



City of North Plains

Agenda

City Council - Regular Session Meeting
Monday, July 21, 2025 @ 6:00 PM
Jessie Mays Community Center
and also via ZOOM

Page

1. LOGIN INFORMATION TO ATTEND VIA ZOOM

2. WORK SESSION - 6:00 PM

WITH ECONOMIC DEVELOPMENT COMMISSION

6pm - 7pm

3. CALL TO ORDER

4. PLEDGE OF ALLEGIANCE

5. ROLL CALL

6. APPROVAL OF MINUTES:

7:05pm - 7:10pm

A. Approval of July 7, 2025 City Council Minutes

4 - 9

□ [07 - City Council - 07 Jul 2025 - Minutes](#)

B. Approval of June 16, 2025 City Council Minutes.

10 - 15

Confirmation from the City Attorney that the Mayor was legally present at the June 16, 2025, City Council meeting, but did not vote on any of the resolutions that were on the agenda, which is an abstention.

□ [06 - City Council - Regular Session - 16 Jun 2025 - Minutes](#)

7. PUBLIC COMMENT:

7:10pm - 7:20pm

Persons wishing to speak on matters not on the agenda may be recognized at this time. The public comment period is a limited public forum and comments are therefore appropriately limited to matters of City concern, official action, or other matters that may come before the City Council.

Written comment in advance of the meeting is welcome and should be emailed to info@northplains.gov. An individual or community group that wishes to provide public comment virtually must register with the City Recorder by 3:00 pm the day of the meeting and provide their name, address, email, phone, and a general topic.

8. BOARDS & COMMISSIONS QUARTERLY REPORTS
7:20pm - 7:25pm
 - A. Parks & Recreation Board Quarterly Report 16
 - [2025 2nd Qtr Parks & Rec Board report to Council](#)
9. STAFF REPORTS
7:25 pm - 7:40 pm
 - A. Library Department Monthly Report 17 - 18
 - [Staff Report - Library 2025-07](#)
 - B. Police Department Monthly Report 19 - 21
 - [Staff Report - NP Police 2025-07](#)
 - C. Public Works Monthly Report 22 - 24
 - [Staff Report - Public Works 2025-07-16](#)
 - D. Community Development Monthly Report 25 - 29
 - [Staff Report - Planning - July 2025](#)
 - [2025-07-21-NP City Council Update from 3JC](#)
10. NEW BUSINESS:
Item A - 7:40 pm - 7:45 pm
Item B - 7:45 pm - 8:15 pm
 - A. City Council booth at National Night Out July 31, 2025 30
 - [Agenda Memo - Council Booth Nat'l Night Out](#)
 - B. Res. No. 2318 - Accepting Resignation of Mayor Ariel Goodwin 31 - 40
Next steps in process
 - [Res. No. 2318 Mayor Vacancy Announcement - Staff Report 7.21.2025](#)
 - [Res. No. 2318 - Vacancy on Council with Exhibits A & B](#)
11. REPORTS
8:15 pm - 8:30 pm
 - A. City Manager Report 41 - 100
 - [ODOT TGM UGB Concept Planning Grant](#)
 - [B38908W1 1B-22 Executed TGM UGB Concept Plan](#)
 - [TgmOverviewSM-3J](#)
 - B. Council Reports
 - C. Review August 2025 Council Calendar 101 - 103
 - [2025 August Calendar of All Monthly Meetings](#)
 - [2025 Calendar of all NP City Meetings & Ex Officio duties v3](#)
 - [2025 Council Committee Appointments](#)
12. EXECUTIVE SESSION
 - A. ORS 192.660(2)(h) Legal Counsel 104 - 105
**Executive Sessions are CLOSED to the public*
 - [Executive Session Form & Script - 2025](#)
13. 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](tel:(503)647-5555)

**The following City Council Meetings are scheduled to be held at:
Jessie Mays Community Center - 30975 NW Hillcrest Street North Plains, OR**

The meetings will be held on the following dates at 7:00 p.m.:
Monday, August 4, 2025 Monday, August 18, 2025 *Tuesday, September 2, 2025*



MINUTES

City Council - Regular Session Meeting
Monday, July 7, 2025 7:00 PM
Jessie Mays Community Center
and also via Zoom

**COUNCIL
MEMBERS:**

Mayor Ariel Goodwin; Councilors: James Fage, Trista Papen, Aaron Dumbrow, Mandy Hagedorn, Michele McCall-Wallace, Katie Reding,

STAFF PRESENT:

City Manager Bill Reid, City Recorder Lori Lesmeister, Police Chief Nick Jones, Library Director Robin Doughty, Public Works Director Dustin Lueckenotte, Asst. Planner Rowan Maiorano, City Attorney Ashley Driscoll

OTHER:

1 LOGIN INFORMATION TO ATTEND VIA ZOOM

Join Zoom Meeting

<https://us02web.zoom.us/j/87198540084?pwd=ph8uyFNflU26EvKLC5QilyP1wVVXxr.1>

Meeting ID: 871 9854 0084

Passcode: 376806

2 CALL TO ORDER at 7:01pm

3 PLEDGE OF ALLEGIANCE

4 ROLL CALL

a)

Mayor Ariel Goodwin excused

Council President Aaron Dumbrow excused.

Nominates James Fage to run tonight's City Council Meeting Moved by Councilor Hagedorn. No second required. Motion was approved unanimously.

5 APPROVAL OF MINUTES:

7:05pm - 7:10pm

a) **Approval of June 16, 2025, City Council Minutes.**

Councilor McCall-Wallace moved that the mayor cannot abstain from votes, but the minutes from the June 16, 2025, minutes show her voting on the consent agenda and abstaining from all other votes. Councilor McCall-Wallace requests that this be corrected and the June 16, 2025, minutes be brought back for approval at the July 21, 2025, meeting. Moved by Councilor McCall-Wallace. Second by Councilor Hagedorn. Motion was approved unanimously.

6 PUBLIC COMMENT:

7:10pm - 7:20pm

Persons wishing to speak on matters not on the agenda may be recognized at this time. The public comment period is a limited public forum and comments are therefore appropriately limited to matters of City concern, official action, or other matters that may come before the City Council.

Written comment in advance of the meeting is welcome and should be emailed to info@northplains.gov. An individual or community group that wishes to provide public comment virtually must register with the City Recorder by 3:00 pm the day of the meeting and provide their name, address, email, phone, and a general topic.

- a) Emily Waldron - outside city limits, thanked the council for addressing term limits and restrictions for committees. She encouraged the council to discuss this issue earlier than fall, citing recent applications for library board and budget committee positions. Walden expressed concern about how the Relook Committee is discussed in council and planning committee meetings, stating that no official map or decision was made when the committee ended. She also mentioned the proposed parks district, suggesting that if implemented, taxpayers might want greater representation in city government and management of funds.
- b) Debbie VanDomelen - outside city limits, shared an incident from June 28th involving dust from farming activities during a birthday party at Sunset Ridge. She explained the challenges of balancing farming practices with neighboring residential areas and expressed frustration with increasing trespassers on their property.
- c) Ron Bunch discussed the May 15, 2025, joint city council planning commission meeting, focusing on the city's housing need analysis. He cautioned against exhibiting bias against affordable housing and emphasized the importance of considering the full range of housing needs for existing and future residents.
- d) Linda Galas-Merten, representing North Plains Strong Towns, questioned the purpose of the resolutions regarding meals, drinks, and gifts for elected officials, staff, and city employees. She asked about the rationale behind these resolutions, the process for introducing them, and the legal fees involved in drafting them. Galas-Merten recommended tabling the vote on these resolutions until all relevant questions have been addressed.
- e)

City Council - Regular Session Minutes
July 7, 2025

Don Weber, city resident submitted written comment regarding the recently approved 2025-27 budget, as well as transparency regarding the resolutions on tonight's agenda regarding food and beverages provided to elected officials, appointed officials, public officials and city staff.

7 RESOLUTIONS:

7:20pm - 8:00 pm

a) **Res. No. 2310 - Appointing new member to the North Plains Library Board**

Library Director Robin Doughty explained that the library board's chair, Tim Schallich, would present the recommendation. Mr. Schallich reported that there were four outstanding candidates for the library position, and the board was recommending Megan Pool for a full 4-year term.

Move to appoint Megan Poole to the North Plains Library Board for a 4-year term
Moved by Councilor Hagedorn. Second by Councilor McCall-Wallace. Motion was approved unanimously.

b) Resolutions 2311 - 2315:

City Attorney Ashley Driscoll explained that these resolutions were in response to a recent Oregon Government Ethics Commission (OGE) opinion clarifying that public bodies may not provide food and beverages to employees, elected officials, or appointed officials unless expressly included as part of their compensation package. She detailed the types of events and items covered by these policies and the process for approving them while managing conflicts of interest.

Each resolution was voted on separately, with affected councilors each stating a conflict of interest and abstaining from voting on their own compensation packages. All resolutions passed.

c) **Res. No. 2311 - Food & Beverage Policy for Mayor and Councilors Fage & Papen**

Motion for Res. No. 2311: To approve resolution 2311 for the purpose of establishing an official compensation package for the mayor and council positions 1 and 2 for food, beverages, and other city-related items.

Move to adopt Resolution No. 2311 Moved by Councilor Hagedorn. Second by Councilor McCall-Wallace. Motion was approved with the following vote: Councilors Hagedorn, McCall-Wallace, and Reding all voted aye. Councilors Fage and Papen both abstained.

d) **Res. No. 2312 - Food & Beverage Policy for Councilors McCall-Wallace and Dumbrow**

Motion for Res. No. 2312: To approve resolution 2312 for the purpose of establishing an official compensation package for council positions 3 and 4 for food, beverages, and other city-related items.

Move to approve Resolution No. 2312 Moved by Councilor Hagedorn. Second by Councilor Reding. Motion was approved with the following vote: Councilors Hagedorn, Reding, Fage and Papen all voted aye. Councilor McCall-Wallace

abstained.

e) **Res. No. 2313 Food & Beverage Policy for Councilors Hagedorn and Reding**

Motion for Res. No. 2313: To approve resolution 2313 for the purpose of establishing an official compensation package for council positions 3 and 4 for food, beverages, and other city-related items.

Move to approve Resolution No. 2313 Moved by Councilor Papen. Second by Councilor McCall-Wallace. Motion was approved with the following vote: Councilors Papen, McCall-Wallace and Fage all voted aye. Councilors Hagedorn and Reding both abstained.

f) **Res. No. 2314 - Food & Beverage Policy for Public Officials with Ex A**

Motion for Res. No. 2314: To approve resolution 2314 for the purpose of establishing an official compensation package for public officials for food, beverages, and other city-related items.

Move to adopt Resolution No. 2314 Moved by Councilor Hagedorn. Second by Councilor McCall-Wallace. Motion was approved unanimously.

g) **Res. No. 2315 - Food & Beverage Policy for City Employees with Ex A**

Motion for Res. No. 2315: To approve resolution 2315 for the purpose of establishing an official compensation package for city employees for food, beverages, and other city-related items.

Move to adopt Resolution No. 2315 Moved by Councilor McCall-Wallace. Second by Councilor Papen. Motion was approved unanimously.

h) **Res. No. 2316 - Updating FY25-26 Fee Schedule due to clerical error**

City Manager Bill Reid explained that due to an Excel error, four fees were accidentally omitted from the previously adopted fee schedule. The resolution would readopt the entire schedule, including the missing fees with a 2.1% increase consistent with CPI. The fees in question were for the Jesse Mays community pavilion rental, new water account application, reactivation of dormant accounts, and installation of new water meters.

Move to adopt Resolution No. 2316 Moved by Councilor Hagedorn. Second by Councilor McCall-Wallace. Motion was approved unanimously.

i) **Res. No. 2317 - Comcast Renewal Extension**

City Manager Bill Reid explained that the Metropolitan Area Communications Commission (MACC) is currently negotiating a new multi-year cable franchise agreement with Comcast. To allow negotiations to continue without interruption to service or revenue, MACC has requested all member cities approve a one-year extension of the existing agreement.

Move to adopt Resolution No. 2317 Moved by Councilor Reding. Second by Councilor McCall-Wallace. Motion was approved unanimously.

City Council - Regular Session Minutes
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8:00pm - 8:05pm

a) **Surety Bond**

City Manager Bill Reid presented the \$100,000 surety bond for the city manager position as requested by the council. Ashley Driscoll clarified details about the bond's coverage and transition provisions.

Move to approve present surety bond for the City Manager Moved by Councilor McCall-Wallace. Second by Councilor Hagedorn. Motion was approved unanimously.

9 NEW BUSINESS:

8:05pm - 8:20 pm

a) **Discussion - City Manager 6-month Review process**

City Attorney explained the process for the city manager's 6-month review. The council discussed the process for conducting the city manager's 6-month performance review. They agreed on the following timeline:

- By July 14th: Bill Reid to complete his self-evaluation
- July 14th: Evaluation packet (including self-evaluation, job description, and evaluation form) to be sent to council members
- July 21st: Council members to return completed evaluations to attorney Ashley Driscoll
- August 4th: Executive session to discuss evaluation results

10 REPORTS

8:20pm - 8:30pm

a) **City Manager Report**
CC Business Calendar

City Manager Bill Reid reported on the following items:

- A conversation with ODOT regarding the city's urban growth boundary concept planning grant.
- The EPA Brownfield grant work program progress.
- The city did not receive Oregon Lottery Bond funding for Brownfield remediation of the Glen opportunity area property.

b) **Council Reports**

Councilors reported on various meetings and events they attended, including:

- Library Board meeting
- Small Cities meeting hosted by Banks
- Fourth of July parade
- North Plains chapter of Strong Towns meeting
- Dances of India event at the library
- New business open house on Commercial Street

Councilor McCall Wallace raised concerns about misinformation being spread in the

City Council - Regular Session Minutes
July 7, 2025

community regarding the censure motion against the mayor. Councilor Reding said that she will provide an Oregon Historic Sites Results List to the City Recorder to share with the rest of the councilors. She found it to have some interesting information that many people may not know regarding the ages of some North Plains area buildings.

c) **Review July 2025 Council Calendar****11 ADJOURNMENT: at 9:08 pm**

Aaron Dumbrow, Council President

Lori Lesmeister, City Recorder

Date Approved _____

Memorandum

TO: North Plains City Council
 FROM: Ron Bunch
 RE: North Plains Housing Needs
 Date: July 7, 2025

The North Plains City Council is in the process of reconsidering its approach to growth. It and the Planning Commission reviewed the “Relook” process and related growth matters at a joint work session with the Planning Commission on May 15, 2025. Also at that meeting was 3-J Consulting, city staff, and staff from the Department of Land Conservation and Development (DLCD) and Oregon Department of Transportation (ODOT). This memo addresses staff’s erroneous interpretation of housing reporting requirements and clarifies current state housing legislation and administrative rules.

At the above work session there was discussion about what kind of housing need projection the city should use as the basis for future growth planning. Two options were discussed. One is the city’s 2022 housing needs analysis (HNA) which was adopted by the city but not accepted by DLCD. This HNA was done in conjunction with the voter rescinded urban growth boundary (UGB) proposal. Previously the city claimed that the HNA was a state requirement and used this claim as a justification to propose a large UGB expansion. This claim was not true. Only cities of 10,000 population or greater are required to do HNAs. North Plains’ population is only about 3,400 people.

Currently, the other option is for North Plains to use a process enacted by [HB 2001\(2023\)](#) intended to promote the production of housing accessible to people of varying incomes. Final [rulemaking](#) will be done by January 2026 and cities will have until January 2027 to adopt the program. North Plains like other jurisdictions has been assigned a 20-year housing capacity “target”; North Plains’ Housing Capacity Target (HCA) target is 724 units segmented by Median Family Income. This is on page 55 of the [Oregon Housing Needs Analysis Methodology](#).” (OHNA). The City’s 2022 HNA proposed about 775 housing units for approximately the same 20-year period.

DLCD staff at the May 15, 2024, joint meeting strongly encouraged the city to use the OHNA approach and wait until the final rules are in place to draft a Housing Capacity Analysis (HCA). Then the City could then apply it to a UGB expansion proposal after considering land efficiency measures inside the city. One reason is that it’s not known how much land the OHNA would require.

The joint Planning Commission and City Council discussion focused on using the original 2022 Housing Needs analysis (HNA.) One reason was concern that the OHNA would result in a different mix of residents’ incomes - a result that would accommodate more residents in a lower income bracket with higher density housing.

City staff comments at the meeting (paraphrased) were: “If the city goes with the OHNA Housing Capacity Analysis, it will have to do benchmark reporting and meet [density]

targets. This will affect concept planning.” The state will look very closely at what the city is doing -that you can reach those (density) objectives.

There are three things that this Council should consider going forward.

- 1) At the joint Planning Commission / City Council meeting there was expressed potential bias against higher density housing for people of lower or middle incomes
- 2) City staff have been misrepresenting OHNA/Housing Capacity requirements. The city would not be subject to benchmark reporting. The housing production targets are only required for cities with a population of 10,000 or greater.
- 3) Lastly, when doing concept planning to expand the UGB please consider the full range of housing needs of existing and future residents and ensure state land use laws and rules are accurately referenced.

67CCmeeting OHNAHCAI Issues final rb

From: [Don Weber](#)
To: [Lori Lesmeister](#)
Subject: Public Comment
Date: Monday, July 7, 2025 12:05:15 PM

Dear City Council

I have two issues of concern related to transparency. First as a Parks and Recreation Board member I was very excited to find that the 23-25 NP budget included "Hiring a part-time Parks and Recreation Coordinator". I was confused to find out that even though the position was in the budget the position was never filled.

The new NP budget has added more funds so that instead of part time a full time Parks and Rec Director can be hired. I was very upset to watch the discussion right before the budget was approved when the council discussed removing this position. The council is allowed to do that of course but they needed to take that recommendation back to the budget committee as Counselor Fage pointed out and allow for citizen comment. Bill Reid proposed the idea to leave it in the budget but just never hire the person. That is what had already occurred in 23-25. That budget idea to me is clearly not an ethical way of budgeting. As was pointed out by Counselor McCall-Wallace this new staff person had a very small budget impact since the half time position was already in the budget and the new full time person will replace the communications person who was in the previous budget for \$126,000.

Since the Parks and Rec person is still in the budget I would expect the position job description and job listing should come to the council in the next month and we can follow the budget with the hiring.

My second issue also concerns transparency and the right for public comment. Tonight's council meeting included numerous resolutions on allowing food, beverages and city pens to be given to the council, boards, commissions and city staff members. I would recommend tabling those decisions until an open discussion has taken place on this recommendation. As a parks board member I would favor the city not spend any funds on food or city pens for volunteers like myself.

Several years ago the council authorized a \$500 monthly stipend for the Mayor to cover expenses like gas. Does the current Mayor still receive the stipend and will it be continued?

Again I recommend these resolutions be tabled and an open discussion take place.

Thank you

Don Weber, NP resident

Sent from my iPhone



MINUTES

City Council - Regular Session Meeting
Monday, June 16, 2025 7:00 PM
Jessie Mays Community Center
and also via Zoom

**COUNCIL
MEMBERS:**

Mayor Ariel Goodwin; Councilors: James Fage, Trista Papen, Aaron Dumbrow, Mandy Hagedorn, Michele McCall-Wallace, Katie Reding,

STAFF PRESENT:

City Manager Bill Reid, City Recorder Lori Lesmeister, Police Chief Nick Jones, Library Director Robin Doughty, Public Works Director Dustin Lueckenotte, Asst. Planner Rowan Maiorano, City Attorney Ashley Driscoll

OTHER:

1 LOGIN INFORMATION TO ATTEND VIA ZOOM

Join Zoom Meeting

<https://us02web.zoom.us/j/89080993891?pwd=c3Ge7Pf5yIJ4UW3AsvV3RSov5WXYFp.1>
Meeting ID: 890 8099 3891
Passcode: 750696

Phone in (no internet)

253-215-8782
Meeting ID: 890 8099 3891
Passcode: 750696

2 CALL TO ORDER at 7:00 pm

Council President Aaron Dumbrow called the meeting to order at 7:00 pm

3 PLEDGE OF ALLEGIANCE

4 ROLL CALL

- a) Councilor James Fage attended via Zoom
Mayor Ariel Goodwin attended via Zoom but was unable to participate due to doctor's orders.

5 APPROVAL OF MINUTES:

7:05pm - 7:10pm

a) **Approval of June 2, 2025, City Council Minutes.**

Motion to approve the minutes of the June 2, 2025, City Council Meeting.

Moved by Councilor McCall-Wallace. Second by Councilor Reding.
Motion was approved unanimously.

6 PUBLIC COMMENT:

7:10pm - 7:20pm

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Written comment in advance of the meeting is welcome and should be emailed to info@northplains.gov. An individual or community group that wishes to provide public comment virtually must register with the City Recorder by 3:00 pm the day of the meeting and provide their name, address, email, phone, and a general topic.

- a) Staff received 14 public comment emails prior to the meeting.
- Pauline Rosado, a North Plains resident, spoke about the need for 4 police officers, especially for overnight coverage. She mentioned a recent incident involving a homeless man starting a fire near the Chevron station. Rosado expressed concern about the vulnerability of seniors and questioned the prioritization of parks over safety in the recent budget discussions.
- Mike Strom spoke about the need for decisive leadership in the city, particularly regarding growth and housing development. He urged the council to take charge and develop a plan before the end of the year to avoid having growth imposed from above through the Oregon Housing Needs Analysis. Strom emphasized the importance of representing citizens' interests and making North Plains strong.
- Lora Dexheimer, representing the North Plains Food Bank, informed the council that the food bank has been evicted from the senior center and requested assistance in finding a new location. She provided statistics on the number of people served by the food bank and emphasized the importance of keeping it in North Plains. Dexheimer asked if the city had any available buildings for temporary use.
- Linda Galas-Merten, representing the North Plains chapter of Strong Towns, submitted a written comment that she read aloud. The comment addressed continued concerns about the city manager and city recorder working without being bonded, and questioned the appropriateness of censuring the mayor for violating rules of decorum. Galas-Merten suggested that the council focus on addressing real issues affecting the community rather than infighting.
- Ron Bunch submitted a written comment that he read aloud. He shared his perspective as a public administrator with 40 years of experience, emphasizing that censure should be used as a last resort and only for provable violations of ethical or legal principles. Bunch recommended that the city council review and better define when and how censure is warranted.

7 STAFF REPORTS

7:20pm - 7:30pm

a) **Library Department Monthly Report**

Robin Doughty reported on the success of the library's ice cream social event, which was attended by a representative from WCCLS. She mentioned that community members were asked about their expectations for North Plains in the coming year, and their responses are displayed in the library. Doughty also noted that the summer reading program is going strong with many activities planned.

b) **Police Department Monthly Report**

Police Chief Nick Jones stated he had nothing to add to his written report and was open to questions. No questions were asked.

c) **Public Works Monthly Report**

The Public Works representative stated they had nothing to add to their written report and were open to questions. No questions were asked.

d) **Community Development Monthly Report**

Assistant Planner Rowan Maiorano reported an increase in code complaints, particularly regarding trees and industrial uses next to residential areas. They mentioned that staff is considering a tree policy or small code update to address some of the most important protections. Maiorano also provided an update on the new dog park in Sunset Ridge, stating that they are working with the HOA, residents, the city's legal team, Clean Water Services, and Hillsboro School District to understand the allowable uses and access to the property.

