street:



- ★ Ensure that the public area has trash cans, tables, pedestrian-scaled lighting, street trees, bike racks, planter boxes, weather protection umbrellas/awnings etc:



- ★ Use distinctive paving or tiling in the public area
- ★ Provide planter boxes or public art that also functions as seating (e.g., fountains, sculptures)
- ◆ Encourage vending carts for streetscape ambiance

STORMWATER MANAGEMENT

- ◆ Minimize stormwater runoff
 - ★ Incorporate rain gardens and other stormwater management designs into developments
 - ★ Use multi-functional bioswales/water retention planters in lieu of more conventional curb and gutters to eliminate waters/flows onto public rights-of-way and abutting property
 - ★ Grade sidewalks to drain to bioretention areas
 - ★ Use native landscaping (trees, shrubs) in lieu of lawns:



- ★ Incorporate rainwater harvesting designs/cisterns
- ★ Incorporate green roofs into designs

LIGHTING

- ◆ Use luminaries with shielding to direct light downward and avoid glare that limits visibility from off site locations and light spill onto areas off building site:



- ◆ Use the minimum amount of wattage and coverage needed to address lighting needs
- ◆ Limit light pole heights to approximately fifteen feet
- ◆ Illuminate signs and buildings with shielded spotlights or uplights
- ◆ Incorporate decorative lighting such as wall sconces, pendants, gooseneck fixtures, or lighting recessed into awnings:



- ◆ Light building and display windows at night for streetscape ambiance and security
- ◆ Incorporate pedestrian bollard pathway lights into designs:



20



21

- ◆ If developments include streetlights, use lighting poles with banner brackets for community streetlight banners:

CORNERS

- ◆ Emphasize the corners of buildings with prominent, identifying architectural features and landmarks to emphasize corners as places with high levels of pedestrian activity and visual interest and variety. Options include:
 - ★ More windows with architectural details
 - ★ Increased building height or massing
 - ★ Turrets:

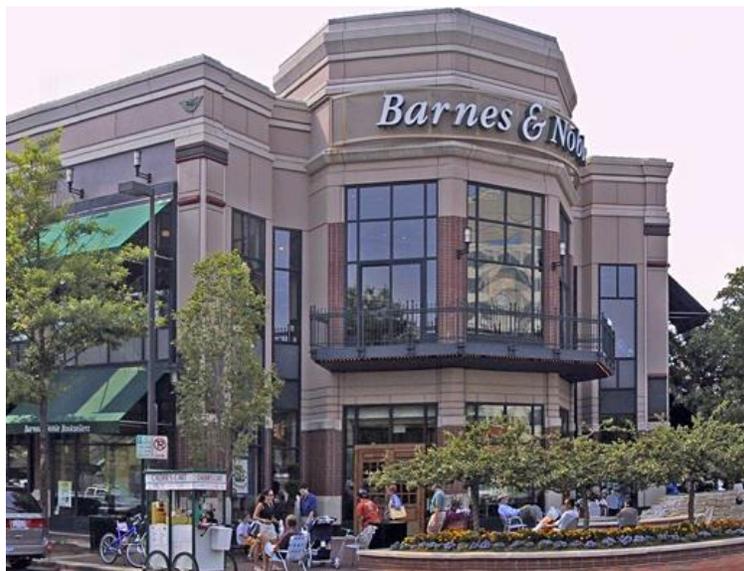


- ★ Cupolas & pitched roofs:



- ★ Special sidewalk pavers/tiles/brick
- ★ Arcades at the corner as a way of creating a semi-public zone

- ★ Public art, fountains, planters with seating, lighting, landscaping or other pedestrian improvements
- ★ Chamfered/rounded/notched corners (i.e., cut the building at a 45 degree angle) so the area operates as an extension of the sidewalk:



Chamfered corner with turret and plaza area



ROOF / ROOFLINES

- ◆ Various architectural options to consider in designs include:
 - ★ Varied parapet heights, cornices/fascias, and roof types (gable, shed, hip, pentroof, etc)



Source: City of North Plains



- ★ Choose appropriate roof materials: tile, concrete tiles, standing seam metal, wood shingles (The construction of pole buildings and buildings without foundations is strongly discouraged).
- ★ Light colors and reflective materials encouraged
- ★ Green roofs are encouraged

- ★ Detailing such as pediments, eave overhangs, brackets/rafter tails/corbels, and chimneys:



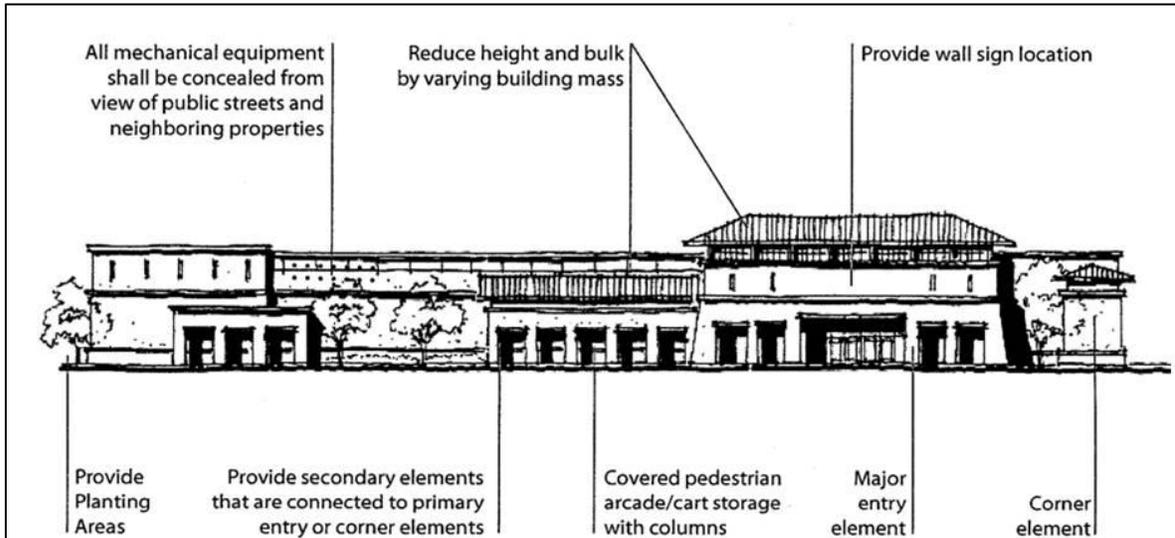
28



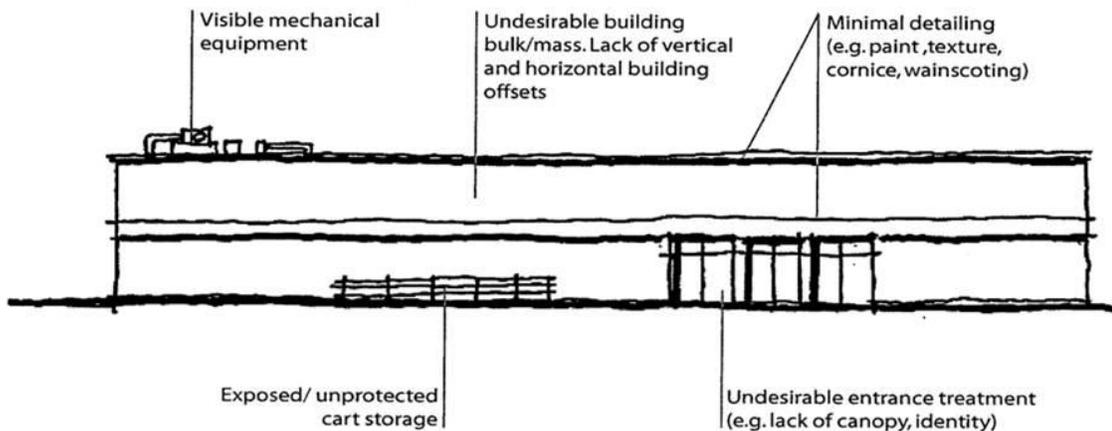
29

WALLS / EXTERIOR FINISH

- ◆ Design buildings to resemble a collection of smaller buildings with varied storefronts and distinctive entries. Provide size transitions between larger and smaller buildings. Large boxy structures are discouraged:



Large Commercial Massing-Preferred



Large Commercial Massing- Not Preferred

Source: Oregon Model Code, 2006

- ◆ Blank walls over 10 feet or more than 750 sf are discouraged. When unavoidable, divide the frontage into smaller components approximately 25-40 feet or planes of 500 square feet through:

- ★ Screening trees and landscaping, pilasters, trellises, canopies/awnings, and/or lattices with landscaping to make the facades more attractive
- ★ Changes in massing, form, surfacing textures
- ★ Incorporating features like offsets in elevation and/or window placements, recesses, and projections
- ★ Providing distinctive entrances with elements such as trellises ,
- ★ Pergolas/arbors:



- ★ Incorporating pedestrian-scaled lighting (e.g., wall-mounted lighting, or up-lighting)
- ★ Incorporating other design elements such as pilasters, varied cornice caps/rooflines, trim, art/medallions, etc



Varied storefronts and architectural features; rooftop mechanical equipment is fully screened behind rooflines and parapets.

