



# Oregon

John A. Kitzhaber, M.D., Governor

## Department of Land Conservation and Development

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January 28, 2011

Peter B. Truax, Mayor  
City of Forest Grove  
1924 Council Street  
PO Box 326  
Forest Grove, OR 97116-0326

Re: Approval of the City's request to amend Periodic Review Work Program (Approval Order 001786, dated April 15, 2010); Revised Approval Order 001800

Dear Mayor Truax,

I am pleased to inform you that the Department of Land Conservation and Development (DLCD) has approved Forest Grove's request (dated October 15, 2010 and as amended November 5, 2010) to modify the city's periodic review work program under the provisions of OAR 660-025-0170(1)(c) as follows:

- 1) Changes to the submittal dates for Periodic Review Work Tasks #1, 2, and 3; and
- 2) Refinement of the language that describes the approach for updating the city's 1993 local wetland inventory to be used in the Buildable Lands Inventory (based on a Goal 5 exemption request per OAR 660-023-0250(7) dated October 15, 2010 and the language suggested by the Department of State Lands and DLCD in the amended request dated November 5, 2010).

The revised and approved Periodic Review Work Program Summary dated January 28, 2011 is attached (amendments shown by ~~strikeout~~ and underline).

We enjoy working with your Community Development Department staff and appreciate the efforts of both city officials and staff on this project. If you have any questions or need further assistance please contact DLCD regional representative Anne Debbaut at 971.673.0965 or [anne.debbaut@state.or.us](mailto:anne.debbaut@state.or.us).

Respectfully,

Richard Whitman  
Director

Encl: Approved modified Periodic Review Work Program Summary, dated January 28, 2011

cc: Jon Holan, City of Forest Grove, Community Development Director (*email*)  
Dan Riordan, City of Forest Grove, Senior Planner (*email*)  
Brent Curtis, Planning Manager, Washington County (*email*)  
Robin McArthur, Planning & Development Director, Metro (*email*)  
Anne Debbaut, DLCD, Metro Regional Representative (*email*)  
Periodic Review Assistance Team, DLCD (*email*)  
DLCD files

# City of Forest Grove

## PERIODIC REVIEW WORK PROGRAM SUMMARY

### Revised Approval as of January 28, 2011

DLCD Periodic Review Team Leader	Anne Debbaut	Phone: 971.673.0965 Fax: 971.673.0911 Email: <a href="mailto:anne.debbaut@state.or.us">anne.debbaut@state.or.us</a>
City of Forest Grove Planning Director	John Holan	Phone: 503.992.3224 Fax: 503.992.3202 Email: <a href="mailto:jholan@forestgrove-or.gov">jholan@forestgrove-or.gov</a>
City of Forest Gove Project Manager	Dan Riordan	Phone: 503.992.3226 Fax: 503.992.3202 Email: <a href="mailto:driordan@forestgrove-or.gov">driordan@forestgrove-or.gov</a>
Washington County Planning Director	Brent Curtis	Phone: 503.846.3519 Fax: 503.846.4412 Email: <a href="mailto:brent_curtis@co.washington.or.us">brent_curtis@co.washington.or.us</a>

Work Program Approved by DLCD:	April 15, 2010	Order 001786
Work Program Revised Approval by DLCD:	<b>January 28, 2011</b>	<b>Order 001800</b>
Final Work Program Completion Date:	April 15, 2013	Order 001786
<b>Final Work Program Revised Completion Date:</b>	<b>April 15, 2013</b>	<b>Order 001800</b>

