CITY COUNCIL MEETING W/EXECUTIVE SESSION

September 02, 2025 at 7:00 PM

Boardman City Hall Council Chambers

AGENDA

1. **CALL TO ORDER**
2. **FLAG SALUTE**
3. **ROLL CALL/EXCUSED ABSENCES**
4. **APPROVAL OF MINUTES**
   - **A.** City Council Workshop, August 5, 2025
   - **B.** City Council Meeting, August 5, 2025
5. **FINANCIAL REPORT**
   - **A.** Financial Report - July 2025
6. **PUBLIC COMMENT**
   - **A.** Prearranged Presentation - Capital Improvement Plan
   - **B.** Report Only - Chamber/BCDA July 2025 Report
7. **ACTION ITEMS - ORDINANCES**
   - **A.** Ordinance 7-2025 Amending the Boardman Development Code Adding Shipping Container Standards

     In accordance with City of Boardman Charter of 2024 Section 4.2 b, the Boardman Mayor, City Councilors, and City Staff will assemble on this date to consider Ordinance 7-2025 an Ordinance to amened the Boardman Development Code adding definitions and standards for shipping containers to be used for storage in all zones and occupiable space in commercial and industrial use zones.
   - **B.** Ordinance 8-2025 Amendment to the Boardman Municipal Code title 9, Chapter 9.42 Camping Activities

     In accordance with City of Boardman Charter of 2024 Section 4.2 b, the Boardman Mayor, City Councilors, and City Staff will assemble on this date to consider Ordinance 8-2025 and Ordinance to approve an amendment to the Boardman Municipal Code Amending Title 9, Chapter 9.42 Camping Activities on City-Owned Public Property for Those Experiencing Homelessness.
8. **ACTION ITEMS - RESOLUTIONS**
   - **A.** Resolution 23-2025 Public Works Standards General Requirements of the City Standards
   - **B.** Resolution 24-2025 Park Naming
   - **C.** Resolution 25-2025 Personnel Policy
9. **ACTION ITEMS - OTHER BUSINESS**

A. LOC Business Meeting October 4, 2025 - Voting Delegate

B. Appoint CREZ II Members

Currently Appointed: Karen Pettigrew, Paul Keefer, Alt: Heather Baumgartner

C. Appoint CREZ III Members

Currently Appointed: Karen Pettigrew, Paul Keefer, Heather Baumgartner, Alt:

D. OLCC Local Government Recommendation Liquor License - Sol Azteca LLC

10. OTHER PUBLIC COMMENT

INVITATION FOR PUBLIC COMMENT – The mayor will announce that any interested audience members are invited to provide comments. Anyone may speak on any topic other than: a matter in litigation, a quasi-judicial land use matter; or a matter scheduled for public hearing at some future date. The mayor may limit comments to 3 minutes per person for a total of 30 minutes. Please complete a request to speak card prior to the meeting. Speakers may not yield their time to others.

11. DOCUMENT SIGNATURES

12. REPORTS, CORRESPONDENCE, AND DISCUSSION

A. Police Report

B. Building Department Report

C. Public Works Department Report

D. Planning Department Report

E. Committee Reports - Holiday Decorating Committee

F. Committee Reports - Housing Advisory Committee

G. City Manager

H. Councilors

I. Mayor

13. EXECUTIVE SESSION

A. The purpose of this executive session is for the City Council members to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

ORS 192.660 (2)(i)

14. ACTION ITEMS - OTHER BUSINESS

A. Action Item - City Manager Performance Evaluation

15. ADJOURNMENT

Zoom Meeting Link: https://us02web.zoom.us/j/2860039400?omn=89202237716

This meeting is being conducted with public access in-person and virtually in accordance with Oregon Public Meeting Law. If remote access to this meeting experiences technical difficulties

or is disconnected and there continues to be a quorum of the council present, the meeting will continue.

The meeting location is accessible to persons with disabilities. Individuals needing special accommodations such as sign language, foreign language interpreters or equipment for the hearing impaired must request such services at least 48 hours prior to the meeting. To make your request, please contact a city clerk at 541-481-9252 (voice), or by e-mail at city.clerk@cityofboardman.com.

CITY COUNCIL WORKSHOP

August 05, 2025 at 6:15 PM

Boardman City Hall Council Chambers

MINUTES

1. CALL TO ORDER

Mayor Keefer called the meeting to order at 6:16 PM.

2. FLAG SALUTE

3. ROLL CALL/EXCUSED ABSENCES

Councilors present: Mayor Paul Keefer, Councilor Heather Baumgartner, Councilor Brenda Profitt, Councilor Ethan Salata, Councilor Cristina Cuevas, Councilor Richard Rockwell, Councilor Karen Pettigrew

4. REPORTS, CORRESPONDENCE, AND DISCUSSION

A. City Manager Performance Evaluation Process

City Manager Hammond lead the discussion.

5. ADJOURNMENT

Mayor Keefer adjourned the meeting at 6:35 PM.

_____ _____

Paul Keefer, Mayor

Amanda Mickles, City Clerk

CITY COUNCIL MEETING

August 05, 2025 at 7:00 PM

Boardman City Hall Council Chambers

MINUTES

1. CALL TO ORDER

Mayor Keefer called the meeting to order at 7:00 PM.

2. FLAG SALUTE

3. ROLL CALL/EXCUSED ABSENCES

Councilors present: Mayor Paul Keefer, Councilor Heather Baumgartner, Councilor Brenda Profitt, Councilor Ethan Salata, Councilor Cristina Cuevas, Councilor Richard Rockwell, Councilor Karen Pettigrew

4. APPROVAL OF MINUTES

A. Council Meeting Minutes, July 1, 2025 – Timestamp 0:35

Motion to approve the minutes of July 1, 2025 City Council Meeting as presented.

Motion made by Councilor Baumgartner, Seconded by Councilor Salata.
Voting Yea: Mayor Keefer, Councilor Baumgartner, Councilor Profitt, Councilor Salata, Councilor Cuevas, Councilor Rockwell, Councilor Pettigrew

5. FINANCIAL REPORT

A. Finance Report - June 2025 – Timestamp 1:04

Finance Director Barajas gave the financial report.

6. FORMAL PROCEEDINGS

A. Public Hearing - Boardman Development Code Amendment, Chapter 2 - Establish Standards for the Use of Shipping Containers – Timestamp 5:13

Mayor Keefer opened the public hearing at 7:05 PM.

Councilors to disclose any conflicts of interest. There were none.

Planning Official McLane gives staff report.

Testimony in favor: Ivonne Navarro, Cafe Cultura

Testimony in opposition. There was none.

Neutral testimony. There was none.

Mayor Keefer closed the public hearing at 7:36 PM.

7. PUBLIC COMMENT

A. Prearranged Presentation - Public Works Standards, Mike Lees – Timestamp 42:01

Mike Lees, Engineer with Anderson Perry gave a presentation.

B. Boardman Community Development Association - Pickleball Court – Timestamp 50:50

Torrie Griggs of the BCDA gave a presentation.

C. Prearranged Presentation - Jonathan Tallman, Transparency, Accountability, and Documentation Related to Future Growth and Unnecessary Delays in Boardman – Timestamp 59:40

Jonathan Tallman gave a presentation.

D. Report Only - Chamber/BCDA Report July 2025 – Timestamp 1:03:34

Chamber Director Torrie Griggs answered questions regarding the report.

8. ACTION ITEMS - ORDINANCES

A. Ordinance 6-2025 Boardman Municipal Code Title 6 Animal Control – Timestamp 1:06:57

Motion to approve the reading by title only of Ordinance 6-2025 an ordinance amending the Boardman Municipal Code Title 6 Animal Control.

Motion made by Councilor Baumgartner, Seconded by Councilor Profitt.
Voting Yea: Mayor Keefer, Councilor Baumgartner, Councilor Profitt, Councilor Salata, Councilor Cuevas
Voting Nay: Councilor Rockwell, Councilor Pettigrew

City Manager Hammond read Ordinance 6-2025 by title.

Motion to adopt Ordinance 6-2025 an ordinance amending the Boardman Municipal Code Title 6 Animal Control.

Motion made by Councilor Profitt, Seconded by Councilor Baumgartner.
Voting Yea: Mayor Keefer, Councilor Baumgartner, Councilor Profitt, Councilor Salata, Councilor Cuevas
Voting Nay: Councilor Rockwell, Councilor Pettigrew

9. ACTION ITEMS - RESOLUTIONS

A. Resolution 21-2025 Contingency Transfer – Timestamp 1:09:47

Motion to approve Resolution 21-2025 a resolution to decrease contingency and to increase 2025-26 expenditures for materials and services.

Motion made by Councilor Rockwell, Seconded by Councilor Cuevas.
Voting Yea: Mayor Keefer, Councilor Baumgartner, Councilor Profitt, Councilor Salata, Councilor Cuevas, Councilor Rockwell, Councilor Pettigrew

B. Resolution 22-2025 Escrow Account Premier Excavation, Inc. – Timestamp 1:12:53

Finance Director Barajas stated this is no longer needed as Anderson Perry indicated the contractor is taking out a bond to cover the project.

10. ACTION ITEMS - OTHER BUSINESS

A. Pickleball Court Decision – Timestamp 1:30:19

Motion to allow the Boardman Community Development Association to use Columbia Ave and Main Street property as the potential location for a pickleball court if grant funding is received, contingent on design, operation agreement, and final Council approval.

Motion made by Councilor Rockwell, Seconded by Councilor Baumgartner.
Voting Yea: Mayor Keefer, Councilor Baumgartner, Councilor Profitt, Councilor

Cuevas, Councilor Rockwell, Councilor Pettigrew
Voting Nay: Councilor Salata

B. City Manager Performance Evaluation Process – Timestamp 1:14:33

Motion to approve the City Manager Performance Evaluation Process and all associated forms.

Motion made by Councilor Profitt, Seconded by Councilor Rockwell.
Voting Yea: Mayor Keefer, Councilor Baumgartner, Councilor Profitt, Councilor Salata, Councilor Cuevas, Councilor Rockwell, Councilor Pettigrew

11. OTHER PUBLIC COMMENT – Timestamp 1:14:33

Noah Reeves - Offered suggestions for potential future street projects.

12. DOCUMENT SIGNATURES

13. REPORTS, CORRESPONDENCE, AND DISCUSSION

A. Police Report – Timestamp 1:20:54

Police Chief Stokoe gave his staff report.

B. Building Department Report – Timestamp 1:26:07

Building Official McIntire gave his staff report.

C. Public Works Department Report – Timestamp 1:28:00

Public Works Director Drago gave his staff report.

D. Planning Official Report – Timestamp 1:32:24

Planning Official McLane gave her staff report.

E. Committee - Parks Master Plan - Park Naming – Timestamp 1:36:18

PMP PAC Member Norma Ayala gave park name recommendations.

F. City Manager – Timestamp 1:50:55

City Manager Hammond gave his staff report.

G. Councilors – Timestamp 1:51:36

Councilors Profitt, Salata, and Pettigrew gave comments.

H. Mayor – Timestamp 1:58:50

Mayor Keefer gave comment.

14. ADJOURNMENT

Mayor Keefer adjourned the meeting at 9:02 PM.

_____ _____

Paul Keefer, Mayor Amanda Mickles, City Clerk

CAPITAL IMPROVEMENTS PLAN UPDATE - 2025

FOR

CITY OF BOARDMAN, OREGON

August 2025

ANDERSON PERRY & ASSOCIATES, INC.

La Grande, Redmond, Hermiston, and Enterprise, Oregon

Walla Walla, Washington

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Introduction

This Capital Improvements Plan (CIP) provides the framework for implementing the City of Boardman's facility and infrastructure asset-based improvement process over a five-year period starting in fiscal year 2025-26. The CIP outlines cost estimates for projects that require significant capital investment and are essential for safeguarding the City's financial health, while providing continued delivery of services to citizens and businesses.

The CIP is anticipated to continue to be reviewed and updated periodically (approximately every two years) to accommodate community needs and changes in financial resources. The CIP includes a list of the City's capital improvements projects, prioritizes the projects (subject to periodic review), and schedules the projects for funding and construction.

The CIP is a tool to be used in the development of responsible and progressive financial planning goals. The CIP complies with the City's financial policies. City policies and the CIP form the basis for making annual capital budget decisions and support the City's continued commitment to sound, long-range financial planning and direction.

The CIP identifies budgets and fiscal years for several types of capital projects. Capital improvements projects will be coordinated with the annual budget process to maintain full utilization of available resources. For each capital improvements project, the CIP provides a variety of information, including a project description, the service needs to be addressed, a proposed timetable, and proposed funding sources.

Generally, capital improvements projects will be prioritized with the most urgent projects first. In some instances, projects have been scheduled to coincide with an urgently needed project of another department to maximize effort, saving overall cost and/or maintaining the integrity of previously made investments. Ongoing operating costs are not included in the CIP.

Development of the CIP is a collaborative effort between the City's leadership team and the Public Works department to identify projects via specific master plans and other planning tools. Major capital improvements projects require City Council interaction during the development and funding stages.

Department Area Descriptions

This CIP is divided into the following sections:

- General
- Parks Department
- Planning Department
- Water Department
- Wastewater Department
- Street Department
- General Appendix
- Parks Department Appendix
- Planning Department Appendix
- Water Department Appendix
- Wastewater Department Appendix
- Street Department Appendix

Project Types

Projects generally fall within the primary categories identified below:

- System Repairs and Replacements - Projects needed to maintain existing infrastructure, typically needed to ensure reliable service.
- System Improvements - Projects designed to increase the functionality, efficiency, and/or capability of the infrastructure.
- Capacity-increasing Projects to Meet Population and Commercial Business Growth.
- Redevelopment and Community Enhancement - Projects created for urban renewal, overall community or neighborhood livability, and safety enhancement.
- Guidance and Regulatory Systems - Amendment of land use or other long-range planning documents to facilitate development of residential, commercial, and industrial land to help ensure water, wastewater, and transportation systems are adequate.

Department Goals

- Provide quality management of the CIP.
- Provide meaningful input for the City Council to make fiscally responsible decisions.
- Update the City Council on program implementation.
- Ensure timely information is provided to the Finance Department and City Council for cost differences.
- Provide timely project starts and completions.

What Projects Are in the Capital Improvements Plan

This CIP presents capital improvements and capital outlay. Capital improvements are expansions of, or improvements to, the City's physical facilities, such as buildings, land, and infrastructure, including roads, bridges, sidewalks, and utility systems. Capital outlay is generally used for equipment, vehicles, and technologies. The City's capitalization threshold has a minimum value of $5,000 and a life expectancy of at least three years. Projects costing less than $5,000 are not considered capital and are funded through operating budgets. Land use and other planning processes are also incorporated into this CIP to help ensure adequate funding for this important work is available going forward.

Projects in the CIP can include:

- Construction costs (i.e., labor, materials, and contractors involved in completing a project).
- Acquisition of land or structures.
- Engineering or architectural services, professional studies, or other administrative costs.
- Costs associated with the development or amendment of land use or other long-range planning documents.
- Expenses for City equipment, vehicles, and technologies.
- Expenses for expanding City facilities.

Funding Overview

Implementation of the CIP relies on a variety of potential funding sources. These include utility rate charges, tax increment revenues, user fees, general fund revenues, grants, and system development charges. Most of the funding scenarios may be somewhat complex and interwoven based on project goals, anticipated construction elements, and project timelines. The accounting of infrastructure income prohibits the transfer of funds between some departments. For example, street income can only be utilized for repair and maintenance or capital improvements associated with the Street Department.

Capital improvement cost estimates are created and/or updated based on discussions with City staff and vendors and current bid results of other recent construction projects in the area. Each project estimate includes a 5 percent per year inflation rate anticipated to cover escalating project costs realized each year. This percentage is based on inflation rates that vary based on the economy, and it is anticipated that rates will vary from those estimated. Estimates include planning fees, if any, design engineering fees, construction costs, and anticipated construction engineering service fees (i.e., bidding assistance, project observations technical assistance, construction surveying, etc.).

Each of the six departments/sections contain figures that show project priority with an estimated cost for the next five-year period.

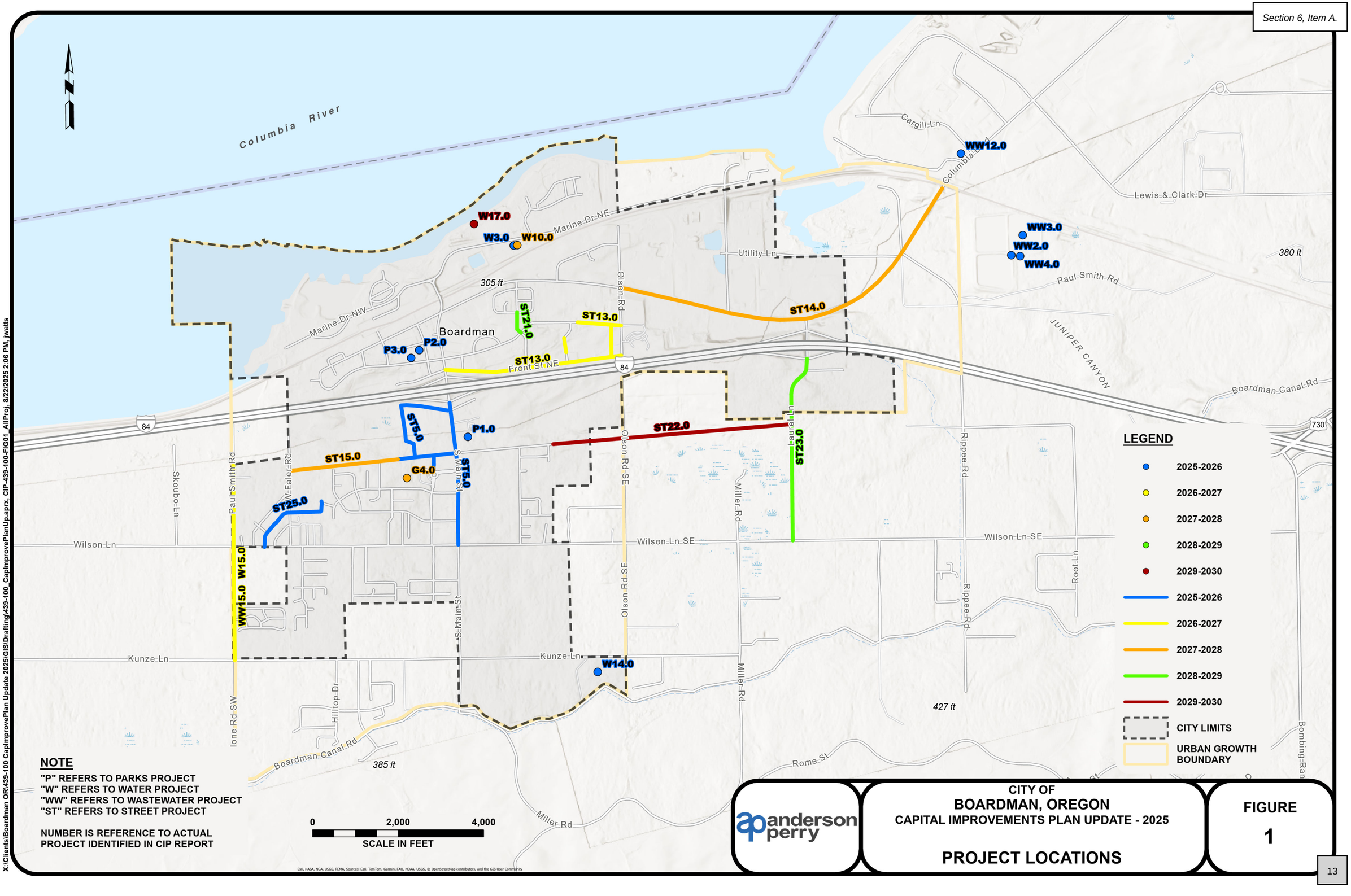
The CIP is not a financing document. Rather, the CIP is a planning document that places projects in the annual budget whereby funds are appropriated for them by the City Council. Prior to actual project work, refined scopes of work, construction cost estimates, and associated design fees will be presented to the City Council for final approval to expend funds.

Project Overview

Projects across the City that entail infrastructure improvements for the Parks, Water, Wastewater, Street, and Community Development and Planning Department, as well as the General section, are identified in this CIP. The projects within these departments are identified on Figure 1, and the associated labels are referenced to project summaries included in each of the six department sections.

Additional projects within each of the six departments/sections that are currently prioritized outside of the five-year CIP window due to funding limitations or priority have been identified. These projects are included in the appendices for inclusion in future CIP updates.

Completed CIP projects within each of the six departments/sections are shown in the appendices for reference.



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anderson perry

CITY OF
BOARDMAN, OREGON
CAPITAL IMPROVEMENTS PLAN UPDATE - 2025

PROJECT LOCATIONS

FIGURE 1

General

The City of Boardman, Oregon, has projects that need to be planned but will not be covered by the planning, water, wastewater, or street departments. The general fund covers these projects. Table 1 provides an overview of the proposed general projects, anticipated financial expenditures, and the proposed fiscal year of each improvement. Figure 2 shows the physical locations of the proposed general improvements projects throughout the City.

City of Boardman, Oregon
Capital Improvements Plan
Future Value - General Project Summary

Project No.	Project	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30
	General Projects					
G 4.0	Police Station	$ -	$ -	$ 15,000,000	$ -	$ -
	General Total	$ -	$ -	$ 15,000,000	$ -	$ -

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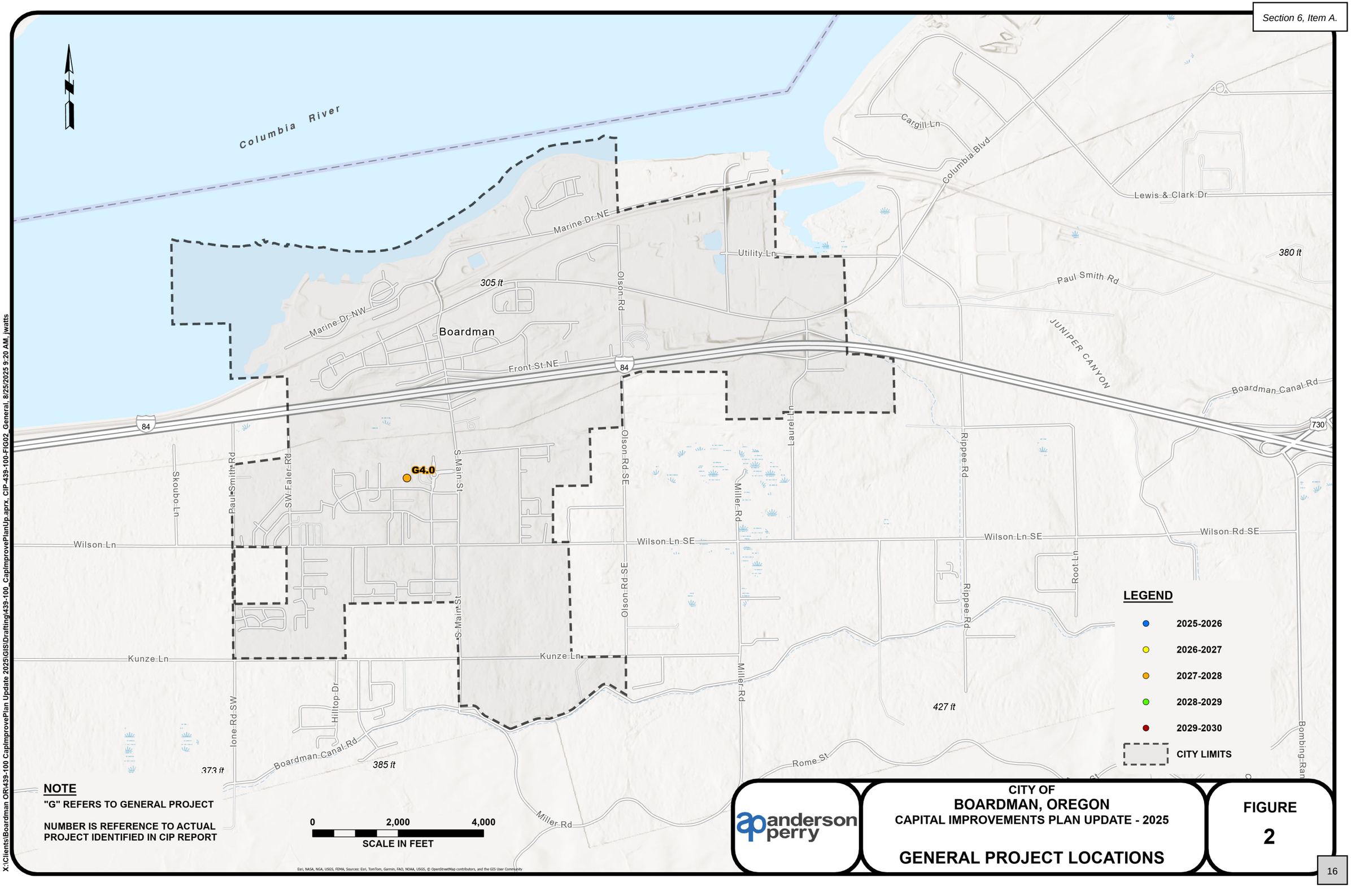
CITY OF
BOARDMAN, OREGON
CAPITAL IMPROVEMENTS PLAN

FUTURE VALUE - GENERAL PROJECT SUMMARY

TABLE
1



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CITY OF
BOARDMAN, OREGON
CAPITAL IMPROVEMENTS PLAN UPDATE - 2025

GENERAL PROJECT LOCATIONS

FIGURE
2

Project Number:	G 4.0
Project Name:	Police Station
Fund:	General
Estimated Cost:	**$15,000,000**
Fiscal Year:	2027-28

Project Description:

Construct a new police station.

Project Justification:

The Police Department at City Hall has reached space capacity with current staffing levels. The City purchased 3 acres adjacent to City Hall where the new police station will be constructed. The new facility will be constructed to accommodate a municipal court in the future as Boardman is the largest city in Morrow County and continues to grow.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
G 4.0	General Fund	$15,000,000	2027-28
	Total	$15,000,000	

Parks Department

The City of Boardman is preparing to adopt its first Parks Master Plan (PMP) in fall 2025. The PMP will help the City inventory its current assets and identify community needs and priorities for future improvements. The PMP is expected to guide decisions around budgeting, staffing, and long-term planning for the Parks Department. It will serve as a useful tool for aligning future investments with the City's goals and the needs of its growing population.

Table 1 provides an overview of the current Parks Department projects, anticipated financial expenditures, and the proposed fiscal year of each improvement. The physical locations of the proposed parks improvements throughout the City are shown on Figure 2. The capital improvements list for the Parks Department provided herein is based on anticipated improvements that will be included in the PMP.

City of Boardman, Oregon
Capital Improvements Plan
Future Value - Parks Project Summary

Project No.	Project	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30
	General Projects					
P 1.0	Oregon Trail Greenspace and Walking Path	$ 400,000	$ -	$ -	$ -	$ -
P 2.0	Splash Pad	$ 550,000	$ -	$ -	$ -	$ -
P 3.0	Park Improvements	$ 150,000	$ 750,000		$ -	$ -
	Parks Total	$ 1,100,000	$ 750,000	$ -	$ -	$ -

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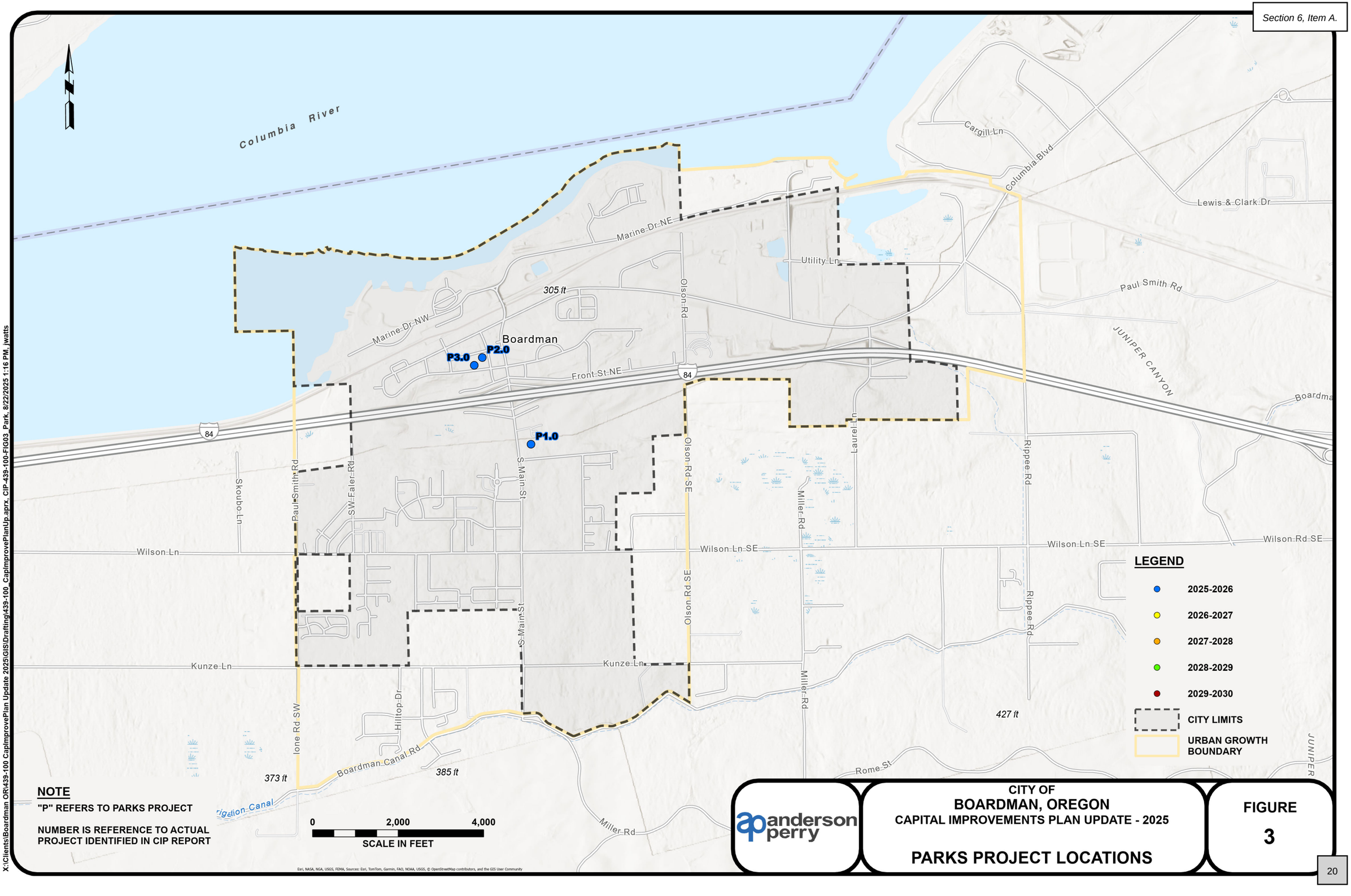
CITY OF
BOARDMAN, OREGON
CAPITAL IMPROVEMENTS PLAN

FUTURE VALUE - PARKS PROJECT SUMMARY

TABLE
2



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CITY OF
BOARDMAN, OREGON
CAPITAL IMPROVEMENTS PLAN UPDATE - 2025

PARKS PROJECT LOCATIONS

FIGURE
3

Project Number:	P 2.0
Project Name:	Splash Pad
Fund:	Parks
Estimated Cost:	$550,000
Fiscal Year:	2025-26

Project Description:

Build a splash pad at Boardman Park.

Project Justification:

A splash pad will provide a safe, accessible, and cost-effective recreational amenity that promotes outdoor activity, especially for young children and families. It will enhance community well-being, support public health through active play, serve as a gathering space during hot summer months, and is particularly important in areas with limited access to aquatic facilities.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
P 2.0	Parks	$550,000	2025-26
	Total	$550,000	

Project Number:	P 3.0
Project Name:	Park Improvements
Fund:	Parks
Estimated Cost:	$900,000
Fiscal Year:	2025-26, 2026-27

Project Description:

This project will include parking and sidewalk improvements to improve accessibility to the facility and address Americans with Disabilities Act (ADA) compliance.

Project Justification:

The current park configuration is limited on parking and lacks sidewalks for pedestrian and ADA accessibility.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
P 2.0	Parks	$150,000	2025-26
P 2.0	Parks	$750,000	2026-27
	Total	$900,000	

Community Development and Planning Department

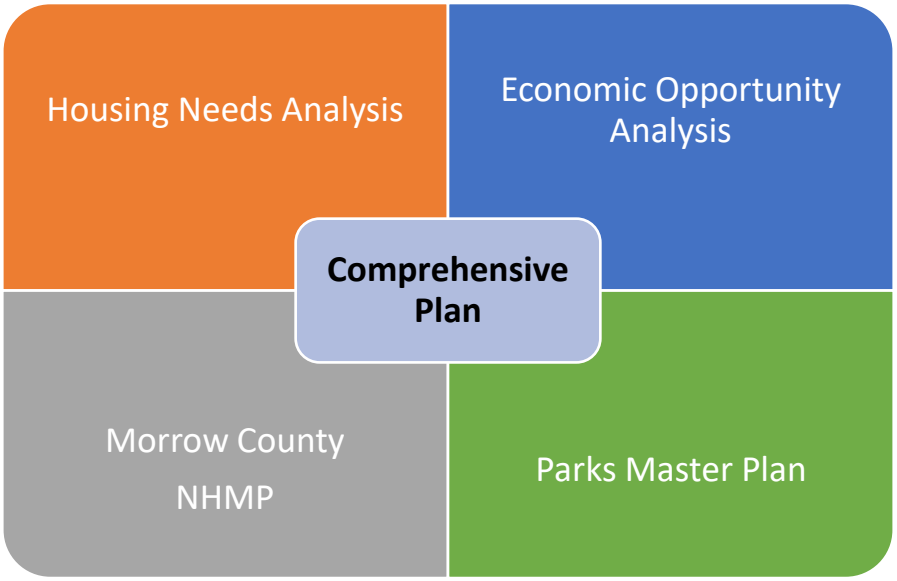
The City of Boardman's Community Development and Planning Department (CDPD) is responsible for assisting citizens and developers by applying the adopted City codes for proposed developments. The CDPD has identified the long-range planning work needed to update and upgrade the City of Boardman planning program.

Projects included in the Capital Improvements Plan are anticipated to be completed by subconsultants. Therefore, updates to planning documents that will be completed by the CDPD are not included.

Table 2 provides an overview of the proposed CDPD projects, anticipated financial expenditures, and the proposed fiscal year of each project.

City of Boardman, Oregon
Capital Improvements Plan
Future Value - Community Development and Planning Project Summary

Project No.	Project	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30
	Planning Projects					
CD 1.0	Comprehensive Plan	$ -	$ -	$ -	$ -	$ -
CD 1.1	Housing Needs Analysis	$ -	$ -	$ 40,000	$ -	$ -
CD 4.0	Main Street Interchange Area Management Plan		$ 37,500	$ 37,500		
	Planning Total	$ -	$ 37,500	$ 77,500	$ -	$ -



Project Number:	CD 1.0
Project Name:	Comprehensive Plan
Fund:	Planning
Estimated Cost:	*
Fiscal Years:	2024-25 to 2026-27

Project Description:

The project will include updating the City's 2003 Comprehensive Plan, which includes, but is not limited to, a Housing Needs Analysis, Economic Opportunity Analysis, Morrow County Natural Hazards Mitigation Plan (NHMP), and a Parks Master Plan.

Project Justification:

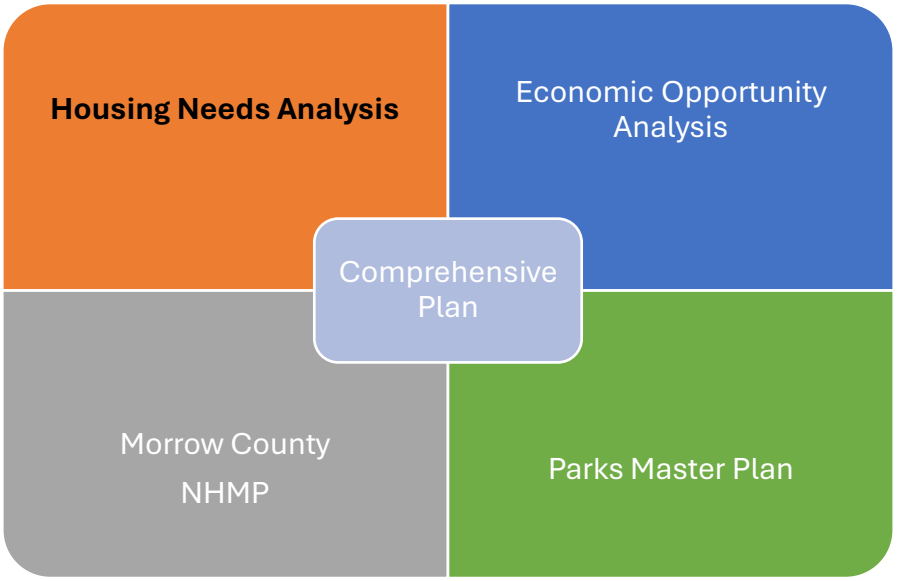
The Comprehensive Plan was adopted in 2003 with minimal amendments since. The Comprehensive Plan needs to be updated with a Housing Needs Analysis (Goal 10), Economic Opportunities Analysis (Goal 9), Morrow County Natural Hazards Mitigation Plan (Goal 7), and a Parks Master Plan (Goal 8). There may be other work identified to be completed prior to work on other sections of the Comprehensive Plan. The updates are needed to support urban growth boundary expansion, which is anticipated for residential and employment land needs.

The NHMP is an effort led by Morrow County at no cost to the City of Boardman. Due to the no cost impact to the City, it has not been included in the CIP.

*Costs included in projects CD 1.1 through CD 1.3.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Years
CD 1.0	Planning Fund	*	2024-25 to 2026-27
	Total	See subsequent cost breakdown	



Project Number:	CD 1.1
Project Name:	Housing Needs Analysis
Fund:	Planning
Estimated Cost:	$40,000
Fiscal Year:	2027-28

Project Description:

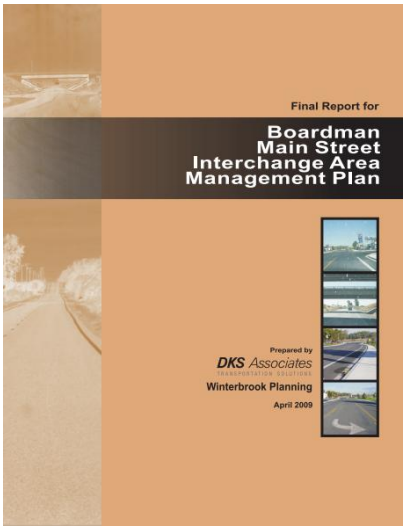
The project will include development of a Housing Needs Analysis.

Project Justification:

The Housing Needs Analysis (Goal 10) will inventory the City's buildable lands to help ensure there is enough zoned land to accommodate housing needs.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
CD 1.1	Planning Fund	$20,000	2027-28
CD 1.1	Planning Fund	$20,000	2027-28
	Total	$40,000	



Project Number:	CD 4.0
Project Name:	Main Street Interchange Area Management Plan
Fund:	Street
Estimated Cost:	$75,000
Fiscal Year:	2026-27, 2027-28

Project Description:

Update the 2009 Main Street Interchange Area Management Plan (IAMP).

Project Justification:

The IAMP provides planning and improvements for the Main Street overpass.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
CD 4.0	Planning Fund	$37,500	2026-27
CD 4.0	Planning Fund	$37,500	2027-28
	Total	$75,000	

Water Department

The City of Boardman completed a Water System Master Plan (WSMP) in September 2015 that presents a detailed description and evaluation of the City's water system. In general, the City's water system consists of:

- Water Reservoirs 2
- Total Water Storage 1,300,000 gallons
- Miles of Pipe Approximately 17.5 miles
- Water Wells 3
- Booster Pump Stations 1

The City supplies water to residential, commercial, and industrial water users within its service area. The proposed projects in the Capital Improvements Plan may include "increased-capacity" projects, "replacement/ renewal" projects, and equipment upgrades. The proposed improvements have been programmed based on facility needs, the urgency of proposed upgrades, and anticipated funding availability.

Table 3 provides an overview of the proposed water system projects, anticipated financial expenditures, and the proposed fiscal year of each improvement. Figure 3 shows the physical locations of the proposed water system improvements throughout the City.

The capital improvements list for the Water Department provided herein is based on replacement/renewal/ repair projects completed and the City's WSMP prepared in 2015. Projects within the Water Department include distribution system improvements, reservoir modifications/construction, and improvements planned to improve system reliability.

Refer to the City's WSMP for additional information and future projects beyond the CIP five-year outlook.

City of Boardman, Oregon
Capital Improvements Plan
Future Value - Water Project Summary

Project No.	Project	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30
	Water Projects					
W 3.0	300,000-gallon Reservoir Recoating		$ 410,000	$ -	$ -	$ -
W 4.0	Water System Master Plan Update	$ 80,000	$ -	$ -	$ -	$ -
W 8.0	Ten-yard Dump Truck	$ -	$ 12,000	$ -	$ -	$ -
W 9.0	Water Management and Conservation Plan Update	$ -	$ 50,000	$ -	$ -	$ -
W 10.0	Decommission Old Water Booster Pump Station	$ -	$ -	$ 25,000	$ -	$ -
W 11.0	Backhoe	$ -	$ 20,100	$ -	$ -	$ -
W 12.0	Rate Analysis	$ 12,000	$ -	$ -	$ -	$ -
W 13.0	Public Works Standards Update	$ 2,000	$ -	$ -	$ -	$ -
W 14.0	Kunze Well	$ 1,000,000	$ -	$ -	$ -	$ -
W 15.0	Paul Smith Rd. Improvements	$ -	$ 500,000	$ 500,000	$ -	$ -
W 16.0	Source Water Protection Plan	$ 120,000	$ -	$ -	$ -	$ -
W 17.0	Collector Well No. 1 Improvements	$ -	$ -	$ -	$ -	$ 3,000,000
	Water Total	$ 1,214,000	$ 992,100	$ 525,000	$ -	$ 3,000,000

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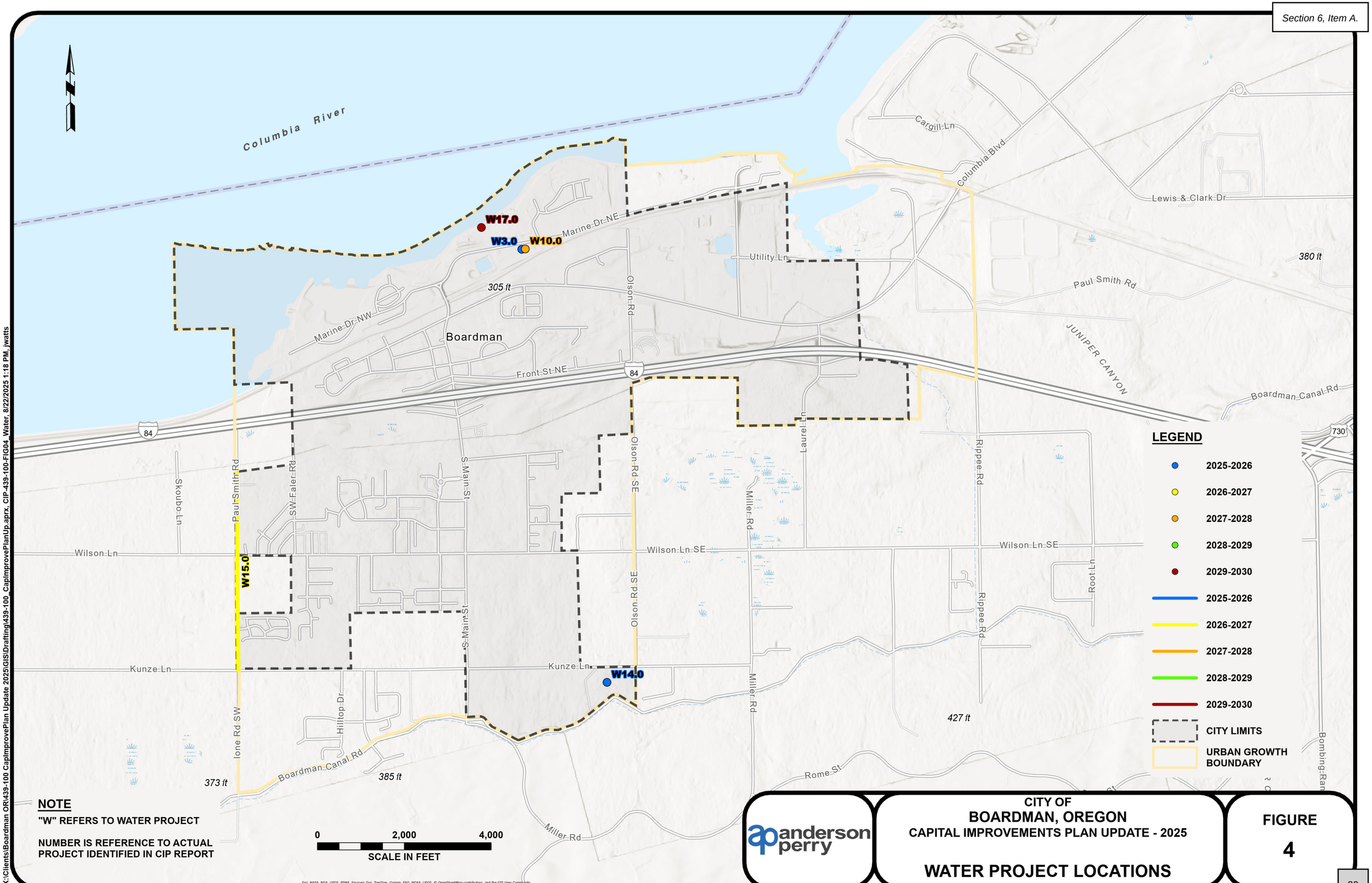
CITY OF
BOARDMAN, OREGON
CAPITAL IMPROVEMENTS PLAN

FUTURE VALUE - WATER PROJECT SUMMARY

TABLE
4



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CITY OF
BOARDMAN, OREGON
CAPITAL IMPROVEMENTS PLAN UPDATE - 2025

WATER PROJECT LOCATIONS

FIGURE 4

Project Number:	W 3.0
Project Name:	300,000-gallon Reservoir Recoating
Fund:	Water
Estimated Cost:	$410,000
Fiscal Year:	2026-27

Project Description:

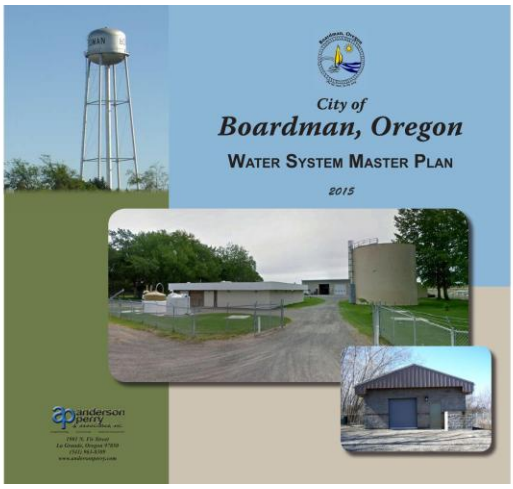
The project will include painting the welded steel reservoir interior and exterior surfaces. The reservoir will be drained and sandblasted to remove compromised coatings and rust. The reservoir will be coated with industry standard coatings and the cathodic protection system will be upgraded.

Project Justification:

The welded steel reservoir was constructed in 2001 with an inspection completed in approximately 2018. The inspection revealed coatings failure and rusting. Recoating of the welded steel reservoir and upgrading the cathodic protection system is needed to prolong the City's investments and are common practice considering the age of the reservoir.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
W 3.0	Water Fund	$410,000	2026-27
	Total	$410,000	



Project Number:	W 4.0
Project Name:	Water System Master Plan Update
Fund:	Water
Estimated Cost:	$80,000
Fiscal Year:	2025-26

Project Description:

Updating the City's current Water System Master Plan (WSMP) will include analyzing the City's water system and providing suggestions for improvements to increase, or meet, capacity and distribution requirements.

Project Justification:

The City's WSMP needs to be updated every ten years to maintain regulatory compliance. Since the WSMP was adopted in 2015, an update will be needed within the five-year scope of this Capital Improvements Plan. The WSMP will help the City identify areas of the water system that need improvements and help ensure the City will meet distribution and capacity needs for the future.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
W 4.0	Water Fund	$80,000	2025-26
	Total	$80,000	

Project Number:	W 8.0, WW 9.0, ST 12.0
Project Name:	Ten-yard Dump Truck
Fund:	Water, Wastewater, Street
Estimated Cost:	$12,000
Fiscal Year:	2026-27

Project Description:

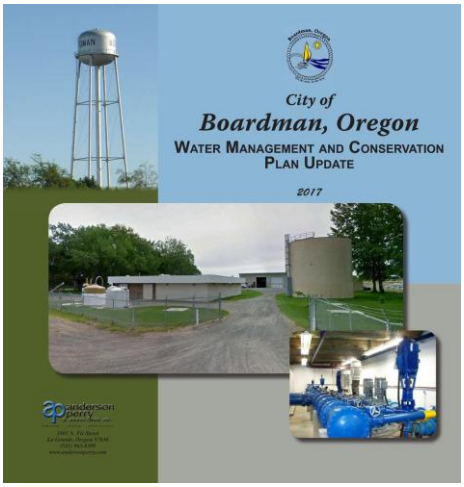
Purchase a ten-yard dump truck for Public Works use.

Project Justification:

Public Works needs a ten-yard dump truck to be more efficient in daily operations.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
W 8.0	Water Fund	$12,000	2026-27
WW 9.0	Wastewater Fund	$8,000	2026-27
ST 12.0	Street Fund	$20,000	2026-27
	Total	$40,000	



Project Number:	W 9.0
Project Name:	Water Management and Conservation Plan Update
Fund:	Water
Estimated Cost:	$50,000
Fiscal Year:	2026-27

Project Description:

Updating the City's current Water Management and Conservation Plan (WMCP) will require analyzing the City's water system. After an analysis is finished, the WMCP will discuss how the City is managing and conserving water as well as permit requirements.

Project Justification:

The City's WMCP is required to be updated every ten years to maintain regulatory compliance. Since the last update to the WMCP was in 2017, an update will be needed within the five-year scope of this Capital Improvements Plan. The WMCP will help the City identify areas of the water system that need improvements. This will help the City meet distribution and capacity needs for the future.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
W 9.0	Water Fund	$50,000	2026-27
	Total	$50,000	

Project Number:	W 10.0
Project Name:	Decommission Old Water Booster Pump Station
Fund:	Water
Estimated Cost:	$25,000
Fiscal Year:	2027-28

Project Description:

Decommission the old water booster pump station.

Project Justification:

After construction of the new water booster pump station, the City's old booster pump station is redundant. The building structure and equipment enclosed is past its service life, and it is not feasible or reasonable to restore a redundant booster pump station.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
W 10.0	Water Fund	$25,000	2027-28
	Total	$25,000	

Project Number:	W 11.0, WW 11.0, ST 18.0
Project Name:	Backhoe
Fund:	Water, Wastewater, Street
Estimated Cost:	$20,100
Fiscal Year:	2026-27

Project Description:

Purchase a backhoe for public works use

Project Justification:

Public Works needs a backhoe to be more efficient in daily operations.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
W 11.0	Water Fund	$20,100	2026-27
WW 11.0	Wastewater Fund	$13,400	2026-27
ST 18.0	Street Fund	$33,500	2026-27
	Total	$67,000	

Project Number:	W 12.0, WW 13.0
Project Name:	Rate Analysis
Fund:	Water, Wastewater
Estimated Cost:	$12,000
Fiscal Year:	2025-26

Project Description:

Provide a financial analysis and evaluation of the City's existing water and wastewater systems to ensure near- and long-term sustainable operations

Project Justification:

A rate analysis for the City would provide a clear understanding of how to budget effectively and allocate resources efficiently, ensuring that funds are used wisely to maintain and improve the City's water and wastewater systems.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
W 12.0	Water Fund	$12,000	2025-26
WW 13.0	Wastewater Fund	$13,000	2025-26
	Total	$25,000	

Project Number:	W 13.0, WW 14.0, ST 20.0
Project Name:	Public Works Standards Update
Fund:	Water, Wastewater, Street
Estimated Cost:	$2,000
Fiscal Year:	2025-26

Project Description:

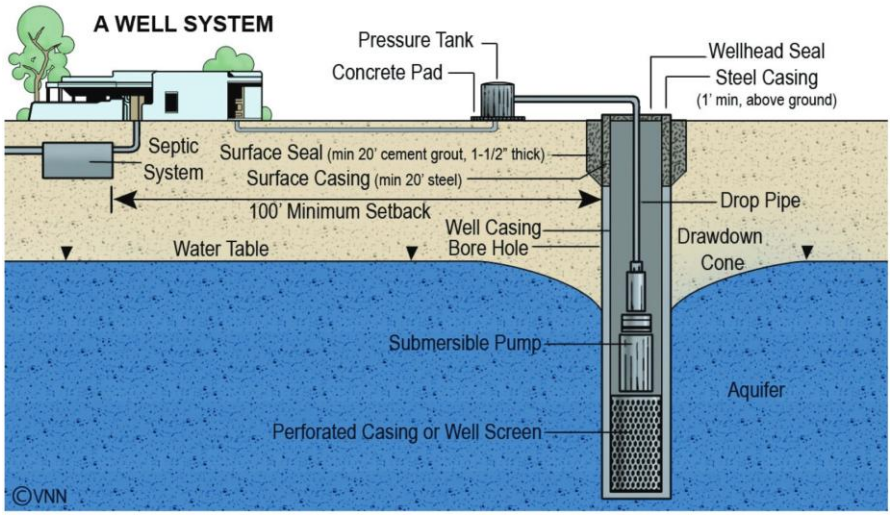
Update the City's existing public works standard drawings and technical specifications.

Project Justification:

The City's existing public works standards need to be updated to ensure specifications for current regulations are up to date. Additional standards will be added or updated to provide uniformity for utilities, roads, structures, and other required elements for developers.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
W 13.0	Water Fund	$2,000	2025-26
WW 14.0	Wastewater Fund	$3,000	2025-26
ST 20.0	Street Fund	$5,000	2025-26
	Total	$10,000	



Project Number:	W 14.0
Project Name:	Kunze Well
Fund:	Water
Estimated Cost:	$1,000,000
Fiscal Year:	2025-26

Project Description:

Decommission existing water well and construct a new well for the City's backup water supply. The existing water right will be transferred from the existing well to the new well.

Project Justification:

The City's existing groundwater well has not been used because the water is non-aesthetically pleasing due to hydrogen sulfide odors. Constructing a new well will provide a redundant drinking water source and allow the City to better serve areas in the southern parts of Boardman.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
W 14.0	Water Fund	$1,000,000	2025-26
	Total	$1,000,000	

Project Number:	W 15.0, WW 15.0
Project Name:	Paul Smith Road Improvements
Fund:	Water, Wastewater
Estimated Cost:	$1,000,000
Fiscal Year:	2026-27, 2027-28

Project Description:

This project is a collaboration between Morrow County, the West Extension Irrigation District (WEID), and the City. WEID is relocating and piping the irrigation canal, and the City intends to install water and sewer infrastructure during WEID's construction. The County will resurface the road once all infrastructure is installed.

Project Justification:

The City should use this opportunity to install infrastructure in a road that will be resurfaced, reducing the overall construction cost.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
W 15.0	Water Fund	$1,000,000	2026-27, 2027-28
WW 15.0	Wastewater Fund	$1,000,000	2026-27, 2027-28
	Total	$2,000,000	

Water Sources

Project Number:	W 16.0
Project Name:	Source Water Protection Plan
Fund:	Water
Estimated Cost:	$120,000
Fiscal Year:	2025-26

Project Description:

Provide a Source Water Protection Plan that addresses the following elements associated with the City's drinking water system: identify potential risks, prioritize those risks, identify strategies for addressing risks, develop an implementation plan and a contingency plan, as well as consider future water sources.

Project Justification:

Strategic and proactive protection and management of surface and groundwater sources are essential to ensuring a sustainable drinking water source for the community.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
W 16.0	Water Fund	$120,000	2025-26
	Total	$120,000	

Project Number:	W 17.0
Project Name:	Collector Well No. 1 Improvements
Fund:	Water
Estimated Cost:	$3,000,000
Fiscal Year:	2029-30

Project Description:

The project will include removing the old drywell and pumps. A new building will be constructed that includes new pumps, power service, electrical equipment, and backup generator.

Project Justification:

The Collector Well No. 1 pumps are installed in a subsurface drywell that requires confined space entry and makes operation and maintenance difficult. Pumps and electrical equipment have surpassed their design life and need to be replaced.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
W 17.0	Water Fund	$3,000,000	2029-30
	Total	$3,000,000	

Wastewater Department

The City of Boardman completed a Wastewater Facilities Plan (WWFP) in 2021 that presents a detailed description and evaluation of the City's wastewater system. In general, the City's wastewater system consists of:

- Miles of Pipe — Approximately 28
- Manhole Structures — Approximately 417
- Cleanouts — 30
- Recycled Water Discharge Point — The City's land application site (Circle 52)
- Sanitary Lift Stations — Seven

The proposed projects included in the Capital Improvements Plan are based on "increased-capacity" projects where upgrades are required to accommodate growth and "replacement" projects for collection system components that have deteriorated past the reasonable point of repair. When upgrading a system component, the project is sized to accommodate growth, reduce infiltration and inflow of stormwater and groundwater into the system, and to repair identified deficiencies in older collection system components.

Table 4 provides an overview of the proposed sewer system projects, anticipated financial expenditures, and the proposed fiscal year of each improvement. Figure 4 provides maps showing the physical locations of the proposed sewer system improvements throughout the City.

Refer to the City's WWFP for additional information and future projects beyond the CIP five-year outlook.

City of Boardman, Oregon
Capital Improvements Plan
Future Value - Wastewater Project Summary

Project No.	Project	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30
	Wastewater Projects					
WW 2.0	Headworks Screen and Septage Receiving Station	$ 1,120,000	$ -	$ -	$ -	$ -
WW 3.0	Lagoon 1 Biosolids Removal	$ 1,310,000	$ -	$ -	$ -	$ -
WW 4.0	Replace On-Site Sodium Hypochlorite System	$ 380,000	$ -	$ -	$ -	$ -
WW 5.0	Collection System Study	$ 80,000	$ -	$ -	$ -	$ -
WW 9.0	Ten-yard Dump Truck	$ -	$ 8,000	$ -	$ -	$ -
WW 11.0	Backhoe	$ -	$ 13,400	$ -	$ -	$ -
WW 12.0	East Beach Flowmeter	$ 30,000	$ -	$ -	$ -	$ -
WW 13.0	Rate Analysis	$ 13,000	$ -	$ -	$ -	$ -
WW 14.0	Public Works Standards Update	$ 3,000	$ -	$ -	$ -	$ -
WW 15.0	Paul Smith Rd. Improvements	$ -	$ 500,000	$ 500,000	$ -	$ -
	Wastewater Total	$2,936,000	$ 521,400	$ 500,000	$ -	$ -

anderson perry

CITY OF
BOARDMAN, OREGON
CAPITAL IMPROVEMENTS PLAN

FUTURE VALUE - WASTEWATER PROJECT SUMMARY

TABLE
5

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Columbia River

Cargill Ln

WW12.0

Columbia Dr

Lewis & Clark Dr

WW3.0

WW2.0

WW4.0

380 ft

Paul Smith Rd

JUNIPER CANYON

Boardman Canal Rd

Marine Dr NE

Utility Ln

305 ft

Olson Rd

Marine Dr NW

Boardman

Front St NE

84

730

Skoubo Ln

Paul Smith Rd

SW Faler Rd

S Main St

Olson Rd SE

Laurel Ln

Rippee Rd

Miller Rd

Wilson Ln

Wilson Ln SE

WW15.0

Root Ln

Kunze Ln

Ione Rd SW

Hilltop Dr

385 ft

427 ft

Rome St

Bombing Range Rd

LEGEND

- 2025-2026
- 2026-2027
- 2027-2028
- 2028-2029
- 2029-2030
- 2025-2026
- 2026-2027
- 2027-2028
- 2028-2029
- 2029-2030
- CITY LIMITS
- URBAN GROWTH BOUNDARY

NOTE

"WW" REFERS TO WASTEWATER PROJECT

NUMBER IS REFERENCE TO ACTUAL PROJECT IDENTIFIED IN CIP REPORT

0 2,000 4,000

SCALE IN FEET

Esri, NASA, NGA, USGS, FEMA, Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

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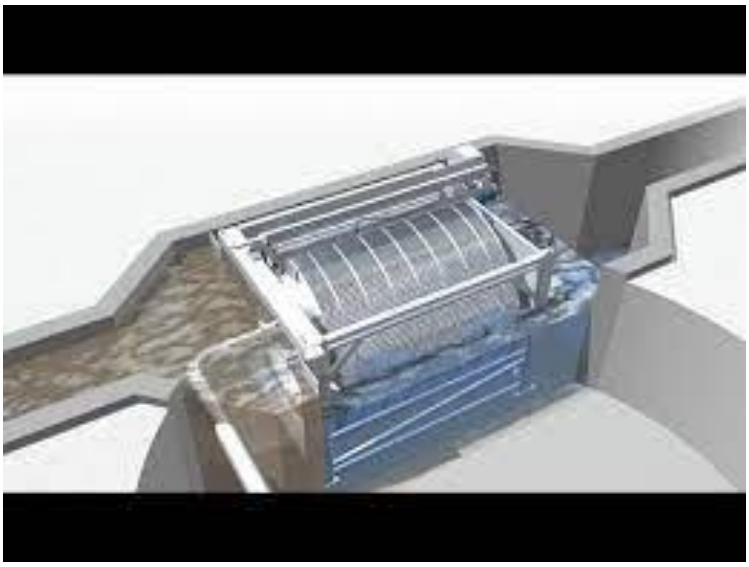
CITY OF
BOARDMAN, OREGON
CAPITAL IMPROVEMENTS PLAN UPDATE - 2025

WASTEWATER PROJECT LOCATIONS

FIGURE
5



Project Number:	WW 2.0
Project Name:	Headworks Screen and Septage Receiving Station
Fund:	Wastewater
Estimated Cost:	$1,120,000
Fiscal Year:	2025-26

Project Description:

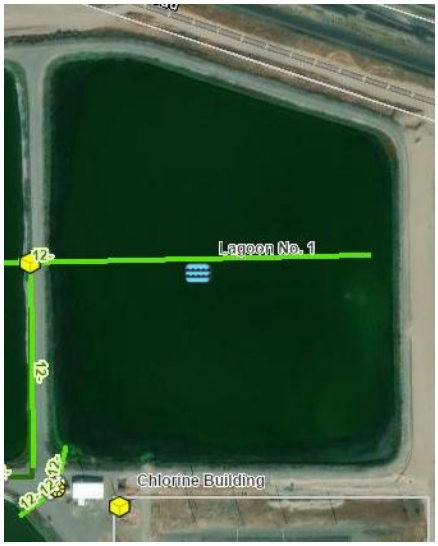
Construct a new headworks and septage receiving station.

Project Justification:

The City's lagoon system operates without a headworks screen allowing garbage to accumulate in the lagoon system. The project will involve installation of a new headworks screen to help remove garbage from wastewater influent and the installation of a septage receiving station to accept hauled waste.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
WW 2.0	Wastewater Fund	$1,120,000	2025-26
	Total	$1,120,000	



Project Number:	WW 3.0
Project Name:	Lagoon 1 Biosolids Removal
Fund:	Wastewater
Estimated Cost:	$1,310,000
Fiscal Year:	2025-26

Project Description:

The project will include draining Lagoon 1 at the wastewater treatment facility (WWTF). After the lagoon is drained, the biosolids will take approximately one to two years to dry. Once the biosolids have dried, work can begin to remove the biosolids, which will restore Lagoon 1 to its original depth. Since the WWTF does not currently have a headworks screen, the biosolids removed will contain inorganics and will need to be disposed of at the landfill.

Project Justification:

Increasing the depth of Lagoon 1 via biosolids removal will increase the overall capacity of the City's WWTF. Increasing the capacity of the WWTF will allow the City to accept more wastewater as the City grows. By removing biosolids from Lagoon 1, the overall efficiency of the WWTF will be improved, ensuring the City has reliable wastewater treatment for years to come.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
WW 3.0	Wastewater Fund	$1,310,000	2025-26
	Total	$1,310,000	

Project Number:	WW 4.0
Project Name:	Replace On-Site Sodium Hypochlorite System
Fund:	Wastewater
Estimated Cost:	$380,000
Fiscal Year:	2025-26

Project Description:

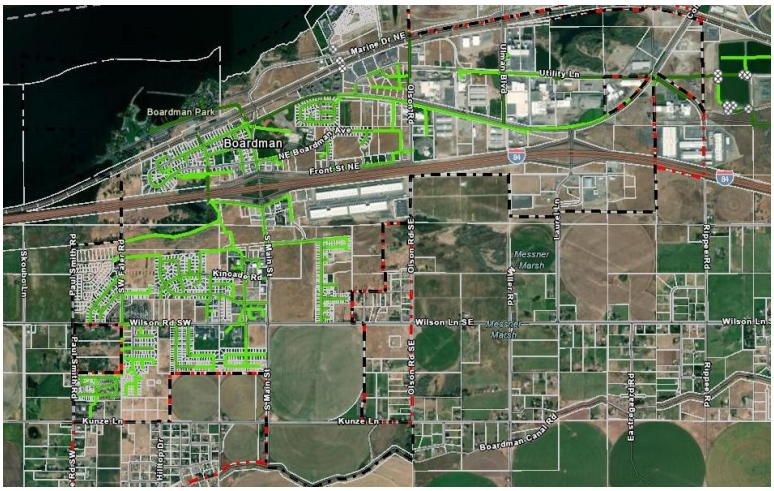
Replace the on-site sodium hypochlorite system.