- ◆ Choose at least 2-3 of these various architectural options in wall designs (avoid blank walls):
 - ★ Belt courses/strings:



- ★ Decorative wall cladding
- ★ Decorative ornaments/moldings
- ★ Inset panel
- ★ Murals
- ★ Patterned brickwork:



★ Trellises/lattices /climbing vines:



32

Source, left: City of North Plains

★ Columns/ pilasters & column caps:



33



34

- ◆ All buildings (regardless of height or number of stories) should have a clear and distinct base, middle and top to break up vertical mass. Base, middles, and tops are distinguished with elements such as bulkheads, sills, windows, lintels, changes in exterior materials and colors, cornices, and parapets
- ◆ Utilize high quality materials such as textured pre-cast concrete block, terra cotta, stone, tile, or brick
- ◆ The construction of pole buildings and buildings without foundations is strongly discouraged in C2 zone:

35



WINDOWS

- ◆ Ground floor windows or window displays should be provided along at least 30-60% of the building's ground floor street-facing elevations:



- ◆ Choose at least 2-3 of these various window designs:
 - ★ Column/pilasters
 - ★ Bulkheads below display windows
 - ★ Decorative window trim/flashing/detailing (patterning, corbels, medallions, pediments, shutters, wainscoting, water tables)
 - ★ Dormers
 - ★ Lintels
 - ★ Projecting window sills
 - ★ Recessed/inset windows/window reveals
 - ★ Window mullions:



36

- ★ Window planter boxes
- ★ Divided light windows:



37



38

★ Transom/flanking/ clerestory windows



39

SIGNS

Refer to the Sign Chapter of the North *Plains Zoning & Development Ordinance*

C - 2 CITATIONS

- ¹http://www.boreecanvas.com/jax-commercial-awning-install_4_2971836601.jpg
- ²<http://www.windows-blinds.net/wp-content/uploads/2011/04/Commercial-Awnings.jpg>
- ³<http://www.windowtreatments-ideas.com/wp-content/uploads/2011/09/Awnings-Commercial.jpg>
- ⁴http://farm6.staticflickr.com/5208/5303960113_86b3c39d67.jpg
- ⁵http://www.flower-mound.com/masterplan/pix/urbandesign/2011/12_Roofs%20and%20Parapets/12_2_b_Complies.jpg
- ⁶<http://blogs.walkerart.org/design/files/2008/10/1833eaaa.jpg>
- ⁷<http://petworth.wpengine.netdna-cdn.com/wp-content/uploads/2012/04/DC-USA-Best-Buy.jpg>
- ⁸<http://www.hotgardens.net/Retaining%20wall%20Indian%20Hawthorne%20pittosporum.JPG>
- ⁹<http://www.public.asu.edu/~camartin/plants/Plant%20html%20files/Antigonon%20leptopus%20wall%20hedge.jpg>
- ¹⁰ <http://texasengineer.design.officelive.com/images/2011-05-15%20rain%20barrel%200001crop.jpg>
- ¹¹http://www.codepublishing.com/wa/edgewood/html/images/1895030_35.jpg
- ¹²<http://neighborhoodnursery.com/page/2/>
- ¹³http://www.codepublishing.com/wa/edgewood/html/images/1895030_13.jpg
- ¹⁴http://qcode.us/codes/southpasadena/qcode_files/image031.jpg
- ¹⁵ <http://concreteflooringss.com/wp-content/uploads/2012/01/Concrete-Grass-Pavers.jpg>¹¹<http://cityscapesinc.com/images/SB-2crop.jpg>
- ¹⁶<http://www.sunsetlighting.net/wp-content/uploads/2011/12/Parking-lot-lights-Fixtures.jpg>
- ¹⁷http://cdn2b.examiner.com/sites/default/files/styles/image_full_width/hash/fa/7e/fa7ebb58414a7129adofac9d7e4c491c.jpg
- ¹⁸http://farm5.staticflickr.com/4108/5145792798_9a92be9fb6.jpg
- ¹⁹<http://www.firmitas-arch.com/firmitasimgs/commercial/ROSE%20RANCH%20FOR%20AIA%201.jpg>
- ²⁰http://www.fsindustries.com/more_info/gander_mountain_bollard_with_lighting_model_tf6084/images/bollard_with_light.jpg
- ²¹<http://blog.outdoorlights.com/Portals/71553/images//commercial-building-blue-sk.jpg>
- ²²http://www.bathsavings.com/images/2011/new_hometown/Bath-Savings-South-Portland-Lit-Cupola-1.jpg
- ²³<http://www.pennlandcontractors.com/images/commercialbuilding-2.jpg>
- ²⁴ <http://www.constructionmagnet.com/wp-content/uploads/BOY2.jpg>

- ²⁵http://farm3.staticflickr.com/2042/2513076093_983eb20e59_o.jpg
- ²⁶http://raisethehammer.org/static/images/big_box_urban_design.jpg
- ²⁷http://farm3.static.flickr.com/2062/2330730244_5486df312d.jpg
- ²⁸http://www.cohnconstruction.com/projects/inlet-pediatrics/640px_4cbo309-ob2d-4bea-acf5-66324ab2fd12.jpg
- ²⁹<http://lundincole.com/portfolio/images/retail/albertsons-lakegrove.jpg>
- ³⁰<http://www.patiocover.us/wp-content/gallery/commercial-pictures/pc050017.jpg>
- ³¹<http://northfieldconstruction.net/wp-content/uploads/legacy//Lakeville%20Liq%205.jpg>
- ³²<http://www.apartmenttherapy.com/ol-images/chicago/uploads/2006-06-07-storefront.JPG>
- ³³http://www.strombergarchitectural.com/images/stories/applications/columns_commercial.jpg
- ³⁴http://www.wadco.com/wp-content/plugins/dynpicwatermark/DynPicWaterMark_ImageViewer.php?path=2011/09/65-C03E56A2.jpg
- ³⁵ http://97.74.214.73/projects/polebarn/residential/img/carter_res2.jpg
- ³⁶http://api.ning.com/files/1NUTI*ng6hSf8yt4gXF*KuuwWLQ5gT3ZHt6gUVOJlqGq5eAsG1bPVjUh-xJr8NANharzJ85E6J5iEcaOWjtJy75tIfB7ARXE/vons2.jpg
- ³⁷<http://blogs.walkerart.org/design/files/2008/10/1833eaaa.jpg>
- ³⁸http://2.bp.blogspot.com/-bxQkA7FpWlM/T3ciEu5vl_I/AAAAAAAAACU/Ff5EQKvE7tc/s1600/chase-blue-led-wall-lighting.JPG
- ³⁹<http://www.nrel.gov/data/pix/Jpegs/09201.jpg>



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: February 24, 2015
To: Mayor and City Council
From: City Manager Martha DeBry
Subject: Golf Carts on Public Streets

Request: Council consider if it wants to have a policy on golf cart use on public streets.

Background: The Council has reviewed this question from time to time, but has not adopted a position on the use of golf carts.

Traditionally residents driving rented golf carts during events and festivals is a common site. A few residents own golf carts, and use them for errands. Typically the police do not cite residents for the use of the vehicles, or enforce rules such as licensing.

Golf carts that are low speed vehicles under Federal law are entitled to drive on public streets.

Conventionally golf carts, which travel at less than 20 mph are typically exempt from regulation and lack the same safety features as low speed vehicles. Communities within 2 miles of a golf course can allow carts on the streets, provided they are used primarily as transit to and from a golf course.

Samples of ordinances and comments from other Oregon communities is included in the packet.

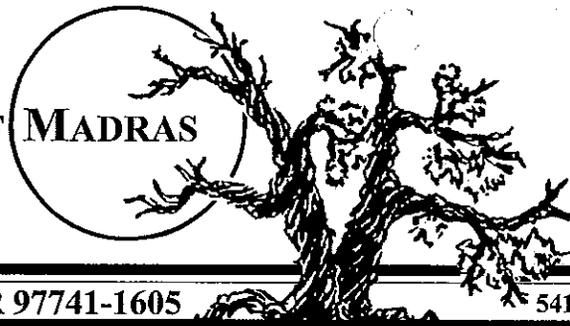
The report included in Council's report was from September 2012. A list serve request to gather more data was sent out to City Managers across the state, and that information was shared with Council.

In October the disputes regarding the Elephant Garlic Festival became the most urgent matters before Council, and the issue of golf carts lost its momentum.

Fiscal Impact: The City can adopt a policy or ordinance to more clearly state the parameters of golf cart use, or can continue as it has in the past.

Environmental Issues: Use of golf carts typically replaces the use of vehicles and may have less environmental impact on the air.

Recommendation: Council discuss if it wants to proceed with a golf cart policy or ordinance.