#### Work Program Task Completion Summarized:

T1, Letter recognizing Community Involvement Qtly. Report, 01.04.2011

**Major Work Tasks Subject to Public Notice and DLCD Review  
(See OAR 660-25-130 - submission of completed work task)**

Task #	Work Program Reference	Task Summaries and Product Descriptions	Submittal Date(s)
1	<b>CITIZEN INVOLVEMENT PROGRAM</b>	<p><b>Prepare and implement a Citizen Involvement Program:</b></p> <ol style="list-style-type: none"> <li>1. <b>Citizen Participation Strategy</b> consistent with Statewide Planning Goal 1;</li> <li>2. <b>Select Committee</b> for Citizen Involvement</li> </ol> <p><b>Products:</b> Reports on Citizen Involvement Committee and other public meetings on input received; Public information Report on content of public info materials and survey results.</p> <p><b>Products:</b> Quarterly Newsletters, surveys, focus group and Open Houses, internet communication, annual Town Meeting <b>(Open and Ongoing)</b></p>	<p><del>07/01/2010</del>  <b>10/31/2010</b>            First submittal. Then quarterly submittals thereafter until project completion.  <b>Rec'd Qtr Report</b>  <b>10/19/2010</b></p>
2	<b>HOUSING NEEDS AND BUILDABLE LANDS INVENTORY</b>	<p>Conduct a buildable lands inventory and needs analysis in conjunction with Task 3. Includes the following subtasks:</p> <ol style="list-style-type: none"> <li>1. <b>Examination</b> of adequate residential land according to OAR 660-08-000 and consistent with ORS 197.296 methodology.</li> <li>2. <b>Determine:</b> Amount of buildable land, residential land by type and density (20 year planning period); revise residential buildable lands inventory; address infill, redevelopment, slopes, floodplain, urban services, wetlands and soil limitations;</li> <li>3. <b>Draft</b> comprehensive plan and zoning maps as identified showing the need.</li> </ol> <p><b>Products:</b></p> <ol style="list-style-type: none"> <li>a. Report on data collection and trends, density and historical development</li> <li>b. <del>Report on wetland info to be used in the BLI and update Forest Grove's 1993 wetland inventory, confirm/update same wetlands in 2009 by using LIDAR imagery; add any new wetland data documented by Clean Water Services or DSL and assess locally significant wetlands using the DSL OFWAM checklist (On site field work will be kept to a minimum).</del></li> <li>b. <u>A report on the estimated location and extent of wetlands in Forest Grove based on: the city's 1993 LWI; DSL records of wetland delineations and determinations, removal/fill permits and mitigation sites since 1993; and Clean Water Services remote sensing data indicating wetland and vegetative corridor presence. The purpose of this work task is to improve the city's knowledge of lands that are constrained by wetlands and to enable the city to notify DSL of potential impacts to wetlands based on best available information.</u></li> </ol>	<p>Product a-c:  <del>09/01/2010</del>  <b>12/01/2010</b>            Product d:  <del>11/01/2010</del>  <b>12/01/2010</b></p>

Task #	Work Program Reference	Task Summaries and Product Descriptions	Submittal Date(s)
2	<b>HOUSING NEEDS AND BUILDABLE LANDS INVENTORY</b>	<p><b>Task 2 Products Continued</b></p> <p><b>c.</b> Final Residential Land Study (RLS) including a Buildable Lands Inventory and capacity analysis.</p> <p><b>d.</b> Complete Hearing-Ready Draft Goal 10 Element, including the RLS, assessment of needed Density, mix of housing and residential capacity analysis.</p>	
3	<b>ECONOMIC DEVELOPMENT AND BUILDABLE LANDS INVENTORY</b>	<p>Conduct a buildable lands inventory and needs analysis in conjunction with Task 2. Includes the following subtasks:</p> <ol style="list-style-type: none"> <li>1. <b>Examination</b> of adequate supply of commercial and industrial land according to OAR 660-009-0000.</li> <li>2. <b>Address</b> industrial and commercial land use needs projections; Determine the amount necessary to meet commercial and industrial needs;</li> <li>3. <b>Revise</b> commercial and industrial buildable lands inventory.</li> </ol> <p><b>Products:</b></p> <p><b>a.</b> Report on data collection and coordination with Metro, neighboring cities and Washington County.</p> <p><b>b.</b> Final Economic Opportunity Analysis meeting the requirements of OAR 660-09-0015.</p> <p><b>c.</b> Complete Hearing Ready Goal 9 Element, including the updated Economic Opportunities Analysis.</p>	<p>Products a - b</p> <p><u>07/30/2010</u></p> <p><u>9/30/2010</u></p> <p>Product c:</p> <p><u>08/30/2010</u></p> <p><u>11/30/2010</u></p>
4	<b>PUBLIC FACILITY PLAN AND URBAN SERVICES</b>	<p>Prepare a Public Facilities Plan conducting the following subtasks:</p> <ol style="list-style-type: none"> <li>1. <b>Address and inventory</b> sanitary sewer, water, storm drainage, and park facilities;</li> <li>2. <b>Identify</b> programmed and planned facilities, assess conditions, and develop evaluation alternative policy/implementation measures.</li> <li>3. <b>Develop</b> a Public Facilities Plan in accordance with Statewide Land Use Planning Goal 11 and OAR 660-011-0010-45. Revise cooperative and urban service agreements consistent with ORS 195 as appropriate.</li> </ol> <p><b>Products:</b></p> <p>Report addressing three technical memoranda described in the locally-adopted Periodic Review Work Program</p>	07/31/2011