Project Justification:

The existing on-site sodium hypochlorite system used for disinfecting recycled water land applied at Circle 52 has surpassed its service life and needs replaced.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
WW 4.0	Wastewater Fund	$380,000	2025-26
	Total	$380,000	



Project Number:	WW 5.0
Project Name:	Collection System Study
Fund:	Wastewater
Estimated Cost:	$80,000
Fiscal Year:	2025-26

Project Description:

Develop a wastewater Collection System Study.

Project Justification:

The Collection System Study will be developed for a 20-year planning period and will include design criteria and service goals for the planning period, identifying present and anticipated future system deficiencies, and evaluating future wastewater collection system needs. A system improvements implementation program will be developed to be incorporated in the Capital Improvements Plan.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
WW 5.0	Wastewater Fund	$80,000	2025-26
	Total	$80,000	

Project Number:	W 8.0, WW 9.0, ST 12.0
Project Name:	Ten-yard Dump Truck
Fund:	Water, Wastewater, Street
Estimated Cost:	$8,000
Fiscal Year:	2026-27

Project Description:

Purchase a ten-yard dump truck for Public Works use.

Project Justification:

Public Works needs a ten-yard dump truck to be more efficient in daily operations.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
W 8.0	Water Fund	$12,000	2026-27
WW 9.0	Wastewater Fund	$8,000	2026-27
ST 12.0	Street Fund	$20,000	2026-27
	Total	$40,000	

Project Number:	W 11.0, WW 11.0, ST 18.0
Project Name:	Backhoe
Fund:	Water, Wastewater, Street
Estimated Cost:	$13,400
Fiscal Year:	2026-27

Project Description:

Purchase a backhoe for Public Works use.

Project Justification:

Public Works needs a backhoe to be more efficient in daily operations.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
W 11.0	Water Fund	$20,100	2026-27
WW 11.0	Wastewater Fund	$13,400	2026-27
ST 18.0	Street Fund	$33,500	2026-27
	Total	$67,000	

Project Number:	WW 12.0
Project Name:	East Beach Flowmeter
Fund:	Wastewater
Estimated Cost:	$30,000
Fiscal Year:	2025-26

Project Description:

Replace flowmeter and connect to the City's supervisory control and data acquisition (SCADA) system.

Project Justification:

The existing flowmeter is aging and is currently unconnected from the City's SCADA system. Replacing the flowmeter and connecting it to the SCADA system will help the City track flows more accurately and efficiently.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
WW 12.0	Wastewater Fund	$30,000	2025-26
	Total	$30,000	

Project Number:	W 12.0, WW 13.0
Project Name:	Rate Analysis
Fund:	Water, Wastewater
Estimated Cost:	$13,000
Fiscal Year:	2025-26

Project Description:

Provide a financial analysis and evaluation of the City's existing water and wastewater systems to ensure near- and long-term sustainable operations

Project Justification:

A rate analysis for the City would clarify how to budget effectively and allocate resources efficiently, ensuring that funds are used wisely to maintain and improve the City's water and wastewater systems.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
W 12.0	Water Fund	$12,000	2025-26
WW 13.0	Wastewater Fund	$13,000	2025-26
	Total	$25,000	

Project Number:	W 13.0, WW 14.0, ST 20.0
Project Name:	Public Works Standards Update
Fund:	Water, Wastewater, Street
Estimated Cost:	$3,000
Fiscal Year:	2025-26

Project Description:

Update the City's existing public works standard drawings and technical specifications.

Project Justification:

The City's existing public works standards need to be updated to ensure specifications for current regulations are up to date. Additional standards will be added or updated to provide uniformity for utilities, roads, structures, and other required elements for developers.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
W 13.0	Water Fund	$2,000	2025-26
WW 14.0	Wastewater Fund	$3,000	2025-26
ST 20.0	Street Fund	$5,000	2025-26
	Total	$10,000	

Project Number:	W 15.0, WW 15.0
Project Name:	Paul Smith Road Improvements
Fund:	Water, Wastewater
Estimated Cost:	$1,000,000
Fiscal Year:	2026-27, 2027-28

Project Description:

This project is a collaboration between Morrow County, the West Extension Irrigation District (WEID), and the City. WEID is relocating and piping the irrigation canal, and the City intends to install water and sewer infrastructure during WEID's construction. The County will resurface the road once all infrastructure is installed.

Project Justification:

The City should use this opportunity to install infrastructure in a road that will be resurfaced, reducing the overall construction cost.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
W 15.0	Water Fund	$1,000,000	2026-27, 2027-28
WW 15.0	Wastewater Fund	$1,000,000	2026-27, 2027-28
	Total	$2,000,000	

Street Department

The capital improvements list for the City of Boardman Street Department is based on knowledge of the system provided by the Street Department staff. In general, the City's street system consists of:

- Roadway Centerline Miles Approximately 19
- Traffic Signals 0

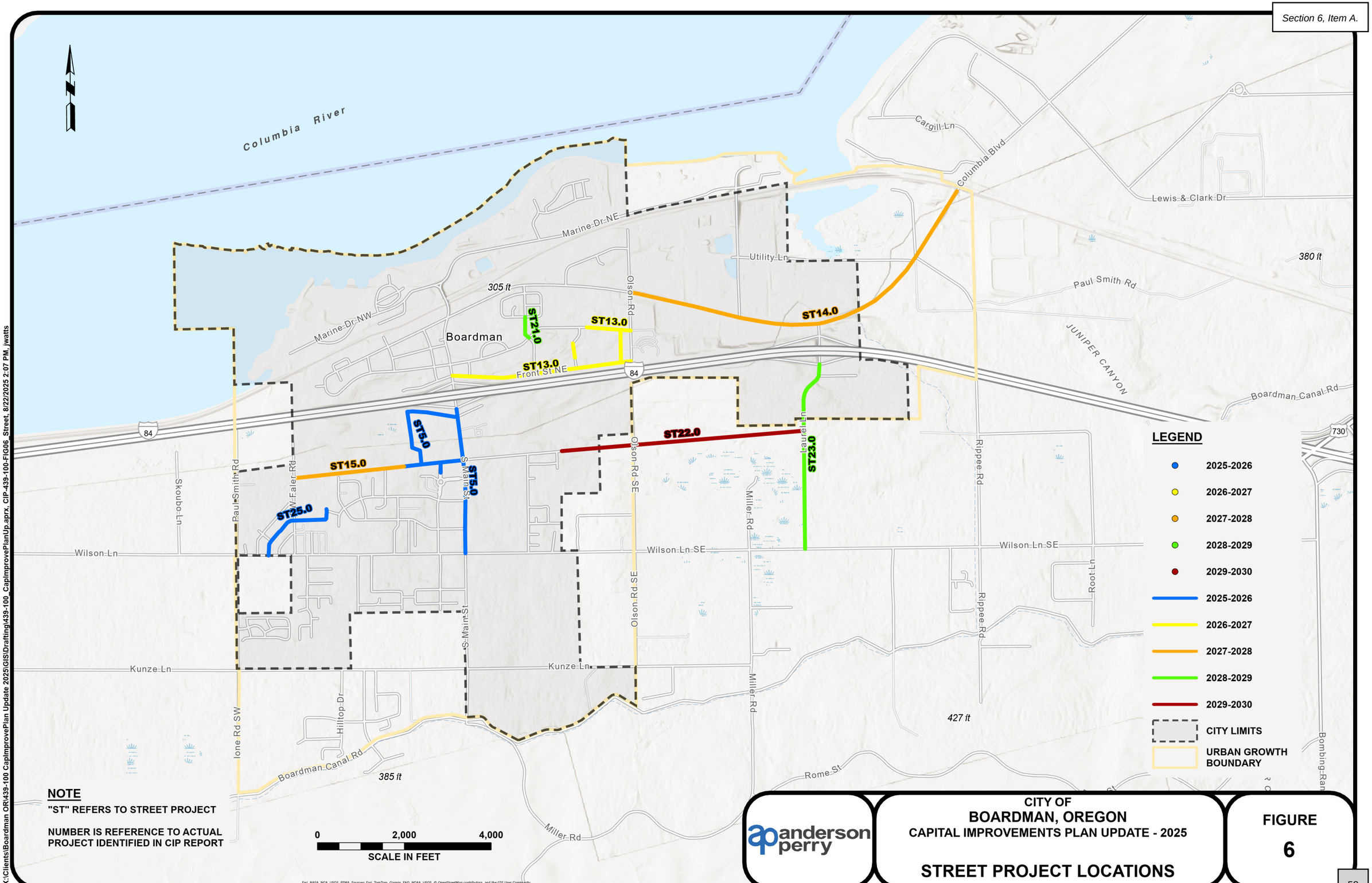
The Capital Improvements Plan projects identified by the Street Department include street rehabilitation, street beautification, street widening, intersection safety improvements, pedestrian improvements, and new streets.

Table 5 provides an overview of the proposed street system projects, anticipated financial expenditures, and the proposed fiscal year of each improvement. Figure 5 shows the physical locations of the proposed system improvements throughout the City.

Refer to the City's Transportation System Plan for additional information and future projects beyond the CIP five-year outlook.

City of Boardman, Oregon
Capital Improvements Plan
Future Value - Street Project Summary

Project No.	Project	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30
	Street Projects					
ST 5.0	S. Main Street and S.W. Loop Rd Improvements	$ 5,000,000	$ -	$ -	$ -	$ -
ST 12.0	Ten-yard Dump Truck	$ -	$ 20,000	$ -	$ -	$ -
ST 13.0	N.E. Front Street Improvements	$ -	$ 5,500,000	$ -	$ -	$ -
ST 14.0	N.E. Columbia Avenue: Olson Road to Union Pacific Railroad Overpass	$ -	$ -	$ 3,900,000	$ -	$ -
ST 15.0	Oregon Trail Boulevard to Faler Road S.W. Street Improvements	$ -	$ -	$ 3,000,000	$ -	$ -
ST 18.0	Backhoe	$ -	$ 33,500	$ -	$ -	$ -
ST 20.0	Public Works Standards Update	$ 5,000	$ -	$ -	$ -	$ -
ST 21.0	2nd Avenue NE Improvments	$ -	$ -	$ -	$ 500,000	$ -
ST 22.0	Oregon Trail Boulevard to Laurel Lane	$ -	$ -		$ -	$ 7,300,000
ST 23.0	Laurel Lane Improvements	$ -	$ -	$ -	$ 2,500,000	$ -
ST 24.0	Street Maintenance	$ 2,000,000	$ -	$ -	$ -	$ -
ST 25.0	Mt. Hood Sidewalk Improvements	$ 210,000	$ -	$ -	$ -	$ -
ST 26.0	Stormwater Improvements	$ 600,000	$ -	$ -	$ -	$ -
	Street Total	$ 7,815,000	$ 5,553,500	$ 6,900,000	$ 3,000,000	$ 7,300,000



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CITY OF
BOARDMAN, OREGON
CAPITAL IMPROVEMENTS PLAN UPDATE - 2025

STREET PROJECT LOCATIONS

FIGURE
6

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Project Number:	ST 5.0
Project Name:	S. Main Street and S.W. Loop Road Improvements
Fund:	Street
Estimated Cost:	$5,000,000
Fiscal Year:	2025-26

Project Description:

The project will include a complete road reconstruction along S. Main Street from Interstate 84 to Wilson Lane, include demolition of the existing asphalt concrete road surface, concrete curbs, and asphalt concrete pedestrian path. After the demolition of existing surfaces and structures, construction of a new asphalt concrete road surface, curb and gutter, Americans with Disabilities Act curb ramps, center concrete median, and concrete sidewalk will be accomplished. Additionally, decorative streetlights will be installed, and storm drainage improvements will be made.

Project Justification:

This road is identified in the City's Main Street Downtown Development Plan as the main north-south arterial for the City and is considered the "downtown" portion of the City. Improvements to this road will ensure future traffic and pedestrian demands will be met and will accommodate future development of the area.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
ST 5.0	Street Fund	$5,000,000	2025-26
	Total	$5,000,000	

Project Number:	W 8.0, WW 9.0, ST 12.0
Project Name:	Ten-yard Dump Truck
Fund:	Water, Wastewater, Street
Estimated Cost:	$20,000
Fiscal Year:	2026-27

Project Description:

Purchase a ten-yard dump truck for Public Works use.

Project Justification:

Public Works needs a ten-yard dump truck to be more efficient in daily operations.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
W 8.0	Water Fund	$12,000	2026-27
WW 9.0	Wastewater Fund	$8,000	2026-27
ST 12.0	Street Fund	$20,000	2026-27
	Total	$40,000	

Project Number:	ST 13.0
Project Name:	N.E. Front Street Improvements
Fund:	Street
Estimated Cost:	$5,500,000
Fiscal Year:	2026-27

Project Description:

The project will include the reconstruction of N.E. Front Street from N. Main Street to Olson Road, as well as extensions of N.E. 3rd Street, N.E. 4th Street, and Boardman Avenue N.E. The project consists of reconstructing/constructing asphalt concrete surfaces, curb and gutter, concrete sidewalk, and Americans with Disabilities Act (ADA) curb ramps. The project also includes storm drainage improvements and new street lighting. ADA curb ramps will be developed to meet current ADA standards. All other aspects of the project will be constructed according to City standards.

Project Justification:

N.E. Front Street needs to be reconstructed due to the road's poor condition. This road has areas of instability with poor ride quality; extensive transverse, longitudinal, and alligator cracking with trench settlement and/or potholes; drainage problems; and obvious evidence of structural deficiencies. Reconstruction of this road will ensure the roadway is functional for the community and area. Along with ADA curb ramps, sidewalk improvements will benefit the public by allowing greater mobility to the area for future development.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
ST 13.0	Street Fund	$5,500,000	2026-27
	Total	$5,500,000	

Project Number:	ST 14.0
Project Name:	N.E. Columbia Avenue: Olson Road to Union Pacific Railroad Overpass Overlay
Fund:	Street
Estimated Cost:	$3,900,000
Fiscal Year:	2027-28

Project Description:

The project will consist of an overlay for the entire length of N.E. Columbia Avenue, ranging from Olson Road to the Union Pacific Railroad overpass to the northeast. The project includes removing cold plane pavement, adjusting utility covers and valve boxes to grade, and permanent pavement markings and striping.

Project Justification:

The condition of this stretch of road has been rated as fair quality and contains cracking, deformations, drainage problems, and structural deficiencies. Generally, this road provides a stable, fair ride, but improvements will ensure a safe and comfortable road for all to use. Improvements will also ensure that this stretch of road will be functional for use for the foreseeable future.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
ST 14.0	Street Fund	$3,900,000	2027-28
	Total	$3,900,000	

Project Number:	ST 15.0
Project Name:	Oregon Trail Boulevard to Faler Road S.W. Street Improvements
Fund:	Street
Estimated Cost:	$3,000,000
Fiscal Year:	2027-28

Project Description:

The project will be an extension of approximately 2,800 feet of Oregon Trail Boulevard to the west following the completion of the extension of Oregon Trail Boulevard to S.W. 1st Street. The project will include curb and gutter, concrete sidewalk, Americans with Disabilities Act (ADA) curb ramps, storm drainage systems, and street lighting. ADA curb ramps will be developed to meet current ADA standards. All aspects of the project will be constructed according to City standards.

Project Justification:

Extending Oregon Trail Boulevard is identified in the City's 2009 Main Street Interchange Area Management Plan. Extending this road can strengthen east-west as well as north-south connectivity. This section of road will also provide access to future development in the area. This section of Oregon Trail Boulevard will be constructed using private development funds.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
ST 15.0	Street Fund	$3,000,000	2027-28
	Total	$3,000,000	

Project Number:	W 11.0, WW 11.0, ST 18.0
Project Name:	Backhoe
Fund:	Water, Wastewater, Street
Estimated Cost:	$33,500
Fiscal Year:	2026-27

Project Description:

Purchase a backhoe for Public Works use.

Project Justification:

Public Works needs a backhoe to be more efficient in daily operations.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
W 11.0	Water Fund	$20,100	2026-27
WW 11.0	Wastewater Fund	$13,400	2026-27
ST 18.0	Street Fund	$33,500	2026-27
	Total	$67,000	

Project Number:	W 13.0, WW 14.0, ST 20.0
Project Name:	Public Works Standards Update
Fund:	Water, Wastewater, Street
Estimated Cost:	$5,000
Fiscal Year:	2025-26

Project Description:

Update the City's existing public works standard drawings and technical specifications.

Project Justification:

The City's existing public works standards need to be updated to ensure specifications for current regulations are up to date. Additional standards will be added or updated to provide uniformity for utilities, roads, structures, and other required elements for developers.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
W 13.0	Water Fund	$2,000	2025-26
WW 14.0	Wastewater Fund	$3,000	2025-26
ST 20.0	Street Fund	$5,000	2025-26
	Total	$10,000	

Project Number:	ST 21.0
Project Name:	2nd Avenue N.E. Improvements
Fund:	Street
Estimated Cost:	$500,000
Fiscal Year:	2028-29

Project Description:

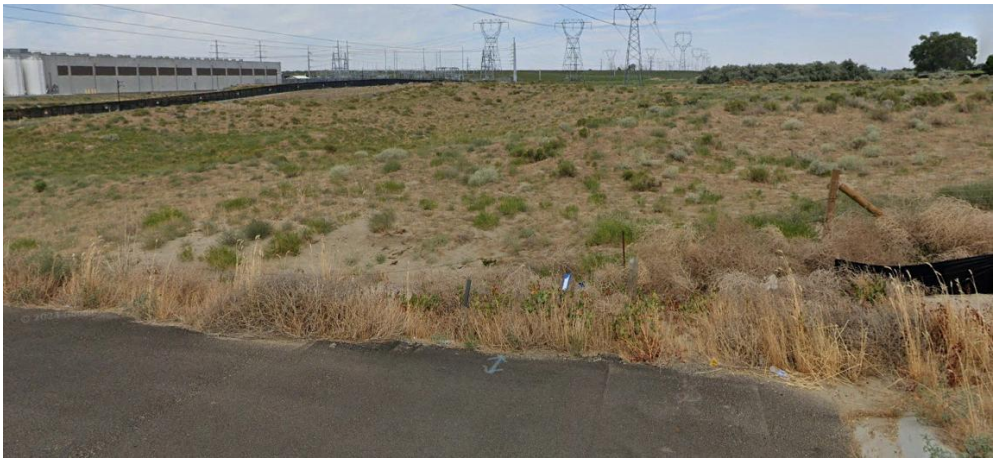
Improvements for this project include a new stretch of roadway between 2nd Avenue N.E. and Columbia Avenue N.E. This new roadway will include new sewer line and will require right-of-way acquisition.

Project Justification:

This new roadway will improve vehicular and pedestrian access to Riverside High School and existing subdivisions, as well as promote development of the adjacent properties.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
ST 21.0	Street Fund	$500,000	2028-29
	Total	$500,000	



Project Number:	ST 22.0
Project Name:	Oregon Trail Boulevard to Laurel Lane
Fund:	Street
Estimated Cost:	$7,300,000
Fiscal Year:	2029-30

Project Description:

This project will include connecting Oregon Trail Boulevard to Laurel Lane. The new connection will include new roadway, curb and gutter, sidewalk, street lighting, storm drainage, and water lines.

Project Justification:

The City's Transportation System Plan identifies Oregon Trail Boulevard as an arterial. Improving this arterial will improve access to existing residential areas and will improve traffic flows in adjacent local streets.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
ST 22.0	Street Fund	$7,300,000	2029-30
	Total	$7,300,000	

Project Number:	ST 23.0
Project Name:	Laurel Lane Improvements
Fund:	Street
Estimated Cost:	$2,500,000
Fiscal Year:	2028-29

Project Description:

This project is a collaboration with Morrow County to realign Laurel Lane to improve site distance, local road access, and interchange traffic flow in accordance with the Transportation System Plan.

Project Justification:
This project is identified in the Transportation System Plan.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
ST 23.0	Street Fund	$2,500,000	2028-29
	Total	$2,500,000	

Project Number:	ST 24.0
Project Name:	Street Maintenance
Fund:	Street
Estimated Cost:	$2,000,000
Fiscal Year:	2025-26

Project Description:

Construct roadway improvements and pavement preservation on portions of Wilson Lane, Kinkade Road, Willow Fork Drive S.W., Boardman Avenue N.E., Oregon Trail Boulevard, and Anderson Road. The project will consist of pavement crack sealing, chip seal, and/or asphalt concrete pavement grind and inlay.

Project Justification:

Maintenance is vital for the longevity of the City's roads and provides safe travel for vehicles.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
ST 24.0	Street Fund	$2,000,000	2025-26
	Total	$2,000,000	

Project Number:	ST 25.0
Project Name:	Mt. Hood Sidewalk Improvements
Fund:	Street
Estimated Cost:	$210,000
Fiscal Year:	2025-26

Project Description:

Construct sidewalks in the existing residential area.

Project Justification:

Constructing sidewalks will help improve pedestrian access and safety.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
ST 25.0	Street Fund	$210,000	2025-26
	Total	$210,000	

Project Number:	ST 26.0
Project Name:	Stormwater Improvements
Fund:	Street
Estimated Cost:	$600,000
Fiscal Year:	2025-26

Project Description:

The City intends to construct stormwater improvements on sections of Juniper Drive S.W., Anderson Road, and Eagle Drive S.W. The improvements will consist of the installation of new drywells.

Project Justification:

The existing stormwater infrastructure in these sections have insufficient capacity during storm events.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
ST 26.0	Street Fund	$600,000	2025-26
	Total	$600,000	

General Appendix

Projects in the “General Appendix" are either completed or are proposed projects that are not included in the five-year Capital Improvements Plan (CIP) planning period. Any dates included with the projects in the “General Appendix" section have not been approved by the City Council. These projects should be considered as supported by the City Council, pending adequate funding. Projects included in this list should be the first to be considered during updates to the five-year CIP, as well as for potential grant funding opportunities if they arise and do not compete for grant funds with projects listed in the current five-year CIP.

PROPOSED GENERAL CAPITAL IMPROVEMENT PROJECTS

Project No.*	Project Name	Cost Estimate
G 3.0	Indoor Shooting Range	$2,500,000
G 5.0	Multi-Purpose Facility	$2,000,000
G 6.0	Arena Sports Complex	$4,000,000

**Project numbers have no implication to priority.*

COMPLETED GENERAL CAPITAL IMPROVEMENT PROJECTS

Project No.	Project Name	Fiscal Year Completed
G 1.0	Bonneville Power Administration Greenspace	2024-25
G 2.0	Surplus Old City Shop	2025-26

COMPLETED FY 2024-25

Project Number:	G 1.0
Project Name:	Bonneville Power Administration Greenspace
Fund:	General
Estimated Cost:	$485,000
Actual Cost:	$400,000
Fiscal Year:	2024-25

Project Description:

The City will acquire approximately 28 acres for a net cost of approximately $290,000 around the Bonneville Power Administration (BPA) right-of-way (ROW). The project will develop the BPA ROW into usable space for public use. The project will include walking paths, sidewalks, grass areas, and public restrooms. Project will be funded by the Central Urban Renewal Area (CURA).

Project Justification:

The City of Boardman is dissected by the BPA ROW. This space is generally unusable as allowed uses around the ROW are minimal. Constructing greenspaces around the ROW is an allowed use of the space. The greenspace will beautify the area and bring recreation, both providing benefit to the community.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
G 1.0	CURA Funds	$485,000	2024-25
	Total	$485,000	

Project Number:	G 2.0
Project Name:	Surplus Old City Shop
Fund:	General
Estimated Cost:	$60,000
Actual Cost:	
Fiscal Year:	2025-26

COMPLETED FY 2025-26

Project Description:

The project will include decommissioning the infrastructure associated with the old City Shop such as the groundwater well, backup generator, etc., so the City can sell the property.

Project Justification:

The City desires to sell the property so it can be developed.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
G 2.0	General Fund	$60,000	2025-26
	Total	$60,000	

Project Number:	G 3.0
Project Name:	Indoor Shooting Range
Fund:	General
Estimated Cost:	$2,500,000
Fiscal Year:	To be determined

Project Description:

Construct an indoor shooting range.

Project Justification:

The City's old shooting range was demolished and is now the location of the new wastewater storage lagoon. The City desires to construct a new indoor shooting range for training purposes and for public use.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
G 3.0	General Fund	$2,500,000	To be determined
	Total	$2,500,000	

Project Number:	G 5.0
Project Name:	Multi-Purpose Facility
Fund:	General
Estimated Cost:	$2,000,000
Fiscal Year:	To be determined

Project Description:

The multipurpose facility will be for the use of the public for special events such as weddings, birthday parties, banquets, club activities, etc.

Project Justification:

The City lacks a public facility for groups to gather in.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
G 5.0	General	$2,000,000	To be determined
	Total	$2,000,000	

Project Number:	G 6.0
Project Name:	Arena Sports Complex
Fund:	General
Estimated Cost:	$4,000,000
Fiscal Year:	To be determined

Project Description:

The arena sports complex will be an indoor sports facility for soccer, football, and other field sports for use during inclement weather periods.

Project Justification:

The City lacks an indoor public facility for activities.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
G 6.0	General	$4,000,000	To be determined
	Total	$4,000,000	

Parks Department Appendix

Projects in the “Parks Department Appendix" are either completed or are proposed projects that are not included in the five-year Capital Improvements Plan (CIP) planning period. Any dates included with the projects in the “Parks Department Appendix" section have not been approved by the City Council. These projects should be considered as supported by the City Council, pending adequate funding. Projects included in this list should be the first to be considered during updates to the five-year CIP, as well as for potential grant funding opportunities if they arise and do not compete for grant funds with projects listed in the current five-year CIP.

PROPOSED PARKS CAPITAL IMPROVEMENT PROJECTS

Project No.*	Project Name	Cost Estimate
P 4.0	Hillview Sports Complex	$5,000,000

**Project numbers have no implication to priority.*

COMPLETED PARKS CAPITAL IMPROVEMENT PROJECTS

Project No.	Project Name	Fiscal Year Completed
P 1.0	Oregon Trail Greenspace and Walking Path	2024-25

COMPLETED FY 2024-25

Project Number:	P 1.0
Project Name:	Oregon Trail Greenspace and Walking Path
Fund:	Parks
Estimated Cost:	$400,000
Actual Cost:	$400,000
Fiscal Year:	2025-26

Project Description:

Build a greenspace and walking path on approximately 28 acres around the Bonneville Power Administration right-of-way between Olson Road and S.W. 1st Street. The greenspace and walking path will include, but is not limited to, an asphalt concrete pedestrian path, grass areas, and public restrooms.

Project Justification:

The City needs new park space for the community to enjoy. This park will provide outdoor recreation and beautify an area of the City that is lacking in aesthetics.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
P 1.0	Parks	$400,000	2024-25
	Total	$400,000	

Project Number:	P 4.0
Project Name:	Hillview Sports Complex
Fund:	Parks
Estimated Cost:	$5,000,000
Fiscal Year:	To be determined

Project Description:

The Project will consist of development of approximately 20 acres into a public facility for soccer, baseball, softball, pickleball, and basketball. Amenities to include bbq areas, concession stand, bathrooms, parking lots, and playground. This project will also include the construction of Oregon Trail Boulevard between Faler Road SW and Paul Smith Road, the construction of Paul Smith Road from the terminus of Oregon Trail Boulevard to Wilson Lane, and the construction of interim roads.

Project Justification:

The City of Boardman lacks a public facility to accommodate large sporting events.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
P 2.0	Parks	$5,000,000	2025-26
	Total	$5,000,000	

Community Development and Planning Department Appendix

Projects in the “Community Development and Planning Department Appendix" are either completed or are proposed projects that are not included in the five-year Capital Improvements Plan (CIP) planning period. Any dates included with the projects in the “Community Development and Planning Department Appendix" section have not been approved by the City Council. These projects should be considered as supported by the City Council, pending adequate funding. Projects included in this list should be the first to be considered during updates to the five-year CIP, as well as for potential grant funding opportunities if they arise and do not compete for grant funds with projects listed in the current five-year CIP.

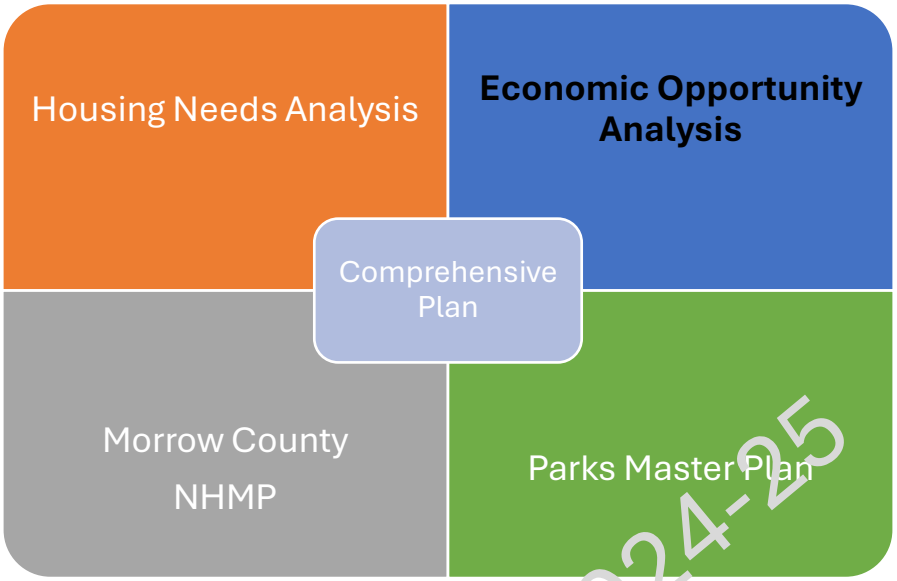
PROPOSED COMMUNITY DEVELOPMENT AND PLANNING CAPITAL IMPROVEMENT PROJECTS

Project No.*	Project Name	Cost Estimate

**Project numbers have no implication to priority.*

COMPLETED COMMUNITY DEVELOPMENT AND PLANNING CAPITAL IMPROVEMENT PROJECTS

Project No.	Project Name	Fiscal Year Completed
CD 1.2	Economic Opportunity Analysis	2024-25
CD 1.3	Parks Master Plan	2024-25
CD 2.0	Boardman Development Code Update	2024-25
CD 3.0	Boardman Municipal Code Update	2024-25



COMPLETED FY 2024-25

Project Number:	CD 1.2
Project Name:	Economic Opportunity Analysis
Fund:	Planning
Estimated Cost:	$55,000
Actual Cost:	
Fiscal Year:	2024-2025

Project Description:

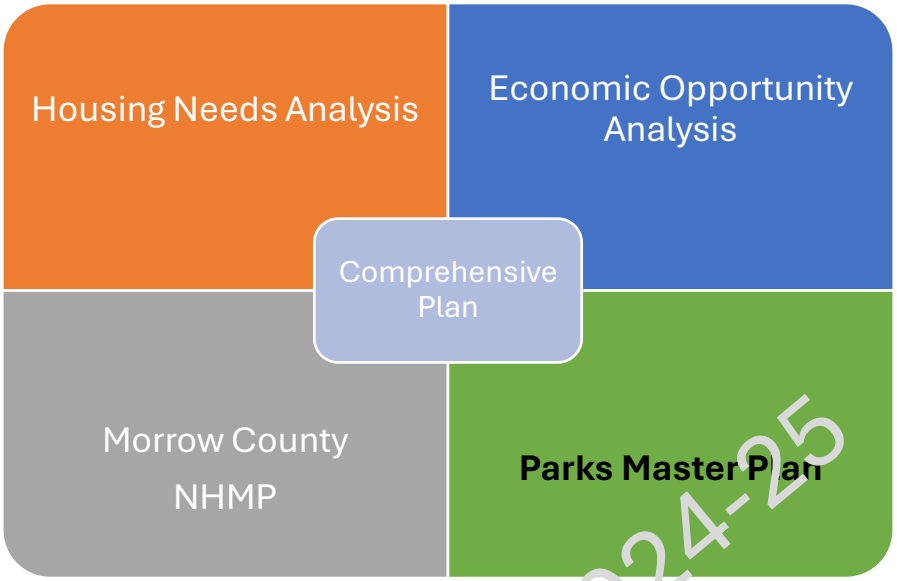
The project will include development of an Economic Opportunity Analysis.

Project Justification:

The Economic Opportunity Analysis (Goal 9) is to analyze and forecast growth in the City's industrial and other business zones to help ensure there is an adequate supply of developable lands for businesses and jobs.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
CD 1.2	Planning Fund	$55,000	2024-25
	Total	$55,000	



COMPLETED FY 2024-25

Project Number:	CD 1.3
Project Name:	Parks Master Plan
Fund:	Planning
Estimated Cost:	$40,000
Actual Cost:	
Fiscal Year:	2024-25

Project Description:

This includes a collaborative effort between the City of Boardman and the Boardman Parks & Recreation District to develop a Parks Master Plan for the City.

Project Justification:

Parks Master Plans are written for new and existing parks and present a balance of recreation opportunities with resource protection while guiding future park development and community engagement.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
CD 1.3	Planning Fund	$40,000	2024-25
	Total	$40,000	

Boardman Development Code Update

COMPLETED FY 2024-25

Project Number:	CD 2.0
Project Name:	Boardman Development Code Update
Fund:	Planning
Estimated Cost:	$170,800
Actual Cost:	
Fiscal Year:	2024-25 to 2025-26

Project Description:

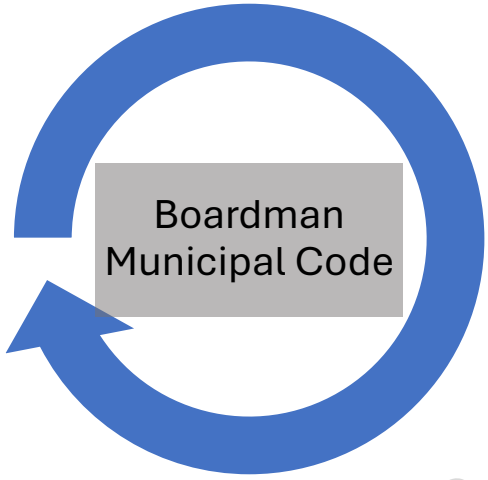
Update the Boardman Development Code, which was last adopted in 2002.

Project Justification:

The Boardman Development Code needs to be updated to be consistent with current Oregon State law and to form the basis for the other planning document updates.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
CD 2.0	Planning Fund	$55,000	2024-25
CD 2.0	Planning Fund	$115,800	2025-26
	Total	$170,800	



COMPLETED FY 2024-25

Project Number:	CD 3.0
Project Name:	Boardman Municipal Code Update
Fund:	Planning
Estimated Cost:	$30,000
Actual Cost:	
Fiscal Year:	2025-26

Project Description:

Update the Boardman Municipal Code.

Project Justification:

The Boardman Municipal Code needs to be updated to adopt new codes related to business licenses and the City's current Code Enforcement program including animal control. There will be other updates to the Municipal Code for consistency with the Development Code updates.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
CD 3.0	Planning Fund	$30,000	2025-26
	Total	$30,000	

Water Department Appendix

Projects in the "Water Department Appendix" are either completed or are proposed projects that are not included in the five-year Capital Improvements Plan (CIP) planning period. Any dates included with the projects in the "Water Department Appendix" section have not been approved by the City Council. These projects should be considered as supported by the City Council, pending adequate funding. Projects included in this list should be the first to be considered during updates to the five-year CIP, as well as for potential grant funding opportunities if they arise and do not compete for grant funds with projects listed in the current five-year CIP.

PROPOSED WATER CAPITAL IMPROVEMENT PROJECTS

Project No.*	Project Name	Cost Estimate
W 6.0	Loader	$80,000

**Project numbers have no implication to priority.*

COMPLETED WATER CAPITAL IMPROVEMENT PROJECTS

Project No.	Project Name	Fiscal Year Completed
W 1.0	Columbia Avenue N.W. Improvements	2024-25
W 2.0	South Boardman Water System Feasibility Study	2024-25
W 5.0	Maintenance and Storage Shop	2024-25
W 7.0	Vac Truck	2024-25

COMPLETED FY 2024-25

Project Number:	W 1.0, WW 1.0, ST 2.0
Project Name:	Columbia Avenue N.W. Improvements
Fund:	Water, Wastewater, Street
Estimated Cost:	$400,000
Actual Cost:	$468,104
Fiscal Year:	2023-24

Project Description:

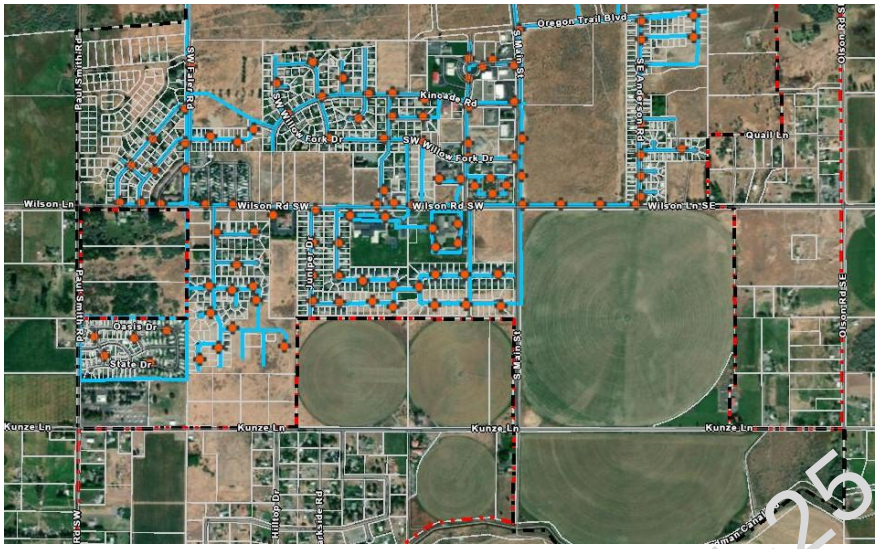
The City would like to consolidate two parallel water lines into one line in Columbia Avenue N.W. Work will include replacing 4- and 6-inch water lines with one 12-inch water line, as well as replacing fire hydrants and installing new valves and new water service connection lines.

Project Justification:

The parallel water lines along Columbia Avenue are asbestos concrete (AC) and often require repairs. Replacing the AC pipes with one polyvinyl chloride line will help reduce maintenance costs and improve water quality to the area.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
W 1.0	Water Fund	$400,000	2023-24
WW 1.0	Wastewater Fund	$400,000	2023-24
ST 2.0	Street Fund	$500,000	2023-24
	Total	$1,300,000	



Project Number:	W 2.0
Project Name:	South Boardman Water System Feasibility Study
Fund:	Water
Estimated Cost:	$50,000
Actual Cost:	$68,195
Fiscal Year:	2023-24

Project Description:

The project will include building a water model for the City to analyze the water system. From the water model, recommendations can be made on how to better provide water and sufficient pressure to the southern half of the City, where development is most likely to occur. The Water System Feasibility Study (WSFS) will recommend one alternative from the various alternatives evaluated that will be the most suitable for the City.

Project Justification:

The City's water distribution system is currently operating at low pressure at various locations in the southern portion of the City. Future development is anticipated, which will further decrease the pressure as development continues south away from the City's booster pump station. South Boardman has high potential for future development, but placing the responsibility of paying for an additional booster pump station on developers may discourage development. The WSFS will generally evaluate how to best provide needed water flow capacity and pressure to the area south of Interstate 84 and within the Boardman urban growth boundary.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
W 2.0	Water Fund	$50,000	2023-24
	Total	$50,000	

COMPLETED FY 2024-25

Project Number:	W 5.0, WW 6.0, ST 8.0
Project Name:	Maintenance and Storage Shop
Fund:	Water, Wastewater, Street
Estimated Cost:	$130,000
Actual Cost:	$476,200
Fiscal Year:	2025-26

Project Description:

Construct a maintenance and storage shop to support the Public Works Department.

Project Justification:

As the City of Boardman grows, so does the Public Works Department. There is a need to provide additional vehicle/equipment storage in conditioned space.

COMPLETED FY 2024-25

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
W 5.0	Water Fund	$130,000	2025-26
WW 6.0	Wastewater Fund	$120,000	2025-26
ST 8.0	Street Fund	$130,000	2025-26
	Total	$380,000	

COMPLETED FY 2024-25

Project Number:	W 7.0, WW 8.0, ST 11.0
Project Name:	Vac Truck
Fund:	Water, Wastewater, Street
Estimated Cost:	$190,000
Actual Cost:	$530,000
Fiscal Year:	2025-26

Project Description:

Purchase a new vac truck for Public Works use.

Project Justification:

The existing vac truck has surpassed its service life and needs to be replaced.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
W 7.0	Water Fund	$190,000	2025-26
WW 8.0	Wastewater Fund	$190,000	2025-26
ST 11.0	Street Fund	$170,000	2025-26
	Total	$550,000	

Project Number:	W 6.0, WW 7.0, ST 10.0
Project Name:	Loader
Fund:	Water, Wastewater, Street
Estimated Cost:	$80,000
Fiscal Year:	To be determined

Project Description:

Purchase a loader for Public Works use.

Project Justification:

Public Works needs a loader to be more efficient in daily operations.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
W 6.0	Water Fund	$80,000	To be determined
WW 7.0	Wastewater Fund	$70,000	To be determined
ST 10.0	Street Fund	$80,000	To be determined
	Total	$230,000	

Wastewater Department Appendix

Projects in the “Wastewater Department Appendix" are either completed or are proposed projects that are not included in the five-year Capital Improvements Plan (CIP) planning period. Any dates included with the projects in the "Wastewater Department Appendix" section have not been approved by the City Council. These projects should be considered as supported by the City Council, pending adequate funding. Projects included in this list should be the first to be considered during updates to the five-year CIP, as well as for potential grant funding opportunities if they arise and do not compete for grant funds with projects listed in the current five-year CIP.

PROPOSED WASTEWATER CAPITAL IMPROVEMENT PROJECTS

Project No.*	Project Name	Cost Estimate
WW 7.0	Loader	$70,000
WW 10.0	Annual Collection System Repair Project	$100,000/year

**Project numbers have no implication to priority.*

COMPLETED WASTEWATER CAPITAL IMPROVEMENT PROJECTS

Project No.	Project Name	Fiscal Year Completed
WW 1.0	Columbia Avenue N.W. Improvements	2024-25
WW 6.0	Maintenance and Storage Shop	2024-25
WW 8.0	Vac Truck	2024-25

COMPLETED FY 2024-25

Project Number:	W 1.0, WW 1.0, ST 2.0
Project Name:	Columbia Avenue N.W. Improvements
Fund:	Water, Wastewater, Street
Estimated Cost:	$400,000
Actual Cost:	$468,104
Fiscal Year:	2023-24

Project Description:

The City intends to replace the two parallel 8-inch concrete sewer lines along Columbia Avenue N.W., southwest of N. Main Street, with one 15-inch polyvinyl chloride (PVC) sewer line. The project will include reinstating sewer service to residences, installing new manholes, and all work required to replace the sewer lines.

Project Justification:

In 2022, the City performed a closed-circuit television inspection of the sewer lines along this stretch of Columbia Avenue N.W. The inspection identified deficiencies, including root intrusions, pipe sags, and failed joints, and revealed that both sewer lines were reaching capacity during high demand periods. Replacing the existing concrete sewer lines with a single PVC line will ensure capacity requirements for the area are met.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
W 1.0	Water Fund	$400,000	2023-24
WW 1.0	Wastewater Fund	$400,000	2023-24
ST 2.0	Street Fund	$500,000	2023-24
	Total	$1,300,000	

COMPLETED FY 2024-25

Project Number:	W 5.0, WW 6.0, ST 8.0
Project Name:	Maintenance and Storage Shop
Fund:	Water, Wastewater, Street
Estimated Cost:	$120,000
Actual Cost:	$476,200
Fiscal Year:	2025-26

Project Description:

Construct a maintenance and storage shop to support the Public Works Department.

Project Justification:

As the City of Boardman grows, so does the Public Works Department. There is a need to provide additional vehicle/equipment storage in conditioned space.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
W 5.0	Water Fund	$130,000	2025-26
WW 6.0	Wastewater Fund	$120,000	2025-26
ST 8.0	Street Fund	$130,000	2025-26
	Total	$380,000	

Project Number:	W 7.0, WW 8.0, ST 11.0
Project Name:	Vac Truck
Fund:	Water, Wastewater, Street
Estimated Cost:	$190,000
Actual Cost:	$530,000
Fiscal Year:	2025-26

Project Description:

Purchase a new vac truck for Public Works use.

Project Justification:

The existing vac truck has surpassed its service life and needs to be replaced.

COMPLETED FY 2024-25

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
W 7.0	Water Fund	$190,000	2025-26
WW 8.0	Wastewater Fund	$190,000	2025-26
ST 11.0	Street Fund	$170,000	2025-26
	Total	$550,000	

Project Number:	W 6.0, WW 7.0, ST 10.0
Project Name:	Loader
Fund:	Wastewater
Estimated Cost:	$70,000
Fiscal Year:	2025-26

Project Description:

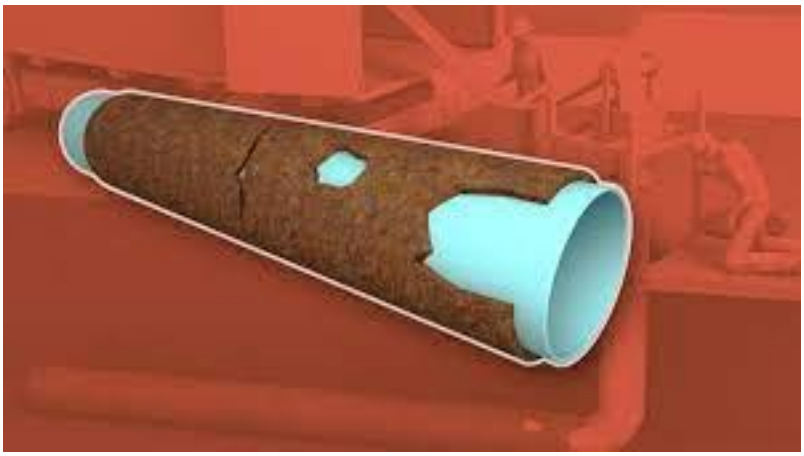
Purchase a loader for Public Works use.

Project Justification:

Public Works needs a loader to be more efficient in daily operations.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
W 6.0	Water Fund	$80,000	To be determined
WW 7.0	Wastewater Fund	$70,000	To be determined
ST 10.0	Street Fund	$80,000	To be determined
	Total	$230,000	



Project Number:	WW 10.0
Project Name:	Annual Collection System Repair Project
Fund:	Wastewater
Estimated Cost:	$100,000 per year
Fiscal Year:	To be determined

Project Description:

Annual maintenance project for the collection system.

Project Justification:

The Collection System Study is anticipated to identify deficiencies in the collection system that need to be repaired. Therefore, budgeting for future collection system repairs is recommended.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
WW 10.0	Wastewater Fund	$100,000 per year	To be determined
	Total Annual Cost	$100,000 per year	

Street Department Appendix

Projects in the "Street Department Appendix" are either completed or are proposed projects that are not included in the five-year Capital Improvements Plan (CIP) planning period. Any dates included with the projects in the "Street Department Appendix" section have not been approved by the City Council. These projects should be considered as supported by the City Council, pending adequate funding. Projects included in this list should be the first to be considered during updates to the five-year CIP, as well as for potential grant funding opportunities if they arise and do not compete for grant funds with projects listed in the current five-year CIP.

PROPOSED STREET CAPITAL IMPROVEMENT PROJECTS

Project No.*	Project Name	Cost Estimate
ST 6.0	S.W. Loop Road Improvements	$2,350,000
ST 7.0	Boardman Avenue and N. Main Street Intersection Signalization	$1,300,000
ST 9.0	Sand Shed	$220,000
ST 10.0	Loader	$80,000
ST 16.0	Annual Sidewalk Improvements	$400,000/year
ST 17.0	Annual Road Repair and Maintenance Projects	$1,000,000/year
ST 28.0	Port of Morrow Interchange	$3,000,000
ST 29.0	Main Street Overpass Improvements	$50,000,000

**Project numbers have no implication to priority.*

COMPLETED STREET CAPITAL IMPROVEMENT PROJECTS

Project No.	Project Name	Fiscal Year Completed
ST 1.0	Pavement Evaluation Study	2023-24
ST 2.0	Columbia Avenue N.W. Improvements	2024-25
ST 3.0	Wilson Lane and Faler Road Sidewalk Improvements	2024-25
ST 4.0	S.E. Front Street and S.E. 1st Street Improvements	2024-25
ST 8.0	Maintenance and Storage Shop	2024-25
ST 11.0	Vac Truck	2024-25
ST 19.0	Street Sweeper	2024-25

COMPLETED FY 2023-24

Project Number:	ST 1.0
Project Name:	Pavement Evaluation Study
Fund:	Street
Estimated Cost:	$10,000
Actual Cost:	$13,349
Fiscal Year:	2023-24

Project Description:

The purpose of the Pavement Evaluation Study is to document the existing condition of paved streets within the City, to develop recommended maintenance practices and options, and to serve as a guide for maintaining and improving street conditions.

Project Justification:

The City does not currently have a set plan for road maintenance, and generally repairs roads when they are in poor condition or other work is in progress, such as during water and sewer projects. Without adequate planning and funding, streets receive limited maintenance and deteriorate. Implementation of the pavement maintenance recommendations outlined in the Pavement Evaluation Study will help to produce a high-quality, reliable street network that will meet the City's needs for the foreseeable future.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
ST 1.0	Street Fund	$10,000	2023-24
	Total	$10,000	

Project Number:	W 1.0, WW 1.0, ST 2.0
Project Name:	Columbia Avenue N.W. Improvements
Fund:	Water, Wastewater, Street
Estimated Cost:	$500,000
Actual Cost:	$468,106
Fiscal Year:	2023-24

COMPLETED FY 2024-25

Project Description:

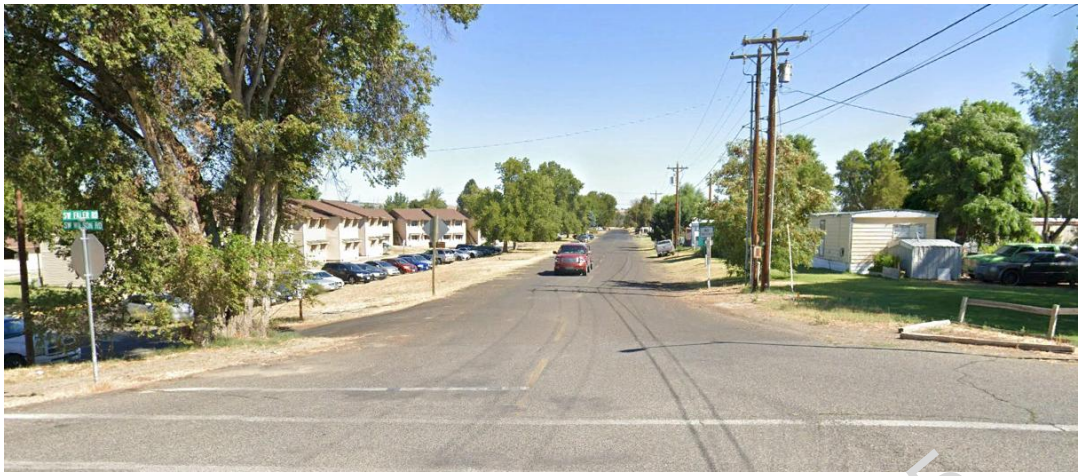
The project will include the reconstruction of Columbia Avenue N.W. from N. Main Street to approximately 350 feet southwest of N.W. Allen Court. The project will reconstruct the roadway after the completion of water and sewer line improvements and will include storm drainage improvements. Work will restore centerline stripes and adjust all roadway monumentation, manholes, catch basins, and existing valve boxes.

Project Justification:

New water and sewer lines will be installed, requiring roadwork for this stretch of road. Currently, the road has sections of very good, fair, and poor conditions. Conditions for fair and poor include poor ride quality, cracking, trench settlement, drainage problems, potholes, and obvious structural deficiencies. Roadway improvements are required to prevent premature roadway failure and ensure the roadway is functional for the community and area.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
W 1.0	Water Fund	$400,000	2023-24
WW 1.0	Wastewater Fund	$400,000	2023-24
ST 2.0	Street Fund	$500,000	2023-24
	Total	$1,300,000	



COMPLETED FY 2024-25

Project Number:	ST 3.0
Project Name:	Wilson Lane and Faler Road Sidewalk Improvements
Fund:	Street
Estimated Cost:	$400,000
Actual Cost:	$562,444
Fiscal Year:	2023-24

Project Description:

The City wishes to construct concrete sidewalk, curb and gutter, and storm drainage improvements along Wilson Lane between Faler Road and Mt. Adams Avenue and along Faler Road between Wilson Lane and Mt. Hood Avenue. The project will include Americans with Disabilities Act (ADA) curb ramps and concrete driveway approaches.

Project Justification:

Currently, this stretch of road does not have adequate pedestrian accessibility or storm drainage. Constructing sidewalk, curb and gutter, ADA curb ramps, and other storm drainage improvements will provide adequate pedestrian accessibility and storm drainage to the area.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
ST 3.0	Street Fund	$400,000	2023-24
	Total	$400,000	

COMPLETED FY 2024-25

Project Number:	ST 4.0
Project Name:	S.E. Front Street and S.E. 1st Street Improvements
Fund:	Street
Estimated Cost:	$1,500,000
Actual Cost:	$
Fiscal Year:	2024-25

Project Description:

The project will include the reconstruction of S.E. Front Street and the construction of S.E. 1st Street between
S.E. Front Street and Oregon Trail Boulevard. Work for the project will include approximately 7,290 square yards of roadway, 10,200 square feet of sidewalk, 2,210 linear feet of curb and gutter, storm drainage improvements, and parking improvements.

Project Justification:

S.E. Front Street needs to be reconstructed due to the poor condition of the road. This road has areas of instability with poor ride quality; extensive transverse, longitudinal, and alligator cracking with trench settlement and/or potholes; drainage problems; and obvious evidence of structural deficiencies. The construction of S.E. 1st Street will create a road section that supports increased traffic volumes from future development in the area.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
ST 4.0	Street Fund	$1,500,000	2024-25
	Total	$1,500,000	

COMPLETED FY 2024-25

Project Number:	W 5.0, WW 6.0, ST 8.0
Project Name:	Maintenance and Storage Shop
Fund:	Water, Wastewater, Street
Estimated Cost:	$130,000
Actual Cost:	$476,200
Fiscal Year:	2025-26

Project Description:

Construct a maintenance and storage shop to support the Public Works Department.

Project Justification:

As the City of Boardman grows, so does the Public Works Department. There is a need to provide additional vehicle/equipment storage in conditioned space.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
W 5.0	Water Fund	$130,000	2025-26
WW 6.0	Wastewater Fund	$120,000	2025-26
ST 8.0	Street Fund	$130,000	2025-26
	Total	$380,000	

Project Number:	W 7.0, WW 8.0, ST 11.0
Project Name:	Vac Truck
Fund:	Water, Wastewater, Street
Estimated Cost:	$170,000
Actual Cost:	$530,000
Fiscal Year:	2025-26

Project Description:

Purchase a new vac truck for Public Works use.

Project Justification:

The existing vac truck has surpassed its service life and needs to be replaced.

COMPLETED FY 2024-25

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
W 7.0	Water Fund	$190,000	2025-26
WW 8.0	Wastewater Fund	$190,000	2025-26
ST 11.0	Street Fund	$170,000	2025-26
	Total	$550,000	

COMPLETED FY 2024-25

Project Number:	ST 19.0
Project Name:	Street Sweeper
Fund:	Street
Estimated Cost:	$320,000
Actual Cost:	$320,000
Fiscal Year:	2025-26

Project Description:

Purchase a street sweeper for Public Works use.

Project Justification:

Purchasing a street sweeper will help with maintaining clean streets for the City, which improves safety and overall community attractiveness.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
W 19.0	Street Fund	$320,000	2025-26
	Total	$320,000	

Project Number:	ST 6.0
Project Name:	S.W. Loop Road Improvements
Fund:	Street
Estimated Cost:	$2,350,000
Fiscal Year:	2025-26

Project Description:

The project will be an extension of approximately 1,200 feet of Oregon Trail Boulevard to the west. The project will include curb and gutter, concrete sidewalk, Americans with Disabilities Act (ADA) curb ramps, storm drainage systems, and street lighting. ADA curb ramps will be developed to meet current ADA standards. All aspects of the project will be constructed according to City standards.

Project Justification:

Extending Oregon Trail Boulevard is identified in the City's 2009 Main Street Interchange Area Management Plan. Extending this road can strengthen east-west as well as north-south connectivity. This section of road will also provide access to future development in the area.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
ST 6.0	Street Fund	$2,350,000	2025-26
	Total	$2,350,000	

Project Number:	ST 7.0
Project Name:	Boardman Avenue and N. Main Street Intersection Signalization
Fund:	Street
Estimated Cost:	$1,300,000
Fiscal Year:	2025-26

Project Description:

The project will consist of signalizing the intersection of N. Main Street and Boardman Avenue. A center median on N. Main Street will also be constructed to improve traffic flow and pedestrian safety. The intersection will be reconfigured to accommodate the signal and center median.

Project Justification:

The improvements have been identified in the Technical Memorandum "Boardman Main Street Circulation Assessment" published by Kittelson & Associates, Inc. This intersection was identified as an intersection that would benefit from becoming signalized and will greatly improve traffic flow for the City's main north-south arterial.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
ST 7.0	Street Fund	$1,300,000	2025-26
	Total	$1,300,000	

Project Number:	ST 9.0
Project Name:	Sand Shed
Fund:	Street
Estimated Cost:	$220,000
Fiscal Year:	2025-26

Project Description:

Construct a sand shed to store material for the City.

Project Justification:

The City's current sand storage uses tarps to keep sand free of moisture. The tarps often catch wind, allowing the sand to become saturated and causes a safety hazard for staff. Constructing a sand shed will eliminate the use of tarps, therefore increasing the safety of City staff and keeping the sand dry.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
ST 9.0	Street Fund	$220,000	2025-26
	Total	$220,000	

Project Number:	W 6.0, WW 7.0, ST 10.0
Project Name:	Loader
Fund:	Water, Wastewater, Street
Estimated Cost:	$80,000
Fiscal Year:	2025-26

Project Description:

Purchase a loader for Public Works use.

Project Justification:

Public Works needs a loader to be more efficient in daily operations.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
W 6.0	Water Fund	$80,000	2025-26
WW 7.0	Wastewater Fund	$70,000	2025-26
ST 10.0	Street Fund	$80,000	2025-26
	Total	$230,000	

Project Number:	ST 16.0
Project Name:	Annual Sidewalk Improvements
Fund:	Street
Estimated Cost:	$400,000 per year
Fiscal Year:	To be determined

Project Description:

The project is a multi-year program to improve sidewalks around the City. The City will allocate $400,000 per year for the purpose of improving sidewalks. Improvements include Americans with Disabilities Act (ADA) curb ramps, concrete sidewalk, concrete curb and gutter, and other improvements important to improving pedestrian safety and mobility around the City. City staff will identify portions of the City in need of sidewalk improvements.

Project Justification:

Portions of the City are missing essential elements to pedestrian safety and mobility. Likewise, it is important the City complies with the ADA and updates curb ramps at locations that are noncompliant.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
ST 16.0	Street Fund	$400,000 per year	To be determined
	Total Annual Cost	$400,000 per year	

Project Number:	ST 17.0
Project Name:	Annual Road Repair and Maintenance Projects
Fund:	Street
Estimated Cost:	$1,000,000 per year
Fiscal Year:	To be determined

Project Description:

The City will conduct an annual road maintenance project based on the recommendations in the Pavement Evaluation Study. If a road project has been planned, such as Columbia Ave N.W. Improvements (ST 2.0) or S.E. Front Street (ST 1.0), those projects will be considered the annual road project for the year. After all planned projects have been completed, the City will plan a road project based on the recommendations made in the Pavement Evaluation Study.

Project Justification:

Implementation of the pavement maintenance recommendations outlined in the Pavement Evaluation Study will help provide the City with a high-quality, reliable street network that will meet the City's needs for many years to come.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
ST 17.0	Street Fund	$1,000,000 per year	To be determined
	Total Annual Cost	$1,000,000 per year	

Project Number:	ST 28.0
Project Name:	Port of Morrow Interchange
Fund:	Street
Estimated Cost:	$3,000,000
Fiscal Year:	To be determined

Project Description:

Refer to the Port of Morrow Interchange Area Management Plan.

Project Justification:

Refer to the Port of Morrow Interchange Area Management Plan.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
ST 25.0	Street Fund	$3,000,000	To be determined
	Total	$3,000,000	

Project Number:	ST 29.0
Project Name:	Main Street Overpass Improvements
Fund:	Street
Estimated Cost:	$50,000,000
Fiscal Year:	To be determined

Project Description:

Refer to the Main Street Interchange Area Management Plan.

Project Justification:

Refer to the Main Street Interchange Area Management Plan.

Funding Data:

Project No.	Fund Name	Amount	Fiscal Year
ST 26.0	Street Fund	$50,000,000	To be determined
	Total	$50,000,000	

JULY 2025 Report

Boardman Chamber of Commerce Upcoming Events and Presentations

- **BAM Fishing Trail at the Boardman Marina Park**: The Boardman Chamber of Commerce proudly supports BCDA's efforts in bringing the BAM Fishing Trail to Boardman, taking place on August 22–24, 2025, at Boardman Marina Park. The Chamber provides event promotion, local business outreach, and on-the-ground services while the event is underway. Through coordinated advertising, community engagement, and visitor support, we help ensure a successful and welcoming experience for all participants.

- **End of Summer Celebration**: Join us on **Friday, August 22, 2025**, at **Boardman Marina Park** for our annual End of Summer Celebration—a heartfelt tribute to the brave men and women of our local Fire Department and Police Department. This free, family-friendly event features delicious food, fun activities for all ages, and ends with a spectacular fireworks show over the Columbia River, **sponsored by MCURD**.

- **Tropical Costa Rica with Collette Travel: Registration is now OPEN!!!** The next exciting adventure we're offering to the Boardman and the surrounding community members is here! Join us for an unforgettable journey to the stunning landscapes of Costa Rica, where you'll experience breathtaking ocean views and lush tropical scenery up close.

  Reserve your spot by August 20, 2025 — this 10-day getaway departs on February 18, 2026.

  This incredible travel package includes:

  - 15 meals (9 breakfasts, 5 dinners, 1 lunch)
  - Round-trip air from Portland International Airport (PDX)
  - Motorcoach transportation from the Boardman Chamber of Commerce to PDX
  - Hotel accommodations and ground transfers throughout the trip.

Come celebrate our community and those who serve it!

- **3rd Quarter Luncheon:** Is scheduled for September 17, 2025. The luncheon will be sponsored by Tillamook and held at the SAGE Event Center. VegOut will be catering our luncheon and will be serving a delicious meal of Steak or Chicken salads, wraps, and a choice of desserts. Registration is open until Monday, September 15, 2025, through the Chamber website – https://boardman.chambermaster.com/eventregistration/register/1483.

- **Upcoming Chamber & SAGE Hosted Events:**
  - *BAM PNW Pro Am – August 22 to 24, 2025*
  - *End of Summer Celebration – August 22, 2025*
  - 3rd Quarter Luncheon – September 17, 2025
  - *SAGE Center: Harvest Festival – October 4, 2025*
  - *Trunk-or-Treat – October 31, 2025*
  - SAGE Center: Holiday Makers Market
  - *Boardman Community Christmas Celebration – December 6, 2025*
  - 4th Quarter Luncheon – December 17, 2025

Past Chamber Events Recaps

- **4th of July Celebration Recap**

The 2024 Boardman 4th of July Celebration was a tremendous success, thanks in large part to the support and involvement of the Boardman community, our dedicated volunteers, local businesses, performers, Chamber board members, families, friends, and vendors.

We extend our sincere appreciation to the **Boardman Park & Recreation District**, the **Boardman Oregon Police Department**, and all of our **Red, White, and Blue 4th of July Sponsors** for their contributions and continued support. A special thank you goes to **MCURD** for once again funding our annual fireworks display — an ongoing contribution we deeply value.

This year, we were proud to enhance the fireworks experience with **choreographed music**, made accessible through the **PyroCast app**. By entering a provided code, community members were able to listen to the music in real time, even if they were watching the fireworks from home. This new feature was well-received and added an exciting new element to the show.

The celebration featured a full day of community events, including a musical lineup with **Scotty Wilson and Music Medicine, SAGAZZ, Colette Jones**, and **DJ Kora**. The parade followed its traditional route down North Main Street, and attendees enjoyed a variety of family-friendly activities such as a **mechanical bull**, **bouncy house**, **country breakfast**, **Fun Run**, **chili cook-off**, **ice cream contest**, and a full day of **kickball tournament action**.

Our vendor area was full of energy, with numerous food and artisan booths offering something for everyone. Parade sign-ups and vendor registration were opened early, encouraging local businesses and families to participate.

Overall, the event successfully brought the community together for a safe and memorable celebration. We are grateful to everyone who contributed to its success and are already looking forward to next year's event.

- **Bass Angler Magazine Pro Am Fishing Tournament Recap:**

  The Bass Angler Magazine Pro Am Fishing Tournament, held at Boardman Marina Park, was a weekend to remember. Anglers launched at sunrise and returned with impressive catches, making for an exciting and well-attended event.

  Pro-Angler Zackery Shaff earned the top title with a total of 43.43 pounds from 10 bass, including a standout 7.74-pound catch. Co-Angler honors went to Randy Marshal, and one of the most inspiring highlights of the weekend was high school angler Noah Nguyen being awarded a $100,000 college scholarship.

  The tournament showcased an impressive level of talent, teamwork, and sportsmanship, drawing both participants and spectators from across the region. The atmosphere was one of enthusiasm and camaraderie, and the Boardman Marina proved to be an ideal setting for such a high-profile event.

  Looking ahead, the Boardman Chamber of Commerce is proud to support BCDA's efforts in continuing to bring the BAM Fishing Trail back to Boardman on August 22–24, 2025. The Chamber will continue to assist with event promotion, local business outreach, and on-site support services throughout the tournament weekends. Through coordinated marketing and community engagement, we aim to ensure a positive experience for all participants, visitors, and partners.

The Boardman Chamber of Commerce remains committed to fostering a vibrant local economy, supporting our business community, encouraging tourism and promoting the unique strengths of Boardman as a place to live, work, and visit.