PROCLAMATION

**SUPPORTING ALTERNATE TRANSPORTATION INCLUDING LOW-SPEED
ELECTRIC VEHICLES**

WHEREAS: the City of Madras has adopted a Transportation System Plan that requires the City to consider all modes of transportation; and

WHEREAS: it is the policy of the City to consider all modes of transportation, avoid principal reliance on any one mode of transportation, and minimize adverse social, economic, and environmental impacts and costs and conserve energy; and

WHEREAS: the City has committed to supporting walking and bicycling as alternate transportation that meets these goals; and

WHEREAS: the State of Oregon also allows the use of licensed, street legal, low-speed vehicles on certain roads when driven by a licensed driver; and

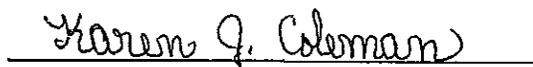
WHEREAS: an electrically powered, low-speed vehicle does not emit green house gases, helps to reduce our nation's dependence on imported oil, can result in cost saving for residents of Madras, provides our residents with additional transportation options and addresses City goals and policies.

**NOW,
THEREFORE:** be it hereby proclaimed to one and all, by the City Council of the City of Madras, that from this time forward the City recognizes and endorses the use of low-speed electric vehicles that are otherwise permitted by state law.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Madras on September 14, 2010 and authorized by Mayor Melanie Widmer on that same date.


Melanie Widmer, Mayor

ATTEST:


Karen J. Coleman, City Recorder

COUNCIL

MEETS SECOND & FOURTH TUESDAY EACH MONTH

The City of Madras is an Equal Opportunity Provider

ORDINANCE 09-03

AN ORDINANCE RELATING TO THE USE OF GOLF CARTS/ LOW SPEED VEHICLES ON PUBLIC STREETS WITHIN THE CITY OF MANZANITA

WHEREAS, ORS 820.210(3) states “Notwithstanding any provision of the vehicle code relating to vehicle equipment and condition, upon designation of a portion of a highway becoming effective under an ordinance adopted under ORS 810.070, it shall be lawful to drive golf carts, low speed vehicles and electric cars on highways/roadways within city limits so designated in accordance with the rules and regulations prescribed by the local authority”; ORS 810.070(3) states “...The rules may establish speed limits and other operating standards but shall not require that golf carts conform with the vehicle equipment laws under the vehicle code.” ; and,

WHEREAS, the City of Manzanita wishes to allow and establish rules and regulations for the use of golf carts and/or low speed electric vehicles on its City streets and/or County Roads within the city limits as may be practical and where the combined operation of said vehicles and regular vehicle traffic can be accomplished safely;

THE CITY OF MANZANITA DOES ORDAIN AS FOLLOWS:

Section 1. Definitions. The following words and phrases, as used herein, shall have the following meanings:

- A. City Official. City Manager or anyone designated by the City Manager.
- B. Golf Cart. A motor vehicle that has not less than three (3) wheels in contact with the ground, that has an unladen weight of less than one thousand eight hundred (1,800) pounds, that is designed to be and is operated at not more than twenty-five (25) miles per hour and that is designed to carry not more than four (4) persons, including the driver.
- C. Electric Vehicle. Any self-propelled electrically powered motor vehicle to which all of the following apply:
 1. The vehicle is emission free.
 2. The vehicle has at least four (4) wheels in contact with the ground.
 3. The vehicle complies with the definition and standards for low speed vehicles set forth in the Federal Motor Vehicle Standard No. 500 (49 CFR 571.3(b) and 49 CFR 571.500, respectively).
- D. Low-Speed Vehicle (Slow Moving Vehicle). A four-wheeled motor vehicle with a maximum speed of not more than 25 miles per hour, generally electric powered , and meeting Federal Motor Vehicle Safety Standard No. 500 (49 CFR 571.500), which in part requires low-speed vehicles to be equipped with headlamps, stop lamps, turn signal lamps, tail lamps, reflex reflectors, parking brakes, rearview mirrors, windshields, seatbelts and vehicle identification numbers.
- E. Minor. Any individual under the age of eighteen who has a restricted driver’s license.
- F. Operator. Any person who has a valid driver’s license or instruction permit.

Section 2. Golf Carts/Low Speed Vehicles permitted. A person may operate a golf cart, low speed vehicle or electric vehicle on public streets within the City limits, subject to the rules and regulations specified in Section 3 of this Ordinance.

Section 3. Rules & Regulations.

- A. Title and Registration. Oregon Law states that low-speed vehicles (golf carts or electric vehicles) are exempt from Title and Registration requirements.
- B. Driver's License. The operator of a low-speed vehicle (golf cart or electric vehicle) must possess on his/her person a valid driver's license or instruction permit. Residents of other states who drive vehicles in Oregon must be at least 16 years of age and have a valid out-of-state driver license, **or** be at least 15 years of age and have a valid out-of-state instruction permit. Out-of state instruction permit holders must abide by the same restrictions as persons with an Oregon instruction permit.
- C. Speed Limit Restrictions. A golf cart and/or low speed vehicle may not travel on any road or street that has a speed limit in excess of 30 miles per hour.
- D. Passengers. A golf cart and/or low speed electric vehicle may only carry the number of passengers for which it is designed, including the driver.
- E. Towing. A golf cart and/or low speed electric vehicle may not tow any trailer, golf cart or other non-motorized piece of equipment.
- F. Mandatory Insurance. Drivers are required by Oregon insurance law to insure their vehicles. The minimum liability coverage for Bodily Injury and Property Damage in Oregon is:
 - \$25,000 per person, \$50,000 per accident for bodily injury to others, and \$10,000 per accident for damage to the property of others. State law also requires every motor vehicle liability policy to provide:
 - Personal Injury Protection – \$15,000 per person for reasonable and necessary expenses one year after an accident, for medical, dental, and other services needed due to the accident.
 - Uninsured Motorist Coverage – \$25,000 per person; \$50,000 per accident for bodily injury.
- G. Required Equipment. Golf Carts, low-speed and electric vehicles operating at dusk or night shall be equipped with two headlamps, at least one stop lamp, turn signal lamps, and tail lamp.

Section 4. Liability for Damage. Any person who causes personal injury or who damages or causes to be damaged any property, whether publicly or privately owned, shall be liable for such damage. The liability shall extend to the parents or legal guardians in the event of a minor being in violation of this Ordinance.

Section 5. Parental or Guardian Responsibility.

- A. The parent, legal guardian or person with legal responsibility for the safety and welfare of a minor, hereinafter "supervisor," shall have the legal responsibility for the actions of such minor which are in violation of any provision of this Ordinance occurring on public streets, roadways or property.
- B. It shall be a defense to the charge of failure to supervise if:

1. The offense occurred in the presence of the supervisor; and
 2. The supervisor took reasonable steps to control the action of the minor or reported the action to the appropriate authorities.
- C. In addition to any fine or penalty imposed pursuant to this Ordinance, the Court may order the supervisor to pay restitution to the City or victim, if any, of the minor's unlawful conduct.

Section 6. Penalties. All State and Federal traffic laws will apply to the operation of a golf cart, low speed or electric vehicle and traffic citations may be issued as with regular vehicular violations with the same penalties imposed.

Section 7. Severability. The separate provisions of this Ordinance are hereby declared to be independent from one another; and if any cause, sentence, paragraph, section or part of this Ordinance shall for any reason be adjudged invalid by any court of competent jurisdiction, all remaining parts shall remain in full force and effect.

PASSED FIRST READING by the Council this 4th day of February , 2009.

PASSED SECOND READING by the Council this 4th day of March, 2009.

APPROVED by the Mayor this 4th day of March, 2009.

Garry R. Bullard, Mayor

ATTEST:

Jerald P. Taylor, City Manager/Recorder

TITLE VII: TRAFFIC CODE

Chapter

- 70. RECREATIONAL VEHICLES**
- 71. TRAFFIC REGULATIONS**
- 72. PARKING SCHEDULES**

Union - Traffic Code

CHAPTER 70: RECREATIONAL VEHICLES

Section

All-Terrain Vehicles; Operation and Conveyance

- 70.01 Title
- 70.02 Purpose
- 70.03 Authority
- 70.04 Application
- 70.05 Definitions
- 70.06 Operation and vehicle requirements
- 70.07 Routes

ALL-TERRAIN VEHICLES; OPERATION AND CONVEYANCE

§ 70.01 TITLE.

This subchapter may be cited as the “ City of Union ATV, Golf Cart and Nonconforming Vehicle Ordinance”, “ ATV Ordinance” or “ Ord. 477”.
(Ord. 477, passed 1-14-2002)

§ 70.02 PURPOSE.

The purpose for establishing an ordinance regulating all-terrain vehicles, golf carts and other nonconforming vehicles is to allow these types of vehicles to legally and safely operate on streets and roads open to the public within the city limits of Union, where these types of vehicles are not otherwise legally authorized to be operated.
(Ord. 477, passed 1-14-2002)

§ 70.03 AUTHORITY.

(A) The authority to establish an ordinance regulating ATVs, golf carts and other nonconforming vehicles used in the pursuit of normal daily activities, work, pleasure and recreation inside the city limits of Union, is granted pursuant to O.R.S. 801.040(3), consistent with the requirements of O.R.S. 821.150 to 821.292.