8 RESOLUTIONS:

7:30pm - 7:50pm

a) **Res. No. 2309 - Adopting a 2025-27 Biennial Budget**

City Manager Bill Reid presented Resolution 2309 for the adoption of the 2025-27 Biennial Budget. He explained that the budget committee had met four times and unanimously approved the budget with some revisions. Reid highlighted the budget committee's recommendation to explore sustainable funding for police services as the population grows.

Council members discussed concerns about approving the budget without up-to-date audits and the prioritization of new services. They also debated the addition of a program manager position versus a police officer. City Manager Reid clarified that the council would still need to approve a job description before any hiring could occur for the program manager position.

After discussion, the council reached a consensus to approve the budget while directing staff to develop a plan for a town hall meeting to discuss public safety funding options with the community.

Move to adopt Resolution 23-09 to adopt the 2025-2027 biennial budget and make appropriations with acknowledgment of the North Plains Budget Committee's 3 fiscal recommendations.

Moved by Councilor Fage. Second by Councilor McCall-Wallace.
Motion was approved with 6 aye votes and Mayor Goodwin abstaining.

b) **Res. No. 2304 - Levying 2025-26 ad valorem tax**

City Manager Bill Reid explained that Resolution 2304 would levy the same property tax rate as previous years, which is \$2.1712 per \$1,000 of taxable assessed value. This is the maximum rate allowed under Measure 50 but still a very low rate in the county.

Move to adopt Resolution 23-04 to declare a \$2.1712 per \$1,000 taxable assessed value ad valorem tax levy for fiscal year 2025-26.

Moved by Councilor Fage. Second by Councilor Hagedorn.
Motion was approved with 6 aye votes and Mayor Goodwin abstaining.

c) **Res. No. 2305 - Certifying State Revenue Sharing Qualifications**

City Manager Bill Reid explained that Resolution 2305 is required annually to declare that the city provides services that qualify it for state shared revenues.

Move to adopt Resolution 2305, certifying the provision of municipal services that establish the eligibility of the city of North Plains to receive shared revenues for fiscal year 2025-26.

Moved by Councilor Reding. Second by Councilor Papen.
Motion was approved with 6 aye votes and Mayor Goodwin abstaining.

d) **Res. No. 2306 - Declaring the City's Election to Receive State Shared Revenues**

City Manager Bill Reid explained that Resolution 2306 is the second part of the state shared revenue process, informing the state that the city will accept the shared revenues.

Move to adopt Resolution 2306 to select to receive state shared revenues for fiscal year 2025-26.

Moved by Councilor McCall-Wallace. Second by Councilor Reding.
Motion was approved with 6 aye votes and Mayor Goodwin abstaining.

e) **Res. No. 2307 - Adopting new Fee Schedule for FY25-26**

City Manager Bill Reid presented Resolution 2307 to adopt the updated fee schedule for FY 2025-26. He explained that most fees would increase by the CPI rate of 2.1%,

with some exceptions. Notable changes included a 4.15% increase in water usage rates to match the Joint Water Commission's wholesale rate increase, and an 8.3% increase in transportation-related fees as approved by Washington County.

Move to adopt Resolution 23-07 to update the city of North Plains master fee schedule effective July 1, 2025.

Moved by Councilor Papen. Second by Councilor Hagedorn.

Motion was approved with 6 aye votes and Mayor Goodwin abstaining.

- 5-minute break

9 **REPORTS**

7:50pm - 8:00pm

a) **City Manager Report**

City Manager Bill Reid discussed two main topics:

- The city manager surety bond: City Attorney Ashley Driscoll presented options for bond amounts ranging from \$25,000 to \$250,000. The council reached a consensus to proceed with a \$100,000 bond, which will be brought back for formal approval at the next meeting.
- Upcoming council priorities: Reid presented a list of topics for future work sessions and discussions, including public comment process, aggregates and housing development, park district feasibility, URA focus adjustment, emergency plan updates, council appointment process, and public safety funding. The council provided direction on prioritizing these items and agreed to have staff develop a plan for a town hall meeting on public safety funding.

b) **Council Reports**

Councilors provided updates on various committee meetings and events they attended:

- Councilor Reading reported on the EDC meeting, noting the low response to their business survey and discussions about marketing and communications priorities.
- Councilor McCall-Wallace attended the Washington County Office of Community Development Policy group meeting and shared information about federal funding decisions and language changes in contracts.
- Councilor Hagedorn reported on the Parks and Rec meeting, discussing their goals, community outreach, and interest in learning about the UGB expansion and aggregate proposal.
- Council President Dumbrow provided updates on the Washington County Coordinating Committee (WCCC), mentioning discussions on climate action plans and potential tax increases. He also reported on the MACC meeting, noting budget challenges and the extension of the Comcast franchise agreement.

c) **Review July 2025 Council Calendar**

The council reviewed the July calendar and assigned members to cover various meetings and events in the mayor's absence.

10 UNFINISHED BUSINESS:

8:00pm - 8:30pm

- a) Discussion regarding censuring Mayor Goodwin for violation of Council Rules

This item was not discussed at the meeting.

- b) Executive Session under ORS 192.660(2)(b) to consider dismissal or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member, or individual who does not request an open hearing.

This item was not discussed at the meeting.

- c) Executive Session follow-up, if necessary

An Executive Session was not necessary at this meeting.

- d) **Consideration of Mayor's request for extended medical leave.**

City Attorney Ashley Driscoll presented the mayor's request for a 30-day absence from the city due to medical reasons. The council discussed the implications of this request and the city's charter requirements regarding absences. It was requested that the mayor check in with staff and council mid-July.

Motion to grant the mayor's request for a 30-day absence from the city and authorize the council president to work with the city attorney to follow up with the mayor regarding her return by July 10th.

Moved by Councilor Hagedorn. Motion was approved with a roll call vote.
Voting aye: Councilor Fage, Councilor President Dumbrow, Councilor Papen, Councilor Hagedorn, Councilor McCall-Wallace and Councilor Reding.
Mayor Goodwin abstained.

11 ADJOURNMENT: 9:16 pm

*Urban Renewal Agency meeting to begin immediately following adjournment of the City Council meeting

Aaron Dumbrow, Council President

Lori Lesmeister, City Recorder

Date Approved _____

Parks Board, Second Quarter 2025 Report

- Discussed designing a memorial tree program to help offset cost of new trees to be planted around Jessie Mays park as part of the sidewalk project around Jessie Mays park.
- The Parks Foundation is trying to get the 97133 resident names and addresses from a real estate contact. Once received the board will submit letter through the mail.
- Per Council's request, the Parks Board completed the Jessie Mays non-profit rental fee waiver application. This application works in tandem with the regular Jessie Mays rental agreement.
- Completed review of goals 2, 3, & 4 of the Parks Master Plan.
- Parks Board Bylaws completed
- Sub-committee was created to review cost for part-time parks program manager and costs needed to put on some programs. Provided info to Budget Committee. Completed and provided to the Budget committee in April.
- Parks Board discussed changing the name from Board to Advisory Committee, it is in the description, so opted not to put staff through the time and expense to make this change and to leave the ordinance as is.
- Non-Profit JM Rental application created for fee waivers. To be submitted in tandem with regular JM Rental application. Council approved.
- Parks Board requests direction from Council on what they would like us to work on if anything.

Thank you,

Sherrie Simmons
Parks Board, Chair

Yohana Parra,
Parks Board, Vice Chair



Date: July 21, 2025
To: North Plains City Council
From: Robin Doughty, Library Director
Subject: July Staff Report

Statistics are in and a **Biennium Retrospective** is included in your packet. Attendance for Early Literacy-specific programming (storytimes plus literacy classes) show two years combined. Not shown is the **42% increase in early literacy program attendance from FY 2023-24 to FY 2024-25!** This outcome is tied to Emily West's promotion to full-time Early Literacy Specialist in September 2024, adding staff capacity to support early literacy learning in the North Plains community.

The Library Board welcomes new board member **Megan Poole** following her appointment by City Council on July 7th. She will serve a four year term on the board from July 2025 through June 2029.

When planning for summer reading events, staff members use community feedback and other factors to try and maximize access. This year's **Thursday evening event** slots have been a hit with 192 attendees at our Dances of India event and 107 at the Glencoe H.S. Band Picnic event! We are so pleased to bring the community together this way. Fantastic job library programming team!

Featured Programs:

Spin & Win Week is around the corner from July 28th to August 2nd. Kids can bring in their reading logs for a spin on the wheel to earn tickets for entering prize drawings. A special thank you to the **Knights of Pythias** for donating four brand new bikes for this free raffle.

Wrapping up July, the library will participate in both the **All Ford Car Show on July 26th** and **National Night Out on the 31st**. A shout out to new supervisor, Jason Crane, for his schedule flexibility making sure we have coverage for all these great opportunities to engage with the community.

NORTH PLAINS PUBLIC LIBRARY

MONTH-AT-A-GLANCE

2025
JUNE

COLLECTION

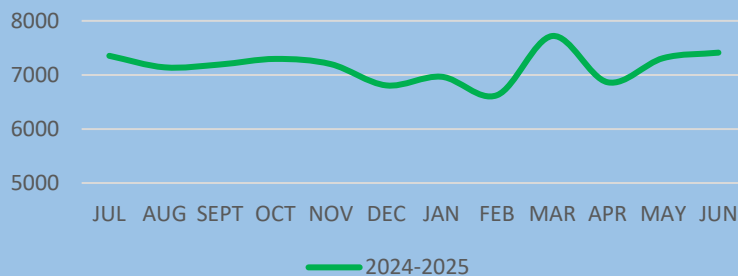
**BORROWED FROM
OUR LOCATION:**

7,412

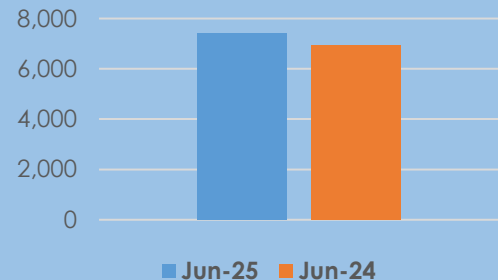
**SAME MONTH, LAST
YEAR:**

6,942

Checkouts: Last Twelve Months



Same Month, Last Year



Items Added to Our Local Collection

233

Holds Sent

5,817

Holds Received

4,519

USAGE AND PATRONAGE

OPEN HOURS:

208

VISITORS:

2,841

SAME MONTH, LAST YEAR:

2,814

NEW PATRONS

12

**ITEMS BORROWED
FROM THE NPPL
COLLECTION:**

8,379

**HOURS OF FREE
COMPUTER AND INTERNET
ACCESS:**

425

PARTICIPATION

PROGRAMS

BOOK BABIES

PRESCHOOL STORYTIME

OF SESSIONS

10

4

4

ATTENDEES

331

113

126

VOLUNTEER HOURS

STAFF HOURS

THIS MONTH

140

825

SAME MONTH, LAST YEAR

147

813



Washington County
Cooperative Library Services





Date: July 15th, 2025
 To: Honorable Mayor and City Council
 From: Nick Jones, Chief of Police
 Subject: Police Chief Staff Report

Calls for service (June 2025): NPPD Officers responded/self-initiated to 257 calls for service. These calls include but are not limited to dispatched calls for service, investigative stops, community contacts, assist person calls and city ordinance violations.

June 2025:

North Plains Police responded to a variety of calls with no reoccurring trends.

We are gearing up for National Night Out, scheduled for Thursday July 31st from 6p-8p at Jessie Mays. We are excited to have council join us along our other community partners. A special thanks to Peak Chiropractor for joining as our sponsor this year.

This month Deputy Barbers is attending patrol bike training hosted by Beaverton Police. As a result, NPPD will be equipped with patrol bikes to be utilized at community events and various missions.

Over the past month, a community member alerted us about a transient camp being developed in the green space near 318th and Cottage. We were able to identify the subject living there and get them connected with appropriate resources. Public Works assisted with the clean-up.

The 4th of July holiday resulted in a total of 4 firework related calls for service. No injuries or incidents, all were reported as area information about illegal fireworks.

(R-Reports/Y2-Warnings/Y3-Citations/TS-Traffic Stop/PD-Public demand/SI-Self initiated)

Contract Deputies Activities (Only NP deputy activities in All of the county)

Year	Month	R	Y2	Y3	TS	PD	SI	Total
2025	June	18	37	7	35	60	197	257
2024	June	23	36	4	33	61	232	293
2023	June	24	47	3	43	63	236	299
2022	June	24	53	8	62	77	155	232
2021	June	30	54	10	60	73	160	233



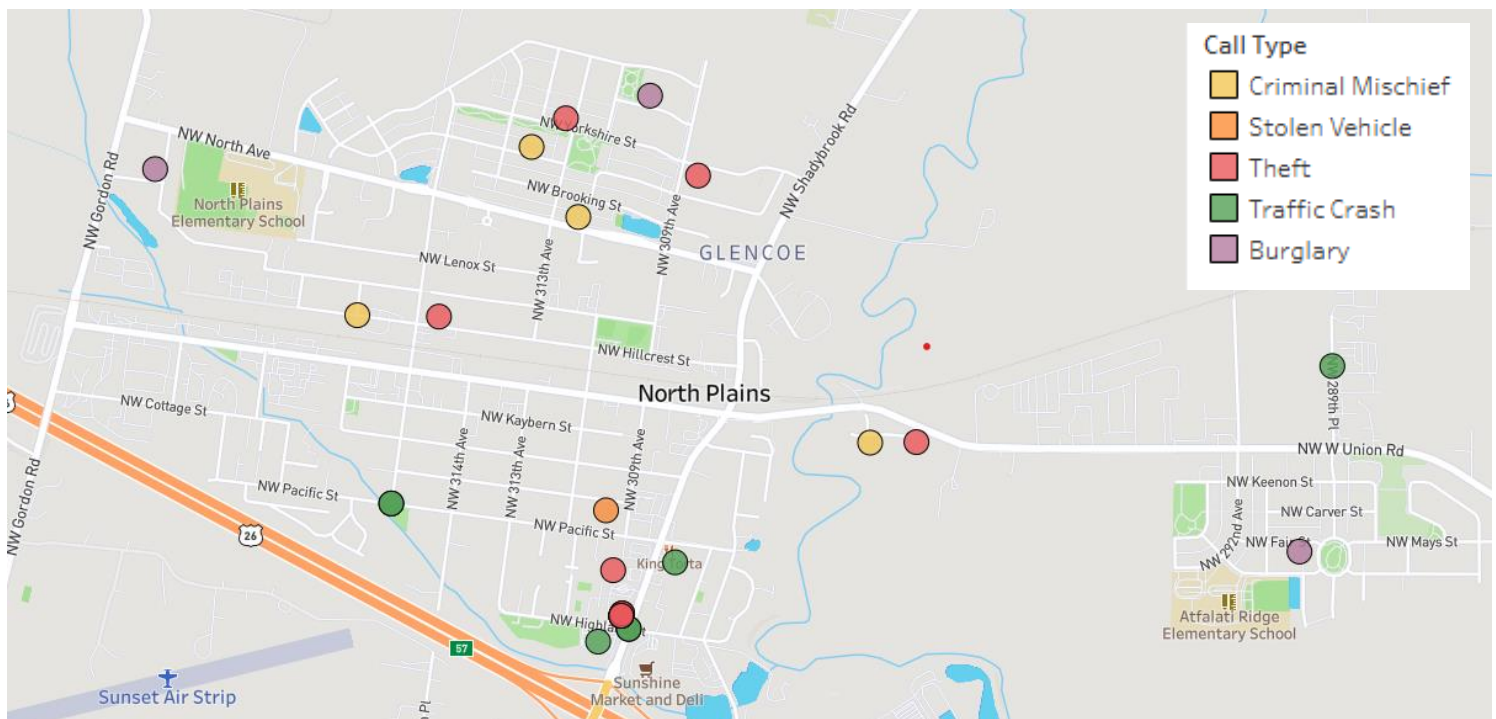
North Plains **Calls in the City** (All police activities within NP)

Year	Month	R	Y2	Y3	TS	PD	SI	Total
2025	June	18	26	4	24	57	156	213
2024	June	28	38	3	35	70	240	310
2023	June	23	53	8	55	73	250	323
2022	June	22	51	4	55	86	156	242
2021	June	25	38	6	41	97	140	237

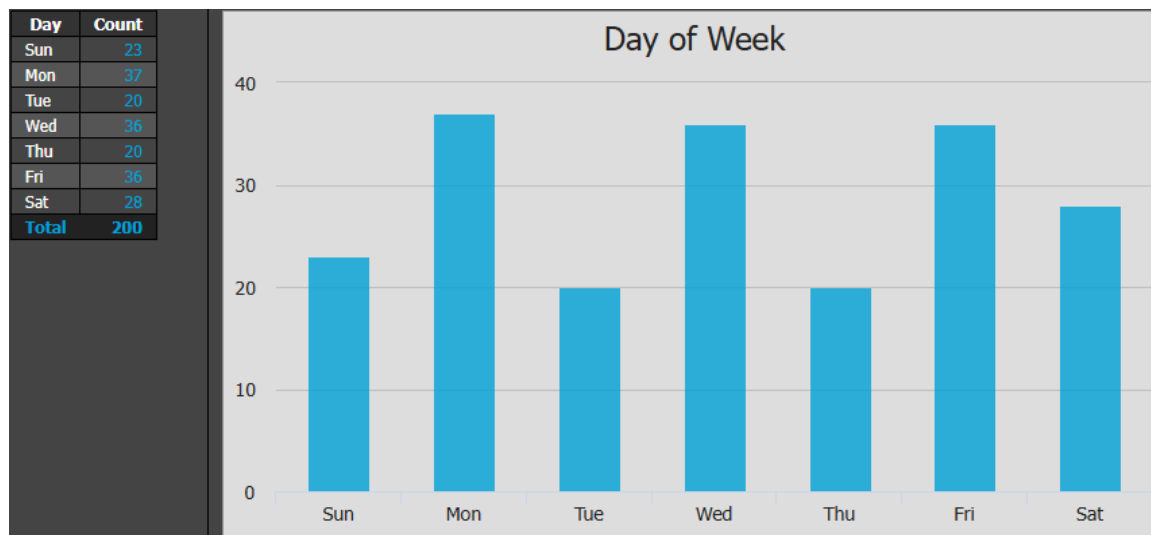
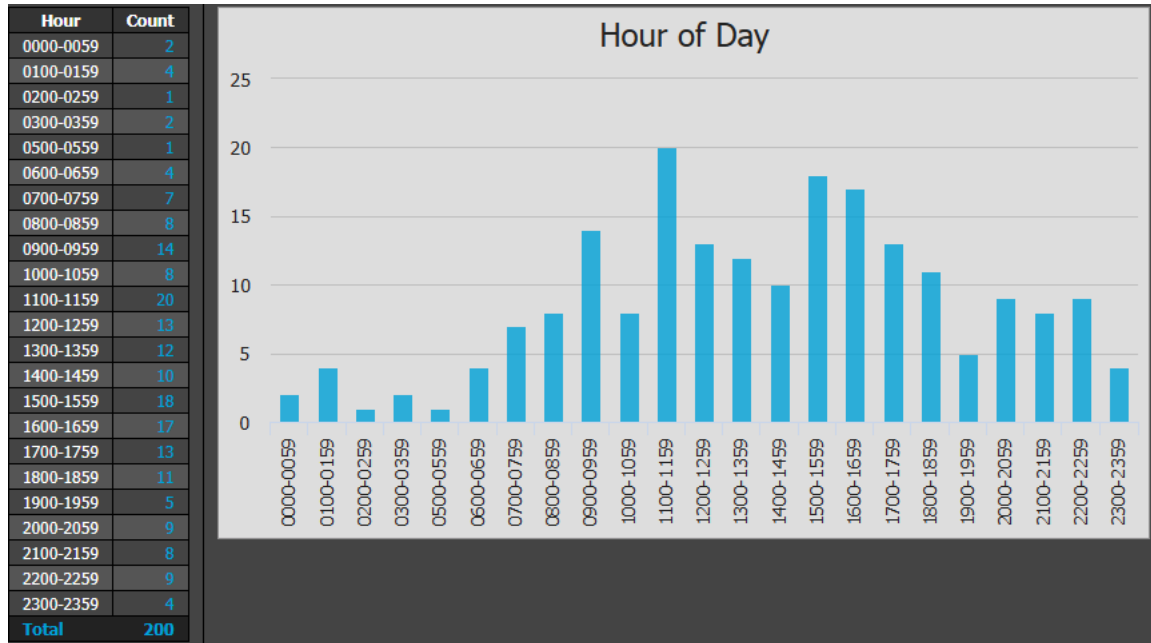
North Plains Calls January - June

Year	R	Y2	Y3	TS	PD	SI	Total
2025	114	220	19	178	405	1,054	1,459
2024	155	217	24	212	401	1,456	1,857
2023	132	284	42	305	375	1,475	1,850
2022	149	212	34	226	454	906	1360
2021	153	207	33	213	538	642	1180

North Plains Point Map – Jan25-Jun25



April 2025 – June 2025 Public Demand Calls for Service





Date: July 16, 2025
To: City Council
From: Dustin Lueckenotte - Public Works Director
Subject: Public Works Staff Report

General Operations Support

Public Works continues to support citywide operations through:

- Ongoing parks, landscape care, and event setup
- Streets maintenance
- Facilities maintenance
- Fleet and equipment upkeep.

Water Distribution System Update

- Routine operations, maintenance, and system checks continued through June
- The SCADA system was fully transferred from the Old City Hall (now Library Annex) to the Kindel Public Services Building

Service Requests and Locate Activity

- 45 water service requests in June; 474 total from July 2024 – July 2025
- 27 water locate requests in June; 422 total from July 2024 – July 2025

Emergency Management

We coordinate regularly with Washington County Emergency Management, ORWARN, and CPAWC to ensure continuity of services during major incidents.

Engineering and Capital Project Coordination

- Public Works continues to coordinate with 3J Consulting on infrastructure projects throughout the city, including improvements identified in the City's Master Plans and 2022 to 2027 Capital Improvement Plan, as well as infrastructure needed to support new private development.
- For more detail on current projects and development activity, see 3J's report.



Right-of-Way Management and Utility Licensing

New utility license and ROW permit application forms have been completed and are being added to the City's website.

We've seen an increase in requests for the City to maintain certain sections of the ROW. As a reminder, adjacent property owners are responsible for maintaining sidewalks, noxious vegetation, trees, ditches, and driveway culverts, as outlined in City code. City crews may step in only in limited cases involving safety concerns or emergencies.

At the same time, we're reviewing areas the City has historically maintained without clear records or agreements in place. Property owners will be notified of their responsibility to maintain these areas moving forward. Clear communication materials to help explain these responsibilities are currently in development.

Staffing and Transitions

Our long-term goal is to build up water system staffing and bring the Direct Responsible Charge (DRC) role fully in-house. TVWD continues to serve as interim DRC while we evaluate options.

An Operations Supervisor position has been posted to provide daily field leadership, training, and oversight across multiple service areas. While filling the role with someone who holds a Water Distribution II certification would be ideal, that certification is in high demand statewide. It's not impossible, but even if we don't secure someone with that level of certification immediately, the need for consistent field leadership remains essential.

We recently completed interviews for the Water Operations Technician position and extended an offer to Brian Cole, who will be joining us on July 21. Brian comes to us from Hillsboro Pipe & Supply, where he worked as a foreman. He brings strong experience with water and irrigation systems and has previously worked on one of our pump stations as a contractor, giving him familiarity with our system.

We've also hired a part-time Operations Technician to help cover service gaps and support daily operations.

Staff development remains a key priority. Our goal is to have all team members certified at Water Distribution I and to support eligible staff in achieving level II certification.