The Chamber Board of Directors includes **President Janet Hersey, Vice President Mario Sepulveda, Secretary Shari Stokoe, Treasurer Mike Hughes, and Directors Anna Browne, Karen Shelton, Sheila Corpus, and Isavel Gonzalez**.

For more information, please contact **Torrie Griggs, CEO,** at **541-571-2394** or email **torrie@boardmanchamber.org**.

Visit **www.boardmanchamber.org** or call our office at **541-481-3014** for further details.

Boardman Community Development Association

July 2025 Report

BCDA Reaffirms Commitment to Housing, Business Growth, and Community Enhancement

The Boardman Community Development Association (BCDA) remains dedicated to advancing quality of life and sustainable growth in Boardman through strategic investments in housing, business development, recreation, and community infrastructure.

Continued Housing Investment in 2025

BCDA continues its successful Home Buyers Incentive Program in 2025 with an investment of $250,000 to support new homebuyers and attract residents to Boardman. In 2024, $90,000 in housing grants has already been awarded, underscoring the program's effectiveness and the region's increasing appeal.

Business Opportunity Incubator Moves Forward

Construction planning is underway on the Boardman Business Opportunity Incubator, supported by a $1.5 million grant from the U.S. Small Business Administration. This facility will provide affordable, flexible space for small and medium-sized businesses, with a strong focus on supporting women-, minority-, and low-income entrepreneurs. The incubator will serve as a critical launchpad for innovation and local economic growth.

Expansion of Retail and Office Space

To meet the growing demand for commercial services, BCDA is actively exploring development opportunities along NE Front Street to add retail storefronts and executive office spaces, strengthening Boardman's business ecosystem and enhancing local access to goods and services.

Community Beautification & Facility Upgrades

BCDA continues its investment in beautification with a new mural by local artist Michelle Hopper, located at the east end of the Boardman Car Wash. This vibrant addition brings local art and storytelling to the heart of the community.

In addition, upgrades to the Boardman Field House are in progress, including:

- Turf replacement

- Modernization of the lighting system
- Extension of interior wood paneling to the ceiling for improved aesthetics and insulation protection

These improvements will enhance the functionality, safety, and appeal of this popular community facility.

BAM Fishing Trail Returns August 2025

BCDA is proud to sponsor the BAM Fishing Trail, returning to Boardman Marina Park on August 22–24, 2025. This exciting tournament brings together professional anglers and visitors for a weekend of outdoor fun, economic activity, and community pride. Events like BAM boost local tourism and support small business visibility across the region.

Focused on a Thriving Boardman

BCDA remains focused on three key pillars:

- Housing development
- Commercial and retail expansion
- Workforce training and business incubation

With ongoing collaboration between municipalities, businesses, and residents, BCDA is committed to fostering a vibrant, forward-thinking Boardman.

BCDA Board of Directors:

- President: John Christy
- Vice President: Lisa Mittelsdorf
- Secretary/Treasurer: Karen Pettigrew
- Board Member: Krista Price

For more information, please contact Torrie Griggs at (541) 571-2394 or email torrie@boardmanchamber.org.

Visit www.boardmanchamber.org or call (541) 481-3014 for additional details.

CITY OF BOARDMAN
ORDINANCE 7-2025

AN ORDINANCE TO AMEND THE BOARDMAN DEVELOPMENT CODE ADDING DEFINITIONS AND STANDARDS FOR SHIPPING CONTAINERS TO BE USED FOR STORAGE IN ALL USE ZONES AND OCCUPIABLE SPACE IN COMMERCIAL AND INDUSTRIAL USE ZONES

WHEREAS, the City of Boardman has an adopted Development Code; and

WHEREAS, public comment had been provided to the City Council requesting the opportunity to use shipping containers as a building material for both storage in a residential area and as occupiable space in a commercial zone and Planning staff presented options to the City Council drawing on code language from other jurisdictions throughout Oregon; and,

WHEREAS, the City Council supported moving forward with the allowance of shipping containers as a building material with clear and objective siting criteria; and

WHEREAS, the Boardman Planning Commission held a public hearing on Thursday, July 17, 2025, to consider the adoption of the proposed amendments to the Boardman Development Code and heard testimony in support of the amendment; and

WHEREAS, the Boardman Planning Commission considered the proposed amendment to the Development Code and the public comment; and

WHEREAS, the City of Boardman Planning Commission did forward the Findings of Fact and the proposed Development Code amendment to the City Council with a "do adopt" recommendation; and

WHEREAS, the Boardman City Council held a public hearing on Tuesday, August 5, 2025, to consider the adoption of the Findings of Fact and the amended provisions of the Development Code and heard public comments in support; and

WHEREAS, the Boardman City Council considered the Planning Commission's "do adopt" recommendation, the public comment, and approved the amendment to the Boardman Development Code.

NOW THEREFORE BE IT ORDAINED that the City of Boardman approves the amended Development Code Chapters attached as Exhibits A through F and the Planning Commission Findings of Fact attached as Exhibit G. The approved change will be effective 30 days after adoption of this Ordinance or October 2, 2025.

Passed by the Council and approved by the Mayor on this 2nd day of September 2025.

Paul Keefer – Mayor

Amanda Mickles – City Clerk

Chapter 1.2 — Definitions

Abutting - Contiguous or adjoining. It shall include the terms adjacent, adjoining and contiguous.

Access – A way or means of approach to provide pedestrian, bicycle or motor vehicular entrances or exits to a property.

Access easement - An easement recorded for the purpose of providing vehicle, bicycle, and/or pedestrian access from a public street to a parcel across intervening property under separate ownership from the parcel being provided access.

Access management - The control of street (or highway) access for the purpose of improving the efficiency, safety and/or operation of the roadway for vehicles; may include prohibiting, closing, or limiting direct vehicle access to a roadway from abutting properties, either with physical barriers (curbs, medians, etc.) or by land dedication or easement. See also, Chapter 3.1, Section 200.

Access point – Any driveway, street, turnout or other means of providing for the movement of vehicles to or from the public roadway system.

Accessible - Approachable and useable by people with disabilities. Complies with the Americans With Disabilities Act.

Accessory dwelling – An accessory dwelling is a small, secondary housing unit on a single family lot, usually the size of a studio apartment. See Chapter 2.1, Section 200.B.

Accessory use/Accessory structure – Accessory uses and structures are of a nature customarily incidental and subordinate to the principal use or structure on the same lot. Typical accessory structures in the Residential District include detached garages, sheds, workshops, green houses and similar structures. See Chapter 2.1, Section 200.J.

Adjacent - Abutting or located directly across a street right-of-way.

Administrative - A discretionary action or permit decision made without a public hearing, but requiring public notification and an opportunity for appeal. See also Chapter 4.1, Section 400.

Adverse impact - Negative effect of development that can be measured (e.g., noise, air pollution, vibration, dust, etc.).

Affordable - Means housing affordable to a certain percentage of the population earning a specified level of income and spending no more than 30 percent of their income on housing expenses. For more information, refer to the Federal Department of Housing and Urban Development and the Oregon Department of Housing and Community Services.

Agriculture - As used in this Code, “agriculture” is the same as “farm use”. [See also, ORS 215.203(2)(a).]

Alley – A narrow street (16’-20’ right-of-way), usually a thoroughfare through the middle of the block giving access to the rear of lots or buildings. See Chapter 3.4, Section 100.F

Ambient - Something that surrounds, as in the level of light, dust or noise.

Arterial - An arterial street. Arterials form the primary roadway network within a region, providing a continuous road system that distributes traffic between cities, neighborhoods, and districts. Generally, arterials are high-capacity City roadways. See Chapter 3, Access and Circulation.

Articulate/articulation - The jointing and interrelating of building spaces through offsets, projections, overhangs, extensions and similar features.

Automobile-dependent use – The use serves motor vehicles and would not exist without them such as vehicle repair, gas station, car wash, auto and truck sales. See Chapter 2.2, Section 180.E.

Automobile-oriented use – Automobiles and/or other motor vehicles are an integral part of the use such as drive-in restaurants and banks. See Chapter 2.2, Section 180.E.

Bed and breakfast inn - Provides accommodations (3 or more rooms) plus breakfast on a daily or weekly basis in an operator- or owner-occupied home that is primarily used for this purpose. This use is operated as a commercial enterprise, encourages direct bookings from the public, and is intended to provide a major source of income to the proprietors. This use includes inns that operate restaurants offering meals to the general public as well as to overnight guests.

Berm - A small rise or hill in a landscape which is intended to buffer or visually screen certain developments, such as parking areas.

Beveled building corner - A rounded or flat edge on a building, usually at a street corner; may include an entrance, windows, pillars, or other architectural details and ornamentation.

Block - A parcel of land or group of lots bounded by intersecting streets. See also, Chapter 3.1, Section 200.J.

Bicycle - A vehicle designed to operate on the ground on wheels, propelled solely by human power, upon which a person or persons may ride with two tandem wheels at least 4 inches in diameter. An adult tricycle is considered a bicycle.

Bicycle Facilities – A general term denoting improvements and provisions made to accommodate or encourage bicycling, including parking facilities and all bikeways.

Bikeway- Any road, path, or way that is some manner specifically open to bicycle travel, regardless of whether such facilities are designated for the exclusive use of bicycles or are shared with other transportation modes. The five types of bikeways are:

a. Multi-use Path. A paved way (typically 10 to 12-feet wide) that is physically separated from motorized vehicular traffic; typically shared with pedestrians, skaters, and other non-motorized users.
b. Bike Lane. A portion of the roadway (typically 4 to 6-foot wide) that has been designated by permanent striping and pavement markings for the exclusive use of bicycles.
c. Shoulder Bikeway. The paved shoulder of a roadway that is 4 feet or wider; typically shared with pedestrians in rural areas.
d. Shared Roadway. A travel lane that is shared by bicyclists and motor vehicles.
e. Multi-use Trail. An unpaved path that accommodates all-terrain bicycles; typically shared with pedestrians.

Bollard - A post of metal, wood or masonry that is used to separate or direct traffic (vehicles, pedestrians and/or bicycles). Bollards are usually decorative, and may contain sidewalk or pathway lighting.

Boulevard - A street with broad open space areas, typically with planted medians. See Chapter 3.4, Section 100.F.

Building footprint - The outline of a building, as measured around its foundation.

Building mass - The aggregate size of a building, or the total height, width, and depth of all its parts.

Building pad - A vacant building site on a lot with other building sites.

Building scale - The dimensional relationship of a building and its component parts to other buildings.

Bulkhead - The wall below ground-floor windows on a building (may be differentiated from other walls by using different materials or detailing).

Canopy-line - Imaginary line around a tree or shrub at a distance from the trunk equivalent to the canopy (leaf and branch) spread.

Capacity - Maximum holding or service ability, as used for transportation, utilities, parks and other public facilities.

Centerline radius - The radius of a centerline of a street right-of-way.

Child care center, family childcare - Facilities that provide care and supervision of minor children for periods of less than 24 hours. "Family child care providers" provide care for not more than 12 children in a home. See also, ORS 657A for certification requirements.

Clear and objective - Relates to decision criteria and standards that do not involve substantial discretion or individual judgment in their application.

Collector - Type of street which serves traffic within the commercial, industrial and residential neighborhood areas. Collectors connect local neighborhoods or districts to the arterial network. Collectors are part of the street grid system. See Chapter 3.4, Section 100.F.

Commercial - Land use involving buying/selling of goods or services as the primary activity.

Comprehensive Plan - The Comprehensive Plan for the City of Boardman, comprising plans, maps, policies or reports, or any combination thereof relating to the future economic and physical growth and development pattern or redevelopment of the City.

Common area - Land commonly owned to include open space, landscaping or recreation facilities (e.g., typically owned by homeowners associations).

Conditional use - A use which requires a Conditional Use Permit. See Chapter 4.4.

Consensus - Agreement or consent among participants.

Corner clearance – The distance from an intersection of a public or private street to the nearest driveway or other access connection, measured from the closest edge of the pavement of the intersecting street to the closest edge of the pavement of the connection along the traveled way.

Conservation easement - An easement that protects identified conservation values of the land, such as wetlands, woodlands, significant trees, floodplains, wildlife habitat, and similar resources.

Corner radius - The radius of a street corner, as measured around the curb or edge of pavement.

Cornice - The projecting horizontal element that tops a wall or flat roof. See Chapter 2.2, Section 160.

Cottage - A small house that may be used as an accessory dwelling, in conformance with Chapter 2.1, Section 200.B.

Courtyard - A court or enclosure adjacent to a building, which usually provides amenities such as gardens, planters, seating, or art.

Cross Access – A service drive providing vehicular access between two or more contiguous sites so that the driver need not enter the public street system.

Curb cut - A driveway opening where a curb is provided along a street.

Deciduous - Tree or shrub that sheds its leaves seasonally.

Dedication - The designation of land by its owner for any public use as shown on a subdivision plat or deed. The term may also be used for dedications to a private homeowners association.

Density (ies) - A measurement of the number of dwelling units in relationship to a specified amount of land. As used in this Code, density does not include land devoted to street right-of-way. Density is a measurement used generally for residential uses.

Developable - Buildable land, as identified by the City's Comprehensive Plan. Includes both vacant land and land likely to be redeveloped, per ORS 197.295(1).

Development - All improvements on a site, including buildings, other structures, parking and loading areas, landscaping, paved or graveled areas, grading, and areas devoted to exterior display, storage, or activities. Development includes improved open areas such as plazas and walkways, but does not include natural geologic forms or landscapes.

Discontinued/abandoned use - A use that physically vacates the land it was on, cessation of an allowed activity, or use terminated at the end of any lease or contract. See Chapter 5.2.

Discretionary - Describes a permit action or decision that involves substantial judgment or discretion.

Drive lane/travel lane - An improved (e.g., paved) driving surface for one lane of vehicles.

Driveway – An area that provides vehicular access to a site, except for public and private streets. A driveway begins at the property line and extends into the site. Driveways do not include parking, maneuvering, or circulation areas in parking lots and parking spaces.

Driveway apron/approach - The edge of a driveway where it abuts a public way; usually constructed of concrete. See Figure 3.1.200.K.

Drought-tolerant/drought-resistant plants - Refer to *Sunset Western Garden Book* (latest edition).

Drug Store - Refers to a store where the primary business is filling of doctor prescribed prescription and the sale of drugs, medical devices and supplies, and non-prescription medicines, but where non- medical products may be sold as well.

Duplex - A building with two attached housing units on one lot or parcel.

Dwelling unit - A "dwelling unit" is a living facility that includes provisions for sleeping, eating, cooking and sanitation, as required by the Uniform Building Code (UBC), for not more than one family, or a congregate residence for 10 or fewer persons. (See UBC section 205.)

Easement - A right of usage of real property granted by an owner to the public or to specific persons, firms, and corporations.

Elevation - A building face, or scaled drawing of the same, from grade to roof ridgeline.

Environmentally sensitive areas - See "sensitive lands".

Established residential area – An area within the Residential District that was platted prior to the effective date of a land use or zoning ordinance. See Chapter 2.1, Section 120.F

Evidence - Application materials, plans, data, testimony and other factual information used to demonstrate compliance or non-compliance with a code standard or criterion.

Family day care - See "child care facilities".

Fire apparatus lane - As defined by the Uniform Fire Code.

Flag lot - A lot or parcel which has access to a road, street or easement, by means of a narrow strip of lot or easement. See Chapter 2.1, Section 140.

Floor area ratio – Floor area ratio (FAR) is measured by dividing the gross enclosed floor area of a building by the land area of the development. See Chapter 2.2, Section 130.

Frontage- The dimension of a property line abutting a public or private street.

Frontage street or road - A minor street that parallels an arterial street in order to provide access to abutting properties and minimize direct access onto the arterial.

Functional classification - The classification given to streets (e.g., "local/collector/arterial") by the City's Transportation System Plan (TSP), by adopted County plans, and the Oregon Department of Transportation.

Ground cover - A plant material or non-plant material (e.g., mulch, bark chips/dust) that is used to cover bare ground. See also, Chapter 3.2 - Landscaping.

Habitable Space – Habitable space is any room within a structure designed for living, sleeping, eating, or cooking. This includes spaces like living rooms, bedrooms, kitchens, and dining rooms.

Hammerhead turnaround - A "T" or "L" shaped area at the end of a dead-end street that allows for vehicles to turn around.

Hardscape - Non-plant landscape materials, including pathways, decorative pavers, benches, drinking fountains, arbors, pergolas, playgrounds, plazas, and similar amenities.

Home occupation, home occupation site – A small commercial venture which could not necessarily be sustained if it were necessary to lease commercial quarters or which, by the nature of the venture, are appropriate in scale and impact to be operated within a residence. See Chapter 4.9, Section 200.

Human-scale design/development - Site and building design elements that are dimensionally related to pedestrians, such as: small building spaces with individual entrances (e.g., as is typical of downtown and main street developments); larger buildings which have articulation and detailing to break up large masses; narrower streets with tree canopies; smaller parking areas or parking areas broken up into small components with landscaping; and pedestrian amenities, such as sidewalks, plazas, outdoor seating, lighting, weather protection (e.g., awnings or canopies), and similar features. These features are all generally smaller in scale than those which are primarily intended to accommodate automobile traffic.

Impervious surface - Development which does not allow for water infiltration into the ground (e.g., pavement, roofs, etc.).

Incidental and subordinate to - A use or portion of a development that is secondary to, and less apparent, than the primary use or other portion of the development.

Infill - A dwelling that is proposed on land that is zoned for residential use where at least 75% of the abutting parcels have a dwelling, but not counting any parcel that is too small for a residence and any parcel that is large enough that it can be divided into four or more lots. These standards also apply where a home is removed to make way for a new house, manufactured home duplex and attached house. These standards do not apply to a dwelling that is proposed on land that is large enough that it can be divided into four or more lots.

Kennel – Any premises or building in which four (4) or more dogs or cats at least four (4) months of age are kept for board, propagation or sale.

Land division - The process of dividing land to create parcels or lots.

Land use - The main activity that occurs on a piece of land, or the structure in which the activity occurs (e.g., residential, commercial, mixed use, industrial, open space, recreation, street rights-of-way, vacant, etc.).

Land use district - As used in this code, a land use district is the same as a zone district.

Landing - A level part of a staircase, as at the end of a flight of stairs.

Landscaping - Any combination of living plants such as trees, shrubs, plants, vegetative ground cover or turf grasses, and may include structural features such as walkways, fences, benches, plazas, works of art, reflective pools, fountains or the like. Landscaping also includes irrigation systems, mulches, topsoil, and re-vegetation or the preservation, protection and replacement of existing trees.

Lane, mid-block lane - A narrow, limited use roadway facility usually used to access a limited number of dwelling units. Similar to an alley in design. See Chapter 2.1, Section 140.A.

Legislative - A legislative action or decision is the making of law, as opposed to the application of existing law to a particular use (e.g., adoption of, or amendment to, a comprehensive plan or development regulation). See Chapter 4.1, Section 600.

Level of service (LOS) - For transportation, a standard of a street's carrying capacity, based upon prevailing roadway, traffic and traffic control conditions during a given time period. The Level of Service range, from LOS A (free flow) to LOS F (forced flow) describes operational conditions within a traffic stream and their perception by motorists/passengers. Level of Service is normally measured for the peak traffic hour, at intersections (signalized or unsignalized) or street segments (between signalized intersections).

Light manufacture – Light manufacturing operations (e.g., electronic equipment, printing, bindery, furniture, and similar goods). See Chapter 2, Section 4.110.

Livestock - Domestic animal types customarily raised or kept on farms.

Liquor Store – A store which sells alcoholic beverages for consumption elsewhere and is licensed by the Oregon Liquor Control Commission. This may include dining or other establishments which also allow sales for off-premises consumption

Local Improvement District (LID) - A small public district formed for the purpose of carrying out local improvements (paving of streets, construction of storm sewers, development of a park, etc.). Property owners within the LID are assessed for the cost of the improvements in accordance with ORS 223.387-223.485. See also Chapter 3.4 Section 100.

Local street - A street used primarily for access to abutting property(ies).

Lot - A lot is a unit of land that is created by a subdivision of land (ORS 92.010(3)). See also, Chapter 4.3.

Lot area - The total surface area (measured horizontally) within the lot lines of a lot.

Lot, corner– Any lot having at least two (2) contiguous sides abutting upon one or more streets, provided that the interior angle at the intersection of such two sides is less than one hundred and thirty five (135) degrees.

Lot coverage - The area of a lot covered by a building or buildings expressed as a percentage of the total lot area.

Lot depth - The average distance measured from the front lot line to the rear lot line.

Lot line adjustment - The adjustment of a property line by the relocation of a common line where no additional lots are created. This development code also defines the consolidation of lots (i.e., resulting in fewer lots) as a lot line adjustment.

Main/Primary entry/entrance - A main entrance is the entrance, or entrances, to a building that most pedestrians are expected to use. Generally, smaller buildings have one main entrance. The main entrance may also be the widest entrance of those provided for use by pedestrians. In multi-tenant buildings, main entrances open directly into the building's lobby or principal interior ground level circulation space. When a multi-tenant building does not have a lobby or common interior circulation space, each tenant's outside entrance is a main entrance. Buildings may also have main entrances opening directly into a reception or sales area, a courtyard, or plaza.

Maneuvering area/aisle - The driving area in a parking lot where motor vehicles are able to turn around and access parking spaces.

Manufactured dwelling. A manufactured dwelling is one of the following residences: a residential trailer; a mobile home or a manufactured home.

Manufactured dwelling park –Four or more units located on one lot allowing manufactured dwellings.

Manufactured Home – A manufactured home is a transportable single family dwelling constructed after 1976.

Manufactured Structure – A manufactured structure includes the following residence types: a recreational vehicle, residential trailer constructed prior to 1962, a mobile home constructed between 1962 and 1976, or a manufactured home constructed after 1976. For the purposes of this Code, Manufactured Structure also includes structures built and installed as temporary classrooms or to other non-residential uses.

Medical Marijuana Dispensary or Facility – A facility which dispenses medical marijuana, meeting the requirements set by the Oregon Health Authority and being registered to do business with the Office of the Secretary of State.

Medical Marijuana Grow Facility – A facility which grows medical marijuana as allowed under Oregon Revised Statute and as regulated by the Oregon Health Authority.

Ministerial - A routine governmental action or decision that involves little or no discretion. The issuance of a building permit is such an action. See also, Chapter 4.1 Section 400.

Mitigation - To avoid, rectify, repair, or compensate for negative impacts which result from other actions (e.g., improvements to a street may be required to mitigate for transportation impacts resulting from development.")

Mixed-use building/development/horizontal/vertical - See Chapter 2.2, Section 180.A.

Mobile Home – A Mobile Home is a portable residence constructed between 1962 and 1976.

Mobile Home Park – Four or more units located on one lot allowing recreational vehicles, residential trailers, mobile homes, manufactured homes, or recreational structures.

Multi-family housing – Housing that provides more than three dwellings on an individual lot (e.g., multi-plexes, apartments, condominiums, etc.). See Chapter 2.1, Section 200F.

Multi-use pathway – Pathways for pedestrian and bicycle use. See Chapter 3.1, Section 300.A.4.

Natural resource areas/natural resources - Same as Sensitive Lands, per Chapter 3.7.

Natural hazard - Natural areas that can cause dangerous or difficult development situations, such as steep slopes, unstable soils, landslides, flood areas.

Neighborhood - A geographic area lived in by neighbors and usually having distinguishing character.

Neighborhood-scale design - Site and building design elements that are dimensionally related to housing and pedestrians, such as narrower streets with tree canopies, smaller parking areas, lower building heights (as compared to downtown areas) and similar neighborhood characteristics. These features are generally smaller in scale than those, which are primarily intended to accommodate automobile traffic.

Neighborhood commercial – Small scale commercial uses allowed within the residential/neighborhood commercial district. See Chapter 2.1, Section 200.K.

Non-conforming use/non-conforming development – A land use/structure that exists which would not be permitted by the regulations imposed by the code, but was lawful at the time it was established. See Chapter 5.2.

Non-native invasive plants - See current Oregon State University Extension Service Bulletin for your area.

Occupiable Space – a room or enclosed space designed for regular ~~or non-regular~~ human occupancy. This includes spaces where people congregate for activities, work, or educational purposes, and that are equipped with the necessary life safety features like egress, heat, light, and ventilation. It excludes spaces primarily intended for other purposes, such as storage or equipment rooms.

Off-street parking - All off-street areas designed, used, required or intended to be used for the parking of motor vehicles. Off-street parking areas shall conform to the requirements of Chapter 3.3.

On-street parking - Parking in the street right-of-way, typically in parking lanes or bays. Parking may be "parallel" or "angled" in relation to the edge of the right-of-way or curb. See also, Chapter 3.3.

Open space (common/private/active/passive) - Land within a development which has been dedicated in common to the ownership within the development or to the public specifically for the purpose of providing places for recreation, conservation or other open space uses.

Orientation - To cause to face toward a particular point of reference (e.g., "A building oriented to the street").

Outdoor commercial use - A use supporting a commercial activity which provides goods or services, either wholesale or retail, where the amount of site area used for outdoor storage of materials or display of merchandise exceeds the total floor area of all buildings on the site. Examples of outdoor commercial uses include automobile sales or services, nurseries, lumber yards and equipment rental businesses.

Overlay zone/district - Overlay zones provide regulations that address specific subjects that may be applicable in more than one land use district. See also Chapter 2.6.

Parcel - A unit of land that is created by a partitioning of land (ORS 92.010(6)). See also, Chapter 4.3.

Parking lot perimeter - The boundary of a parking lot area which usually contains a landscaped buffer area.

Parking vs. storage - Parking is the area used for leaving motor vehicles for a temporary time up to 72 hours unless permitted as parking for longer by other municipal codes. Storage is to place or leave in a location for maintenance, repair, sale, rental, or future use.

Partition - To divide an area or tract of land into two or three parcels within a calendar year when such area or tract of land exists as a unit or contiguous units of land under single ownership at the beginning of such year. (See also, ORS 92.010(8)).

Pathway/walkway/access way - See Chapter 3.1, Section 3.A. As defined in this code, a pathway or multi-use pathway may be used to satisfy the requirements for "accessways" in the Transportation Planning Rule. (OAR 660-012-045.)

Pedestrian amenity(ies) –Pedestrian areas and objects that serve as places for socializing and enjoyment of the City's downtown/main street. Examples include benches or public art or sculpture. See Chapter 2.2, Section 170.

Pedestrian facilities - A general term denoting improvements and provisions made to accommodate or encourage walking, including sidewalks, accessways, crosswalks, ramps, paths and trails.

Pharmacy – A place where drugs and medicines are prepared and dispensed by a licensed pharmacist. A pharmacy may also be a drug store.

Pier - Exterior vertical building elements that frame each side of a building or its ground-floor windows (usually decorative).

Planter strip or tree cut-out - An area for street trees and other plantings within the public right-of-way, usually between the street and a sidewalk.

Plat - A map of a subdivision, prepared as specified in ORS 92.080, and recorded with the Morrow County Assessor's Office. All plats shall also conform to Chapter 4.3 - Land Divisions.

Plaza - A public square or extra-wide sidewalk (e.g., as on a street corner) that allows for special events, outdoor seating, sidewalk sales, and similar pedestrian activity. See Chapter 2.2, Section 170.

Pocket park - A small park, usually less than one-half acre.

Primary - The largest or most substantial element on the property, as in "primary" use, residence, entrance, etc. All other similar elements are secondary in size or importance.

Property line: front, rear, interior side, street side - Legal borders of a lot or parcel of land See Figure 2.1.130.

Public facilities – Public and private transportation facilities and utilities. See Chapter 3.4.

Public improvements - Development of public facilities. See Chapter 3.4.

Quasi-judicial - Refers to an action or decision that requires substantial discretion or judgment in applying the standards or criteria of this Code to an application for development of a specific site, and usually involves a public hearing. See Chapter 4.1, Section 500.

Recreational Vehicle – A vacation trailer or other vehicular or portable unit (boat, all-terrain vehicle ("ATV"), non-commercial watercraft) which is either self-propelled or towed or is carried by a motor vehicle, which is intended for human occupancy, and which is designated primarily for vacation or recreation purposes or temporary residential use.

Residence - Same as "dwelling".

Residential caretaker unit - A dwelling unit for caretakers living on-site in the General Industrial District. The unit must be served by water and sanitary sewage and conform with other applicable building standards. See Chapter 2.3, Section 160.B.

Residential care home/Residential care facility –Residential treatment or training homes or adult foster homes licensed by the State of Oregon. See Chapter 2.1, Section 200.G.

Residential trailer – A portable residence constructed prior to 1962.

Ridge line (building) - The top of a roof at its highest elevation.

Right-of-way - Land that is owned in fee simple by the public, usually for transportation facilities.

Roof pitch - The slope of a roof, usually described as a ratio (e.g., 1 foot of rise per 2 feet of horizontal distance, or 1/2).

Roof-top garden - A garden on a building terrace, or at top of a building with a flat roof (usually on a portion of a roof).

Senior housing - Housing designated and/or managed for persons over the age of 55. (Specific age restrictions vary.)

Sensitive lands - Wetlands, significant trees, steep slopes, flood plains and other natural resource areas designated for protection or conservation by the Comprehensive Plan.

Setback - The distance between a building (or other feature of development) and a property line. Minimum and maximum setbacks may be required for front, side and rear yards.

Shared driveway - When land uses on two or more lots or parcels share one driveway. An easement or tract (owned in common) may be created for this purpose.

Shared parking –Required parking facilities for two or more uses, structures, or parcels of land may be satisfied by the same parking facilities used jointly, to the extent that the owners or operators show that the need for parking facilities does not materially overlap (daytime versus nighttime primary uses). See Chapter 3.3, Section 300.C.4.

Shipping Container – A standardized, reusable container designed for the efficient and secure transportation of goods across different modes of transport.

Shipping Container Reuse – The practice of taking decommissioned shipping containers, those no longer suitable for international transport, and giving them a new life as something else. Within the Boardman Development Code, they can be used for storage purposes within the Residential Use Zone and for primary and accessory uses within the Commercial and Industrial use zones.

Single-family attached housing (townhomes) - Two or more single family dwellings with common end-walls. See also, Chapter 2.1, Section 110 and Section 200.

Single-family detached house - A single family dwelling that does not share a wall with any other building. See also Chapter 2.1, Section 110.

Single-family detached zero-lot line house - A single family detached house with one side yard setback equal to “0". See also, Chapter 2.1, Section 110 and Section 200.

Site - A property (or group of adjacent parcels or lots under the same ownership) that is subject to a permit application under this Code.

Site design review – A discretionary review that applies to all developments in the City, except those specifically listed under Development Review. Site Design review ensures compliance with the basic development standards of the land use district, as well as more detailed design standards and public improvement requirements in Chapters 2 and 3, Development Review - See Chapter 4.2.
Specific Area Plan – Describes in more detail the type of development planned for a specific area than is typically found in a comprehensive plan, zone map, or public facilities plan. See Chapter 2.5.

Standards and criteria - Standards are code requirements. Criteria are the elements required to comply with a particular standard.

Steep slopes - Slopes greater than 25 percent.

Storefront character - The character expressed by buildings placed close to the street with ground-floor display windows, weather protection (e.g., awnings or canopies), corner building entrances or recessed street-front entries, and similar features.

Storm water facility - A detention and/or retention pond, swale, or other surface water feature that provides storage during high-rainfall events and/or water quality treatment.

Street/road - A public or private way for travel by vehicles, bicycles and pedestrians, that meets the City standards in Chapter 3.4, Section 100.

Street access -– Safe and efficient passage for pedestrians and vehicles to circulate through a connected street system. See Chapter 3.1, Section 200.

Street connectivity - The number of street connections within a specific geographic area. Higher levels of connectivity provide for more direct transportation routes and better dispersion of traffic, resulting in less traffic on individual streets and potentially slower speeds through neighborhoods.

Street furniture/furnishings - Benches, lighting, bicycle racks, drinking fountains, mail boxes, kiosks, and similar pedestrian amenities located within a street right-of-way. See also, Chapter 2.2, Section 170.

Street stub - A temporary street ending; i.e., where the street will be extended through adjacent property in the future, as those properties develop. Not a permanent street-end or dead-end street.

Street tree - A tree planted in a street right-of-way within a planter strip or tree cut-out.

Subdivision - To divide land into four or more lots within a single calendar year. (ORS 92.010(13).)

Surface water management - Definition to be developed in Chapter 3.5.

Swale - A type of storm water facility. Usually a broad, shallow depression with plants that filter and process contaminants.

Tangent - Meeting a curve or surface in a single point.

Terrace - A porch or promenade supported by columns, or a flat roof or other platform on a building.

Topographical constraint - Where existing slopes prevent conformance with a Code standard.

Tract: private/public - A piece of land set aside in a separate area for dedication to the public, a homeowner's association, or other entity (e.g., for open space, recreation facilities, sensitive lands, etc.).

Transportation facilities and improvements - The physical improvements used to move people and goods from one place to another; i.e., streets, sidewalks, pathways, bike lanes, airports, transit stations and bus stops, etc. Transportation improvements include the following:

a. Normal operation, maintenance, repair, and preservation activities of existing transportation facilities.
b. Installation of culverts, pathways, medians, fencing, guardrails, lighting, and similar types of improvements within the existing right-of-way.
c. Projects specifically identified in the City's adopted Transportation System Plan as not requiring further land use review and approval.
d. Landscaping as part of a transportation facility.

e. Emergency measures necessary for the safety and protection of property.
f. Construction of a street or road as part of an approved subdivision or partition.
g. Construction, reconstruction, or widening of highways, roads or bridges, or other transportation projects that are not designated improvements in the Transportation System Plan.
h. Construction, reconstruction, or widening of highways, roads or bridges, or other transportation projects that are not designed and constructed as part of an approved subdivision or partition.

Transportation Facilities and Improvements in subsections g. and h. require a Conditional Use Permit (CU) under Section 4.4.400D.

Transportation mode - The method of transportation (e.g., automobile, bus, walking, bicycling, etc.)

Triplex - A building with three attached housing units on one lot or parcel.

Vacate plat/street - To abandon a subdivision or street right-of-way. For example, *vacation* of a public right-of-way that is not needed or cannot be used for a street or other public purpose. A plat may be vacated, returning the property to an undivided condition.

Variance - An administrative or quasi-judicial decision to lessen or otherwise modify the requirements of this Code. See Chapter 5.1.

Vision clearance area –The shaded area as shown on the following figure is the Vision Clearance Area. This area is regulated and further described in section 3.1.200N of the code. This standard applies to driveways, streets, alleyways and railways.

Wetland - A land areas where water is the dominant factor determining the nature of soil development and the types of plant and animal communities. It is defined more specifically by the Federal Clean Water Act (Section 404) and Oregon Administrative Rules (OAR 141-85-010). For more information, contact the Oregon Division of State Lands.

Window hood - An architectural detail placed above a window, used as an accent.

Wireless communication equipment - Includes cell towers, antennae, monopoles, and related facilities used for radio signal transmission and receiving.

Yard - The area defined by setbacks (i.e., between the setback line and respective property line).

Zero-lot line house –Single family home that is not subject to side yard setbacks on one side of a typical lot. See Chapter 2.1, Section 200.A.

Chapter 2.1 - Residential (R) District

Sections:

2.1.100 - Purpose
2.1.110 - Permitted Land Uses
2.1.120 - Building Setbacks
2.1.130 - Lot Area and Dimensions
2.1.140 - Flag Lots and Lots Accessed by Mid-Block Lanes
2.1.150 - Maximum Lot Coverage
2.1.160 - Building Height
2.1.170 - Building Orientation
2.1.180 - Design Standards
2.1.190 - Special Standards for Certain Uses
2.1.200 - Residential Sub Districts
2.1.300 - Future Urban (FU)
2.1.400 - Multi-Family (MF)
2.1.500 - Manufactured Home Park (MH)
2.1.600 – Sunridge Terrace Sub-District

2.1.100 Purpose

The Residential District is intended to promote the livability, stability and improvement of the City of Boardman's neighborhoods. This chapter provides standards for the orderly expansion and improvement of neighborhoods based on the following principles:

- Make efficient use of land and public services, and implement the Comprehensive Plan, by providing minimum lot areas.
- Accommodate a range of housing needs, including owner-occupied and rental housing.
- Provide for compatible building and site design at an appropriate neighborhood scale.
- Reduce reliance on the automobile for neighborhood travel and provide options for walking and bicycling. Provide direct and convenient access to schools, parks and neighborhood services.

2.1.110 Permitted Land Uses

A. Permitted Uses. The land uses listed in Table 2.1.110.A are permitted in the Residential District, subject to the provisions of this Chapter. Only land uses which are specifically listed in Table 2.1.110.A, and land uses which are approved as "similar" to those in Table 2.1.110, may be permitted. Land uses identified as "Sub District Only" are permitted only within the applicable Sub District. The land uses identified with a "CU" in Table 2.1.110.A require Conditional Use Permit approval prior to development or a change in use, in accordance with Chapter 4.4.

B. Determination of Similar Land Use. Similar use determinations shall be made in conformance with the procedures in Chapter 4.8 - Interpretations.

2.1.110 Permitted Land Uses *(continued)*

Table 2.1.110.A
Land Uses and Building Types Permitted in the Residential District

1. Residential:

Single-family
a. Single-family detached housing

b. Single-family detached zero-lot line*

c. Manufactured homes – individual lots* (Sunridge Terrace Sub-District subject to provisions of 2.1.600)

d. Manufactured Home Park (MH Sub District only)*

e. Single-family attached townhomes *

Two- and Three-Family
f. Two- and three-family housing (duplex and triplex)*

Multi-family
g. Multi-family housing (MF Sub District only)*

Residential care
h. Residential care homes and facilities*

i. Family daycare

2. Home occupations*

3. Accessory Uses and Structures *

4. Master Planned Neighborhoods (CU)*

5. Agricultural/Farm Uses (FU Sub District only)

6. Public and Institutional *:

a. Churches and places of worship (CU)

b. Clubs, lodges, similar uses (CU)

c. Government offices and facilities (administration, public safety, utilities, and similar uses) (CU)

d. Libraries, museums, community centers, and similar uses (CU)

e. Private utilities (CU)

f. Public parks and recreational facilities (CU)

g. Schools (public and private) (CU)

h. Transportation Facilities and Improvements:

1. Normal operation, maintenance;
2. Installation of improvements within the existing right-of-way;
3. Projects identified in the adopted Transportation System Plan not requiring future land use review and approval;
4. Landscaping as part of a transportation facility;
5. Emergency Measures;
6. Street or road construction as part of an approved subdivision or partition;
7. Transportation projects that are not designated improvements in the Transportation System Plan ** (CU); and
8. Transportation projects that are not designed and constructed as part of an approved subdivision or partition** (CU)

i. Transitional housing

j. Uses similar to those listed above

7. Neighborhood Commercial (MF Sub District only)**:**

Each of the following uses is "size limited" and subject to provisions in Section 2.1.200 Special Standards for Certain Uses:

a. Child Care Center (care for more than 12 children)

b. Food services, excluding automobile-oriented uses

c. Laundromats and dry cleaners

d. Retail goods and services

e. Medical and dental offices, clinics and laboratories

f. Personal services (e.g., barber shops, salons, similar uses)

g. Professional and administrative offices

h. Mixed use building (residential with other permitted use)

i. Recreational Vehicle Parks (CU)* East Columbia Ave. MF Overlay District only

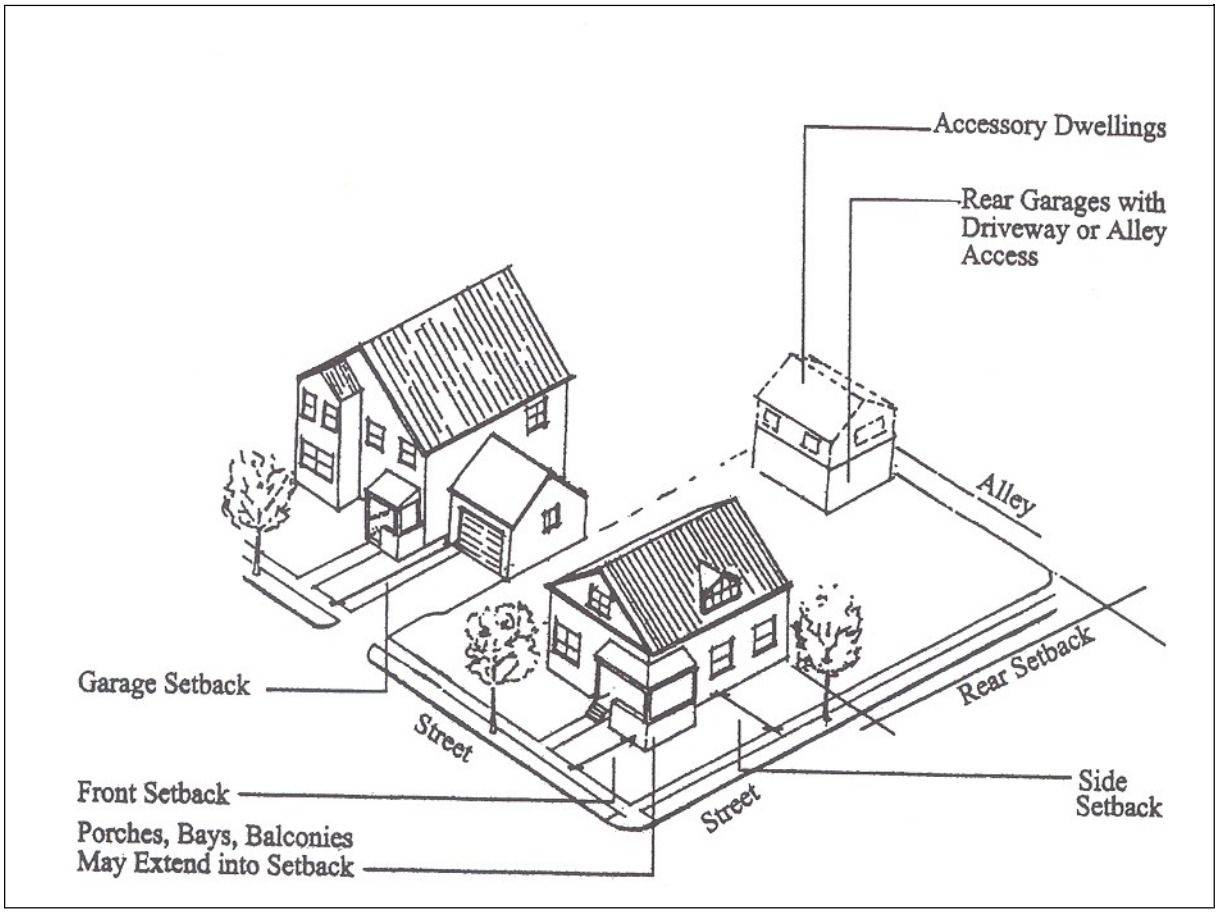
j. Other similar uses

8. Bed & breakfast inns and vacation rentals (CU)*

Uses marked with an asterisk (*) are subject to the standards in Section 2.1.190, "Special Standards for Certain Uses." Temporary uses are subject to the standards in Section 4.4.400 D. CU= Conditional Use Permit Required

Only uses specifically listed in Table 2.1.110.A, and uses similar to those in Table 2.1.110.A, are permitted in the Residential District.

2.1.120 – Building Setbacks



Building Setbacks

Building setbacks provide space for private yards, and building separation for fire protection/security, building maintenance, sun light and air circulation. This section is also intended to promote human-scale design and traffic calming by downplaying the visual presence of garages along the street and encouraging the use of extra-wide sidewalks and pocket parks in front of markets and other non-residential uses. The standards encourage placement of residences close to the street for public safety and neighborhood security.

Building setbacks are measured from the face of the building, excluding porches, to the respective property line. Setbacks for decks and porches are measured from the edge of the deck or porch to the property line. The setback standards, as listed on the following page and illustrated above, apply to primary structures as well as accessory structures. A variance is required in accordance with Chapter 5.1 to modify any setback standard.

2.1.120 – Building Setbacks *(continued)*

A. Front Yard Setbacks.

1. Residential Uses (single family, duplex and triplex, multi-family housing types)

   a. A minimum setback of 15 feet is required, except that an unenclosed porch may be within 8 feet of the front lot line, as long as it does not encroach into a public utility easement. See also, Section F, which provides standards for Setbacks for Established Residential Areas.

   b. Garages and carports shall be accessed from alleys or the entrances must be set back from the front lot line a minimum of 20 feet.

   c. Multi-family housing shall also comply with the building orientation standards in Section 2.1.180.

2. Neighborhood Commercial Buildings and Public/Institutional Buildings. A minimum front setback is not required, except as necessary to comply with the vision clearance standards in Chapter 3.1.200.

B. Rear Yard Setbacks.
The minimum rear yard setback shall be 15 feet for street-access lots and 6 feet for alley-access lots for all structures.

C. Side Yard Setbacks.
The minimum side yard setback shall be 7 feet on interior side yards, and 15 feet on street corner yards; or when zero-lot line development is permitted, the minimum side yard setbacks shall be 14 feet minimum on one side of the dwelling unit, and no setback required on the opposite side. (See standards for zero-lot line housing in Section 2.1.190.)

D. Setback Exceptions.
The following architectural features are allowed to encroach into the setback yards:

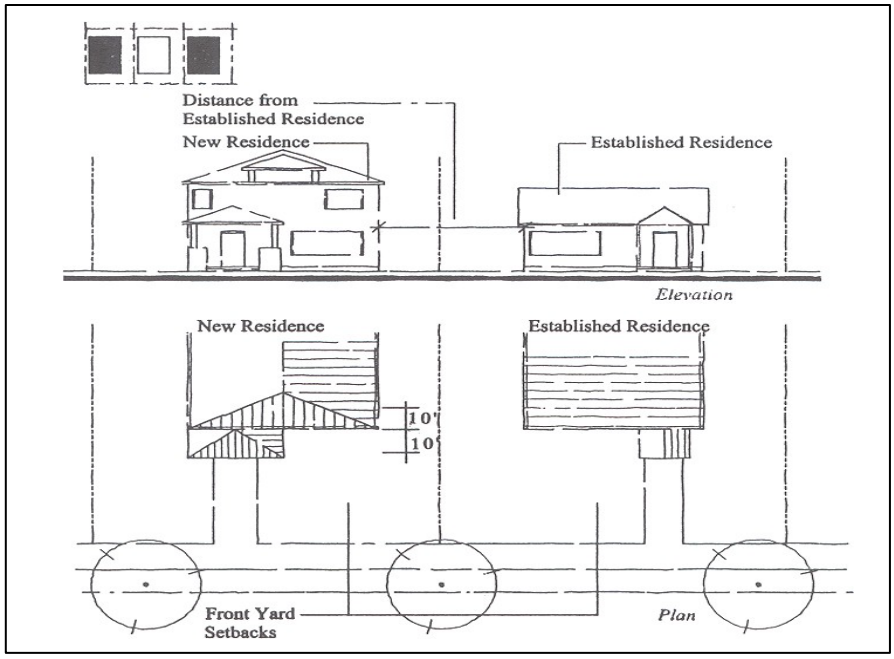
1) Eaves, chimneys, bay windows, overhangs, and similar architectural features may encroach into setbacks by no more than 3 feet.
2) Porches, decks and similar structures not exceeding 36 inches in height may encroach into setbacks by no more than 6 feet, subject to the front yard setback provisions in "A".
3) Accessory structures of 200 square feet or less shall meet the provisions contained in 2.1.190 (F).
4) Walls and fences may be placed on property lines, subject to the standards in Chapter 3.2 - Landscaping and Fences and Walls. Walls and fences within front yards shall additionally comply with the vision clearance standards in Section 3.1.200.

2.1.120 - Building Setbacks *(continued)*

E. Special Yards - Distance Between Buildings on the Same Lot.
To provide usable yard area and allow air circulation and light, the minimum distance between buildings on the same lot shall be at least one-half (½) the sum of the height of both buildings; provided, however, that in no case shall the distance be less than 10 feet. This requirement shall also apply to portions of the same buildings separated from each other by a court, landscape yard, or other open space.

F. Setbacks for Infill Housing in Established Residential Areas.
"Established residential area" means an area within the Residential District that was platted prior to the effective date of this ordinance. In such areas, the following setback standards shall apply:

Figure 2.1.120F - Infill/Established Residential Area Setbacks



2.1.120 – Building Setbacks *(continued)*

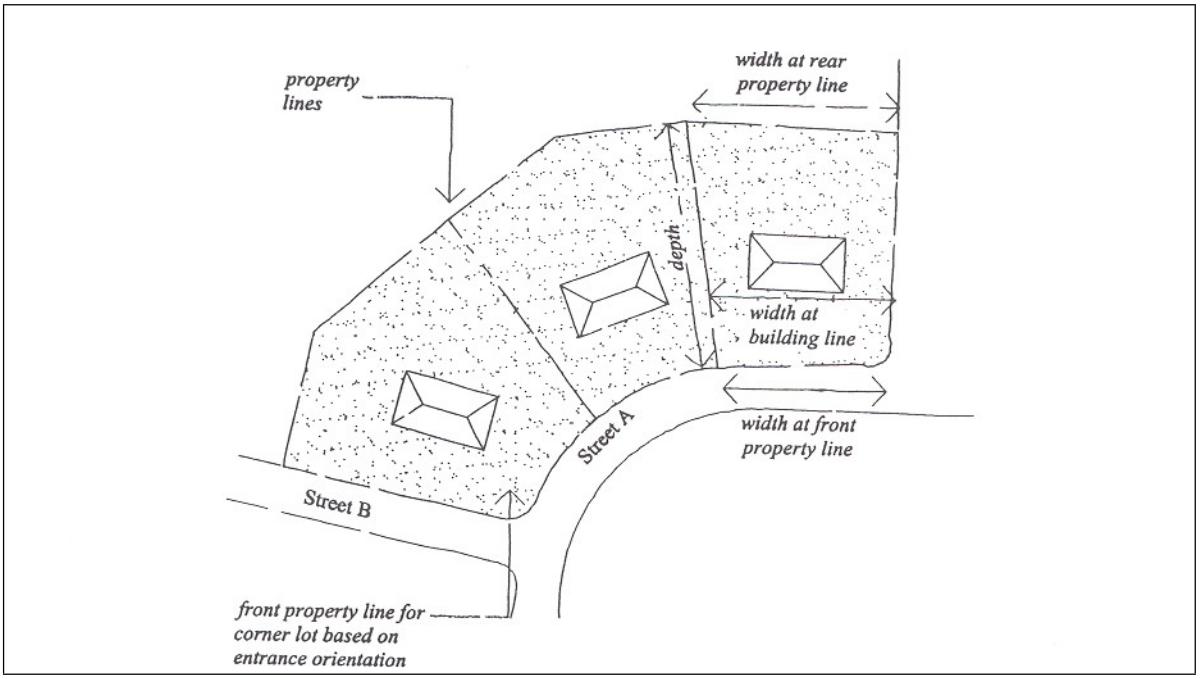
1. When an existing single family residence on the same street is located within 40 feet of the subject site, a front yard setback similar to that of the nearest single family residence shall be used. "Similar" means the setback is within 5 feet of the setback provided by the nearest single family residence on the same street. For example, if the existing single family residence has a front yard setback 20 feet, then the new building shall have a front yard setback between 15 feet and 25 feet. If the new building is to be located between two existing residences, then the setback for the new building shall be based on the average setback of both adjacent residences, plus or minus 10 feet.

2. In no case shall a front yard setback be less than 10 feet. Zero-lot line houses shall comply with the standards for zero-lot line housing in Section 2.1.190.

3. The standards in 1-2 shall not be changed, except through a Class B Variance (i.e., to avoid significant trees, topographic constraints or other sensitive lands).

2.1.130 - Lot Area and Dimensions

Figure 2.1.130 - Lot Dimensions



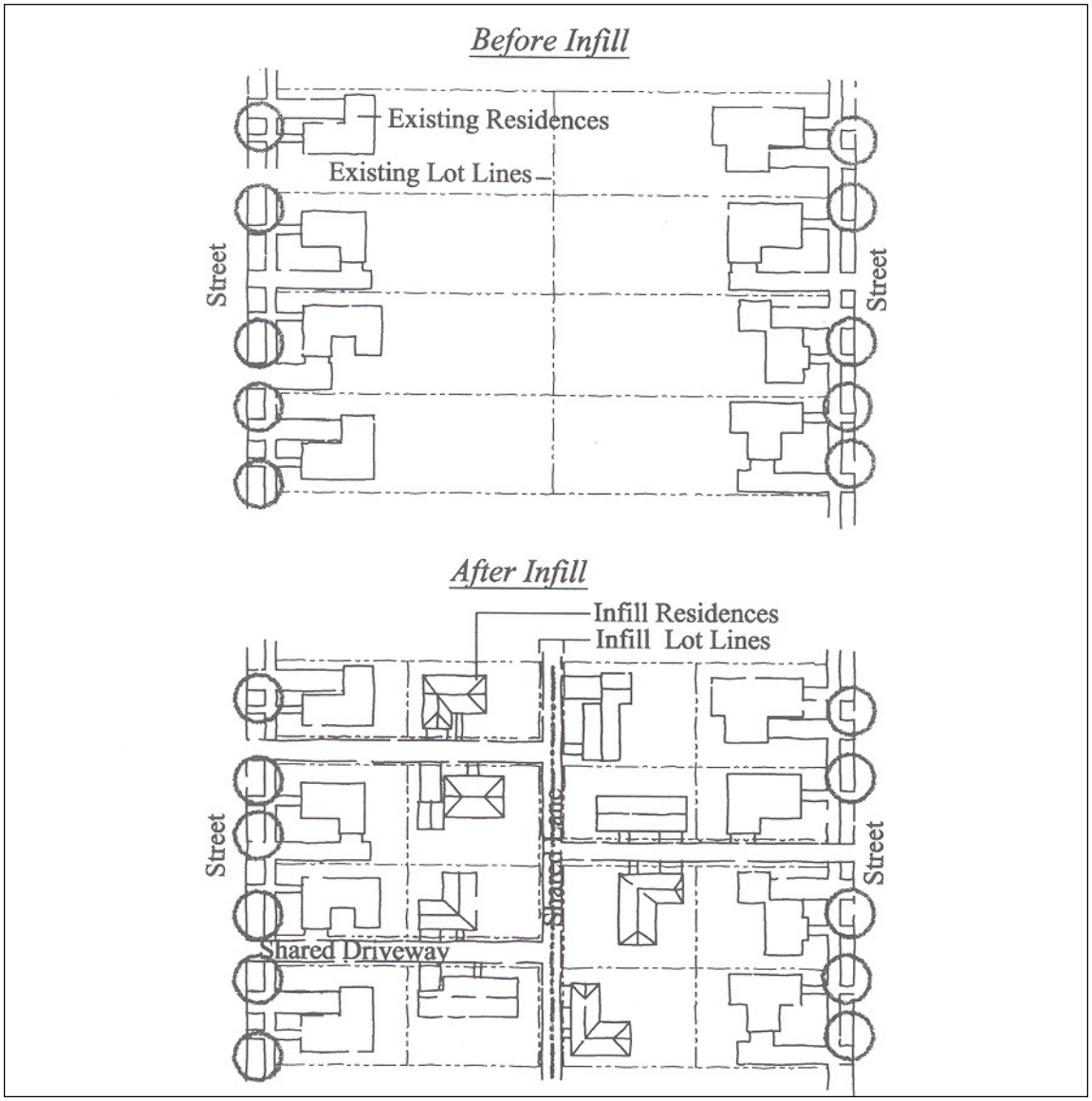
Land Use	*Lot Area**	*Lot Width/Depth*	*Related Standards*
Detached Single Family Housing; Manufactured Homes on Lots	Minimum: 8,000 square feet, 6,300 square feet for lots with frontages over 80 feet.	Minimum Width: 70 feet, 30 feet for lots with a radius frontage, except for flag lots and lots served by private lanes (See Section 2.1.140) Maximum Depth: Three (3) times the lot width; except as may be required by this code (e.g., to protect sensitive lands, etc.) Minimum Depth: 70 feet as long as minimum lot area criteria is met	The average lot area and residential floor area in new developments shall conform to the standards in Section 2.1.150 - Building Size.
Two-and Three-Family Housing (duplex and tri-plex)	Minimum area for two-family: 8,000 square feet. Minimum area for Three-family: 9,000 square feet.	Minimum Width: 80 feet at front property line, except for flag lots and lots served by private lanes (See Section 2.1.140) Maximum Depth: Three (3) times the lot width; except as required to protect sensitive lands, etc.	The average lot area and residential floor area in new developments shall conform to the standards in Section 2.1.150 - Building Size.
Attached (Townhome) Single Family Housing	Minimum area: 3,000 square feet.	Minimum Width: 30 feet at front property line, except for flag lots and lots served by private lanes (See Section 2.1.140) Maximum Depth: Three (3) times the lot width except as may be required by this code (e.g., to protect sensitive lands, etc.)	The average lot area and residential floor area in new developments shall conform to the standards in Section 2.1.150 Building Size.
Multi-family Housing (more than 3 units)	Minimum area: 10,000 square feet.	Minimum Width: 80 feet at front property line. Maximum Depth: None.	The maximum lot/parcel area is controlled by the Block Area standards in Chapter 3.1 - Access and Circulation.
Manufactured Home Parks	See Section 2.1.190 for Manufactured Home Park standards.		
Public and Institutional Uses	Minimum area: None.	Minimum Width: 60 feet at front property line. Maximum Depth: None.	The maximum lot/parcel area is controlled by the Block Area standards in Chapter 3.1 - Access and Circulation.
Residential Commercial Uses	Minimum area: None.	Minimum Width: 60 feet at front property line. Maximum Depth: None.	The maximum lot/parcel area is indirectly controlled by the floor area standards for Residential Commercial development, as provided in Section 2.1.200.

*Lot sizes in proposed subdivisions may be averaged so that average lot size is in this range.

2.1.140 - Flag Lots and Lots Accessed by Mid-Block Lanes

As shown below, some lots in existing neighborhoods may have standard widths but may be unusually deep compared to other lots in the area. Essentially unused space at the back of a lot may provide room for one or more lots for infill housing. Infill lots may be developed as "flag lots" or "mid-block developments", as defined below:

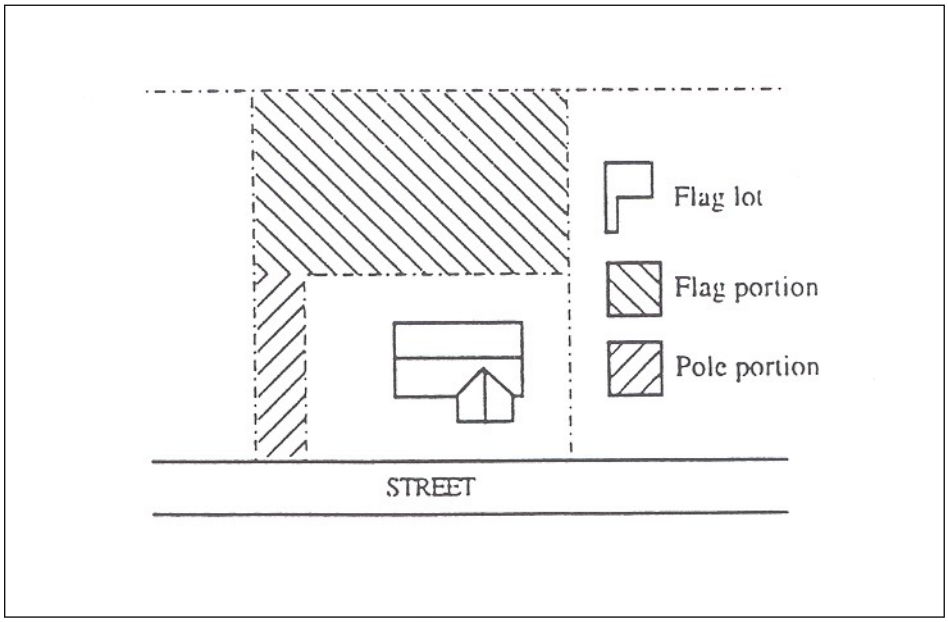
Figure 2.1.140A – Mid-block Infill



2.1.140 - Flag Lots and Lots Accessed by Mid-Block Lanes *(continued)*

A. Mid-block lanes. Lots may be developed without frontage onto a public street when lot access is provided by a series of mid-block lanes, as shown above. Mid-block lanes shall be required whenever practicable as an alternative to approving flag lots. The lanes shall meet the standards for alleys, per Chapter 3.4.100, and subsections C-F, below.

Figure 2.1.140B - Flag Lot (Typical)



B. Flag lots. Flag lots may be created only when mid-block lanes cannot be extended to serve future development. A flag lot driveway may serve no more than two (2) dwelling units, including accessory dwellings and dwellings on individual lots, unless Uniform Fire Code (UFC) standards are met for more units. When UFC standards are met, the maximum number of dwellings shall be six (6). A drive serving more than one lot shall have a reciprocal access and maintenance easement recorded for all lots. No fence, structure or other obstacle shall be placed within the drive area.

C. Driveway and lane width. The minimum width of all shared drives and lanes shall be 12 feet; the maximum width is 20 feet, except as required by the Uniform Fire Code.

D. Dedication of drive lane. The owner shall dedicate 12 feet of right-of-way or record a 12 foot wide easement (i.e., 6 feet from each property sharing a drive) for vehicle access similar to an alley. Dedication or recording, as applicable, shall be so indicated on the face of the subdivision or partition plat.

E Maximum drive lane length. The maximum drive lane length is subject to requirements of the Uniform Fire Code, but shall not exceed 150 feet for a shared side drive, and 400 feet for a shared rear lane.

2.1.140 - Flag Lots and Lots Accessed by Mid-Block Lanes *(continued)*

F. **Future street plans**. Building placement and alignment of shared drives shall be designed so that future street connections can be made as surrounding properties develop (i.e., as shown in Figure 2.1.140A).

G. **Flag lot access.** Flag lots shall not be permitted when the result would be to increase the number of properties requiring direct and individual access connections to the State Highway system or other arterials.

H. **Waiver of Remonstrance.** A waiver is required for all utility improvements. Utility upgrade may be required for approval.

2.1.150 - Maximum Lot Coverage

A. **Maximum Lot Coverage.** The following maximum lot coverage standards shall apply to all development in this district:

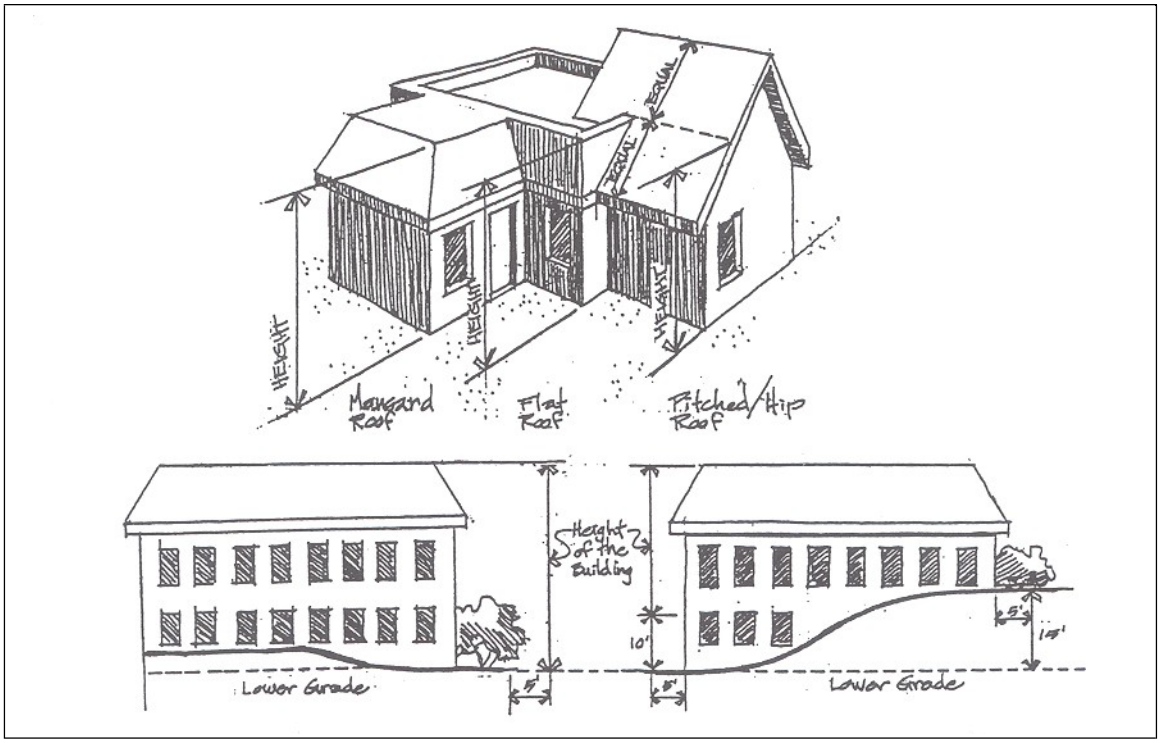
1. Single Family Detached Houses - 40 percent
2. Duplexes and Triplexes - 60 percent
3. Single Family Attached Townhomes - 60 percent
4. Multiple Family Housing - 60 percent
5. Neighborhood Commercial and Public/Institutional Uses - 80 percent

B. **Lot Coverage Defined.** "Lot Coverage" means all areas of a lot or parcel covered by buildings (as defined by foundation perimeters) and other structures with surfaces greater than 36 inches above the finished grade.

C. **Compliance.** Compliance with other sections of this code may preclude development of the maximum lot coverage for some land uses.

2.1.160 - Building Height

Figure 2.1.160 - Building Height Measurement (Composite of Several Roof Forms)



The following building height standards are intended to promote land use compatibility and support the principle of neighborhood-scale design:

A. **Building Height Standard.** Buildings within the Residential District shall be no more than 35 feet for gabled roofs; 30 foot for flat roofs or 2 ½ stories high, whichever is greater, and buildings within the Multi-family Sub District may be up to 30 feet or 3 stories. Building height may be restricted to less than these maximums when necessary to comply with the Building Height Transition standard in "C" below. Not included in the maximum height are: chimneys, bell towers, steeples, roof equipment, flagpoles, and similar features which are not for human occupancy.