(B) When Oregon Revised Statutes or Oregon Administrative Rules relating to the operation of all-terrain vehicles, golf carts and other nonconforming vehicles are enacted, amended or repealed, mandatory state laws and rules shall apply from the time they are effective and shall be amended into this subchapter at the earliest possible time.

(Ord. 477, passed 1-14-2002)

§ 70.04 APPLICATION.

This subchapter shall apply to the operation of all-terrain vehicles, golf carts and nonconforming vehicles over the improved and unimproved rights-of-way of public streets within the City of Union.

(Ord. 477, passed 1-14-2002)

§ 70.05 DEFINITIONS.

For the purpose of this subchapter, the following definitions shall apply unless the context indicates or requires a different meaning.

CLASS I ALL-TERRAIN VEHICLE (ATV). A motorized, off-highway recreational vehicle 50 inches or less in width with a dry weight of 800 pounds or less that travels on three or more low pressure tires, has a saddle or seat for the operator and is designed for or capable of cross-country travel on or immediately over land, water, sand, snow, ice, marsh, swampland or other natural terrain.

CLASS II ALL-TERRAIN VEHICLE (ATV). Any motor vehicle that weighs more than a Class I all-terrain vehicle and less than 8,000 pounds, is designed for or capable of cross-country travel on or immediately over land, water, sand, snow, ice marsh swampland or other natural terrain, and is actually operated on a highway.

GOLF CART. A vehicle that has not less than three wheels in contact with the ground, an unloaded weight of less than 1,300 pounds, and is designed and intended to carry golf equipment and not more than two persons, including the driver, and is operated at not more than 15 mph.

NEIGHBORHOOD ELECTRIC VEHICLE (NEV). Any four-wheeled electric vehicle designed with a top speed of not more than 25 mph, the weight and dimensions of which are similar to a golf cart.

NONCONFORMING VEHICLE. Nonconforming vehicles consist of implements of husbandry, such as farm tractors and farm machinery, riding lawn mowers or any equipment used to maintain or care for animals or vegetation.

SNOWMOBILE. A vehicle capable of traveling over snow and ice, using as a means of propulsion an endless belt tread or cleats, a combination of treads and cleats or similar means of contact with the surface upon which the vehicle is operated, and that is steered wholly, or in part by skis or sled-type runners, and which cannot be registered with the state as anything other than a snowmobile. (Ord. 477, passed 1-14-2002)

§ 70.06 OPERATION AND VEHICLE REQUIREMENTS.

(A) All-terrain vehicles (ATVs), golf carts, neighborhood electric vehicles (NEVs) and nonconforming vehicles may be operated on all streets and roads within the City of Union, that are open to the public, except that the vehicles may not travel on any state highway within the city other than to cross the highway. Snowmobiles are not authorized to be operated on public streets within the city limits, except on officially designated routes established by resolution of the City Council.

(B) ATVs, golf carts and NEVs may only be operated on public streets by licensed drivers, 16 years of age or older. Nonconforming vehicles may be operated by drivers 12 years of age or older without a license.

(C) ATVs must comply with all safety equipment requirements, including sound emissions under O.R.S. 821.030, and with all general motor vehicle operation regulations and rules of the road pursuant to O.R.S. Chapter 811, and general operation pursuant to O.R.S. Chapter 815, with the exception of seatbelt requirements under O.R.S. 815.055 and windshield wiper requirements under O.R.S. 815.215.

(D) Class I and Class II ATVs, must meet one of the financial responsibility requirements under O.R.S. 806.060.

(E) Golf carts, NEVs and other nonconforming vehicles are not required to meet any of the financial responsibility requirements under O.R.S. 806.060. (Ord. 477, passed 1-14-2002)

§ 70.07 ROUTES.

Any public street or highway within the City of Union' s city limits is open to the vehicles covered under this subchapter, except as expressly prohibited. The City Council may designate specific routes of travel by resolution for any or all types of vehicles governed by this subchapter, at a later date. (Ord. 477, passed 1-14-2002)

Union - Traffic Code

CHAPTER 71: TRAFFIC REGULATIONS

Section

General Provisions

- 71.001 Short title
- 71.002 Applicability of state traffic laws
- 71.003 Definitions

Administration

- 71.020 Powers of the Council
- 71.021 Delegation of powers
- 71.022 Public danger
- 71.023 Standards
- 71.024 Authority of law enforcement and fire officers
- 71.025 Clinging to vehicles
- 71.026 Sleds on streets
- 71.027 Damaging roads, sidewalks and curbs
- 71.028 Obstructing streets
- 71.029 Hazards to public
- 71.030 Prohibited uses of streets and alleys
- 71.031 Parallel parking and angle parking
- 71.032 Prohibited parking and standing
- 71.033 Storage
- 71.034 Use of loading zone
- 71.035 Action by law enforcement
- 71.036 Standing or parking of buses and taxicabs
- 71.037 Restricted use of bus and taxicab stands
- 71.038 Extension of parking time
- 71.039 Unnecessary noise
- 71.040 Exemption

Bicycles

- 71.055 Bicycle operating rules
- 71.056 Impounding of bicycles

Union - Traffic Code***Pedestrians***

- 71.070 Use of sidewalks
- 71.071 Pedestrians must use crosswalks
- 71.072 Right angles
- 71.073 Obedience to traffic lights, bridge and railroad signals

Processions

- 71.090 Funeral processions and parades

Parking Citations and Owner Responsibility

- 71.105 Citation on illegally parked vehicle
- 71.106 Failure to comply with traffic citation attached to parked vehicle
- 71.107 Owner responsibility
- 71.108 Registered owner presumption

Impoundment and Penalties

- 71.125 Impoundment of vehicles

Editor' s Note:

Ord. 424, passed 11-19-1990, which amends current code §§ 71.002, 71.032, 71.055 and 71.070, was ratified, affirmed and re-adopted by Ord. 498, passed 12-12-2005.

GENERAL PROVISIONS**§ 71.001 SHORT TITLE.**

This chapter may be cited as the “ Union Uniform Traffic Ordinance”.
(Ord. 523, passed 9-13-2010)

§ 71.002 APPLICABILITY OF STATE TRAFFIC LAWS.

Violation of provisions in O.R.S. Chapters 802, 803, 805, 806, 807, 809, 810, 811, 814, 815, 816, 818, 819, 820, 823 and O.R.S. Chapters 153 and 649.080, as now or hereafter constituted, shall be an offense against the city.
(Ord. 378, passed 3-11-1985; Ord. 424, passed 11-19-1990; Ord. 523, passed 9-13-2010)

§ 71.003 DEFINITIONS.

(A) For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ABANDONED VEHICLES. Vehicles left unoccupied, unclaimed, damaged, or dismantled condition on the street right of way or alleys of the city or on any other public or private property within the city.

BUS STOP. A space on the edge of a roadway designated by sign for use by buses loading or unloading passengers.

DISCARDED VEHICLES. Any vehicle which does not have lawfully affixed thereto an unexpired license plate and is in one or more of the following conditions: inoperative, wrecked, dismantled, partially dismantled, abandoned, junked. **DISCARDED VEHICLES** may be deemed to include major parts thereof, including but not limited to, bodies, engines, transmissions and rear ends.

HOLIDAY. New Year’s Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day and any other day proclaimed by the Council to be a holiday.

LOADING ZONE. A space on the edge of a roadway designated by sign for the purpose of loading or unloading passengers or materials during specified hours of specified days.

MOTOR VEHICLE. Every vehicle that is self propelled, including tractors, fork lift trucks, motorcycles, road building equipment, street cleaning equipment and any other vehicle capable of moving under its own power, notwithstanding that the vehicle may be exempt from licensing under the motor vehicle laws of Oregon.

PARK or PARKING. The standing of a vehicle, whether occupied or not, otherwise than temporarily for the purpose of and while actually engaged in loading or unloading property or passengers.

PEDESTRIAN. Any person afoot or confined to a wheelchair.

PERSON. A natural person, firm, partnership, association or corporation.

RIGHT-OF-WAY. The area between the edge of the traffic lane and the boundary of the adjacent private property.

STAND or STANDING. The halting of a vehicle, whether occupied or not, otherwise than temporarily, for the purpose of and while actually engaged in receiving or discharging passengers.

STOP. Complete cessation from movement.

STREET and OTHER PROPERTY OPEN TO PUBLIC TRAVEL.

(a) **OTHER PROPERTY OPEN TO PUBLIC TRAVEL.** Property, whether publicly or privately owned and whether publicly or privately maintained, upon which the public operates motor vehicles either by express or implied invitation, other than streets as defined above, and excepting public school property, county property or property under the jurisdiction of the State Board of Higher Education. Property open to public travel shall include but not be limited to parking lots, service station lots, shopping center and supermarket parking lots and other access ways and parking areas open to general vehicular traffic, whether or not periodically closed to public use.

(b) **STREET.** As defined in the ordinance and the O.R.S. Chapters incorporated by reference herein, includes alleys, sidewalks, right-of-way, parking areas and access ways owned or maintained by the city.

TAXICAB STAND. A space on the edge of a roadway designated by sign for use by taxicabs.

TRAFFIC CONTROL DEVICE. A device to direct vehicular or pedestrian traffic and parking, including but not limited to a sign, signaling mechanism, barricade, button or street or curb marking installed by the city or other authority.