Budget and System Improvements

We're currently rolling out a new system called IAMGIS (<https://www.iamgis.com/>) to help manage our infrastructure more effectively. It will replace Diamond Maps, which was a helpful starting point for mapping and organizing public assets. IAMGIS takes things further by giving us better tools for tracking infrastructure, scheduling maintenance, and managing work orders across our systems.

Over the next couple of months, we'll be setting up IAMGIS internally and training staff on how to use it. One of the biggest benefits of this upgrade is the shift from reactive problem-solving to proactive planning. Right now, much of our work happens in response to issues as they come up. IAMGIS will allow us to build preventative maintenance schedules, track the condition of assets over time, and set reminders for recurring tasks. This helps extend the life of our infrastructure, reduces emergency repairs, and improves overall efficiency.

The system also includes a built-in public request feature, which will replace the basic web form we currently use. Our existing form submits issues by email, but it doesn't allow residents to track the status of their request or provide staff with a centralized way to manage them. The IAMGIS portal will streamline that process, allowing for better communication, accountability, and follow-up.

While IAMGIS may not have every advanced feature offered by larger, more expensive platforms, it's a strong fit for North Plains and a significant step forward as we continue to grow.

Dustin Lueckenotte
Public Works Director



Date: July 16, 2025
To: City Council
From: Rowan Maiorano, Assistant Planner
Subject: July Staff Report

CURRENT PLANNING

Applications

Staff met with a realtor representing 10150 NW Glencoe Road (the yellow building next to Hobson Fitness and across from the former Subway) and a prospective tenant for an informal meeting regarding the requirements to change the building use to an educational facility. The realtor and prospective tenant described a use that would not require significant changes to the site. Staff informed them that the use would require a Conditional Use Permit (CUP) but would not require a Design Review due to the limited site work. No application has been filed at this time.

Staff continue to receive drop-in customers, in person and by phone or email, looking for help with planning questions. A total of five building permits and two fence permits were submitted in the last month.

Code Enforcement

Staff has received resident concerns regarding street trees on the south side of North Avenue, east of Main Street which have died. These trees are part of the right of way and the maintenance bond for this area has expired. Lennar has agreed to replace the trees before formally notifying the residents of their responsibility to maintain the green strip and street trees adjacent to their property. Staff will review any communication from Lennar to residents prior to mailing.

General code complaints have continued in the last month and are varied in nature. Staff is responding to these complaints alongside Public Works and Police as is appropriate.

LONG RANGE PLANNING

Oregon Travel Information Council (OTIC) Follow Up Signs Program

Staff established a new protocol for managing OTIC Follow Up Signs along Glencoe Road in collaboration with Washington County. The new protocol sends applicants to the Washington

County where county staff will design the sign and determine a safe location for installation. Washington County then provides a sign proof and site plan for approval by North Plains staff before installation is completed. Under this new system, Washington County performs maintenance for the lifetime of the sign. This system will streamline the sign production and installation process and ensure maintenance is performed as needed without burdening Public Works staff.

Agrihoods

Staff are working with local partners to bring forward a joint work session with City Council and Planning Commission on August 18th to explore the Agrihoods concept, built examples, opportunities, and constraints.

UGB Expansion Area Concept Plan

Concept Planning is ongoing as staff and consultants shift focus from Task 1: Project Management to Task 2: Public Engagement. Staff will assemble a Technical Advisory Committee, focused on site readiness and development comprised of representatives from stakeholders such as city agencies, Clean Water Services, Joint Water Commission, Greater Portland Inc, and more, as well as a Project Advisory Committee, comprised of public agency representative, business owners, residents, and members of the public. These committees will meet three times each throughout the concept planning project.

	B	C	D	F
1	DATE RECEIVED	DESCRIPTION	APPLICANT	SITE ADDRESS
2	7/7/2025	Building Permit - Solar Install	Purelight Power	31752 NW Turel Dr.
3	7/9/2025	Building Permit - Solar Install	Purelight Power	31724 NW Turel Dr.
4	7/16/2025	Fence Permit	R Landscaping Services	31724 NW Turel Dr.
5				
6				

CITY OF NORTH PLAINS CITY COUNCIL UPDATE

Date: July 21, 2025

The following is a brief summary of the current tasks undertaken by the 3J staff for Engineering since the last update.

ENGINEERING

1. **Commercial Street Sidewalk Improvements:**
 - The contractor completed the minor close-out items last month. Project is complete.
2. **Glencoe Sidewalk Improvements:**
 - The contractor completed the minor close-out items last month. 3J submitted close out document to Washington County for final acceptance. Final completion pending Washington County final signoff.
3. **Main Street Improvements:**
 - 3J working with CWS on final comments prior to permit approval.
4. **Jessie Mays Park/309th/311th Improvements:**
 - The city is working with RR on the agreement. CWS has approved the permit drawings and are working on responding to a couple property owner inquiries.
5. **Pacific Street Improvements:**
 - 3J is soliciting quotes for right-of-way services from 2 additional consultants. City has received inquiries from a couple property owners and 3J working on exhibits and individual responses.
6. **City Standards**
 - Continuing working on draft updates to both the City Engineering Design Manual and Standard Details. Anticipated schedule to have a draft to city by Fall 2025
7. **Sign/Street Light Inventory:**
 - Inventory is complete and Public Works has access to inventory on their GIS
8. **Glencoe/West Union Intersection Improvements:**
 - Preliminary intersection evaluation report is being revised and will be resubmitted to the County this month. Washington County is getting into an agreement with the RR to start the coordination process.
9. **Small City Allotment Grant:**
 - City was not awarded the SCA Grant. Next year's round of application will be accepted in March/April 2026. 3J and the City are reaching out to ODOT to review other applications to see how the City can better position to be awarded a future grant.

DEVELOPMENT REVIEW:

- **Brynhill Phase 1:**
 - Project is at the end of the maintenance period. Lennar is working on correcting deficient items for final City acceptance.
- **Brynhill Phase 2:**



- Project is at the end of the maintenance period. Lennar is working on correcting deficient items for final City acceptance.
- **Brynhill Phase 3:**
 - Project is at the end of the maintenance period. Lennar is working on correcting deficient items for final City acceptance.
- **Brynhill Phase 4**
 - Project is at the end of the maintenance period. Lennar is working on correcting deficient items for final City acceptance.
- **Brynhill Phase 5:**
 - Project is substantially complete. Lennar and their contractor are working to finalize the project and make corrections to the punch list.
- **Brynhill Traffic Calming:**
 - Project is currently in the 1-year maintenance period till October 2025.
- **Brynhill North Ave East Improvements:**
 - Project is substantially complete. Lennar and their contractor are working to finalize the project and make corrections to the punch list.
- **Brynhill North Ave West Improvements:**
 - Project is in construction
- **Holmstead Subdivision:**
 - Project is currently in the 1-year maintenance period till January 2026. 3J reviewed preliminary TSDC credit request and returned comments to developer on May 14, pending resubmittal.
- **Commercial Street Homes:**
 - Completed 1st round engineering review in Oct 2023. Pending resubmittal.
- **Spec Warehouse (Far West Recycling):**
 - Public improvements near completion. 3J scheduling a punch list walk to review project and any deficiencies.
- **NW West Union (Frank's Excavation):**
 - Public Works Permit is review.
- **Kaybern 2-lot Development:**
 - Project is in construction
- **St. Edwards Church:**
 - Public Works Permit in Review.
- **Brynhill Apartment:**
 - Public Works Permit in Review.
- **31590 NW Lenox Street:**
 - Public Works Permit was received and is in Review.
- **31085 NW Commercial:**
 - Project is in construction
- **30983 NW Wascoe Street:**
 - Public Works Permit being reviewed and comments sent to developers, pending resubmittal.

--- END OF DOCUMENT ---





CITY OF NORTH PLAINS

29905 NW West Union Rd.

North Plains, OR 97133

www.northplains.gov

Date: July 21, 2025

To: City Council

From: Councilor McCall-Wallace and Councilor Hagedorn

Subject: City Council participation in North Plains National Night Out event

Request: Commit Council's participation in the North Plains National Night Out event and approve expenditure for supplies and materials for booth and event activity.

Background: City Council has been invited to participate in having a tented booth at this year's National Night Out event. In keeping with the theme of the event Council we propose a *Meet your Mayor & Councilors* booth with a *Wish Upon a Star- What is your wish for the City of North Plains* activity, and theme related giveaway items along with Council contact information and other City materials. For the activity, participants are invited to write their wish on a paper star they decorate. Following the event, the stars would be hung Downtown on the commemorative, centennial white oak tree in front of the Library Annex (Old City Hall Building) for the community to view and a list of generated wishes would be documented.



Paper Stars



Giveaway Item:

*Rocket Flashlight Keychain
or Galaxy Squeeze Stress Balls*



Tree in front of Library Annex

Set Up: Expected event attendance is 200. The City Council Booth would utilize two tents, one with a table, table cloth, table skirt, table signage, decorative star elements, and take away materials, and another with a table, 8 chairs, paper stars and color pens for a star making craft area. Ribbons would hang vertically from the back and sides of the tent and completed stars would be paperclipped to the ribbons for participant viewing during the event. Following the event, information written on the stars would be gathered and stars created would be hung with twine on the tree Downtown for a limited time with a laminated paper sign about the activity placed in the area.

Fiscal Impact: \$160-180 – (Cost for booth materials and activity is projected at \$100-120 with an additional cost of \$60-70 for giveaway items.)

Recommendation: Confirm Council participation and approve expenditure up to \$190.



Date: July 21, 2025
To: Mayor and City Council
From: City Manager Bill Reid
Subject: Resolution 2318: Announcing Mayor Vacancy on North Plains City Council

Request: Adopt Resolution 2318 to determine and declare a pending vacancy on North Plains City Council

Background: On the evening of Tuesday, July 15, 2025, North Plains Mayor Ariel Goodwin declared in writing via email to City Manager Bill Reid and the other Council members with her intent to resign from North Plains City Council effective that evening, July 15, 2025. City Manager Reid acknowledged Mayor Ariel Goodwin's resignation - per City Charter Section 33 (B)(6) - also in writing in a reply via email. Those emails are attached to this staff report for the record.

A vacancy on North Plains City Council is to be handled according to provisions in both the City Charter as well as City code, the latter being the more detailed instructions for process to be followed.

The pertinent sections of the Charter are [Section 32 Vacancies](#) and [Section 33 Filling Vacancies](#). The pertinent details on how to fill a vacancy on City Council by City code are Chapters [33.35 Vacancy In Office](#), [33.36 Filling Vacancy](#), and [33.37 Appointment by Council](#).

Adoption of Resolution 2318 is the first step in the process City Council must follow in order to acknowledge, announce and then later deliberate as a body to fill the vacant Mayor's seat. Adoption of Resolution 2318 specifically begins the process as follows:

Step 1: Recognition by Council of a Vacancy – Resolution 2318 (Monday July 21, 2025 City Council)

- Announce the vacancy of a Mayor seat and authorize Staff to post and notice, including in the newspaper, that the City has an upcoming vacancy on City Council. The notice process will also invite applications for the vacant City Council seat, should there be one with the selection to fill the Mayor position. The invitation to receive applications must allow application submittals for two weeks from the notice date.

Step 2: Public and newspaper notice of the Council Vacancy (Notice submitted by Staff July, 23rd, Notice published in the newspaper July 31st)



Step 3: City Council vote to fill the Council Vacancy (**As early as Monday August 18 City Council meeting**)

- From applications received, City Council should deliberate, and a motion should be made to nominate the preferred candidate, which would then need to be seconded for a vote.
- The Mayor will not vote on the vacant City Council seat, unless there is need for a tie-breaker.

Step 4: Swearing in of the new Councilor (**As soon as Tuesday, September 2, 2025 City Council meeting**)

Staff recommends approval of Resolution 2318 to be consistent with City code chapter 33.36(A):

(A) Upon becoming aware of a vacancy in an elective office, the Council must promptly determine and declare the date of vacancy.

Goal Association: N/A

Fiscal Impact: N/A

Recommendation: Adopt Resolution 2318 to determine and declare a vacancy on North Plains City Council

Sample Motion: I move to adopt Resolution 2318 to determine and declare a vacancy on North Plains City Council

Attachments: Resolution 2318
July 15, 2025 email from Mayor Ariel Goodwin to City Manager Bill Reid declaring her resignation as Mayor of City Council effective July 15, 2025.
July 15, 2025 email from City Manager Bill Reid to Mayor Ariel Goodwin accepting her written resignation from Mayor of the North Plains City Council.

RESOLUTION NO. 2318

A RESOLUTION OF THE CITY OF NORTH PLAINS, OREGON, DECLARING A CITY COUNCIL VACANCY

WHEREAS, the City of North Plains ("City") City Charter, Section 32, provides that a seat on the City Council becomes vacant upon declaration by the City Council that the incumbent has resigned; and

WHEREAS, Mayor Ariel Goodwin has announced her intention to resign from the City Council, effective July 15, 2025; and

WHEREAS, the City Council desires to accept the resignation and to appoint a replacement as provided in City Charter, Section 33.

NOW, THEREFORE, THE CITY OF NORTH PLAINS RESOLVES AS FOLLOWS:

Section 1. The City Council finds that Mayor Ariel Goodwin has resigned from the North Plains City Council, effective July 15, 2025.

Section 2. This City Council concludes as a matter to law that the seat currently occupied by Mayor Goodwin is declared vacant upon adoption of this Resolution.

Section 3. The City Council intends to fill the vacancy as provided in City Charter Section 33, and the related provisions of the Municipal Code.

Section 4. Pursuant to Municipal Code Section 33.37, the City Manager is directed to publish notice of the vacancy and take all other necessary steps to implement this Resolution.

INTRODUCED AND ADOPTED this 21st day of July, 2025.

CITY OF NORTH PLAINS, OREGON

Aaron Dumbrow, Council President

ATTEST:

Lori Lesmeister, City Recorder

From: [Ariel Goodwin](#)
To: [Bill Reid](#); [Lori Lesmeister](#); [Katie Reding](#); [Mandy Hagedorn](#); [Michele Mccall Wallace](#); [Trista Papen](#); [James Fage](#); [Aaron Dumbrow](#); [MayorArielGoodwin@gmail.com](#)
Cc: [Chad Jacobs](#); [Ashley Driscoll](#)
Subject: Passing the torch - Official resignation as Mayor of North Plains for health reasons
Date: Tuesday, July 15, 2025 8:42:49 PM
Attachments: [168x78-4810702638591662444.png](#)

FOR ENTRY IN THE NORTH PLAINS PUBLIC RECORD & 7/21 AGENDA PACKET

To the residents of North Plains,

To my fellow Council members,

And to all those who have walked beside me in this fight for our future:

I am stepping down from my role as Mayor of North Plains effective today July 15, 2025 because of a Charter rule that prevents elected officials from remaining in office if they are away from the city for more than 60 days. I have been hospitalized and seriously ill, receiving critical medical care out of town. While I had hoped to continue serving through recovery, the Charter does not allow it — even under these circumstances. And the truth is, I am not well enough right now to continue. My focus must be on healing and trying to get better.

This is not how I wanted my time as Mayor to end. But the truth is: I gave this my all — and I would still be giving it everything I have if my body would let me. I did not back down. I am not backing down now. I'm simply passing the torch.

Because the fight for North Plains is not over.

Key decisions and open questions will decide what path we take:

- Who will be appointed to replace me as Mayor.
- How the open Council seat will be filled — and whether Council will finally make room for fresh faces, new voices, and broader community participation, not just in elected office but across boards and commissions where the same few people have held influence for far too long.
- How can the City claim to be accountable to taxpayers when it hasn't completed an audit in three years?
- Whether the UGB Relook process will be used to push forward the same harmful expansion — repackaged and rerouted through back channels, against everything this community has fought for.

These choices demand immediate public attention and ethical leadership from the

Council.

The community deserves better than it has received in the past — and now more than ever, you must hold the line.

What happens next is essential:

- My replacement as Mayor must be someone who respects the will of the voters — not someone installed to undo it.
- The open Council seat must be filled through a transparent process with community input — not backroom deals.
- City staff and elected officials must be accountable — not just to rules or agendas, but to the people.
- City Councilors must honor the voices of the residents who entrusted you with this role — and ensure that your decisions reflect the community's values, priorities, and input.

And most of all, **you** — the **residents of North Plains** — must **keep showing up**. Use your voice now, *and keep using it*.

In just six months, we've already proven what can happen when people lead with heart and integrity. Together, we passed a stronger, community-centered budget based on newly defined pillars that better reflect our values. We shifted focus back to investing in the city itself — not just making room for outside developers. We brought forward new transparency, rebalanced spending, and began restoring trust. That progress belongs to all of us.

But we can't stop now. The future of North Plains is still being decided — and if we don't hold the line, whoever shows up next will determine whether that future reflects the people's will or the interests of a few.

We — this community — have spoken clearly and repeatedly. Twice, voters stood up against a plan to double the size of our city with 855 acres of developer-driven expansion. And twice, they said no. In the referendum, 72% of voters rejected the expansion — a historic margin and a clear mandate. That overwhelming result wasn't just a ballot outcome — it was a declaration of values. A stand for livability, for farmland, for small-town identity, and for a future shaped by the people who actually live here.

And the people showed up. Turnout in that mid-year election beat the county average significantly. That kind of participation is rare — and it's proof that this is the issue North Plains residents care about most. People are paying attention, and they're angry about

being misled, about wasted tax dollars, and about decisions being made behind closed doors. That frustration showed up again when I won the mayoral election by a large margin over a more experienced candidate — because voters wanted real change, and they were ready to fight for it.

I've been your Mayor. I've also been a volunteer, our school PTO President, community advocate, and just a regular mom who wanted to help.

But this has always been a team effort. Everything we've accomplished has been made possible by the most incredible grassroots movement and the most talented, committed group of people I have ever been privileged to know. It's because of you — neighbors, volunteers, advocates, friends — that we've come this far.

I've carried this as far as I can. Now I need you to keep going — not because this fight was mine, but because it's ours. It belongs to everyone who loves this town and believes it can thrive without selling out its soul.

With gratitude, with pride, and with fierce hope for what comes next,

Ariel Goodwin

Mayor, City of North Plains

Ariel Goodwin

Mayor | North Plains, Oregon

503.647.5555 | www.northplains.gov



From: [Bill Reid](#)
To: [Ariel Goodwin](#); [ronald bunch](#); [mayorarielgoodwin@gmail.com](#)
Cc: [Lori Lesmeister](#); [Ashley Driscoll](#)
Subject: Re: Apologies for sending you a draft of memo about right to farm laws and public testimony at 7/7/25 CC Meeting
Date: Tuesday, July 15, 2025 10:23:42 PM
Attachments: [Image.png](#)
[168x78-4810702638591662444.png](#)
[Image.png](#)

Thank you for your service to the City, Mayor.

I truly hope your care and road to better health are rapid and complete.

Bill

Bill Reid
City Manager | North Plains, Oregon
503.647.5555 | www.northplains.gov



From: Ariel Goodwin <Ariel.Goodwin@northplains.gov>
Sent: Tuesday, July 15, 2025 9:47:37 PM
To: Bill Reid <bill.reid@northplains.gov>; ronald bunch <ronartbunch@outlook.com>; mayorarielgoodwin@gmail.com <mayorarielgoodwin@gmail.com>
Cc: Lori Lesmeister <lori.lesmeister@northplains.gov>; Ashley Driscoll <ashley.driscoll@behlaw.com>
Subject: Re: Apologies for sending you a draft of memo about right to farm laws and public testimony at 7/7/25 CC Meeting

Council on BCC:

On my way out the door, I'll ask a gentle question about the prudence if not the legality for City staff (without Council direction) to be restricting the public's access to contact elected officials through open public channels and official City email addresses. The responsibility lies with the Council to not engage with problematic discussions outside of public meetings, as you have been carefully trained and directed, but everyone always has the RIGHT to provide information to the Council directly without barrier or

"process"...full stop.

It's always a pleasure when members of the public with professional experience in relevant areas WANT to be involved and provide excellent information. I'd really hope our elected leaders and staff actually read these, consider alternate perspectives and available data, and partner with people who have useful skills.

Ariel Goodwin

Mayor | North Plains, Oregon
503.647.5555 | www.northplains.gov



From: Bill Reid <bill.reid@northplains.gov>

Sent: Tuesday, July 15, 2025 8:56 PM

To: ronald bunch <ronartbunch@outlook.com>

Cc: Lori Lesmeister <lori.lesmeister@northplains.gov>; Ashley Driscoll <ashley.driscoll@behlaw.com>

Subject: Re: Apologies for sending you a draft of memo about right to farm laws and public testimony at 7/7/25 CC Meeting

Good evening Mr. Bunch and thank you for your public comment.

I will share this with Lori Lesmeister, our City Recorder, both versions of your memo and we will include in the written comment for City Council.

Moving forward, we do have a standard procedure for submitting written comment to City Council, particularly to avoid public quorum issues if City Councilors respond to you and a discussion ensues. As you may be aware, public meetings law has become interpreted to have more restriction in recent years with the proliferation of online methods of communication that in particular contribute to serial meetings violations. We'd like to avoid all of that.

To submit public comment, please follow these steps:

Send your email to the City Recorder at Lori.lesmeister@northplains.gov. It is her job to forward all email communications directly to the City Council.

You can also send your email to: info@northplains.gov
It will get to the City Recorder, and she will forward it City Council.

Thank you for your contributions to City Council discourse. In the coming weeks, we also will be slating a City Council discussion of public comment methods to enhance ease of submitting comment.

Best,

Bill

Bill Reid
City Manager | North Plains, Oregon
503.647.5555 | www.northplains.gov



From: ronald bunch <ronartbunch@outlook.com>
Sent: Tuesday, July 15, 2025 8:03:45 PM
To: Ariel Goodwin <Ariel.Goodwin@northplains.gov>; Aaron Dumbrow <Aaron.Dumbrow@northplains.gov>; James Fage <james.fage@northplains.gov>; Michele McCall Wallace <michele.mccall-wallace@northplains.gov>; Mandy Hagedorn <Mandy.Hagedorn@northplains.gov>; Katie Reding <Katie.Reding@northplains.gov>; Trista Papen <trista.papen@northplains.gov>
Cc: City Manager <CityManager@northplains.gov>
Subject: Apologies for sending you a draft of memo about right to farm laws and public testimony at 7/7/25 CC Meeting

I am sorry I sent you an unedited draft of the memo.. got distracted by house repairs. Here is an edited version that makes more sense. Please refer to this one.

Ron

From: [Bill Reid](#)
To: [Lori Lesmeister](#)
Cc: [Rowan Maiorano](#); [Ashley Driscoll](#); [Christopher Crean](#); [Glen.A.BOLEN@odot.oregon.gov](#); [Steve Faust](#)
Subject: ODOT TGM UGB Concept Planning Grant
Date: Thursday, July 17, 2025 3:32:52 PM
Attachments: [image001.png](#)
[B38908W1_1B-22_Executed_TGM_UGB_Concept_Plan.pdf](#)
[TgmOverviewSM-3J.pptx](#)

Good day City Council.

It seems that on social media, controversy has arisen about the City's roughly \$230,000 grant from the Oregon Department of Transportation (ODOT) Transportation Growth Management (TGM) Program for concept planning an Urban Growth Boundary expansion. The controversy and some misunderstandings about it stem from the July 9 Planning Commission meeting, where Steve Faust from 3J and City Assistant Planner Rowan Maiorano provided the PC a follow-up regarding the Concept Planning effort's progress to date given the context of the expansion planning by the City. Forgive me, this is going to be a long email, but a lot should be addressed. Please do feel free to add this to the packet for the Monday July 21, 2025 City Council meeting.