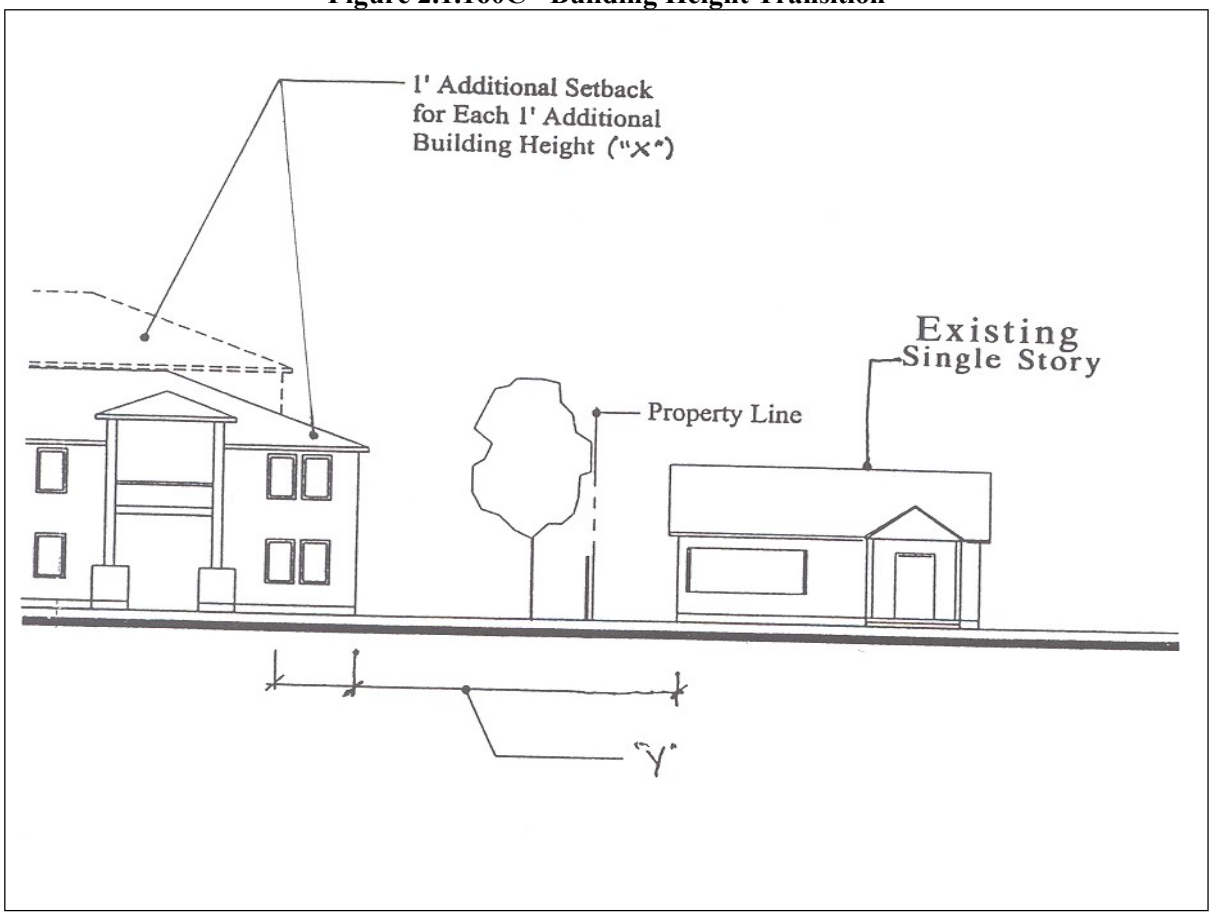
B. **Method of Measurement.** "Building height" is measured as the vertical distance above a reference datum measured to the highest point of the coping of a flat roof or to the deck line of a mansard roof or to the average height of the highest gable of a pitched or hipped roof (See above examples). The reference datum shall be selected by either of the following, whichever yields a greater height of building:

a. The elevation of the highest adjoining sidewalk or ground surface within a five-foot horizontal distance of an exterior wall of the building when such sidewalk or ground surface is not more than 10 feet above the lowest grade;

2.1.160 - Building Height *(continued)*

b. An elevation 10 feet higher than the lowest grade when the sidewalk or ground surface described in subsection 'a' is more than 10 feet above the lowest grade. The height of a stepped or terraced building is the maximum height of any segment of the building.

Figure 2.1.160C - Building Height Transition



C. Building Height Transition. To provide compatible building scale and privacy between developments, taller buildings shall "step-down" to create a building height transition to adjacent single-story building(s).

1. This standard applies to new and vertically expanded buildings within 20 feet (as measured horizontally) of an existing single-story building with a height of 20 feet or less, as shown above.

2. The building height transition standard is met when the height of the taller building ("x") does not exceed one (1) foot of height for every one (1) foot separating the two buildings ("y"), as shown above.

2.1.170 - Building Orientation

Typical Building Orientation
(Illustrations on following pages)

A. Purpose. The following standards are intended to orient buildings close to the street to promote human-scale development, slow traffic down, and encourage walking in neighborhoods. Placing residences and other buildings close to the street also encourages security and safety by having more "eyes-on-the-street".

B. Applicability. This section applies to: single-family dwellings, including manufactured houses, duplexes, and attached townhomes that are subject to Site Design Review (3 or more attached units); multi-family housing; neighborhood commercial buildings; and public and institutional buildings.

C. Building orientation standards. All developments listed in "B" shall be oriented to a street. The building orientation standard is met when all of the following criteria are met:

1. Compliance with the setback standards in Section 2.1.120.

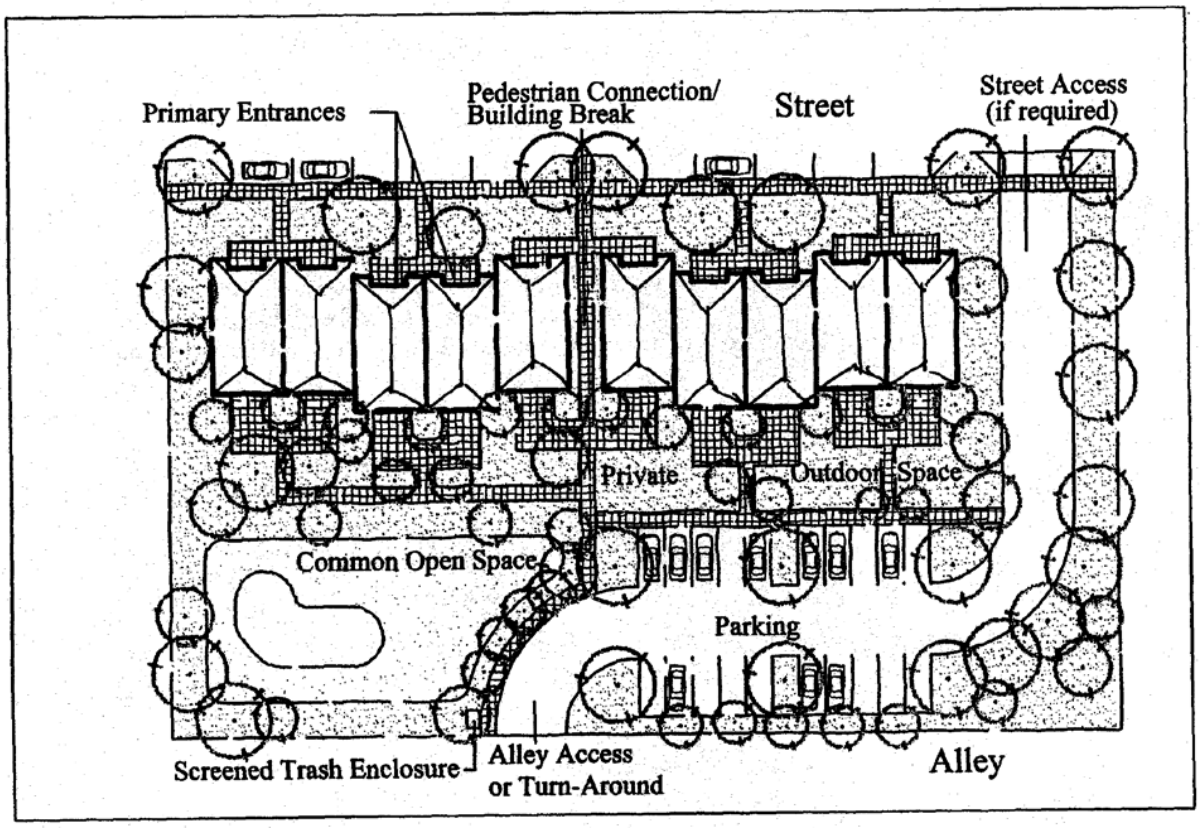
2. All buildings shall have their primary entrance(s) oriented to the street. Multi-family and Neighborhood Commercial building entrances may include entrances to individual units, lobby entrances, or breezeway/courtyard entrances (i.e., to a cluster of units or commercial spaces). Alternatively, a multi-family building may have its entrance oriented to a side yard when a direct pedestrian walkway is provided between the building entrance and the street in accordance with the standards in Chapter 3.1 – Access and Circulation. In this case, at least one entrance shall be provided not more than 20 feet from the closest sidewalk or street.

3. Off-street parking, driveways, and other vehicle areas shall not be placed between streets and buildings. Single-family dwellings, including manufactured houses, duplexes, and attached townhouses, are excepted from this standard.

D. Public Buildings. The standard shall not apply to buildings which do not receive the public (e.g., buildings used solely for storage or for housing mechanical equipment; and similar uses.)

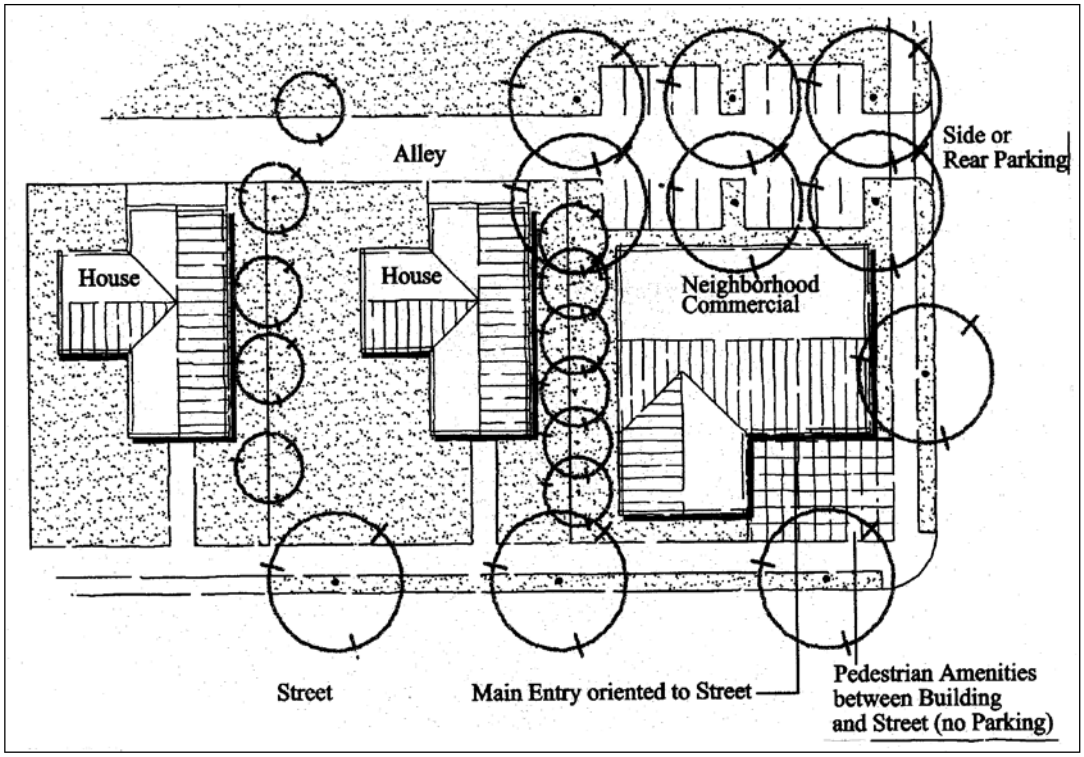
2.1.170 - Building Orientation *(continued)*

Figure 2.1.170A
Multifamily/Attached Housing – Building Orientation



2.1.170 - Building Orientation *(continued)*

Figure 2.1.170B
Neighborhood Commercial Building – Building Orientation



2.1.180 – Design Standards

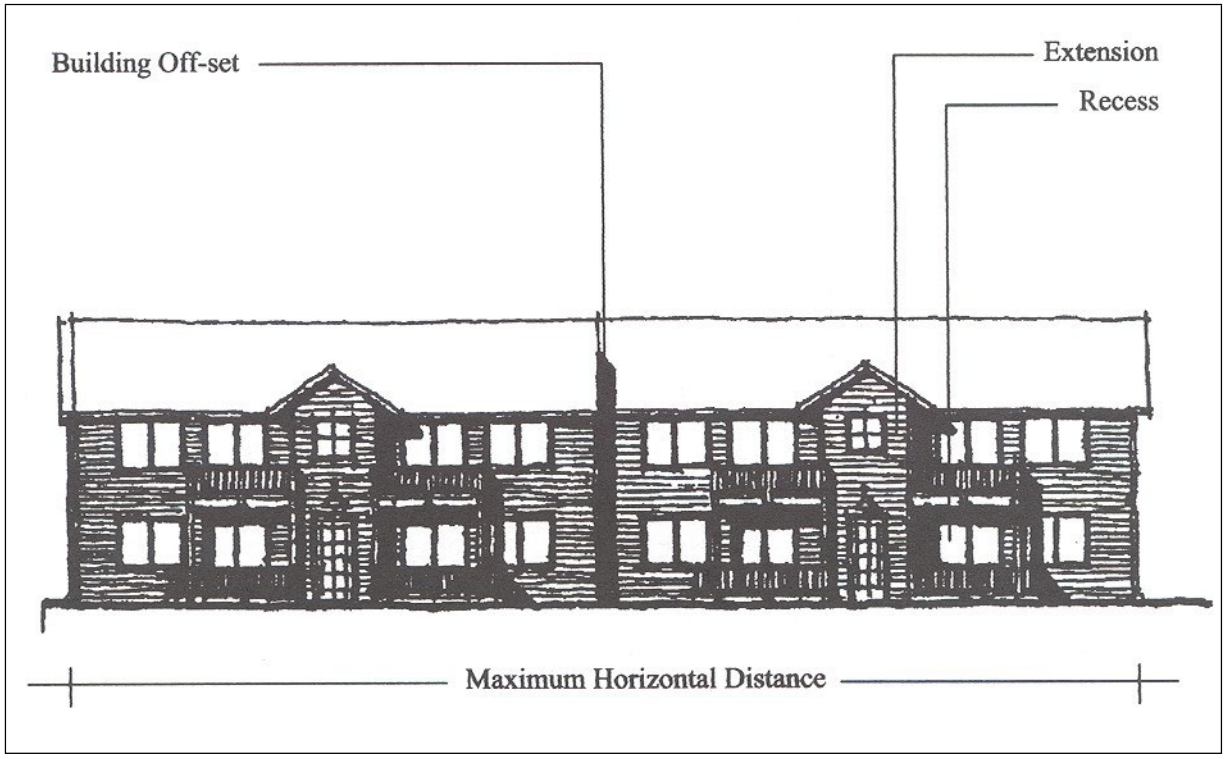
A. Purpose. The architectural standards are intended to provide detailed, human-scale design, while affording flexibility to use a variety of building styles.

B. Applicability. This section applies to all of the following types of buildings, and shall be applied during Site Design Review:

a. Duplexes and Triplexes
b. Single family attached townhomes which are subject to Site Design Review (3 or more attached units)];
c. Multi-family housing;
d. Public and institutional buildings;
e. Neighborhood Commercial and mixed use buildings; and
f. Single Family Residential, Section 2.1.180 (C) (4)

C. Standards. As noted in 2.1.180 (B) all buildings which are subject to this Section shall comply with all of the following standards. The graphics provided with each standard are intended to show examples of how to comply. Other building styles and designs can be used to comply, so long as they are consistent with the text of this section. An architectural feature (i.e., as shown in the graphics) may be used to comply with more than one standard.

Figure 2.1.180C(1) - Building Form (Multi-family Housing Example)



2.1.180 – Design Standards *(continued)*

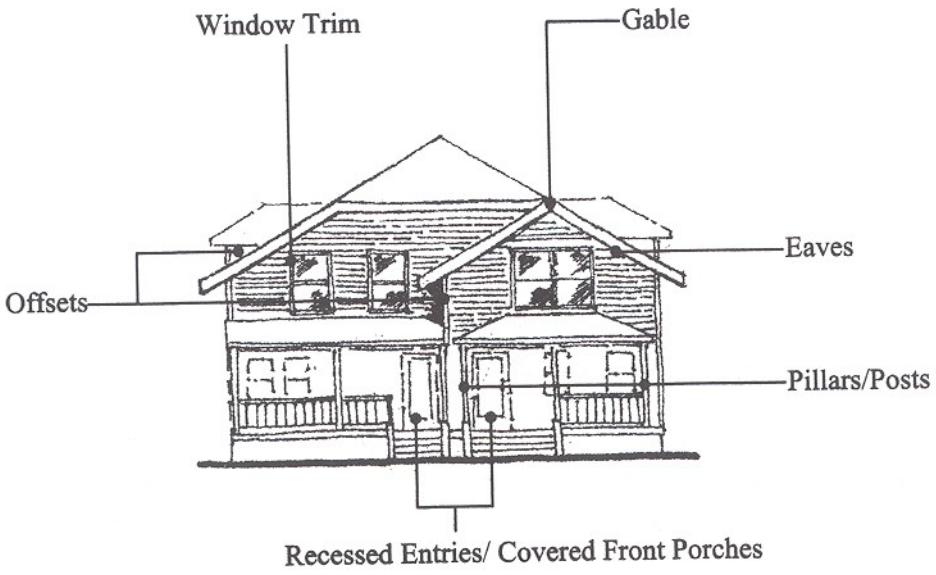
1. Building Form. The continuous horizontal distance (i.e., as measured from end-wall to end- wall) of individual buildings (single family residential units) shall not exceed 80 feet on more than two horizontal distance measurements. Duplexes and Triplexes reviewed by a Type I decision process in accordance with Section 4.2.200(B) shall not exceed 30 feet per living unit on more than two horizontal distance measurements. Duplexes and Triplexes reviewed by a Type II decision process in accordance with Section 4.2.400 shall not exceed 40 feet per living unit on more than two horizontal distance measurements. Multi-family buildings (more than 3 units) reviewed by a Type III decision process in accordance with Section 4.2.400(B) shall be not exceed 35 feet per living unit for no more than 4 units and shall be no more than 1 unit in depth. Alternative building designs meeting the Boardman Comprehensive Plan policies and the intent of Boardman Development Code Standards shall be considered through the Type III decision process, consistent with the Boardman Comprehensive Plan Chapter 10 – Housing, Policy 9, which states; *"The City shall give consideration to development of alternative residential construction both in form and layout for such reasons as aesthetics, energy conservation, reduced development costs and provision of open space."*

2. All buildings shall incorporate design features such as offsets, balconies, projections, window reveals, or similar elements to preclude large expanses of uninterrupted building surfaces, as shown in Figure 2.1.180(C)(1). Along the vertical face of a structure, such features shall occur at a minimum of every 40 feet, and on each floor shall contain at least two of the following features:

    a. Recess (e.g., deck, patio, courtyard, entrance or similar feature) that has a minimum depth of 6 feet;
    b. Extension (e.g., floor area, deck, patio, entrance, or similar feature) that projects a minimum of 2 feet and runs horizontally for a minimum length of 4 feet; and/or
    c. Offsets or breaks in roof elevation of 2 feet or greater in height.

3. Eyes on the Street. All building elevations visible from a street right of way shall provide doors, porches, balconies, and/or windows. A minimum of 60 percent of front (i.e., street- facing) elevations, and a minimum of 30 percent of side and rear building elevations shall meet this standard. "Percent of elevation" is measured as the horizontal plane (lineal feet) containing doors, porches, balconies, terraces and/or windows. The standard applies to each full and partial building story.

Figure 2.1.180C(2) - Examples of Architectural Details


Window Trim
Gable
Eaves
Offsets
Pillars/Posts
Recessed Entries/ Covered Front Porches

2.1.180 – Design Standards *(continued)*

3. Detailed Design. All buildings shall provide detailed design along all elevations (i.e., front, rear and sides). Detailed design shall be provided by using at least 5 of the following architectural features on all elevations, as appropriate for the proposed building type and style (may vary features on rear/side/front elevations):

   a. Dormers

   b. Gables

   c. Recessed entries

   d. Covered porch entries

   e. Cupolas or towers

   f. Pillars or posts

   g. Eaves (minimum 6-inch projection)

   h. Off-sets in building face or roof (minimum 16 inches)

   i. Window trim (minimum 4-inches wide)

   j. Bay windows

   k. Balconies

   l. Decorative patterns on exterior finish (e.g., scales/shingles, wainscoting, ornamentation, and similar features)

   m. Decorative cornices and roof lines (e.g., for flat roofs)

   n. An alternative feature providing visual relief, similar to options a-m.

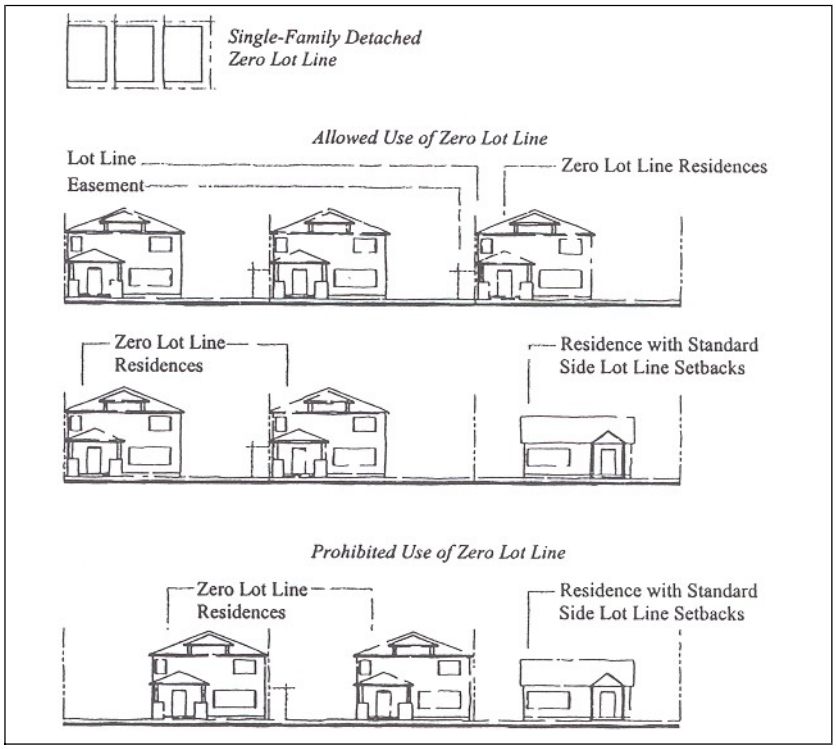
4. Garages & Carports. The home shall have a carport or garage constructed of like exterior materials, concrete or asphalt floor, and concrete or asphalt driveway from the street to the structure. The City may require an attached or detached garage where that would be consistent with the predominant construction of immediately surrounding residences.

2.1.190 - Special Standards for Certain Uses

This section supplements the standards contained Sections 2.1.100 through 2.1.190. It provides standards for the following land uses in order to control the scale and compatibility of those uses within the Residential District:

A. <u>Zero-lot line (single family home)</u>. "Zero-lot line" houses are subject to the same standards as single family housing, except that a side yard setback is not required on one side of a typical lot (as shown below). This type of housing is permitted to allow development on smaller (i.e., narrower) lots and still provide usable outdoor living area in side-oriented yards. The following standards are intended to promote compatibility and privacy between adjacent buildings and allow for building maintenance:

Figure 2.1.200A – Zero-Lot Line Housing



1. <u>Setbacks Adjacent to Non-Zero Lot Line Development.</u> When a zero-lot line house shares a side property line with a non-zero lot line development, the zero-lot line building shall be setback from the common property line by a minimum of 10 feet;

2. <u>Construction and Maintenance Easement.</u> Prior to building permit approval, the applicant shall submit a copy of a recorded easement for every zero-lot line house that guarantees rights for the purpose of construction and maintenance of structures and yards. The easement shall stipulate that no fence or other obstruction shall be placed in a manner that would prevent maintenance of structures on the subject lot; and

2.1.190 - Special Standards for Certain Uses *(continued)*

3. Buffering. The building placement, landscaping, and/or design of windows shall provide a buffer for the occupants of abutting lots. For example, this standard is met by placing ground-floor windows (along the zero setback) above sight lines with direct views into adjacent yards, or by directing views away from yards (e.g., bay window), or by using frosted/non-see-through windows, as necessary.

B. Manufactured homes on individual lots. Manufactured homes are permitted on individual lots, subject to all of the following design standards, consistent with ORS 197.307(5). Exception: The following standards do not apply to units which were placed on lots within the City prior to the effective date of this ordinance.

1. Floor Plan. The manufactured home shall be multi-sectional and have an enclosed floor area of not less than 1,000 sq. ft;

2. Roof. The manufactured home shall have a pitched roof with a slope not less than 3 feet in height for each 12 feet in width (14 degrees);

3. Residential Building Materials. The manufactured home shall have exterior siding and roofing which in color, material and appearance are similar or superior to the exterior siding and roof material used on nearby residences (e.g., horizontal wood or wood-appearance siding is considered "superior" to metal siding and roofing and vertical siding);

4. Garages and Carports. The manufactured home shall have a carport or a garage constructed of like exterior materials, concrete or asphalt floor, and concrete or asphalt driveway from the street to the structure. The City may require an attached or detached garage where that would be consistent with the predominant construction of immediately surrounding residences;

5. Thermal Envelope. The manufactured home shall be certified by the manufacturer to meet the thermal envelope requirements equivalent to those for a single-family dwelling constructed under the State Building Code. Evidence demonstrating that the manufactured home meets "Super Good Cents" energy efficiency standards is deemed to satisfy the exterior thermal envelope certification requirement. Additional manufacturer's certification shall not be required;

6. Placement. The manufactured home shall be placed on an excavated and back-filled foundation and enclosed at the perimeter such that the manufactured home is located not more than 16 inches above grade, and complying with the minimum set-up standards of the adopted state Administrative Rules for Manufactured Dwellings, Chapter 918. Where the building site has a sloped grade, no more than 12 inches of the enclosing material shall be exposed on the uphill side of the home;

7. Foundation Skirt. The foundation area of the manufactured home shall be fully skirted with only 12 inches showing; and

8. Prohibited. The manufactured home shall not be located in a designated historic district.

2.1.190 - Special Standards for Certain Uses *(continued)*

C. Residential care homes and facilities. Residential care homes and facilities are residential treatment or training homes or facilities or adult foster homes licensed by the State of Oregon. They may provide residential care alone, or in conjunction with treatment and/or training, for 5 or fewer individuals ("homes) or 6 to 15 individuals ("facilities") who need not be related. Staff persons required to meet State licensing requirements shall not be counted in the number of facility residents and need not be related to each other or the residents. Residential care homes and facilities shall comply with the following standards, consistent with ORS 197.660-670:

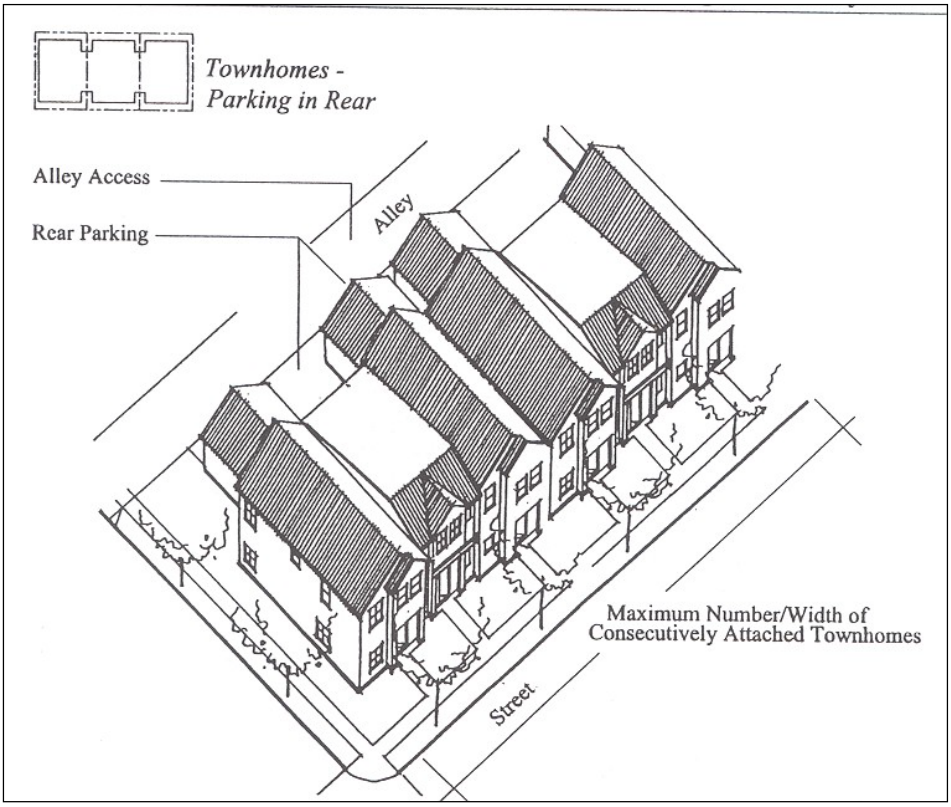
1. Licensing. All residential care homes shall be duly licensed by the State of Oregon.

2. Development Review. Development review shall be required for new structures to be used as residential care homes or facilities, and for conversion of an existing residence to be used as a residential care home, to ensure compliance with the licensing, parking, and other requirements of this Code.

D. Single-family attached (townhomes), Duplexes and Triplexes. Single-family attached housing (townhome units on individual lots), duplex and triplex developments shall comply with the standards in 1-4, below. The standards are intended to control development scale; avoid or minimize impacts associated with traffic, parking, and design compatibility; and ensure management and maintenance of common areas.

1. Duplex and triplex units may exceed building height requirements upon Planning Commission approval of a Conditional Use permit in a Type III Procedure consistent with Boardman Development Code 4.1.500.

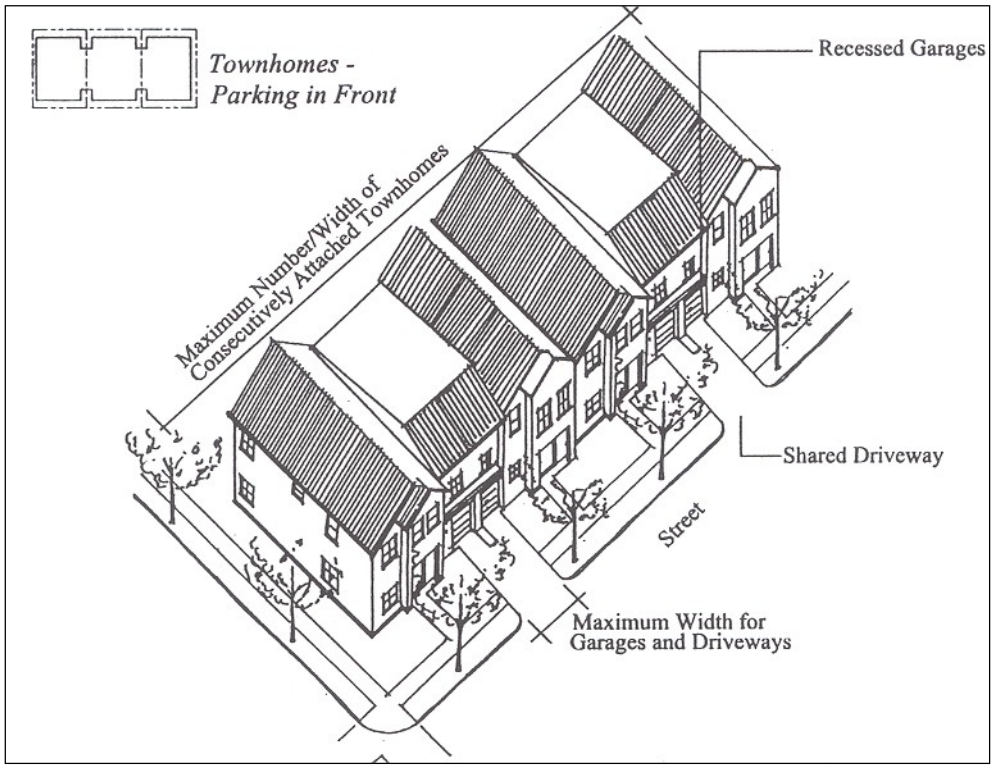
Figure 2.1.200E(2) – Townhomes and Multiplex Housing With Alley Access



1. Building Mass Supplemental Standard. Within the Residential District, the number and width of consecutively attached townhomes (i.e., with attached walls at property line) shall not exceed 4 units; within the Multi-family Sub District, the number and width of consecutively attached townhome units shall not exceed 6 units.

2. Alley Access. Townhome, duplex and triplex subdivisions (4 or more lots) shall receive vehicle access only from a rear alley. Alley(s) shall be created at the time of subdivision approval, in accordance with Chapter 3.4.100 - Transportation Standards, and Chapter 4.3 - Land Divisions. Alleys are not required when existing development patterns or topography make construction of an alley impracticable (See #3 for standards). As necessary, the City shall require dedication of right-of-way or easements and construction of pathways between townhome lots (e.g., between building breaks) to implement the standards in Chapter 3.1-Access and Circulation.

Figure 2.1.200E(3) - Townhomes and Multiplex Housing With Street Access



3. Street Access Developments. Townhomes, duplexes and triplexes receiving access directly from a public or private street shall comply with all of the following standards, in order to minimize interruption of adjacent sidewalks by driveway entrances, slow traffic, improve appearance of the streets, provide more curb space for on-street parking, and minimize paved surfaces for better storm water management.

2.1.190 - Special Standards for Certain Uses *(continued)*

a. When garages face the street, they shall be recessed behind the front elevation (i.e., living area or covered front porch) by a minimum of 4 feet.

b. The maximum allowable driveway width facing the street is 12 feet per dwelling unit. The maximum combined garage width per unit is 50 percent of the total building width. For example, a 24-foot wide unit may have one 12-foot wide recessed garaged facing the street.

c. Two adjacent garages shall share one driveway when individual driveways would otherwise be separated by less than 20 feet (i.e., the width of one on-street parking space). When a driveway serves more than one lot, the developer shall record an access and maintenance easement/agreement to benefit each lot, prior to building permit issuance.

4. Common Areas. "Common areas" (e.g., landscaping in private tracts, shared driveways, private alleys, and similar uses) may be maintained by a homeowners association or other legal entity. A homeowners association may also be responsible for exterior building maintenance. A copy of any applicable covenants, restrictions and conditions shall be recorded and provided to the City prior to building permit approval.

E. Public and Institutional Land Uses. Public and institutional uses (as listed in Table 2.1.110.A) are allowed in the Residential District subject to the following land use standards, which are intended to control the scale of these developments and their compatibility with nearby residences:

1. Development Site Area. The maximum development site area shall be 4 acres, except that this standard shall not apply to parks and open space uses. Larger developments may be approved as a Conditional Use, in accordance with Chapter 4.4 - Conditional Use Permits, or as part of a Master Planned Development, in accordance with Chapter 4.5.

2. Building Mass. The maximum width or length of a multiple family building shall not exceed 100 feet (from end-wall to end-wall), except that this standard may be increased through the approval of a Conditional Use Permit, or as part of a Master Planned Development.

3. Telecommunications Equipment. Telecommunications equipment (e.g., cell towers and antennae) shall comply with the standards of Chapter 3.6.200.

4. Vehicle Areas and Trash Receptacles. All vehicle areas (i.e., parking, drives, storage, etc.) and trash receptacles shall be oriented away from adjacent residences to the greatest extent practicable, and shall be screened with an evergreen hedge or solid fence or wall of not less than 6 feet in height.

2.1.190 - Special Standards for Certain Uses *(continued)*

F. Accessory Uses and Structures. Accessory uses and structures are of a nature customarily incidental and subordinate to the principal use or structure on the same lot. Typical accessory structures in the Residential District include detached garages, sheds, workshops, green houses and similar structures. All accessory structures shall comply with all of the following standards: (For standards applicable to Accessory Dwellings, please refer to Section 2.1.200.B.)

1. Primary use required. An accessory structure shall not be allowed before or without another permitted use (e.g., as listed in Table 2.1.110.A).

2. Setbacks.
   a) Accessory structures shall meet setbacks identified in 2.1.120 unless identified otherwise in 2.1.190(F)(2)(b-d) below.
   b) Accessory structures of 40 square feet or fewer are allowed to be located in a rear yard or side yard abutting a primary structure. Abutting an accessory structure to a primary structure is allowed provided 6 feet are allowed for emergency access, as measured from the wall nearest the property line of the accessory structure to the property line and no through wall openings (doors, windows, vents, etc.) in the primary structure are obscured or covered by the accessory structure.
   c) Accessory structures of 41-200 square feet or less in size are allowed 1 foot rear yard setback and 1 foot side yard setback when placed in the rear yard of a lot, as long as structural features, such as eaves, do not encroach on adjacent properties.
   d) Accessory building shall not be placed within ten (10) feet of any primary structure on the lot or adjacent lots with the exceptions noted in 2.1.190 (F)(2)(a-c) above.

3. Design Requirements.

   a. The accessory structure shall be in color~~, material,~~ and appearance similar to the primary structure. For accessory structures that are up to 200 square feet at least one design criterion will be used; accessory structures 201 to 400 square feet three design criteria will be used; and accessory structures 401 square feet to 1,200 square five design criteria will be used.

   b. Shipping Containers can be placed on residentially zoned property only as an accessory structure not for use as an occupiable or habitable structure. They shall be sited to limit visibility from the street. The double swing doors shall not be oriented towards the front yard and corner side if on a corner lot. They shall be painted a compatible color to the primary structure and cover all markings and logos. As an alternative path for approval, an applicant may request discretionary review using the Type II decision process should the proposed unit not conform with the requirements here and elsewhere within the Development Code.

4. Restrictions. A structure shall not be placed over an easement that prohibits such placement. No structure shall encroach into the public right-of-way.

5. Placement in easement. Only a portable accessory structure of 200 square feet or less in size may be placed in an easement with the approval of the utilities affected within the easement. Letters of approval from the utility must be submitted to the City for approval of this type of placement.

6. Compliance with land division standards. The owner may be required to remove an accessory structure as a condition of land division approval when removal of the structure is necessary to comply with setback standards.

7. Floor Area. The floor area of the accessory structure shall not exceed 1200 square feet;

8. Building Height. The building height of detached accessory structure shall not exceed 25 feet, as measured in accordance with Section 2.1.160; and

9. Buffering. A minimum 4-foot hedge or fence may be required to screen the accessory structure from dwellings on adjacent lots, unless a similar screen is provided or the distance to adjacent dwelling(s) is greater than 50 feet.

10. Accessory structures over 40 square feet require a Development Review Permit and over 200 square feet will be required to obtain a Building Permit.

G. Bed and Breakfast Inns and Vacation Rentals.

1. Purpose. The purpose of this section is to provide standards for the establishment of a bed and breakfast inn.

2. Accessory Use. A bed and breakfast inn must be accessory to a household already occupying the structure as a residence.

3. Maximum size. The bed and breakfast structure is limited to a maximum of 4 bedrooms for guests and a maximum of 6 guests per night.
4. Employees. The bed and breakfast facility may have up to 2 non-resident employees for the facility.
5. Food Service. Food services may only be provided to overnight guests of the bed and breakfast inn.
6. Owner-occupied. The bed and breakfast inn shall be owner-occupied and shall maintain the exterior physical characteristics of a single-family dwelling. No separate structures shall be allowed (except for usual residential accessory buildings such as sheds, or detached garages).
7. Signs. Signs must meet the standards in Chapter 3.6.500, Signs.
8. Monitoring. All bed and breakfast inns must maintain a guest log book. It must include the names and home addresses of guests, guests' license plate numbers if travelling by car, dates of stay and the room number of each guest. The log must be available for inspection by City staff upon request.

H. Master Planned Neighborhood Development

1. Purpose and intent. The purpose of this Section is to ensure the development of fully integrated, mixed-use pedestrian-oriented neighborhoods. The intent is to minimize traffic congestion, urban and suburban sprawl, infrastructure costs, and environmental degradation, particularly as new development takes place on large parcels of land.
2. Applicability. This Section applies to:
   a. Parcels, and development sites with more than one parcel, in the Residential District which are 20 acres or larger; and
   b. Development sites in the Residential District which are planned in accordance with the procedures in Chapter 4.5.
3. Master plan required. Prior to land division approval, a master plan shall be prepared for all sites meeting the criteria in subsection 2. Master plans shall follow the procedures in Chapter 4.5 - Master Planned Developments.
4. Land use and design standards. Master Planned Neighborhood Developments shall be evaluated based on the criteria in Chapter 4.5, and shall be consistent with the following design principles:
   a. All neighborhoods have identifiable centers and outer boundaries;
   b. Edge lots are readily accessible to Residential Commercial and recreational uses by walking and bicycling (a distance not greater than one-quarter mile);
   c. Uses and housing types are mixed and in close proximity to one another;

d. Streets are connected and blocks are small (e.g., between 200-600 feet in length; with a maximum perimeter of 1,600 feet);

e. Civic buildings, monuments and open spaces (e.g., parks, squares, greenbelts, natural areas, etc.) are given prominent sites throughout the neighborhood.
f. Overall, the neighborhood plan achieves a housing density of 6 units per acre, in accordance with the Comprehensive Plan and Residential District standards.
g. Land needed for public use (e.g., schools, parks, fire stations, and other facilities) shall be designated on the master plan, in accordance with the Comprehensive Plan.
h. Common open space is provided for the residents as 30% of the net square footage of the site.

5. Implementation. Upon approval of a Neighborhood Development Master Plan, the development shall follow the Land Division procedures in Chapter 4.3, and the Site Design Review procedures in Chapter 4.2. Any modifications to the approved master plan shall be subject to the standards and procedures in Chapter 4.6 - Modifications.

I. Home Occupations.

1. Purpose and Intent. The purpose of this Section is to encourage those who are engaged in small commercial ventures which could not necessarily be sustained if it were necessary to lease commercial quarters, or which, by the nature of the venture, are appropriate in scale and impact to be operated within a residence. Home occupations are encouraged for their contribution in reducing the number of vehicle trips often generated by conventional businesses. They are permitted by right in all residential units (dwellings), subject to the following standards:

2. Appearance of Residence:

a. The home occupation shall be restricted to lawfully built enclosed structures and be conducted in such a manner as not to give an outward appearance of a business.

b. The home occupation shall not result in any structural alterations or additions to a structure that will change its primary use or building code occupancy classification.

c. The home occupation shall not violate any conditions of development approval (i.e., prior development permit approval).

d. No products and or equipment produced or used by the home occupation may be displayed to be visible from outside any structure.

3. Storage:

a. Outside storage, visible from the public right-of-way or adjacent properties, is prohibited.

b. On-site storage of hazardous materials (including toxic, explosive, noxious, combustible or flammable) beyond those normally incidental to residential use is prohibited.

c. Storage of inventory or products and all other equipment, fixtures, and activities associated with the home occupation shall be allowed in any structure.

2.1.190 - Special Standards for Certain Uses *(continued)*

4. Employees:

   a. Other than family members residing within the dwelling located on the home occupation site, there shall be no more than one full time equivalent employee at the home occupation site at any given time. As used in this chapter, the term "home occupation site" means the lot on which the home occupation is conducted.

   b. Additional individuals may be employed by or associated with the home occupation, so long as they do not report to work or pick up/deliver at the home.

   c. The home occupation site shall not be used as a headquarters for the assembly of employees for instruction or other purposes, including dispatch to other locations.

5. Advertising and Signs: Signs shall comply with Chapter 3.6.5.

6. Vehicles, Parking and Traffic:

   a. One commercially-licensed vehicle associated with the home occupation is allowed at the home occupation site. It shall be of a size that will not encroach onto the public right-of-way, including the sidewalk and planter strip, when parked in the driveway or other location on the home occupation site.

   b. There shall be no more than three commercial vehicle deliveries to or from the home occupation site daily. There shall be no commercial vehicle deliveries during the hours of 7 p.m. to 7 a.m.

   c. There shall be no more than two client or customer vehicles at any one time and no more than eight per day at the home occupation site or in the right-of-way abutting the lot.

7. Business Hours. There shall be no restriction on business hours, except that clients or customers are permitted at the home occupation from 8 a.m. to 6 p.m. Monday through Friday subject to all provisions above.

8. Prohibited Home Occupation Uses:

   a. Any activity that produces radio or TV interference, noise, glare, vibration, smoke or odor beyond allowable levels as determined by local, state or federal standards, or that can be detected beyond the property line, is prohibited.

   b. Any activity involving on-site retail sales is prohibited, except that the sale of items that are incidental to a permitted home occupation is allowed. For example, the sale of lesson books or sheet music by music teachers, art or craft supplies by arts or crafts instructors, computer software by computer consultants, and similar incidental items for sale by home business are allowed subject to all provisions above.

2.1.190 - Special Standards for Certain Uses *(continued)*

c. Any uses described in this section or uses with similar objectionable impacts because of motor vehicle traffic, noise, glare, odor, dust, smoke or vibration, such as:

(1) Ambulance service;

(2) Animal hospital, veterinary services, kennels or animal boarding;

(3) Auto and other vehicle repair, including auto painting;

(4) Repair, reconditioning or storage of motorized vehicles, boats, recreational vehicles, airplanes or large equipment on-site.

9. Enforcement: The City Manager or his/her designee may visit and inspect the site of home occupations in accordance with this chapter periodically to insure compliance with all applicable regulations, during normal business hours, and with reasonable notice. Code violations shall be processed in accordance with Chapter 1.4 - Enforcement.

2.1.200 Residential Sub Districts

A. Sub Districts Authorized. Sub Districts provide needed land for land uses that may not otherwise be accommodated in the Residential District. The Comprehensive Plan identifies a need for residential farm uses, commercial services within residential neighborhoods, higher density housing, and multi-family housing. Therefore, the City has adopted the Future Urban, Multi-Family, and Manufactured Home Park Sub Districts to address these needs.

B. Applicability. Sub Districts are identified on the City's official zoning map. Properties designated with a Sub District shall comply with the provisions of the underlying Residential District, except as may be modified by this Section.

C. Conflicts. Where there are conflicts, the Sub District standards supercede the standards of section 2.1.100 to 2.1.190. Where there is no conflict, the standards of 2.1.190 shall also apply.

2.1.300 Future Urban Sub District (FU)

A. Purpose/Intent Statement. The purpose of this section is to preserve for future development at urban densities the Future Urban areas of the City as defined in the Comprehensive Plan.

B. Future Urban Sub District Standards.

1. Parcel size: The minimum parcel size for the FU Sub District is 10 acres, except for a school use, which may be a minimum of 5 acres.
2. Setbacks: The maximum/minimum front, side and rear setback for the Sub District is 20 feet.
3. Building height: The maximum height shall be two stories but shall not exceed 35 feet.
4. Lot Coverage. The maximum lot coverage in the FU Sub District shall be 50 percent.

2.1.300 Future Urban Sub District (FU) *(continued)*

5. Shadow Platting. The property owner presents a legally binding "shadow plat" dividing the remaining portion or entire parcel into future urban lots as permitted by underlying City zoning designations, and illustrating location of future internal roadways and easements. Properties zoned Residential District shall able to be divided into lots a minimum of 8,000 square feet.

6. The shadow plat shall follow the land division standards in Chapter 4.3.120.

C. Allowed Uses.

1. Detached single family dwellings.

2. Residential homes.

3. A mobile or manufactured home as a residence on an individual lot, subject to the provisions of Section 2.1.190.B.

4. Continuation of existing general farm uses, including:

a. Raising, harvesting, and selling of crops.

b. Feeding, breeding, selling and management of livestock, poultry, fur-bearing animals, or honeybees.

c. Selling of products of livestock, poultry, fur-bearing animals, or honeybees.

d. Dairying and selling of dairy products.

e. Preparation and storage of the products raised on such lands for human use and animal use.

f. Distribution by marketing or otherwise of products raised on such lands.

g. Any other agricultural use, horticultural use, animal husbandry, or any combination thereof.

h. Propagation or harvesting of a forest product.

i. Public and private conservation areas and structures for the conservation of water, soil, forest or wildlife habitat resources.

j. Fish and wildlife management program facilities.

D. Accessory Uses.

1. Home occupations, subject to the provisions of Section 4.9.200.

2. Accessory buildings and uses customarily incidental to any of the permitted primary uses.

2.1.300 Future Urban Sub District (FU) *(continued)*

3. Roadside stands, when located on the same property as the principal use, permitted when selling only those agricultural products that are produced in the surrounding community in which the stand is located.

4. Signs, as provided under Section 3.7.

5. Bed and Breakfast Inns and Vacation Rentals as defined in Section 2.1.100, subject to the major home occupation provisions under Section 2.1.100.

E. Conditional Uses.

1. The following conditional uses may be allowed in a Future Urban Sub District, subject to review by the Planning Commission, pursuant to Section 4.2.400. Approval shall not be granted unless the proposal satisfies all of the criteria under Section 4.2.400 and all other applicable requirements of this Ordinance.

   a. Expansion of existing churches and other places of worship.

   b. Cemeteries.

   c. Golf courses.

   d. Public and private parks, campgrounds, playgrounds, recreational grounds, hiking and horse trails, pack stations, corrals, stables, and other similar uses.

   e. Service recreational uses, excluding recreational vehicle camping facilities.

   f. Expansion of existing daycare centers.

F. Prohibited Uses.

1. Structures and uses of land not specifically mentioned in this section.

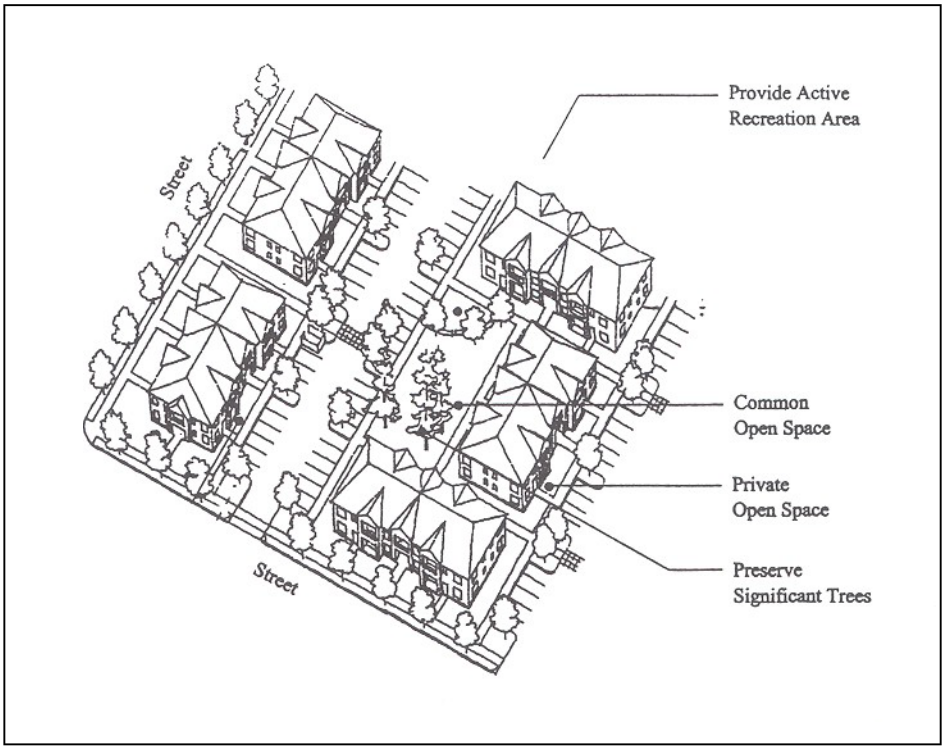
2. Outdoor advertising displays, advertising signs, or advertising structures, except as provided in Signs, Section 3.6.500.

2.1.400 - Multi-Family Sub District (MF)

A. Purpose/Intent Statement. The Multi Family Sub District is designed to provide land for larger multiple family housing developments. Multi-Family Housing is housing that provides 4 or more dwellings on an individual lot (e.g., multi-plexes, apartments, condominiums, etc.). New multi-family developments shall comply with all of the following standards.

2.1.400 - Multi-Family Sub District (MF) *(continued)*

Figure 2.1.200F - Multifamily Housing (typical site layout)



B. <u>Multi-family housing development standards</u>.

1. <u>Common open space.</u> Inclusive of required setback yards, a minimum of 20 percent of the site area shall be designated and permanently reserved as usable common open space in all multiple family developments. The site area is defined as the lot or parcel on which the development is planned, after subtracting any required dedication of street right-of-way and other land for public purposes (e.g., public park or school grounds, etc.). Sensitive lands and historic buildings or landmarks open to the public and designated by the Comprehensive Plan may be counted toward meeting the common open space requirements.

2. <u>Private open space.</u> Private open space areas shall be required for ground-floor and upper-floor-housing units based on all of the following standards:

   a. Ground floor housing units shall have front or rear patios or decks measuring at least 48 square feet and at least 4 feet deep. Ground floor housing means the housing unit entrance (front or rear) is within 5 feet of the finished ground elevation (i.e., after grading and landscaping);

   b. A minimum of 50 percent of all upper-floor-housing units shall have balconies or porches measuring at least 48 square feet and at least 4 feet deep. Upper-floor housing means housing units which are more than 5 feet above the finished grade;

2.1.400 – Multi-Family Sub District (MF) *(continued)*

c. Private open space areas shall be oriented toward common open space areas and away from adjacent single family residences, trash receptacles, parking and drives to the greatest extent practicable; and

3. Exemptions. Exemptions may be granted for the first 50 units of a larger project when these developments are within one-quarter mile (measured walking distance) of a public park; and there is a direct, accessible (i.e., Americans With Disabilities Act-compliant), lighted, and maintained pedestrian trail or sidewalk between the site and the park. An exemption shall be granted only when the nearby park provides active recreation areas such as play fields, children's play area, sports courts, walking/fitness course, or similar facilities.

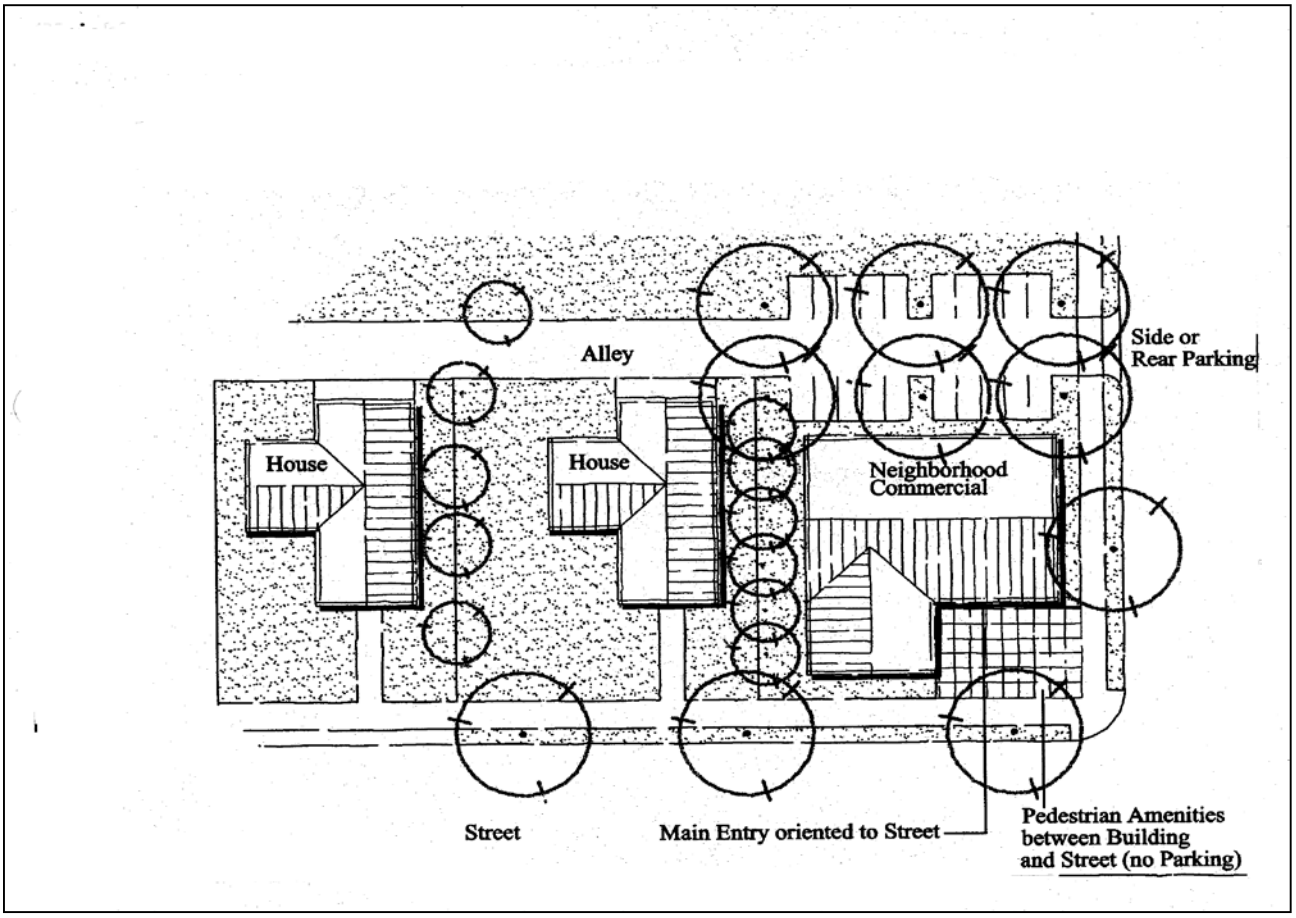
4. Trash receptacles. Trash receptacles shall be oriented away from adjacent residences and shall be screened with an evergreen hedge or solid fence or wall of not less than 6 feet in height. Receptacles must be accessible to trash pick-up trucks.

C. Special Standards for Neighborhood Commercial Uses

a. **Purpose/Intent Statement.** All Neighborhood Commercial uses shall comply with the following standards, which are intended to promote land use compatibility and transition between Neighborhood Commercial and residential uses:

2.1.400 - Multi-Family Sub District (MF) *(continued)*

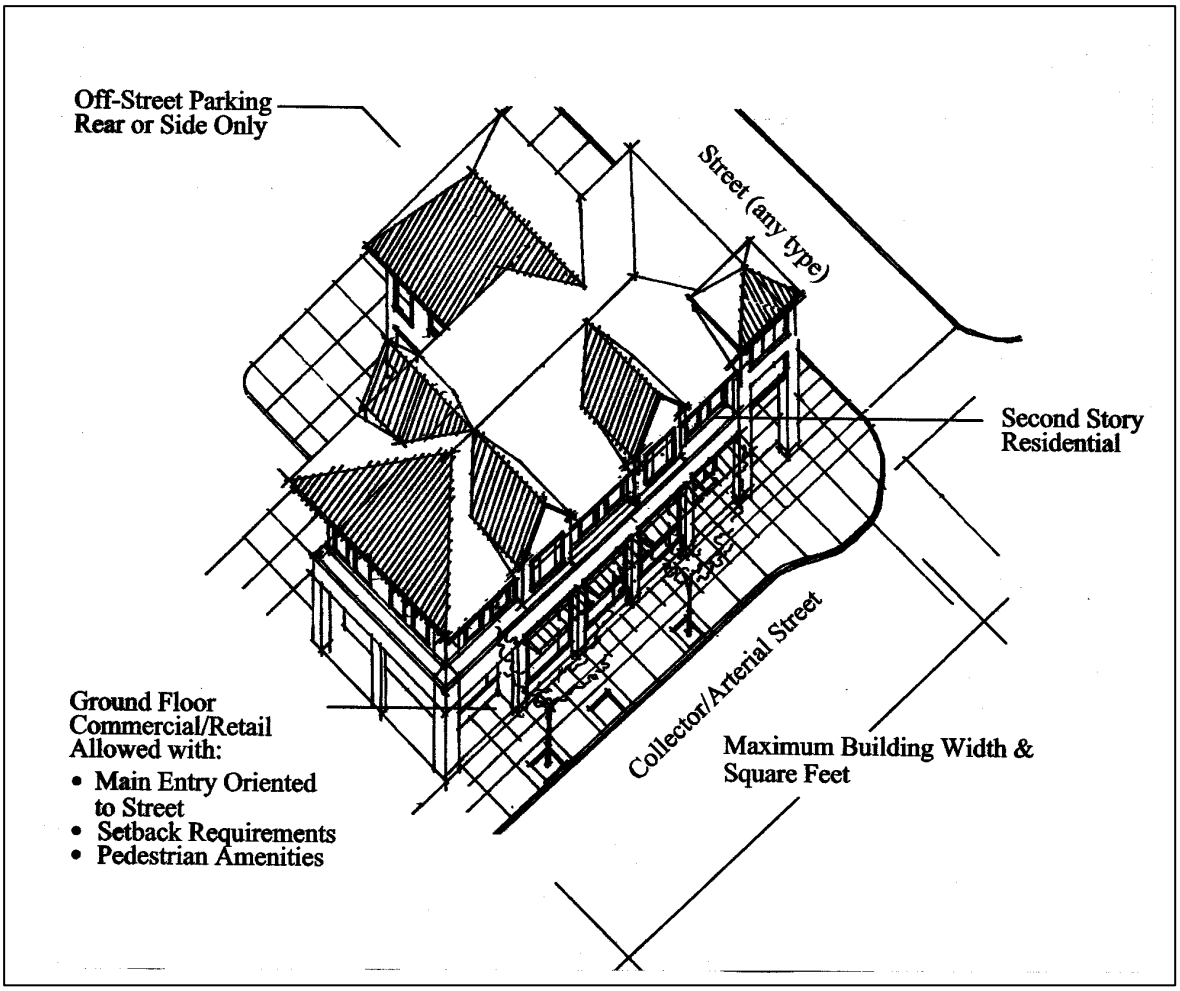
Figure 2.1.400A - Neighborhood Commercial (Example of Site Layout)



2.1.400 - Multi-Family Sub District (MF) *(continued)*

a. Permitted Uses. Only those Neighborhood Commercial uses specifically listed in section 5 of Table 2.1.110.A are permitted. Residential and Neighborhood Commercial uses may be mixed "vertically" — meaning that a residential use is developed above the commercial use (i.e., ground floor retail/office with upper-story apartments, townhomes, or condominiums), or may be mixed "horizontally"— meaning commercial and residential uses both occupy ground floor space. Automobile-oriented uses, as defined in Chapter 1.3, are expressly prohibited.

Figure 2.1.400B - Neighborhood Commercial (Example of Mixed Use)



b. Dispersion of Neighborhood Commercial Development. A neighborhood commercial site shall be located no closer than one-half mile from another neighborhood commercial site within the City. A "neighborhood commercial site" means a lot or parcel (or combination of adjacent lots or parcels), zoned Residential and containing commercial uses.

2.1.400 - Multi-Family Sub District (MF) *(continued)*

c. Location and Access. Neighborhood commercial developments shall have frontage onto a collector or arterial street with available on-street parking, and shall conform to the standards in Section 2.1.180.

d. Building Mass Supplemental Standard. The maximum width or length of a Neighborhood Commercial or mixed use (residential and commercial) building shall not exceed 80 feet (from end-wall to end-wall).

e. Floor Area Supplemental Standards. The maximum commercial floor area shall not exceed 5,000 square feet total per Neighborhood Commercial. Floor area is measured by totaling the interior floor area of all building stories, except crawl spaces (i.e., with less than 7 ½ feet of vertical clearance).

2.1.500 – Manufactured Home Park Sub District (MH)

A. Permitted Uses.

1. Single family dwellings on individual lots in accordance with the provisions of the overlying Residential District.

2. Manufactured home parks are permitted on parcels of one (1) acre or larger within the Manufactured Home Park (MHP) Sub District, subject to compliance with subsections a-c, below:

a) Space. The minimum size pad or space for each home is 2,500 square feet, provided that the overall density of the park does not exceed 12 units per acre. Each space shall be at least 30 feet wide and 40 feet long, in accordance with ORS 446.100(c).

b) Setbacks and Building Separation. The minimum setback between park structures and abutting properties is 5 feet. The minimum setback between park structures and public street right-of-way is 15 feet. At least a 10-foot separation shall be provided between all dwellings. Dwellings shall be placed a minimum of 14 feet apart where flammable or combustible fuel is stored between units. Park structures shall be placed no closer than 5 feet to a park street or sidewalk/pathway. An accessory structure shall not be located closer than 6 feet to any other structure or dwelling, except that a double carport or garage may be built which serves 2 dwellings. When a double carport/garage is built, the carport/garage shall be separated from all adjacent structures by at least 3 feet.

c) Perimeter landscaping. When manufactured homes are oriented with their back or side yards facing a public right-of-way, the City may require installation of fencing and planting of a 10 foot wide landscape buffer between the right-of-way and a manufactured home park for the privacy and security of residents or aesthetics of the streetscape.

3. Manufactured homes, manufactured home park manager's office, home occupations, and accessory structures which are necessary for the operation and maintenance of the manufactured home park (e.g., landscape maintenance). Home occupations shall comply with Chapter 2.1.190.I - Home Occupations

4. Home design (for parks smaller than 3 acres). Manufactured homes in parks smaller than 3 acres shall meet the following design standards, consistent with ORS 197.314(6):

    a. The manufactured homes shall have a pitched roof with a slope not less than 3 feet in height for each 12 feet in width (14 degrees);

    b. The manufactured homes shall have exterior siding and roofing which in color, material and appearance are similar or superior to the exterior siding and roof material used on nearby residences (e.g., horizontal wood or wood-appearance siding is considered "superior" to metal siding and roofing and vertical siding);

    c. Electric, water and sewer utility connections shall be made to the manufactured home park or individual unit depending on the ownership of the Park;

    d. Exception: Subsections a-b, above, do not apply to manufactured homes sited within the City prior to the effective date of this ordinance.