TRAFFIC LANE. That area of the roadway used for the movement of a single line of traffic.

TRAILER. A towed devise.

TRUCK TRACTOR. A motor vehicle designed and used primarily for drawing other vehicles and used primarily for drawing other vehicles and constructed so as not to carry any load other than a part of the weigh of the vehicle or load, or both, as drawn, as defined in O.R.S. 801.575.

TRUCK TRAILER. Any trailer designed and used primarily for carrying loads other than passengers whether designed as a balance trailer, pole trailer, semi-trailer or self-supporting trailer as defined in O.R.S. 801.580.

VEHICLE. Means any device, including animal drawn, in, upon, or by which any person or property is or may be transported upon any road, street, highway or parking lot.

(B) As used in this chapter, the singular includes the plural, and the masculine includes the feminine.

(Ord. 378, passed 3-11-1985; Ord. 523, passed 9-13-2010)

ADMINISTRATION

§ 71.020 POWERS OF THE COUNCIL.

(A) Subject to state laws, the City Council shall exercise all municipal traffic authority for the city, except those powers specifically and expressly delegated herein or by another ordinance.

(B) The powers of the Council shall include but not be limited to:

- (1) Designation of through streets;
- (2) Designation of one-way streets;
- (3) Designation of truck routes;
- (4) Designation of city owned or leased lots, right-of-way or property on which public parking will be permitted;
- (5) Designation of parking meter zones;
- (6) Restriction of the use of certain streets by any class or kind of vehicle to protect the streets from damage;
- (7) Authorization of greater maximum weights or lengths for vehicles using city streets than specified by state law;
- (8) Initiation of proceedings to change speed zones; and
- (9) Revision of speed limits in parks.

(C) The City Council shall, by resolution:

- (1) Install traffic control devices to implement this chapter and other traffic control measures. The installations shall be based on the standards contained in the *Oregon Manual on Uniform Traffic Control Devices for Streets and Highways*;
- (2) Establish remove or alter the following classes of traffic controls:
 - (a) Crosswalks, safety zones and traffic lanes;

(b) Intersection channelization and areas where drivers of vehicles shall not make right, left or U-turns, and the time when the prohibition applies; and

(c) Parking areas and time limitations, including the form of permissible parking (e.g., parallel or diagonal).

(3) Issue parking permit for oversize or overweight vehicle permits;

(4) Establish, maintain, remove or alter traffic control signals;

(5) Establish, maintain, remove or alter loading zones and stops for all vehicles;

(6) Designate certain streets as bridle paths and prohibit horses and animals on other streets;
and

(7) Temporarily block or close streets.

(Ord. 523, passed 9-13-2010)

§ 71.021 DELEGATION OF POWERS.

(A) The City Council may delegate powers set forth in § 71.020 at its discretion. Duties exercised thereafter by law enforcement or his or her designate shall be reported to the Council at the regular meeting immediately following their implementation, and the Council may reject or modify the action.

(B) This reporting requirement may be dispensed with when the Council so orders.

(Ord. 523, passed 9-13-2010)

§ 71.022 PUBLIC DANGER.

Under conditions constituting a danger to the public, law enforcement or his or her designate may install temporary control devices deemed by him or her to be necessary.

(Ord. 523, passed 9-13-2010)

§ 71.023 STANDARDS.

The regulations of law enforcement or his or her designate shall be based upon:

(A) Traffic engineering principles and traffic investigations;

(B) Standards, limitations and rules promulgated by the State Highway Commission; and

(C) Other recognized traffic control standards.

(Ord. 523, passed 9-13-2010)

§ 71.024 AUTHORITY OF LAW ENFORCEMENT AND FIRE OFFICERS.

(A) It shall be the duty of law enforcement or his or her designate to enforce the provisions of this chapter.

(B) In the event of a fire or other public emergency, law enforcement and Fire Departments may direct traffic as conditions require, notwithstanding the provisions of this chapter.

(Ord. 523, passed 9-13-2010)

§ 71.025 CLINGING TO VEHICLES.

No person riding upon a bicycle, motorcycle, coaster, roller skates, sled or other device shall attach the device or himself or herself to a moving vehicle upon a street. Nor shall the operator of a vehicle upon a street knowingly allow a person riding on any of the above vehicles or devices to attach himself or herself, the vehicle or the device to his or her vehicle.

(Ord. 523, passed 9-13-2010) Penalty, see § 10.99

§ 71.026 SLEDS ON STREETS.

No person shall use the streets for traveling on downhill skis, toboggans, sleds, snowmobiles or similar devices, except where authorized.

(Ord 523, passed 9-13-2010) Penalty, see § 10.99

§ 71.027 DAMAGING ROADS, SIDEWALKS AND CURBS.

(A) The operator of a motor vehicle shall not drive upon a sidewalk or roadside planting strip except to cross at a permanent or temporary driveway.

(B) No unauthorized person shall place dirt, wood or other material in the gutter or space next to the curb of a street with the intention of using it as a driveway or parking pad without the inspection and consent of the city.

(C) No person shall remove a portion of a curb or move a motor vehicle or device moved by a motor vehicle upon a curb or sidewalk without first obtaining authorization and posting bond, if required. A person who causes damage shall be held responsible for the cost of repair.
(Ord. 523, passed 9-13-2010) Penalty, see § 10.99

§ 71.028 OBSTRUCTING STREETS.

(A) No unauthorized person shall obstruct the free movement of vehicles or pedestrians using the streets.

(B) No person shall park or stand a vehicle in such manner or location that it constitutes a hazard to public safety or an obstruction on the street.
(Ord. 523, passed 9-13-2010) Penalty, see § 10.99

§ 71.029 HAZARDS TO PUBLIC.

(A) A party to a vehicle accident or a person causing broken glass or other debris to be upon a street shall remove the glass and other debris from the street.

(B) No owner or person in charge of property shall allow to stand any dead or decaying tree that is a hazard to public or to persons or property on or near the property.

(C) No owner or person in charge of property shall allow overgrowth of trees, shrubbery, or any type of vegetation to encroach onto a street or sidewalk. In addition see clear vision standards Ordinance 337, section 4.020, codified as § 155.01, and Ordinance 521.

(D) No person shall deposit upon any street or public sidewalk any kind of rubbish, trash, debris, refuse or any substance that would mar the appearance, create a stench, create a fire hazard, detract from the cleanliness or safety of such street or sidewalk, or would be likely to injure a person, animal or vehicle traveling upon such street or sidewalk.

(E) It is the duty of an owner of land adjacent to the public right-of-way in the city to construct, reconstruct, repair, and keep right-of-way clear of leaves, ice, snow, and all other obstructions or hazards to the public which are reasonably removable on all sidewalks and driveways adjacent to the land.
(Ord. 523, passed 9-13-2010) Penalty, see § 10.99

§ 71.030 PROHIBITED USES OF STREETS AND ALLEYS.

No owner or person in charge of property abutting a street or alley shall allow, in the street or alley abutting his or her property:

(A) The growth of noxious weeds or grass over the height of ten inches;

(B) Trash, garbage or personal property to collect;

(C) Landscaping or planting of trees and shrubs; and

(D) Parking of loaded truck tractor and truck trailer, see § 71.032(A)(8).

(Ord. 385, passed 5-13-1985; Ord. 523, passed 9-13-2010) Penalty, see § 10.99

§ 71.031 PARALLEL PARKING AND ANGLE PARKING.

(A) In areas with curb and sidewalks, except in angle parking zones designated by resolution of the City Council, no person shall stand or park a vehicle in a street other than parallel with the edge of the roadway, headed in the direction of lawful traffic movement and with the curbside wheels of the vehicle within 12 inches of the edge of the curb or shoulder.

(B) In those areas designated angle parking zones, no vehicle shall be positioned so that it protrudes into the main-traveled portion of the roadway. In addition see clear vision standards Ordinance 337, section 4.020, codified as § 155.01, and Ordinance 521.

(Ord. 391, passed 2-10-1985; Ord. 523, passed 9-13-2010) Penalty, see § 10.99

§ 71.032 PROHIBITED PARKING AND STANDING.

(A) In addition to the provisions of O.R.S. Chapter 811 prohibiting parking, no person shall park or stand:

(1) A vehicle in an alley other than for the expeditious loading or unloading of persons or materials, but in no case for a period in excess of 30 consecutive minutes;

(2) A vehicle upon a parkway or freeway, except as authorized;

(3) A vehicle upon private property without the consent of the owner or persons in charge of the private property;

(4) Parking on a public street in a C-1 Commercial Zone for more than 24 consecutive hours;

(5) Parking on a public street in a Residential Zone for more than 72 consecutive hours;

(6) Vehicle in a manner such that the front of the vehicle is facing the oncoming traffic on the side of the street, avenue, parkway, freeway or highway;

Union - Traffic Code

(7) Within 15 feet of an intersection, except for highway 203 and 237 shall follow O.R.S. provisions; and

(8) No person shall drive a loaded truck tractor, truck trailer, or a combination of a truck tractor and a truck trailer as defined in this chapter, except:

(a) On Main Street (HWY 203 and 237) for up to 24 hours or when City Council has designated an alternative location;

(b) When the city street has been designated by resolution, as a truck route by the City Council, pursuant to this chapter;

(c) When the truck tractor and/or trailer combination is in the process of conducting business to a location that exists upon a city street that has not been designated as a truck route and then only by entering such streets at the intersection nearest the destination of the vehicle and leaving by the shortest route; or

(d) Operate or run an empty motor truck tractor, as defined by O.R.S. 801.355, on a street between the hours of 9:00 p.m. and 7:00 a.m. of the following day in front of or adjacent to a residence, motel, apartment house, hotel or other sleeping accommodation. There is a ten-minute time limit that a motor truck tractor can sit idled in these locations.