First, some quick facts about the history of the grant in the context of the North Plains UGB expansion process timeline:

- 2022: With the intent of expanding the UGB due to finding of insufficient land for housing or employment need, the City applied for a TGM planning assistance grant to Concept Plan any expansion areas, by law confined to "Undesignated Lands" by the Oregon Legislature, and identified by the City to be within a new UGB based on need and suitability of that land to meet such need.
- 2022 (September): ODOT notified the City of North Plains that it was invited to submit a Statement of Work, effectively a Planning Grant selection notice, for a UGB Concept Planning grant for the City.
- 2023 (June): City Council adopts Ordinance 490, expanding the City's Urban Growth Boundary.
- 2023 (August-ish): The Statement of Work for the UGB Concept Plan Grant was reviewed and authorized, securing the ultimately \$230,000 grant for planning work funded by ODOT.
- 2024 (May): A majority of City resident votes cast in the May 2024 election choose repeal of Ordinance 490, rejecting the UGB expansion as adopted in June of 2023.
- 2024 (August): ODOT contract review finished its work and former Mayor Teri Lenahan signed an agreement with ODOT committing to the work and to the City dedicating staff time on the effort as its local share of total project cost.
- 2024 (October-ish): ODOT authorized project kick-off on the UGB concept planning grant, with the order of scoped tasks changed so that strictly technical Existing Conditions work would be completed while the City responded to the rejected, first UGB expansion and worked through identifying what a smaller UGB expansion would look like.
- 2024 (October): The larger UGB Re-Look Advisory Committee (RAC), with the intent of including additional perspectives about growth, kicks off a community input-driven process to

review all documents and pertinent State requirements to identify what a UGB expansion should look like, if at all, given rejection of the original expansion proposal at the ballot.

- 2024 (November): Kick-off project meeting between ODOT, City Staff and the 3J consulting team. Authorization to conduct technical Existing Conditions reports about candidate lands for expansion around North Plains while the Re-Look Advisory Committee and the community worked through the process of identifying what a new UGB recommendation should look like and why. Because a new UGB recommendation would take time through January or February of 2025, ODOT and the City agreed Existing Conditions analysis should occur on the qualities of all land within the first, rejected UGB expansion area **only to be thorough in preparing for what the RAC would likely identify as a smaller expansion proposal.**

Please see attached the final contract agreement between ODOT and 3J Consulting for North Plains Urban Growth Boundary Concept Planning. ("B38908W1_1B-22...") The full scope of the document and all requirements, including sequential timeline of scope elements, as well as public input elements, are included. This document, and others, are now part of additions to the City project website for this work along with an FAQ that will also be included as soon as possible. That FAQ will be greatly based on the extensive FAQ that was accumulated during the UGB Re-Look process as participants asked more general and very specific questions about all aspects of expansion planning and UGB rules and laws.

On June 11th this year at the June Planning Commission meeting, ODOT Regional Representative (Portland Metro) Glen Bolen walked through a PowerPoint presentation about the ODOT TGM program, and then the details of the North Plains UGB Concept Planning grant, including scope and status. I have attached that PPT slide deck ("TgmOverviewSM-3J.pptx"). This PPT slide deck will also be included in the new City project webpage as a resource for City Council and the community.

Now, to address some questions and controversies:

1. *Why did the Concept Planning Grant process continue after the May 2024 UGB election?* The process did continue to move forward because even though votes cast rejected the original UGB expansion, two things were true:
 - a. City Council, during and after the May 2024 UGB referendum heard rejection of the original expansion in favor of something smaller in line with something "smarter" that needed to be determined.
 - b. A Housing Needs Analysis identifying housing land deficiency was still an adopted document, and an Economic Opportunities Analysis identifying an employment land deficiency was also still an adopted document. In other words, the City still had adopted land needs, particularly housing land need, that necessitated UGB expansion planning to accommodate that need. A new Urban Growth Boundary could be identified through a new process and so the Concept Planning grant was still pertinent and necessary.
2. *Does the Concept Planning Grant require or bind the City to any Semiconductor Task Force or Senate Bill 4/CHIPS Act actions or requirements?* No. The application for the Concept Planning Grant in 2022 did indicate to the State that the City was seeking to include semiconductor

industry growth as part of its planning given its proximity to the Hillsboro tech employer cluster, being within and a part of the Hillsboro semiconductor tech cluster job (workforce commute) shed, and as a matter of being named a possible opportunity site for the Senate Bill 4/Semiconductor industry by the Oregon Semiconductor Task Force. Based on these opportunities and others, the TGM Concept Planning grant was awarded, but a review of the scope of work and contract between ODOT and 3J by the reader provides for no obligations to any of the SB4/Semiconductor Task Force process. The only findings that the City must abide by regarding semiconductor industry are the employment land need findings in the Economic Opportunities Analysis that include an array of industrial sites that should be planned for as candidate sites for semiconductor, primarily supply chain. But other industries are also candidates for needed industrial land and sites. There are not binding restrictions that we must have any industry-specific site. In other words, there is flexibility in sectors coming to North Plains with several identified as higher likelihood and for sites to be planned with specific thought to be attracted to that range of industries.

3. *Is the Concept Planning process currently re-planning the original UGB expansion that was rejected by a majority of votes in the May 2024 referendum? **Unequivocally, no.*** As discussed above in the Concept Plan grant history, and in the PPT presentation given by ODOT representative Glen Bolen, to the Planning Commission on June 11, Existing Conditions technical analysis has been done by the 3J consulting team consistent with TGM grant scope requirement that looks at the nature of lands in a Study Area defined as the rejected UGB expansion area only because a new, smaller UGB expansion within that broader area has not yet been determined, and so study all candidate lands for Existing Conditions before a new smaller UGB is determined was thorough and avoided “guessing” where a new UGB would be and possibly missing areas recommended and having to go back and study them adding delay and cost. Any new UGB must be determined by City Council after a recommendation being heard by the Planning Commission including hearings to take in public input from residents and others.
4. *Will the UGB Re-Look Committee need to meet again and why did they not meet with the Planning Commission on July 9?* The UGB Re-Look Committee does not need to meet again as a definitive UGB map recommendation was not necessarily a requirement of their charge or the consulting scope for 3J. As the video and record of the final RAC meeting make clear, despite some misunderstanding or expressed confusion of what the RAC members expressed, there was not agreement on a specific new UGB map and line, but there was strong agreement that a smaller UGB expansion was desirable, that it should largely exclude land to the west of the City and Gordon Road that was included in the rejected UGB expansion. Because the RAC did not have to provide a definite line, but a vast majority did agree on principles that were best illustrated by the “Housing Focus” scenario that was discussed, the Planning Commission has the prerogative to ask City staff to move forward with a UGB expansion recommendation based on the already known findings of the RAC. Furthermore, one or more meetings would be additional UGB planning expense that City Council sought to reduce in its adopted Pillars and Budget Priorities. For those reasons, a new RAC committee

meeting is not necessary and has not happened.

5. *What comes next?* The Planning Commission has signaled it would like to work towards a new UGB expansion proposal reflecting RAC findings but also addressing additional questions raised by PC members during the July 9 meeting as pertinent. (Video: https://www.youtube.com/watch?v=_LqmUZAV1ow). The Planning Commission has further heard from Staff, corroborated by ODOT and 3J (and the contract document attached to this email) that later June of 2026 is the deadline to complete all deliverables of this contract and planning process that has not yet begun: public input, meetings, concept plan alternatives, input and conclusions. That process will take almost a year if efficient, and so time is of the essence to move forward with the Concept Planning grant process. But that grant is ultimately contingent upon the City considering and planning an expansion. And so a process for the Planning Commission on this matter is being mapped out by Staff, including pursuing with ODOT the possibility that the Concept Planning process itself helps ultimately yield a new UGB, rather than a new UGB having to be definitive before the Concept Planning process is complete.
6. *What about the concept of Agrihoods?* That is forthcoming. Staff are working towards a Work Session plan as key individuals involved in other developed agrihoods have been contacted and visited with about interest and ability to participate or inform what we bring to City Council on the topic. Please stay tuned!

That is a lot. My apologies for the full upload of all of that, but constructive movement forward for the City is important to you all and consideration of all of the above, much contrary to what is being asserted on social media, is vital. I will be happy to discuss additionally or better communicating the above with the public. Frankly, it has been difficult given the amorphous nature of the process recently. But with legal and planning grant contract-driven clarification of some items, communication on the matter will far easier to be clear. I look forward to discussing.

Bill

Bill Reid

City Manager | North Plains, Oregon
503.647.5555 | www.northplains.gov



WORK ORDER CONTRACT #: 1 (ORBuys PO #: PO-73000-00005657:1)**PRICE AGREEMENT ("PA") #: B38908 (ORBuys #: PO-73000-00005657)****Project Name/Location: City of North Plains, UGB Expansion Area Concept Plan****TGM File Code: 1B-22**

This Work Order Contract ("WOC") is entered into by and between the State of Oregon ("State"), by and through its Oregon Department of Transportation ("Agency" or "ODOT"), and **3J Consulting Inc.** an Oregon corporation ("Consultant" or "Contractor").

This WOC incorporates by this reference:

- a. all of the Terms and Conditions contained in Part II of the above referenced PA;
- b. the provisions from the PA Exhibits with the exception of: E.1, K;
- c. the attached Statement of Work and Delivery Schedule ("SOW");
- d. Attachment A - Acronyms & Definitions;
- e. Attachment C - Disadvantaged Business Enterprise ("DBE") Provisions;
- f. Attachment C.1 - Committed DBE Breakdown and Certification Form(s).

Attachment B, the Breakdown of Costs for Services ("BOC") is kept in the WOC file and is not incorporated into the WOC.

WOC EXPIRATION DATE: June 18, 2026. The required schedule for performance under the WOC is specified in the SOW.

DBE - WOC includes federal funds? Yes		DBE Goal: 3%
Certified Small Business Aspirational Target (for State-only funded WOCs over \$100,000, including as amended; see PA Exhibit K): N/A		
Expenditure Account ("EA") #TG22LA04	Fed Aid #: SA00(525)	ODOT Key # 21725
The Total Not-to-Exceed ("NTE") amount for this WOC. This total includes: all allowable costs, profit, and fixed-fee amount (if any), shown in section H.4; and \$24,250.00 for contingency tasks, each of which must be separately authorized by Agency.		\$ 249,840.00

This WOC is effective on the date it has been signed by the Parties and all required State approvals have been obtained. No Payment shall be made for tasks and deliverables specified in the SOW of this WOC (collectively, the "Services") that are performed before: i) the WOC effective date and ii) a Notice-To-Proceed ("NTP") has been issued by Agency.

CONSULTANT CERTIFICATION:

A. Any individual (the undersigned) signing on behalf of Consultant hereby certifies under penalty of perjury:

- (1) Consultant has provided its correct taxpayer identification number to Agency for the above-referenced PA.
- (2) Consultant is not subject to backup withholding because (a) Consultant is exempt from backup withholding, (b) Consultant has not been notified by the IRS that Consultant is subject to backup

withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified Consultant that Consultant is no longer subject to backup withholding.

- (3)** The undersigned is authorized to act on behalf of Consultant, the undersigned has authority and knowledge regarding Consultant's payment of taxes, and to the best of the undersigned's knowledge, Consultant is not in violation of any Oregon tax laws. For purposes of this certification, "Oregon tax laws" means: (i) all tax laws of this state, including but not limited to Oregon Revised Statutes ("ORS") 305.380(4), ORS 305.620 and ORS chapters 316, 317, and 318; and (ii) any tax provisions imposed by a political subdivision of this state that apply to Consultant, to Consultant's property, operations, receipts, or income, or to Consultant's performance of or compensation for any work performed by Consultant; and (iii) any tax provisions imposed by a political subdivision of this state that apply to Consultant, or to goods, services, or property, whether tangible or intangible, provided by Consultant; and (iv) any rules, regulations, charter provisions, or ordinances that implement or enforce any of the foregoing tax laws or provisions.

B. Any individual (the undersigned) signing on behalf of Consultant hereby certifies the undersigned is authorized to sign this WOC and that:

- (1)** Consultant has read, understands and agrees to comply with the requirements set forth in the PA and in all Exhibits and other documents incorporated by reference in the PA.
- (2)** Consultant understands and agrees that any exhibits or other documents not physically attached to the PA that are incorporated by reference have the same force and effect as if fully set forth herein.
- (3)** Consultant has made all required Conflict of Interest ("COI") disclosures, if any.
- (a)** Consultant understands and has provided to all Associates (as defined in the COI Guidelines) the ODOT COI Guidelines and COI Disclosure Form available at: <https://www.oregon.gov/ODOT/Business/Procurement/Pages/PSK.aspx>. Consultant and, to the best of the undersigned's information, knowledge and belief, Consultant's Associates, are in compliance with and have no disclosures required per the COI Guidelines (as may revised from time to time by Agency); or
- (b)** If disclosures regarding this WOC or the related Project are required per the ODOT COI Guidelines, Consultant has made such disclosures to Agency on a properly prepared and submitted COI Disclosure Form and, if determined necessary by Agency, a mitigation plan has been approved by Agency.
- (4) (a)** No Federal appropriated funds have been paid or will be paid, by or on behalf of Consultant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b)** If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this WOC, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," (https://www.gsa.gov/system/files/SFLLL_1_2_P-V12b.pdf) in accordance with its instructions.
- (c)** This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to

file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

(d) Consultant shall require that the language of this certification be included in all subcontracts in excess of \$100,000 at all tiers and that all such subcontractors shall certify and disclose accordingly.

(5) Consultant has, and gives employees a written notice of, a policy and practice that meets the requirements described in ORS 279A.112. Such policy both prohibits, and prescribes disciplinary measures for, conduct that constitutes sexual harassment, sexual assault and discrimination against employees who are members of a protected class. Consultant agrees, as a material term of the WOC, to maintain the policy and practice in force during the entire WOC term (see additional information and sample policy template at <https://www.oregon.gov/DAS/Procurement/Pages/hb3060.aspx>).

(6) Consultant has no undisclosed liquidated and delinquent debt owed to the State or any department or agency of the State.

(7) Consultant is an independent contractor as defined in ORS 670.600 and as described in IRS Publication 1779 (<https://www.irs.gov/pub/irs-pdf/p1779.pdf>).


(8) In the event that Consultant is a general partnership or joint venture, Consultant signature(s) on this WOC constitutes certifications to the above statements pertaining to the partnership or joint venture, as well as certifications of the above statements as to any general partner or joint venturer signing this WOC.

Electronic Signatures.

The Parties agree that signatures showing on PDF documents, including but not limited to PDF copies of the PA, WOC and amendments, submitted or exchanged via email are “Electronic Signatures” under ORS Chapter 84 and bind the signing Party and are intended to be and can be relied upon by the Parties. Agency reserves the right at any time to require the submission of the hard copy originals of any documents.

Accessibility: The Oregon Department of Transportation is committed to complying with all statutory requirements to ensure that it is providing information that is more accessible to people with disabilities, as required by Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), and 36 C.F.R. 1194 Appendix A. To request reasonable accommodation for access, due to a disability, to information related to this document, please contact the Oregon Department of Transportation’s Procurement Office at OPOAdministration@odot.oregon.gov or phone #503-986-2710.

CONSULTANT:

	President	08/18/2024
Signature	Title	Date

DOJ LEGAL REVIEW for ODOT: Not required per OAR 137-045-0030(1)(b)

ODOT (Procurement Authority)

 <small>Kelsey MAFFEI (Aug 20, 2024 09:25 PDT)</small>	Kelsey MAFFEI	08/20/2024
Signature	Print Name	Date

STATEMENT of WORK and DELIVERY SCHEDULE
for
WOC # 1 under PA # B38908
City of North Plains, UGB Expansion Area Concept Plan
TGM File Code: 1B-22

PARTIES CONTACT INFORMATION

Agency's Project Manager ("APM") for the WOC Name: Molly McCormick Address: 123 NE Flanders St. Portland, OR 97209 Phone: 503-619-9458 Email: Molly.Mccormick@odot.oregon.gov	Agency's Contract Administrator for the WOC Name: Same as APM Phone: Email:
Consultant's Project Manager ("PM") for the WOC Name: Steve Faust, AICP Address: 3J Consulting 9600 SW Nimbus Ave # 100, Beaverton, OR 97008 Phone: 971-409-2045 Email: Steve.faust@3j-consulting.com	Alternate Contact for Consultant Name: N/A Phone: Email:
City's Project Manager ("CPM") for the Project IGA Name: Rob Drake, City Manager Phone: 503-647-5555 Email: rob.drake@northplains.gov	Alternate Contact for City Name: Bill Reid, Finance Director Phone: 503-647-555 Email: Bill.reid@northplains.gov

Agency may change the APM designation, Agency's address for invoicing (section H.5), or both by promptly sending written notice (e-mail notice acceptable) to Consultant, with a copy to tgmcentral@odot.oregon.gov. Changes to Agency's Contract Administrator for the WOC must be done by amendment. Any changes to PM or CPM must be approved in writing (e-mail acceptable) by Agency. Consultant or City shall provide written notice (email acceptable) to Agency of any changes to alternate contacts.

A. PROJECT DESCRIPTION and OVERVIEW of SERVICES

Agency is contracting with Consultant for Services in connection with the following planning project:

Project Purpose/Transportation and Relationship

The City of North Plains' ("City") UGB Expansion Area Concept Plan (the "Project") is part of the City's efforts to comply with state requirements to plan for a 20-year supply of lands within its Urban Growth Boundary ("UGB"). The purpose of the Project is to develop a preliminary land use and transportation

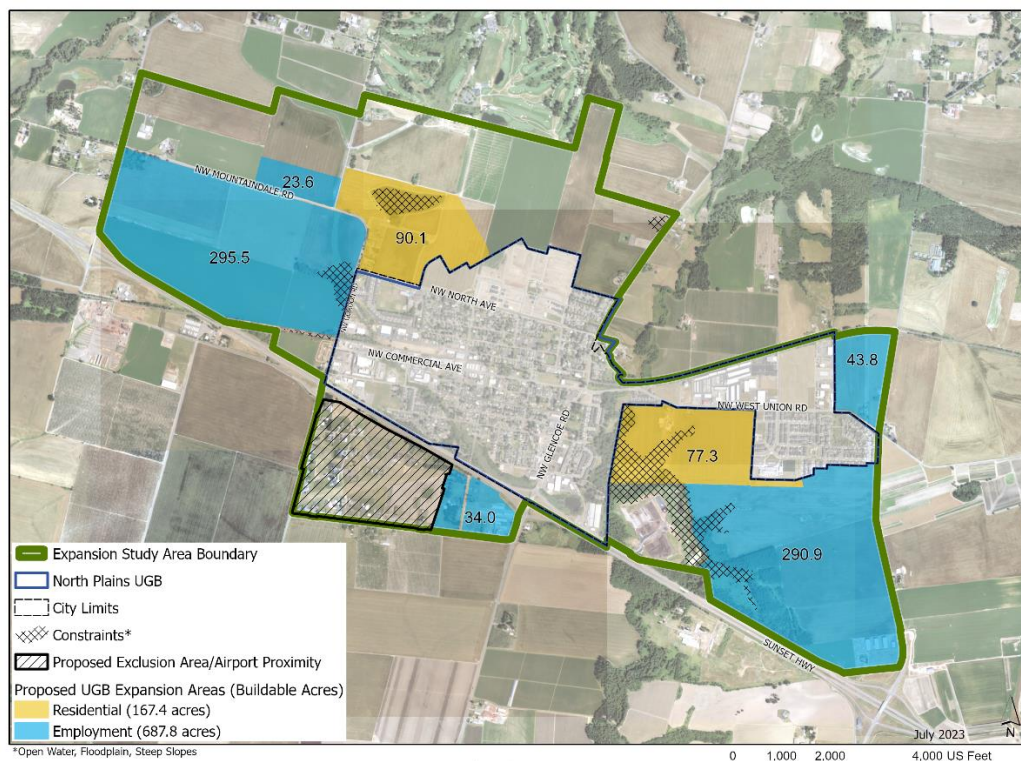
concept plan for 855 acres newly brought into the UGB but prior to annexation. The Project must identify residential and employment land areas and uses, the transportation network, utilities, parks and trails, other public facilities, and funding strategies.

The Project must include recommended amendments to the Comprehensive Plan and Transportation System Plan (“TSP”), adopted in 2019, as well as recommended updates to Interchange Access Management Plans along US26 and recommended updates to local land use code to implement the community’s vision for the UGB Expansion Area.

Project Area

The Project Area is the City’s immediate surroundings, generally bound on the north by the Pumpkin Ridge Golf Club, on the east by NW Jackson School Road, on the south by NW Beach Road, and on the west by NW Dersham Road. Project Area is shown in Figure 1. **NOTE: The Project Area must be refined during the City’s process for complying with State UGB expansion requirements.**

Figure 1. North Plains Preliminary UGB Expansion Area (to be refined during the City’s process for complying with State UGB expansion requirements)



The Project Area is divided into 4 subareas:

- **South Area** contains 34 acres south of Highway 26 and adjacent to 141 acres of exception lands consisting of rural residential that includes the Sunset Airstrip.
- **West Area** consists of 319 acres north of Highway 26 and bounded by NW Dersham Road. 296 acres are located south of NW Mountindale Road and west of NW Gordon Road. 24 acres are located north of NW Mountindale Road and west of NW Old Pumpkin Ridge Road.
- **North Area** consists of 90 acres north of NW North Ave and south of Jackson Cemetery.
- **East Area** consists of 412 acres generally bounded by NW Jackson School Road to the east, Highway 26 to the south and the railroad line to the north.

Background

The City is one of the fastest growing communities in Washington County with the population anticipated to nearly double by 2035. Recent development and annexations by the City have left the City without any developable land within the existing UGB to meet future employment and housing needs. The City has an estimated, immediate need of 855 additional acres to accommodate residential, commercial, and industrial growth; approximately two-thirds of these acres would be focused on employment lands.

The City initiated efforts to expand its UGB in 2020 and evaluated alternative expansion sites within a 1,500-acre study area of “Undesignated” Land that abuts the City in all 4 cardinal directions. City holds the right-by-way of binding agreement with Washington County to plan those Undesignated Lands for future City UGB expansion(s) and urbanization. City’s evaluation was conducted per statutory and rules requirements, documentation including a Goal 14 review and Housing Needs Analysis. City completed the UGB expansion study in Spring/Summer of 2023 with adoption by City and Washington County.

As part of Housing Needs Analysis, the City considered a full range of possible measures to address the City’s housing needs within the existing UGB and has since adopted numerous provisions to allow additional residential density. However, these land use reforms are insufficient to meet the City’s anticipated population growth. New residential areas in the Project Area will provide a mix of housing types to accommodate a variety of household sizes and incomes. These areas will also include important commercial services for the residents of the City to make it accessible via short, safe, and convenient local trips rather than the much longer trips to other cities that are currently required for residents to meet their everyday needs. The road network and associated paths and trails will connect residents to downtown shopping and services, local jobs, parks, and schools.

The City will integrate significant employment lands into the UGB expansion to support local economic development. The Economic Opportunities Analysis identifies new industries to help achieve the City’s economic priorities. Priorities include:

- Reversing an expanding bedroom community status and related jobs-housing imbalance by expanding and diversifying employment opportunity and industry profile and presence.
- Growing and diversifying business investments in the City to expand the City’s property tax base and reverse a continuing fiscal deficit imbalance between the dominant, growing bedroom community demand for and cost of “livability” public facilities and services and a limited fiscal capacity to provide them.
- Ensuring and sustainably funding community and economy-supporting infrastructure, and expanded City services such as recreational offerings that enhance community health and diversify the City economy.