Task #	Work Program Reference	Task Summaries and Product Descriptions	Submittal Date(s)
5	TRANSPORTATION	<p><b>Update the Transportation System Plan (TSP)</b> as necessary to comply with the Transportation Planning Rule (OAR 660-12-0000) and with the Regional Transportation Plan (RTP) using the following subtasks:</p> <ol style="list-style-type: none"> <li>1. <b>Identify</b> funded/unfunded projects</li> <li>2. <b>Incorporate</b> non-single occupant vehicle (SOV) mode share targets;</li> <li>3. <b>Considers and Adopt</b> additional actions as necessary to achieve these targets.</li> <li>4. <b>Advisory recommendation:</b> include greenhouse gas (GHG) emissions reduction and vehicle miles traveled (VMT) as evaluation criteria for selection of preferred development scenario.</li> </ol> <p><b>Products:</b>  <b>(1)</b> Maps showing identified transportation facilities; <b>(2)</b> two technical memoranda re: goals, vision, policy options and recommendations (see locally-adopted work plan)  <b>(3)</b> Updated TSP and implement comprehensive plan Goal 12 policies with new or revised amendments.</p>	12/31/2011
6	ALTERNATIVES ANALYSIS AND RECONCILIATION OF ANALYSIS FOR POLICY DECISIONS	<p><b>Develop and evaluate alternative development scenarios, concept plans and policies</b> conduct the subtasks below:</p> <ol style="list-style-type: none"> <li>1. <b>Model scenarios</b> and assess potential fiscal impacts using Community Viz (geographic information system and analysis software).</li> <li>2. <b>Identify</b> alternative development scenarios and evaluation criteria; evaluate policy trade-offs, model alternatives to assess fiscal impacts with Community Viz, finalize preferred development scenario, with approval of Metro.</li> </ol> <p><b>Products:</b>  Technical memoranda:  <b>(1)</b> Describing development scenarios and concept plans for analysis. <b>(2)</b> Identifying potential policy considerations and trade-offs. <b>(3)</b> Identifying evaluation criteria for public input. <b>(4)</b> Maps showing analysis results.</p>	04/30/2012

Task #	Work Program Reference	Task Summaries and Product Descriptions	Submittal Date(s)
7	<b>URBANIZATION</b>	<p><b>Prepare urbanization study based on the following factors:</b></p> <ol style="list-style-type: none"> <li>1. <b>Review</b> of existing growth management policies;</li> <li>2. <b>Evaluation</b> of alternative growth concept plans and performance measures, including measures for land inside the urban growth boundary that encourage the efficient land use and livable communities;</li> <li>3. <b>Identify</b> sufficient amounts of urbanizable land; and coordinate with Metro and Washington County on designation of potential urban reserves.</li> </ol> <p><b>Products:</b>  (1) Technical memorandum identifying urbanization goals, objectives, and policy options, consistent with Vision Statement (2) Concept plans for urbanizable lands within the existing urban growth boundary. (3) Technical memorandum identifying and evaluating growth management performance measures. (4) Technical memorandum summarizing amounts of urbanizable land within the urban growth boundary and ability to meet population, employment and other needs. (5) Revised Comprehensive Plan Policies and Revised Comprehensive Plan Map.</p>	Products 1-4 10/31/2012  Product 5 12/31/2012
8	<b>POPULATION FORECAST AND COORDINATION WITH METRO ELEMENT</b>	<p><b><u>Population and Coordination with Metro Element</u></b> as described in the following subtasks:</p> <ol style="list-style-type: none"> <li>1. <b>Final task</b>, and in conjunction with the finalization of the Economic and Housing elements, the city will coordinate with Metro to the extent necessary to obtain an allocation of both projected new jobs and dwelling units that are expected to be accommodated within the city limits.</li> <li>2. <b>Once available, twenty-year</b> forecasts for both employment and residential uses shall be “point” forecasts, that is, an absolute number as contrasted with a range forecast.</li> </ol> <p><b>Products:</b>  Revise Comprehensive Plan elements accordingly to account for the point forecast, as necessary.</p>	12/31/2012

Additional Comments:

Enclosed is the work program submitted by the City of Forest Grove. Please refer to the submittal for additional work task detail. The work program summary and the City's approved work program are jointly utilized to describe work task expectations.

The dates above are established for the City to submit completed work tasks to DLCD. Interested persons or agencies are advised to contact Daniel Riordan, Senior Planner, if you are uncertain as to how you will be notified and involved at the local level. The City will provide you with notice of public hearings of those work tasks affecting your agency. However, agencies and other interested persons are advised to monitor subtasks related to that work task, particularly the adoption of needed amendments to the comprehensive plan and land use regulations. LCDC rules requires that an objecting party participate at the local level orally or in writing during the local review process.

Federal and State Agencies, Special Districts, Affected Local Governments and Interest Groups Participating in Review:

Agency/ Interest Groups	Address	Tasks
<b>ERT Coordinator – Governor's Office</b>		<b>1-8</b>
Dept. of Fish and Wildlife (ODFW)	Patty Snow	4
Economic Development Dept. (EDD)	Paul Grove	2-3
Dept. of Transportation (ODOT)	Dick Reynolds	5
Dept. of Transportation (ODOT Region 1)	Lainie Smith	5
Dept. of Water Resources (WRD)	Bill Fujii	4
Dept. of Environmental Quality (DEQ)	Greg Aldrich	4
Housing and Community Services (HCS)	Rick Crager	2-3
Department of Human Services (DHS)	Tom Pattee	4
Metro	Christina Deffebach	1-8

Please contact Larry French at (503) 373-0050, extension 283 if you have questions or need additional forms.