(B) No operator shall park and no owner shall allow a vehicle or trailer to be parked upon a street or right-of-way for the principal purpose of:

(1) Displaying the vehicle for sale;

(2) Repairing vehicle, except repairs necessitated by an emergency;

(3) Displaying advertising from the vehicle, except for painted, vinyl or magnetic signs on the body of the vehicle;

(4) Construction vehicles or trailers unless authorized during the pre-build application process;

(5) Selling merchandise from the vehicle, except when authorized or permitted;

(6) Living in, vacationing in, except when permitted;

(7) Storage, or as junk or dead storage, for more than 24 hours; and

(8) Discarded vehicles.

(Ord. 424, passed 11-19-1990; Ord. 523, passed 9-13-2010) Penalty, see § 10.99

§ 71.033 STORAGE.

(A) It is unlawful to store or permit the storing of a discarded vehicle upon any private property within the city unless the vehicle is completely enclosed within a building or fence, or unless it is in connection with a business enterprise dealing in junked vehicles lawfully conducted with the city. All vehicles will have sight securing from the right-of-way(s) and other private property.

(B) The open accumulation and storage of a discarded vehicle is found to create a condition tending to reduce the value of private property, to promote blight, deterioration and unsightliness, to invite plundering, to create fire hazards, to constitute an attractive nuisance creating a hazard to the health and safety of minors, to create a harborage for rodents and insects and to be injurious to the health, safety and general welfare. Therefore, the presence of a discarded vehicle on private or public property is declared to constitute a public nuisance, which may be abated in accordance with the provisions of the chapter.

(Ord. 523, passed 9-13-2010) Penalty, see § 10.99

§ 71.034 USE OF LOADING ZONE.

No person shall stand or park a vehicle for any purpose or length of time, other than for the expeditious loading or unloading of persons or materials, in a place designated as a loading zone when the hours applicable to that loading zone are in effect. In no case, when the hours applicable to the loading zone are in effect, shall the stop for loading and unloading of materials exceed the time limits posted. If no time limits are posted, then the use of the zone shall not exceed 30 minutes.

(Ord. 513, passed 9-13-2010) Penalty, see § 10.99

§ 71.035 ACTION BY LAW ENFORCEMENT.

Whenever a police officer shall find a motor vehicle parked unattended with the ignition key in the vehicle, the law enforcement is authorized to remove the key from the vehicle and deliver the key to the person in charge.

(Ord. 523, passed 9-13-2010)

§ 71.036 STANDING OR PARKING OF BUSES AND TAXICABS.

The operator of a bus or taxicab shall not stand or park the vehicle upon a street in a business district at a place other than a bus stop or taxicab stand, respectively; except that this provision shall not prevent the operator of a taxicab from temporarily stopping his or her vehicle outside a traffic lane while loading or unloading passengers.

(Ord. 523, passed 9-13-2010) Penalty, see § 10.99

§ 71.037 RESTRICTED USE OF BUS AND TAXICAB STANDS.

No person shall stand or park a vehicle other than a taxicab in a taxicab stand, or a bus in a bus stop; except that the operator of a passenger vehicle may temporarily stop for the purpose of and while actually engaged in loading or unloading passengers, when stopping does not interfere with a bus or taxicab waiting to enter or about to enter the restricted space.

(Ord. 523, passed 9-13-2010) Penalty, see § 10.99

§ 71.038 EXTENSION OF PARKING TIME.

Where maximum parking time limits are designated by sign, movement of a vehicle within a block shall not extend the time limits for parking.

(Ord. 523, passed 9-13-2010)

§ 71.039 UNNECESSARY NOISE.

No person shall drive a motor vehicle on a highway unless it is equipped with a muffler in good working order and in constant operation to prevent excessive or unusual noise and annoying smoke. No person shall operate, and no owner of any motor vehicle shall permit to be operated upon any public road, street or highway, any motor vehicle so as to cause any greater noise or sound than reasonably necessary for the proper operation of such motor vehicle.

(Ord. 523, passed 9-13-2010) Penalty, see § 10.99

§ 71.040 EXEMPTION.

The provisions of this subchapter regulating the parking or standing of vehicles shall not apply to a vehicle of the city, county, state or public utility while necessarily in use for construction or repair work on a street, or a vehicle owned by the United States while in use for the collection, transportation or delivery of mail.

(Ord. 523, passed 9-13-2010)

BICYCLES**§ 71.055 BICYCLE OPERATING RULES.**

In addition to the provisions of O.R.S. 814.400 through 814.480, a rider of a bicycle upon a street shall:

(A) Not ride upon a sidewalk within the city;

(B) Upon emerging from an alley, driveway or building shall yield the right-of-way to any pedestrians;

(C) On a two-way street, ride to the extreme right, except when preparing for a left turn. On a one-way street, ride to the extreme curbside of the traffic lane and with the direction of travel designated for that lane. If the curb lane is designated for a left turn or a right turn only, and the operator is not intending to turn, he or she shall operate in the through lane;

(D) Not operate a bicycle in a careless or reckless manner, which endangers or would be likely to endanger himself or herself, another or any property. Racing or trick riding shall be included in this offense; and

(E) Not leave a bicycle, except in a bicycle rack. If no rack is provided, he or she shall leave the bicycle so as not to obstruct any roadway, sidewalk, driveway or building entrance. Nor shall he or she leave the bicycle in violation of the provisions relating to the parking of motor vehicles.
(Ord. 424, passed 11-19-1990; Ord. 523, passed 9-13-2010) Penalty, see § 10.99

§ 71.056 IMPOUNDING OF BICYCLES.

(A) It shall be unlawful to leave a bicycle on private property without the consent of the person in charge or the owner thereof.

(B) A bicycle left on public property for a period in excess of 24 hours may be impounded by law enforcement.

(C) In addition to any citation issued, a bicycle parked in violation of this chapter may be immediately impounded by law enforcement.

(D) If a bicycle impounded under this chapter is licensed, or other means of determining its ownership exist, the police shall make reasonable efforts to notify the owner. An impounding fee will be charged to the owner. No impounding fee shall be charged to the owner of a stolen bicycle which has been impounded.

(E) A bicycle impounded under this chapter which remains unclaimed shall be disposed of in accordance with the city' s procedures for disposal of abandoned or lost personal property.
(Ord. 523, passed 9-13-2010) Penalty, see § 10.99

PEDESTRIANS**§ 71.070 USE OF SIDEWALKS.**

A pedestrian shall not use a roadway for travel when a sidewalk is available.
(Ord. 424, passed 11-19-1990; Ord. 523, passed 9-13-2010) Penalty, see § 10.99

Statutory reference:

Similar provisions, see O.R.S. Chapter 814

§ 71.071 PEDESTRIANS MUST USE CROSSWALKS.

No pedestrian shall cross a street other than within a crosswalk as described by O.R.S. 801.220.
(Ord. 523, passed 9-13-2010) Penalty, see § 10.99

§ 71.072 RIGHT ANGLES.

A pedestrian shall cross a street at a right angle, unless crossing within a crosswalk.
(Ord. 523, passed 9-13-2010)

§ 71.073 OBEDIENCE TO TRAFFIC LIGHTS, BRIDGE AND RAILROAD SIGNALS.

(A) At an intersection where a pedestrian control light is in operation, no pedestrian shall start to cross the street except when the walk signal is illuminated. Where only vehicle control lights are in operation, no pedestrian shall start to cross the street except when the green light is illuminated.

(B) No pedestrian shall enter or remain upon a railroad grade crossing, an operable bridge or the approach thereto, beyond a crossing gate or barrier, after an operation signal indication has been given.

(C) No pedestrian shall pass through, around, over or under a crossing gate or barrier at a railroad grade crossing or bridge while the gate or barrier is closed or is being opened or closed.
(Ord. 523, passed 9-13-2010) Penalty, see § 10.99

PROCESSIONS

§ 71.090 FUNERAL PROCESSIONS AND PARADES.

(A) A permit shall not be required to conduct a funeral procession.

(B) The procession shall proceed to the place of interment by the most direct route which is both legal and practicable.

(C) The procession shall be accompanied by adequate escort vehicles for traffic control purposes.

(D) All motor vehicles in the procession shall be operated with their lights turned on.

(E) No person shall unreasonably interfere with a funeral procession.

(F) No person shall operate a vehicle that is not a part of the procession between the vehicles of a funeral procession.