The City’s UGB expansion will also help meet a regional and statewide need for industrial lands to support tech-based industries along a major transportation corridor. The City currently has limited buildable lands, but the City has been recognized by both the Oregon Semiconductor Competitiveness Task Force and the Oregon Legislature’s Joint Committee on Semiconductors as a key candidate location for larger semiconductor industry site readiness.

The City seeks to leverage existing infrastructure and utility investments and allow new development to efficiently connect to the existing transportation network. The City seeks to meet Goal 14 Urbanization

objectives through a UGB expansion that will promote efficient travel, provide access to existing services and amenities, support downtown businesses, reduce greenhouse gas emissions, and support active modes of transportation, promote housing affordability, and protect farm and forest land.

The City's pursuit of these businesses and industries is driven by the City's Goal 14 "Livability" needs of its current residents and a rapidly growing population and expanding residential neighborhoods. Those needs obligate the City to have the adequate fiscal resources generated largely by new industrial growth that will enable the City to provide the full array of municipal services needed by its residents and businesses going forward.

As part of the Washington County Silicon Forest economy, the City has the unique opportunity to plan for these vital economic needs for the state, but also do so with intent to pair residential land use that provides very high livability and multimodal connectivity between neighborhoods and places of employment, recreation opportunity, and commercial services in a smaller community environment. The City will likely be unique in the state of Oregon to provide a variety of sizes of key employment sites closely located and conveniently walkable to a variety of housing choices in its UGB expansion.

Project Objectives

The Project will:

- Plan for the development of affordable¹, market-rate housing, accessible neighborhoods² and employment lands that will drive the City's economy.
- Accommodate a projected doubling of population in the next 20-years, representing Approximately 790 new dwelling units within the Project Area.
- Plan for a total of 855 acres of new urbanized land to accommodate residential, employment and public service needs.
- Identify land for new housing and connect residents to new and future employers.
- Identify land for employment, including sites that will likely be identified by the State as CHIPS-driven semiconductor site needs.
- Develop a roadmap for implementation and phasing of financing for necessary infrastructure, with a priority on assuring necessary infrastructure and utilities to critical employment sites as soon as possible.
- Facilitate annexation, inclusion in the City's comprehensive plan in accordance with Oregon Administrative Rules ("OAR") 660-024 rules and development of land within the 2023 UGB expansion areas.

B. STANDARDS and GENERAL REQUIREMENTS

1. Standards

The standards, manuals, directives and other guidance applicable to Professional Services and Related Services are referenced below or available on Agency's webpages linked below and are incorporated by this reference with the same force and effect as though fully set forth herein.

¹ Housing choices and options – a variety of dwelling unit types, either for rent or ownership, that can meet a diverse socio-economic need for housing affordability in the community.

² Neighborhoods with equal access to everyone, including people with disabilities, and that feature a range of travel options and multimodal facilities.

The standards, manuals, directives and other guidance listed below or available on Agency's webpages are not exhaustive and may not include all applicable standards for a given Project. **Consultant shall be responsible for determining all applicable practices and standards to be used in performing Professional Services and Related Services. Consultant shall inform and demonstrate to Agency if standards, directives or practices required by Agency in performance of the work are insufficient, in conflict with applicable standards, or otherwise create a problem for the design.** Should the requirements of any reference, standard, manual or policy referenced in the PA or WOC conflict with another, Consultant shall, in writing, request Agency to resolve the conflict.

Unless otherwise specified in a given task, the most current version of applicable standards, manuals, directives and other procedural guidance shall apply. Unless otherwise specified, the system of measurement and language used in all deliverables must be English.

a. Planning, Survey, Preliminary Engineering and Design Manuals, Standards and Guidance:

- **Technical Manuals - alphabetical list**
(<https://www.oregon.gov/ODOT/Engineering/Pages/Manuals.aspx>)
- **Planning Guidance and Resources** (<https://www.oregon.gov/ODOT/Planning/Pages/Guidance.aspx>)
- **Planning Analysis** (<https://www.oregon.gov/ODOT/Planning/Pages/Technical-Tools.aspx>)
- **Engineering Guidance** (<https://www.oregon.gov/ODOT/Engineering/Pages/Eng-Guidance.aspx>)
- **Standard Drawings and Details** (<https://www.oregon.gov/ODOT/Engineering/Pages/Standards.aspx>)
- **Technical Guidance** (<https://www.oregon.gov/ODOT/Engineering/Pages/Technical-Guidance.aspx>)
- **Project Delivery Guide & Forms** (<https://www.oregon.gov/ODOT/ProjectDel/Pages/Project-Delivery-Guide.aspx>)
- **ODOT Forms Library** (<https://www.oregon.gov/ODOT/Forms/Pages/default.aspx>)
- **ADA Compliance – Assessment, Design, Inspection.** When the Services under this WOC include **assessment or design (or both)** for curb ramps, sidewalks or pedestrian-activated signals (new, modifications or upgrades), Consultant shall:
 - a. Use ODOT standards to assess and ensure Project compliance with the Americans with Disabilities Act of 1990 (“ADA”), including ensuring that all sidewalks, curb ramps, and pedestrian-activated signals meet current ODOT Highway Design Manual standards; and
 - b. Follow ODOT’s processes for design, modification, upgrade, or construction of sidewalks, curb ramps, and pedestrian-activated signals, including using the ODOT Highway Design Manual, ODOT Design Exception process, ODOT Standard Drawings, ODOT Construction Specifications, providing a temporary pedestrian accessible route plan and current ODOT Curb Ramp Inspection form.

When the Services under this WOC include inspection of curb ramps, sidewalks or pedestrian-activated signals (new, modifications or upgrades), all such inspections shall include inspection for compliance with the standards and requirements in a. and b. above. Inspections must be performed by ODOT certified inspectors (which must include certified environmental inspectors when appropriate). In addition, at Project completion, Consultant shall complete the applicable ramp-specific ODOT Curb Ramp Inspection Form 734-5020(A-G) for each curb ramp constructed, modified, upgraded, or improved as part of the Project. Each completed form must be submitted

electronically by clicking the “Submit by E-mail” button on the form (and cc APM). The forms are documentation required to show that each curb ramp meets ODOT standards and is ADA compliant. ODOT’s fillable Curb Ramp Inspection Forms and instructions are available at the following address: <https://www.oregon.gov/ODOT/Engineering/Pages/Accessibility.aspx>

Above references to curb ramps, sidewalks or pedestrian-activated signals also include, when applicable, shared use paths, transit stops, park-and-rides and on-street parking.

b. Website or Web Content Development and Maintenance Standards

Consultant shall perform all required web-related Services in conformance with the **ODOT Web Standards** (available at: <https://www.oregon.gov/ODOT/Pages/Web-Toolkit.aspx>), which is incorporated into this PA with the same force and effect as though fully set forth herein. ODOT shall have ownership and control of Work Products developed by Consultant as set forth in the terms and conditions of the PA, Part II, Section 7 - Ownership of Work Product.

c. ODOT Communications Standards

For any Consultant tasks that require communications functions on behalf of Agency, Consultant shall comply with the ODOT Communications Standards (available at: <https://www.oregon.gov/ODOT/Pages/Web-Toolkit.aspx>) which is incorporated into this WOC with the same force and effect as though fully set forth herein.

2. Software Requirements

In addition to the software requirements set forth in the PA, the following shall apply to this WOC:

- See Section D of this SOW; and
- As otherwise stated within tasks or this WOC.

3. Professional Licenses, Registrations and Qualifications

- a. Registered Professional Engineer (Civil or Traffic)

4. General Requirements

The APM (or such other individual identified in specific tasks or as designated in writing to Consultant) is the primary contact on behalf of Agency for this Project.

To the extent possible, all transmittals from Consultant to Agency must include as applicable the Project name and the Project file code.

- a. **Endorsement of Data.** Consultant shall place their official Oregon Registered Engineer seal and signature on all engineering design drawings and specifications furnished to ODOT, as well as any other materials specified in ORS 671.025, 671.379, 672.020(2), 672.025(2), 672.028(2) and 672.605, as applicable, that require such seal and signature.
- b. **Electronic Documents, Digital Seal and Signature.** If required under the WOC, Consultant shall use ODOT APM’s email for electronic submittal and receipt of files as necessary for the Project, unless otherwise agreed upon. All final documents identified in ORS 671.025, 671.379, 672.020(2), 672.025(2), 672.028(2) and 672.605, as applicable, must bear the digital seal and signature of the Oregon registered professional under whose supervision and control they were prepared. Documents must be submitted in the format specified in the WOC for each

deliverable and must comply with OAR 804-030, OAR 806-010, OAR 809-050 and OAR 820-025 requirements, as applicable, for digital seal and signature capable of independent verification, final and draft documents, modifications to designs, and dual stamping of documents.

- c. **Safety Equipment.** Consultant shall provide and use all safety equipment including (but not limited to) hard hats, safety vests and clothing if required by State and federal regulations and ODOT policies and procedures for the Services under the WOC.
- d. **Personnel, Materials, and Equipment.** Consultant shall provide competent personnel and shall furnish all supplies, equipment, tools, and incidentals required to accomplish the work. All equipment and tools must be in good operating condition and shall be kept in proper adjustment throughout the duration of the WOC. All materials and supplies must be of good quality and suitable for the assigned work.
- e. **State Owned Assets.** All State-owned assets, if any, in Consultant's possession must be promptly returned to Agency when the Services are complete, when the WOC is terminated, or when requested by Agency, whichever occurs first.
- f. **Legal Services and Fees.** If Consultant uses legal services to support the Consultant's performance of any Services under this WOC, that is a decision within the Consultant's discretion; however, no charges for Consultant legal counsel or for legal services shall be charged to Agency as a subconsultant cost or other cost and any such costs or charges shall be paid for by the Consultant at the Consultant's sole expense and at no cost to the Agency.

g. General Requirements for Project Management

City shall provide a project manager throughout the Project and other adequate staff to complete the Project in accordance with the anticipated timeline. APM, CPM (or alternate), and PM shall serve as the Project Management Team ("PMT") and may invite others to participate. City shall maintain effective communication and coordination between Agency and Consultant throughout the Project.

City shall:

- i. Provide comments on Consultant's deliverables that are internally reconciled, giving a single direction for change;
- ii. Provide briefings as needed to City Planning Commission, City Council, and interested stakeholders; and
- iii. Collect feedback from stakeholders through various forms of public outreach, both online and in person.

h. General Requirements for Written and Graphic Deliverables

Written (text) and graphic deliverables must be provided in electronic format. All documents must be written concisely, in plain language, and use an easily understood format. Where possible, Consultant shall present information in tabular or graphic format, with a simple and concise accompanying narrative. All documents must be readable and usable in non-colored text.

Consultant shall write materials intended for the public, such as meeting presentations, at no higher than a high school grade level using the Flesch–Kincaid Grade Level Formula.

Written deliverables must include the Project name, a title that refers to the WOC deliverable, draft number, subtask number, and date of preparation.

i. General Requirements for Final Deliverables

Consultant shall prepare final, adoption ready plans and amendments to plans as final policy statements of the local government and must not include language such as “it is recommended...” or “City should...” Consultant shall prepare new and amended code language as final, adoption ready regulatory statements of City. Final plan, plan amendments, code, and code amendments must include all necessary amendments or deletions to existing City plans or code to avoid conflicts and enable full integration of proposed plan with existing City documents.

Final recommendations, plans, and amendments must not include names and logos of Consultant, the Transportation and Growth Management (“TGM”) Program, ODOT, Oregon Department of Land Conservation and Development, or project codes. These items are only allowed on the acknowledgement page.

Final recommendations, plans, and amendments must include the following statement:

“This Project is partially funded by a grant from the Transportation and Growth Management (TGM) Program, a joint program of the Oregon Department of Transportation and the Oregon Department of Land Conservation and Development. This TGM grant is financed, in part, by Federal Highway Administration, local government, and the State of Oregon funds.

The contents of this document do not necessarily reflect views or policies of the State of Oregon.”

j. General Requirements for Meetings and Public Events:

Meetings must be held in person, by video/virtual conference, by telephone, or any combination of the aforementioned, as determined by the APM, in consultation with the PMT.

Meetings may include, but are not limited to: kick-off, project coordination, committee and public meetings or work sessions.

Public events include any public involvement or outreach opportunities but is not limited to: open houses, workshops, tabling, focus groups, small group or one-on-one briefings, interviews, and public meetings.

“Arrange” meetings and public events includes but is not limited to: scheduling dates and times with participants, distribution of agendas and relevant materials in advance of the meeting or event, reserving a suitable location, placing advertisements in local media, and posting notices in public locations (such as City buildings and libraries). Unless otherwise stated within specific tasks, “arrange” includes attendance.

“Conduct” meetings and public events includes but is not limited to: preparing agendas and materials, making presentations, and facilitating discussion of relevant issues, and preparing summaries.

Public events must also include graphics such as poster boards, maps, or brochures as deemed appropriate by the PMT (e.g., PowerPoint or PDF if virtual). Consultant shall coordinate with City and APM to review and approve the format for public events.

Consultant shall prepare presentation materials for the Project Advisory Committee (“PAC”) and the Technical Advisory Committee (“TAC”) meetings. PAC & TAC meetings must utilize an agenda and visual presentation such as visually oriented, simple English handouts and poster boards (PowerPoint or PDF if virtual).

City shall ensure that all meetings are noticed and held in accordance with City standards and ORS Chapter 192 - Records, Public Reports and Meetings. City shall prepare and distribute all staff reports, agendas, relevant materials, necessary public notices and notifications, and provide public outreach for community involvement.

Meeting locations must be accessible by people with disabilities. Meeting notices must include an offer to make accommodations for people with disabilities with sufficient advance notice, and translation services upon request, with contact information for such notification. Meetings must include interpretation and translation consistent with the language support elements of the Project Engagement Plan (“PEP”), and in response to community member request.

k. General Requirements for Civil/Traffic Analyses, Landscape and Land Use Planning

- Consultant, by and through an Oregon registered Professional Engineer (“PE”), shall perform or oversee all traffic analysis services. Final memoranda containing traffic analysis must be stamped by a PE with license being current and in good standing, with expertise in civil or traffic engineering.
- A Landscape Architect and a Land Use Planner shall conduct analysis appropriate for those disciplines.
- Intersection performance must be determined using the [Highway Capacity Manual 7th Edition](#) (published by the Transportation Research Board with manual calculations for signalized intersection Volume to Capacity (“V/C”). All traffic analysis software programs used must be consistent with Highway Capacity Manual procedures. The City Engineer may approve a different intersection analysis method prior to use when the different method can be justified for City intersections.
- Traffic analysis software must follow Highway Capacity Manual 7th Edition procedures. Signalized intersection V/C ratios must be manually calculated. Traffic analysis must be consistent with ODOT’s [Analysis Procedures Manual](#).
- Traffic analysis at non-State intersections must be compatible with Agency procedures and must follow standard engineering procedures and practices.
- Future build conditions (alternatives) must be consistent with City, County and Agency design standards. Alternative improvements may be proposed subject to the approval of the facility’s jurisdiction.

- Consultant shall submit all data and calculations to PMT and Agency for review and record-keeping. Consultant shall provide electronic file copies of analysis data. These written and electronic products must be in Agency and City compatible formats.

I. Requirements for Public Involvement

Public Involvement must allow residents and business owners of City and its environs an opportunity to provide input into the Project. City shall consider environmental justice issues, which is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies.

Fair Treatment means that no group of people, including a racial, ethnic, or a socioeconomic group, should bear a disproportionate share of the negative environmental consequences resulting from industrial, municipal, and commercial operations or the execution of federal, state, and local programs and policies.

Meaningful Involvement means that: (1) potentially affected community residents have an appropriate opportunity to participate in decisions about a proposed activity that affects their environment or health; (2) the public's contribution can influence the regulatory agency's decision; (3) the concerns of all participants involved will be considered in the decision-making process; and (4) the decision makers seek out and facilitate the involvement of those potentially affected.

The public involvement must include, but is not limited to, specific steps to provide opportunities for participation by federal Title VI communities. City and Consultant shall utilize the ODOT Title VI (1964 Civil Rights Act) Plan guidance to identify Title VI populations, formulate public involvement strategies, and report outreach efforts to and participation by Title VI communities.

C. REVIEW, COMMENT and SCHEDULE OVERVIEW

1. Consultant shall coordinate with City and Agency staff as necessary and shall revise deliverables to incorporate review comments. APM will determine what constitutes a “minor” or “major” edit. Consultant is not required to make major revisions without an approved WOC amendment. This provision does not limit the right of Agency to require correction of deliverables that do not meet the standards and specifications outlined in this SOW.
2. Unless otherwise specified in a given task,
 - a. **Draft and Revised Deliverables**
 - i. Consultant shall provide a draft of written and graphic deliverables to the City and APM, in electronic format at least 5 business days prior to broader distribution to the PAC or public. Consultant draft deliverables must be substantially complete, and any changes or revisions needed to address comments are expected to be minor.
 - ii. City shall and APM will review the draft deliverables and submit 1 set of consolidated, non-conflicting written comments on draft materials from its reviewers to Consultant within 5 business days from the date a deliverable is received.

- iii. Based on comments received, Consultant shall return the revised deliverables to City and APM, with comments incorporated, within 10 business days of Consultant's receipt of City's and Agency's comments, unless a different timeframe is approved in writing by APM.

b. Final Deliverables

- i. City shall provide consolidated non-conflicting written comments of public and other reviewers to Consultant before preparation of final deliverables. If City cannot reconcile conflicting comments, APM will determine which comments will be kept.

c. Materials for Meetings and Public Events

- i. Consultant shall provide a draft of materials (includes agendas and presentation materials) for meetings and public events, unless otherwise instructed by APM, to the City and APM in electronic format at least 10 business days prior to the associated meeting or event, unless another timeframe is approved in writing by APM. If changes are required, City shall and Agency will provide comments to Consultant within 5 business days following receipt of the materials. Consultant shall revise materials as directed prior to use and electronically transmit to City and APM at least 2 business days before the associated meeting or event. Consultant or City shall submit summary materials to APM (and City as applicable) within 10 business days following each meeting or event.

D. FORMAT REQUIREMENTS

- Consultant shall submit draft deliverables in electronic format via email (and hard copy if requested).
- Consultant shall also submit all graphic files accompanying reports separately in .jpg or .tif formats unless specified differently by Agency.
- Graphic deliverables must be in software compatible with AutoCAD, SketchUp, Adobe Illustrator, or Environmental Systems Research Institute, Inc. ("ESRI") compatible Geographic Information Systems ("GIS") software, as appropriate to the deliverable. All graphic deliverables must be well documented, with Project name, a title that corresponds to the WOC deliverable, draft number, a legend, and the date of preparation. Electronic versions of base and plan maps must be in color and display-sized maps must be printed in color when important to public comprehension. Color deliverables must be readable when reproduced in black and white and in a color-blind safe palette.
- Maps must include details necessary to ensure usability, such as city limits, UGB's, street names, relevant environmental and cultural features, legend, date, etc. Maps included in the final deliverables must be at a scale that is legible.
- Consultant shall provide GIS deliverables to City and APM. GIS deliverables must be in an ESRI-compatible format (shapefile or geodatabase) and use a spatial reference system must be consistent with [ODOT GIS Data Unit Requirements](#).
- Each draft and final text-based or spreadsheet-based deliverable shall be provided in MS Office file formats (i.e., MS Word, Excel, etc.) and must be fully compatible with version used by Agency.
- All deliverables must be formatted to 8 ½-inch by 11-inch or 11-inch by 17-inch paper.
- Additional format requirements may be listed with specific tasks/deliverables in the SOW or in the PA.

E. TASKS, DELIVERABLES and SCHEDULE

Unless the WOC is terminated or suspended, Consultant shall complete the Services included in this WOC and in accordance with the performance requirements and delivery schedules included in this WOC. For purposes of standardization, the task numbering in this SOW may be non-sequential.

Unless otherwise stated in a specific task or deliverable, “up to” in this SOW will be as determined or approved by APM if the quantity requires less than the specified maximum to meet the Project need.

Consultant understands that the City has significant tasks related to, and involvement with, the Project. As such Agency has entered into a separate Intergovernmental Agreement (PO-73000-00036546) (“Project IGA”) with the City to provide services to the Project as described in this SOW that are not the responsibility of the Consultant. Information regarding the City deliverables and responsibilities is for informational purposes only.

For meeting requirements, including the defined meanings of “conduct” and “arrange”, refer to Section B, part 4, subsection j., of this SOW, under General Requirements for Meetings.

For tasks or subtasks noted as **[CITY TASK]**, Consultant has no tangible deliverables associated with these tasks.

The General Project Delivery Schedule is consolidated in a table at the end of Section E.

TASK 1: PROJECT MANAGEMENT

1.1 Project Kickoff Meeting

City shall arrange and Consultant shall conduct a Project Kickoff Meeting. Project Kickoff Meeting must be in person. City shall present an overview of City’s goals for the Project, provide background on the UGB Expansion Study and the Project Area and discuss draft rosters for advisory committees. Consultant shall prepare and provide for review the draft Refined Project Schedule and identify additional background data and materials needed for Project at the Project Kickoff Meeting. Consultant shall prepare a draft meeting summary, and City and APM shall finalize the meeting summary with revisions and edits.

1.2 PMT Meetings

Consultant shall arrange and conduct up to 24 PMT Meetings throughout Project. Meetings are anticipated to occur twice per month, or as requested by the City, and last for 30 minutes. At each meeting, Consultant shall review Project progress, deliverables, identify, and mitigate potential issues. PMT Meetings must be held via telephone or videoconferencing, unless held in conjunction with an in-person meeting and are expected to last 1 hour each. Consultant shall work with PMT to review Project progress, identify and mitigate potential issues, and oversee Project development from beginning to end.

1.3 Refined Project Schedule and Schedule Updates

Consultant shall prepare a draft Refined Project Schedule for review and discussion at Project Kickoff Meeting. The Refined Project Schedule must conform to the General Project Delivery Schedule shown in Table 1, at the end of Section E, and the milestone dates provided in this Contract. Refined Project Schedule must have, as a minimum, the following milestones with associated submittal dates:

- Meetings and Public Involvement.
- Draft and final Memoranda.
- Agency, City and committee review periods.

Consultant shall submit the draft Refined Project Schedule (in accordance with Deliverable Table) to APM and City for review at Project Kickoff Meeting and revise afterwards. Consultant shall update schedule up to 2 times throughout the Project as requested by APM.

1.4 Project Engagement Plan

Consultant shall prepare a PEP that includes the roles and responsibilities of the Parties, the City, and Project partners for engagement activities. PEP must identify interested parties including historically underserved groups and describe the array of tools and activities best suited to inform and engage each group. PEP must summarize the intent and schedule for public meetings, events, surveys, community focus groups, or any other forms of public engagement undertaken in pursuit of Project. PEP must include the Refined Project Schedule. PEP is expected to be 8 to 12 pages.

1.5 Project Webpage [CITY TASK]

City shall establish and maintain a Project Webpage on the City website during the entire Project. City shall be responsible for all aspects of the Project Webpage, including development, hosting, gathering and monitoring of content, and controls. Project Webpage must be fully functioning and accessible within 6 weeks after Notice to Proceed and remain fully functioning and accessible for a minimum of 3 months following Project completion.

Project Webpage must include, at a minimum:

- Project deliverables: Memos and all maps and graphics in PDF or JPG format;
- An embedded translate tool, and
- Meeting information (times, locations, agendas, summaries, and materials).