5. Desert Springs Estates Phase I Subdivision

Purpose: The purpose of establishment of this section is to resolve siting and construction conflicts with the Boardman Development Code due to the original design criteria of a Manufactured Home Park not being aligned with a portion of the park. These conflicts are due to manufactured home park lot sizes, and allowed setbacks, being markedly different than language called for in this chapter of the Development Code. The original design, consistent with today's rules, are primarily contained in the Oregon Manufactured Dwelling and Park Specialty Code – 2002 Edition, and are conflicting with existing code language for lot size and setbacks.

Permitted Uses:

A) Siting of manufactured homes within the subdivided portion, still recorded as Desert Springs Estates Phase 1, owned by the Bella Vista Estates Cooperative Manufactured Home Park. Siting must be in accordance with the Oregon Manufactured Dwelling and Park Specialty Code – 2002 Edition.
B) Accessory Structures which do not encroach into dedicated easements or rights-of-way within the Desert Springs Estates Phase 1 subdivision.
C) Open Spaces and Playgrounds in accordance with the Oregon Manufactured Dwelling and Park Specialty Code – 2002 Edition.

Setbacks:

Setbacks within the Desert Springs Estates Phase 1 subdivision shall be consistent with §Chapter 9 Fire and Life Safety Table 9-A, of the Oregon Manufactured Dwelling and Park Specialty Code – 2002 Edition.

2.1.600 – Sunridge Terrace Sub-District

Purpose: The purpose of the sub-district is to allow construction or placement of single family residences on individual lots consistent with the original design and subdivision of the properties into individual lots.

A. Permitted Uses.

1. Single Family dwellings in accordance with the overlying Residential District.

2. Manufactured homes in accordance with the provisions of 2.1.600.

B. Manufactured homes on individual lots. Manufactured homes are permitted on individual lots, subject to all of the following design standards, consistent with ORS 197.307(5). Exception: The following standards do not apply to units which were placed on lots within the City prior to the effective date of this ordinance.

1. Floor Plan. A multi-sectional manufactured home shall have an enclosed floor area of not less than 1,000 square feet, and a single wide manufactured home shall be a minimum of 12 feet in width and have an enclosed floor area of not less than 720 square feet;

2. Roof. The manufactured home shall have a pitched roof;

3. Residential Building Materials. The manufactured home shall have exterior siding and roofing which in color, material and appearance are similar or superior to the exterior siding and roof material used on nearby residences (e.g., horizontal wood or wood-appearance siding is considered "superior" to metal siding and roofing and vertical siding);

6. Garages and Carports. The manufactured home may have a carport or a garage constructed of complimentary exterior materials, concrete or asphalt floor, and concrete or asphalt driveway from the street to the structure. The City may require an attached or detached garage where that would be consistent with the predominant construction of immediately surrounding residences;

5. Thermal Envelope. The manufactured home shall be certified by the manufacturer to meet the thermal envelope requirements equivalent to those for a single-family dwelling constructed under the State Building Code. Evidence demonstrating that the manufactured home meets "Super Good Cents" energy efficiency standards is deemed to satisfy the exterior thermal envelope certification requirement. Additional manufacturer's certification shall not be required;

Placement. The manufactured home shall be placed on an excavated and back-filled foundation and enclosed at the perimeter such that the manufactured home is located not more than 16 inches above grade, and complying with the minimum set-up standards of the adopted state Administrative Rules for Manufactured Dwellings, Chapter 918. Where the building site has a sloped grade, no more than 12 inches of the enclosing material shall be exposed on the uphill side of the home;

2.1.600 – Sunridge Terrace Sub-District

7. Foundation Skirt. The foundation area of the manufactured home shall be fully skirted with only 12 inches showing; and

C. Detailed Design. All buildings shall provide detailed design along all elevations (i.e., front, rear and sides). Detailed design shall be provided by using at least 2 of the following architectural features on all elevations, as appropriate for the proposed building type and style (may vary features on rear/side/front elevations):

a. Dormers

b. Gables

c. Recessed entries

d. Covered porch entries

e. Cupolas or towers

f. Pillars or posts

g. Eaves (minimum 6-inch projection)

h. Off-sets in building face or roof (minimum 16 inches)

i. Window trim (minimum 4-inches wide)

j. Bay windows

k. Balconies

l. Decorative patterns on exterior finish (e.g., scales/shingles, wainscoting, ornamentation, and similar features)

m. Decorative cornices and roof lines (e.g., for flat roofs)

n. An alternative feature providing visual relief, similar to options a-m.

D. Setbacks and Building Separation. The minimum setback between structures and abutting properties is 5 feet. The minimum setback between structures and public street right-of-way is 15 feet. At least a 10-foot separation shall be provided between all dwellings. Dwellings shall be placed a minimum of 14 feet apart where flammable or combustible fuel is stored between units. Structures shall be placed no closer than 5 feet to a sidewalk/pathway. An accessory structure shall not be located closer than 6 feet to any primary structure or dwelling, except a double carport or garage. When a double carport/garage is built, the carport/garage shall be separated from all adjacent structures by at least 3 feet.

Chapter 2.2 – Commercial (C) District

Sections:

2.2.100 – Purpose
2.2.110 – Permitted Land Uses
2.2.120 – Building Setbacks
2.2.130 – Lot Coverage
2.2.140 – Building Height
2.2.150 – Design Standards
2.2.160 – Pedestrian Amenities
2.2.170 – Special Standards for Certain Uses
2.2.180 – Tourist Commercial Sub District
2.2.190 – City Center Sub District
2.2.200 – Service Center Sub District
2.2.210 – BPA Transmission Easement Sub District

2.2.100 Purpose

The primary purpose of the Commercial District is to create standards that allow for a variety of commercial uses in the Commercial areas of the City of Boardman. This Chapter also creates three Sub Districts---Tourist Commercial, City Center and Service Center. The Tourist Commercial Sub District provides additional standards for the areas of the City adjacent to Interstate 84. The Service Center Sub District provides standards for commercial and light industrial uses located west of the City. The City Center Sub District provides additional standards to create a concentrated and centralized commercial center to serve as the "heart" of the community. The City Center Sub District is created as an optional Sub District that may apply to certain geographic areas within the Commercial District. This geographic area has been designated to form the "center" of Boardman's commercial activities. This chapter provides standards for the orderly creation and expansion of the Commercial District by adherence to the following principles:

- Effective and efficient use of land and urban services;
- Direct commercial and retail development to a concentrated and localized area;
- Provide a mix of uses which provides a destination within the community and encourages walking over driving;
- Create connection with the balance of the community by directing connected transportation routes to commercial areas of the city;
- Provide for additional service employment opportunities.

2.2.110 Permitted Land Uses

A. **Permitted Uses.** The land uses listed in Table 2.2.110.A are permitted in the Commercial District, subject to the provisions contained within this Chapter. Only land uses specifically listed in Table 2.2.110.A and those approved as "similar" uses are permitted. Land uses identified with a "CU" in the table will require a Conditional Use Permit approval prior to development or change in use, in accordance with Chapter 4.4 of this code

B. Determination of Similar Land Use. Similar use determinations shall be made in conformance with the procedures set in Chapter 4.8 – Interpretations.

Table 2.2.110.A
Land Uses and Building Types Permitted in the Commercial District

1. Residential* (CU) *Single-family* a. Single-family attached townhomes b. Two and Three family housing (duplex and triplex townhomes) c. Multi-family housing d. Residential care homes and facilities **2. Home occupations (CU)** **3. Bed & breakfast inns (CU)**	**4. Public and Institutional *:** a. Churches and other places of worship b. Clubs, lodges, similar uses c. Government offices and facilities (administration, public safety, utilities, and similar uses) d. Libraries, museums, community centers, concert halls and similar uses e. Public parking lots and garages f. Private utilities (office/administration) g. Public parks and recreational facilities h. Schools (public and private) (CU) i. Transportation Facilities and Improvements. 1. Normal operation, maintenance; 2. Installation of improvements within the existing right-of-way; 3. Projects identified in the adopted Transportation System Plan not requiring future land use review and approval; 4. Landscaping as part of a transportation facility; 5. Emergency Measures; 6. Street or road construction as part of an approved subdivision or partition; 7. Transportation projects that are not designated improvements in the Transportation System Plan ** (CU); and 8. Transportation projects that are not designed and constructed as part of an approved subdivision or partition** (CU)	**5. Accessory Uses and Structures*** **6. Commercial:** a. Auto-dependent and auto-oriented uses and facilities (Prohibited in City Center Sub District)* b. Entertainment (e.g., theaters, clubs, amusement uses) c. Hotels/motels d. Hospitals, medical and dental offices, clinics and laboratories e. Mixed use development (housing with other permitted use)* f. Office uses (i.e., those not otherwise listed) g. Family daycare (12 or fewer children) h. Personal and professional services (*e.g.*, child care center, catering/food services, restaurants, laundromats and dry cleaners, barber shops and salons, banks and financial institutions, and similar uses) i. Repair services (must be enclosed within building if located in City Center) j. Retail trade and services, except auto-dependent and auto-oriented uses k. Telecommunications equipment (including wireless) (CU) (Prohibited in City Center). l. Uses similar to those listed above (subject to CU requirements, if applicable)**7. Light Manufacture*** (see 2.2.170 C)

Uses marked with an asterisk (*) are subject to the standards in Section 2.2.170 - Special Standards for Certain Uses. Uses marked with two asterisks (**) are subject to the standards in Section 4.4.400.D. Temporary uses are subject to the standards in Chapter 4.9. CUs are subject to Conditional Use permit standards in Chapter 4.4

2.2.120 Building Setbacks

In the Commercial District, buildings are placed to encourage pedestrian traffic. The setback standards are to encourage public spaces between sidewalks and buildings. The standards are also to encourage the formation of solid blocks of commercial and retail use to encourage a walkable commercial area.

Building setbacks are measured from the respective property line to the nearest vertical wall or foundation line, whichever is closer, of any building or structure. Setbacks for porches are measured from the edge of the deck or porch to the property line. The setback standards, as listed, apply to primary structures and accessory structures. The standards may be modified only by approval of a Variance, in accordance with Chapter 5.1.

A. Front Yard Setbacks.

1. Minimum Setback. There is no minimum front yard setback required except to provide for vision clearance standards set in Chapter 3.1.

2. Maximum Setback. There is no required maximum setback except in the City Center Sub District, which has a 5-foot maximum setback. This standard is met for City Center Sub District development when 50 percent of the front building elevation is placed no more than 5 feet back from the front property line. On parcels with more than one building, this standard applies to the largest building. The setback standard may be increased when a usable public space with pedestrian amenities (e.g., extra-wide sidewalk, plaza, pocket park, outdoor dining area or town square with seating) is provided between the building and front property line. (See also, Pedestrian Amenities Standards in Section 2.2.160, and Design Standards in Section 2.2.150 for related building entrance standards.)

B. Rear Yard Setbacks.

1. Minimum Setback. The minimum rear yard setback for all structures shall be zero (0) feet for street access lots, and eight (8) feet for alley-access lots (distance from nearest vertical wall or foundation line of any building to rear property line or alley easement) in order to provide space for parallel parking, unless to provide for vision clearance standards set in Chapter 3.1.

2. Through-Lots. For buildings on through-lots (lots with front and rear frontage onto a street), the front yard setbacks in "A" will apply except to provide for vision clearance standards set in Chapter 3.1.

C. Side Yard Setbacks.

1. There is no minimum side yard setback required, except that buildings shall conform to the vision clearance standards in Chapter 3.1 and the applicable fire and building codes for attached structures, fire walls and related requirements.

2.2.130 Lot Coverage

A. Lot Coverage. There is no maximum lot coverage requirement, except that compliance with other sections of the zoning codes may preclude full (100%) lot coverage for some land uses. Lot coverage in the Service Center and Tourist Commercial Sub District is limited to 85%.

2.2.140 Building Height

All buildings in the Commercial District shall comply with the following building height standards. The standards are intended to allow for development of appropriately scaled buildings.

A. **Maximum Height.** Buildings shall be no more that four (4) stories or fifty (50) feet in height, whichever is greater. The maximum height may be increased by ten (10) feet when conditionally approved housing is provided above the ground floor. The building height increase for housing shall apply only to that portion of the building that contains housing. Maximum height in the Tourist Commercial and Service Center Sub Districts are limited to four (4) stories or thirty-five (35) feet in height.

B. **Method of Measurement.** Building height is measured as the vertical distance above a reference datum measured to the highest point of the coping of a flat roof or to the deck line of a mansard roof or to the average height of the highest gable of a pitched or hipped roof. The reference datum shall be selected by either 2.2.140(B)(1 or 2), whichever yields a greater building height:

1. The elevation of the highest adjoining sidewalk or ground surface within a five (5) foot horizontal distance of an exterior wall of the building when such sidewalk or ground surface is not more that ten (10) feet above the lowest grade;

2. An elevation ten (10) feet higher than the lowest grade when the sidewalk or ground surface described in subsection A is more than ten (10) feet above the lowest grade. The height of a stepped or terraced building is the maximum height of any segment of the building. Not included in the maximum height are: chimneys, bell towers, steeples, roof equipment, flag-poles, and similar features which are not for human occupancy. These features will be no more than 25 feet measured from the highest point of the building.

2.2.150 Design Standards

A. **Purpose and Applicability.** The Commercial District design standards are intended to provide similar and human scale design, while affording flexibility to use a variety of building styles. Conditional Use approval is required for those uses listed as a Conditional Use in Table 2.2.110.A. Residential development shall follow standards for residential development contained in Chapter 2.1. This section applies to all of the following types of buildings:

1. Commercial buildings intended for use as professional, retail or other similar uses and services;

2. Public and institutional buildings, except that the standard shall not apply to buildings which are not subject to site design review or those that do not receive the public; and

3. Mixed use buildings (buildings containing commercial and residential uses).

B. **Guidelines and Standards.** The purpose of these standards is to provide that all buildings are to contribute to the appeal of the Commercial District and Sub Districts.

1. Design of Buildings and Developments. The standards in the following section shall

apply to buildings and developments listed in Section 2.2.150. Buildings shall be appealing and compatible with balance of the Commercial District and Sub Districts.

a) Buildings under 20,000 square feet (enclosed ground floor area) shall incorporate at least five(5) of the architectural features as follows:
   i) Decorative cornice or facade (for a flat roof) or provision of eaves or other similar decorative feature for pitched roofs;
   ii) Decorative display windows on ground floor;
   iii) Entrance canopy, breezeway or kiosk;
   iv) Changes in building color or texture;
   v) Building articulation on street frontages;
   vi) Decorative wall or security lighting;
   vii) Regularly spaced and similarly shaped windows;
   viii) Decorative window hoods or trim;
   ix) Changes in building height along street frontages;
   x) Decorative screening of roof mounted equipment;

b) Buildings with greater than 20,000 square feet of enclosed ground floor space are considered “large scale buildings”.
   i.) Measurement for these buildings shall be as follows:
      a. Multi-tenant buildings shall be counted as the sum of all tenant spaces within the same building shell; and
      b. Multiple building developments with a combined ground floor space (enclosed) greater than 40,000 square feet (e.g., shopping centers, public and institutional campuses, and similar developments).
   ii.) Building and Site design for large scale buildings shall include at least two (2) of the following to provide human scale design:
      a. Incorporating changes in building direction (i.e., articulation);
      b. Dividing large masses into varying heights and sizes;
      c. Include building offsets projections;
      d. Changes in elevation or horizontal direction;
      e. Sheltering roofs or terraces;
      f. Providing a distinct pattern of divisions in surface materials;
      g. Use of windows, screening trees; small scale lighting (e.g., wall mounted lighting, or up-lighting).

c) Shipping Containers can be used in Commercial use zones as either a primary or secondary structure when meeting the following requirements and following prescribed siting procedures.
   i) As a structure for storage purposes they shall be painted a color complementary to the primary structure and shall have all container markings removed or covered. Damaged or rusty containers shall not be permitted. A Building Permit is required, and the unit shall not be occupiable or habitable.
   ii) As a structure to be occupiable Shipping Containers are permitted through the Conditional Use Permit process as outlined in Chapter 4.4 Conditional Use Permits, specifically 4.4.400.F Shipping Containers as Occupiable Structures.

2.2.160 Pedestrian Amenities

A. **Purpose and Applicability.** This section is intended to provide comfortable and inviting pedestrian spaces within the Commercial District and Sub Districts. Pedestrian amenities serve as informal gathering places for socializing and resting and contribute to the enjoyment of the City's Commercial area. This section applies to all of the following types of buildings:

1) Public and institutional buildings, except that the standard shall not apply to buildings which are not subject to site design review or those that do not receive the public (e.g., buildings used solely to house mechanical equipment, and similar uses); and

2) Three or more single family attached townhomes on their own lots (i.e., townhomes subject to Site Design Review);

3) Duplex and tri-plex developments with more than one building (i.e., duplex and tri-plex developments subject to Site Design Review);

4) Multi-family housing;

5) Commercial and mixed-use buildings subject to Site Design review.

B. **Guidelines and Standards.** Every commercial development listed above shall provide at least one of the following amenities listed below. Pedestrian amenities may be provided within a public right-of-way when approved by the applicable jurisdiction.

1. A plaza, courtyard, square or extra-wide sidewalk next to the building entrance (minimum width of 6 feet);

2. A sitting space, dining area, benches or ledges between the building entrance and sidewalk at a minimum of 16 inches height and 30 inches width;

3. Building canopy, awning, pergola or similar weather protection (minimum projection of 4 feet over a sidewalk or other pedestrian space);

4. Public art which incorporates seating (e.g., fountain, sculpture, etc.) or wall decoration.

2.2.170 Special Standards for Certain Uses

This section supplements the uses and standards contained in Sections 2.2.100 through 2.2.160. Conditional Use approval is required for those uses listed as Conditional Use in Table 2.2.110.A. It is to provide standards for the following land uses in order to control the scale and compatibility of those uses within the Commercial District:

- Bed and Breakfast Inns
- Accessory Uses and Structures
- Light Manufacturing Uses
- Auto Orientated Uses and Development

2.2.170 Special Standards for Certain Uses *(continued)*

1. Bed and Breakfast Inns

1. Purpose. The purpose of this section is to provide standards for the development of a bed and breakfast inn.

2. Accessory Use. A bed and breakfast inn must be accessory to a household already occupying the structure as a residence.

3. Maximum size. The bed and breakfast structure is limited to a maximum of 3 bedrooms for guests and a maximum of 6 guests per night.

4. Employees. The bed and breakfast facility may have up to 2 non-resident employees for the facility.

5. Food Service. Food services may only be provided to overnight guests of the bed and breakfast inn.

6. Owner-occupied. The bed and breakfast inn shall be owner-occupied and shall maintain the exterior physical characteristics of a single-family dwelling. No separate structures shall be allowed (except for usual residential accessory buildings such as sheds, or detached garages).

7. Monitoring. All bed and breakfast inns must maintain a guest logbook. It must include the names and home addresses of guests, guests' license plate numbers if travelling by motor vehicle, dates of stay and the room number of each guest. The log must be available for inspection by City staff upon request.

A. **Accessory Uses and Structures**. Accessory uses and structures are of a nature customarily incidental and subordinate to the principal use or structure on the same lot. Typical accessory structures in the Boardman Commercial District include small workshops, greenhouses, studios, and similar structures. Accessory uses and structures are allowed for all permitted land uses within the Boardman Commercial District, as identified in Table 2.2.110.A. Accessory structures shall comply with the following standards:

1. Primary use required. An accessory structure shall not be allowed before or without a primary use, as identified in Table 2.2.110.A.

2. Setback standards. Accessory structures shall comply with the setback standards in Section 2.2.120.

3. Design guidelines. Accessory structures shall comply with the Boardman Commercial District design guidelines, as provided in Section 2.2.150, and shall contribute to the visual relatedness of the district.

4. Restrictions. A structure shall not be placed over or under an easement that prohibits such placement. No structure shall encroach into the public right-of-way.

2.2.170 Special Standards for Certain Uses *(continued)*

5. Compliance with subdivision standards. The owner may be required to remove an accessory structure as a condition of land division approval when removal of the structure is necessary to comply with setback standards.

B. **Light Manufacture.** Light manufacturing uses shall conform to the standards listed in 2.2.170(D), which are intended to protect the pedestrian-friendly character of the Commercial District. "Light manufacture" means production or manufacturing of small-scale goods, such as crafts, electronic equipment, bakery products, printing and binderies, furniture, and similar goods.

1. Retail or Service Use Required. Light manufacture is allowed only when it is in conjunction with a permitted retail or service use and does not exceed 60% of the gross floor area.

2. Location. The light manufacture use shall be enclosed within a building, or shall be located within a rear yard not adjacent to a street and screened from public view.

3. Other Requirements. Any allowed light manufacture shall be conducted to minimize impacts to surrounding business and services. These shall include the conditions set as follows:
   a. Deliveries shall not interfere with normal transportation circulation (vehicular, pedestrian, etc.);
   b. Operations shall not produce solid waste volumes in excess of 200% of the average of surrounding business' and services;
   c. Operations shall not qualify as a hazardous waste generator or small quantity generator as defined by state and federal environmental regulations;
   d. Operations shall not create conditions which would qualify as a nuisance or otherwise not be in compliance under other Boardman Municipal Codes; and
   e. Shall be compatible with other Commercial area activities and operations.

C. **Automobile Dependent and Auto-Oriented Uses and Facilities.**

1. "Automobile-dependent use" means that the use serves automobiles and/or other motor vehicles and the use cannot function without them. These uses are prohibited in the City Center Sub District, permitted as a conditional use in the Commercial District and allowed outright in the Service Center and Tourist Commercial Sub Districts because when unrestricted, they detract from the pedestrian-friendly character of the District and can consume large amounts of land compared to other permitted uses.

2. "Automobile-Orientated Uses" means that automobiles and/or other motor vehicles are an integral part of the use.

3. Standards: Automobile-dependent and Automobile-oriented uses shall comply with the following standards:

2.2.170 Special Standards for Certain Uses *(continued)*

a. Parking, Garages, and Driveways. All off-street parking, including surface lots and garages, shall be accessed from alleys or common driveways, placed underground, placed in structures above the ground floor, or in parking areas located behind or to the side of a building. All underground or structured parking garage entrances facing a street shall be recessed behind the front elevation by a minimum of six (6) feet and have minimum queuing areas of thirty (30) feet. On corner lots, garage entrances shall be oriented to a side-street (i.e., away from a main street) when vehicle access can not be provided from an alley or a common driveway.

b. Drive-up, drive-in, and drive-through facilities. Drive-up, drive-in, and drive-through facilities (e.g., associated with restaurants, banks, and similar uses) are permitted only when accessory to a primary commercial "walk-in" use, and shall conform to all of the standards listed below:
   i The facility receives access from an alley or common driveway, and not a street;
   ii None of the drive-up, drive-in or drive-through facilities (e.g., driveway queing areas, teller machines, service windows, drop boxes and similar facilities) are located within twenty (20) feet of a street and shall not be oriented to a street corner;
   iii The facility is subordinate to a primary permitted use. "Subordinate" means all components of the facility, in total, occupy less street frontage than the primary commercial or public/institutional building.

D. Variances.

The standards of this section may be modified by a Class B or C variance, as detailed in Chapter 5.

2.2.180 Tourist Commercial Sub District

A. Purpose. The purpose of the Tourist Commercial Sub District is to accommodate development of commercial facilities catering to the traveling public at the I-84 interchange. Retail services shall be limited to that necessary to serve travelers, in order to avoid competition with the Commercial District; Service Center Sub District and City Center Sub District businesses. The base standards of the Commercial District apply, except as modified by the standards of this Sub District.

2.2.180 Tourist Commercial Sub District *(continued)*

Table 2.2.180 A
Land Uses and Building Types Permitted in the Tourist Commercial Sub District

1. Residential* (CU): *Single-family* a. Single-family attached townhomes b. Two and Three family housing (duplex and triplex townhomes) c. Multi-family housing d. Residential care homes and facilities **2. Home occupations (CU)** **3. Bed & breakfast inns (CU)**	**4. Public and Institutional *:** a. Churches and other places of worship b. Clubs, lodges, similar uses c. Government offices and facilities (administration, public safety, transportation, utilities, and similar uses) d. Libraries, museums, community centers, concert halls and similar uses e. Public parking lots and garages f. Private utilities (office/administration) g. Public parks and recreational facilities h. Schools (public and private) (CU) i. Transportation Facilities and Improvements. 1. Normal operation, maintenance; 2. Installation of improvements within the existing right-of-way; 3. Projects identified in the adopted Transportation System Plan not requiring future land use review and approval; 4. Landscaping as part of a transportation facility; 5. Emergency Measures; 6. Street or road construction as part of an approved subdivision or partition; 7. Transportation projects that are not designated improvements in the Transportation System Plan ** (CU); and 8. Transportation projects that are not designed and constructed as part of an approved subdivision or partition** (CU)	**5. Commercial:** a. Auto-oriented and auto dependent uses and facilities, including truck stops* b. Vehicle sales and repair services, including automotive, truck, RV and boat; c. Veterinarian clinics, animal clinics, laboratory; d. Office uses e. Mixed-Use Development (housing and other permitted development) f. Motels Restaurants/Food service g. Medical Marijuana dispensary under Oregon Health Authority license ***(CU) h. Uses similar to those listed above **6. Industrial:** a. Light manufacture (e.g., small-scale crafts, electronic equipment, bakery, furniture, similar goods) when in conjunction with retail b. Machinery or heavy equipment sales and service

Uses marked with an asterisk (*) are subject to the standards in Section 2.2.180 - Special Standards for Certain Uses. Temporary uses are subject to the standards in Chapter 4.9. ** Uses marked with two asterisks are subject to the standards in Section 4.4.400.D. *** Uses subject to Section 4.4.400.E.

B. Special Standards [This section reserved for future use.]

2.2.190 City Center Sub District

A. Purpose and Applicability.

The City Center Sub District provides design standards for detailed, human-scaled design, while affording flexibility to use a variety of architectural styles. The City Center Sub District may be applied by a property owner and the City to a site, which meets the following locational criteria:

- The site shall be located within the Commercial District;
- The site shall be located within a radius of ¼-mile of (but not necessarily adjacent to) Main Street;
- The site shall be adjacent to Kinkade Road, Dillabaugh Boulevard or City Center Drive.

In order for this Sub District to apply, the property owner and the City shall describe how the site meets the above locational criteria. The application for the Sub District to apply is a Type III, quasi-judicial land use application described in Chapter 4. If the Sub District were applied, the following development would adhere to the Sub District standards:

1. Public and institutional buildings, except that the standards shall not apply to buildings which are not subject to site design review or those that do not receive the public (e.g., buildings used solely to house mechanical equipment, and similar uses); and

2. Commercial and mixed-use buildings subject to Site Design review.

B. Design Standards.

All of the following standards in the following section shall be met.

C. Detailed Storefront Design.

All buildings shall contribute to the storefront character and visual relatedness of downtown buildings. This criterion is met by providing all of the following design features listed in 1-4, below, along front building elevations (i.e., facing a street).

1. Corner building entrances on corner lots. Alternatively, a building entrance may be located away from the corner when the building corner is beveled or incorporates other detailing to reduce the angular appearance of the building at the street corner.

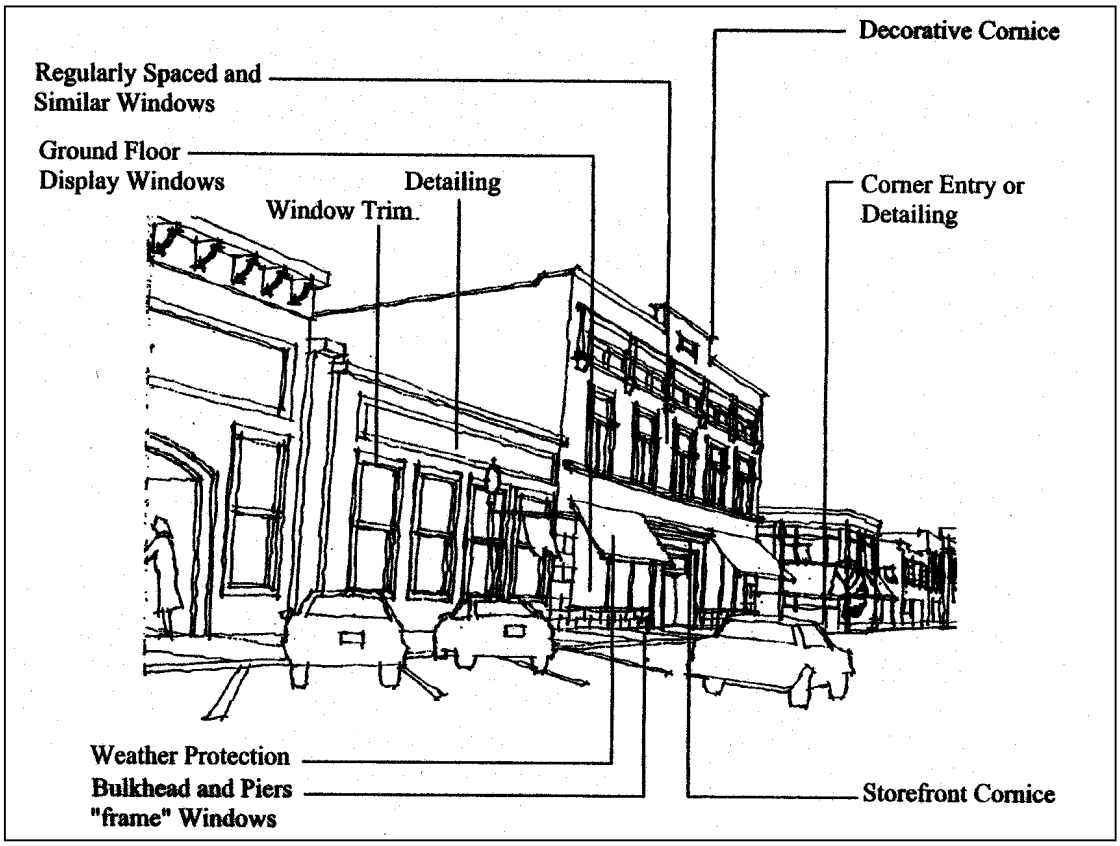
2. Regularly spaced and similar-shaped windows with window hoods or trim (all building stories).

3. Large display windows on the ground floor (non-residential uses only). Display windows shall be framed by bulkheads, piers and a storefront cornice (e.g., separates ground floor from second story, as shown above).

4. Decorative cornice at top of building (flat roof) or eaves provided with pitched roof.

2.2.190 City Center Sub District. *(continued)*

Figure 2.2.190C – City Center Building Design Elements (Typical)



Note: the example shown above is meant to illustrate required building design elements, and should not be interpreted as a required design style.

2.2.190 City Center Sub District *(continued)*

E. Building Orientation. This section is intended to promote the walkable, storefront character of the City Center by placing buildings close to the street. Placing buildings close to the street slows traffic down and provides more "eyes on the street", increasing the safety of public spaces. The standards, as listed on the following page and illustrated above, complement the maximum front yard setback standards in Section 2.2.120.

1. Applicability. This Section applies to new land divisions and all of the following types of development within the City Center Sub District:

   a. Commercial and mixed-use buildings subject to site design review. (Chapter 4.2).

   b. Public and institutional buildings subject to site design review. (Chapter 4.2) except that the standard shall not apply to buildings which are not subject to site design review or those that do not receive the public (e.g., buildings used solely to house mechanical equipment, and similar uses).

   c. Residential buildings subject to Site Design review shall comply with the Residential District design guidelines, as listed in Section 2.1.180, in addition to this section. Where conflicts occur, the more restrictive standard shall apply.

   Compliance with all of the provisions of Sections 2.2.190.E.2-4, below, shall be required.

2. Building Orientation Standard. All of the developments listed in Section 2.2.190.E shall be oriented to a street. The building orientation standard is met when all of the following criteria are met:

   a. The minimum and maximum setback standards in Section 2.2.120 are met.

   b. Buildings have their primary entrance(s) oriented to (facing) the street. Building entrances may include entrances to individual units, lobby entrances, entrances oriented to pedestrian plazas, or breezeway/courtyard entrances (i.e., to a cluster of units or commercial spaces). Alternatively, a building may have its entrance facing a side yard when a direct pedestrian walkway is provided between the building entrance and the street right-of-way.

   c. Off-street parking, driveways or other vehicular circulation shall not be placed between a building and the street that is used to comply with subsection '2', above. On corner lots, buildings and their entrances shall be oriented to the street corner, as shown above; parking, driveways and other vehicle areas shall be prohibited between buildings and street corners.

3. Active Ground Floor Standard. The streetside portions of the lower floors of all buildings shall contain shops, offices, lobbies, and other activities oriented toward the passerby. Display windows for viewing the activity inside the building shall be provided.

4. Continuous Building Frontage. Buildings should be built to the property lines on either side so as to create a continuous line of storefronts. Access may be provided to the rear parking areas of the shops, offices etc. by an internal walkway.

2.2.190 City Center Sub District. *(continued)*

E. **Residential Uses**. Higher density residential uses, such as multi-family buildings and attached townhomes, are permitted to encourage housing near employment, shopping and services. All residential developments shall comply with the following standards which are intended to require mixed-use development; conserve the community's supply of commercial land for commercial uses; provide for designs which are compatible with the balance of the City Center Sub District; avoid or minimize impacts associated with traffic and parking; and ensure proper management and maintenance of common areas. Residential uses that existed prior to the effective date of this code are exempt from this section.

1. Mixed-Use Development. Residential uses may be permitted when part of a mixed-use development (residential with commercial or public/institutional use). Both "vertical" mixed-use (housing above the ground floor), and "horizontal" mixed-use (housing on the ground floor) developments are allowed, subject to the standards in 2.2.190(A)(2-6).

2. Limitation on street-level housing. Ground floor street frontage will be limited to upper floor residential access only. This standard is intended to reserve commercial space for commercial uses and public/institutional uses; it does not limit residential uses above the street level on upper stories.

3. Density. There is no minimum or maximum residential density standard. Density shall be controlled by building design, fire/life/safety design, the applicable lot coverage, floor area, building height standards and off-street parking requirements.

4. Parking, Garages, and Driveways. All off-street vehicle parking, including surface lots and garages, shall be oriented for reasonable access. Parking may be placed underground, placed in structures above the ground floor, or located in parking areas located behind or to the side of the building. All garage entrances facing a street (e.g., underground or structured parking) shall be recessed behind the front building elevation by a minimum of six (6) feet and have minimum queing areas of thirty (30) feet. On corner lots, garage entrances shall be oriented to a side street (i.e., away from a main street).

5. Creation of Alleys. When a subdivision (e.g., four or more townhome lots) is proposed, a public or private alley may be created for the purpose of vehicle access. Alleys are not required when existing development patterns make construction of an alley impractical. As part of a subdivision, the City may require dedication of right-of-way or easements, and construction pathways between townhome lots (e.g., between building breaks) to provide pedestrian connections through a development site, in conformance with Chapter 3.1 – Access and Circulation.

6. Common Areas. All common areas (e.g., walkways, drives, courtyards, private alleys, parking courts, etc.) and building exteriors shall be maintained by a homeowners association or other legal entity. Copies of any applicable covenants, restrictions and conditions shall be recorded and provided to the city prior to building permit approval.

2.2.190 City Center Sub District. *(continued)*

F. **Sidewalk Displays.** Sidewalk display of merchandise and vendors shall be limited to stationary, crafts, plants, gardening/floral products, food, books, newspapers, bicycles, and similar small items for sale or rental to the public. A minimum clearance of five (5) feet shall be maintained. Display of larger items, such as automobiles, trucks , motorcycles, buses recreational vehicles/boats construction equipment, building materials, or similar items are prohibited.

2.2.200 Service Center Sub District

A. Purpose. The Service Center Sub District is designed to accommodate heavy commercial uses and light industrial uses along portions of the I-84 corridor. The base standards of the Commercial District apply, except as modified by the standards of this Sub District.

B. Uses Permitted. The land uses listed in Table 2.2.200B are permitted in the Service Center Sub District, subject to the provisions of this Chapter. Only land uses that are specifically listed in Table 2.2.200B and land uses that are approved as "similar" to those in Table 2.2.200B, may be permitted. The land uses identified with a "CU" in Table 2.2.200B require Conditional use Permit approval prior to development or a change in use, in accordance with Chapter 4.4.

2.2.200 Service Center Sub District *(continued)*

Table 2.2.200B
Land Uses and Building Types Permitted in the Service Center Sub District

1. Residential: a. One caretaker unit shall be permitted for each development, subject to the standard in Section 2.2.200D. b. RV Parks (CU) **2. Public and Institutional:** a. Government facilities (e.g. public safety, utilities, school district bus facilities, public works yards, transit and transportation and similar facilities) where the public is generally not received. b. Private utilities (e.g. natural gas, electricity, telephone, cable and similar facilities) c. Water supply and treatment facility (CU) d. Sewage disposal and treatment facility (CU)	e. Transportation Facilities and Improvements. 1. Normal operation, maintenance; 2. Installation of improvements within the existing right-of-way; 3. Projects identified in the adopted Transportation System Plan not requiring future land use review and approval; 4. Landscaping as part of a transportation facility; 5. Emergency Measures; 6. Street or road construction as part of an approved subdivision or partition; 7. Transportation projects that are not designated improvements in the Transportation System Plan ** (CU); and **3.** Transportation projects that are not designed and constructed as part of an approved subdivision or partition** (CU)	**4. Commercial:** a. Retail store, office or service establishment b. Commercial / industrial full service trucking and automotive facilities, to include automobile service stations and vehicle refueling. c. Commercial residential use, to include tourist or travelers' accommodations. d. Commercial amusement or recreation establishment. Medical Marijuana dispensary, Medical Marijuana Grow Facility (not on same parcel) *** (CU) **5. Industrial:** a. Manufacturing or warehousing. **5. Agricultural:** a. Farming excluding commercial livestock feedlot, livestock sales yard hog farms and mink farms. b. Agriculturally-oriented commercial use.(CU) c. Medical Marijuana Grow Facility *** (CU) **6. Services:** a. Kennel or animal hospital. **5. Wireless Communication Equipment -** subject to the standards in Chapter 3.6.200.

Uses marked with an asterisk (*) are subject to the standards in Section 2.2.180 - Special Standards for Certain Uses. Temporary uses are subject to the standards in Chapter 4.9. ** Uses marked with two asterisks are subject to the standards in Section 4.4.400.D. *** Uses subject to Section 4.4.400.E.

2.2.200 Service Center Sub District *(continued)*

B. Other Yard Requirements.

1. Buffering. The City may require landscaping, walls or other buffering in setback yards to mitigate adverse noise, light, glare, and aesthetic impacts to adjacent properties.
2. Neighborhood Access. Construction of pathway(s) within setback yards may be required to provide pedestrian connections to adjacent neighborhoods or other districts, in accordance with Chapter 3.1 - Access and Circulation Standards.
3. Building and Fire Codes. All developments shall meet applicable fire and building code standards, which may require setbacks different from those listed above (e.g., combustible materials, etc.).

C. Determination of Similar Land Use. Similar use determinations shall be made in conformance with the procedures in Chapter 4.8 – Interpretations.

2.2.200 Service Center Sub District *(continued)*

C. **Residential Caretakers.** One residential caretaker unit shall be permitted for each primary industrial use, subject to the following conditions:

1. The unit shall be served with public water and sanitary sewerage disposal, in conformance with City engineering requirements.

2. Caretaker units shall be required to meet applicable fire safety and building code requirements, in addition to the applicable setback standards of this chapter.

D. **Wireless communication equipment.** Wireless communication equipment includes radio (i.e., cellular), television and similar types of transmission and receiving facilities. The requirements for wireless communication equipment are provided in Chapter 3.6.200. Wireless communication equipment shall also comply with required setbacks, lot coverage and other applicable standards of the Commercial District.

2.2.210 - BPA Transmission Easement Sub District

A. Purpose: The purpose of this sub district is to identify the limitations, opportunities and process to be followed on properties, within the Commercial District, directly affected by the Three Hundred Ninety foot (390') wide Bonneville Power Administration (BPA) Transmission Line Easement. The language contained within this section is to identify flexibility in possible uses of the land under the BPA transmission lines, within the land use agreements stipulated by the BPA for the easement. All uses within the easement shall be approved by agreement with BPA prior to approval for development by the City.

B. Building Restrictions: No permanent structures will be allowed within the easement area. However, buildings may go on the portions of the property outside of the easement as part of the overall development which may include land within the easement.

C. Height Restrictions: No foliage or other item will be allowed to exceed twelve feet (12') in height.

D. Utility and Transportation Infrastructure: Utility and transportation infrastructure shall be allowed within guidelines approved by the BPA in writing. This includes, streets, electrical, water, sewer, telephone, gas, TV, and other essential services infrastructure to provide for any allowed commercial activities.

E. Transmission Line Tower Setbacks: The minimum setback from any transmission line tower shall be fifty feet (50') for all activities. Towers shall be protected from any traffic or other possible disturbance to the structural integrity of the towers.

2.2.210 - BPA Transmission Easement Sub District *(continued)*

F. Allowable Uses: The uses identified in 2.2.210 (F) (1-13) shall be considered for approval under a Conditional Use Permit process, as identified in Boardman Development Code Chapter 4.4. All submission requirements of Chapter 4.4 will be reviewed and will be forwarded, by the applicant, to the BPA for an approved and signed Land Use Agreement prior to any Conditional Use Hearing by the Planning Commission.

1. Single family townhomes
2. Residential duplexes or triplexes
3. Multi-family apartments
4. Residential Caretaker Unit
5. Parking lot
6. Vehicle storage
7. Vehicle sales lot
8. Vineyard operation, with retail/wholesale component*
9. Garden center/Nursery, with retail/wholesale component*
10. Mobile vendor station lease space
11. Retail sales operations with an outdoor component which are compatible with surrounding neighborhood.
12. Utility infrastructure including water lines, sewer lines, stormwater management, electrical service lines, gas lines, television cable, telephone lines, communications lines, transportation routes, and other necessary infrastructure to service the sub district.
13. Other uses considered compatible by the Boardman Planning Commission through Conditional Use Permitting process.

* = Structures necessary for retail/wholesale offices, storage, etc. must be located outside of BPA easement.

G. Safety Precautions:

1. Vehicular activities where vehicles are stored or parked for periods over two (2) hours shall have grounding mechanisms to prevent static electricity build up to prevent shock hazards.
2. Utility facilities shall be protected from shock hazards associated with static electricity discharge.
3. No combustible materials shall be stored within the easement unless approved in the Land Use Agreement from BPA.

H. Driveways and Parking Areas: Driveways and parking areas may be compacted and maintained gravel if approved by the BPA and Boardman Planning Commission to meet safety requirements in the BPA Land Use Agreement. Driveway approaches and all areas abutting a public street shall be hard surface to prevent gravel encroachment onto the street.

I. Residential Caretakers: One residential caretaker unit may be permitted for each primary commercial use, subject to the following conditions.

1. The unit shall be served with public water and sanitary sewerage disposal, in conformance with City engineering requirements.

2.2.210 - BPA Transmission Easement Sub District *(continued)*

2. Caretaker units shall be required to meet applicable fire safety and building code requirements, in addition to the applicable setback standards of this chapter (chapter 2.2) and sub district.
3. Other conditions identified by the Bonneville Power Administration or the Boardman Planning Commission:

J. Yard Requirements:

1. Buffering; The City may require landscaping, walls, or other buffering in setbacks areas to mitigate adverse noise, light, glare and aesthetic impacts to adjacent properties.
2. Neighborhood Access; Construction of pathway(s) within setbacks may be required to provide pedestrian connection to neighborhoods or other districts, in accordance with Chapter 3.1 of this Code and requirements of the Bonneville Power Administration.
3. Building and Fire Codes; All developments shall meet applicable fire, building and Bonneville Power Administration code standards, which may require setback different from those listed above.

Chapter 2.3 - General Industrial (GI) District

Sections:

2.3.100 - Purpose
2.3.110 - Permitted Land Uses
2.3.120 - Development Setbacks
2.3.130 - Lot Coverage
2.3.140 - Development Orientation
2.3.150 - Building Height
2.3.160 - Special Standards for Certain Uses
2.3.170 - Port Industrial Sub District

2.3.100 Purpose

The General Industrial District accommodates a range of light and heavy industrial land uses. It is intended to segregate incompatible developments from other districts, while providing a high-quality environment for businesses and employees. This chapter guides the orderly development of industrial areas based on the following principles:

- Provide for efficient use of land and public services;
- Provide transportation options for employees and customers;
- Locate business services close to major employment centers;
- Ensure compatibility between industrial uses and nearby commercial and residential areas;
- Provide appropriate design standards to accommodate a range of industrial users, in conformance with the Comprehensive Plan.

2.3.110 Permitted Land Uses

A. Permitted Uses. The land uses listed in Table 2.3.110.A are permitted in the General Industrial District, subject to the provisions of this Chapter. Only land uses that are specifically listed in Table 2.3.110.A, and land uses that are approved as "similar" to those in Table 2.3.110, may be permitted. The land uses identified with a "CU" in Table 2.3.110.A require Conditional Use Permit approval prior to development or a change in use, in accordance with Chapter 4.4.

B. Determination of Similar Land Use. Similar use determinations shall be made in conformance with the procedures in Chapter 4.8 - Interpretations.

2.3.110 Permitted Land Uses *(continued)*

Table 2.3.110.A
Land Uses and Building Types Permitted in the General Industrial District

1. Industrial:

a. Heavy manufacturing, assembly, and processing of raw materials;
b. Light manufacture (e.g., electronic equipment, printing, bindery, furniture, and similar goods);
c. Warehousing and distribution;
d. Junk yard, motor vehicle wrecking yards, and similar uses;
e. Uses similar to those listed above

2. Public and institutional uses

a. Government facilities (e.g., public safety, utilities, school district bus facilities, public works yards, transit and transportation, and similar facilities) where the public is generally not received;
b. Private utilities (e.g., natural gas, electricity, telephone, cable, and similar facilities);
c. Passive open space (e.g., natural areas);
d. Transportation facilities and improvements:
   1. Normal operation, maintenance;
   2. Installation of improvements within the existing right-of-way;
   3. Projects identified in the adopted Transportation System Plan not requiring future land use review and approval;
   4. Landscaping as part of a transportation facility;
   5. Emergency Measures;
   6. Street or road construction as part of an approved subdivision or partition;
   7. Transportation projects that are not designated improvements in the Transportation System Plan ** (CU); and
   8. Transportation projects that are not designed and constructed as part of an approved subdivision or partition** (CU)
e. Special district facilities (e.g., irrigation district, and similar facilities);
f. Vocational schools co-located with parent industry or sponsoring organization;
g. Uses similar to those listed above.

3. Residential:

a. One caretaker unit shall be permitted for each development, subject to the standards in Section 2.3.160. Other residential uses are not permitted, except that residences existing prior to the effective date of this Code may continue.

4. Commercial:

a. Offices and other commercial uses that are integral to a primary industrial use (e.g., administrative offices, and wholesale of goods produced on location and similar uses);
b. Small-scale retail and service commercial uses up to 10 percent of building in total floor area, for general use of industrial use employees and customers (e.g., restaurants, hair salons, banks, dry cleaners, book stores, coffee retailers).

5. Wireless Communication Equipment - subject to the standards in Chapter 3.6.200.

6. Accessory uses and Structures

Land uses with (CU) shall require a Conditional Use Permit in accordance with Chapter 4.4. Uses marked with an asterisk (*) are subject to the standards in Section 2.3.160 Special Use standards, "Special Standards for Certain uses)" ** Uses marked with two asterisks are subject to the standards in Section 4.4.400 D.

2.3.110.B Land Uses Prohibited in General Industrial District

Only uses specifically listed in Table 2.3.110.A, and uses similar to those in Table 2.3.110.A, are permitted in this district. The following uses are expressly prohibited: new housing, churches and similar facilities, and schools.

2.3.120 Development Setbacks

Development setbacks provide separation between industrial and non-industrial uses for fire protection/security, building maintenance, sun light and air circulation, noise buffering, and visual separation.

A. Front Yard Setbacks. The minimum front yard setback shall be 20 feet. The setback standard shall increase by one foot for every one foot of building height in excess of 30 feet.

B. Rear Yard Setbacks. There is no required rear yard setback, except that industrial development (i.e., buildings, parking, outdoor storage and industrial activities) shall be set back from Residential districts by a minimum of 40 feet, and from other non-General Industrial districts by a minimum of 20 feet; the rear setback in this case shall increase by one foot for every one foot of building height in excess of 30 feet for all other non General Industrial districts.

C. Side Yard Setbacks. There are no required side-yard setbacks, except that industrial development (i.e., buildings, parking, outdoor storage and industrial activities) shall be set back from Residential districts by a minimum of 40 feet, and from other non-General Industrial districts by a minimum of 20 feet; the rear setback in this case shall increase by one foot for every one foot of building height in excess of 30 feet for all other non General Industrial districts.

D. Other Yard Requirements.

1. Buffering. The City may require landscaping, walls or other buffering in setback yards to mitigate adverse noise, light, glare, and aesthetic impacts to adjacent properties.

2. Neighborhood Access. Construction of pathway(s) within setback yards may be required to provide pedestrian connections to adjacent neighborhoods or other districts, in accordance with Chapter 3.1 - Access and Circulation Standards.

3. Building and Fire Codes. All developments shall meet applicable fire and building code standards, which may require setbacks different from those listed above (e.g., combustible materials, etc.).

4. Noise. Uses that are likely to create significant adverse noise impacts and create noise which meets or exceeds 55dBA (in a 24-hour average) shall be prohibited.

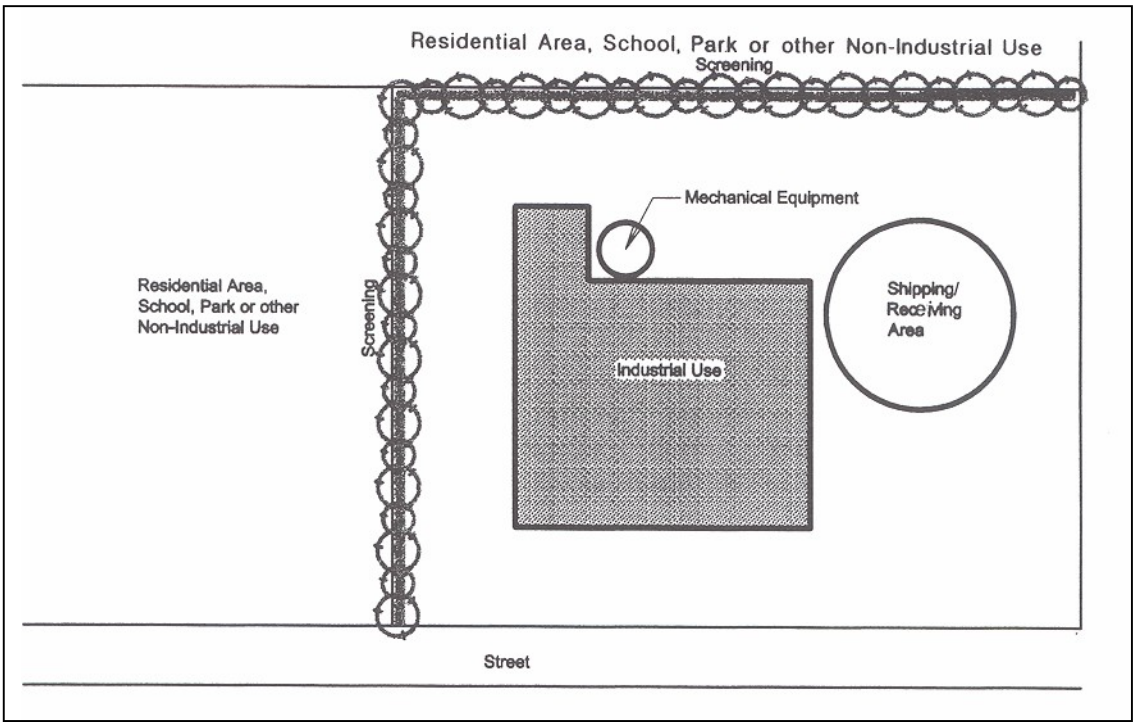
2.3.130 Lot Coverage

The maximum allowable lot coverage in the General Industrial District is 75 percent. The maximum allowable lot coverage is computed by calculating the total area covered by buildings and impervious (paved) surfaces, including accessory structures. Compliance with other sections of this code may preclude development of the maximum lot coverage for some land uses.

2.3.140 Development Orientation

Industrial developments shall be oriented on the site to minimize adverse impacts (e.g., noise, glare, smoke, dust, exhaust, vibration, etc.) and protect the privacy of adjacent (non-industrial) uses to the extent possible. The following standards shall apply to all development in the General Industrial District:

Figure 3.A - Industrial Development Orientation



A. Mechanical equipment, emissions, shipping/receiving areas, and other components of an industrial use that are outside enclosed buildings, shall be located away from residential areas, schools, parks and other non-industrial areas to the maximum extent practicable; perimeter lighting shall be pointed inward to meet this standard and;

B. The City may require a landscape buffer, or other visual or sound barrier (fence, wall, landscaping, or combination thereof) to mitigate adverse impacts that cannot be avoided through building orientation standards alone.

2.3.150 Building Height

The following building height standards are intended to promote land use compatibility and flexibility for industrial development at an appropriate community scale:

A. **Base Requirement.** Buildings shall be no more than 3 stories or 35 feet in height, whichever is greater, and shall comply with the building setback/height standards in Section 2.3.120.

B. **Performance Option.** The allowable building height may be increased to 45 feet, when approved as part of a Conditional Use Permit. The development approval may require additional setbacks, stepping-down of building elevations, visual buffering, screening, and/or other appropriate measures to provide a height transition between industrial development and adjacent non-industrial development. Smoke stacks, cranes, roof equipment, grain elevators, storage silos and other similar features which are necessary to the industrial operation may not exceed 55 feet in height without approval of a Conditional Use Permit.

C. **Method of Measurement.** "Building height" is measured as the vertical distance above a reference datum measured to the highest point of the coping of a flat roof or to the deck line of a mansard roof or to the average height of the highest gable of a pitched or hipped roof (see Figure 2.1.160 for examples of measurement). The reference datum shall be selected from either of the following; whichever yields a greater height of building:

1. The elevation of the highest adjoining sidewalk or ground surface within a five-foot horizontal distance of an exterior wall of the building when such sidewalk or ground surface is not more than 10 feet above the lowest grade;

2. An elevation 10 feet higher than the lowest grade when the sidewalk or ground surface described in subsection 'a' is more than 10 feet above the lowest grade. The height of a stepped or terraced building is the maximum height of any segment of the building. Not included in the maximum height are: bell towers, steeples, flag poles, antennas and similar features which are not for human occupancy.

2.3.160 Special Standards for Certain Uses

A. **Uses With Significant Noise, Light/Glare, Dust, Vibration, or Traffic Impacts.** The following uses shall require Conditional Use Permit approval, in addition to Development Review or Site Design Review:

1. Uses With Significant Noise, Light/Glare, Dust and Vibration Impacts. Uses that are likely to create significant adverse impacts beyond the Industrial District boundaries, such as noise, light/glare, dust, or vibration, shall require conditional use approval, in conformance with Chapter 4.4. The following criteria shall be used in determining the adverse impacts of a use are likely to be "significant":

   a. *Noise.* The noise level beyond the property line exceeds *55* dBA (24-hour average) on a regular basis. Enforcement of this standard is governed under police enforcement.

   b. *Light/glare.* Lighting and/or reflected light from the development exceeds ordinary ambient light and glare levels (i.e., levels typical of the surrounding area).

2.3.160 Special Standards for Certain Uses *(continued)*

c. *Dust and/or Exhaust.* Dust and/or exhaust emissions from the development exceed ambient dust or exhaust levels, or levels that existed prior to development.

d. *Vibration.* Vibration (e.g., from mechanical equipment) is sustained and exceeds ambient vibration levels (i.e., from adjacent roadways and existing land uses in the surrounding area).

2. Traffic. Uses which are likely to generate unusually high levels of vehicle traffic due to shipping and receiving. "Unusually high levels of traffic" means that the average number of daily trips on any existing street would increase by 20 percent or more as a result of the development and 100 vehicles per day. The City may require a traffic impact analysis prepared by a qualified professional prior to deeming a land use application complete, and determining whether the proposed use requires conditional use approval. Applicants may be required to provide a traffic analysis for review by ODOT for developments that increase traffic on state highways.

3. Resource extraction, such as the operation of mineral and aggregate quarries and similar uses, shall require a Conditional Use Permit. The applicant shall also be required to prepare a site reclamation plan for review and approval by the City and other affected agencies, prior to commencing resource extraction. The required scope of the reclamation plan shall be identified by the Conditional Use Permit, and shall comply with applicable requirements of State natural resource regulatory agencies.

B. Residential Caretakers. One residential caretaker unit shall be permitted for each primary industrial use, subject to the following conditions:

1. The unit shall be served with public water and sanitary sewerage disposal, in conformance with City engineering requirements.

2. Caretaker units shall be required to meet applicable fire safety and building code requirements, in addition to the applicable setback standards of this chapter.

C. Wireless communication equipment. Wireless communication equipment includes radio (i.e., cellular), television and similar types of transmission and receiving facilities. The requirements for wireless communication equipment are provided in Chapter 3.6.200. Wireless communication equipment shall also comply with required setbacks, lot coverage and other applicable standards of the Industrial District.

D. Shipping Containers. Shipping containers can be used in the General Industrial use zone as either a primary or secondary structure when meeting the following requirements and following prescribed siting procedures.

1. As a structure for storage purposes they shall be painted a color complementary to the primary structure and shall have all container markings removed or covered. Damaged or rusty containers shall not be permitted. A Building Permit is required, and the unit shall not be occupiable or habitable.
2. As a primary or accessory structure to be occupiable Shipping Containers are permitted through the Conditional Use Permit process as outlined in Chapter 4.4 Conditional Use Permits, specifically 4.4.400.F Shipping Containers as Occupiable Structures.

2.3.170 Port Industrial Sub District (PI)

A. Purpose. The Port Industrial Sub District is intended to regulate development at portions of the Port of Morrow Industrial Park and other appropriate locations. The Sub District is intended to provide for port-related industrial uses and aerospace-related industrial uses which are not devoted to research and development. The Sub District is intended to provide an industrial sanctuary, limiting commercial uses to those appropriate and necessary to serve the needs of the workers employed within the Sub District.

B. Applicability. In the PI Sub District the following regulations shall apply.

Table 2.3.110.A
Land Uses and Building Types Permitted in the Port Industrial Sub District

1. **Industrial:** a. Water-dependent industrial uses which are Port-related; b. Aerospace-related industrial uses c. Chemical and primary metal industrial uses which are Port-related; d. Port-related industrial uses which are land intensive; e. Lumber and wood products manufacturing and other related industrial uses, which are Port-related; f. Effluent disposal of industrial wastes, agricultural activities in conjunction therewith; g. Manufacturing, refining, processing or assembling of any agricultural, mining or industrial product; h. Storage, warehousing, distributing, assembly, selling packaging or servicing any products of agriculture, mining or industry, excluding commercial uses in conjunction thereof; i. Power generating and utility facilities; j. Oil module production and shipping and related industrial uses which are Port-related; k. Ship building and repair; l. Any other industrial use authorized by ORS 777.250 **2. Public and institutional uses:** Transportation facilities and improvements: a. Normal operation, maintenance; b. Installation of improvements within the existing right-of-way; c. Projects identified in the adopted Transportation System Plan not requiring future land use review and approval; d. Landscaping as part of a transportation facility; e. Emergency Measures; f. Street or road construction as part of an approved subdivision or partition; g. Transportation projects that are not designated improvements in the Transportation System Plan ** (CU); and h. Transportation projects that are not designed and constructed as part of an approved subdivision or partition** (CU)	**3. Residential: (CU)** a. One caretaker unit shall be permitted for each development, subject to the standards in Section 2.3.160. Other residential uses are not permitted, except that residences existing prior to the effective date of this Code may continue. **4. Commercial: (CU)** a. Offices and other commercial uses that are integral to a primary industrial use (e.g., administrative offices, and wholesale of goods produced on location and similar uses); b. Small-scale retail and service commercial uses up to 10,000 square feet of total floor area per site, for general use of industrial use employees and customers (e.g., restaurants, hair salons, banks, dry cleaners, book stores, coffee retailers). **5. Wireless Communication Equipment -** subject to the standards in Chapter 3.6.200. **6. Accessory uses and Structures**

Land uses with (CU) shall require a Conditional Use Permit in accordance with Chapter 4.4. Uses marked with an asterisk (*) are subject to the standards in Section 2.3.160 Special Use standards, "Special Standards for Certain uses)"
** Uses marked with two asterisks are subject to the standards in Section 4.4.400 D. "Port-related" uses identifies the Port of Morrow.

2.3.170 Port Industrial Sub District (PI) *(continued)*

D. Limitations on Uses.

1. Material shall be stored and grounds shall be maintained in a manner which will not create a health hazard.

2. All related provisions of the Oregon Revised Statutes shall be complied with, particularly those dealing with hazardous substances and radioactive materials.

E. Dimension Requirements.

The following dimensional requirements apply to all buildings and structures constructed, placed or otherwise established in the PI Sub District.

1. Minimum front yard setback: Thirty (30) feet. No structure shall be erected closer than ninety (90) feet from the centerline of any public, county or state road. Structures on corner or through lots shall observe the minimum front yard setback on both streets.

2. Minimum side and rear yard setback: Ten (10) feet.

3. Maximum lot coverage: Lot coverage may be up to 100% in this Sub District. This standard may be limited by dimensional, landscaping and other land use standards within the Code.

4. Maximum building height: No limitation.

F. Interpretation.

1. In the event that it is unclear to City staff whether a proposed use is a permitted use within the PI Sub District, Chapter 4.8, Interpretations, shall be followed.

G. Additional Requirements.

1. The Port shall establish a master plan for the area that assures compatibility of Port uses with adjacent land uses. The master plan should include provisions for buffering, traffic circulation, lighting, and landscaping, as necessary, to ensure compatibility.

2. The plan shall be subject to review and approval by the City of Boardman Planning Commission

Chapter 2.4 - Light Industrial (LI) District

Sections:

2.4.100 - Purpose
2.4.110 - Permitted Land Uses
2.4.120 - Development Setbacks
2.4.130 - Lot Coverage
2.4.140 - Building Height
2.4.150 - Building Orientation
2.4.160 - Design Guidelines and Standards
2.4.170 - Special Standards for Certain Uses

2.4.100 Purpose

The Light Industrial District accommodates a range of light manufacturing, industrial-office uses, automobile-oriented commercial uses (*e.g.,* lodging, restaurants, auto-oriented retail), and similar uses which are not appropriate in downtown or main street areas. The district's standards are based on the following principles:

- Ensure efficient use of land and public services.
- Provide a balance between jobs and housing, and encourage mixed-use development.
- Provide transportation options for employees and customers.
- Provide business services close to major employment centers.
- Ensure compatibility between industrial uses and nearby residential areas.
- Provide appropriately zoned land with a range of parcel sizes for industry.
- Provide for automobile-oriented uses, while preventing strip-commercial development in highway corridors.

2.4.110 Permitted Land Uses

A. Permitted Uses. The land uses listed in Table 2.4.110.A are permitted in the Light Industrial District, subject to the provisions of this Chapter. Only land uses which are specifically listed in Table 2.4.110.A, and land uses which are approved as "similar" to those in Table 2.4.110, may be permitted. The land uses identified with a "CU" in Table 2.4.110.A require Conditional Use Permit approval prior to development or a change in use, in accordance with Chapter 4.4.

B. Determination of Similar Land Use. Similar use determinations shall be made in conformance with the procedures in Chapter 4.8 - Interpretations.

2.4.110 Permitted Land Uses *(continued)*

Table 2.4.110.A
Land Use Types Permitted in the Light Industrial District

1. Industrial *:
a. Light manufacture (*e.g.,* electronic equipment, printing, bindery, furniture, and similar goods)
b. Research facilities
c. Warehousing and distribution
d. Mini-warehouse and storage
e. Similar uses

2. Commercial :
a. Automobile-oriented uses (vehicle repair, sales, rental, storage, service; and drive-up, drive-in, and drive-through facilities)
b. Hotels and motels
c. Medical and dental clinics and laboratories
d. Outdoor commercial uses (e.g., outdoor storage and sales)
e. Personal and professional services (e.g., child care, catering/food services, restaurants, laundromats and dry cleaners, barber shops and salons, banks and financial institutions, and similar uses)
f. Repair services
g. Retail trade and services, not exceeding 60,000 square feet of floor area per building
h. Wholesale trade and services, not exceeding 60,000 square feet of floor area per building
i. Uses similar to those listed above

3. Civic and Semi-Public Uses :
a. Government facilities (*e.g.,* public safety, utilities, school district bus facilities, public works yards, transit and transportation, and similar facilities)
b. Utilities (*e.g.,* natural gas, electricity, telephone, cable, and similar facilities)
c. Special district facilities (*e.g.,* irrigation district and similar facilities)
d. Transportation facilities and improvements:
   1. Normal operation, maintenance;
   2. Installation of improvements within the existing right-of-way;
   3. Projects identified in the adopted Transportation System Plan not requiring future land use review and approval;
   4. Landscaping as part of a transportation facility;
   5. Emergency Measures;
   6. Street or road construction as part of an approved subdivision or partition;
   7. Transportation projects that are not designated improvements in the Transportation System Plan ** (CU); and
   8. Transportation projects that are not designed and constructed as part of an approved subdivision or partition** (CU)
e. Uses similar to those listed above.

4. Accessory Uses and Structures

5. Wireless communication equipment (CU)

Land uses with (CU) shall require a Conditional Use Permit in accordance with Chapter 4.4. Uses marked with an asterisk (*) are subject to the standards in Section 2.4.170 Special Use standards, "Special Standards for Certain uses)"
** Uses marked with two asterisks are subject to the standards in Section 4.4.400 D.

2.4.110.B Land Uses Prohibited in Light Industrial District

Only uses specifically listed in Table 2.4.110.A, and uses similar to those in Table 2.4.110.A, are permitted in this district. The following uses are expressly prohibited: new housing, churches and similar facilities, and non-vocational schools.