(G) Parades on any city street are required to have a certificate of insurance by a certified agency. A copy of the certificate will be provided to the city prior to the event.

(H) Parades on Main Street - Highway 203 or 237 are required to have an Oregon Department of Transportation permit. ODOT permits will be provided to the city prior to the event.
(Ord. 523, passed 9-13-2010) Penalty, see § 10.99

PARKING CITATIONS AND OWNER RESPONSIBILITY

§ 71.105 CITATION ON ILLEGALLY PARKED VEHICLE.

Whenever a vehicle without an operator is found parked in violation of a restriction imposed by this chapter, the officer finding the vehicle shall take its license number and any other information displayed on the vehicle which may identify its owner, and shall conspicuously affix to the vehicle a traffic citation for the operator to answer to the charge against him or her or pay the penalty imposed within 72 hours during the hours and at a place specified in the citation.

(Ord. 378, passed 3-11-1985; Ord. 523, passed 9-13-2010)

§ 71.106 FAILURE TO COMPLY WITH TRAFFIC CITATION ATTACHED TO PARKED VEHICLE.

If the operator does not respond to a traffic citation affixed to the vehicle within a period of five days, the City Recorder may send to the owner of the vehicle to which the traffic citation was affixed a letter, informing him or her of the violation and warning him or her that, in the event that the letter is disregarded for a period of five days, a warrant for his or her arrest will be issued.

(Ord. 523, passed 9-13-2010)

§ 71.107 OWNER RESPONSIBILITY.

The owner of a vehicle placed in violation of a parking restriction shall be responsible for the offense, except where the use of the vehicle was secured by the operator without the owner's consent.

(Ord. 523, passed 9-13-2010)

§ 71.108 REGISTERED OWNER PRESUMPTION.

In a prosecution of a vehicle owner, charging a violation of a restriction on parking, proof that the vehicle at the time of the violation was registered to the defendant shall constitute a presumption that he or she was then the owner in fact.

(Ord. 523, passed 9-13-2010)

IMPOUNDMENT AND PENALTIES**§ 71.125 IMPOUNDMENT OF VEHICLES.**

(A) Whenever a vehicle is placed in a manner or location that constitutes an obstruction to traffic or a hazard to public safety, law enforcement shall order the owner or operator of the vehicle to remove it. If the vehicle is unattended, the officer may cause the vehicle to be towed and stored at the owner's expense. The owner shall be liable for the costs of towing and storing, notwithstanding that the vehicle was parked by another, or that the vehicle was initially parked in a safe manner but subsequently became an obstruction or hazard.

(B) The disposition of a vehicle towed and stored under authority of this section shall be in accordance with the provisions relating to impoundment and disposition of vehicles abandoned on the city streets.

(C) The impoundment of a vehicle will not preclude the issuance of a citation for violation of a provision of this chapter.

(D) Stolen vehicles may be towed from public or private property and stored at the expense of the vehicle owner.

(E) Whenever a law enforcement observes a vehicle parked in violation of a provision of this chapter, if the vehicle has four or more unpaid parking violations outstanding against it, the officer may, in addition to issuing a citation, cause the vehicle to be impounded. A vehicle so impounded shall not be released until all outstanding fines and charges have been paid. Vehicles impounded under authority of this section shall be disposed of in the same manner as provided in division (B) above.

(Ord. 523, passed 9-13-2010)

20D

Union - Traffic Code

CHAPTER 72: PARKING SCHEDULES

Schedule

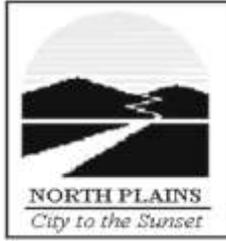
I. Restriction

SCHEDULE I: RESTRICTION.

<i>Parking</i>		
<i>Ord./Res. No.</i>	<i>Date of Enactment</i>	<i>Restriction</i>
205	5-4-1939	Main Street restriction: limit of 14 feet from curb except as marked
266	7-10-1967	West side Main Street, first space south of Beakman Street intersection, 20 minute limit
Res. 85-9	7-8-1985	Temporary no parking zone; north side of East Delta from Benson Street to EOLS grounds; as declared by Chief of Police

(Ord. 295, passed 10-21-1974)

Union - Traffic Code



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: September 21, 2012
To: City Council
From: City Manager Martha DeBry
Subject: Discussion of use of golf carts on City streets

Request: Council consider permitting use of golf carts on City streets.

Background: Mayor Hatcher requested that staff review the feasibility of permitting the use of golf carts on City streets on a regular basis. Each year during the Garlic Festival carts are regularly used to move people to and from the event. North Plains also has a supplier of golf carts in our community.

ORS 820.210(3) states "Notwithstanding any provision of the vehicle code relating to vehicle equipment and condition, upon designation of a portion of a highway becoming effective under an ordinance adopted under ORS 810.070, it shall be lawful to drive golf carts, low speed vehicles and electric cars on highways/roadways within city limits so designated in accordance with the rules and regulations prescribed by the local authority";

ORS 810.070(3) states "...The rules may establish speed limits and other operating standards but shall not require that golf carts conform with the vehicle equipment laws under the vehicle code." ; and,

Thus the City can establish rules for allowing golf carts to be used in town. The City of Manzanita Oregon established a simple set of such rules in 2009, and a copy of their ordinance is attached.

Generally golf carts travel at speeds less than 20 mph and are exempt from many of the conditions of passenger vehicles. Carts that exceed 20 mph are considered low speed vehicles under Federal law and must have appropriate safety features like windshields, turn signals, and lights. Neighbor electric vehicles are typically in this class. Electric cars are very diverse and range in quality from vehicles like golf carts up to full-size vehicles.

Fiscal Impact: Permitting golf carts would have no fiscal impact on the City. The use of lighter vehicles may slightly reduce the wear on streets caused by vehicle travel. The City's insurer has not indicated that allowing golf carts represents any special liability for the City.

Environmental Impact: Allowing the use of vehicles like golf carts and electric vehicles may result in lower carbon emissions if they replace the use of traditional vehicles.

Recommendation: No recommendation the item is for discussion only.



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: February 24, 2015
To: Mayor and City Council
From: City Manager Martha DeBry
Subject: Radon Kit Availability

Request: Council consider if it wants to offer radon kits locally.

Background: After smoking, radon is the top cause of lung cancer in the United States; it's responsible for about 21,000 deaths a year, according to the [Environmental Protection Agency](#). Overexposure is symptom free, and once you're exposed, there's no treatment. Detecting radon and mitigating the problem is relatively easy, and within the financial means of most property owners.

Radon is measured in pico Curies per liter (pCi/L); 1.3 is considered the national average indoor level. Although 4 pCi/L is the recommended EPA action level, the agency also suggests that property owners consider remediation at a level between 2 and 4 pCi/L.

The State of Oregon Public Health Division recommends that all residences be tested for radon regardless of the risk level assigned to the home's geographic location.

The data recently presented in [Map of Portland Metro Area Radon Risk Levels \(pdf\)](#) and [Table of Radon Risk Levels in Oregon by Zip Code \(pdf\)](#) was compiled by the Oregon Public Health Division. It contains both long-term radon tests (more than 90 days) and short-term radon tests (2-90 days) that have been conducted primarily by homeowners. Indoor radon concentrations can be influenced by weather, season, geology, type of construction and heating, ventilation and air conditioning systems. Therefore, radon levels may not be consistent among a group of homes, even those next door to each other. The maps and table provided by the State should not be used to substitute for radon testing of an individual home.

Since the publication of the Radon Risk map North Plains has placed numerous announcements on facebook, its website and newsletter advising of the local risk and the need for testing.

Within the City no vendors sell radon kits. Radon kits are offered at stores such as Target, Lowe's or Home Depot and range in price from \$12-\$15. They can also be obtained online from the American Lung Association and Amazon.

Staff is presenting this item to ask Council if it would like to keep a small stock of kits (5-10) and make them available to residents from City Hall. A display at City Hall or the Library may encourage more residents to test for radon.

Another question is if the City should offer to provide a limited number of kits (20-40) to home-owners who identify themselves as having financial hardships.

Fiscal Impact: The City can acquire kits and sell them at cost for roughly \$15 a kit. If the City provides kits to persons who identify themselves as having financial hardships, those funds will not be recovered.

Environmental Issues: Radon is a harmful naturally occurring gas that can affect the health of residents locally.

Recommendation: Council provide direction if a small number of kits should be made available locally

Note: Additional information on testing, measurement services or mitigation contractors can be obtained from the Oregon Public Health Division, Radon Information Line (971) 673-0440.



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: February 26, 2015
To: Mayor and City Council
From: City Manager Martha DeBry
Subject: 2015-2016 Council Goals

Request: Council continue their discussion and develop a preliminary list of goals for the 2015/16 fiscal year.

Background: Periodically the Council should evaluate its goals both in the long-term and the short-term. Setting goals for the next fiscal year enables staff to allocate resources and the budget can be tailored to align with the goals of the Council. Council began a discussion at the February 17, 2015 Council meeting. The following list was compiled of possible goals after which each Councilor prioritized their top choices.