Project Webpage must be updated before and after meetings and at the end of Tasks.

TASK 1 DELIVERABLES

City Deliverables

- 1.1a Project Kickoff Meeting final summary
- 1.5a Project Webpage, initial content and ongoing updates

Consultant Deliverables

- 1.1 Project Kickoff Meeting – meeting materials and draft summary
- 1.2 PMT meetings, (up to 24) – meeting materials and summaries
- 1.3 Refined Project Schedule, original (up to 2 updates)
- 1.4 Public Engagement Plan

MILESTONE

City shall seek formal endorsement of the Project work, scope, and Project Area by resolution of Council/Commission prior to work commencing on Task 2. APM will, in consultation with City and Consultant, determine whether to proceed with remainder of Project as scoped. City and Consultant

work must not commence work on Task 2 until APM provides written authorization to Consultant and City to continue or until an amendment is executed.

TASK 2: COMMUNITY ENGAGEMENT

2.1 TAC & PAC Rosters and Interested Parties List [CITY TASK]

City shall compile a list of TAC members to focus on site readiness and development. Representatives may include, but are not limited to:

- City agencies
- Clean Water Services
- Joint Water Commission
- Greater Portland Inc.
- Industrial land use planner
- NAIOP: Commercial Real Estate Development Association (previously National Association of Industrial and Office Parks)

TAC will meet to discuss the details of industrial site readiness, including site assembly and infrastructure provision to guide the Project.

City shall invite up to 14 community partners to participate on the PAC and prepare a roster. PAC is expected to include public agencies, business owners, residents, and other members of the public. PAC will meet to review Project deliverables and provide guidance on the development of Project deliverables. Public agency representation should include, but is not limited to:

- North Plains Economic Development Committee
- Washington County
- Oregon Department of Land Conservation and Development (“DLCD”)
- ODOT
- Hillsboro School District

City shall maintain an Interested Parties List that includes PAC members and other parties expressing interest in the Project for notification of Project progress, meetings, and presentations.

2.2 TAC Meetings #1 to #3

City shall arrange and Consultant shall conduct 3 TAC meetings to provide guidance on the development and review of Project deliverables.

- **2.2.1** – TAC Meeting #1 will review Task 3 deliverables
- **2.2.2** – TAC Meeting #2 will review Task 4 deliverables
- **2.2.3** – TAC Meeting #3 will review Task 5 deliverables

The purpose of the meetings is to solicit comments on the completeness, accuracy, and findings of major deliverables.

TAC Meetings are expected to be up to 2 hours in duration. Except for Meeting #1, TAC Meetings must be virtual/hybrid. City shall provide meeting summaries, and Consultant shall review to ensure that key issues discussed at meetings are included.

- **2.2.4** – Consultant shall arrange and conduct a 1-hour site visit/ tour of the Project Area to familiarize themselves and the TAC with conditions on the ground. City shall either accompany the Consultant or provide guidance in advance about specific locations that should be visited and other relevant information to support the visit. Consultant is not expected to provide meeting materials prior to the site visit/tour. Consultant shall provide a site visit summary of key observations discussed.

2.3 PAC Meetings #1 to #3

City shall arrange and Consultant shall conduct 3 PAC meetings to provide guidance on the development and review of Project deliverables.

- **2.3.1** – PAC Meeting #1 will review Task 3 deliverables
- **2.3.2** – PAC Meeting #2 will review Task 4 deliverables
- **2.3.3** – PAC Meeting #3 will review Task 5 deliverables

The purpose of the meetings is to solicit comments on Project recommendations and the overall direction of the Project.

PAC Meetings are expected to be up to 2 hours in duration. PAC Meetings must be virtual/hybrid. City shall provide meeting summaries, and Consultant will review to ensure that key issues discussed at meetings are included.

2.4 Title VI Report

At end of Project, Consultant shall prepare and submit to APM a report delineating Title VI activities, documenting Project process and outreach for all low income, race, gender, and age groups. Report must follow 1-page template Agency will provide.

TASK 2 DELIVERABLES

City Deliverables

- 2.1a TAC & PAC Rosters and Interested Parties List
- 2.2a Meeting summaries, TAC Meetings #1 to #3
- 2.3a Meeting summaries, PAC Meetings #1 to #3

Consultant Deliverables

- 2.2.1 TAC Meeting #1 materials
- 2.2.2 TAC Meeting #2 materials
- 2.2.3 TAC Meeting #3 materials
- 2.2.4 Site visit summary
- 2.3.1 PAC Meeting #1 materials
- 2.3.2 PAC Meeting #2 materials
- 2.3.3 PAC Meeting #3 materials
- 2.4 Title VI Report

TASK 3: EXISTING CONDITIONS

3.1 Memorandum #1: Vision and Guiding Principles

Consultant shall prepare a draft and final Memorandum #1, describing the vision and guiding principles that build upon the Project Objectives and that must be used to direct Project planning and outcomes for the Project Area. Consultant shall use input gathered at Task C.8 Community Focus Groups meetings (if contingency task is authorized) and previous public engagement results from the City's 2023 UGB Expansion Study. As part of preparing Memorandum #1, Consultant shall solicit input from City to refine the vision and guiding principles.

3.2 Background Data and Information

Consultant shall gather, and City shall provide available Background Data, Information and GIS files, consisting of local, county, and regional policies and regulatory documents and existing data, including but not limited to the following:

- City Code Title XV: Land Usage
- City Zoning Map
- City Comprehensive Plan Map
- City Comprehensive Plan, updated in 2022
- City TSP, adopted in 2019, and maps
- [Washington County TSP, adopted in 2019, and maps](#)
- Baseline GIS data for the Project Area
- Aerial photographs and aerial mapping
- Washington County Comprehensive Plan Maps
- Washington County's Rural Natural Resource Plan
- Metro Regional Transportation Plan
- UGB Expansion Phase 1 Report
- Economic Opportunities Analysis
- Housing Needs Analysis
- All associated UGB Expansion Factor Analysis Memorandum
- Interchange Area Management Plans for Jackson School Road and Glencoe Road interchanges
- Recent and proposed land developments, redevelopment, and subdivisions in and adjacent to Project Area
- Any relevant inventories or updates related to the transportation system including functional classifications, number of lanes, and multimodal facilities (bicycle, pedestrian, transit, and freight)
- Previously inventoried Goal 5, 6 and 7 resource data including: Environmental constraints or natural hazards including slopes, riparian corridors, Federal Emergency Management Agency ("FEMA") floodplain maps, waterways, stream classifications, waterbodies, wildfire risk, designated constrained lands, groundwater resources, energy resources, sensitive bird sites, wildlife species and habitat of concern, and threatened, endangered or sensitive wildlife species
- Parcel data within Project Area including property boundaries, tax lot identifiers and ownership information
- Public infrastructure including transportation, sidewalks, bike lanes, multi-use paths, ADA facilities, stormwater, sanitary sewer, municipal water, and utilities
- Relevant improvement projects from the ODOT State Transportation Improvement Program

- Relevant improvement projects from the Metro Regional Transportation Improvement Program
- School system changes or expansion
- Existing access and traffic conditions for interchanges adjacent to the Project Area

Consultant shall provide list of collected documents to City and APM.

3.3 Memorandum #2: Existing Conditions and Policy Review

Consultant shall prepare draft and final Memorandum #2 Existing Conditions, a summary and synthesis of Background Information and existing conditions within the Project Area for each subarea.

Memorandum #2 must include a policy framework summary that details relevant City, Washington County, and State policies that dictate UGB expansions and required Statewide Planning Goal inventories. The summary must include development constraints, environmental hazards, natural, scenic, and cultural resources, City growth trends, and public infrastructure. Information must be presented in narrative form with tables, maps, photographs, or other graphics to clearly describe current conditions. The existing and planned transportation system for all modes is limited to a summary of material already collected and reported in the 2019 TSP. This summary assumes no new data collection or analysis.

Existing Conditions must include, but are not limited to:

- Summary of findings of note from site visit.
- Summary of comprehensive plan policies related to housing needs and to protections and mitigations for significant natural, cultural, and scenic resources.
- Multi-modal transportation system summary, including auto, freight, transit, bicycle and pedestrian.
- Existing commercial, industrial, and civic land uses and any associated issues regarding types, locations, and development pattern.
- Existing public facilities and infrastructure location and condition provided by the City, and summary of improvements proposed by current City infrastructure master plans.
- Goal 5, 6 and 7 inventories covering natural, cultural, scenic resource inventory from readily-available data. Environmental constraints or natural hazards including slopes, riparian corridors, FEMA floodplain maps, waterways, stream classifications, waterbodies, wildfire risk, designated constrained lands, groundwater resources, energy resources, sensitive bird sites, wildlife species and habitat of concern, and threatened, endangered or sensitive wildlife species
- Developable land inventory within Project Area.
- Opportunities & Constraints diagram summarizing key opportunities and the constraints that will need to be overcome in order to realize those opportunities.

Memorandum #2 must include a local policy review that provides a summary and baseline understanding of the existing local policy framework that will guide development within the Project Area including, but not limited to:

- Assessment of prior planning documents and their implications on Project Area including the City's Comprehensive Plan, 2019 TSP and any Interchange Area Management Plans adjacent to Project Area.

- A statement of goals and priorities that focus on ensuring a mix of housing types with an emphasis on work force housing³ that can be used in reviewing policies, and developing recommendations for future policies, as well as amendments to the City's Title XV: Land Usage code.

Consultant shall also include in Memorandum #2 initial bullet point list of draft strategies and policies for addressing housing needs within the Project Area; draft recommended protections and mitigations for identified significant natural, cultural, and scenic resources.

Consultant shall prepare final Memorandum #2 after TAC and PAC Meetings #1.

TASK 3 DELIVERABLES

City Deliverables

None

Consultant Deliverables

- 3.1.1 Draft Memorandum #1: Vision and Guiding Principles
- 3.1.2 Final Memorandum #1: Vision and Guiding Principles
- 3.2 List of Collected Background Documents and GIS files
- 3.3.1 Draft Memorandum #2: Existing Conditions and Policy Review
- 3.3.2 Final Memorandum #2: Existing Conditions and Policy Review

TASK 4: ALTERNATIVE CONCEPT DEVELOPMENT AND ANALYSIS

4.1 Memorandum #3: Concept Alternatives Development and Evaluation Methodologies

Consultant shall prepare a draft and final Memorandum #3, documenting the development of up to 3 Land Use and Transportation Concept Alternatives for each Project Area subarea and establishing a set of evaluation methodologies used to compare the Concept Alternatives. Concept Alternatives must build upon analysis of earlier Project work and reflect public input received. Concept Alternatives must be presented in both narrative descriptive, summary table and visually mapped formats.

Consultant shall use the development types previously explored in the UGB Expansion Study to build initial spreadsheet level scenarios to refine the land use mixes to hit the City's development targets from the Housing Needs Analysis and Economic Opportunities Analysis ("EOA") and the vision and guiding principles in Memorandum #1. Concept Alternatives must provide for a mix of residential densities (low, medium, high), commercial and industrial use types, major roads, natural resource areas, parks, and trails, public facilities, and utilities.

Concept Alternatives must include a supportive transportation system; Memorandum #3 must describe the concept alternatives to highlight key differences, challenges in implementation, and planning level cost estimates of full build-out for comparative purposes. Traffic analysis must provide a high-level evaluation of total expected daily trips (local and regional) generated upon full build-out of each alternative, likely impacts to existing transportation infrastructure, and potential mitigations to

³ Housing for individuals and families earning between 60% and 120% AMI.

accommodate the new urban lands within the Project Area. Concept Alternatives must include policy and functional classification frameworks to adequately serve the Project Area with a full range of transportation options.

Memorandum #3 must include an alternatives evaluation methodology using metrics that allow the Concept Alternatives to be quantitatively and qualitatively compared. The quantitative and qualitative measures must be informed by Memorandum #1 - #2. Four key components of the evaluation methodology are:

- Land Use Framework
- Urban design strategies
- Multi-modal transportation and improvements
- Inventory of infrastructure improvements to support Concept Alternatives

Consultant shall prepare final Memorandum #3 after TAC and PAC Meetings #2 and Community Meeting #2.

TASK 4 DELIVERABLES

City Deliverables

None

Consultant Deliverables

4.1.1 Draft Memorandum #3: Alternatives Development and Evaluation Methodologies

4.1.2 Final Memorandum #3: Alternatives Development and Evaluation Methodologies

TASK 5: DRAFT CONCEPT PLAN

5.1 Memorandum #4: Alternatives Evaluation and Preferred Alternative Concept Selection

Consultant shall prepare a draft and final Memorandum #4, evaluating the Concept Alternatives for the Project Area and recommend a Preferred Alternative Concept. Consultant shall apply metrics and evaluate alternatives based on the methodologies established in Memorandum #3. Preferred Alternative Concept must take into consideration PMT, TAC, PAC, and public feedback on the draft alternatives. The Preferred Alternative Concept may be one of the alternatives from Memorandum #3 or a new one reflecting a combination of preferred elements.

5.2 Memorandum #5: Phasing and Public Financing Strategy

Consultant shall prepare a draft and final Memorandum #5, a recommended Phasing and Financing Strategy that the City can use to guide public investments to support the Preferred Alternative. The Phasing and Financing Strategy must consider and analyze the need for public infrastructure in the Project Area, the financial burden associated with designing, constructing and maintaining new public infrastructure and possible sources and strategies to meet the financial needs of infrastructure within the Project Area. The Phasing and Financing Strategy must include, but is not limited to:

- An inventory of public infrastructure investments (including transportation, stormwater, sanitary sewer and municipal water) needed to implement the Preferred Alternative Concept.
- High level cost estimates for public infrastructure.

- Identification of financial and other barriers or challenges to implementation and development of public infrastructure.
- A phasing plan of development and public infrastructure investments that considers the complexity of development, availability of funding, and the needs and priorities of the North Plains community.
- An analysis of existing financial sources, tools and estimated public revenues to support development.
- An evaluation of new funding tools intended expedite development of the Preferred Alternative Concept.
- Contingency plans for potential cost overruns, inability to secure funding or changes to planned development scope.

Consultant shall prepare final Memorandum #5 after TAC and PAC Meetings #3 and Community Meeting #2.

5.3 Draft Concept Plan

Consultant shall prepare initial and revised Draft Concept Plan incorporating Memoranda from earlier tasks, additional text, and input from TAC and PAC Meeting #3. Consultant shall create a complete Draft Concept Plan that can be printed or shared via the Internet. At minimum, Elements which must be included in the Draft Concept Plan are:

- Maps, plans and summaries as refined from previous tasks.
- Internal and external street network for Project Area consistent with City's Street Standards, or clearly identify any recommended deviations that accommodate pedestrian, bicycle, and motor vehicle traffic.
- Appendices of relevant final Memorandum and deliverables.

Consultant shall submit the initial Draft Concept Plan to PMT for review and comment within 10 business days prior to broader distribution to TAC and PAC.

5.4 Planning Commission and City Council Work Sessions

City shall arrange and conduct one 2-hour Planning Commission Work Session and one 2-hour City Council Work Session. Consultant shall attend, develop and utilize a digital presentation to present the Draft Concept Plan at work sessions. City shall provide 1 summary to document input and direction for revisions by Consultant in Task 6 within 15 business days after last work session.

TASK 5 DELIVERABLES

City Deliverables

5.4a Planning Commission and City Council Work Sessions (2) agendas and summary

Consultant Deliverables

- 5.1.1 Draft Memorandum #4: Alternatives Evaluation and Preferred Alternative Concept Selection
- 5.1.2 Final Memorandum #4: Alternatives Evaluation and Preferred Alternative Concept Selection
- 5.2.1 Draft Memorandum #5: Phasing and Public Financing Strategy
- 5.2.2 Final Memorandum #5: Phasing and Public Financing Strategy
- 5.3 Draft Concept Plan (initial and revised)

5.4. Presentation Materials, Planning Commission and City Council Work Sessions (2)

TASK 6: FINAL CONCEPT PLAN

6.1 Adoption Draft Concept Plan

Consultant shall prepare the Adoption Draft Concept Plan incorporating input from Planning Commission and City Council Work Sessions.

6.2 Notice of Proposed Change to a Comprehensive Plan or Land Use Regulation [CITY TASK]

City shall prepare a Notice of Proposed Change to a Comprehensive Plan or Land Use Regulation.

A minimum of 45 calendar days prior to the scheduled Urban Area Planning Commission Hearing, City shall submit the Notice of Proposed Change to a Comprehensive Plan or Land Use Regulation to DLCD, as well as the Adoption Draft Concept Plan and Adoption Draft Land Use and Development Code Amendments in accordance with ORS 197.610.

6.3 Adoption Hearings

City shall arrange and conduct 1 Adoption Hearing of the Planning Commission, and 1 Adoption Hearing of the City Council. City is not required to provide agendas or meeting summaries for this task. Consultant shall support City by preparing presentation materials and attend hearings by video or teleconference for each meeting to answer questions.

6.4 Final Concept Plan

Consultant shall prepare a final version of the Adoption Draft Concept Plan and a final version of the Land Use and Development Code Amendments, incorporating any City Council actions. Consultant shall provide 1 hard copy and electronic versions of Final Concept Plan and Final Land Use and Development Code Amendments to APM. An electronic version must be provided to the City and APM in both MSWord and pdf formats.

TASK 6 DELIVERABLES

City Deliverables

6.2a Notice of Proposed Change to a Comprehensive Plan or Land Use Regulation

Consultant Deliverables

6.1 Adoption Draft Concept Plan

6.3 Presentation Materials, Adoption Hearings (2)

6.4.1 Final Concept Plan and Final Land Use and Development Code Amendments

CONTINGENCY TASKS (See Section F of this SOW)

C.7: Council/Commission Milestone Briefings #1 to #2

City shall arrange and Consultant shall conduct discussions at City Council/Commission. Consultant shall conduct a presentation on expected Project outcomes and deliverables. Briefing meetings must be used to inform decision makers of project progress, confirm direction of on-going project work, scope, Project

Area and seek formal endorsement of same by resolution of Council/Commission. City shall schedule Briefings.

- Briefing Meeting #1 must review Memorandum #1 and #2
- Briefing Meeting #2 must review Memorandum #3 and #4

For each City Council/Commission Briefing:

- a. Consultant shall:
 - Provide presentation materials
 - Present meeting materials, answer questions, and facilitate any discussions held at the meeting.
- b. City shall:
 - Schedule Briefings, prepare and send notice for Briefing Meetings #1 and #2
 - Prepare staff report and endorsement resolution.

C.8: Community Focus Group Meeting and Summary

City shall arrange and Consultant shall conduct a remote or in person small group Community Focus Group Meeting to learn more about community desires, needs, character and vision for the Project Area. City shall invite a cross-section of community members, historically underserved populations, business owners and subject matter experts. Consultant shall prepare interview questions that must help identify the community's desired outcomes for the Project and to help in the preparation of Task 3 deliverables. PMT shall review and provide comments on interview questions in advance of meeting. Consultant shall prepare a written summary of the meeting (between 8 and 10 pages).

C.9: Community Meetings #1 and #2 and Summary

City shall arrange and Consultant shall conduct 2 Community Meetings.

- **Community Meeting #1** - Consultant shall present findings from Draft Memoranda #1 and #2 and solicit input. Consultant shall review work completed to date throughout the UGB Expansion process, Community Focus Group results (if C.8 is authorized), Goal 5 Inventory Reports, and purpose behind concept planning for the Project Area.
- **Community Meeting #2** - Consultant shall present findings from Draft Memoranda #3 through #5, results of Community Survey (if C.10 is authorized) and solicit input.

Consultant shall coordinate with City and APM to review and approve format for Community Meetings in advance. Community Meetings are expected to be up to 3 hours in duration. At least 2 Consultant team members shall attend each Community Meeting.

Each Community Meeting must contain the following elements:

1. **Presentation Materials** - Consultant shall utilize text and graphics from relevant Project Memoranda to prepare graphical displays, informational handouts, and copies of Project deliverables. City shall publish presentation materials to the Project Webpage no later than the day of the Community Meeting.
2. **Flyer** - Consultant shall prepare a flyer advertising Community Meetings to be printed and mailed, or electronically distributed by City. Flyers must be in both English and Spanish.

3. **Online Open House** – Consultant shall provide a means for visitors to the Project Webpage to provide comment. Materials and commenting ability must remain live on the Project Webpage for a minimum of 2 weeks following Community Meetings.
4. **Community Meeting summaries** – For each Community Meeting, Consultant shall provide a brief Memorandum that summarizes key issues (in bullet point format) raised and any implications for Project schedule or deliverables, to City and APM within 10 business days following each Community Meeting.

City shall provide to Consultant any public comments received separately by City before and 1 week after the comment period for Community Meetings closes. Consultant shall maintain a compilation of public comments received through the Project Webpage, from City, and at Community Meetings. City shall post the summary of Community Meetings to the Project Webpage.

C.10: Community Survey

Consultant shall develop and conduct an online survey of a broad representation of the community to gather public feedback on local land use, community vision and guiding principles for Project and Concept Alternatives to inform the development of the preferred land use and transportation alternative for the Project Area. Consultant shall prepare draft survey questions and survey format that PMT will review and provide comment on draft questions and Consultant shall incorporate PMT comments and edits. Consultant shall prepare a concise summary of survey results.

Community Survey must be conducted prior to choosing the Preferred Alternative that must be summarized in Memorandum #5.

CONTINGENCY TASK DELIVERABLES

City Contingency Deliverables

- C.7a Notice for Briefing Meetings #1 and #2
- C.7b Staff report and endorsement resolution

Consultant Contingency Deliverables

- C.7.1 Presentation materials for Briefing Meetings #1 and #2
- C.8.1 Interview questions and summary for Community Focus Group Meeting
- C.9.1 Community Meeting #1 presentation materials, flyer, comment log, and summary
- C.9.2 Community Meeting #2 presentation materials, flyer, comment log, and summary
- C.10.1 Draft and revised Community Survey Questions and Survey Format
- C.10.2 Survey Results Summary

TABLE 1: GENERAL PROJECT DELIVERY SCHEDULE

Task #	Task Name	Month(s) Following Agency's Issuance of NTP
Task 1	Project Management	Continuous (months 1-14)
Task 2	Community Engagement	Continuous (months 1-14)
Task 3	Existing Conditions	Months 2-5
Task 4	Alternative Concept Development and Analysis	Months 5-9

Task 5	Draft Concept Plan	Months 9-12
Task 6	Final Concept Plan	Months 12-14
Task C7	Council/Commission Milestone Briefings #1 to #2	TBD at contingency NTP
Task C8	Community Focus Group Meeting and Summary	TBD at contingency NTP
Task C9	Community Meetings #1 and #2 and Summary	TBD at contingency NTP
Task C10	Community Survey	TBD at contingency NTP

All the Tasks and deliverables listed within this SOW must be completed within the corresponding month on the General Project Delivery Schedule shown in Table 1 above. Consultant shall sequence all tasks to meet the delivery timeframes detailed in this WOC.

If the Refined Project Schedule or any update changes due dates or timeframes for deliverables identified in Table 1, an amendment to this WOC will be required to make those changes.

F. CONTINGENCY TASKS

The table below is a summary of contingency tasks that Agency, at its discretion, may authorize Consultant to perform. Details of the contingency tasks and associated deliverables are stated in the Task section of the SOW. Consultant shall complete only the specific contingency task(s) identified and authorized via written (email acceptable) Notice-to-Proceed ("NTP") issued by Agency's APM. If requested by Agency, Consultant shall submit a detailed cost estimate for the agreed-to contingency Services (within the NTE amount(s) in the Contingency Task Summary Table) within the scope of the contingency task.