2.4.120 Development Setbacks

Development setbacks provide building separation for fire protection/security, building maintenance, sunlight and air circulation, noise buffering, and visual separation. Development setbacks are measured from the building foundation to the respective property line.

A. Front Yard Setbacks. The minimum front yard setback shall be 15 feet, except that additional setback yards may be required to provide for planned widening of an adjacent street.

B. Rear Yard Setbacks. There is no required rear yard setback, except that buildings shall be set back from the Residential District by a minimum of 20 feet.

C. Side Yard Setbacks. There are no required side-yard setbacks, except that buildings shall be set back from the Residential District by a minimum of 15 feet.

D. Other Yard Requirements.

1. Buffering. A 20-foot minimum buffer zone shall be required between development and any adjacent Residential District. The buffer zone shall provide landscaping to screen parking, service and delivery areas, and walls without windows or entries. The buffer may contain pedestrian seating but shall not contain any trash receptacles or storage of equipment, materials, vehicles, etc. The landscaping standards in Chapter 3.2 may require buffering other situations, as well.

2. Neighborhood Access. Construction of pathway(s) and fence breaks in yard setbacks may be required to provide pedestrian connections to adjacent neighborhoods or other districts, in accordance with Chapter 3.1 - Access and Circulation Standards.

3. Building and Fire Codes. All developments shall meet applicable fire and building code standards, which may require setbacks different from those listed above (e.g., combustible materials, etc.).

2.4.130 Lot Coverage

The maximum allowable lot coverage in the Light Industrial District is 80 percent. The maximum allowable lot coverage is computed by calculating the total area covered by buildings and impervious (paved) surfaces, including accessory structures. Compliance with other sections of this code may preclude development of the maximum lot coverage for some land uses.

2.4.140 Building Height

The following building height standards are intended to promote land use compatibility and flexibility for industrial development at an appropriate community scale:

A. **Base Requirement.** Buildings shall be no more than 3 stories or 35 feet in height, whichever is greater.

B. **Performance Option.** The allowable building height may be increased to 45 feet, when approved as part of a Conditional Use Permit. The development approval may require additional setbacks, stepping-down of building elevations, visual buffering, screening, and/or other appropriate measures to provide a height transition between the development and adjacent non-industrial development. Roof equipment and other similar features, which are necessary to the industrial operation, shall be screened, and may not exceed 55 feet in height without approval of a Conditional Use Permit.

C. **Method of Measurement.** "Building height" is measured as the vertical distance above a reference datum measured to the highest point of the coping of a flat roof or to the deck line of a mansard roof or to the average height of the highest gable of a pitched or hipped roof. (See Figure 2.1.160 for examples of measurement.) The reference datum shall be selected from either of the following, whichever yields a greater height of building:

1. The elevation of the highest adjoining sidewalk or ground surface within a five-foot horizontal distance of an exterior wall of the building when such sidewalk or ground surface is not more than 10 feet above the lowest grade;

2. An elevation 10 feet higher than the lowest grade when the sidewalk or ground surface described in subsection 'a' is more than 10 feet above the lowest grade. The height of a stepped or terraced building is the maximum height of any segment of the building.

2.4.150 Building Orientation

All of the following standards shall apply to new development within the Light Industrial District in order to reinforce streets as public spaces and encourage alternative modes of transportation, such as walking, and bicycling.

A. **Building Entrances.** All buildings shall have a primary entrance oriented to a street. "Oriented to a street" means that the building entrance faces the street, or is connected to the street by a direct and convenient pathway. Streets used to comply with this standard may be public streets, or private streets that contain sidewalks and street trees, in accordance with the design standards in Chapter 3.

B. **Corner Lots.** Buildings on corner lots shall have their primary entrance oriented to the street corner, or within 20 feet of the street corner (i.e., as measured from the lot corner). In this case, the street corner shall provide an extra-wide sidewalk or plaza area with landscaping, seating or other pedestrian amenities. The building corner shall provide architectural detailing or beveling to add visual interest to the corner.

C. **Pathway Connections.** Pathways shall be placed through yard setbacks as necessary to provide direct and convenient pedestrian circulation between developments and neighborhoods. Pathways shall conform to the standards in Chapter 3.

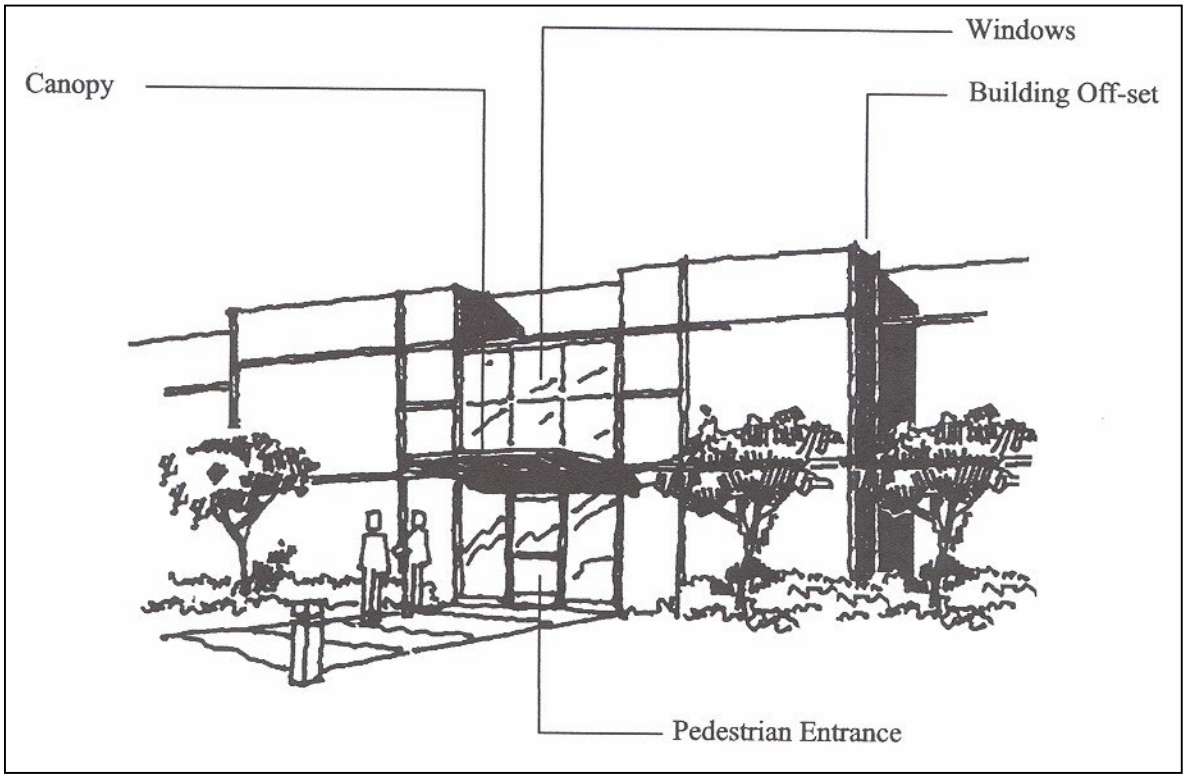
D. **Arterial Streets.** When the only street abutting a development is an arterial street, the building's entrance(s) may be oriented to an internal drive. The internal drive shall provide a raised pathway connecting the building entrances to the street right-of-way. The pathway shall conform to the standards in Chapter 3.

E. **Buffers.** The City may require a 20-foot landscape buffer between development in the Light Industrial District and adjacent Residential District(s) to reduce light, glare, noise, and aesthetic impacts.

2.4.160 Design Guidelines and Standards

All developments in the Light Industrial District shall be evaluated during Site Design Review for conformance with the criteria in A-B. *Note: the example shown below is meant to illustrate typical building design elements, and should not be interpreted as a required design or style.*

Figure 4.A – Design Features (Typical)



A. **Building Mass.** Where building elevations are oriented to the street in conformance with Section 2.4.150, design features such as windows, pedestrian entrances, building off-sets, projections, detailing, change in materials or similar features, shall be used to break up and articulate large building surfaces and volumes.

B. **Pedestrian-Scale Building Entrances.** Recessed entries, canopies, and/or similar features shall be used at the entries to buildings in order to create a pedestrian-scale.

2.4.170 Special Standards for Certain Uses

A. High Traffic-Generating Uses.

Uses which are likely to generate "significant" levels of vehicle traffic (e.g., due to shipping, receiving, and/or customer traffic) shall require a Conditional Use Permit, in accordance with Section 4.4. "Significant traffic" means that the average number of daily trips, or the average number of peak hour trips, on any existing street would increase by 20 percent or greater and 100 vehicles per day as a result of the development. The City may require a traffic impact analysis (Chapter 4.10) prepared by a qualified professional prior to deeming a land use application complete, and determining whether the proposed use requires conditional use approval. Applicants may be required to provide a traffic analysis for review by the Oregon Department of Transportation (ODOT) for developments that increase traffic on state highways. The Conditional Use Permit shall include appropriate transportation improvement requirements, as identified by the traffic analysis and/or ODOT, in conformance with Chapter 3.4.1.

B. Wireless Communication Equipment.

Wireless communication equipment, including radio (i.e., cellular), television and similar types of transmission and receiving facilities are permitted, subject to the standards for wireless communication equipment in Chapter 3.6.2. Wireless communication equipment shall also comply with required setbacks, lot coverage and other applicable standards of the Light Industrial District.

C. Shipping Containers. Shipping containers can be used in the Light Industrial use zone as either a primary or secondary structure when meeting the following requirements and following prescribed siting procedures.

1. As a structure for storage purposes they shall be painted a color complementary to the primary structure and shall have all container markings removed or covered. Damaged or rusty containers shall not be permitted. A Building Permit is required, and the unit shall not be occupiable or habitable.
2. As a primary or accessory structure to be occupiable Shipping Containers are permitted through the Conditional Use Permit process as outlined in Chapter 4.4 Conditional Use Permits, specifically 4.4.400.F Shipping Containers as Occupiable Structures.

Chapter 4.4 - Conditional Use Permits

Sections:

4.4.100 - Purpose
4.4.200 - Approvals Process
4.4.300 - Application Submission Requirements
4.4.400 - Criteria, Standards and Conditions of Approval
4.4.500 - Additional Development Standards for Conditional Use Types

4.4.100 Purpose

There are certain uses which, due to the nature of their impacts on surrounding land uses and public facilities, require a case-by-case review and analysis. These are identified as "Conditional Uses" in Chapter 2 - Land Use Districts. The purpose of Chapter 4.4 is to provide standards and procedures under which a conditional use may be permitted, enlarged or altered if the site is appropriate and if other appropriate conditions of approval can be met.

4.4.200 Approvals Process

A. Initial Application. An application for a new conditional use shall be processed as a Type III procedure (Chapter 4.1.500). The application shall meet submission requirements in Section 4.4.300, and the approval criteria contained in Section 4.4.400.

B. Modification of Approved or Existing Conditional Use. Modifications to approved or existing conditional uses shall be processed in accordance with Chapter 4.6 - Modifications.

4.4.300 Application Submission Requirements

In addition to the submission requirements required in Chapter 4.1, an application for conditional use approval must include the following information (1-8), as applicable. For a description of each item, please refer to Section 4.2.500 - Site Design Review Application Submission Requirements:

1. Existing site conditions;
2. Site plan;
3. Preliminary grading plan;
4. A landscape plan;
5. Architectural drawings of all structures;

4.4.300 Application Submission Requirements *(continued)*

6. Drawings of all proposed signs;

7. A copy of all existing and proposed restrictions or covenants.

8. Narrative report or letter documenting compliance with all applicable approval criteria in Section 4.4.400.

4.4.400 Criteria, Standards and Conditions of Approval

The City shall approve, approve with conditions, or deny an application for a conditional use or to enlarge or alter a conditional use based on findings of fact with respect to each of the following standards and criteria:

A. Use Criteria.

1. The site size, dimensions, location, topography and access are adequate for the needs of the proposed use, considering the proposed building mass, parking, traffic, noise, vibration, exhaust/emissions, light, glare, erosion, odor, dust, visibility, safety, and aesthetic considerations;
2. The negative impacts of the proposed use on adjacent properties and on the public can be mitigated through application of other Code standards, or other reasonable conditions of approval; and
3. All required public facilities have adequate capacity to serve the proposal.

B. Site Design Standards. The criteria for Site Design Review approval (Section 4.2.600) shall be met.

C. Conditions of Approval. The City may impose conditions that are found necessary to ensure that the use is compatible with other uses in the vicinity, and that the negative impact of the proposed use on the surrounding uses and public facilities is minimized. These conditions include, but are not limited to, the following:

1. Limiting the hours, days, place and/or manner of operation;
2. Review for compatibility with Boardman City Council established Minor Child Safety Areas.
3. Requiring site or architectural design features which minimize environmental impacts such as noise, vibration, exhaust/emissions, light, glare, erosion, odor and/or dust;
4. Requiring larger setback areas, lot area, and/or lot depth or width;
5. Limiting the building height, size or lot coverage, and/or location on the site;
6. Designating the size, number, location and/or design of vehicle access points or parking areas;
7. Requiring street right-of-way to be dedicated and street(s), sidewalks, curbs, planting strips, pathways, or trails to be improved;
8. Requiring landscaping, screening, drainage, water quality facilities, and/or improvement of parking and loading areas;
8. Limiting the number, size, location, height and/or lighting of signs
9. Limiting or setting standards for the location, design, and/or intensity of outdoor lighting;

4.4.400 Criteria, Standards and Conditions of Approval *(continued)*

10. Requiring berms, screening or landscaping and the establishment of standards for their installation and maintenance;
11. Requiring and designating the size, height, location and/or materials for fences;
12. Requiring the protection and preservation of existing trees, soils, vegetation, watercourses, habitat areas, drainage areas, historic resources, cultural resources, and/or sensitive lands (Chapter 3.7);
13. Requiring the dedication of sufficient land to the public, and/or construction of a pedestrian/bicycle pathways in accordance with the adopted plans. Dedication of land and construction shall conform to the provisions of Chapter 3.1, Access and Circulation.

D. Transportation System Facilities and Improvements

1. City or County facilities and improvements. Construction, reconstruction, or widening of highways, roads, bridges or other transportation facilities that are (1) not designated in the City's adopted Transportation System Plan ("TSP"), or (2) not designed and constructed as part of an approved subdivision or partition, are allowed in all Districts subject to a Conditional Use Permit and satisfaction of all of the following criteria:
   a. The project and its design are consistent with the City's adopted TSP, or, if the city has not adopted a TSP, consistent with the State Transportation Planning Rule, OAR 660-012 ("the TPR").
   b. The project design is compatible with abutting land uses in regard to noise generation and public safety and is consistent with the applicable zoning and development standards and criteria for the abutting properties.
   c. The project design minimizes environmental impacts to identified wetlands, wildlife habitat, air and water quality, cultural resources, and scenic qualities; and a site with fewer environmental impacts is not reasonably available. The applicant shall document all efforts to obtain a site with fewer environmental impacts, and the reasons alternative sites were not chosen.
   d. The project preserves or improves the safety and function of the facility through access management, traffic calming, or other design features.
   e. The project includes provisions for bicycle and pedestrian access and circulation consistent with the comprehensive plan, the requirements of this ordinance, and the TSP or TPR.

2. State facilities and improvements. The State Department of Transportation ("ODOT") shall provide a narrative statement with the application demonstrating compliance with all of the criteria and standards in Section 4.4.400.D. 1.b. – e. above. Where applicable, an Environmental Impact Statement or Environmental Assessment may be used to address one or more of these criteria.

3. Proposal inconsistent with TSP/TPR. If the City determines that the proposed use or activity or its design is inconsistent with the TSP or TPR, then the applicant shall apply for and obtain a plan and/or zoning amendment prior to or in conjunction with conditional use permit approval. The applicant shall choose one of the following options:
   a. If the city determination of inconsistency is made prior to a final decision on the conditional use permit application, the applicant shall withdraw the conditional use permit application; or
   b. If the city determination of inconsistency is made prior to a final decision on the conditional use permit application, the applicant shall withdraw the conditional permit application, apply for a plan/zone amendment, and re-apply for a conditional use permit if and when the amendment is approved; or

4.4.400 Criteria, Standards and Conditions of Approval *(continued)*

c. If the city determination of inconsistency is made prior to a final decision on the conditional use permit application, the applicant shall submit a plan/zoning amendment application for joint review and decision with the conditional use permit application, along with a written waiver of the ORS 227.178 120-day period within which to complete all local reviews and appeals once the application is deemed complete; or
d. If the city determination of inconsistency is part of a final decision on the conditional use permit application, the applicant shall submit a new conditional use permit application, along with a plan/zoning amendment application for joint review and decision.

4. Expiration. A Conditional Use Permit for Transportation System Facilities and Improvements shall be void after three (3) years.

E. Medical Marijuana Dispensaries and Medical Marijuana Grow Facilities

1. Facilities will not be sited within Minor Children Safety Areas as defined by Chapter 9.04 of the Boardman Municipal Code.
2. No on-site consumption of products.
3. All Facilities must be licensed by the Oregon Health Authority.
4. Registry Identification Card and Oregon Health Authority license shall be displayed for public view.
5. Grow Facilities must be indoors, or sufficiently screened and ventilated to show no outward signs, or odors, of the grow operation.
6. Dispensary Facilities must be indoors, and sufficiently screened and ventilated to show no outward signs, or odors, of any product manufacture for edible marijuana products.
7. Hours of operation shall be restricted 8 hours per day and no later than 8:00 PM on week days, and no more than 6 hours per day and no later than 6:00 PM on weekends and holidays.
8. Shall not be sited within 1,000 feet of another marijuana dispensary.
9. Signs will be limited to 100 square feet per building face of the facility, with no more than two faces signed.
10. No outdoor storage of products.
11. Facilities shall be required to meet other applicable conditions found in Section 4.4.400 of this Chapter.

F. Shipping Containers as Occupiable Structures

1. Shipping containers can only be repurposed as an occupiable structure in the commercial or industrial use zones.
2. As an occupiable structure they can be sited as either a primary or secondary structure.
3. All siting standards of the underlying use zone are applicable.
4. The occupiable structure, regardless of square footage, will require a Building Permit from the Building Official and the submittal of engineered plans.
5. The submittal for review shall include architectural and engineered plans depicting at least 3 of the following design elements:
   a. Outside Lights
   b. Painting with two or more colors
   c. Windows
   d. Window Trim
   e. Canopy Features
   f. Doors including public access.

4.4.500 Additional Development Standards for Conditional Use Types

A. **Concurrent Variance Application(s).** A conditional use permit shall not grant variances to regulations otherwise prescribed by the Development Code. Variance application(s) may be filed in conjunction with the conditional use application and both applications may be reviewed at the same hearing.

B. **Additional development standards.** Development standards for specific uses are contained in Chapter 2 - Land Use Districts.

FINDINGS OF FACT
PLANNING COMMISSION
AMENDMENT FILE NUMBER 25-000299

REQUEST: To amend the City of Boardman Development Code to add standards allowing the use of Shipping Containers. Changes are proposed to Chapter 1.2 Definitions; Chapter 2.1 Residential; Chapter 2.2 Commercial Districts; Chapter 2.3 General Industrial; Chapter 2.4 Light Industrial; and Chapter 4.4 Conditional Use Permits.

APPLICANT: City of Boardman
Planning Official
Post Office Box 229
200 City Center Circle
Boardman, Oregon 97818

I. GENERAL INFORMATION: The current Boardman Development Code (BDC) is, for the most part, over 20 years old and in significant need of an update. While that update process is being planned and implemented there are some minor amendments that city Planning staff are going to initiate. This amendment addresses the use of Shipping Containers to be repurposed for use in all Boardman use zones.

To implement the proposed changes consistent with the City Council policy determination from earlier this year the following is provided:

Chapter 1.2 Definitions: Four new definitions are proposed to be added to the Development Code: Habitable Space, Occupiable Space, Shipping Container, and Shipping Container Reuse.

Chapter 2.1 Residential: In the Residential use zone Shipping Containers are proposed to only be allowed for storage or as an alternative to a shed. As a part of the changes to the section on Accessory Uses and Structures the intent is to further clarify the siting of not only Shipping Containers but also structures within this category including the requirement for a Building Permit.

Chapter 2.2 Commercial Districts: In the Commercial and Industrial use zones Shipping Containers are currently allowed for storage with this amendment providing some clarity about the approval process. New is the allowance for Occupiable Space which would allow the use of Shipping Containers for retail and related uses with a Conditional Use Permit.

Chapter 2.3 General Industrial: See the description just above.

Chapter 2.4 Light Industrial: See the description above.

Chapter 4.4 Conditional Use Permits: The Occupiable Space in Commercial and Industrial use zones requires a Conditional Use Permit. In this section the specific requirements for approval are outlined.

II. **PROCEDURE:** This amendment is being processed using Type IV procedures found within the Boardman Development Code. The Type IV process requires a hearing before the Planning Commission with a recommendation to the City Council. The final hearing will occur before the City Council.

III. **APPROVAL CRITERIA:** The request has been filed under the BDC Chapter 4.1 Types of Applications and Review Procedures, more specifically 4.1.600 Type VI Procedures (Legislative). The criteria are identified below in **bold** type with responses in regular type.

G. Decision-Making Considerations. The recommendation by the Planning Commission and the decision by the City Council shall be based on consideration of the following factors:

1. Approval of the request is consistent with the Statewide Planning Goals.

The Statewide Planning Goals applicable to this request are Goal 1, Citizen Involvement and Goal 2, Coordination.

Goal 1 requires the City to "develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process." Because the proposed legislative amendment will be heard by both the Planning Commission and the City Council, there will be at least two opportunities for public comment to the proposed change. This proposal has also been put forward by members of the community, one focusing on residential use and the other commercial use. This proposal and the public hearing process are both consistent with the City's acknowledged citizen involvement program. (Goal 1, Policy 4: The Planning Commission is officially designated as the Citizen Involvement Committee.)

Goal 2 requires the City to adopt a comprehensive plan and implement the plan through its development code and by extension other planning level documents. The proposed amendment is consistent with and will support the comprehensive plan relative to both residential and employments lands. (Goal 2, Policy 3: The City has adopted the City of Broadman Development Code, a unified zoning and subdivision land use code to facilitate the development process and implement the land use goals of the City as outlined in the Comprehensive Plan.)

For these reasons, the criterion is met.

2. Approval of the request is consistent with the Comprehensive Plan.

The Boardman Comprehensive Plan (BCP) has a variety of policies that support the proposed amendment, and the process used to achieve it. Goal 1 policies support citizen involvement and the public hearing process. Goal 1, Policy 4, designates the Planning Commission as the City's official Citizen Involvement Committee. Therefore, review by the Planning Commission ensures compliance with the comprehensive plan.

While none of the Goal 2 Policies are specifically applicable to this action, staff assert that the land use planning process required through Goal 2 is supported with the update of the BDC and

that the adoption of these changes further supports that action. The desired result is a BDC that provides for reasonable uses that are beneficial to the community and can be achieved in the respective use zones.

For these reasons, the criterion is met.

3. **The property and affected area is presently provided with adequate public facilities, services and transportation networks to support the use, or such facilities, services and transportation networks are planned to be provided concurrently with the development of the property.**

The proposed changes, to allow the use of Shipping Containers to be repurposed for storage in all use zones and for occupiable uses in the Commercial and Industrial use zones, will not change the use of public facilities, services, or the transportation network.

For these reasons, the criterion is met.

IV. LEGAL NOTICE PUBLISHED: June 25, 2025
East Oregonian

V. DLCD 35-DAY NOTICE: June 16, 2025

VI. AGENCIES NOTIFIED: Dawn Hert, Department of Land Conservation and Development; Chief Hughes and Fire Marshall Broadbent, Boardman Fire Rescue District; Glenn McIntire, Building Official; Mike Gorman, Morrow County Assessor; Lisa Mittelsdorf, Port of Morrow.

VII. HEARING DATES:

Planning Commission
July 17, 2025
Council Chambers
Boardman City Hall
200 City Center Circle
Boardman, Oregon 97818

City Council
August 5, 2025
Council Chambers
Boardman City Hall
200 City Center Circle
Boardman, Oregon 97818

VIII. PLANNING OFFICIAL RECOMMENDATION: The Planning Official recommends the Planning Commission forward the request to the City Council with a 'do adopt' recommendation.

07/23/25

Sam Irons, Vice-Chair
Planning Commission

Date

ATTACHMENTS:

- Redlines of portions of Chapter 1.2 Definitions; Chapter 2.1 Residential; Chapter 2.2 Commercial Districts; Chapter 2.3 General Industrial; Chapter 2.4 Light Industrial; and Chapter 4.4 Conditional Use Permits.

Driveway apron/approach - The edge of a driveway where it abuts a public way; usually constructed of concrete. See Figure 3.1.200.K.

Drought-tolerant/drought-resistant plants - Refer to *Sunset Western Garden Book* (latest edition).

Drug Store - Refers to a store where the primary business is filling of doctor prescribed prescription and the sale of drugs, medical devices and supplies, and non-prescription medicines, but where non-medical products may be sold as well.

Duplex - A building with two attached housing units on one lot or parcel.

Dwelling unit - A "dwelling unit" is a living facility that includes provisions for sleeping, eating, cooking and sanitation, as required by the Uniform Building Code (UBC), for not more than one family, or a congregate residence for 10 or fewer persons. (See UBC section 205.)

Easement - A right of usage of real property granted by an owner to the public or to specific persons, firms, and corporations.

Elevation - A building face, or scaled drawing of the same, from grade to roof ridgeline.

Environmentally sensitive areas - See "sensitive lands".

Established residential area – An area within the Residential District that was platted prior to the effective date of a land use or zoning ordinance. See Chapter 2.1, Section 120.F

Evidence - Application materials, plans, data, testimony and other factual information used to demonstrate compliance or non-compliance with a code standard or criterion.

Family day care - See "child care facilities".

Fire apparatus lane - As defined by the Uniform Fire Code.

Flag lot - A lot or parcel which has access to a road, street or easement, by means of a narrow strip of lot or easement. See Chapter 2.1, Section 140.

Floor area ratio – Floor area ratio (FAR) is measured by dividing the gross enclosed floor area of a building by the land area of the development. See Chapter 2.2, Section 130.

Frontage- The dimension of a property line abutting a public or private street.

Frontage street or road - A minor street that parallels an arterial street in order to provide access to abutting properties and minimize direct access onto the arterial.

Functional classification - The classification given to streets (e.g., "local/collector/arterial") by the City's Transportation System Plan (TSP), by adopted County plans, and the Oregon Department of Transportation.

Ground cover - A plant material or non-plant material (e.g., mulch, bark chips/dust) that is used to cover bare ground. See also, Chapter 3.2 - Landscaping.

Habitable Space – Habitable space is any room within a structure designed for living, sleeping, eating, or cooking. This includes spaces like living rooms, bedrooms, kitchens, and dining rooms.

Neighborhood - A geographic area lived in by neighbors and usually having distinguishing character.

Neighborhood-scale design - Site and building design elements that are dimensionally related to housing and pedestrians, such as narrower streets with tree canopies, smaller parking areas, lower building heights (as compared to downtown areas) and similar neighborhood characteristics. These features are generally smaller in scale than those, which are primarily intended to accommodate automobile traffic.

Neighborhood commercial – Small scale commercial uses allowed within the residential/neighborhood commercial district. See Chapter 2.1, Section 200.K.

Non-conforming use/non-conforming development – A land use/structure that exists which would not be permitted by the regulations imposed by the code, but was lawful at the time it was established. See Chapter 5.2.

Non-native invasive plants - See current Oregon State University Extension Service Bulletin for your area.

Occupiable Space – a room or enclosed space designed for regular ~~or non-regular~~ human occupancy. This includes spaces where people congregate for activities, work, or educational purposes, and that are equipped with the necessary life safety features like egress, heat, light, and ventilation. It excludes spaces primarily intended for other purposes, such as storage or equipment rooms.

Off-street parking - All off-street areas designed, used, required or intended to be used for the parking of motor vehicles. Off-street parking areas shall conform to the requirements of Chapter 3.3.

On-street parking - Parking in the street right-of-way, typically in parking lanes or bays. Parking may be "parallel" or "angled" in relation to the edge of the right-of-way or curb. See also, Chapter 3.3.

Open space (common/private/active/passive) - Land within a development which has been dedicated in common to the ownership within the development or to the public specifically for the purpose of providing places for recreation, conservation or other open space uses.

Orientation - To cause to face toward a particular point of reference (e.g., "A building oriented to the street").

Outdoor commercial use - A use supporting a commercial activity which provides goods or services, either wholesale or retail, where the amount of site area used for outdoor storage of materials or display of merchandise exceeds the total floor area of all buildings on the site. Examples of outdoor commercial uses include automobile sales or services, nurseries, lumber yards and equipment rental businesses.

Overlay zone/district - Overlay zones provide regulations that address specific subjects that may be applicable in more than one land use district. See also Chapter 2.6.

Parcel - A unit of land that is created by a partitioning of land (ORS 92.010(6)). See also, Chapter 4.3.

Parking lot perimeter - The boundary of a parking lot area which usually contains a landscaped buffer area.

Parking vs. storage - Parking is the area used for leaving motor vehicles for a temporary time up to 72 hours unless permitted as parking for longer by other municipal codes. Storage is to place or leave in a

Residence - Same as "dwelling".

Residential caretaker unit - A dwelling unit for caretakers living on-site in the General Industrial District. The unit must be served by water and sanitary sewage and conform with other applicable building standards. See Chapter 2.3, Section 160.B.

Residential care home/Residential care facility –Residential treatment or training homes or adult foster homes licensed by the State of Oregon. See Chapter 2.1, Section 200.G.

Residential trailer – A portable residence constructed prior to 1962.

Ridge line (building) - The top of a roof at its highest elevation.

Right-of-way - Land that is owned in fee simple by the public, usually for transportation facilities.

Roof pitch - The slope of a roof, usually described as a ratio (e.g., 1 foot of rise per 2 feet of horizontal distance, or 1/2).

Roof-top garden - A garden on a building terrace, or at top of a building with a flat roof (usually on a portion of a roof).

Senior housing - Housing designated and/or managed for persons over the age of 55. (Specific age restrictions vary.)

Sensitive lands - Wetlands, significant trees, steep slopes, flood plains and other natural resource areas designated for protection or conservation by the Comprehensive Plan.

Setback - The distance between a building (or other feature of development) and a property line. Minimum and maximum setbacks may be required for front, side and rear yards.

Shared driveway - When land uses on two or more lots or parcels share one driveway. An easement or tract (owned in common) may be created for this purpose.

Shared parking –Required parking facilities for two or more uses, structures, or parcels of land may be satisfied by the same parking facilities used jointly, to the extent that the owners or operators show that the need for parking facilities does not materially overlap (daytime versus nighttime primary uses). See Chapter 3.3, Section 300.C.4.

Shipping Container – A standardized, reusable container designed for the efficient and secure transportation of goods across different modes of transport.

Shipping Container Reuse – The practice of taking decommissioned shipping containers, those no longer suitable for international transport, and giving them a new life as something else. Within the Boardman Development Code, they can be used for storage purposes within the Residential Use Zone and for primary and accessory uses within the Commercial and Industrial use zones.

Single-family attached housing (townhomes) - Two or more single family dwellings with common end-walls. See also, Chapter 2.1, Section 110 and Section 200.

Single-family detached house - A single family dwelling that does not share a wall with any other building. See also Chapter 2.1, Section 110.

Single-family detached zero-lot line house - A single family detached house with one side yard

2.1.190 - Special Standards for Certain Uses *(continued)*

F. Accessory Uses and Structures. Accessory uses and structures are of a nature customarily incidental and subordinate to the principal use or structure on the same lot. Typical accessory structures in the Residential District include detached garages, sheds, workshops, green houses and similar structures. All accessory structures shall comply with all of the following standards: (For standards applicable to Accessory Dwellings, please refer to Section 2.1.200.B.)

1. Primary use required. An accessory structure shall not be allowed before or without another permitted use (e.g., as listed in Table 2.1.110.A).

2. Setbacks.

a) Accessory structures shall meet setbacks identified in 2.1.120 unless identified otherwise in 2.1.190(F)(2)(b-d) below.

b) Accessory structures of 40 square feet or fewer are allowed to be located in a rear yard or side yard abutting a primary structure. Abutting an accessory structure to a primary structure is allowed provided 6 feet are allowed for emergency access, as measured from the wall nearest the property line of the accessory structure to the property line and no through wall openings (doors, windows, vents, etc.) in the primary structure are obscured or covered by the accessory structure.

c) Accessory structures of 41-200 square feet or less in size are allowed 1 foot rear yard setback and 1 foot side yard setback when placed in the rear yard of a lot, as long as structural features, such as eaves, do not encroach on adjacent properties.

d) Accessory building shall not be placed within ten (10) feet of any primary structure on the lot or adjacent lots with the exceptions noted in 2.1.190 (F)(2)(a-c) above.

3. Design Requirements.

a. The accessory structure shall be ~~of a compatible and complimentary nature to the~~in color~~,~~ ~~material,~~ and appearance similar to the primary structure. ~~and be consistent with of the detail design criteria identified in Section 2.1.180 (C)(3) – Detailed Design. Accessory structures under 200 square feet shall meet at least one (1) of the design criteria identified in 2.1.180 (C)(3).~~For accessory structures that are up to 200 square feet at least one design criterion will be used; accessory structures 201 to 400 square feet three design criteria will be used; and accessory structures 401 square feet to 1,200 square five design criteria will be used.

~~a.~~b. Shipping Containers can be placed on residentially zoned property only as an accessory structure not for use as an occupiable or habitable structure. They shall be sited ~~behind a fence and within a backyard as to be not visible~~ to limit visibility from the street. The double swing doors shall not be oriented towards the front yard and corner side if on a corner lot. They shall ~~meet the design requirements outlined above~~ be painted a compatible color to the primary structure and cover all markings and logos. As an alternative path for approval, an applicant may request discretionary review using the Type II decision process should the proposed unit not conform with the requirements here and elsewhere within the Development Code.

~~3.~~4. Restrictions. A structure shall not be placed over an easement that prohibits such placement. No structure shall encroach into the public right-of-way.

~~4.~~5. Placement in easement. Only a portable accessory structure of 200 square feet or less in size may be placed in an easement with the approval of the utilities affected within the easement. Letters of approval from the utility must be submitted to the City for approval of this type of placement.

~~5.~~6. Compliance with land division standards. The owner may be required to remove an accessory structure as a condition of land division approval when removal of the structure is necessary to comply with setback standards.

~~6.~~7. Floor Area. The floor area of the accessory structure shall not exceed 1200 square feet;

~~7.~~8. Building Height. The building height of detached accessory structure shall not exceed 25 feet, as measured in accordance with Section 2.1.160; and

9. Buffering. A minimum 4-foot hedge or fence may be required to screen the accessory structure from dwellings on adjacent lots, unless a similar screen is provided or the distance to adjacent dwelling(s) is greater than 50 feet.

~~8.~~10. Accessory structures over 200 square feet will be required to obtain a Building Permit.

G. Bed and Breakfast Inns and Vacation Rentals.

1. Purpose. The purpose of this section is to provide standards for the establishment of a bed and breakfast inn.

2. Accessory Use. A bed and breakfast inn must be accessory to a household already occupying the structure as a residence.

3. Maximum size. The bed and breakfast structure is limited to a maximum of 4 bedrooms for guests and a maximum of 6 guests per night.
4. Employees. The bed and breakfast facility may have up to 2 non-resident employees for the facility.
5. Food Service. Food services may only be provided to overnight guests of the bed and breakfast inn.
6. Owner-occupied. The bed and breakfast inn shall be owner-occupied and shall maintain the exterior physical characteristics of a single-family dwelling. No separate structures shall be allowed (except for usual residential accessory buildings such as sheds, or detached garages).
7. Signs. Signs must meet the standards in Chapter 3.6.500, Signs.
8. Monitoring. All bed and breakfast inns must maintain a guest log book. It must include the names and home addresses of guests, guests' license plate numbers if travelling by car, dates of stay and the room number of each guest. The log must be available for inspection by City staff upon request.

H. Master Planned Neighborhood Development

1. Purpose and intent. The purpose of this Section is to ensure the development of fully integrated, mixed-use pedestrian-oriented neighborhoods. The intent is to minimize traffic congestion, urban and suburban sprawl, infrastructure costs, and environmental degradation, particularly as new development takes place on large parcels of land.
2. Applicability. This Section applies to:
   a. Parcels, and development sites with more than one parcel, in the Residential District which are 20 acres or larger; and
   b. Development sites in the Residential District which are planned in accordance with the procedures in Chapter 4.5.
3. Master plan required. Prior to land division approval, a master plan shall be prepared for all sites meeting the criteria in subsection 2. Master plans shall follow the procedures in Chapter 4.5 - Master Planned Developments.
4. Land use and design standards. Master Planned Neighborhood Developments shall be evaluated based on the criteria in Chapter 4.5, and shall be consistent with the following design

a) Buildings under 20,000 square feet (enclosed ground floor area) shall incorporate at least five(5) of the architectural features as follows:
   i) Decorative cornice or facade (for a flat roof) or provision of eaves or other similar decorative feature for pitched roofs;
   ii) Decorative display windows on ground floor;
   iii) Entrance canopy, breezeway or kiosk;
   iv) Changes in building color or texture;
   v) Building articulation on street frontages;
   vi) Decorative wall or security lighting;
   vii) Regularly spaced and similarly shaped windows;
   viii) Decorative window hoods or trim;
   ix) Changes in building height along street frontages;
   x) Decorative screening of roof mounted equipment;

b) Buildings with greater than 20,000 square feet of enclosed ground floor space are considered "large scale buildings".
   i.) Measurement for these buildings shall be as follows:
      a. Multi-tenant buildings shall be counted as the sum of all tenant spaces within the same building shell; and
      b. Multiple building developments with a combined ground floor space (enclosed) greater than 40,000 square feet (e.g., shopping centers, public and institutional campuses, and similar developments).
   ii.) Building and Site design for large scale buildings shall include at least two (2) of the following to provide human scale design:
      a. Incorporating changes in building direction (i.e., articulation);
      b. Dividing large masses into varying heights and sizes;
      c. Include building offsets projections;
      d. Changes in elevation or horizontal direction;
      e. Sheltering roofs or terraces;
      f. Providing a distinct pattern of divisions in surface materials;
      g. Use of windows, screening trees; small scale lighting (e.g., wall mounted lighting, or up-lighting).

c) Shipping Containers can be used in Commercial use zones as either a primary or secondary structure when meeting the following requirements and following prescribed siting procedures.
   i) As a~~an accessory~~ structure for storage purposes they shall be painted a color complementary to the primary structure and shall have all container markings removed or covered. Damaged or rusty containers shall not be permitted. A Building Permit is required, and the unit shall not be occupiable or habitable.
   ii) As a ~~primary or accessory~~ structure to be occupiable Shipping Containers are permitted through the Conditional Use Permit process as outlined in Chapter 4.4 Conditional Use Permits, specifically 4.4.400.F Shipping Containers as Occupiable Structures.

2.3.160 Special Standards for Certain Uses *(continued)*

c. *Dust and/or Exhaust.* Dust and/or exhaust emissions from the development exceed ambient dust or exhaust levels, or levels that existed prior to development.

d. *Vibration.* Vibration (e.g., from mechanical equipment) is sustained and exceeds ambient vibration levels (i.e., from adjacent roadways and existing land uses in the surrounding area).

2. Traffic. Uses which are likely to generate unusually high levels of vehicle traffic due to shipping and receiving. "Unusually high levels of traffic" means that the average number of daily trips on any existing street would increase by 20 percent or more as a result of the development and 100 vehicles per day. The City may require a traffic impact analysis prepared by a qualified professional prior to deeming a land use application complete, and determining whether the proposed use requires conditional use approval. Applicants may be required to provide a traffic analysis for review by ODOT for developments that increase traffic on state highways.

3. Resource extraction, such as the operation of mineral and aggregate quarries and similar uses, shall require a Conditional Use Permit. The applicant shall also be required to prepare a site reclamation plan for review and approval by the City and other affected agencies, prior to commencing resource extraction. The required scope of the reclamation plan shall be identified by the Conditional Use Permit, and shall comply with applicable requirements of State natural resource regulatory agencies.

B. Residential Caretakers. One residential caretaker unit shall be permitted for each primary industrial use, subject to the following conditions:

1. The unit shall be served with public water and sanitary sewerage disposal, in conformance with City engineering requirements.

2. Caretaker units shall be required to meet applicable fire safety and building code requirements, in addition to the applicable setback standards of this chapter.

C. Wireless communication equipment. Wireless communication equipment includes radio (i.e., cellular), television and similar types of transmission and receiving facilities. The requirements for wireless communication equipment are provided in Chapter 3.6.200. Wireless communication equipment shall also comply with required setbacks, lot coverage and other applicable standards of the Industrial District.

D. Shipping Containers. Shipping containers can be used in the General Industrial use zone as either a primary or secondary structure when meeting the following requirements and following prescribed siting procedures.

1. As a ~~an accessory~~ structure for storage purposes they shall be painted a color complementary to the primary structure and shall have all container markings removed or covered. Damaged or rusty containers shall not be permitted. A Building Permit is required, and the unit shall not be occupiable or habitable.

~~1.~~2. As a primary or accessory structure to be occupiable Shipping Containers are permitted through the Conditional Use Permit process as outlined in Chapter 4.4 Conditional Use Permits, specifically 4.4.400.F Shipping Containers as Occupiable Structures.

2.4.170 Special Standards for Certain Uses

A. High Traffic-Generating Uses.

Uses which are likely to generate "significant" levels of vehicle traffic (e.g., due to shipping, receiving, and/or customer traffic) shall require a Conditional Use Permit, in accordance with Section 4.4. "Significant traffic" means that the average number of daily trips, or the average number of peak hour trips, on any existing street would increase by 20 percent or greater and 100 vehicles per day as a result of the development. The City may require a traffic impact analysis (Chapter 4.10) prepared by a qualified professional prior to deeming a land use application complete, and determining whether the proposed use requires conditional use approval. Applicants may be required to provide a traffic analysis for review by the Oregon Department of Transportation (ODOT) for developments that increase traffic on state highways. The Conditional Use Permit shall include appropriate transportation improvement requirements, as identified by the traffic analysis and/or ODOT, in conformance with Chapter 3.4.1.

B. Wireless Communication Equipment.

Wireless communication equipment, including radio (i.e., cellular), television and similar types of transmission and receiving facilities are permitted, subject to the standards for wireless communication equipment in Chapter 3.6.2. Wireless communication equipment shall also comply with required setbacks, lot coverage and other applicable standards of the Light Industrial District.

C. Shipping Containers. Shipping containers can be used in the Light Industrial use zone as either a primary or secondary structure when meeting the following requirements and following prescribed siting procedures.

1. As a ~~an accessory~~ structure for storage purposes they shall be painted a color complementary to the primary structure and shall have all container markings removed or covered. Damaged or rusty containers shall not be permitted. A Building Permit is required, and the unit shall not be occupiable or habitable.
~~1.~~2. As a primary or accessory structure to be occupiable Shipping Containers are permitted through the Conditional Use Permit process as outlined in Chapter 4.4 Conditional Use Permits, specifically 4.4.400.F Shipping Containers as Occupiable Structures

4.4.400 Criteria, Standards and Conditions of Approval *(continued)*

c. If the city determination of inconsistency is made prior to a final decision on the conditional use permit application, the applicant shall submit a plan/zoning amendment application for joint review and decision with the conditional use permit application, along with a written waiver of the ORS 227.178 120-day period within which to complete all local reviews and appeals once the application is deemed complete; or
d. If the city determination of inconsistency is part of a final decision on the conditional use permit application, the applicant shall submit a new conditional use permit application, along with a plan/zoning amendment application for joint review and decision.

4. Expiration. A Conditional Use Permit for Transportation System Facilities and Improvements shall be void after three (3) years.

E. Medical Marijuana Dispensaries and Medical Marijuana Grow Facilities

1. Facilities will not be sited within Minor Children Safety Areas as defined by Chapter 9.04 of the Boardman Municipal Code.
2. No on-site consumption of products.
3. All Facilities must be licensed by the Oregon Health Authority.
4. Registry Identification Card and Oregon Health Authority license shall be displayed for public view.
5. Grow Facilities must be indoors, or sufficiently screened and ventilated to show no outward signs, or odors, of the grow operation.
6. Dispensary Facilities must be indoors, and sufficiently screened and ventilated to show no outward signs, or odors, of any product manufacture for edible marijuana products.
7. Hours of operation shall be restricted 8 hours per day and no later than 8:00 PM on week days, and no more than 6 hours per day and no later than 6:00 PM on weekends and holidays.
8. Shall not be sited within 1,000 feet of another marijuana dispensary.
9. Signs will be limited to 100 square feet per building face of the facility, with no more than two faces signed.
10. No outdoor storage of products.
11. Facilities shall be required to meet other applicable conditions found in Section 4.4.400 of this Chapter.

F. Shipping Containers as Occupiable Structures

1. Shipping containers can only be repurposed as an occupiable structure in the commercial or industrial use zones.
2. As an occupiable structure they can be sited as either a primary or secondary structure.
3. All siting standards of the underlying use zone are applicable.
~~1.~~4. The occupiable structure, regardless of square footage, will require a Building Permit from the Building Official and the submittal of engineered plans.
5. The submittal for review shall include architectural and engineered plans depicting at least 3 of the following design elements:
   a. Outside Lights
   b. Painting with two or more colors
   c. Windows
   d. Window Trim
   e. Canopy Features
   f. Doors including public access.

CITY OF BOARDMAN
ORDINANCE 8-2025

AN ORDINANCE TO APPROVE AN AMENDMENT TO THE BOARDMAN MUNICIPAL CODE AMENDING TITLE 9, CHAPTER 9.42 CAMPING ACTIVITIES ON CITY-OWNED PUBLIC PROPERTY FOR THOSE EXPERIENCING HOMELESSNESS

WHEREAS, the City of Boardman has the authority pursuant to its Charter and the Oregon Constitution and statutes to manage its facilities, rights-of-way, and parks; and

WHEREAS, the City has identified the need to establish requirements for how camping can occur on city-owned property; and

WHEREAS, the City has determined a need to amend Title 9 Chapter 9.42 to address changes based on case law; and

WHEREAS, the City finds it is in the public interest to enact the updates to the Municipal Code as set forth in this Ordinance.

NOW THEREFORE, THE PEOPLE OF BOARDMAN DO ORDAIN AS FOLLOWS:

Section 1. Boardman Municipal Code Title 9 shall be amended to add Chapter 9.42 as amended and set forth in Exhibit A.

Section 2. This Ordinance shall become effective on the 30th day after its adoption.

Passed by the Council and approved by the Mayor this 2nd day of September, 2025.

_____ _____

Paul Keefer – Mayor Amanda Mickles – City Clerk

Chapter 9.42 CAMPING ACTIVITIES ON CITY-OWNED PUBLIC PROPERTY

9.42.010 Purpose.

This chapter applies only to individuals experiencing homelessness, and their ability to sit, lie, and sleep on city-owned public property with the minimal amount of camping materials necessary to protect them from the elements in order to keep warm and dry.

(Ord. No. 1-2023, § 1(Exh. A), 6-21-2023)

9.42.020 Definitions.

For purposes of this section, the following words and phrases shall mean:

A. "Camp" means to occupy a campsite for over twenty-four (24) hours.

B. "Camping" means sitting, lying, or sleeping overnight.

C. "Campsite" means a location upon city property where camping materials are placed.

D. "Camping materials" include, but are not limited to, tents, tarps, and other materials used to keep campers dry and warm. "Camping materials" does not include shanties, lean-tos, temporary structures, and other built structures for the purposes of keeping warm and dry.

E. "City facilities" includes but is not limited to the following properties: city hall; water well locations; the public works campus; and city parks.

F. "City property" includes, but is not limited to, parks, rights-of-way, parking lots, easements, or other land owned, leased, controlled, or managed by the city.

G. "Fire" includes, but is not limited to, open flames, recreational fires, burning of garbage, bonfires, or other fires, flames, or other sources of heat including gas heaters.

H. "Personal Property" means any item that can reasonably be identified as belonging to an individual and that has apparent value or utility.

I. "Relocate" means to move off city property or to a different city property. This definition does not include moving to another portion of the same city property.

(Ord. No. 1-2023, § 1(Exh. A), 6-21-2023)

9.42.030 Camping on city property.

A. It is unlawful for any person to camp upon city properties, City facilities, sidewalks, right-of-way, parks, and public works facilities, unless otherwise authorized by law or by declaration of the city manager.

B. Unless otherwise authorized by law or by declaration of the city manager, it is unlawful to establish a campsite for any period of time at the following locations:

1. City facilities;

2. Sidewalks;

3. Rights-of-way;

4. City properties;

5. City parks and facilities within parks (pavilions and picnic structures);

   a. The exception to this is the wayside parks north of Interstate 84 and both east and west of Main Street outside of the Oregon Department of Transportation right-of-way. Another location is the triangle area at the intersection of North Main Street and Columbia Avenue.

6. Any property posted no trespassing or fenced and gated.

C. Regulated camping locations are available from nine p.m. to six a.m. If you cannot comply with this, you can call law enforcement, and a designated official can give you an alternate location.

D. Individuals experiencing homelessness who are engaged in camping on City-owned public property shall use the minimal amount of camping materials necessary to protect them from the elements in order to keep warm and dry.

E. RV's, cars, trucks, and other motor vehicles, in licensed, legal and operable condition, are allowed to be parked in camping locations for the purposes of this Boardman Municipal Code Chapter, regardless of other Boardman Municipal Code Chapters, unless they are in violation of non-Boardman local laws or rules, or state or federal laws or rules, that preempts City of Boardman authority.

   1. Motor vehicles must remain in areas intended for parking and driving vehicles, unless explicitly specified. This allowance for parking motor vehicles in camping locations does not allow for parking outside of designated parking areas.

F. Individuals experiencing homelessness who are engaged in camping on city-owned public property may maintain the essentials for living but may not store their personal property on city-owned public property while engaged in camping unless storage is essential to keeping warm and dry while camping.

G. Items, behavior, and/or conduct presenting a public health concern or other danger to the camper or others, including, but not limited to uncontained sharps, uncontained human waste, unauthorized connections or taps to private or public utilities are prohibited.

H. Tents, tarps, and other minimal measures allowed under this chapter for the purposes of keeping warm and dry may not exceed one hundred (100) square feet in combined surface or covered area.

I. Obstruction or attachment of camping materials or paraphernalia to public infrastructure or private property structures, including bridges or bridge infrastructure, fire hydrants, utility poles, streetlights, traffic signals, signs, fences, trees, vegetation, vehicles, buildings, or impairment to emergency response—including within ten (10) feet of any fire hydrant, utility pole, or other utility, fire gate/bollards, or public infrastructure used for emergency response—is prohibited.

J. At no time may fire be used to keep warm and dry under this ordinance.

K. Dumping of detritus, waste, gray water, garbage, black water, and similar items, is prohibited on city-owned public property.

L. All unauthorized digging, excavation, terracing of soil, or alteration of city-owned public property or damage to vegetation or trees is prohibited.

M. Camping is not allowed on public property within one thousand (1,000) feet of any public, private, pre-, middle, elementary, high, secondary, or career school, childcare facility or bus stop. .

N. At least once every twenty-four (24) hours an individual that has placed a campsite, camping materials or personal property on city property must relocate.

O. Persons participating in camping as allowed by this chapter do so at their own risk, and nothing in this code creates or establishes any duty or liability for the city or its officers, employees, or agents, with respect to any loss related to bodily injury (including death) or property damage (including destruction).

P. Animals. Individuals experiencing temporary homelessness while camping, and being in charge of any animal, shall keep animals in compliance with Boardman Municipal Code, and applicable local, state and federal laws.

1. Animals must be kept confined or on a leash and shall be kept under supervision at all times; and are not allowed to run at large. All animal fecal matter shall be picked up by the owner or person in charge of the animal, placed in an appropriate container, and removed and disposed of properly.

2. No owner or person in charge of an animal shall permit an animal, which is dangerous to the public health or safety, to be exposed in public.

Q. Notwithstanding the provisions of this chapter, the city manager or designee may temporarily authorize camping or storage of personal property on city property by written order that specifies the period of time and location:

1. In the event of emergency circumstances;

2. In conjunction with a special event permit; or

3. Upon finding it to be in the public interest and consistent with Council goals and policies.

(Ord. No. 1-2023, § 1(Exh. A), 6-21-2023)

9.42.040 Violation.

A. Each violation of this chapter is a class D violation. The amount of the fine imposed shall be based on Chapter 1.16 of this code.

B. When the city refers a service provider to an individual who is cited for a violation(s) of this chapter and the individual demonstrates they meaningfully engaged with that or another similar service provider after receiving the citation and before the hearing, the fine is eligible to be reduced or eliminated at the discretion of the judge.

(Ord. No. 1-2023, § 1(Exh. A), 6-21-2023)

Chapter 9.42 CAMPING ACTIVITIES ON CITY-OWNED PUBLIC PROPERTY ~~FOR THOSE EXPERIENCING HOMELESSNESS~~

9.42.010 Purpose.

This chapter applies only to individuals experiencing homelessness, and their ability to sit, lie, and sleep on city-owned public property with the minimal amount of camping materials necessary to protect them from the elements in order to keep warm and dry.

(Ord. No. 1-2023, § 1(Exh. A), 6-21-2023)

9.42.020 Definitions.

For purposes of this section, the following words and phrases shall mean:

A. "Camp" means to occupy a campsite for over twenty-four (24) hours.

B. "Camping" means sitting, lying, or sleeping overnight.

C. "Campsite" means a location upon city property where camping materials are placed.

D. "Camping materials" include, but are not limited to, tents, tarps, ~~motor vehicles in a licensed, legal, and drivable condition,~~ and other materials used to keep campers dry and warm. "Camping materials" does not include shanties, lean-tos, temporary structures, and other built structures for the purposes of keeping warm and dry~~, or collections of personal property and/or similar items that are, or reasonably could be arranged or used as camping accommodations, or anything of a similar nature~~.

E. "City facilities" includes but is not limited to the following properties: city hall; ~~Miller Road Water Treatment Plant;~~ water well ~~fields~~locations; the public works campus; ~~Keys Road Water Treatment Plant;~~ and ~~similar locations~~city parks. ~~"City facilities" does not include city parks.~~

F. "City property" includes, but is not limited to, parks, rights-of-way, parking lots, easements, or other land owned, leased, controlled, or managed by the city. ~~"City property" does not include city parks.~~

G. "Fire" includes, but is not limited to, open flames, recreational fires, burning of garbage, bonfires, or other fires, flames, or other sources of heat including gas heaters.

H. "Personal Property" means any item that can reasonably be identified as belonging to an individual and that has apparent value or utility.

I. "Relocate" means to move ~~off of~~off city property or to a different city property. This definition does not include moving to another portion of the same city property.

(Ord. No. 1-2023, § 1(Exh. A), 6-21-2023)

9.42.030 Camping on city property.

A. It is unlawful for any person to camp upon city properties, City facilities, sidewalks, ~~rights~~right-of-way, parks, and ~~similar locations~~public works facilities, unless otherwise authorized by law or by declaration of the city manager.

B. Unless otherwise authorized by law or by declaration of the city manager, it is unlawful to establish a campsite for any period of time at the following locations:

1. City facilities;
2. Sidewalks;
3. Rights-of-way;
4. City properties;
5. City parks and facilities within parks (pavilions and picnic structures) ~~within city limits~~;

a. The exception to this is the wayside parks north of Interstate 84 and both east and west of Main Street outside of the Oregon Department of Transportation right-of-way. Another location is the triangle area at the intersection of North Main Street and Columbia Avenue.

6. Any property posted no trespassing or fenced and gated.

C. Regulated camping locations are available from nine p.m. to six a.m. If you cannot comply with this, you can call law enforcement, and a designated official can give you an alternate location ~~for the night~~.

D. Individuals experiencing homelessness who are engaged in camping on City-owned public property shall use the minimal amount of camping materials necessary to protect them from the elements in order to keep warm and dry.

E. RV's, cars, trucks, and other motor vehicles, in licensed, legal and operable condition, are allowed to be parked in camping locations for the purposes of this Boardman Municipal Code Chapter, regardless of other Boardman Municipal Code Chapters, unless they are in violation of non-Boardman local laws or rules, or state or federal laws or rules, that preempts ~~city~~ City of Boardman authority.

1. Motor vehicles must remain in area~~'~~s intended for parking and driving vehicles, unless explicitly specified. This allowance for parking motor vehicles in camping locations does not allow for parking outside of designated parking areas.

F. Individuals experiencing homelessness who are engaged in camping on city-owned public property may maintain the essentials for living but may not store their personal property on city-owned public property while engaged in camping unless storage is essential to ~~living~~ keeping warm and dry while camping.

G. Items, behavior, and/or conduct presenting a public health concern or other danger to the camper or others, including, but not limited to uncontained sharps, uncontained human waste, unauthorized connections or taps to private or public utilities are prohibited.

H. Tents, tarps, and other minimal measures allowed under this chapter for the purposes of keeping warm and dry may not exceed one hundred (100) square feet in combined surface or covered area.

I. Obstruction or attachment of camping materials or paraphernalia to public infrastructure or private property structures, including bridges or bridge infrastructure, fire hydrants, utility poles, streetlights, traffic signals, signs, fences, trees, vegetation, vehicles, buildings, or impairment to emergency response—including within ten (10) feet of any fire hydrant, utility pole, or other utility, fire gate/bollards, or public infrastructure used for emergency response—is prohibited.

J. At no time may fire be used to keep warm and dry under this ~~subsection~~ordinance.

K. Dumping of detritus, waste, gray water, garbage, black water, and similar items, is prohibited on city-owned public property.

L. ~~No alterations, including~~ All unauthorized dd~~i~~gging, excavation, terracing of soil, or alteration of city-owned public property or damage to vegetation or trees is prohibited.

M. Camping is not allowed on public property within one thousand (1,000) feet of any public, private, pre-, middle, elementary, high, secondary, or career school, childcare facility or bus stop. ~~licensed by the city of Boardman~~.

N. At least once every twenty-four (24) hours an individual that has placed a campsite, camping materials or personal property on city property must relocate.

O. Persons participating in camping as allowed by this chapter do so at their own risk, and nothing in this code creates or establishes any duty or liability for the city or its officers, employees, or agents, with respect to any loss related to bodily injury (including death) or property damage (including destruction).

P. Animals. Individuals experiencing temporary homelessness while camping, and being in charge of any animal, shall keep animals in compliance with Boardman Municipal Code, and applicable local, state and federal laws.

1. Animals must be kept confined or on a leash and shall be kept under supervision at all times; and are not allowed to run at large ~~or to commit any nuisance~~. All animal fecal matter shall be picked up by the owner or person in charge of the animal, placed in an appropriate container, and removed and disposed of properly.

2. No owner or person in charge of an animal shall permit an animal, which is dangerous to the public health or safety, to be exposed in public.

Q. Notwithstanding the provisions of this chapter, the city manager or designee may temporarily authorize camping or storage of personal property on city property by written order that specifies the period of time and location:

1. In the event of emergency circumstances;

2. In conjunction with a special event permit; or

3. Upon finding it to be in the public interest and consistent with Council goals and policies.

(Ord. No. 1-2023, § 1(Exh. A), 6-21-2023)

9.42.040 Violation.

A. Each violation of this chapter is a class ~~B~~ D violation. The amount of the fine imposed shall be based on Chapter 1.16 of this code.

B. When the city refers a service provider to an individual who is cited for a violation(s) of this chapter and the individual demonstrates they meaningfully engaged with that or another similar service provider after receiving the citation and before the hearing, the fine is eligible to be reduced or eliminated at the discretion of the judge.

(Ord. No. 1-2023, § 1(Exh. A), 6-21-2023)

CITY OF BOARDMAN
RESOLUTION 23-2025

A RESOLUTION ADOPTING CITY OF BOARDMAN PUBLIC WORKS STANDARDS

WHEREAS, the City of Boardman is updating its Public Works Standards; and

WHEREAS, the City of Boardman has an adopted Water System Master Plan, a Wastewater Facilities Plan, and a Transportation System Plan; and

WHEREAS, the Public Works Standards also reflect current Oregon Administrative Rules associated with Oregon Health Authority Drinking Water Services and Oregon Department of Environmental Quality requirements; and

WHEREAS, the City of Boardman has utilized Public Works Standards to define design and installation standards for private development of infrastructure that will be owned and maintained by the city; and

WHEREAS, the Boardman City Council considered the proposed Public Works Standards.

NOW, THEREFORE, BE IT RESOLVED: The City of Boardman adopts the July 2025 Public Works Standards that include Technical Specifications and Drawings.

DATED this 2nd day of September 2025.

CITY OF BOARDMAN

_____	_____
Mayor – Paul Keefer	Council President – Ethan Salata
_____	_____
Councilor – Karen Pettigrew	Councilor – Richard Rockwell
_____	_____
Councilor – Brenda Profitt	Councilor – Cristina Cuevas

_____
Councilor – Heather Baumgartner

ATTEST:

_____
Amanda Mickles – City Clerk

CITY OF BOARDMAN, OREGON

PUBLIC WORKS STANDARDS UPDATE
TECHNICAL SPECIFICATIONS
AND DRAWINGS

AUGUST 2025

ANDERSON PERRY & ASSOCIATES, INC.

La Grande, Redmond, Hermiston, and Enterprise, Oregon
Walla Walla, Washington

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CITY OF BOARDMAN, OREGON
PUBLIC WORKS STANDARDS
2025

RESPONSIBILITY STATEMENT FOR USE OF STANDARDS

These City of Boardman Public Works Standards, Technical Specifications, and Standard Drawings have been prepared by Anderson Perry & Associates, Inc., for exclusive use by the City of Boardman on public works projects within the City of Boardman. The standards are intended to be general in nature and set minimum guidance for projects within the City. Use of these Technical Specifications and Standard Drawings or any portion thereof on projects outside of the City of Boardman is strictly prohibited without written approval of the City of Boardman and Anderson Perry & Associates, Inc.

Electronic copies of these Standard Drawings will be provided to third party licensed Civil Engineers only upon receipt of a certification from the third party that these materials will be utilized only on projects within the City of Boardman's jurisdiction.

All users of these documents on projects within the City shall modify these documents as needed to adapt their use for the specific project for which they will be used. The use of the City of Boardman's Public Works Standards, Technical Specifications, and Drawings, or modifications thereto, shall be stamped and signed by the responsible Engineer and shall be submitted to the City of Boardman for review prior to their use on a project within the City.

All third party users agree to indemnify, defend, and hold the City of Boardman, Oregon, and Anderson Perry & Associates, Inc., its partners, agents, and employees harmless from and against any and all claims, suits, demands, losses, and expenses including attorneys' fees accruing or resulting to any and all persons, firms, or any other legal entity on account of any damage or loss to property or persons, including death, arising out of the result of utilizing these standard Technical Specifications and Standard Drawings.

These 2025 City of Boardman Public Works Standards, Technical Specifications, and Standard Drawings expire December 31, 2030.

CITY OF BOARDMAN, OREGON
PUBLIC WORKS STANDARDS
2025

USE AGREEMENT

I hereby acknowledge and assume complete responsibility related to the use of the City of Boardman Public Works Standard - Technical Specifications and Drawings, in regard to the _____ _____ project. The undersigned third party user hereby certifies and agrees to use these Public Works Standards on projects only within the jurisdiction of the City of Boardman, Oregon. It is agreed that these standards will not be used in any form on projects outside the jurisdiction of the City of Boardman and will not make these standards available to any other outside party or user.

Supplemental conditions will be provided to identify modifications and edits to these Technical Specifications needed to meet the specific requirements of said project. If supplemental conditions are not prepared, I hereby take full responsibility for the applicability of these Technical Specifications for the project.

The undersigned hereby agrees to use these Standard Drawings on their project. If required, the undersigned hereby further agrees to modify and edit these Standard Drawings as needed to adapt their use for the specific project for which they will be used, as approved by the City and/or Engineer. All use of these standards shall be under the direction of a licensed Civil Engineer in the State of Oregon, and all Drawings used shall be stamped by the Engineer.

The undersigned agrees to indemnify, defend, and hold the City of Boardman, Oregon, and Anderson Perry & Associates, Inc., its partners, agents, and employees harmless from and against any and all claims, suits, demands, losses, and expenses including attorneys' fees accruing or resulting to any and all persons, firms, or any other legal entity on account of any damage or loss to property or persons, including death, arising out of the result of utilizing these standard Technical Specifications.

CONTRACTOR:

By: _____

Print Name: _____

Representing: _____

Responsible Engineer: _____

License Number: _____

License Expiration Date: _____

CONTRACTOR'S NOTICE OF SUBSTANTIAL COMPLETION

(Contractor)_____ hereby notifies the City of Boardman, Oregon, that construction Work on the Project (Name of Project)_____ has been substantially completed in accordance with all requirements of the Drawings and Specifications. The Contractor also verifies that all system components have been properly installed, serviced, and lubricated where appropriate, and checked and tested for proper operation, all as recommended by the product manufacturer and as required by the Specifications. The Contractor further states that proper training has been given to the City's designated representative as to proper operation and service of the Project system and components.

The Contractor requests the City issue a Certificate of Substantial Completion. The attached draft punch list prepared by the Contractor lists items that need to be completed or corrected.

By: _____
(Authorized Signature)

_____
(Name)

_____
(Title)

_____
(Date)

(All items below the dotted line shall be completed by the City.)

Review by City:

☐ An inspection is scheduled for _____ to determine the status of completion.
(Date and Time)

☐ Construction Work was found not to be substantially complete. The Contractor shall complete the necessary Work and resubmit a new "Contractor's Notice of Substantial Completion."

By: _____
(Authorized Signature)

_____
(Name)

_____
(Title)

_____
(Date)

CONTRACTOR'S COMPLETION CERTIFICATE

(Contractor) _____ hereby certifies that the Project known as (Name of Project) _____ has been completed in accordance with all requirements of the Project Drawings and Specifications and City Standards. The Contractor further states that information contained in the Record Drawings and Operation and Maintenance Manual is complete, accurate, and properly describes equipment, materials, and system installed as a part of the Work. The Contractor further states that all information required by the Drawings and Specifications and City Standards has been submitted to the City. The Contractor also certifies that all title and lien issues have been resolved and that full title to all Work, materials, and equipment has passed to the Owner free and clear of any liens or other title defects, or will so pass upon final payment, including materialmen and mechanics liens.