- Signage in town—Develop signs for Glencoe / Commercial to direct traffic to downtown (David, Butch, Sherrie, Scott)
- Façade improvement program for businesses to encourage revitalization (Teri, Sherrie, Scott)
- Sidewalk Creation Program - Identify neighborhoods that need them and develop plan for implementation (Scott, Teri)
- Improve appearance of Van Dykes corrugated tin buildings, which may include mural(s) (Butch, David)
- More Police presence during the hours of 5-7 p.m. (David, Sherrie)

Other suggestions for goals that were discussed but not identified as high priorities by the Council:

- Neighborhood Watch-reorganized/renewed, up and running/Cert (Sherrie)
- Classes for the community-yoga, painting-after business hours (Sherrie)
- Revitalize downtown (Butch)
- Downtown Parking Lot (Teri)
- Glencoe Crosswalks-lights-Commercial at 311th and Commercial Street and Main-where is the largest pedestrian traffic (Teri)
- Glencoe Road / Railroad Crossing
- What to do regarding having teenage activities-outreach and do a survey 11-12 yrs and up to see what they would want in town. Get feedback from the kids. Give them something to do without having to go to Hillsboro or Forest Grove. Open up Jessie Mays more. A lot of kids live outside city limits-draw them in; Boys/Girls Club / work collaboratively with the School District; YMCA
- Continued search for a grocery store.
- Update Fee Schedule
- Walking Trails development with lighting

- Increase code enforcement
- More emergency preparedness
- Provide economic development-incentives

The Council concurred that the following ideas are ongoing goals requiring multi-year efforts. Some are underway already, so they did not rise to the top and include them in their annual goals:

- Comprehensive Plan update is underway
- Jessie Mays renovation is in process; with hiring of architect the next step.
- Pedestrian connectivity between east expansion development and North Plains proper is in the planning process.
- Water Source tower / Water tank location to be identified.

Fiscal Impact: Goals will determine how the budget is presented to Council, with greater resources directed to Council priorities.

Environmental Issues: No environmental issues are associated with this item.

Recommendation: Council determine its goals for the next fiscal year.



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: February 24, 2015
To: Mayor and City Council
From: City Manager Martha DeBry
Subject: Ordinance No. 424 regarding Parks Board membership

Request: Council consider if it would like to revise Municipal Code Sections 1.40.010 and 1.40.020.

Background: In January, City Council discussed Municipal Code section 1.40.020 which provides the definition for membership qualifications:

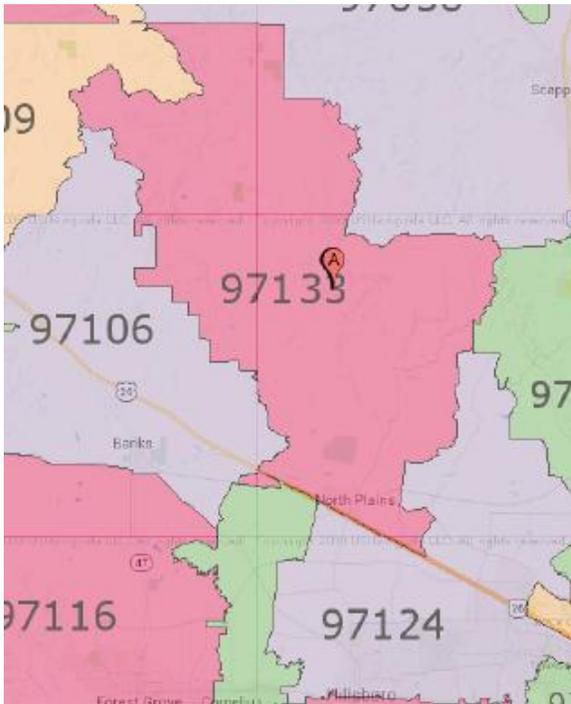
Qualifications for appointment to membership on the Parks Board include demonstration of positive interest in the development, operation and maintenance of public parks, open spaces and trails in North Plains and status as a resident or representative of a property or business owner within the city limits. The Board shall be comprised of at least one, but not more than two, city councilors and one, but not more than two Planning Commissioners.

Council provided direction that the definitions should be streamlined to allow persons who live in the 97133 zip code to participate on the board, provided no more 2 members resided outside the incorporated City limits.

Staff has prepared two versions of the revised ordinance:

- 1. Qualifications for appointment to membership on the Parks Board include demonstration of positive interest in the development, operation and maintenance of public parks, open spaces and trails in North Plains and status as a resident within 97133 zip code. The Board shall be comprised of at least one, but not more than two, city councilors, at least one, but not more than two Planning Commissioners, and no more than two persons who reside outside of the incorporated City limits.*

The second alternative allows persons in close proximity to North Plains but not in the 97133 to participate on the boards. Staff members noted that some reliable volunteers reside outside of 97133. For example residents south of Highway 26 would most likely be ineligible for membership.



2. *Qualifications for appointment to membership on the Parks Board include demonstration of positive interest in the development, operation and maintenance of public parks, open spaces and trails in North Plains and status as a resident within 7 miles of 31360 NW Commercial Street. The Board shall be comprised of at least one, but not more than two, city councilors, at least one, but not more than two Planning Commissioners, and no more than two persons who reside outside of the incorporated City limits.*

Council also suggested limiting the number of Board Members to no more than seven members. This change will be reflected in Municipal Code Section 1.40.010.

Fiscal Impact: This item has no fiscal impact.

Environmental Issues: No environmental issues are associated with this item.

Recommendation: Read, for the first time by title only, Ordinance No. 424 of the City Council of the City of North Plains, Oregon, amending the membership requirements and limit the number of Board Members to seven in Municipal Code Chapter 1.40 – Parks Board.

Sample Motion: I move to read Ordinance No. 424 by title only, for the first time with Option (1 or 2) incorporated into the text.

Attachments: Ordinance No. 424

ORDINANCE NO. 424

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON,
AMENDING MUNICIPAL CODE CHAPTER 1.40.10 and 1.40.20 REGARDING THE
PARKS BOARD**

WHEREAS, the City of North Plains appoints volunteers to the Parks Board, and

WHEREAS, the City Council wishes to clarify language regarding membership eligibility.

**THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON, ORDAINS AS
FOLLOWS:**

Section 1. The Municipal Code Section 1.40.10 shall be amended to read in its entirety:

1.40.010 Parks Board established.

The Parks Board shall be composed of seven members, to be appointed by the mayor with the consent of the city council, is hereby established. The Parks Board members shall appoint, at their first regular meeting, a chairperson and vice chairperson from their membership. The position of chairperson shall be selected each January for a one-year term.

Section 2. The Municipal Code Section 1.40.20 shall be amended to read in its entirety:

1. *Qualifications for appointment to membership on the Parks Board include demonstration of positive interest in the development, operation and maintenance of public parks, open spaces and trails in North Plains and status as a resident within 97133 zip code. The Board shall be comprised of at least one, but not more than two, city councilors, at least one, but not more than two Planning Commissioners, and no more than two persons who reside outside of the incorporated City limits.*

-OR-

2. *Qualifications for appointment to membership on the Parks Board include demonstration of positive interest in the development, operation and maintenance of public parks, open spaces and trails in North Plains and status as a resident within 7 miles of 31360 NW Commercial Street. The Board shall be comprised of at least one, but not more than two, city councilors, at least one, but not more than two Planning Commissioners, and no more than two persons who reside outside of the incorporated City limits*

Section 3. Severability. If any provision of this Ordinance or its application to any person or circumstances is held to be unconstitutional or invalid for any reason, the remainder of this Ordinance or the application of the provisions to other persons or circumstances shall not be affected.

INTRODUCED on the 2nd day of March, 2015, **AND ADOPTED** this 16th day of March, 2015.

CITY OF NORTH PLAINS, OREGON

By: _____
David Hatcher, Mayor

ATTEST:

By: _____
Margaret L. Reh, City Recorder

March 2015 Council Calendar

Meeting	Primary	Alternate	Note	Date
City Council			7:00 p.m. at North Plains Senior Center	03/02
First Friday Flick at Jessie Mays Community Hall! Movie in the Hall			6:00 p.m.	03/06
Washington County Coordinating Committee (WCCC)	Hatcher	DeBry	2 nd Monday @ 12 noon	03/09
Planning Commission	Hatcher		2 nd Wednesday @ 7 p.m.	03/11
Washington County Office of Community Development Policy Advisory Board	Kindel	Lenahan	2 nd Thursday @ 7 p.m.	03/12
City Council			7:00 p.m. at North Plains Senior Center	03/16
Library Board	Whitehead		3 rd Wednesday @ 7:00	03/18
County Dance with DT & Country-Senior Center fundraiser			Saturday @ 7:30 p.m. at Jessie Mays	03/21
Metro Policy Advisory Committee (MPAC)	Hatcher	Lenahan	4 th Wednesday @ 5 p.m.	03/25
Parks Board			4 th Wednesday @ 6 p.m.	03/25
Steering Committee-Community Vision Process			Tuesday @ 6:30 at the Fire Station	03/31
Metropolitan Area Communications Commission (MACC)	Whitehead	Newton		