If Agency chooses to authorize some or all of these tasks, Consultant shall complete the authorized tasks and deliverables per the schedule identified for each task. The NTP will include the contingency task name and number, agreed-to due date for completion and NTE for the authorized contingency task.

Each contingency task is billable (up to the NTE amount identified for the task) only if specifically authorized per NTP. In the table below, the "NTE for Each" amount for a contingency task includes all labor, indirect costs, profit, and expenses for the task. The funds budgeted for contingency tasks may not be applied to non-contingency tasks without an amendment to the WOC. The total amount for all contingency tasks authorized shall not exceed the maximum identified in the table below. Each authorized contingency task must be billed as a separate line item on Consultant's invoice.

Contingency Task Summary Table

Contingency Task Description	NTE for Each	Max Quantity	Method of Comp.	Total NTE Amount
C7 – Milestone Briefings	\$ 1,200	2	FP	\$ 2,400
C8 – Community Focus Group Meeting and Summary	\$ 8,850	1	FP	\$ 8,850
C9 – Community Meetings #1 & #2 and Summaries	\$ 5,800	2	FP	\$ 11,600
C10 – Community Survey	\$ 1,400	1	FP	\$ 1,400

Total for contingency tasks:		\$ 24,250
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G. ADDITIONAL PROVISIONS FOR WOCs

1. Project Cooperation.

All Project Cooperation provisions, as detailed in Attachment 1 to PA Exhibit F, shall apply to this WOC.

2. Key Persons.

All Key Persons provisions, as detailed in Attachment 1 to PA Exhibit F, shall apply to this WOC.

Consultant acknowledges and agrees that Agency selected Consultant and is entering into the WOC because of the special qualifications of Consultant's key personnel. In particular, Agency, through the WOC is engaging the expertise, experience, judgment and personal attention of the following Key Persons:

Name	Role
Steve Faust, AICP (3J Consulting)	Consultant's PM

In the event Consultant requests that Agency approve a re-assignment or transfer of a Key Person:

- Consultant shall provide a resume for the proposed substitute demonstrating that the proposed replacement has qualifications that are equal to or better than the qualifications of the person being replaced.
- Agency shall have the right to interview, review the qualifications of, and approve or disapprove the proposed replacement(s) for the Key Person.
- Any substitute or replacement for a Key Person must be approved in writing (email acceptable) and shall be deemed to be a Key Person under the WOC.

Consultant agrees that the time/costs associated with the transfer of knowledge and information for a Key Person replacement is not a cost borne by Agency and shall not be billed to Agency. This includes labor hours spent reviewing Project and Services documentation, participation in meetings with personnel associated with the WOC/Project/Services, and participating in site visits to become familiar with the Project.

3. Staffing Adjustments.

During the term of the WOC, Consultant may make necessary staffing/classification adjustments (other than Key Personnel) to the proposed staff/classifications as shown in Consultant's BOC provided:

- the alternate staff/classifications are appropriately qualified to complete the assigned tasks,
- the billing rate for an alternate staff/classification does not exceed the classification billing rate maximum listed in the firm's approved ESR or NBR on file with Agency (see limitations in Exhibit B, Part 2, section J – Specific Limitations and Unallowable Charges), and
- the Services can be completed without exceeding WOC (or task, if applicable) NTE amount(s).

Agency reserves the right to require Consultant to provide notice to APM prior to implementing needed changes to staffing assignments.

4. Liquidated and Delinquent Debt Owed to State.

In the event Consultant has liquidated and delinquent debt owed to the State of Oregon or any department or agency of the State, Agency may:

- i) Undertake collection by administrative offset, or garnishment if applicable, of all monies due for Services and Deliverables to recover liquidated and delinquent debt owed to the State of Oregon or any department or agency of the State. Offsets or garnishment may be initiated after Consultant has been given notice if required by law;
- ii) Terminate the WOC, in whole or in part, immediately upon written notice to Consultant or at such later date as Agency may establish in such notice; or
- iii) Pursue any or all of the remedies available under the PA, at law, or in equity.

These remedies are cumulative to the extent the remedies are not inconsistent, and Agency may pursue any remedy or remedies singly, collectively, successively, or in any order whatsoever, to the extent the remedies are not inconsistent.

5. Pay Equity Compliance

- **Discriminatory Wage Rates.** As required by ORS 279C.520, Consultant must comply with ORS 652.220 and shall not unlawfully discriminate against any of Consultant's employees in the payment of wages or other compensation for work of comparable character on the basis of an employee's membership in a protected class. "Protected class" means a group of persons distinguished by race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, veteran status, disability, or age. Consultant's compliance with this section constitutes a material element of the WOC and a failure to comply constitutes a breach that entitles Agency to terminate the WOC and the PA for cause.
- **Employee Discussions Regarding Compensation.** As required by ORS 279C.520, Consultant may not prohibit any of its employees from discussing the employee's rate of wage, salary, benefits or other compensation with another employee or another person and may not retaliate against an employee who discusses the employee's rate of wage, salary, benefits or other compensation with another employee or another person.

H. COMPENSATION

The method(s) of compensation and payment option(s) selected below **(and as specified for any Contingency Tasks in the table in Section F)** are incorporated from Exhibit B to the PA. For additional detail and requirements regarding compensation methods, payment options, or Agency's right to withhold retainage, see PA - Exhibit B, Compensation. No compensation is provided to Consultant for negotiations, preparing or revising cost estimate for Services, or negotiating contracts with subcontractors.

H.1 Non-Contingency Tasks

The method(s) of compensation for non-contingency tasks in this WOC is:

☒ Fixed Price Per Deliverable (includes all labor costs, indirect cost rate, profit, travel and other expenses)

Consultant Fixed Price Per Deliverable Table

Task	Description	Fixed Deliverable Price	Max Quantity	Not-to-Exceed Amount
1	PROJECT MANAGEMENT			
1.1	Project Kickoff Meeting	\$ 4,400	1	\$ 4,400
1.2	PMT Meetings	\$ 485	24	\$ 11,640
1.3	Refined Project Schedule, original and up to 2 updates	\$ 150	3	\$ 450
1.4	Project Engagement Plan	\$ 1,400	1	\$ 1,400
Task Total				\$17,890
2	COMMUNITY ENGAGEMENT			
2.2.1	TAC Meetings #1	\$ 2,000	1	\$ 2,000
2.2.2	TAC Meeting #2	\$ 2,400	1	\$ 2,400
2.2.3	TAC Meeting #3	\$ 3,400	1	\$ 3,400
2.2.4	One-Hour Site Visit	\$ 4,100	1	\$ 4,100
2.3.1	PAC Meetings #1	\$ 1,850	1	\$ 1,850
2.3.2	PAC Meetings #2	\$ 1,850	1	\$ 1,850
2.3.3	PAC Meetings #3	\$ 2,800	1	\$ 2,800
2.4	Title VI Report	\$ 700	1	\$ 700
Task Total				\$ 19,100
3	EXISTING CONDITIONS			
3.1.1	Draft Memorandum #1	\$ 3,750	1	\$ 3,750
3.1.2	Final Memorandum #1	\$ 1,400	1	\$ 1,400
3.2	Background Documents and GIS Files	\$ 4,800	1	\$ 4,800
3.3.1	Draft Memorandum #2	\$ 19,900	1	\$ 19,900
3.3.2	Final Memorandum #2	\$ 7,800	1	\$ 7,800
Task Total				\$ 37,650
4	ALTERNATIVE CONCEPT DEVELOPMENT AND ANALYSIS			
4.1.1	Draft Memorandum #3	\$ 40,850	1	\$ 40,850
4.1.2	Final Memorandum #3	\$ 13,850	1	\$ 13,850
Task Total				\$ 54,700
5	DRAFT CONCEPT PLAN			
5.1.1	Draft Memorandum #4	\$ 17,100	1	\$ 17,100
5.1.2	Final Memorandum #4	\$ 7,000	1	\$ 7,000
5.2.1	Draft Memorandum #5	\$ 17,900	1	\$ 17,900
5.2.2	Final Memorandum #5	\$ 8,000	1	\$ 8,000
5.3	Draft Concept Plan	\$ 21,300	1	\$ 21,300
5.4	Presentation Materials, Planning Commission and City Council Work Sessions	\$ 2,975	2	\$ 5,950
Task Total				\$ 77,250
6	FINAL CONCEPT PLAN			

Task	Description	Fixed Deliverable Price	Max Quantity	Not-to-Exceed Amount
6.1	Adoption Draft Concept Plan	\$ 10,800	1	\$ 10,800
6.3	Adoption Hearings	\$ 2,550	2	\$ 5,100
6.4	Final Concept Plan	\$ 3,100	1	\$ 3,100
Task Total				\$ 19,000
				\$ 225,590

The dollar amount(s) for non-contingency tasks is entered in Section H.4, Compensation Summary Table.

H.2 Payment Options.

The payment option for the Services in the attached SOW is:

☒ Payment upon Deliverable or Task completion.

H.3 Reserved.

H.4 Total WOC NTE Amount

	Compensation Summary Table	Amount
1. CPFF NTE Amount (not including Fixed-Fee or contingencies)	NTE Amount for allowable costs of non-contingency Services in this woc.	N/A
2. Fixed-Fee Amount	Total of non-contingency Fixed-Fee amount(s) (for CPFF only). [Basis for Fixed-Fee calculation: CPFF NTE amount (line 1 above) minus ODCs, labor costs for firms using NBRs (these rates already include profit), FCCM and costs for contingency tasks, if any, multiplied by profit rate negotiated using Agency's Profit worksheet = Fixed-Fee Amount.]	N/A
3. Fixed Price Amount	Total of non-contingency Fixed Price amount(s)	\$ 225,590.00
4. T&M NTE Amount	Total for any non-contingency Services	N/A
5. Price Per Unit NTE Amount	Total NTE for non-contingency Price Per Unit Costs	N/A
6. Total Non-Contingency Amount:		\$ 225,590.00
7. Total for Contingency Tasks (if any) per Section F above:		\$ 24,250.00
TOTAL NTE (line 6 plus line 7) This amount includes all direct and indirect costs, profit, Fixed Fee amount (if any) and contingency task costs (if any).		\$ 249,840.00

H.5 Invoices

Invoices must be in conformance with the ODOT Invoice Requirements and any other PA requirements. The Invoice Requirements is available on the Internet at:

<https://www.oregon.gov/ODOT/Business/Procurement/Pages/PSK.aspx>

Consultant shall submit invoices electronically via email to Molly.Mccormick@odot.oregon.gov and Region1ContractInvoices@odot.oregon.gov.

H.6 Subcontractors “Paid Summary Report”

Consultant shall complete and submit to APM initial, interim and final **Paid Summary Reports** - form 734-2882 (<https://www.oregon.gov/ODOT/Forms/2ODOT/2882.pdf>) per the instructions on the form. Consultant must report payment information for all subcontractors and suppliers used under the WOC throughout the period of performance. **This reporting is required for all projects that include subs, regardless of funding source or whether or not a DBE goal or Certified Small Business Aspirational Target is assigned.**

WOC ATTACHMENTS

ATTACHMENT A – ACRONYMS & DEFINITIONS

ADA	the Americans with Disabilities Act of 1990
Agency or ODOT	Oregon Department of Transportation
APM	Agency's Project Manager
BOC	Breakdown of Costs
CFR	Code of Federal Regulations
City	City of North Plains
COI	Conflict of Interest
Consultant	3J Consulting Inc.
CPM	City's Project Manager
CUF	Commercially useful function
DBE	Disadvantaged Business Enterprise
DLCD	Department of Land Conservation and Development
EOA	Economic Opportunities Analysis
ESRI	Environmental Systems Research Institute, Inc.
FEMA	Federal Emergency Management Agency
GIS	Geographic Information Systems
NTE	Not-to-Exceed
NTP	Notice to Proceed
OAR	Oregon Administrative Rules
OCR	ODOT Office of Civil Rights
ORS	Oregon Revised Statutes
PA	Price Agreement
PAC	Project Advisory Committee
PEP	Project Engagement Plan
PM	Consultant's Project Manager
PMT	Project Management Team
Project	UGB Expansion Area Concept Plan
SOW	Statement of Work
State	State of Oregon
TAC	Technical Advisory Committee
TGM	Transportation and Growth Management
TSP	Transportation System Plan
UGB	Urban Growth Boundary
WOC	Work Order Contract

ATTACHMENT B - BREAKDOWN OF COSTS FOR SERVICES ("BOC")

The BOC dated 07/31/2024 is kept in the WOC file and is not incorporated into this WOC. A copy of the final BOC has been provided to Consultant prior to WOC execution. Prior to approval of additional subconsultants, Consultant shall provide to Agency any requested documentation of qualifications and experience of the prospective subconsultant and its staff.

ATTACHMENT C - DISADVANTAGED BUSINESS ENTERPRISE ("DBE") PROVISIONS

A&E and Related Services (Goal)

[Revised July 2022]

For purposes of these DBE Provisions, "Contract" means any project-specific contract, Price Agreement ("PA"), Work Order Contract ("WOC"), Task Order, or any other contract entered into with ODOT (or local agency when applicable). "Consultant" and "Contractor" are hereinafter referred to as "Contractor". **See sections d and i for specific documentation and reporting requirements of Contractor.**

a. Policy and Program Authorities: ODOT and Contractor agree to abide by and take all necessary and reasonable steps to comply with these DBE Provisions and the following, which are incorporated in this Contract with the same force and effect as though fully set forth in this Contract:

- ODOT DBE Policy Statement
<https://www.oregon.gov/ODOT/Business/OCR/Pages/Disadvantaged-Business-Enterprise.aspx>
- ODOT DBE Program Plan
<https://www.oregon.gov/ODOT/Business/OCR/Pages/Disadvantaged-Business-Enterprise.aspx>, and
- Requirements of Title 49, Code of Federal Regulations, Part 26
<https://www.ecfr.gov/current/title-49/subtitle-A/part-26?toc=1>) - Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs.

ODOT's DBE Program authorities are set forth in the ODOT DBE Program Plan.

b. DBE Goals: ODOT's overall goal for DBE participation is 15.37% for FHWA funded contracting and 6% (proposed) for FTA funded contracting. For FHWA funded contracting, ODOT may assign DBE Contract goals to increase participation by DBEs. For any Contract with an assigned DBE goal, Contractor shall select a portion of work available under the Contract for DBE participation. Contractor may use DBE subcontractors, suppliers, manufacturers, or Professional Services and Related Services providers to fulfill the assigned DBE Contract goal as long as the DBE is certified in the types of work selected. The assigned DBE Contract goal remains in effect throughout the life of the Contract. Dollar values of participation shall be credited toward meeting the assigned DBE Contract goal based on DBE gross earnings.

- **A separate DBE Contract goal, as set forth on page 1 of the WOC or project-specific Contract (as applicable), has been assigned for this procurement.**

c. Nondiscrimination Requirement: Contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. Contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of this DOT-assisted Contract. Failure by Contractor to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or such other remedy as ODOT deems appropriate. Each subcontract the Contractor signs with a subcontractor must include the assurance in this paragraph (see 49 CFR § 26.13(b)).

d. Documentation of Proposed Participation: Contractor shall document sufficient DBE participation to meet an assigned Contract goal or, alternatively, document adequate good faith efforts to do so

(see 49 CFR § 26.53). All work committed to a DBE firm toward meeting the assigned participation goal must be performed under a written subcontract. The subcontract must fully describe any work committed to be performed by the DBE and shall include all required flow-down provisions of the primary Contract. Contractor must complete and submit the following documentation, as applicable:

1. **Subcontractor Solicitation and Utilization Report (SSUR)** – submitted with proposal in response to formal and informal Requests for Proposals (RFPs).
 2. **Breakdown of Costs (“BOC”) or BOC-NBR**- submitted prior to negotiation and execution of the Contract and each amendment that changes the scope of work and costs under the Contract. The BOC forms and BOC Requirements are available from the Internet at: <http://www.oregon.gov/ODOT/CS/OPO/AE.shtml> <https://www.oregon.gov/ODOT/Business/Procurement/Pages/PSK.aspx>. The BOC must clearly list any tasks or subtasks to be performed by subcontractors (DBEs and non-DBEs), each subcontractor’s Federal Tax ID and identification of any required personnel. Include in the Expense Detail tab any required equipment and supplies furnished by the DBE, any of the prime contractor’s resources that will be provided for the DBE’s use, and identification of any second or lower tier subcontractors with the dollar amounts for each.
 3. **Committed DBE Breakdown and Certification Form(s)-AE**. Required for all Contracts with assigned goals and completed prior to Contract execution and any proposed substitution. See submittal instructions on the form.
 4. **Subcontractor Reporting**: Complete and submit an initial **Paid Summary Reports** - form 734-2882 (<https://www.oregon.gov/ODOT/Forms/20DOT/2882.pdf>) per the instructions on the form.
- e. **Good Faith Efforts**: Contractor shall make good faith efforts, as set forth in 49 CFR § 26.53, Appendix A to Part 26, and ODOT DBE Program Plan, to obtain and support DBE participation that could reasonably be expected to produce and maintain a level of DBE participation sufficient to meet the Contract goal. Good faith efforts are required during solicitation, upon Contract award, and continue throughout the performance of the Contract to maximize DBE participation. The Agency (or local agency when applicable) Project Manager (“APM”) may request Contractor to submit evidence of good faith efforts prior to Contract execution or at any time during the course of the Contract and Contractor shall promptly submit such evidence. Contractor shall use the specific DBEs listed in the Committed DBE Breakdown and Certification form(s) to perform the work and supply the materials for which each is listed unless Contractor obtains ODOT’s prior written consent to terminate and replace a DBE as provided in section j. below. Contractor shall not be entitled to any payment for work or material unless it is performed or supplied by the listed DBEs as required by this provision.
- f. **Commercially Useful Function (“CUF”)**: Contractor is responsible to ensure the DBE performs a commercially useful function on the Contract. A DBE performs a CUF when it is responsible for execution of the work of the Contract/subcontract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved. Additional detail regarding CUF requirements and other conditions for counting participation by DBE contractors is set forth in 49CFR § 26.55. The APM will review the proposed DBE participation and may provide written comments as to whether the activities and type of work identified for DBEs complies with program regulations. In those instances where proposed activity and type of work violates applicable regulations, written comments will be offered as to corrective action required in order to comply

with the regulations. ODOT may perform a CUF review at any time during the performance of the Contract.

- g. Changes in Work Committed to DBE:** ODOT will consider the impact on DBE participation in instances where the prime Contract is amended to reduce, or delete work committed to the DBE. In such instances, Contractor shall not be required to replace the work but is encouraged to do so to the maximum extent practicable.
- h. Prompt Payment and Retainage:** Contractor shall pay each subcontractor for satisfactory performance under its contract no later than 10 calendar days from receipt of each payment Contractor receives from ODOT (or local agency when applicable) for the subcontracted work. In addition, within 10 calendar days of receipt of retainage from ODOT (or local agency when applicable), Contractor shall pay to each subcontractor the retainage that pertains to the work of that subcontractor.
- i. Reporting Requirements:** Contractor must report payment information for all subcontractors and suppliers used under the Contract throughout the period of performance. Contractor shall complete and submit initial, interim and final **Paid Summary Reports** - form 734-2882 (<https://www.oregon.gov/ODOT/Forms/20DOT/2882.pdf>) per the instructions included on the form.
- j. Termination of DBE Notification Requirement:** Contractor shall comply with all requirements set forth in 49 CFR § 26.53 regarding termination of DBEs including, without limitation, documentation of good cause, 5-day notice to the DBE subcontractor and ODOT, DBE responses, ODOT's prior written consent of DBE termination, and replacement of DBEs. ODOT will provide such written consent only if it agrees the prime contractor has good cause to terminate the DBE in accordance with 49 CFR 26.53(f)(3).
- k. Remedies:** Contractor's failure to comply with these DBE Provisions and the requirements of 49 CFR Part 26 may result in one or more of the following administrative actions as deemed appropriate by ODOT: non-compliance documented in ODOT evaluation of Contractor performance, a corrective action plan prepared by Contractor, ODOT (or local agency when applicable) withholding of retainage, suspension of work, reporting of non-compliance to the federal System for Award Management ("SAM") available at <https://sam.gov>, any other remedies provided under the Contract.
- l. Information/Questions:** The DBE program is administered by the ODOT Office of Civil Rights ("OCR"). Questions related to the DBE Program may be sent via email to ocrinforequest@odot.oregon.gov or otherwise directed to: Oregon Department of Transportation Office of Civil Rights, ODOT Materials Laboratory Building, 800 Airport Road SE, Rm 61, Salem, OR 97301; Phone: 503-986-4350.
- m. Directory of Certified Firms:** A searchable database for active certified firms (by NAICS code, NIGP code, ODOT code, certification type, location or project ethnicity goals) is available on line at: <https://oregon4biz.diversitysoftware.com/FrontEnd/VendorSearchPublic.asp>.

Related Web Sites:

All forms, documents and CFR citations referenced or linked in these DBE Provisions are available on line at:

- **Forms:** <https://www.oregon.gov/ODOT/Business/OCR/Pages/Forms.aspx>
- **Documents:** <https://www.oregon.gov/ODOT/Business/OCR/Pages/Disadvantaged-Business-Enterprise.aspx>

- **49 CFR Part 26:** <https://www.ecfr.gov/current/title-49/subtitle-A/part-26?toc=1>

ATTACHMENT C.1 - COMMITTED DBE BREAKDOWN and CERTIFICATION FORM(s)-AE

The signed Committed DBE Breakdown and Certification Form(s)-AE is not physically attached but is incorporated into this WOC by this reference with the same force and effect as though fully set forth herein. Prior to WOC execution, Consultant shall email (per the submittal instructions on the form) a separate, signed Committed DBE Breakdown and Certification Form(s)-AE for each DBE subcontractor that will provide Services under the WOC.










B38908W1_1B-22_Final WOC for City of North Plains, UGB Expansion Area Concept Plan


Final Audit Report

2024-08-20

Created:	2024-08-15 (Pacific Daylight Time)
By:	Kelsey MAFFEI (Kelsey.M.MAFFEI@odot.oregon.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAkLD82QfWymWVSSeT2oNrIPHe97IaXgjr

"B38908W1_1B-22_Final WOC for City of North Plains, UGB Expansion Area Concept Plan" History

-  Document created by Kelsey MAFFEI (Kelsey.M.MAFFEI@odot.oregon.gov)
2024-08-15 - 4:57:14 PM PDT- IP address: 167.131.0.194
-  Document emailed to Steve Faust (steve.faust@3j-consulting.com) for signature
2024-08-15 - 4:59:25 PM PDT
-  Email viewed by Steve Faust (steve.faust@3j-consulting.com)
2024-08-15 - 5:27:46 PM PDT- IP address: 174.247.183.17
-  Document signing delegated to john.howorth@3j-consulting.com by Steve Faust (steve.faust@3j-consulting.com)
2024-08-16 - 10:30:16 AM PDT- IP address: 50.43.61.34
-  Document emailed to john.howorth@3j-consulting.com for signature
2024-08-16 - 10:30:16 AM PDT
-  Email viewed by john.howorth@3j-consulting.com
2024-08-16 - 11:09:34 AM PDT- IP address: 174.204.201.58
-  Signer john.howorth@3j-consulting.com entered name at signing as John Howorth
2024-08-18 - 8:56:00 AM PDT- IP address: 73.37.124.122
-  Document e-signed by John Howorth (john.howorth@3j-consulting.com)
Signature Date: 2024-08-18 - 8:56:02 AM PDT - Time Source: server- IP address: 73.37.124.122
-  Document emailed to Kelsey MAFFEI (Kelsey.M.MAFFEI@odot.oregon.gov) for signature
2024-08-18 - 8:56:03 AM PDT

 Email viewed by Kelsey MAFFEI (Kelsey.M.MAFFEI@odot.oregon.gov)

2024-08-20 - 9:24:47 AM PDT- IP address: 104.47.65.254

 Document e-signed by Kelsey MAFFEI (Kelsey.M.MAFFEI@odot.oregon.gov)

Signature Date: 2024-08-20 - 9:25:13 AM PDT - Time Source: server- IP address: 167.131.0.194

 Agreement completed.