_____
Contractor (Authorized Signature)

_____
(Name)

_____
(Title)

_____
(Date)

(All items below the dotted line shall be completed by the City.)

Review by City:

☐ The Work appears to be complete and a final inspection is scheduled for _____.
(Date and Time)

☐ The Work was found not to be complete. The Contractor shall complete the necessary Work and resubmit a new "Contractor's Completion Certificate."

By: _____
(Authorized Signature)

_____
(Name)

_____
(Title)

_____
(Date)

Instructions: This form shall be completed by the Contractor when all Work is complete and prior to receiving final payment on the Project.

NOTICE OF ACCEPTABILITY OF WORK

City: **City of Boardman, Oregon**
Contractor:
Project Engineer (if applicable):
Project:

Date Project is Ready for Acceptance

The City hereby gives notice to the above Contractor that the Work furnished and performed by Contractor for the above referenced Project is acceptable, and subject to the following terms and conditions of this Notice:

CONDITIONS OF NOTICE OF ACCEPTABILITY OF WORK

The Notice of Acceptability of Work ("Notice") is expressly made subject to the following terms and conditions to which all those who receive said Notice and rely thereon agree:

1. This Notice is given with the skill and care ordinarily used by members of the engineering profession practicing under similar conditions at the same time and in the same locality.

2. This Notice is not a guarantee or warranty of Contractor's performance, an acceptance of Work that is not in accordance with the related Specifications and City Standard Drawings including, but not limited to, defective Work discovered after final inspection, nor an assumption of responsibility for any failure of Contractor to furnish and perform the Work thereunder in accordance with the Specifications and City Standard Drawings, or to otherwise comply with the Specifications and City Standard Drawings or the terms of any special guarantees specified therein.

3. This Notice does not relieve Contractor of any surviving obligations and is subject to City's reservations of rights with respect to completion.

City of Boardman, Oregon

_____
(Authorized Signature)

By:_____
(Name)

Title:_____

Date:_____

The Contractor, _____, agrees that the date of final completion is also the date of commencement of project warranties.

_____
(Contractor)

_____
(Authorized Signature)

By:_____
(Name)

Title:_____

Date:_____

TRANSMITTAL OF SHOP DRAWINGS, EQUIPMENT DATA, MATERIAL SAMPLES, OR MANUFACTURER'S CERTIFICATES OF COMPLIANCE	DATE	NO.

SECTION 1 – REQUEST REVIEW OF THE FOLLOWING ITEMS *(This section will be initiated by the Contractor)*

TO ENGINEER:	FROM CONTRACTOR:	PROJECT	CHECK ONE: ☐ THIS IS A NEW TRANSMITTAL ☐ THIS IS A RESUBMITTAL OF TRANSMITTAL

ITEM No.	DESCRIPTION OF ITEM SUBMITTED *(Type, size, model number, etc.)*	MFR. OR CONTR. CAT. CURVE DRAWING OR BROCHURE NO.	No. OF COPIES	CONTRACT REFERENCE DOCUMENT		COMMENTS
				SPEC. SECTION NO.	DRAWING SHEET NO.	

REMARKS

NOTE: Contractor shall note any variations from requirements of the Contract Documents.

I certify that the above-submitted items have been reviewed in detail and are in accordance with the Technical Specifications and Drawings for the City of Boardman and have been approved by the Contractor.

_____

NAME AND SIGNATURE OF CONTRACTOR

WATER LINES

CITY OF BOARDMAN, OREGON

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CITY OF BOARDMAN, OREGON

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Test Worksheet for the Water Lines - Leakage Test

CITY OF BOARDMAN, OREGON

TECHNICAL SPECIFICATIONS

SECTION 1

WATER LINES

PART 1 - GENERAL

1.1 Scope

A. These Specifications cover the furnishing and installation of potable water lines, valves, fittings, and related appurtenances. This work includes, unless otherwise specified, furnishing all labor, materials, tools, equipment, and incidentals required to construct a complete water line ready for service as outlined in the Specifications.

B. Requirements for excavation and backfill of trenches, surface restoration, traffic control, and special appurtenance, etc., are specified under other Technical Specifications, when applicable.

C. Items specified in this Technical Specification are intended to be broad in scope and may not always apply to all items of Work to be constructed.

1.2 Specifications References

Specification references made herein for manufactured materials such as pipe, valves, and fittings refer to designations for the American Water Works Association (AWWA), American National Standards Institute, Inc. (ANSI) or to the American Society for Testing and Materials (ASTM) as they are effective on the date of call for Bids.

1.3 Interruption of Utility Service

See the "Existing Utilities" section of the General Requirements.

1.4 Delivery, Storage, and Handling

A. Adequate precautions shall be taken to prevent damage to piping and protective coatings. During transporting, pipe and other materials shall be secured individually by use of wood spacer blocks, wood crates, or otherwise protected to prevent collision of individual pieces and accompanying damage.

B. Where possible, all materials furnished by the Contractor shall be delivered and distributed at the Site by the Contractor so that each piece is unloaded opposite or near the place where it is to be placed in the trench.

C. All pipe, fittings, valves, hydrants, and accessories shall be loaded and unloaded by lifting with hoists or skidding so as to avoid shock or damage. During freezing weather,

valves shall be stored to prevent accumulation of water in housing which could freeze and damage valves. Under no circumstances shall materials dropped during handling be installed or be used in the Work.

D. All pipes, valves, fittings, and all other materials used in the construction of the water lines shall be carefully inspected by the Contractor prior to installation. All defective materials shall be rejected.

E. Proper materials, tools, and equipment shall be used by the Contractor to provide safe and convenient prosecution of the Work.

1.5 Manufacturer's Certification

If requested to do so, the Contractor shall furnish to the City a sworn statement from the product manufacturer, stating that inspection and all specified tests have been made on the supplied material and that the results thereof comply with all appropriate Specifications. The statement shall also state that all materials furnished are in accordance with these Specifications and that all materials are new.

PART 2 - MATERIALS

2.1 General

A. The Contractor shall furnish and install water lines and valves of the size, type, class, and material as specified. Where no specific type of pipe is called for, the Contractor may select any type listed herein. Once a particular type and manufacturer is selected, the Contractor shall use that type for the entire Project.

B. Materials and products which come into contact with drinking water supplied by public water systems or which come into contact with drinking water treatment chemicals used by public water systems shall meet the requirements of National Sanitation Foundation Standard 61 Drinking Water System Components - Health Effects (latest version) or equivalent. These materials and products include, but are not limited to, process media, protective materials, joining and sealing materials, pipes and related products, and mechanical devices used in treatment, transmission, and distribution systems.

CITY OF BOARDMAN, OREGON

TECHNICAL SPECIFICATIONS

SECTION 1

WATER LINES

2.2 Pipe

A. C900 PVC Pipe

PVC pipe for water lines shall conform to AWWA C900, DR 18 (235 psi) unless higher pressure classes are warranted. The pipe shall have flexible rubber gasketed joints conforming to ASTM D3139 and ASTM F477. Pipe shall be JM Eagle, North American Pipe Corporation, or approved equal. Pipe color shall be blue.

B. Ductile Iron Pipe

1. Ductile iron pipe and fittings shall conform to AWWA C150, AWWA C115, AWWA C151, AWWA C153, and AWWA C110 and shall be minimum pressure Class 350 unless specified otherwise.

2. All ductile iron pipe shall have a bituminous sealed cement mortar lining conforming to AWWA C104 on the interior.

3. All joints unless otherwise specified shall be push-on rubber gasket joints conforming to AWWA C111 and shall be furnished complete with all necessary accessories.

    a. Flanges for couplings and fittings shall conform to ANSI B16.1, 125-pound bolt hole template.

    b. Mechanical joints shall conform to AWWA C111.

4. Where called for on the Drawings, restrained pipe joints shall be bell and spigot ductile iron with field installed gaskets, such as the FIELDLOK™ Gasket System as manufactured by United States Pipe and Foundry Company, or approved equal.

5. Restrained mechanical joints shall be equipped with a MEGALUG Series 1100 Mechanical Joint Restraint System as manufactured by EBAA Iron, Inc., or approved equal.

6. When flanged pipe is required, the Contractor shall provide the D.I. pipe class required by the flange manufacturer to ensure the pipe and flange units are compatible. These data shall be provided to the City or City Engineer for review prior to ordering these materials.

C. High Density Polyethylene Pipe (HDPE)

HDPE pipe shall conform to AWWA C906 DR-11 (PE 4710) iron pipe size (IPS) for pipe diameters 4-inch or greater, or as called for on the Drawings. All joints shall be by the heat fusion method in accordance with the manufacturer's requirements. Fusion technicians who have been trained by the pipe manufacturer or by the fusion equipment manufacturer's representatives must conduct the butt fusion joining. Butt fusion shall be performed using suitable machinery approved by the pipe manufacturer. Fittings shall be standard commercial products manufactured by injection molding or by extrusion and machining or fabricated from AWWA C906 pipe or as called for on the Drawings. All fittings shall have the same pressure rating as the pipe unless otherwise specified on the Drawings. The Contractor shall provide detailed Shop Drawings for all joints and connections, including provisions for expansion and contraction as recommended by the pipe manufacturer.

D. HDPE Tubing for Service Lines

HDPE tubing for service lines shall be IPS meeting the requirements of AWWA C901 and ASTM D2239, SIDR 7 (PE 4710), rated for 200 psi working pressure. Stainless steel inserts shall be installed at all compression fittings.

E. Galvanized Pipe for Service Lines

Galvanized wrought iron pipe, when required, shall conform to ASTM A120.

2.3 Fittings for PVC Pipe

A. General

1. Unless specified otherwise, all fittings such as elbows, tees, crosses, valves, etc., shall have mechanical joints conforming to AWWA C111 and shall be short-bodied compact ductile iron fittings conforming to AWWA C153, Class 350.

2. When called for, flanged cast iron fittings shall conform to AWWA C110 with ANSI B16.1, 125-pound bolt hole template.

3. All fittings shall be cement mortar lined in accordance with AWWA C104.

4. Gaskets shall be either ring or full faced, 1/8-inch thick conforming to AWWA C111, Appendix B.

B. Restrained Pipe Joints and Fittings

1. Restrained Push-on Joint Pipe

When restrained joint ductile iron pipe is required, the pipe shall be the same class and type as the ductile iron pipe specified herein. Joints shall be Tyton Joint with Field Lok 350 gaskets, or approved equal. The restraint shall be boltless, integral restraining system, rated for 350 psi in accordance with the performance requirements of ANSI/AWWA C111/A21.11.

2. Restrained Fittings

All mechanical joint fittings called out to be restrained shall be equipped with a MEGALUG Series 1100 mechanical joint restraint system as manufactured by EBAA Iron, Inc., or approved equal.

C. Water Main Couplings

1. Water main couplings shall be fabricated steel "Dresser" style couplings, or approved equal, conforming to AWWA C219.

2. The Contractor shall provide the appropriate coupling and gaskets as required to match the water line types and sizes being utilized.

3. Couplings shall be rated for the working pressure of the pipe main for which they will be utilized.

2.4 Valves

A. Gate Valves

1. Gate valves 2 inches and smaller shall be all bronze, non-rising stem, conforming to Manufacturers Standardization Society (MSS) SP-80, Class A rated for a minimum working pressure of 125 psi.

2. Gate valves 2-1/2-inch to 12-inch shall conform to AWWA C509 or C515. Valves shall be designed for 200 psi minimum working pressure and shall be of iron body, resilient wedge, non-rising stem construction. Valves shall be equipped with O-ring type packing. The valve shall have a 2-inch AWWA operating nut for buried service. The valve ends shall be of the type required to match the pipe to

which they will be connected. Valves shall have mechanical joint connections, unless called for otherwise. Valves shall be resilient wedge, Kennedy KSRW or KSFW, M&H Style 4067 or 7000, Clow, or equal.

3. Gate valves 14-inch and 16-inch shall meet or exceed the requirements of AWWA C509 and shall also conform to the applicable requirements of AWWA C500. Valves shall be designed for 200 psi minimum working pressure and shall be of iron body, resilient wedge, non-rising stem construction. Valves shall be equipped with O-ring stem seal. The valve shall have a 2-inch AWWA operating nut. The valve ends shall be of the type required to match the pipe to which they will be connected. Valves shall be Metroseal 250 as manufactured by U.S. Pipe or approved equal.

4. Gate valves 18 inches and larger shall conform to AWWA C500. Valves shall be designed for 150 psi minimum working pressure and shall be of iron body, double disk, parallel seat, bronze mounted, non-rising stem construction. Valves shall be equipped with O-ring type packing. The valve shall have a 2-inch AWWA operating nut. The valve ends shall be of the type required to match the pipe to which they will be connected. Valve shall be M&H NRS Style 67 or equal.

B. Ball Valves

Ball valves 2 inches and smaller shall be bronze, conforming to Federal Specifications MSS SP-72 and MSS SP-110 rated for a minimum working pressure of 125 psi.

C. Butterfly Valves

1. All butterfly valves shall be of the rubber-seated tight-closing type that shall meet or exceed the requirements of AWWA C504. All valves shall be M&H 4500, Clow 4500, or approved equal.

2. The valve shall be for buried service with a sealed gear operator having 2-inch AWWA operating nut and shall open counter-clockwise.

3. The valve ends shall be of type required to match the pipe to which they will be connected.

D. Cast Iron Valve Box

1. Each valve shall be equipped with an adjustable cast iron box of the sliding type with a base large enough to cover the top casting of the valve.

2. The diameter of the valve box shall be not less than 5 inches, and shall be of such length so as to provide the depth of cover over the pipe without full extension.

2.5 Fire Hydrants

A. Fire hydrants shall conform to AWWA C502 and shall have 5-1/4-inch main valve opening, two 2-1/2-inch NST nozzles with STORZ couplings and one 4-1/2-inch NST pumper nozzle with STORZ coupling. Operating nut shall be 1-1/2-inch pentagon. Fire hydrants shall be Kennedy K-81 Guardian, or equal.

B. All hydrants shall have a minimum depth of bury of 48 inches. Where conditions require, hydrant extensions shall be provided and installed to provide the proper placement and installation of the hydrant.

C. Hydrants shall receive factory coats of yellow enamel paint and shall also receive an additional field coat after installation.

D. All hydrants shall be of the traffic model type.

2.6 Combination Air Release Valves

Air Release Valves shall generally be a combination air and vacuum type such as APCO No. 143 C, ValMatic No. 201C, or approved equal, designed for 150 psi operating pressure. Air Release Valves shall be sized and installed per the manufacturer's recommendations.

2.7 Service Saddles

A. Service saddles shall have a ductile iron body, wide stainless steel band, and stainless steel bolts and nuts. Service saddles shall be Ford FS101 style for 3/4-inch and 1-inch taps and Ford FS202 for all taps larger than 1 inch, or approved equal.

B. Saddle sizes and threads shall be AWWA compatible with the pipe type and sizes being utilized.

C. Service saddles are not required for ductile iron pressure class pipe for taps 1-inch and less. Service saddles are required for ductile iron pressure class pipe for taps greater

than 1-inch. Service saddles used on PVC water mains shall be specifically sized at the factory for the type of PVC water main used.

2.8 Corporation Stops

A. Corporation stops shall be brass ball valve stops complying with AWWA C800. Corporation stops shall be Ford ball corp or approved equal.

B. Inlet threads and outlet connections shall be as required for type and size of water service lines and service saddles being utilized.

2.9 Curb Stops

A. Curb stops shall be Ford brass ball valves or approved equal.

B. Valve configuration, inlet, and outlet requirements shall be as required for the size and type of water service lines and setters being utilized.

2.10 Service Line Couplings

A. Service line couplings shall be Ford pack joint couplings or approved equal.

B. Provide appropriate coupling as required to match water service line types and sizes being utilized. Appropriate stainless steel insert stiffeners shall be used for all PVC pipe and polyethylene tubing.

C. Where metal pipe of dissimilar type are being connected, an insulating adaptor gasket such as Dresser Style 65, or approved equal, shall be utilized to prevent galvanic corrosion.

2.11 Curb Stop Box

A. Each curb stop shall be equipped with an adjustable cast iron box of the sliding type and shall be of such length so as to provide the depth of cover over the pipe without full extension.

B. The curb stop box shall be equal to Ford Arch Pattern Curb Boxes with 1-inch upper section and stationary rod and Type PS plug style lid with pentagon bolt, or approved equal.

C. For service curb stops larger than 1-inch, a curb box base, Ford CB-7, shall also be provided.

2.12 Meter Setters

A. Meter setters for 1-inch and smaller meters shall be Ford 70 Series Coppersetters or approved equal.

B. Meter setters for 1-1/2-inch or 2-inch water meters shall be Ford Coppersetters or approved equal.

C. A Ford angle meter ball valve shall be provided on the meter inlet and a Ford cartridge dual check valve shall be provided on the meter outlet.

D. Provide appropriate meter setter heights, sizes, and connections, etc., as required for the meter and water service lines sizes and types being utilized.

E. Schedule 40 PVC 1-inch pipe shall also be installed in the setter pipe eyelets to increase the stability of the meter setting.

2.13 Automated Metering Reading (AMR) System

A. Water Meters

1. Water meters for 5/8-inch x 3/4-inch, 3/4-, and 1-inch sizes shall be Sensus SRII TouchRead™, or approved equal.

2. Water meters for 1-1/2- and 2-inch sizes shall be Sensus OMNI TouchRead™, or approved equal.

3. For 3-inch size, the meter shall be Sensus Series "W" turbo meter with AMR.

4. Meters shall meet or exceed the requirements of AWWA C700 latest revision. All meters shall read in gallons.

5. All meters shall be 5/8-inch x 3/4-inch size unless specifically called for otherwise on the Drawings.

B. TouchRead™ AMR System. The Contractor shall furnish the water meters with AMR system registers compatible with the TouchRead™ system. The Electronic

Communication Register (ECR) shall be included with each meter and shall include the touch or inductive pad.

2.14 Water Meter Box and Cover

A. Water meter box for 3/4-inch and smaller meters shall be 12-inch x 20-inch; for non-traffic areas, it shall be rotocast polyethylene material with polymer concrete frame; for incidental traffic areas, it shall be polymer concrete "RPM" body and frame; all as manufactured by Old Castle, or equal. The box shall be equipped with mouse holes. The lid shall be 12-inch x 20-inch Carson HD cover. Provide cover for type of meter being installed, i.e., hinged meter read lid, drilled touch read pad, etc. Where required by the City, the box and lid shall be upgraded to the 20K traffic-rated box and cover.

B. For 1- and 1-1/2-inch meters, the box shall be 17-inch x 30-inch; for non-traffic areas, it shall be rotocast polyethylene material with polymer concrete frame; for incidental traffic areas, it shall be polymer concrete "RPM" body and frame; all as manufactured by Old Castle, or equal. The box shall be equipped with mouse holes. The lid shall be 17-inch x 30-inch Carson HD cover. Provide cover for type of meter being installed, i.e., hinged meter read lid, drilled touch read pad, etc. Where required by the City, the box and lid shall be upgraded to the 20K traffic-rated box and cover.

2.15 Locating Wire

A. Locating wire shall be a minimum of 12 awg UF solid copper with blue colored insulation. The use of THHN wire will not be acceptable. The silicone splice kit shall be 3M Splice Kit DBR/Y-6 or approved equal.

B. Where location wire is to be secured to the exterior of fire hydrants, valve boxes, posts, etc., stainless steel pipe straps shall be used.

2.16 Thrust and Anchor Blocks and Concrete Collars

A. Concrete used for thrust and anchor blocks, and concrete collars shall be Portland Cement concrete with a 28-day compressive strength of 2,500 psi. Concrete thrust blocks shall cure for 3 to 5 days before hydrostatic or leakage testing of pipelines.

B. Anchor rods shall be 3/4-inch diameter galvanized steel or epoxy coated reinforcement bar conforming to AASHTO M 284, embedded a minimum of 18 inches in the concrete.

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WATER LINES

2.17 Water Line Blowoff

Water line blowoff assemblies shall be Kupferle Mainguard 2-inch blowoff hydrant Model No. 77 or approved equal.

2.18 Water Line Marker

Water line markers shall be prefabricated fiberglass construction and shall include the label "Warning: Water Pipeline."

PART 3 - EXECUTION

3.1 Trench Excavation and Backfill

Trench excavation and backfill shall be performed as specified in the Technical Specifications for "Excavation and Backfill of Trenches."

3.2 Record Drawings

The requirements for Record Drawings, etc., as required in the General Requirements shall be carefully complied with.

3.3 Installation of Pipe

A. Water pipe shall be installed in accordance with best current practices as required by the manufacturer and as specified herein. PVC pipe installation shall conform to the Uni-Bell Plastic Pipe Association, "Guide for Installation of PVC Pressure Pipe for Municipal Water Main Distribution Systems" and also AWWA M23 "PVC Pipe - Design and Installation." Ductile iron pipe installation shall conform to the requirements of AWWA C600.

B. Water pipe shall be installed with bell ends laid facing in the direction of laying unless directed otherwise by the City or City Engineer. Each pipe shall be properly bedded so as to be supported for the full length of the pipe. A suitable foundation shall be achieved by a slight excavation under the bell at each joint. All rubber ring joints shall be lubricated and installed in accordance with the installation instructions of the pipe manufacturer, taking particular care to avoid pinching or otherwise causing damage to the rubber ring. All joints shall be free of dirt and other foreign matter prior to the joining of the next pipe.

C. Water lines shall be installed to the minimum depths called for on the Drawings and to the lines and grades when shown.

1. It shall be recognized that water line depths may vary from the minimum depths shown when adjustment of grade is required to avoid conflict with existing utilities.

2. Additional fittings may also be required when a grade adjustment is required.

D. No pipe shall be installed in water or when conditions exist that, in the opinion of the City or City Engineer, are unsuitable for the laying of the pipe.

1. At times when pipe laying is not in progress, the open ends of pipe shall be closed by a watertight plug or other approved means.

2. If there is water in the trench, the seal should remain in place until the trench is dewatered sufficiently to prevent groundwater from entering the pipe. Adequate provisions shall be made by the Contractor for final disposal of the groundwater pumped from trenches.

E. All pipe shall be installed true to line. The Contractor may install a pipeline on a curve when called for on the Drawings or when approved by the City or City Engineer.

1. For rubber gasketed ductile iron pipe installed on a curve, the pipe shall be joined in a straight alignment, then deflected. The amount of deflection shall not exceed 80 percent of the recommended maximum deflection specified in AWWA C600.

2. For PVC pipe installed on a curve, deflection of the pipe shall be achieved by bending the pipe within the limitations specified by the pipe manufacturer. Joint deflection of PVC pipe is not allowed.

3.4 Thrust and Anchor Blocks

A. Thrust and anchor blocks shall be constructed as shown on the City Standard Drawings and placed at all changes in direction, all changes in the diameter of the pipe, all dead-ends as required by the City or City Engineer.

B. All thrust blocks shall be placed between the undisturbed ground and the fitting to be anchored. Plastic sheeting shall be used to provide a bonding barrier between the

fittings and the concrete. The quantity of concrete and the area of bearing on the soil shall be as approved by the City or City Engineer.

C. All thrust blocks shall be placed so that the entire pipe and fitting joints will be accessible for repairs. Bolts for mechanical and flange fittings and fire hydrant weep holes shall not be covered with concrete. All bolts shall be accessible and removable without interference from the thrust block.

D. Thrust blocks may not be required where approved restraint joint pipe and fittings are utilized.

E. Concrete thrust blocks shall cure for 3 to 5 days before hydrostatic or leakage testing of pipelines unless otherwise approved by the City or City Engineer.

F. No backfill of thrust blocks shall occur until the Work has been observed by the City or City Engineer.

3.5 Locating Wire

A. A continuous solid copper locating wire shall be placed along the top of all water pipe, including service lines. This wire shall be secured to the top of the pipe at maximum 10-foot intervals using 6-inch strips of 2-inch wide duct tape. All splices shall be electrically continuous. At all splices the connecting ends of the wires shall be overlapped and tied. The ends shall be stripped and connected with a wire nut to ensure an electrical connection and made waterproof with an approved silicone splice kit. Access to terminal ends of the locating wire shall be made at all valve boxes, meter boxes, fire hydrants, vaults, etc. The result of this installation shall be a continuous wire circuit electrically isolated from ground.

B. The Contractor shall be responsible for testing continuity and for testing isolation from ground in the wire after all Work has been completed on the test section. The Contractor is advised to do intermediate testing on their own after backfilling operations and prior to surface restoration work to be sure continuity is maintained. If there is a break or defect in the wire, it shall be the Contractor's responsibility to locate and repair the defect.

C. The continuity of the location wire shall be tested from one test load point to the next by use of a temporary wire laid between test points in-line with an ohmmeter. Resistance shall be measured with an approved ohmmeter that has been properly calibrated. The continuity of a test section will be accepted if the resistance of the test

section does not exceed 5 ohms per 500 feet of location wire being tested. Isolation from ground shall be measured with a megohmmeter and shall be a minimum of 20 megohms for any section of location wire tested. The City or City Engineer shall witness the acceptance test. The wire and installation shall be included in the water line bid item price. No separate payment shall be made.

3.6 Service Connections

The Contractor shall connect service lines to new or existing water mains as shown on the City Standard Drawings. This Work includes the installation of a saddle and corporation stop, and making the connection. The Work will include potholing to locate any existing pipeline or service lines as required so the service connection can be performed.

3.7 Service Lines

A. The installation of new service lines and the connecting of existing service lines shall be performed in accordance with the City Standard Drawings, manufacturer requirements, and as specified herein. Water service lines shall be laid by placing the pipe on the trench bottom with sufficient slack to prevent pulling apart of the joints when the backfill is placed. Splices shall be kept to an absolute minimum. If required, they shall be made using brass compression joint couplings, Ford Pack Joint or approved equal.

B. When constructing a new water line to replace an existing line, the existing water line shall remain in service until the new water line has been tested, disinfected and approved by the City or City Engineer. When possible, the existing line and new line shall both be in operation during the transfer of service lines. The transfer shall be made so that the interruption of water service to the utility customer is held to a minimum. All service lines shall be thoroughly flushed before connecting to existing lines or meters.

C. The locations of service lines are approximate and may vary from the locations provided. The City will assist the Contractor in locating service lines; however, the primary responsibility for performing excavation work to locate existing lines will be the Contractor's.

D. The Work includes potholing to locate any existing pipelines or service lines as may be required so the service lines can be installed. The Work also includes connecting to the existing service lines when required.

E. When existing service lines will be utilized, and if the Contractor encounters an existing service line which appears to be in poor or unserviceable condition, the Contractor shall

promptly contact the City. If the City determines that a portion of the existing service line needs replacement, the Contractor shall install a new service line and shall be compensated appropriately.

3.8 Service Lines by Boring and Open Trench Methods

A. It is the general intent to try and install service lines under paved streets by boring where possible. A pneumatic boring tool or other approved method will be used to install service lines under all paved streets. There may be areas where it is not possible to bore due to ground conditions which interfere in the operation.

Where requested by the City, the Contractor shall attempt to bore under paved streets. In areas where it appears that boring will be difficult as determined by the City and the Contractor, the service lines shall be installed by the open trench method. The Contractor shall make two attempts, if required, to bore under paved streets. If the second attempt fails, the Contractor shall install the service line by the open trench method.

B. The Contractor shall take care to not damage other utilities which might exist in the area. Prior to boring, the Contractor shall pothole to locate existing utilities. "Blind-boring" is not allowed. Repairs for damage to other utilities shall be the responsibility of the Contractor.

C. Service lines to be installed in areas not under asphalt streets may be installed by either open trenching or boring as the Contractor may elect. All service lines shall be thoroughly flushed before connecting to existing lines or meters.

3.9 Valves and Valve Boxes

A. Valves and valve boxes shall be installed as shown on the City Standard Drawings. All valves and valve boxes shall be set plumb. The valve box shall be centered over the valve operator and free of any obstruction which would prevent operation of the valve nut.

B. If the bury depth of the valve is greater than 4-1/2 feet, a valve operator extension shall be provided to within 1 foot of finish grade. The extension shall be permanently attached to the valve operator and a self-centering device shall be provided near the top of the valve operator extension. The box cover shall be flush with the finished grade. A concrete collar, where required, shall be installed.

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TECHNICAL SPECIFICATIONS

SECTION 1

WATER LINES

3.10 Fire Hydrants

A. Hydrant installation shall conform with AWWA Manual M17 and AWWA C600, and shall be as shown on the City Standard Drawings. Extensions required for hydrant adjustment shall be installed to the manufacturer's specifications.

B. Hydrants may be installed on new water mains installed as part of the Work, or on existing mains. Special attention shall be given when installing hydrants on existing mains to ensure that adequate thrust restraint is being achieved as the hydrants can be placed in service before normal cast-in-place thrust blocks can achieve the required strength. The block and plug shall be held securely by temporary thrust block or other approved method, such as precast thrust blocks, restraining rods, etc.

C. The newly installed hydrants shall be covered in a manner acceptable to the City until they are placed into permanent service.

3.11 Removal of Existing Fire Hydrants

A. All hydrants removed shall remain the property of the City and shall be delivered and properly stacked at a site designated by the City.

B. After the old hydrant is removed, the lead line, if it is to be abandoned, shall be plugged at the main line tee with a watertight plug and thrust block. When the lead pipe is connected to a water main which is being abandoned, it will not need a thrust block.

C. The Contractor shall apply black paint the same day the existing hydrant is disconnected from service; otherwise, mark the hydrant in a manner acceptable to the City.

3.12 Connections to Existing Lines

A. The size, type, class, and location of existing lines and associated fittings, where shown, has been obtained from Record Drawings and other municipal records. It is expected that there may be some discrepancies and omissions in the information shown. Therefore, it shall be the responsibility of the Contractor to excavate and inspect existing water lines requiring a connection in order to determine the exact fittings needed.

B. In connecting to existing lines, the Contractor may select the combination of fittings they wish to use, subject to approval by the City. Approved fabricated steel couplings,

repair bands, transition couplings, or tapping sleeves are among the options available to the Contractor.

C. Proper disinfection, as described hereafter, shall always be accomplished. The Contractor shall provide watertight plugs and thrust restraints, as required, to cap old lines after they are disconnected.

D. The Contractor shall provide special attention in providing thrust restraint for fittings installed as part of a connection to an existing line, when such connection will be placed into service before normal cast-in-place thrust blocks can achieve required strength. In such cases thrust restrained joints, precast thrust blocks, etc., must be utilized to provide thrust restraint. Methods used by the Contractor shall be approved by the City.

E. The Contractor shall not interrupt service for the purpose of connecting to an existing line until they have excavated the required location, visually inspected the connection point, and verified that they have available on the Site all fittings required for completion of the connection or connections. Isolation of a section of line to be modified will be accomplished by the Contractor only after consultation with the City for the purpose of determining the proper valves to close to effect the isolation. The Contractor shall cooperate with the City in accomplishing this isolation. When Work is started on a connection, it shall proceed continuously without interruption, and as rapidly as possible until completed. If the connection involves turning off the water, the Contractor shall be responsible for notifying the residents affected by the shutoff. See the "Existing Utilities" section of the General Requirements.

3.13 Water Meter Installation

The Contractor shall furnish all materials required and shall install the water meters as shown on the City Standard Drawings and specified herein. Water meter installations shall include appropriate meter box and cover, coppersetter, yokes, and fittings, and shall include the water meter. Meter boxes shall be set plumb with cover level and with equal clearance on all sides between the box and the plumbing.

3.14 Water-Sewer Line Crossings

A. Wherever possible, the bottom of the new water line shall be 1.5 feet or more above the top of any sanitary sewer line. One full length of water line shall be centered at all sewer crossings when the vertical separation is less than 1.5 feet.

B. Where the water line crosses over an existing sanitary sewer line but with a clearance of less than 1.5 feet, the sewer line shall be exposed to the sewer line joints on both sides of the crossing to permit examination of the sewer pipe.

1. If the sewer pipe is in good condition and there is no evidence of leakage from the sewer line as observed by the City or City Engineer, the 1.5-foot separation may be reduced.

2. When the vertical separation is less than 1.5 feet, the Contractor shall center one full length of the new water pipe over the sewer line.

3. If the City or City Engineer determines that the conditions are not favorable or finds evidence of leakage from the sewer line, the sewer line shall be replaced with a full length of PVC pressure pipe (as specified herein) centered at the crossing point.

4. When new sewer pipelines are installed as a part of the Project, it will not be necessary to expose the new sewer pipe to verify the pipes condition.

C. Where the water line crosses under the sanitary sewer line, the Contractor shall expose the existing sewer line and examine it as indicated above.

1. If conditions are favorable and there is no evidence of leakage from the sewer line, the sewer line may be left in place but must be supported with a steel beam, reinforced concrete beam, or other means of preventing settlement when it spans the water line trench, and special precautions must be taken to assure that the backfill material over the water line in the vicinity of the crossing is thoroughly compacted in order to prevent settlement which could result in the leakage of sewage. In this situation, the Contractor shall center one length of the new water line at the crossing.

2. If the City or City Engineer determines that conditions are not favorable or finds evidence of leakage from the sewer line, then the sewer line at the crossing shall be replaced as indicated above.

D. When constructing water service lines, the City or City Engineer may require the depth of the service line to be revised in order to eliminate the need for a water-sewer line crossing.

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TECHNICAL SPECIFICATIONS

SECTION 1

WATER LINES

3.15 Capping Existing Water Mains and Services

A. When required, the Contractor shall cap an existing water main or service tap when an existing main or service is to be taken out of service. Each location will require different types of fittings, etc., to accomplish the Work. All caps are to be permanent and watertight. When required, thrust restraints shall be provided. Corporation stops on service taps shall be in "off" position and an approved watertight cap installed.

B. Unless specified otherwise, the capping shall be performed at the connection to the water main which is to remain in service. No stubbed water mains or service lines shall be left in the ground unless approved otherwise by the City or City Engineer. The Contractor shall excavate and expose the piping to be capped, perform the Work, and backfill as required.

3.16 Abandoned Water Lines

A. The existing water lines to be taken out of service are to remain in service until the new lines are properly installed and tested, and water services have been connected. Approval from the City or City Engineer shall be obtained before any line is abandoned.

B. The existing lines shall then be abandoned and their actual location and abandoned designation recorded on all Record Drawings.

C. Unless called for otherwise, the abandoned lines will remain in the ground. The ends of all pipes which are abandoned shall be plugged with concrete or other methods approved by the City or City Engineer.

3.17 Air Release Valves

Air release valves shall be installed as required by the manufacturer and as shown on the City Standard Drawings.

3.18 Removal and Salvage of Water Main Appurtenances, Fittings, and Other Items

A. The Contractor shall remove all existing valves, hydrants, and fittings as required to properly perform the Work. All such materials shall be transported to an area designated by the City and stockpiled. Materials shall be removed and handled in such a manner which will prevent damage.

B. All other existing valves and hydrants not used in the new system or specified for removal will be removed by the City after the new system is in operation. Salvaged material shall remain the property of the City.

C. The abandoned existing pipe is to remain in the ground, unless otherwise specified.

D. The Contractor shall apply black paint the same day to all existing hydrants when permanently disconnected from service.

3.19 Work with Existing Asbestos Cement (A/C) Pipe

A. When working with A/C pipe, the Contractor shall take all precautions necessary to reduce airborne asbestos during construction. The Contractor will be required to contact the Oregon Department of Environmental Quality (DEQ), file an ASN 6 notification form, and follow Oregon Administrative Rules (OAR) 340-248, Asbestos Requirements. The Contractor may initiate consultation with the Occupational Safety and Health Administration (OSHA) prior to construction, if necessary. Any work to be performed on existing A/C pipe shall be completed in accordance with American Water Works Association Guidelines and DEQ guidance document, "How to Remove Nonfriable Asbestos Cement Pipe," and OSHA requirements.

B. The Contractor shall cut asbestos cement pipe by using snap cutters only. The use of carbide-tipped cutting blades or high speed, abrasive disks shall not be permitted as a means of cutting A/C pipe. Machining of this pipe shall be done with a manual or power-driven field lathe, or with a manual rasp.

C. Hole cutting shall be accomplished with a tapping machine. Use of shell cutters, rasps, chisels, electric drills, right angle sanders, or other high speed abrasive tools shall not be permitted. Uncoupling of asbestos cement pipe shall be accomplished with a hammer and chisel. Use of abrasive disc cutters, right angle sanders, or other high speed abrasive tools shall not be permitted.

D. Dust and cuttings from all Work shall be removed by wet mopping.

E. All waste material shall be collected in a covered container and disposed at a landfill certified by the state or EPA to accept demolition waste.

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SECTION 1

WATER LINES

3.20 Repair of Unmarked Water Lines

A. The specific location, pipe size, type and bury depth of every existing water main and service may not be known. Prior to construction, the City will mark the location of known water lines with paint.

B. The Contractor shall perform appropriate exploratory work to locate utilities when they are known to exist but the specific location is unknown or not marked accurately.

C. Contractor shall repair the water main or service coupling using materials approved by the City or City Engineer.

3.21 Water Line Marker

The Contractor shall furnish and place water line markers at locations shown on the City Standard Drawings and as directed by the City to mark the locations of certain valves and other appurtenances.

3.22 Testing and Disinfection

A. General

The Contractor shall furnish all necessary equipment and other apparatus, including gauges, necessary to properly perform the testing and disinfection of water lines as specified. Lines to be tested include mains and service lines. Each section of the lines, before being tested and placed into service, shall be isolated and slowly filled with water. Air should be expelled from the line through hydrants or taps made at the high points. The City shall have the option of requiring the use of their own gauges. Water mains shall be generally tested in sections between valves and as the Work progresses. The Contractor shall be responsible for determining the length, timing, and section of lines to be tested, unless otherwise noted. When appropriate, testing intermediate sections of long lines should be considered. The Contractor shall provide any temporary test heads, fittings, blocking, etc., as may be required to properly test any given water main section. The Contractor shall be responsible for locating and repairing any defects in the water mains which fail to pass the required test.

B. Acceptance Test

The Contractor shall perform all preliminary testing required to determine that the lines to be tested are acceptable and comply with the requirements of this section of the

Specifications. After the Contractor has determined that the lines will pass the required test, the Contractor shall arrange for an acceptance test to be witnessed by the City or City Engineer. The lines will not be accepted until the acceptance test has been witnessed and documented as passing. Forms for performing the various tests are included at the end of this Technical Specification for use and reference by the Contractor.

C. Hydrostatic Testing of Pressure Lines

All lines shall be pressure tested at 150 psi gauge or 1.5 times the actual working pressure, whichever is greater, for one hour, unless otherwise indicated. Any cracked or defective pipe, joints, or fittings shall be removed and replaced.

D. Leakage Test

Each section of the line, after all backfill and compaction work has been completed and before being placed into service, shall be tested for leakage for a period of two hours at a minimum average gauge pressure of 100 psi. Leakage is defined as the quantity of water supplied into the section of line being tested, during and at the end of the test, that quantity being such that the pressure at the end of the test is equal to the pressure at the beginning of the test. Should any test disclose leakage greater than that specified, the Contractor shall locate and repair the defective joints until the leakage is within the specified allowance.

$$\text{PVC Pipe: } L = \frac{ND\sqrt{P}}{7{,}400} \qquad \text{DI Pipe: } L = \frac{SD\sqrt{P}}{133{,}200}$$

In which:

- L = Allowable Leakage Gal/Hr
- S = Length of Pipe Tested in Ft.
- N = Number of Joints or Connections
- D = Nominal Diameter in Inches
- P = Gauge Pressure in psi

E. Disinfection of Potable Water Mains

1. Each section of the line, before being placed into service, shall be thoroughly flushed and disinfected in accordance with current regulations of the Oregon Health Authority - Drinking Water Services (DWS), specifically Oregon

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WATER LINES

Administrative Rule, Section 333-061-0050(10) Construction Standards. The DWS standards at the time of publication of these City Standards read as follows:

"(10) Disinfection of facilities:

(a) Following construction or installation of new facilities and repairs to existing facilities, those portions of the facilities which will be in contact with water delivered to users must be cleaned and flushed with potable water and disinfected according to AWWA Standards C651 through C654 before they are placed into service. Disinfection must be by chlorine unless another disinfectant can be demonstrated to be equally effective.

(b) For construction of new distribution pipelines (with any associated service connections and other appurtenances installed at the time of construction), disinfection by chlorination must be conducted as specified in paragraphs (A) through (C) of this subsection unless another method from AWWA Standard C651 is used.

(A) A solution with a free chlorine residual of 25 mg/l must be introduced to the pipe such that the solution will contact all surfaces and trapped air will be eliminated. The solution must remain in place for at least 24 hours.

(B) After 24 hours, if the free chlorine residual is 10 mg/l or greater, the chlorine solution must be drained and the pipe flushed with potable water. If the free chlorine residual is less than 10 mg/l after 24-hours, the pipe must be flushed and rechlorinated until a free chlorine residual of 10 mg/l or more is present after a 24-hour period.

(C) After the pipe is disinfected, flushed and filled with potable water, bacteriological samples must be collected to determine the procedures' effectiveness. At least two samples must be collected from the new pipe at least 16 hours apart and analyzed for coliform bacteria. If the pipe has held potable water for at least 16 hours before sample collection, two samples may be collected at least 15 minutes apart while the sample tap is left running. If the results of both analyses indicate

the water is free of coliform bacteria, the pipe may be put into service. If either sample indicates the presence of coliform bacteria, the disinfection and flushing process must be repeated until samples are free of coliform.

(c) For repaired pipelines that were depressurized and wholly or partly dewatered during repair or that likely experienced contamination during repair, disinfection according to the procedure specified in paragraphs (10)(b)(A) through (C) of this rule must be followed except that bacteriological samples must be collected downstream of the repair site. If the direction of flow is unknown, samples must be collected on each side of the repair site.

(d) A water line may be returned to service, following repairs or routine maintenance, prior to receiving a report on the bacteriological analysis if the following procedures have been completed:

(A) Customer meters were shut off prior to placing the water line out of service;

(B) The area below the water line to be repaired was excavated and dewatered;

(C) The exposed pipe was treated with a hypochlorite solution;

(D) The water line was flushed thoroughly, and a concentration of residual chlorine has been re-established that is comparable to the level normally maintained by the water system, if applicable; and

(E) Bacteriological analysis has been conducted as a record of repair effectiveness."

2. When fittings, service lines, or other components of the water system (i.e., fittings used to connect to an existing main) are not disinfected in conjunction with the water mains, the Contractor shall disinfect these items using a 300 mg/L minimum chlorine solution. These items shall be flushed or otherwise coated with the chlorine solution in such a manner that will result in thorough wetting of all surfaces on the inside of these items. These items shall have at least

15 minutes of contact time with the chlorine solution prior to flushing/rinsing and being put into service.

3. After disinfection, the Contractor shall collect bacteriological samples for testing in the presence of the City or City Engineer. A minimum of two samples shall be taken every 1,000 feet of water line to be tested. The City or City Engineer may require additional samples to be taken if the section to be tested is complex and proper disinfection could be difficult. The analysis shall be performed by a laboratory certified by the DWS or the EPA. The cost of the bacteriological testing(s) is to be paid by the Contractor. If positive results are obtained, the system shall be disinfected again by the Contractor, at their own expense. Bacteriological samples will again be collected in the presence of the City or City Engineer and resubmitted for testing. This shall be repeated until negative results are obtained. The method of disinfecting and the chlorination materials used are subject to the approval of the City or City Engineer. Disinfection by introducing granular or tablet chlorine compounds in each pipe length is not an acceptable method of disinfection.

4. The results of all bacteriological tests shall be submitted to the City or City Engineer. No section of pipe shall be placed into service until acceptable bacteriological tests have been obtained.

5. Disposal of any water containing chlorine shall be performed in accordance with AWWA C651, Section 4.5.2, and any other local requirements. Disposal may be made into existing sanitary sewer systems providing approvals are obtained from the respective sewerage agency. Any chlorinated water discharged to open stream channels must be dechlorinated prior to discharge.

3.23 Restoration, Finishing, and Cleanup

A. The Contractor shall restore or replace all paved surfaces, graveled surfaces, curbing, sidewalks, trees, shrubbery, lawns, pastures, fences, and other existing facilities equal to their original condition.

B. All surplus material and temporary structures as well as excess excavation shall be removed and the entire Site of Contractor operations shall be left in a neat and clean condition.

C. Also see Technical Specifications - "Excavation and Backfill of Trenches" and Technical Specifications - "Surface Restoration" for specific requirements.

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SECTION 1

WATER LINES

END OF SECTION

TEST WORKSHEET FOR THE

WATER LINES - LEAKAGE TEST

Project Name _____

Date _____ Job No. _____

Location of Test/Stationing _____

_____

Hydrostatic Test

Test Pressure _____

Time Test Started _____

Time Test Completed _____

TOTAL TIME _____ minutes

Test Passed ☐ Yes ☐ No

Leakage Test (Min. Test Pressure 100 psi)

PVC Pipe: $L = \frac{ND\sqrt{P}}{7,400}$ DI Pipe: $L = \frac{SD\sqrt{P}}{133,200}$

In which:

L = Allowable Leakage Gal/Hr
S = Length of Pipe Tested in Ft.
N = Number of Joints or Connections
D = Nominal Diameter in Inches
P = Gauge Pressure in psi

Allowable Leakage

Pipe Section	Nominal Diameter	Number of Joints or Connections	Length of Pipe	Allowable Leakage
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total Allowable Leakage _____ gal/hr

Time Test Started _____ Total Leakage Measured _____gal.

Time Test Completed _____ Total Leakage Measured/Gal=_____ gal/hr

TOTAL TIME _____mins. _____Time (hr.)

Test Passed ☐ Yes ☐ No

Contractor's Firm Name: _____

_____

Contractor's Representative Signature _____

Engineer's Representative Signature _____

Note: See Technical Specifications for directions of use.

SANITARY SEWER LINES

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TECHNICAL SPECIFICATIONS

SECTION 2

SANITARY SEWER LINES

PART 1 - GENERAL

1.1 Scope

A. These Specifications cover the furnishing and installation of gravity sewer lines, pressure sewer lines, service lines, irrigation lines, manholes, cleanouts, and miscellaneous appurtenances. The Work includes, unless otherwise specified, furnishing all labor, materials, tools, equipment, and incidentals required to construct a complete sewer system ready for service. Requirements for excavation and backfill of trenches, surface restoration, traffic control, and special appurtenances are specified under separate sections.

B. Items included in this Technical Specification are intended to be broad in scope and may not always apply to all items of Work to be constructed.

C. The Contractor shall furnish and install pressure sewer lines of the type and class indicated in the following Specifications. These Specifications cover all buried pressurized sewer lines.

1.2 Specifications References

Specification references made herein for manufactured materials such as pipe, fittings, and manhole rings and covers refer to designations for the American Public Works Association (APWA), the American Water Works Association (AWWA), or the American Society for Testing and Materials (ASTM) as they are effective on the date of call for Bids.

1.3 Care and Handling of Materials

A. Adequate precautions shall be taken to prevent damage to pipes, fittings, manhole components, and all other materials used in construction of a sewerage system. Pipe and other materials during transport shall be secured individually by use of wood spacer blocks or wood crates, or otherwise protected to prevent collision of individual pieces and the possible subsequent damage.

B. All pipe, fittings, manhole components, and valves shall be loaded and unloaded in a manner to prevent shock or damage. Under no circumstances shall such material be dropped. All materials on the ground shall be protected from damage. All pipes, fittings, manhole components, valves, and all other materials used in the construction of the sewerage system shall be carefully inspected by the Contractor prior to installation. All

defective materials shall be rejected. All materials which are delivered considerably in advance of their installation shall be stored in a satisfactory manner.

C. Proper materials, tools and equipment shall be used by the Contractor for safe and convenient prosecution of the Work. All pipes, fittings, etc., shall be carefully lowered into the trench piece by piece in such a manner to prevent any damage to the materials. Under no circumstances shall sewage system materials be dropped or dumped into the trenches.

1.4 Certification by Manufacturer

The Contractor shall furnish to the City, when required by the City, a sworn statement from the manufacturer, stating that inspection and all specified tests have been made on the supplied material and that the results thereof comply with appropriate Specifications, and that all materials are new.

1.5 Restoration, Finishing, and Cleanup

The Contractor shall restore or replace all paved surfaces, graveled surfaces, curbing, sidewalks, trees and shrubbery, lawns, pastures, fences, and other existing facilities to their original condition. See Technical Specifications - "Excavation and Backfill of Trenches" and Technical Specifications - "Surface Restoration" for specific requirements.

PART 2 - MATERIALS

2.1 Pipe

A. General

Where no specific type of pipe is called for, the Contractor may select any type listed herein. Once a particular type of pipe is selected, the Contractor shall use that type for all pipe of the same diameter. Where a specific type of pipe is specified, the Contractor shall conform to those requirements. Such pipe shall also conform to the appropriate pipe specifications.

B. PVC Gravity Pipe

PVC gravity sewer pipe and fittings 15-inch diameter and smaller shall conform to ASTM D3034, SDR 35 unless called for otherwise on the Drawings. Pipes 18-inch

diameter to 24-inch diameter shall conform to ASTM F679 unless called for otherwise on the Drawings. The joints shall be flexible joint with rubber ring gasket.

C. PVC Pressure Pipe

1. PVC pipe for pressure sewer lines shall conform to AWWA C900, DR 18 (235 psi pipe), or as otherwise specified. The pipe shall have flexible rubber gasketed joints conforming to ASTM D3139 and ASTM F477. Pipe color shall be green.

2. Class 160 PVC pipe for pressure sewer lines shall conform to ASTM D2241, SDR 26. The pipe shall have flexible rubber gasketed joints conforming to ASTM D3139 and ASTM F477 except where solvent weld joints are specifically called for on the Drawings. Pipe color shall be green.

D. Ductile Iron Pipe

1. Ductile iron pipe and fittings shall conform to AWWA C150, AWWA C115, AWWA C151, AWWA C153, and AWWA C110 and shall be minimum pressure Class 350 unless specified otherwise. All ductile iron pipe shall have a bituminous sealed cement mortar lining conforming to AWWA C104. All joints, unless otherwise specified, shall be push-on rubber gasket joints conforming to AWWA C111.

2. When flanged pipe is required, the Contractor shall provide the D.I. pipe class required by the flange manufacturer to ensure the pipe and flange units are compatible. This data shall be provided to the City for review prior to ordering these materials. Flanges for couplings and fittings shall conform to ANSI 16.1, 125-pound bolt hole template.

E. High Density Polyethylene Pressure Pipe

1. High density polyethylene pipe shall conform to AWWA C906 and shall have the SDR requirements called for by the Project Engineer. All joints shall be by the heat fusion method in accordance with the manufacturer's requirements.

2. Fittings shall be standard commercial products manufactured by injection molding or by extrusion and machining or fabricated from AWWA C906 pipe.

3. The Contractor shall provide detailed Shop Drawings for all joints and connections, including provisions for expansion and contraction as recommended by the pipe manufacturer.

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SANITARY SEWER LINES

2.2 Fittings

A. Fittings for Iron and PVC Pipe

Unless specified otherwise, all fittings such as elbows, tees, crosses, etc., shall be mechanical joint short-bodied compact ductile iron fittings conforming to AWWA C153, Class 350. When called for, flanged cast iron fittings shall conform to AWWA C110 with ANSI B16.1, 125-pound bolt hole template. All fittings shall be cement mortar lined in accordance with AWWA C104. Gaskets for flanges shall be either ring or full faced, 1/8 inch thick conforming to AWWA C111, Appendix B.

B. Fittings for Sewer Service Connection

Main line fittings for sewer service connections when installing new gravity sewer pipe shall be a gasketed tee suitable for ASTM D3034 or ASTM F679 sewer pipe. When service connections are required on existing sewer lines, a sewer tapping saddle shall be used, such as "Geneco Sealtite," of the type and model required to match the sewer main line and service line pipe materials, or approved equal.

C. Gravity Sewer Couplings

Gravity sewer couplings shall have stainless steel shear rings of the size and style required to match the pipe size and type being utilized. Couplings shall be manufactured by Fernco with stainless steel shear rings or approved equal.

D. Restrained Push-on Joint Pipe

When restrained joint ductile iron pipe is required, the pipe shall be the same class and type as the ductile iron pipe specified herein. Joints shall be Tyton Joint with Field Lok 350 gaskets, or approved equal. The restraint shall be boltless, integral restraining system, rated for 350 psi in accordance with the performance requirements of ANSI/AWWA C111/A21.11.

E. Restrained Fittings

All mechanical joint fittings called out to be restrained shall be equipped with a MEGALUG Series 1100 mechanical joint restraint system as manufactured by EBAA Iron, Inc., or approved equal.

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SECTION 2

SANITARY SEWER LINES

2.3 Valves and Appurtenances

A. Gate Valves

1. Gate valves 2 inches and larger shall conform to AWWA C509. Valves shall be designed for 200 psi minimum working pressure and shall be of iron body, resilient seat, non-rising stem construction. Valves shall be equipped with O-ring type packing. The valve shall have a 2-inch AWWA operating nut for buried service.

2. The valve ends shall be of the type required to match the pipe to which they will be connected.

3. Valves shall be resilient seated Kennedy KSRW or KSFW, M&H Style 4067 or 7000, Clow, or equal.

B. Plug Valves

1. All plug valves shall conform to AWWA C504. The valve body shall be constructed of cast iron (semi-steel) conforming to ASTM A126 Class B and shall be protected with a factory-applied fusion-bonded coating meeting AWWA C550. The shaft and plug shall be integrally constructed of cast iron (semi-steel) and shall be 100 percent encapsulated with Buna N rubber. The stem seals shall be Buna N multiple "V" ring stem packing seals. The valve seat surface shall be raised welded-in overlay of not less than 90 percent nickel.

2. Flange dimensions, facing, and drilling shall conform to ANSI B16.1, Class 125. Mechanical joints shall meet the requirements of AWWA C111/ANSI A21.11.

3. The valve shall have a 2-inch AWWA operator nut for buried services and hand wheel operator for non-buried services or as called for on the Drawings. Worm gear operators shall be furnished for all 4-inch or larger valves.

4. Valves shall be M&H 1820 eccentric plug valves, Pratt Ballcentric plug valves, or approved equal.

C. Valve Boxes

Each valve shall be equipped with an adjustable cast iron box of the sliding type with a base large enough to cover the top casting of the valve. The diameter of the valve box

shall be not less than five (5) inches, and shall be of such length so as to provide the depth of cover over the pipe without full extension. Materials and installation workmanship for valve boxes shall be in accordance with AWWA C600, Section 10.3.

D. Sewage Air Release Valve

1. Air release valves where called for shall generally be Valve and Primer Corporation, #400 APCO Sewage Air Release Valve and/or #401 APCO Sewage Air and Vacuum Valve with 2-inch inlet or approved equal. An auxiliary 2-inch 125 psi bronze rising stem solid disc gate valve shall be installed with all sewage air release valves.

2. Air release valves shall be sized and installed per the manufacturer's recommendations and be furnished with accessory valves and connections (for flushing purposes).

2.4 Thrust and Anchor Blocks

Thrust and anchor blocks shall be located and sized as shown on the City Standard Drawings, and at all changes in direction, or as required by the City. Concrete used for the blocks shall be Portland Cement concrete with a minimum 28-day strength of 2,500 psi. All concrete shall be placed so that pipe joints and fittings will be accessible for repair. Concrete shall be placed against undisturbed material. Anchor rods shall be 3/4-inch diameter galvanized steel, embedded a minimum of 18 inches in concrete.

2.5 Manholes

A. Cast-in-place Concrete Base Sections

1. Cast-in-place concrete base sections for manhole construction shall have a minimum 28-day strength of 3,000 psi and shall not be less than 6 inches in thickness in any section.

2. Required "U" shaped channels shall be constructed by the use of properly shaped forms. Intersecting flow channels shall have smooth uniform transitions. All channels shall have smooth troweled finishes. All shelf area shall be uniformly shaped, have a rough float finish and shall slightly slope towards the channel. The shelf shall be above the top of the sewer pipe.

3. The Contractor shall be responsible for the determination of pipe hole orientation and grade.

B. Precast Concrete Base Sections

1. Precast concrete base sections shall be approved by the City or City Engineer and shall conform to ASTM C478. Concrete shall be consolidated by mechanical vibration. Reinforcing shall be provided in the base and walls. Minimum concrete thickness shall be 5 inches unless otherwise required for deep manholes.

2. Required "U" shaped channels shall be constructed by the use of properly shaped forms. Intersecting flow channels shall have smooth uniform transitions. All channels shall have smooth troweled finishes. All shelf area shall be uniformly shaped, have a rough float finish and shall slightly slope towards the channel. The shelf shall be above the top of the sewer pipe.

3. The Contractor shall be responsible for the determination of pipe hole orientation and grade.

C. Precast Concrete Manhole Sections

1. Precast concrete manhole sections shall conform to ASTM C478 and consist of circular sections in the standard 48-inch diameter, unless otherwise noted. No more than two lift holes shall be cast into each section. Holes shall be located as to not damage reinforcing or expose it to corrosion. All lift holes shall be patched to prevent water seepage into the manhole, utilizing an approved, non-shrink grout.

2. Precast manhole cones shall be eccentric unless otherwise specified and shall meet ASTM C478.

3. Flat slab covers for manholes shall conform to ASTM C478. Slabs, cones and ring sections shall be free from fractures, cracks, rock pockets, or exposed reinforcement. Joint seal material shall be "Kent seal" mastic acrylic polymeric sealant, O-ring rubber gasket, or approved equal.

4. Manholes which have a depth of 5-1/2 feet or less, from the top of the manhole cover to the pipe invert, shall utilize a 48-inch diameter section and flat slab cover. Cone sections shall not be used for manholes less than 5-1/2 feet in

depth, unless approved by the City or City Engineer. Manholes with a flat slab cover may be required for depths greater than 5-1/2 feet.

D. Pipe Connection to Manholes

1. All pipe connections to manholes shall be constructed as shown on the Drawings, shall be flexible, and shall allow movement of the sewer pipe in all directions. Manhole pipe couplings shall be suitable for the sewer pipe type connecting to the manhole.

2. A-Lok field sleeve, or approved equal, may be used for cast-in-place manhole bases.

3. When precast base sections are used, an A-Lok pipe connector as manufactured by A-Lok Products, Inc., PSX Flexible Connector as manufactured by Press Seal Gasket Corporation, Kor-N-Seal as manufactured by Core and Seal Company, or approved equal shall be used.

4. Fittings for drop manholes shall be of the same material as the attached sewer pipe.

E. Manhole Rings and Covers

1. Castings shall be tough, close-grained, gray iron free from blow holes, shrinkage and cold sheets.

2. Manhole rings and covers shall conform to ASTM A48 and shall be smooth, sound, clean and free from blisters and defects. Castings and covers shall be planed and ground when necessary to insure flat and true surfaces. Covers shall be true and shall seat within the ring at all points.

3. Manhole rings and covers shall be EJ No. 00260111 frame with 00260325 cover, 23-inch minimum opening, no hole cover, blind pickhole, or approved equal.

4. When watertight cover is called for on the Drawings, an EJ No. 00260325 bolted and gasketed assembly with watertight cover shall be provided, or equal. Provide 2 extra gaskets for each watertight cover furnished.

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F. Manhole Inflow Protectors

1. The watertight manhole inflow protectors shall be manufactured of a plastic polymer that will not corrode, cannot be damaged by sewer gases or road oils, and will not become brittle in subfreezing temperatures. They shall have a spring loaded gas relief valve automatically activated at approximately 1/2 psi and a vacuum relief valve automatically activated when the differential pressure reaches approximately 2-1/4 psi.

2. The bowl shall be deep enough that the valves or the protector are not damaged during the removal of the lid. The gasket shall be a heat welded type that conforms to the irregularities in the frame.

3. The watertight manhole insert shall be Sewer Guard by Fosroc-Preco Industries, Ltd., or approved equal.

4. The Contractor shall be responsible for measurement of manhole openings, the dimension of which is required for ordering of watertight manhole inserts. New covers to have manhole inserts shall be factory machined to accept the insert.

G. Manhole Stubouts

1. Manhole stubouts shall be constructed per the City Standard Drawings or as directed by the City. The stubouts shall have the appropriate flexible connection at the manhole.

2. The outside end of the stubout shall be secured, sealed watertight with a block and plug with rubber ring seal.

3. All stubouts shall be 8-inch unless otherwise approved or shown.

H. Pressure Sewer Discharge Manholes

The Contractor shall construct the Pressure Sewer Discharge Manholes as shown on the Drawings and also in accordance with the Specifications herein for standard manholes.

CITY OF BOARDMAN, OREGON

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SECTION 2

SANITARY SEWER LINES

2.6 Cleanouts

A. Cast Iron Rings and Covers

Main line cleanouts shall have cast iron rings and covers such as EJ No. 00367101, for 8-inch riser pipes, and EJ No. 3671 for 6-inch riser pipes, or approved equal. Service line cleanouts shall have cast iron rings and covers such as EJ No. 00367101 or approved equal.

B. Pipe

Pipe used in the construction of cleanouts shall be consistent with type of sewer pipe to which it is connected.

2.7 Locating Wire

A. Locating wire shall be a minimum of 12 awg UF solid copper with green colored insulation. The use of THHN wire will not be acceptable.

B. At all splices the connecting ends of the wires shall be overlapped and tied. The ends shall be stripped and connected with a wire nut to ensure an electrical connection and made waterproof with an approved splice kit such as 3M splice kit DBR/Y-6 or approved equal.

C. Where location wire is to be secured to exterior of manhole cleanouts, valve boxes, etc., stainless steel pipe straps shall be used.

PART 3 - EXECUTION

3.1 Gravity Sewer Construction

A. Trench Excavation and Backfill

Trench excavation and backfill shall be performed as specified in the Technical Specifications - "Excavation and Backfill of Trenches."

B. Installation of Pipe

1. Gravity sewer pipe shall be installed in accordance with the best current practices and as required by the manufacturer. Gravity sewer pipe, unless otherwise approved by the City or City Engineer, shall be laid by progressing up

grade from the existing or newly constructed sewer; the sewer pipe shall be installed with bell ends laid upgrade unless otherwise approved. Each pipe shall be properly bedded so as to be supported along the full length of the pipe. A suitable foundation shall be achieved by a slight excavation for the bell at each joint.

2. All rubber ring joints shall be lubricated, except when using rolling rubber gaskets with concrete pipe, and installed in accordance with the installation instructions of the pipe manufacturer, taking particular care to avoid pinching or otherwise causing damage to the rubber ring. All joints shall be free of dirt and other foreign matter prior to the joining of the next pipe. All pipe shall be installed to prevent creep and misalignment of joints. All pipe shall have a ring painted around the spigot ends in such a manner as to allow field checking of setting depth of pipe in socket.

3. Gravity sewer pipe shall be installed with the use of a laser beam and target. Unless the Work involves deep excavations, traffic problems, water problems, or approved by the City, the trench for the first 100 feet shall not be backfilled until the sewer grade has been checked. The Contractor shall set and aim the laser as controlled by the "cuts" and "slopes." Careful attention shall be given to the setting up of the laser and the periodic checking of its aim, etc. All grade checking of laser shall be the responsibility of the Contractor. All pipe shall be installed true to line and grade. A tolerance of plus or minus 1/4 inch deviation from true grade at each joint will be allowed. Extra care shall be given to the installation of sewer lines at minimum slopes to avoid flat slopes in the line. All pipe shall be installed true to line. The Contractor may not install a pipeline on a curve.

4. All foreign matter and gravel shall be removed from the inside of the pipe and fittings before being installed and the pipe and fittings shall be kept clean during placement. No pipe shall be laid in water or when conditions exist that in the opinion of the City are unsuitable for the placing of pipe. All pipe and manholes shall be covered or plugged at night and whenever the Work is not supervised.

5. The Contractor may elect, at their own option, to drain or pump groundwater from the trenches into previously placed new sewer lines as long as adequate disposal is provided. The Contractor shall not discharge any groundwater into existing live sewer lines. Adequate provisions shall be made by the Contractor for final disposal of the groundwater from trenches as approved by the City. Any

water discharged into new sewer lines shall be properly screened to prevent the entrance of debris and gravel. At the termination of dewatering operations the Contractor shall thoroughly clean the sewer lines that were used. No sewer lines will be accepted as completed until being cleaned as approved by the City.

6. All pipe/manhole connections shall be watertight. The manhole pipe couplings shall be installed in accordance with all manufacturer instructions. All connections shall match the grade and alignment of the pipe entering and exiting each manhole. Manhole pipe connections shall be constructed so that the wastewater flow through the manhole is not restricted in any way.

3.2 Gravity Service Lines

A. Gravity service lines shall be constructed in accordance with the Specifications and applicable provisions of the International Plumbing Code (IPC) as amended by the State. The minimum slope of service lines shall be 1/4-inch per foot unless otherwise approved by the City. The pipe size of gravity service lines shall be a minimum 4-inch diameter unless otherwise specified. The Contractor shall end gravity service lines at the location and at the invert provided or as set by the City. Dead ends of service lines shall be marked as shown on the City Standard Drawings.

B. Connection of service lines to new or existing gravity sewer main lines shall be as per the City Standard Drawings and shall be inspected and accepted by the City prior to backfilling. All sewer service connections shall be watertight utilizing appropriate sewer service saddles or wyes. An approved tee fitting shall be used when new sewer mains are being installed. All holes and taps into an existing sewer main shall be cut using an approved tapping machine.

C. In the construction of new sewage collection systems, connection of new services allowing sewage into the system shall not be made until approval for connections has been given by the City. No existing sewer service shall be interrupted without the approval of the City. Connections of new service lines to existing service lines shall be by the proper adaptor coupling.

D. The Contractor shall obtain all necessary permits required to construct service lines on private property. The Contractor must utilize a licensed plumber for service line work on private property when required by state or local regulations.