2024-08-20 - 9:25:13 AM PDT

Transportation and Growth Management Grants (TGM)



Better Ways to Better Places

Glen Bolen AICP
ODOT Region 1
Glen.a.Bolen@ODOT.Oregon.gov

TGM Fundamentals

- Formed by the legislature in 1993 as joint ODOT-DLCD program
- Nearly 1,300 projects funded since then to:
 - assist local governments with their planning for growth
 - help implement the Transportation Planning Rule and the Oregon Transportation Plan and Statewide Modal and Topic Plans at the local level



TGM Mission Statement

Oregon's Transportation and Growth Management Program supports community efforts to expand transportation choices.

By linking land use and transportation planning, TGM works in partnership with local governments to create vibrant, livable places in which people can:

- walk,
 - bike,
 - take transit or
 - drive
- where they want to go.



Frame 7

Potential Programs and Draft WBC Goals						
	Program	Goal 1: Safety & Accessibility	Goal 2: Connectivity	Goal 3: Sustainability	Goal 4: Equity	Goal 5: Health
Existing	Safe Routes to School	✓				✓
	Crosswalk Safety Campaign	✓		✓		✓
	Tourism Campaign / Ambassador Rides				✓	
	Safety Street					
	High School Traffic Safety Classes	✓				
Events	Slow Down Signs	✓				✓
	Open Street Events	✓				✓
	School Zone Safety	✓			✓	✓
	No Parking in Bike Lane	✓	✓			✓
	Bicycle-Friendly Driver	✓	✓			
Potential	Campaigns	✓	✓			
	Crosswalk Compliance/Enforcement	✓	✓			
Mode Shift	Transportation Demand Management	✓				
	Micro-mobility program	✓		✓		

TGM Objectives

- **Provide transportation choices** to support communities with the balanced and interconnected transportation networks necessary for mobility, equity, and economic growth.
- **Create communities** composed of vibrant neighborhoods and lively centers linked by accessible transportation.
- **Support economic vitality and growth** by planning for land uses and the movement of people and goods.
- **Save public and private costs** with compact land uses and well-connected transportation patterns.
- **Promote environmental stewardship** through sustainable land use and transportation planning.



ESTACADA ACTIVE TRANSPORTATION PLAN

Estacada, Oregon
Adopted September 24th, 2018



TGM Services

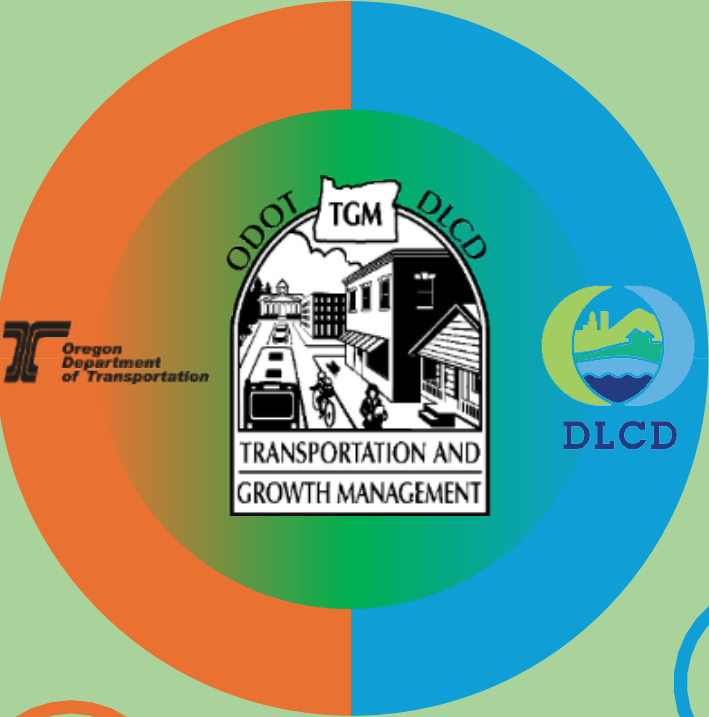
Community Assistance

Planning Grants

Transportation
System Plans

Modal Plans

Area Plans



Education & Outreach

Code Assistance

Quick Response

TSP Assessment

Parking Reform & Management



TGM Services

Grants

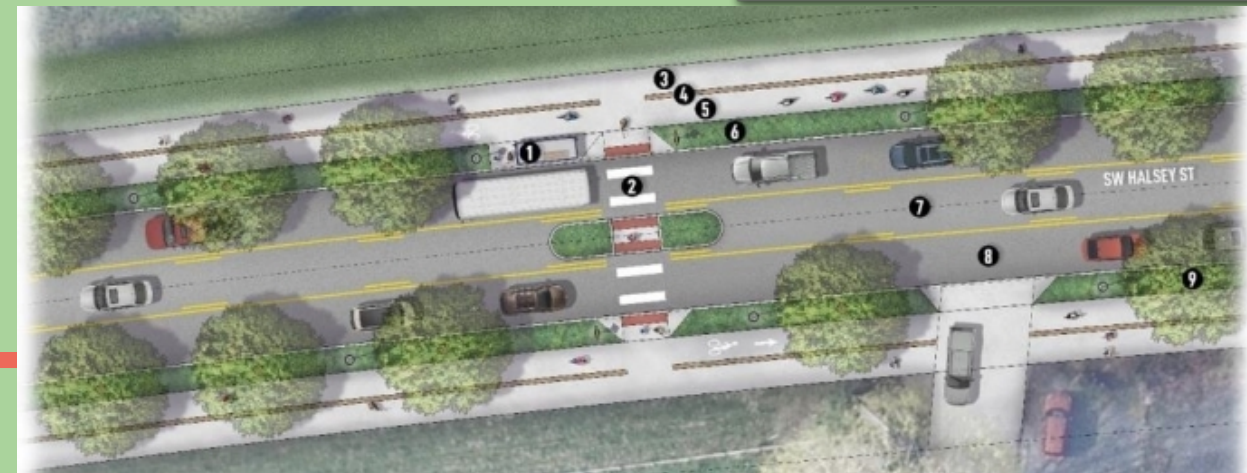
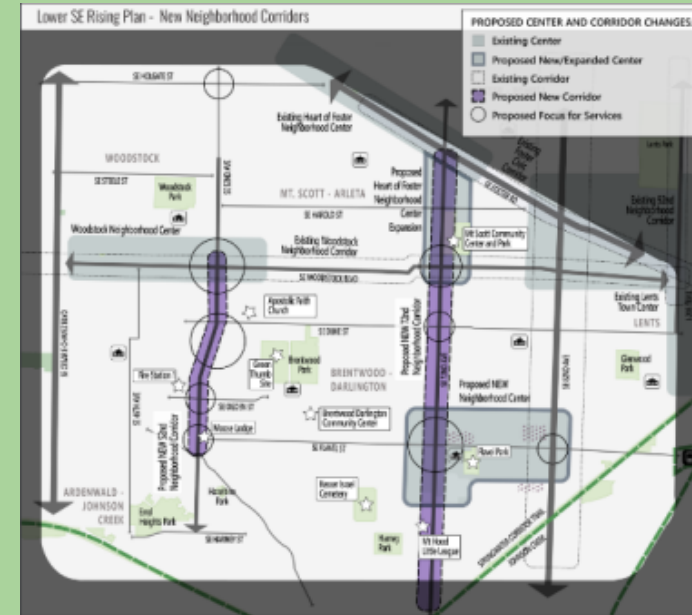
- Transportation Planning
- Land Use and Transportation Planning
- 80% of service funding – about \$5 million per biennium

Community Assistance

- Code Assistance
- Quick Response
- Outreach and Education
- TSP Assessments
- 20% of service funding – about \$1 million per biennium


Planning Grants

- Annual competitive cycle
- Consideration given to local governments with limited resources
- Region funding formula
- Typical amount between \$150k and \$300K
- Up to three years from award to completion
- Local match required; partial match waivers allowed for economically distressed communities



Transportation System Planning Grants


- TSPs, TSP updates, and TSP elements
- TSP implementation, such as streetscape plans, cost estimate refinement, capital improvement and other funding plans
- TSP refinement, such as corridor plans, multimodal safety plans, interchange area management plans
- Transit Development Plans
- Bike and Pedestrian Plans





King City
Transportation System Plan
and Land Use Refinement Plan

SPRING 2020

Help us plan for King City's growing transportation needs—for now and the future.





Help us shape our first Transportation System Plan

This is our first Transportation System Plan. Until now, most other jurisdictions have not had one. Our population is approaching 100,000 years. The City of Rogers Road, we're planning to get around. The TSP will be a connected transportation network map. Your help finding biking, using

For more information: Michael J. Weston II City of King City
503-639-4082 | mweston@ci.king-city.or.us | www.kingcity.gov

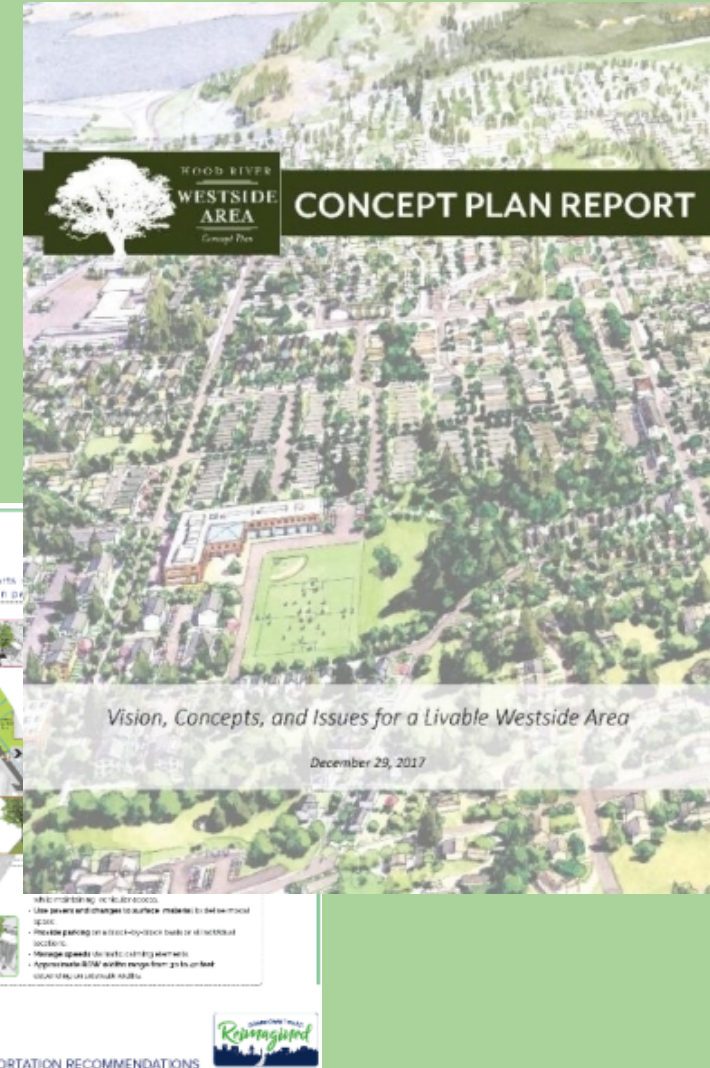



JULY 2020

TriMet
Pedestrian Plan

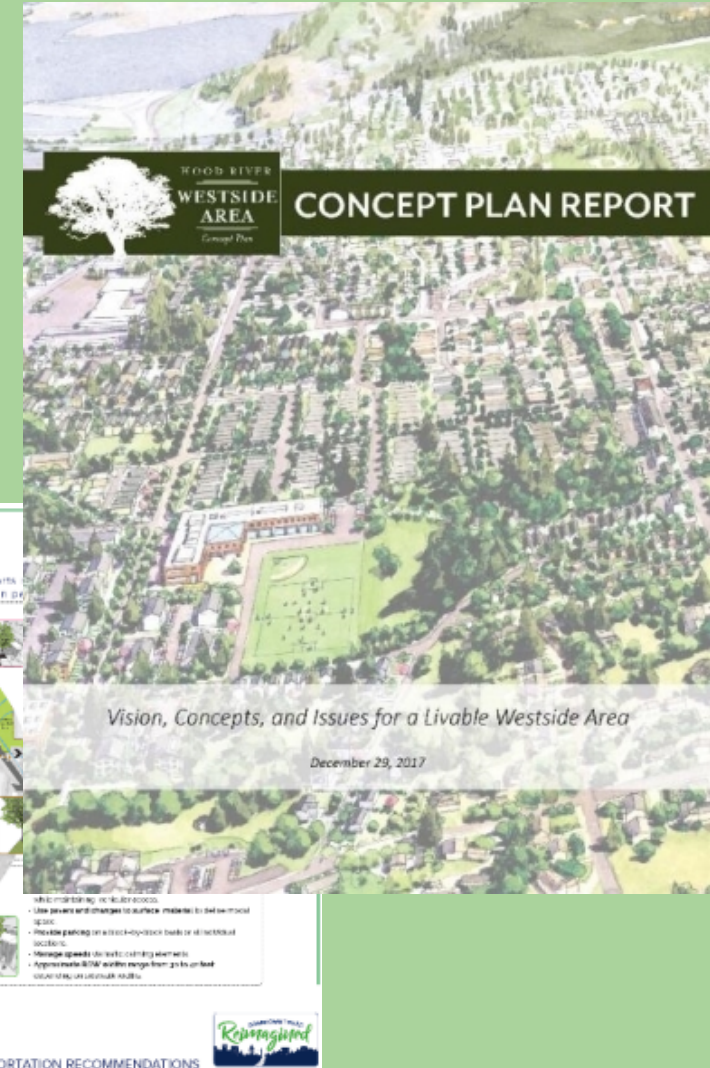
Integrated Land Use and Transportation Planning Grants

- Specific area plans
- Land use and transportation concept plans for areas brought into a UGB.
- Transportation-efficient land use plans for an entire urban area
- Implementing measures, such as code amendments, infill and redevelopment strategies, and intergovernmental agreements.



Integrated Land Use and Transportation Planning Grants

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- Implementing measures, such as code amendments, infill and redevelopment strategies, and intergovernmental agreements.



TGM Contacts

- Clackamas, Hood River, Multnomah and Washington Counties
 - Glen Bolen
 - glen.a.bolen@odot.oregon.gov
- Statewide
 - Virginia Elandt
 - Virginia.elandt@odot.oregon.gov
- Website -
<https://www.oregon.gov/LCD/TGM>



NORTH PLAINS

OREGON

City to the Sunset

North Plains UGB Concept Plan

North Plains UGB Concept Plan

Project Objectives

- Plan for the development of affordable and market-rate housing, accessible neighborhoods, and employment lands that will drive the City's economy.
- Accommodate residential growth of up to 790 new dwelling units within the Concept Plan Area over the 20-year planning period.
- Plan for newly urbanized land to accommodate residential, employment, parks, and public service needs.
- Identify land for new housing and connect residents to new and future employers.

North Plains UGB Concept Plan

Project Objectives

- Develop a roadmap for implementation and phasing of financing for necessary infrastructure.
- Housing choices and options – a variety of dwelling unit types, either for rent or ownership, that can meet a diverse socio-economic need for housing affordability in the community.
- Neighborhoods with equal access for everyone, including people with disabilities, and that feature a range of travel options and multimodal facilities.

North Plains UGB Concept Plan

Scope of Work

1. Project Management - Underway
 - Project Kickoff Meeting
 - Project Management Team meetings
 - Project schedule
 - Public Engagement Plan
 - Project Webpage
2. Community Engagement – On Hold
 - Technical Advisory Committee (3 meetings)
 - Project Advisory Committee (3 meetings)
 - Council/Commission Milestone Briefings (2 meetings)
 - Community Focus Group Meeting (1 meeting)
 - Community Meetings (2 meetings)
 - Community Survey

North Plains UGB Concept Plan

Scope of Work

3. Existing Conditions – Underway
 - Draft Vision and Guiding Principles
 - Draft Existing Conditions and Policy Review
4. Alternative Concept Development and Analysis – On Hold
 - Concept Alternatives and Evaluation Methodologies
5. Draft Concept Plan – On Hold
 - Alternatives Evaluation and Preferred Concept
 - Phasing and Financing
 - Draft Concept Plan
 - Planning Commission and City Council Work Sessions
6. Final Concept Plan – On Hold
 - Adoption Draft Concept Plan
 - Adoption Hearings
 - Final Concept Plan



August 2025

<u>MEETING</u>	<u>PRIMARY</u>	<u>ALTERNATE</u>	<u>NOTE</u>	<u>DATE</u>
City Council			1st Monday of the month at 7:00 pm	8/4
Economic Development Commission			1st Wednesday of the month at 6:00 pm	8/6
Washington County Coordinating Committee (WCCC)	<i>Dumbrow</i>		2nd Monday at 12:00 noon	8/11
Parks & Rec Board			2nd Monday at 6:00 pm	Cancelled
Planning Commission	<i>Hagedorn</i>		2nd Wednesday at 6:00 pm	8/13
Washington County Office of Community Development Policy	<i>Papen</i>	<i>McCall-Wallace</i>	2nd Thursday 7:00pm	8/14
City Council			2nd Monday of the month at 7:00 pm	8/18
Library Board	<i>Reding</i>		3rd Wednesday at 6:00pm	8/20
Metro Policy Advisory Committee (MPAC)		<i>Dumbrow</i>	4th Wednesday at 5:00pm	8/27
Metropolitan Area Communications Commission (MACC)	<i>Dumbrow</i>	<i>Hagedorn</i>	Usually Fridays 3-4 times a year - No dates set for 2025	TBD

2025 City Council Meeting Calendar Schedule							
2025 City Council Meeting Dates-7:00 p.m.							
1/6	4/7 **	7/7 **	10/6 **				
1/21	4/21	7/21	10/20				
2/3 **	5/5 **	8/4 **	11/3 **				
2/18	5/19	8/18	11/17				
3/3 **	6/2 **	9/2 **	12/1 **				
3/17	6/16	9/15	12/15				
Meetings in yellow are Tuesday meetings due to Monday holidays		Meetings with ** behind them have a 6:00 pm Work Session					
2025 Schedule for Board and Commission Meetings							
1st Wednesday 6:00 pm	Economic Development	2nd Monday 6:00 pm	Parks & Recreation Board	2nd Wednesday 7:00 pm	Planning Commission	3rd Wednesday 6:00 pm	Library Board
no meeting	Cancelled	1/13	McCall-Wallace	1/8	Fage	1/15	Reding
2/5	Hagedorn	2/10	Papen	2/12	Dumbrow	2/19	Fage
3/5	Fage	3/10	Reding	3/12	Reding	3/19	Hagedorn
4/2	McCall-Wallace	4/14	Fage	4/9	Papen	4/16	Dumbrow
5/7	Dumbrow	5/12	Reding	5/14	McCall-Wallace	5/21	McCall-Wallace
6/4	Reding	6/9	Hagedorn	6/11	Goodwin	6/18	Papen
7/2	CANCELLED	7/14	Hagedorn	7/9	Dumbrow	7/16	McCall-Wallace
8/6		8/11	CANCELLED	8/13	Hagedorn	8/20	Reding
9/3	Fage	9/8	Dumbrow	9/10		9/17	Hagedorn
10/1	Hagedorn	10/13	Papen	10/8	McCall-Wallace	10/15	Fage
11/5	McCall-Wallace	11/10	Reding	11/12	Fage	11/19	
12/3	Dumbrow	12/8	Hagedorn	12/10	Reding	12/17	Papen
6-8 mtgs each							
DUMBROW	6						
FAGE	7						
GOODWIN	7						
HAGEDORN	7						
McCall-Wallace	7						
PAPEN	6						
REDING	7						

2025 Council Committee Appointments

<u>Meeting</u>	<u>Primary</u>	<u>Alternate</u>
Metropolitan Area Communications Commission (MACC) Tual Valley Comm Access TV (TVCTV) Meets 1:30-4:00pm in Beaverton with Zoom option Meets quarterly - Dates set approx. 3 weeks in advance	<i>Dumbrow</i>	<i>Hagedorn</i>
Metro Policy Advisory Committee (MPAC) Meet 4 th Wednesday of each month 5:00-7:00pm at Metro Council Chambers in Portland	<i>Dumbrow</i>	xxxxx
Washington County Coordinating Committee (WCCC) - City Mayors are representatives on Committee Meet 2 nd Monday of each month in Beaverton 12:00-1:30pm	xxxxx	xxxxx
Washington County Office of Community Development: Policy Advisory Board Meet 2 nd Thurs of each month 7:00-9:00pm Various locations throughout Washington County	<i>Papen</i>	<i>McCall-Wallace</i>



**NORTH PLAINS CITY COUNCIL
EXECUTIVE SESSION**

July 21, 2025

MEETING DATE AND TIME

Jessie Mays Community Center

LOCATION

THIS MEETING IS CALLED TO ORDER UNDER AUTHORITY OF:		
	192.660(2)(a)	Employment of public officer, staff member or individual (attorney)
	192.660(2)(b)	Discipline of Public Officers and Employees
	192.660(2)(d)	Labor Negotiations*
	192.660(2)(e)	Real Property Transaction Negotiations
	192.660(2)(f)	Exempt Public Records
	192.660(2)(g)	Trade Negotiations
XXX	192.660(2)(h)	Legal Counsel
	192.690(2)(i)	Employee Performance Evaluations / Contract
	192.660(2)(j)	Public Investments
	192.660(2)(k)	School Safety
	192.660(2)(n)(C)	Natural Resource, Utility, or Hazardous Substance Security
	192.660(2)(o)	City Safety
	192.660(2)(p)	Cyber Security
PURSUANT TO OREGON REVISED STATUTES, NO INFORMATION FROM THIS SESSION SHALL BE DISCLOSED BY THE NEWS MEDIA.		

Elected Officials:

_____ Dumbrow _____ Fage _____ Goodwin _____ Hagedorn
_____ McCall-Wallace _____ Papen _____ Reding

*Media cannot attend executive sessions on labor negotiations per ORS 192.660(4)

Staff: City Manager Bill Reid, City Recorder Lori Lesmeister

City Attorney: Chris Crean

Consultants:

Media*:

PowerPoint/additional handouts? _____

Adjourned at _____ p.m.

EXECUTIVE SESSION PROVISIONS:

- The City Council will now meet in executive session under **ORS 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body regarding current litigation or litigation likely to be filed.**

City Recorder Script:

“Only news media representatives and staff designated by the City Council are permitted to attend the executive session. News media representatives, staff and Council members are respectfully directed not to report on any of the discussions that occur during the session, except to state the general subject as previously announced. The Council will return to regular session if there is a need for action on the executive session item—no final action or decision may be taken in executive session. Any materials distributed will be collected by the City Recorder at the end”.*

Note: If there is a need to reconvene in regular session, open the doors and invite the public back in.

*Media cannot attend executive sessions on labor negotiations per ORS 192.660(4)