CITY OF BOARDMAN, OREGON

TECHNICAL SPECIFICATIONS

SECTION 2

SANITARY SEWER LINES

3.3 Gravity Sewer Testing

A. General

The Contractor shall furnish all labor, necessary equipment, and other apparatus including, but not limited to, gauges, mechanical or pneumatic plugs, and air hoses, necessary to properly perform the testing of sewer lines as specified. The Contractor may low pressure test sections of sewer lines before backfilling at their own option; but the acceptance test shall be performed only after backfilling, cleaning, and flushing has been completed.

B. Acceptance Test

The Contractor shall perform all preliminary testing required to determine that the lines to be tested are acceptable and comply with the requirements of this section of the Specifications. After the Contractor has determined that the lines will pass the required test, the Contractor shall arrange for an acceptance test to be witnessed by the City. The lines will not be accepted until the acceptance test has been witnessed and documented as passing.

C. Test Procedure

The method of testing follows the procedures outlined in the Oregon Standard Specifications for Construction, Part 00400, Section 00445.72(c), current edition. All air testing shall be by the Time Pressure Drop Method. Specific questions concerning test procedures may be referred to this publication. To facilitate test verification by the City, all air used shall pass through a single, above-ground control panel. The pressure gauge used in air testing shall have minimum divisions of 0.10 psi and have an accuracy of 0.0625 psi (one ounce per square inch). The City shall have the option of requiring the use of their own gauge. Test procedures are summarized below:

1. Field Test

    a. The Contractor may wet the lines prior to testing.

    b. Determine the average height of the groundwater over the line. The test pressures required shall be increased 0.433 psi for each foot of average water depth over the exterior crown of the pipe, but no greater than 9.0 psig.

c. Add air slowly to the section of system being tested until the internal air pressure is raised to 4.0 psig greater than the average back pressure due to groundwater.

d. After the test pressure is reached, allow at least two minutes for the air temperature to stabilize adding only the amount of air required to maintain pressure.

e. After the temperature stabilization period, disconnect the air supply.

f. Record the time in seconds that is required for the internal air pressure to drop from 3.5 psig to 2.5 psig greater than the average back pressure due to groundwater.

g. Compare the time recorded in the above step with the test time determined hereafter.

2. Acceptance

a. Record the diameter in inches and the length in feet of all pipe in the section to be tested, including the service connections on the worksheet found at the end of Technical Specifications – "Sanitary Sewer Lines."

b. Using the nomograph (Figure No. 1) found at the end of Technical Specifications – "Sanitary Sewer Lines," place a straightedge from the "d" column (diameter in inches) to the "L" column (length in feet). Read the corresponding "K" and "C" values for each of the pipes listed above, and record them on the worksheet.

c. Add all values of "K" and all values of "C" for the section being tested.

d. If the total of all the "C" values is less than one, the time shall be the total of all the "K" values.

e. If the total of all the "C" values is greater than one, the time shall be found by dividing the total of all the "K" values by the total of all the "C" values. The result is the maximum test time. To make this division using the nomograph (Figure No. 1), use the total "C" and "K" values and read the time from the "tq" scale.

f. In the event that the "d" and "L" values for a particular section of the system do not fall within the limits of the nomograph, the values of "K" and "C" may be computed from the following equations: "K" = 0.011d2L; "C" = 0.0003882dL.

3. If the "actual time" (field test) is equal to or greater than the "test time" required for the pipe section being tested, the pipe section will have passed the pressure test. (See worksheet.)

D. Infiltration Allowance

Groundwater infiltration to the collection system, including manholes, shall not exceed 50 gallons/inch diameter of pipe/mile/day. Any infiltration in excess of this amount shall be corrected at the Contractor's expense.

E. Deflection Test for PVC Pipe

1. All sanitary sewers constructed of PVC pipe shall be able to pass a deflection test. The test shall be conducted by pulling a go-nogo solid pointed mandrel or sewer ball through the completed pipeline. The diameter of the mandrel or ball shall not be less than 95 percent of the base inside pipe diameter as defined by ASTM D3034, SDR 35 and ASTM F679, T-1 pipe. The base inside pipe diameter and minimum mandrel diameter are as follows:

Nominal Pipe Size, In.	Minimum Mandrel Dia., In.	Base Inside Pipe Dia., In.
6"	5.46	5.742
8"	7.28	7.665
10"	9.08	9.568
12"	10.79	11.361
15"	13.20	13.898
18"	16.13	16.970
21"	19.00	20.004
24"	21.36	22.480
27"	24.06	25.327

2. All lines shall be tested unless determined otherwise by the City based upon their observations during pipeline installation and visual inspection of the pipeline. Testing shall be conducted on a manhole to manhole basis and shall be done after the line has been completely cleaned and flushed with water. The Contractor shall, at their own expense, locate and repair any sections failing to pass the deflection test. All areas failing the deflection test shall be retested after corrective action has been taken.

F. Equipment

The Contractor shall perform all Work and furnish all materials and equipment as required to perform all required tests.

3.4 Pressure Sewer Construction

A. Pipeline

1. The Contractor shall construct pressure sewer lines of the size, type, and class as specified. Pipe shall meet the material specifications contained herein. All Work performed in the installation of pressure sewer lines shall be performed as per the applicable portions of subsection "Gravity Sewers-Construction" contained herein and as required by the manufacturer. When it is necessary to deflect pipe joints to conform to the profile and alignment of the sewage forcemain, the amount of deflection per joint shall not exceed 70 percent of the deflection recommended by the Manufacturer. All pressure sewer lines shall be installed to grade as provided or as approved by the City.

2. Installation of service line pipe shall be in accordance with the applicable requirements contained herein. The Contractor shall end pressure service lines at the location and at the invert elevation as provided or as approved by the City. Dead ends of service lines shall be marked as shown on the City Standard Drawings.

3. In the construction of new sewage collection systems, connection of new services allowing sewage into the system shall not be made until approval for connections has been given by the City. No existing sewer service shall be interrupted without the approval of the City.

4. The Contractor shall obtain all necessary permits required to construct service lines on private property.

CITY OF BOARDMAN, OREGON

TECHNICAL SPECIFICATIONS

SECTION 2

SANITARY SEWER LINES

B. Testing

1. General

The Contractor shall be responsible for determining the length of any given section of line to be tested. It is recommended that the length of line to be tested not be excessive so that the identification of any problem areas can be readily made. It is also recommended that testing follow closely after the pipe installation and backfill.

2. Hydrostatic Testing of Pressure Sewer Lines

a. Before being placed into service, each section of the lines shall be isolated and slowly filled with water. Air should be expelled from the lines through taps made at the high points. The Contractor shall be responsible for making any necessary taps.

b. All lines shall be pressure tested by the Contractor at 100 psi pressure, at the lowest pipe elevation, for one hour. Any cracked or defective pipe or fitting shall be removed and replaced.

3. Leakage Test

a. Each section of the line before being placed into service shall be tested by the Contractor for leakage for a period of two hours at an average gage pressure of 60 psi. The pressure during the test shall not fall below 40 psi. The allowable leakage is defined by the following equation: $L=ND(P)^{0.5}/7400$ in which L = allowable leakage (gal/hr), N = number of joints or connections, D = nominal diameter in inches, P = average gage pressure during the test in psi.

b. Leakage is defined as the quantity of water supplied into the section of line being tested, during and at the end of the test, that quantity being such that the pressure at the end of the test is equal to the pressure at the beginning of the test.

c. Should any test disclose leakage greater than that specified, the Contractor shall locate and repair the defective joints until the leakage is within the specified allowance.

4. Equipment

The Contractor shall perform and provide all equipment and materials necessary to perform the required test.

3.5 Manhole Construction

A. Installation

1. Manholes shall be constructed to the line, grade and detail as shown on the City Standard Drawings. Excavation and backfill of the manhole shall be performed in the same manner as specified in Technical Specifications - "Excavation and Backfill of Trenches," where applicable. Backfill shall be brought up evenly on all sides of the manhole.

2. The manhole base section shall be carefully placed on a prepared base of 6-inch minimum deep crushed rock so as to be fully and uniformly supported in true alignment, and making sure that all entering pipes can be inserted on proper grade.

3. All connections and joints made at manholes shall be watertight. All manholes are to be watertight and any leakage shall be corrected in an approved manner.

B. Testing

1. The Contractor shall be responsible for providing all equipment, labor, and materials necessary for performing manhole testing.

2. All manholes shall be individually tested to verify their watertightness. Each manhole shall be tested for acceptance after all Work has been completed, including restoration work. Preliminary testing prior to final acceptance is advised.

3. The testing shall be by a vacuum test in conformance with ASTM C1244 "Standard Test Method for Concrete Sewer Manholes by the Negative Air Pressure (Vacuum) Test." All manholes must be watertight. Any points of leakage must be repaired by the Contractor, even if the manhole passed the vacuum test.

4. The vacuum test shall generally follow the following procedures:

   a. All pipes entering the manhole shall be temporarily plugged, taking care to securely brace the pipes and plugs to prevent them from being drawn into the manhole.

   b. The test head shall be placed at the top of the manhole in accordance with the manufacturer's recommendations.

   c. A vacuum of 10 inches of mercury shall be drawn on the manhole, the valve on the vacuum line of the test head closed, and the vacuum pump shut off. The time shall be measured for the vacuum to drop to 9 inches of mercury.

   d. The manhole shall pass if the time for the vacuum reading to drop from 10 inches of mercury to 9 inches of mercury meets or exceeds the values indicated in Table 1.

   e. If the manhole fails the initial test, necessary repairs shall be made by an approved method. The manhole shall then be retested until a satisfactory test is obtained.

   f. The results of the manhole test shall be reported on the "Attachment B - Manhole Test Record" form, a copy of which is located at the end of this section. The Contractor shall complete this form and provide it to the City prior to Substantial Completion.

TABLE 1 - Minimum Test Times for Various Manhole Diameters

Depth (ft.)	Diameter, inches								
	30	33	36	42	48	54	60	66	72
	Time, seconds								
≤ 8	11	12	14	17	20	23	26	29	33
10	14	15	18	21	25	29	33	36	41
12	17	18	21	25	30	35	39	43	49
14	20	21	25	30	35	41	46	51	57
16	22	24	39	34	40	46	52	58	67
18	25	27	32	38	45	52	59	65	73

20	28	30	35	42	50	53	65	72	81
22	31	33	39	46	55	64	72	79	89
24	33	36	42	51	59	64	78	87	97
26	36	39	46	55	64	75	85	94	105
28	39	42	49	59	69	81	91	101	113
30	42	45	53	63	74	87	98	108	121

C. Connection to Existing Manhole

1. Connections to existing manholes when required on the Drawings shall be made by the Contractor. All connections shall be made in such a manner as to leave the existing manhole watertight.

2. All flow lines shall be properly shaped, and all new concrete shall be placed against a clean and sound surface.

3. An approved bonding agent shall be used on all existing surfaces to be bonded to new concrete or mortar. All applicable conditions for new manholes described previously shall apply.

3.6 Cleanout Construction

A. Main Line Cleanouts

Main line cleanouts shall be constructed as shown on the City Standard Drawings. The select backfill shall be carefully compacted around the cleanout riser pipe to prevent damage or displacement of the pipe.

B. Service Line Cleanouts

Service line cleanouts in public rights-of-way shall be constructed as per the City Standard Drawings and approved by the City. Service line cleanouts on private property shall be constructed in accordance with the Uniform Plumbing Code.

C. Testing

Cleanouts shall be tested as a part of the lines to which they are connected.

CITY OF BOARDMAN, OREGON

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SECTION 2

SANITARY SEWER LINES

3.7 Water-Sewer Crossing

A. Wherever possible, the bottom of new or existing water lines shall be 1.5 feet or more above the top of the sanitary sewer line. Where the water line crosses over the sanitary sewer line but with a clearance of less than 1.5 feet, the Contractor shall center one full length of the new sewer pipe at the crossing point. Use PVC pressure pipe, ASTM D2241, SDR 32.5, (125 psi) at the crossing point. Where the water line crosses under the sanitary sewer line, the Contractor shall center one full length of the new sewer pipe at the crossing point.

B. If the City determines that conditions are not favorable or finds evidence of poor water line condition, the existing water line shall be replaced with a full length of water pipe centered at the crossing point.

C. When constructing sewer service lines, the City may require the depth of the service lines to be revised in order to eliminate the need for a water-sewer line crossing.

3.8 Locating Wire

A. A continuous solid copper tracer or locating wire shall be taped along the top of all pressure sewer lines, including service lines. This wire shall be secured to the top of the pipe at maximum 10-foot intervals using 6-inch strips of 2-inch wide duct tape. All splices shall be tied, electrically continuous, and made waterproof.

B. The location wire shall be brought to the surface at all valve boxes, cleanouts, and terminal line marker fence posts. The wire shall be secured to valve boxes, cleanouts, and posts with stainless steel pipe clamps.

C. Access to terminal ends of the locating wire shall be made at all manholes, cleanouts, valve boxes, terminal line marker posts, etc. The result of this installation shall be a continuous wire circuit electrically isolated from ground.

D. The Contractor shall be responsible for testing continuity and for testing isolation from ground in the wire after all Work has been completed on the test section. The Contractor is advised to do intermediate testing on their own after backfilling operations and prior to surface restoration work to be sure continuity is maintained. If there is a break or defect in the wire, it shall be the Contractor's responsibility to locate and repair the defect.

E. The continuity of the location wire shall be tested from one test load point to the next by use of a temporary wire laid between test points in-line with an ohmmeter.

Resistance shall be measured with an approved ohmmeter that has been properly calibrated. The continuity of a test section will be accepted if the resistance of the test section does not exceed 5 ohms per 500 feet of location wire being tested. Isolation from ground shall be measured with a megohm meter and shall be a minimum of 20 megohms for any section of location wire tested.

F. The City shall witness the acceptance test.

3.9 Cleaning and Flushing of Completed and Tested Sewers

A. Prior to final inspection of the sewer system by the City, the Contractor shall flush and clean all parts of the system. All accumulated construction debris, rocks, gravel, sand, silt, and other foreign material shall be removed from the sewer system at or near the closest downstream manhole. If necessary, mechanical rodding or bucketing equipment shall be used.

B. All sewer pipes including gravity sewers, pressure sewer lines, service lines, etc., installed shall be flushed, as thoroughly as possible with the water pressure and outlets available. Flushing shall be done after the pressure test has been made. It must be understood that flushing removes only the lighter solids and cannot be relied upon to remove heavy material allowed to get into the sewers during construction. The Contractor shall provide sufficient water and appropriately sized taps at either end of the line to develop a velocity in the sewers during flushing of at least 2.5 fps.

3.10 Sewer Line Cleaning and Inspection

A. Television Inspection

1. All gravity sewer lines shall be visually inspected by means of closed circuit television. The purpose of the television inspection is to inspect the interior of select runs of gravity sewer line to determine the general quality of pipeline installation.

2. All sections designated by the City and/or City Engineer to be TV inspected shall be cleaned sufficiently to allow passage of TV equipment and so that cracked joints and breaks can best be observed. Cleaning shall be by high pressure flushing or as approved by the City. New sewer lines that are to be TV inspected shall be flushed with water two hours prior to the TV inspection work. During the TV inspection the Contractor shall maintain a small flow of water in the pipeline in order to observe high or low areas in the grade of the pipe.

CITY OF BOARDMAN, OREGON

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SECTION 2

SANITARY SEWER LINES

3. The television camera used for the inspection shall be one specifically designed and constructed for such inspections. The camera shall be self-propelled, with a remote control rotating head type capable of "looking up" service line connections and also capable of 360° scanning of pipeline joints. It shall be operative in 100 percent humidity conditions. Lighting and camera quality shall be suitable to allow a clear, in-focus picture of a minimum of 6 lineal feet of the entire inside periphery of the sewer pipe. The camera shall be color with standard broadcast quality or better. To ensure peak picture quality throughout all conditions encountered during the inspection, a variable intensity control of the camera lights and remote control adjustments for focus shall be located at the monitoring station. Focal distance shall be adjustable through a range of 6 inches to infinity. Monitors shall have good quality resolution. Continuously displayed on the monitors as part of the video presentation shall be the date of the inspection, number designation of the manhole section being inspected, and a continuous forward and reverse readout of the camera distance in feet from the manhole of reference. The ability to change the location of this readout on the picture is a desirable feature.

4. The operating technician shall have control of the movement of the television camera at all times. This may be accomplished by means of remote control winches or by telephone or other suitable means of communications between the winches at either end of the manhole section being inspected. The travel speed of the camera shall be uniform and shall not exceed 30 feet per minute. Any means of propelling the camera through the sewer which would exceed this rate of speed or produce non-uniform or jerky movements shall not be acceptable. At the Contractor's discretion or at the direction of the City, the camera shall be stopped and backed up to view and analyze conditions that appear unusual or uncommon to a good sound sewer. The operating technician shall at all times be able to move the camera through the line in either direction without loss of quality in the video presentation on the monitor. The picture at all times shall be free of electrical interference and provide a clear, stable image of the resolutions specified.

5. Video recording of all sewer line inspections shall be provided to the City on a thumb drive. The composite video and audio recordings of the sewer line inspections shall be compatible for replay on a computer. The replay of the recorded video information, when reviewed on a monitor receiver, shall be free of electrical interference and provide a clear, stable image. The audio portion of the composite signal shall be sufficiently free from electrical interference and

background noise to provide complete intelligibility of the oral report. Audio reports shall be recorded by the operating technician on the video as they are being produced and shall include the location of the sewer, the names or numbers of the manholes involved, a manhole-to-manhole direction of travel, and a detailed description of the conditions in the sewer line as they are encountered.

6. The video recording and the monitoring equipment shall have the capability to instantly review both video and audio quality of the productions at all times during the television inspection. The television inspection thumb drive shall become the property of the City upon completion of the project.

7. Detailed printed location records shall be made by the operating technician and shall clearly show the exact location in relation to the adjacent manholes of each infiltration point, building sewer connections, all joints which are infiltrating or exhibit other unusual conditions, roots, storm sewer connections, collapsed sections of pipe, joints sealed, presence of scale or corrosion, and other discernible features. Handwritten reports shall be submitted to the City daily. Within 20 days of completion of the initial TV inspection work, the inspection report forms shall be typewritten and submitted to the City for review. The video shall be properly indexed to the written reports using real time and an index to the written reports shall be provided which indexes each sewer line section (between manholes) to the reports. The intent is to enable a user of the report to easily find any given section of the sewer system in the reports and on the video. Prior to commencing work, the Contractor shall provide the City a sample of the proposed report format to be used by the Contractor. The City and Contractor shall agree on the report format before work proceeds. All reports shall be complete and accurate.

B. Necessary Repairs

If in the opinion of the City, after TV inspection, the sewer lines in question require repair and/or replacement to meet the Specifications, the Contractor shall be required to perform all necessary repairs and replacement. It shall be understood that any necessary repairs required will have been the result of poor construction or defective materials.

C. Inspection of Lines

Supplemental to the video inspection shall be the inspection of lines by excavation at suspected joints, etc. If, in the opinion of the City, a line is suspected to have excess infiltration, the City may require the Contractor to excavate down to the joint(s) in question. The Contractor is responsible only for those lines or parts thereof they actually constructed. If any joints or pipes are found to be defective in that portion the Contractor constructed, the Contractor alone shall bear the cost of locating, excavation, and replacing or repairing the defective pipe or joints in a line. If no defects are found in a suspect line, the City shall bear the justifiable costs incurred in the search for infiltration defects.

3.11 Work with Existing Asbestos Cement (A/C) Pipe

A. When working with A/C pipe, the Contractor shall take all precautions necessary to reduce airborne asbestos during construction. The Contractor will be required to contact the Oregon Department of Environmental Quality (DEQ), file an ASN 6 notification form, and follow Oregon Administrative Rules (OAR) 340-248, Asbestos Requirements. The Contractor may initiate consultation with the Occupational Safety and Health Administration (OSHA) prior to construction, if necessary. Any work to be performed on existing A/C pipe shall be completed in accordance with American Water Works Association Guidelines and DEQ guidance document, "How to Remove Nonfriable Asbestos Cement Pipe" and OSHA requirements.

B. The Contractor shall cut asbestos cement pipe by using snap cutters only. The use of carbide-tipped cutting blades or high speed, abrasive disks shall not be permitted as a means of cutting A/C pipe snap cutters. Machining of this pipe shall be done with a manual or power-driven field lathe, or with a manual rasp.

C. Hole cutting shall be accomplished with a tapping machine. Use of shell cutters, rasps, chisels, electric drills, right angle sanders, or other high speed abrasive tools shall not be permitted. Uncoupling of asbestos cement pipe shall be accomplished with a hammer and chisel. Use of abrasive disc cutters, right angle sanders, or other high speed abrasive tools shall not be permitted.

D. Dust and cuttings from all work shall be removed by wet mopping.

E. All waste material shall be collected in a covered container and disposed at a landfill certified by the state or EPA to accept demolition waste.

CITY OF BOARDMAN, OREGON

TECHNICAL SPECIFICATIONS

SECTION 2

SANITARY SEWER LINES

END OF SECTION

WORKSHEET FOR THE
GRAVITY SEWER LINE LOW PRESSURE AIR TEST
BY THE TIME PRESSURE DROP METHOD

Project Name _____

Date _____ **Job No.** _____

Location of Test/Stationing _____

1. Wetted Line: Yes _____ No _____

2. Average height of groundwater over crown of sewer line _____ ft.

3. Internal Air Pressure (P_1):
P_1 = 4.0 psig + Groundwater Ht. x 0.433 psi = 4.0 + (____' x .433) = ____ psig

4. Initial Starting Test Air Pressure (P_2):
$P_2 = P_1$ - 0.5 psig = _____ - 0.5 = _____ psig

5. Ending Test Air Pressure (P_3)
$P_3 = P_2$ - 1.0 psig = _____ - 1.0 = _____ psig

6. Time of test from P_2 to P_3 (in seconds)
Start Time T_1 _____
End Time T_2 _____

Actual Time = $T_2 - T_1$ _____ seconds

7. Test Time

Pipe Diameter (inches)	**Length of Pipe**	**"C" Value***	**"K" Value***
TOTAL			

*See Figure No. 1 for "C" & "K" Values

If Total "C" Value is <1.0, use Total "K" Value as Test Time in seconds.

If Total "C" Value is ≥1.0, use Total "K" Value ÷ Total "C" Value as Test Time in seconds.

Results of Test

Actual time = _____ seconds

Test time = _____ seconds

If Actual Time is equal to or greater than test time required for the pipe section being tested, the pipe section will have passed the Pressure Test.

Test Passed: _____yes _____no

Corrective Measures: _____

_____

_____

_____

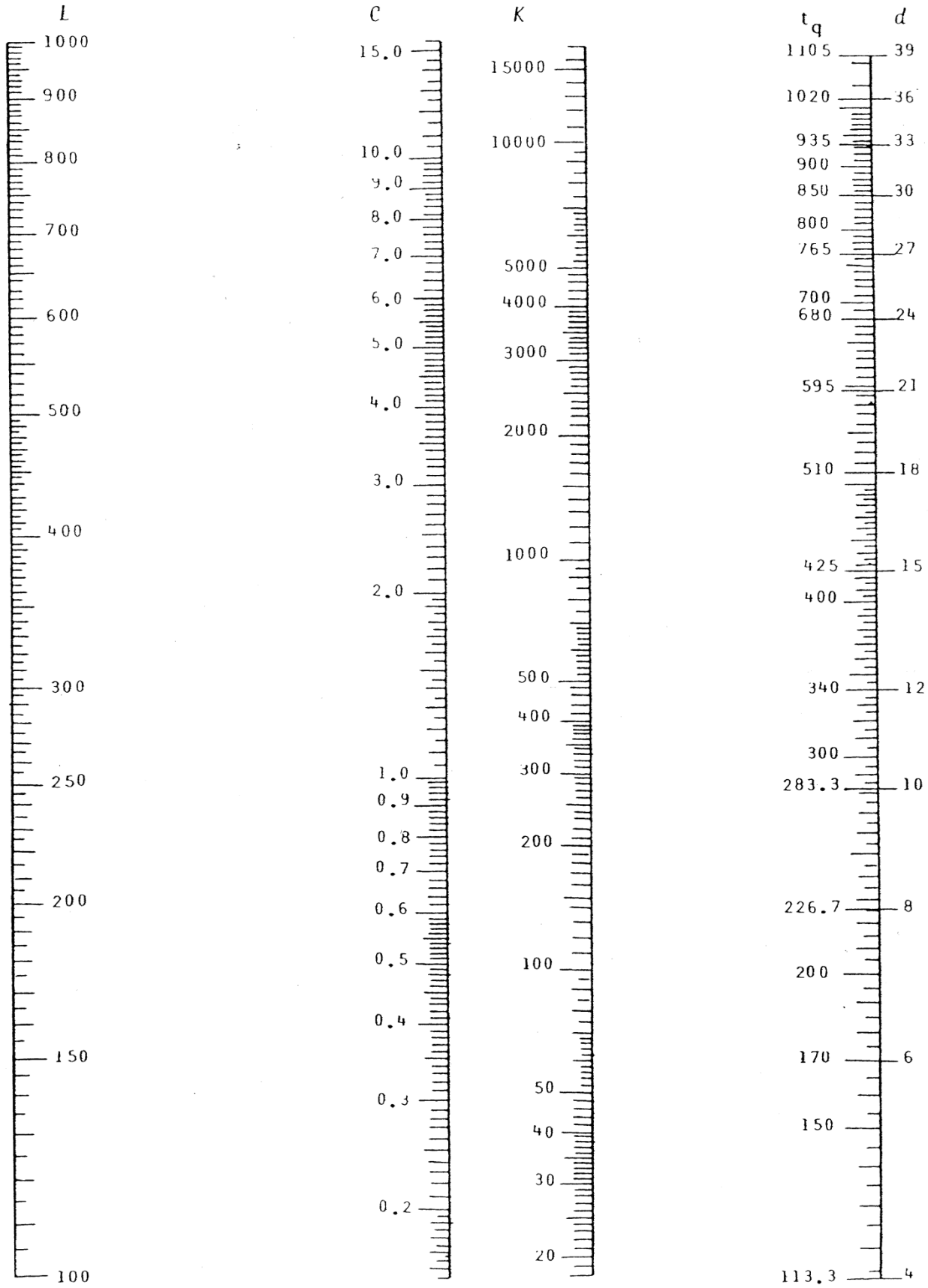
_____

Contractor's Firm Name: _____

Contractor's Representative Signature: _____ Title: _____

Owner's Signature: _____ Title: _____

FIGURE NO. 1



Nomograph for the solution of $K = .011d^2L$, $C = .0003882dL$, $t_q = K \div C$

ATTACHMENT B

MANHOLE TEST RECORD

Project: _____ Project No. _____

Contractor: _____ Testing Company: _____

Witnessed By: _____ (Inspector)

Date	MH No.	Paved? (P or U)	MH Depth	VACUUM				HYDROSTATIC						COMMENTS
				MH Diam.	Time Req.	Vac. Start	Vac. End	Time Start	Time End	Total Time	Volume Change	Loss (gph)	PASS FAIL	

NOTE:

All Adjacent surface restoration will be completed before conducting a sanitary manhole acceptance test, including finish paving and final adjustment to grade. Any test conducted beforehand shall be considered informal and will not count for acceptance.

Vacuum test will be conducted in accordance with latest applicable standards, such as established procedures based on ASTM C1244-93, starting at 10" Hg of vacuum.

Hydrostatic test will be conducted in accordance with the 1990 Oregon APWA standards Specifications for Sanitary Sewer Construction, Section 306.03. Manholes shall be filled to a mark on the iron frame at the start of the test, or to the rim of the frame.

EXCAVATION AND BACKFILL OF TRENCHES

CITY OF BOARDMAN, OREGON

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TECHNICAL SPECIFICATIONS

SECTION 3

EXCAVATION AND BACKFILL OF TRENCHES

PART 1 - GENERAL

1.1 Summary

These Specifications cover the excavation and backfill of trenches for the installation of storm sewer, sanitary sewer, water lines, service lines, pressure sewer lines, and other underground utilities.

1.2 Definitions

A. Foundation material or stabilization fabric will only be required when standard bedding requirements will not adequately support the pipe.

B. Backfill is the filling of the trench to the existing ground level or the finish grade line.

C. General trench excavation shall include whatever materials that are encountered (except solid rock) to the depths shown or as required to properly install the pipe.

1.3 Safety

A. See requirements for Project safety in the General Requirements.

B. The determination of the safe trench width is the sole responsibility of the Contractor.

1.4 Existing Utilities

See the General Requirements for requirements for existing utilities and for preservation of survey monumentation.

1.5 Dust and Mud Control

The Contractor shall take appropriate action to control dust and mud caused by their operations. This shall include, but not be limited to, watering of exposed areas, cleaning of roadways, etc. This is considered a normal part of the construction Project.

1.6 Soil and Groundwater Conditions

The Contractor shall perform investigations of site soils and groundwater conditions as they deem necessary to acquaint themselves with actual conditions to be encountered in performing the Work. Groundwater conditions in particular should be carefully considered and are subject to change.

CITY OF BOARDMAN, OREGON

TECHNICAL SPECIFICATIONS

SECTION 3

EXCAVATION AND BACKFILL OF TRENCHES

PART 2 - MATERIALS

2.1 Foundation Material

Foundation material shall be well-graded 2-1/2"-0 or 1-1/2"-0 crushed rock.

2.2 Bedding and Select Backfill

A. Bedding and select backfill shall be well-graded 3/4"-0 crushed rock or approved equal. All bedding and select backfill materials shall be subject to the approval of the City.

B. In general, the native soils may be used for bedding and select backfill for water pipe provided they are at or below optimum moisture at the time of placement and are free of vegetative matter, frozen material, and other unsuitable material. Where the City determines that the native soils excavated from the trench are not acceptable as bedding and select backfill, the Contractor shall import a crushed rock meeting the requirements of these Technical Specifications. Placement of bedding and select backfill, whether native soils or imported crushed rock, shall be as required by the Specifications and as shown on the City Standard Drawings.

2.3 General Backfill

A. General backfill will consist of material excavated from the trench, or material imported by the Contractor. General backfill material shall be free of vegetative matter, boulders (10-inch plus), frozen material and any other unsuitable material, and shall have a moisture content that will allow for the required compaction of the general backfill material unless approved otherwise by the City. Use of backfill material containing consolidated masses 10-inch in diameter or greater is prohibited.

B. When necessary, the Contractor shall selectively separate suitable general backfill material from unsuitable general backfill material.

C. When the City determines that the native material excavated from the trench is unsuitable or unacceptable for use as general backfill, the City may require the Contractor to remove the unsuitable material from the Project Site and import suitable general backfill material. Suitable material shall be similar in nature to native soils as approved by the City. When imported general backfill must be placed in or below the groundwater, the imported general backfill shall be free draining granular material with less than 20 percent passing a No. 4 sieve and less than 3 percent passing a No. 200 sieve.

CITY OF BOARDMAN, OREGON

TECHNICAL SPECIFICATIONS

SECTION 3

EXCAVATION AND BACKFILL OF TRENCHES

2.4 Controlled Density Fill (CDF)

A. CDF material shall be a flowable cement, sand or pea gravel, and Fly Ash Pozzolanic, or other approved materials, mixture that contains 75 to 120 pounds of Type II cement per cubic yard.

B. The sand and other aggregates shall generally conform with the requirements of ASTM C33.

C. Air-entraining agent shall be added at the rate of 3 to 5 oz. per cubic yard.

D. The material shall have a 28-day compressive strength of 100 to 200 psi and have a slump of 7 inches plus or minus 1-1/2 inches at the time of placement. The Contractor shall provide a mix design and data on the CDF material they propose to use along with typical compression test results.

2.5 Anti-Flotation, Dewatering and Trench Stabilization Fabrics

A. Fabric for anti-flotation and dewatering shall be Mirafi 500X or approved equal.

B. Fabric for trench stabilization shall be Mirafi 140N Fabric or approved equal.

PART 3 - EXECUTION

3.1 Clearing and Grubbing

A. Contractor shall do all clearing and grubbing and removal of structures, etc. necessary to permit proper installation of the pipeline and to eliminate the possibility of stumps, logs, brush, or rubbish being mixed with the backfill material. A sufficient amount of all stumps and stump roots shall be removed so that any future removal of any remaining parts of the stumps and/or roots will not damage the pipeline. All stumps, roots, logs, brush and rubbish shall be removed and disposed of in conformance with the requirements of local authorities controlling air pollution, and solid waste disposal.

B. Should the area in which construction takes place be served by rural mail carrier service, the Contractor shall cooperate with the mail service and re-install, in a convenient location, any rural mail boxes which will have to be removed or be blocked by construction operations. As soon as the Work is completed, all mail boxes removed shall be replaced undamaged in their original location.

C. As soon as the Work is completed, all signs, guardrails, utility poles, fences, etc., that were moved for the construction operation shall be replaced undamaged in their original location. Damaged items shall be replaced by the Contractor with new items of equal quality.

3.2 Cutting of Asphalt Pavement and Concrete Sidewalks, Curbs and Driveways

A. Where the excavation is made in a paved street, the asphalt surface shall be cut on each side of the trench prior to excavation, to provide a vertical joint in the surface. Cutting of the asphalt will be made with a saw designed for the cutting of asphalt.

B. The use of a jackhammer, wheel cutter, or other similar tool may be allowed by the City only where the Contractor can demonstrate that the alternate method provides a neat straight edge.

C. Prior to excavating across a concrete structure such as a curb, sidewalk, or driveway, the Contractor shall cut and remove a section of the structure to provide for their excavation. The dimensions of the removed section shall be such that the Contractor's excavation will not result in undermining of the remaining structure.

D. The Contractor shall cut the concrete structure with a diamond saw or other equipment designed for that purpose such that a neat, straight, vertical edge is left on the remaining concrete structure. The Contractor shall similarly cut and remove any such concrete structure undermined or damaged by their construction work.

E. Following proper backfill and compaction of their excavation, as specified herein, the Contractor shall repair streets, replace the curbs, sidewalks, or driveways in conformance with the Specifications, or equal to the condition prior to removal.

3.3 Trench Excavation

A. When solid rock is encountered in trench excavation, the City Engineer shall be notified.

B. Trench Width

1. The maximum and minimum trench width shall be as shown on the Drawings. This width shall be maintained to the top of the pipe.

2. The maximum clear width above the top of the pipe will not be limited except in cases where excess width of excavation would cause damage to adjacent

structures or utilities. The determination of the safe trench width is the sole responsibility of the Contractor.

C. Unsuitable Material

When natural soil conditions exist in the bottom of the trench that are unsuitable for proper pipe installation, the Contractor shall immediately notify the City Engineer. The Contractor may then be requested to over-excavate the trench below the design grade to a depth specified by the City Engineer and place foundation material, or the Contractor may be requested to install a geotextile stabilization fabric.

D. Exploratory Work

The Contractor shall perform appropriate exploratory work to locate utilities when they are known to exist but the specific location is unknown or not marked accurately. Appropriate exploratory work shall be performed in these situations.

3.4 Shoring, Sheeting, and Bracing of Trenches

A. The Contractor shall adequately sheet and brace the trench during excavation whenever necessary to satisfy trench safety standards, prevent cave-ins, or to protect adjacent structures or property. Where sheeting and bracing are used, the Contractor shall increase trench widths for the bracing material accordingly.

B. The sheeting must be kept in place until the pipe has been placed, backfilled at the pipe zone, tested for defects, and repaired if necessary. All sheeting, shoring, and bracing of trenches shall conform to the requirements of the public agency having jurisdiction.

3.5 Dewatering Excavated Areas

A. All groundwater, seepage, or stormwater that may occur or accumulate in the excavation during the progress of the Work shall be removed. In areas where the nature of soil and hydrostatic pressures are of such a character as to develop a quick condition in the earth mass of the trench, the dewatering operation shall be conducted so that the hydrostatic pressure will be reduced to or near zero in the immediate vicinity of the trench.

B. All excavations shall be kept free of water during the construction or until otherwise requested by the City.

C. Contractor shall dispose of all waste and water removed from the trench. Disposal shall be in accordance with all state and local regulations.

3.6 Location of Excavated Materials

A. During trench excavation, the excavated material shall be located within the construction easement or right-of-way so that the excavated material will not obstruct any private or public traveled roadways or streets, or cause undue damage to the streets.

B. Contractor shall provide means of containing overly saturated soils, i.e., muck, or remove the muck from the Work area as it is excavated, if such soils are encountered in the excavation. The intent is to prevent excessive damage or disruption to street rights-of-way or easement beyond what would normally occur during such Work. Pile and maintain material from trenches so that the toe of the slope of the material excavated is at least two feet from the edge of the trench. It shall be the Contractor's responsibility, however, to determine the safe loading of all trenches.

3.7 Disposal of Excavated Materials

Contractor shall dispose of all excavated material, which is not required for, or is unsuitable for, backfill. The Contractor's method of disposal shall comply with regulations of the governing body having jurisdiction.

3.8 Trench Backfill

A. All backfill material shall be placed into the trench so that free fall of the materials into the trench is prevented until at least two feet of cover is provided over the pipe. Under no circumstances shall sharp or heavy pieces of material be allowed to drop directly onto the pipe. Methods of backfilling, other than as specified herein, shall be used only upon the approval of the City.

B. Bedding and Select Backfill

1. A minimum 4-inch depth of bedding shall be placed on the trench bottom, compacted to 85 percent of the maximum density as determined by ASTM D698, and smoothed to provide uniform bedding so the pipe is supported along its full length and not by the bells. Bell holes at each joint shall be provided to ensure support along the entire pipe length.

2. It shall be understood that the 4-inch depth is a minimum depth only, not an average depth, and does not preclude the Contractor at their option from placing additional depth of bedding to facilitate their Work. Once the pipe is properly installed, the bedding material shall be brought up to the spring line of the pipe in 4-inch lifts and compacted to 85 percent density. Care shall be used to ensure that the bedding material is properly worked under the haunch of the pipe for its full length.

3. Select backfill shall then be brought up from the spring line to the minimum distance above the top of the pipe shown on the City Standard Drawings, leveled and compacted to 85 percent of ASTM D698 density. Compaction of the bedding and select backfill by hand tamping will be allowed if the 85 percent density is achieved; otherwise, mechanical tamping will be required.

4. When an open-graded material is used for bedding or foundation material to facilitate trench dewatering, the open graded material shall be placed to the spring line of the pipe. The Contractor shall make provisions to ensure that fines from the select backfill do not migrate into the open graded bedding or foundation material. To prevent soil migration the Contractor may use any of the following:

    a. Provide a properly graded select backfill approved by the City;

    b. Provide an approved fiber/fabric between the open graded bedding material and select backfill;

    c. Hydraulically jet select backfill fines into open graded bedding material after dewatering is complete and before general backfill is placed; or

    d. Provide an alternative approved by the City.

C. All general backfill material shall be pushed first onto the slope of the backfill previously placed and allowed to roll down into the trench. The Contractor shall not push the backfill material directly into the trench until at least two feet of cover is provided over the pipe.

D. Compaction

1. In roadways, driveways, under curbs and sidewalks, or as required by the City, general backfill shall be placed in horizontal lifts not to exceed 12 inches in depth

and compacted to 90 percent of the laboratory density as determined by ASTM D1557. In state highway rights-of-way, trench backfill shall be placed and compacted as specified by the Department of Transportation. The method of compaction shall be selected by the Contractor.

2. The Contractor shall exercise extreme care to avoid damage to the pipe during compaction of the trench. Where materials consist of cobbles and coarse gravels, compaction of each lift shall be accomplished by at least five passes of an appropriate vibrating type compactor. When materials are such that meaningful in place density test cannot be run, then the Contractor and City will agree on a method of compaction which will provide adequate compaction.

3. In sections where specific compaction requirements are not specified or required by the City, general backfill shall be compacted, as a minimum, to a density equal to that of the natural ground adjacent to the trench. All trenches shall be maintained for a period of one year after final acceptance of the Project. Any settlement of the trenches during the one-year guarantee period shall be remedied promptly at the request of the City and at no additional cost.

E. CDF Placement

1. When called for, Contractor shall backfill trenches with CDF.

2. CDF shall be placed in the trench in such a manner to ensure the trench is completely filled to the lines and grades as required.

3. CDF shall be protected from traffic loads for a three-hour period, after which required surface restoration work may be performed.

F. Canal or Irrigation Ditch Crossing

1. Where the trench crosses a canal, irrigation ditch or culvert, the backfill shall be compacted the entire trench depth with mechanical tampers to 90 percent of the laboratory density as determined by ASTM D1557.

2. All backfill material in the canal or ditch liner and in the trench cut-off wall shall be imported clay or a soil/bentonite mixture as approved by the City. Unless required otherwise, the soil/bentonite mixture shall be 1 part bentonite to 10 parts soil by weight. A high grade bentonite material shall be used.

3. The ditch lining, conduit or pipe shall be restored to its original condition. The crossing shall be water tight and free of any leakage or seepage. The Contractor shall be fully responsible for repairing canal or ditch banks should leakage occur at the crossing.

G. Anti-Flotation Fabric Placement

1. When required by the Specifications or by the City, the Contractor shall place geotextile fabric over the select backfill material prior to placing general backfill. This fabric will help reduce the exposure to pipeline flotation.

2. The fabric shall be placed in accordance with the requirements of the Specifications.

3.9 Execution of Dust and Mud Control

If the Contractor fails to properly control the dust and mud, the City may request them to do so in writing. If, after 24 hours from this request, the Contractor has not corrected the dust or mud problem, the City may elect to have the corrective work performed, bill the Contractor for the work, and withhold final acceptance of the Project until the bill is paid.

3.10 Restoration, Finishing, and Cleanup

A. The Contractor shall restore or replace all paved surfaces, graveled surfaces, curbing, sidewalks, trees and shrubbery, lawns, pastures and fences, or other existing facilities disturbed by their Work unless otherwise specified. Restoration and cleanup shall be a continuing operation and shall be diligently pursued until completed.

B. All surplus material and temporary structures as well as excess excavation shall be removed by the Contractor and the entire Site of Contractor operations shall be left in a neat and clean condition.

C. Surface restoration shall be performed in accordance with Technical Specifications - "Surface Restoration." All other existing facilities shall be replaced or restored equal to their original condition.

END OF SECTION

SURFACE RESTORATION

CITY OF BOARDMAN, OREGON

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CITY OF BOARDMAN, OREGON

TECHNICAL SPECIFICATIONS

SECTION 4

SURFACE RESTORATION

PART 1 - GENERAL

1.1 Scope

A. The Contractor shall perform all Work and furnish all materials to restore the work area including any gravel, asphalt, concrete, lawn, fences, or any other surfaces or items damaged or disturbed by their construction operation. Surface restoration shall follow as closely as possible the backfill and compaction of excavations.

B. Items specified in this Technical Specification are intended to be broad in scope and may not always apply to all items of Work to be constructed.

1.2 Submittals

A. Cold Mix Asphalt

The Contractor shall deliver to the Project a sample load of cold-mix asphalt concrete they propose to use on the Project. The mix shall be placed at locations which will be typical to its use on the Project. The City and Contractor shall review its performance in the field. If its performance appears satisfactory, the mix may be used on the Project. If its performance is not satisfactory, a revised mix shall be provided until a satisfactory mix is determined. Quality control of the mix will be based upon field performance. It will take some time to evaluate field performance. Therefore, the same mix shall be delivered to the Project early in the Work.

B. Hydroseed

The hydroseed mix shall be reviewed by the City prior to application.

PART 2 - MATERIALS

2.1 Base Rock

Base rock shall substantially conform to current Oregon Standard Specifications for Construction for base aggregate materials. The intent is to specify a base rock which is suitable for use in the restoration of areas disturbed by the Contractor's Work. Base rock required shall generally be 3/4"-0 unless otherwise specified or approved.

CITY OF BOARDMAN, OREGON

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SECTION 4

SURFACE RESTORATION

2.2 Asphalt Concrete

Asphalt concrete shall be an approved commercial mix generally conforming to the applicable provisions of the current Oregon Standard Specifications for Construction for asphalt concrete pavement. Unless approved otherwise, the gradation of the mix shall generally conform to a 1/2-inch dense mix. The Contractor shall submit for review by the City data on the asphalt concrete mix to be used. Data shall include aggregates, gradation and tolerances, aggregate suitability, asphalt concrete, mix proportions and tolerances, etc.

2.3 Surface Aggregate

A. The surface aggregate shall be crushed stone, slag, or gravel meeting the following requirements:

Liquid Limit (AASHTO T 89) 35 Maximum

Plasticity Index (AASHTO T 90) 2 to 9 Maximum

Dust Ratio $\frac{\%\text{ Passing No. 200}}{\%\text{ Passing No. 30}}$ 2/3 Maximum

Grading Requirements (AASHTO T 11 and T 27)	
Sieve	**Percent Passing**
1"	100
3/4"	70-98
#4	36-60
#8	25-47
#30	12-31
#200	8-15

B. At least 70 percent by weight of the particles retained on the #4 sieve shall have at least two fractured faces.

2.4 Cold-Mix Asphalt Concrete

Cold-mix asphalt concrete shall consist of a mixture of asphalt cement cut back with No. 2 fuel oil, and well-graded aggregate, plant mixed, and laid on a prepared foundation and compacted with a minimum 8-ton steel wheel roller. The aggregate shall meet the quality and gradation

requirements for a standard ODOT Class "C" asphalt concrete mix. The liquid fraction of the mix shall be 6-1/2 to 7 percent content by weight and shall consist of 70 percent PBA-2 or PBA-5 asphalt cement, and 30 percent No. 2 fuel oil. The cold-mix asphalt concrete shall remain alive in the stockpile until it is placed and compacted. After the No. 2 fuel oil evaporates, the remaining asphalt and aggregate mix shall remain stable and durable under traffic.

2.5 Portland Cement Concrete

A. The Portland Cement concrete used for this Work shall be an approved commercial transit mix. The exact proportions of all the materials entering into the concrete shall be as established by an approved laboratory mix design and shall be changed only as directed by the laboratory when necessary to obtain the specified strength, desired density, uniformity, or workability. Previously prepared mix designs will be allowed provided adequate test data is available to document the suitability of the mix and the Contractor can document that the same materials are being used.

B. The mix shall have a maximum water-cement ratio of 0.45, a minimum 28-day compressive strength of 4,000 psi, a minimum of 564 pounds of cement per cubic yard of mix, and an air content of 4 to 7 percent. The maximum allowable slump shall be 4 inches for all structures covered under this section of the Specifications.

2.6 Seed

A. Lawn Seed

Lawn seed shall be a blend typically used in the area and of the type to match existing lawn areas, and must be approved by the City prior to use.

B. Pasture Seed

Pasture seed shall be a mixture of orchard grass, rye grass, and fescue, native to the area and must be approved by the City prior to use.

2.7 Fertilizer

Except for hydroseeding, inorganic fertilizer shall be commercially available 22-16-8 with 22 percent nitrogen, 16 percent available phosphoric acid, 8 percent soluble potash, and a minimum of 2 percent sulfur.

CITY OF BOARDMAN, OREGON

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SECTION 4

SURFACE RESTORATION

2.8 Topsoil

Topsoil shall be native to the area and shall be approved by the City prior to use.

Furnish topsoil that is from the fertile part of a soil profile, commonly referred to as the "A" horizon, typically ranging in depth from 3 inches to 12 inches below original ground surface. Do not take material for topsoil from a depth greater than 12 inches below original ground surface.

2.9 Mulch

All mulch shall be straw that has been air dried and seasoned before baling or loading. It shall be free of noxious weeds and other materials detrimental to grass growth.

2.10 Sod

A. Sod shall be 100 percent Kentucky Blue Grass or other types as approved by the City.

B. The sod shall be grown on agricultural land that is cultivated specifically for turf sod. The sod shall be free of weeds, diseases, nematodes, and insects. All sod shall be mature and not less than 10 months old. All sod shall be machine cut to a uniform thickness of 5/8-inch or more, excluding top growth and thatch.

2.11 Erosion Control Matting

Erosion control matting shall be seed and curlex blanket as supplied by American Excelsior Co., of Yakima, Washington, or approved equal.

2.12 Hydroseed

A. The hydroseed shall be a specifically designed hydromulch consisting of cellulose fiber, fertilizers, seed, tackifier, etc.

B. The hydromulch shall be specifically processed cellulose fiber containing no growth or germination inhibiting factors. It shall be manufactured in such a manner that, after addition and agitation in slurry tanks with water, the fibers in the material become uniformly suspended to form a homogenous slurry. When sprayed on the ground, the material shall allow absorption and percolation of moisture. Each package of cellulose fiber shall be marked by the manufacturer to show the air dry weight and content.

C. The fertilizer shall be a complete plant food containing slow release nitrogen, phosphoric acid, and potash in the amounts of 16-16-16+1.5 FE. It shall be delivered in

uniform composition and be dry and free flowing and delivered in the original unopened containers bearing the manufacturer's guaranteed analysis.

D. The grass seed shall be certified, blue tagged, cleaned, and delivered in original unopened packages bearing an analysis of the contents. It shall be guaranteed 95 percent pure and have a minimum germination rate of 85 percent within 1 year of test. The seed shall be as agreed upon by the City. The seed shall be applied at a minimum rate of 4 pounds per 1,000 square feet.

2.13 Slope Stabilization Rock

A. Slope stabilization rock shall be pit run, a well-graded 4"-0 material with the approximate gradation:

Sieve	Percent Passing
4"	100
2"	35-50
1/2"	10-20
Less 1/4"	0-5

B. The 4"-0 slope stabilization rock shall be hard, durable, and resistant to weathering. The rock shall be angular in shape with an apparent specific gravity of 2.5 minimum. The Contractor shall develop a test pile of 4"-0 slope stabilization rock for approval by the City. Once the test pile has been approved, all other 4"-0 rock shall be visually the same as the test pile.

2.14 Hot Asphalt-Rubber Joint Sealant

Hot asphalt-rubber joint sealant shall be Roadsaver 221 as manufactured by Crafco, Inc., or equal.

PART 3 - EXECUTION

3.1 Gravel Surface Restoration

A. During trench and general excavation, the Contractor shall minimize the disturbance of adjacent gravel surfaces.

B. Backfill of trenches and other work areas shall be in accordance with Technical Specifications - "Excavation and Backfill of Trenches," or other applicable requirements.

C. In gravel streets, parking areas or driveways disturbed by the Work, the Contractor shall resurface the areas with base rock.

D. In gravel streets, shoulders, parking strips and driveways, a 4-inch minimum compacted depth shall be required or a compacted depth equal to the existing depth of gravel plus the depth of granular subbase, if any, whichever is greater, unless otherwise specified.

E. The resurfacing aggregate shall be compacted to 95 percent of laboratory density as determined by ASTM D1557.

3.2 Asphalt Street Restoration and Asphalt Parking-Driveway Restoration

A. Existing asphalt surfaces shall be cut on each side of the trench prior to excavation to provide a vertical, neat, straight-line joint in the surface. Should any asphalt surface be undermined or damaged during construction, the undermined or damaged asphalt shall be similarly cut and removed prior to backfill. This work shall be performed along neat, continuously straight lines to provide a pleasing finished appearance. Irregular lines will not be allowed.

B. Backfill shall be made in accordance with Technical Specifications - "Excavation and Backfill of Trenches."

C. The base rock under the asphalt pavement shall be replaced to a compacted depth equal to the existing base rock depth plus the depth of granular subbase, if any, or 10 inches, whichever is greater, unless specified otherwise. The base rock shall be compacted to 95 percent of the laboratory density as determined by ASTM D1557.

D. Immediately following backfill and compaction of the trench, and until the asphalt concrete is replaced, the base rock course shall be placed and compacted flush with the existing asphalt surface and maintained in a good condition.

E. In areas of heavy traffic, highway crossings, etc., a temporary cold-mix patch shall be placed and maintained until asphalt surface restoration is accomplished. The cold-mix asphalt concrete delivered to the Project shall be fresh and workable.

F. Just prior to placing the asphalt concrete, the base rock course and any temporary patch shall be excavated to the depth equal to that of the asphalt concrete to be placed.

G. Placement of Asphalt Concrete

1. Asphalt concrete for all areas, except in the State Highway, shall be 3 inches in depth after compaction or a depth equal to the existing pavement, whichever is greater, unless specified otherwise.

2. The restoration of asphalt concrete pavement in the State Highway shall be performed as described on State Highway Crossing Permits.

3. Asphalt concrete shall be compacted with an 8-ton minimum steel-wheeled roller and compacted to a minimum of 91 percent of the maximum density as determined by ASTM D2041.

4. Prior to placing the asphalt concrete, an asphalt tack coat shall be applied to the edges of the existing asphalt. An asphalt tack coat shall also be used between lifts should the Contractor elect to patch with multiple lifts. The Contractor shall utilize a paving machine, spreader box, or other approved mechanical equipment to place the asphalt concrete material. No lift of asphalt placed shall have a compacted thickness of less than 1/2 inch or greater than 3 inches. The finished asphalt surface shall be flush with the existing surface, uniform in appearance equal to or better than the existing pavement, and shall provide a smooth ride.

5. Installation shall conform to the applicable provisions of the current Oregon Standard Specifications for Construction, Sections 00495 and 00744. Asphalt Concrete for temporary patches shall conform to Section 00745.50 of the Oregon Standard Specifications for Construction.

3.3 Asphalt Concrete Joint Sealing

A. After a minimum of 30 days following completion of asphalt concrete restoration, the Contractor shall rout and clean joints between new asphalt concrete and the existing pavement.

B. Routed joints shall be 1/2-inch wide x 3/4-inch to 1-inch deep.

C. A hot asphalt-rubber joint sealant shall be placed in the joint flush with the surface to make a watertight seal.

CITY OF BOARDMAN, OREGON

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SECTION 4

SURFACE RESTORATION

3.4 Concrete Sidewalk and Curb Restoration

A. Existing concrete surfaces shall be saw cut on each side of the trench prior to excavation to provide a vertical, straight-line joint in the surface. Should any concrete surface be undermined or damaged during construction, the undermined or damaged concrete shall be similarly cut and removed prior to backfill. This work shall be performed along neat lines to provide a pleasing finished appearance. Irregular lines will not be allowed.

B. Backfill shall be made in accordance with Technical Specifications - "Excavation and Backfill of Trenches."

C. A 2-inch compacted depth leveling course of base rock shall be placed on the prepared subgrade. The base rock shall be compacted to 95 percent of the laboratory density as determined by ASTM D698.

D. Any forms used shall be wood or metal and shall be straight. They shall be suitably braced to prevent movement during placement. Joints shall be placed to match existing or as directed by the City. The placement and curing of the concrete shall follow good concrete placement practices. The concrete thickness, section, finish, configuration, etc., shall match the existing structure as closely as possible.

3.5 General Surface Restoration

A. General

1. The Contractor shall replace or restore, equivalent to their original condition, all surfaces, trees and shrubbery, lawns, agricultural areas, pastures and fences, or other existing facilities disturbed by their Work unless otherwise specified. Restoration and cleanup shall be a continuing operation and shall be diligently pursued until completed. Surface restoration shall be completed as soon as possible after the underground work is complete.

2. All surplus material, rock and debris, and temporary structures, as well as excess excavation, shall be removed by the Contractor and the entire Site of Contractor's operations shall be left in a neat and clean condition.

3. Lawns and pastures in private easement shall be restored to a smooth condition and reseeded with a like mixture of grass unless specified or in the easement documents. When backfilling trenches in private easements, unless otherwise specified, Contractor shall replace topsoil to minimum 1-foot depth or to a depth

equal to the original depth, whichever is less. Lawn sod shall be utilized where required by the City.

B. Agricultural Areas

1. The existing top soils in the excavation area shall be removed and stockpiled at a separate location from the general trench excavation material. This topsoil shall not be mixed or contaminated with any other materials.

2. Upon completion of the trench backfill and after all rocks and unsuitable material have been removed from the work area, the stockpiled topsoil shall be replaced and graded to match the existing ground. The depth of topsoil restoration shall be as shown on the City Standard Drawings.

C. Seeding

1. All areas to be seeded shall have a minimum of 6 inches of topsoil.

2. After the backfilling and compaction have been completed, the top 2 inches of the topsoil shall be scarified to provide a good seed bed and the area seeded, fertilized, compacted with a weighted roller, a straw mulch applied, and the initial watering completed.

3. All additional watering of the grass seed shall be the responsibility of the property owners.

4. Unless required otherwise, the seed shall be applied at a minimum rate of 4 pounds per 1,000 square feet, the fertilizer at 1 pound per 100 square feet, and the mulch at a rate needed to provide a minimum mulch thickness of 1 inch.

3.6 Lawn Sod Restoration

A. Preparation of Areas

1. Cultivate the existing ground or new topsoil so the soil is loose and friable for at least a 6 inch depth and suitable for fine grading. Remove vegetative matter, rocks, clods, roots, sticks, debris, and other matter detrimental to the germination and growth of sod from the areas to be sodded.

2. Apply herbicide to kill existing weeds and grasses.

3. Spread soil amendments and fertilizers evenly over the sod bed at the rates specified below, then thoroughly till into the upper 4 inches of the soil.

4. After tilling, fine-grade and roll the area to provide a fine-textured, smooth, firm surface, free of any undulations or irregularities.

5. The finish grade of the sod bed shall be 1 inch below the finish grade of the walks. Rates of applications shall be as follows:

Material	Rate Per 1,000 Sq. Ft.
Soil Conditioner	6 Cu. Yds. (2" Depth)
Fertilizer: 22-16-8	10 Lbs.

B. Planting Season

Perform the Work only when local weather and other conditions are favorable to bed preparation and placing of sod. Do not place sod before March 15 or after September 30 unless approved otherwise.

C. Placing Sod

1. Do not place sod until the sod bed has been approved. Immediately before placing sod, water the bed to prevent drying of grass roots.

2. Lay the first row in a straight line and place subsequent rows parallel to and tightly against each other. Stagger lateral joints. Do not stretch or overlap the sod. Tightly butt all joints. Do not use sod segments containing less than 2 square feet of surface area, broken, torn, or uneven pieces.

3. After placing sod, diagonally roll and thoroughly water. Apply a second application of fertilizer at the rate specified for preparation of areas and thoroughly water.

D. Sod Lawn Establishment

1. The establishment period for sod lawn begins after placing of sod in an area is completed. The establishment period will be at least two weeks and ends when accepted by the City. During the established period, the Contractor shall

adequately water the sod to keep the new sod green. Keep mowed to a height of 1-1/2 to 2 inches.

2. Do not attempt the first mowing until the sod is firmly rooted and secure in place. Remove no more than 1/3 of the grass leaf during initial or subsequent cuttings.

3. Control all weeds, foreign grasses, etc., that grow in or through the sod for up to 45 days after the sod is placed.

4. Acceptance of sod lawn will be contingent on the grass being uniform in color, density, and height, and being weed-free. All dead or brown sod shall be replaced at no cost to the City.

3.7 Hydroseeding

A. Application Rates

Hydroseeding shall be placed at the following application rates unless otherwise approved by the City.

Material	Application Rate
Mulch	2,000 pounds per acre
Fertilizer	Lawn 430 pounds per acre Dryland Grass 50 pounds per acre
Tackifier	20 pounds per acre
Seed	4 pounds per 1,000 square feet
Wood Cellulose Fiber Tracer	< 250 pounds per acre

B. Seeding shall not be done during windy weather or when the ground is excessively wet or otherwise un-tillable. Seed shall be placed at the rate and mix specified below. Seed will be placed with an approved hydroseeder which utilizes water as the carrying agent, and maintains continuous agitation through paddle blades.

C. Hydroseeder

1. Hydroseeder shall have an operating capacity sufficient to agitate, suspend and mix into a homogenous slurry, and the specified amount of seed and water or other material.

2. Distribution and discharge lines shall be large enough to prevent stoppage and shall be equipped with a set of hydraulic spray nozzles which will provide a uniform distribution of the slurry.

D. Seed and fertilizer may be applied in one application provided the fertilizer is placed in the hydroseeder tank no more than 30 minutes prior to application. The seed shall have a tracer added to aid uniform application. This tracer shall not be harmful to plant and animal life.

E. The Contractor shall remove mulch material which falls on plants, roadways, gravel shoulders, structures, areas where mulching is not specified, or which collects at the ends of culverts or accumulates to excessive depths, as directed.

3.8 Mulch

A. Place mulch approximately 1-1/2 inches deep in a loose condition at a rate of 2 to 2.5 tons/acre. Place grass straw mulch so that it is loose enough for sunlight to penetrate and air to circulate; but dense enough to shade the ground, reduce water evaporation, and materially reduce soil erosion.

B. Anchor using a crimping disc, an approved tackifier, or approved modified sheepsfoot roller, or another method approved by the City.

3.9 Cleanup

A. Cleaning up shall be a continuing process from the start of the work to final acceptance of the Project. The Contractor shall, at all times, keep the area on which work is in progress free from accumulations of waste material or rubbish.

B. Spillage from the Contractor's hauling vehicles on traveled public or private roads shall be promptly cleaned up. Upon completion of the work the Contractor shall remove all temporary structures, rubbish, and waste material, equipment and supplies, resulting from the Contractor's operations. The Contractor shall leave such lands in a neat and orderly condition which is at least as good as the condition in which the Contractor

found them prior to the Contractor's operations. See specific conditions in the General Requirements.

C. In roadways and traffic areas, the Contractor shall be responsible for maintaining a road surface suitable for travel by the public from the time of excavation until the road surface has been restored. Such work includes dust control, temporary patching, signing, grading, and filling of potholes on temporary street surfaces, etc. The Contractor shall be responsible for all Claims and damages resulting from their failure to maintain a suitable surface.

END OF SECTION

ROAD WORK

CITY OF BOARDMAN, OREGON

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CITY OF BOARDMAN, OREGON

TECHNICAL SPECIFICATIONS

SECTION 5

ROAD WORK

PART 1 - GENERAL

1.1 Scope

These Specifications cover the construction, reconstruction and overlaying of streets and roads. Work shall include furnishing all equipment, materials, labor, etc., as required to complete the required improvements. Items specified in this Technical Specification are intended to be broad in scope and may not always apply to all items of work to be constructed. All applicable sections, as determined by the City or City Engineer, shall control the work.

PART 2 - MATERIALS

2.1 Water for Compaction

The Contractor shall be responsible for obtaining, transporting, and the application of the water. The City will allow the Contractor to use water from the existing municipal water system for a fee set by the City, provided the Contractor follows the requirements set forth by the City.

2.2 Geotextile Fabric

Geotextile fabric shall be Mirafi 500X, or approved equal.

2.3 Aggregate Base and Base Rock

A. Aggregate Base

The aggregate base shall be a well-graded 4"-0 angular basalt material with the fraction passing the No. 200 sieve not greater than 8 percent of the total aggregate weight. Aggregate base shall meet the durability requirements for base rock. Other materials may be considered by the City; however, samples must be submitted for review.

B. Base Rock

Base rock shall conform to the requirements of Section 02630 - Base Aggregate, "Oregon Standard Specifications for Construction," current edition, for dense graded aggregate as modified hereafter. Acceptable gradation includes 1"-0 or 3/4"-0 as selected by the Contractor.

C. Surface Rock

1. The surface rock shall be crushed stone, slag, or gravel meeting the following requirements:

a. Liquid Limit (AASHTO T 89) 35 Maximum
b. Plastic Index (AASHTO T 90) 2-9 Maximum
c. Dust Ratio: % Passing No. 200 / % Passing No. 30 2/3 Maximum

Grading Requirements (AASHTO T 11 and T 27):

Sieve	Percent Passing
1"	100
3/4"	70-98
No. 4	36-60
No. 8	25-47
No. 30	12-31
No. 200	8-15

2. Surface rock shall have at least 70 percent by weight of the particles retained on the No. 4 sieve and shall have at least two fractured faces.

2.4 Soil Sterilant

The sterilant shall be Pramitol 5SP as manufactured by Makhteshim Agan of North America, Inc., Monobor-chlorate, or approved equal and shall be applied in accordance with the manufacturer's or supplier's recommendations to adequately sterilize the base.

2.5 Asphalt Tack Coat

A. The material is to be CRS-1 or CSS-1 emulsified asphalt unless otherwise approved.

B. Furnish emulsified asphalt meeting the requirements of Oregon Department of Transportation's (ODOT) publication "Standard Specifications for Asphalt Materials." Copies of the publication are available from the ODOT Pavement Services Engineer. The applicable specifications are those contained in the current publication on the date the project is advertised. The materials may be conditionally accepted at the source or point of loading for transport to the project.

C. Excessive delay in the use of the emulsified asphalt or excessive pumping of the emulsified asphalt may significantly reduce the viscosity and may make the material unsuitable for tack coat use. For this reason, limit pumping between the bulk storage tank, hauling transportation, field storage tanks, and distributors to an absolute

minimum to maintain proper viscosity. Final acceptance of emulsified asphalt will be at the point of application.

D. Dilution of the tack coat material may be allowed to a maximum 1:1 ratio. Determine the proportion of water to be added to the emulsified asphalt. Do not dilute the emulsified asphalt until the City or City Engineer approves the dilution ratio. Add the water to the emulsified asphalt and mix according to the asphalt supplier.

E. Obtain samples according to AASHTO T 40 prior to dilution with water, if allowed. Samples will be tested at the ODOT Materials Laboratory or other laboratory as designated by the Engineer. Emulsified asphalt will be tested within 30 calendar days from the date it is sampled.

2.6 Asphalt Concrete Pavement

A. General

1. This section is intended for local streets, parking lots, etc. The Project Engineer shall revise these Specifications as required for improvements to collector and arterial roads as required by the City and/or other governing Agency.

2. Asphalt concrete pavement (ACP) shall consist of a mixture of asphalt cement, graded aggregate, and additives as required. The use of ACP in this section refers to either hot mix or warm mix asphalt concrete. ACP shall be plant mixed into a uniformly coated mass, hot laid on a prepared foundation, and compacted to the specified density.

B. Asphalt Concrete Pavement

Materials shall be in accordance with "Section 00744 - Asphalt Concrete Pavement" and related sections of the current Oregon Standard Specifications for Construction, supplemented and modified as follows:

1. Add the following to subsection **00744.02 Definitions**:

The terms "Agency," "Owner," and "City" may be used interchangeably in this Technical Specification.

2. Project Mix Requirements

   a. Level 3 ACP
   b. 1/2- or 3/4-inch Dense Graded
   c. Asphalt Cement PG 64-28
   d. Lime Treated Aggregate Required

3. Delete subsection 00744.10 (c) and replace with the following:

   00744.10 Reclaimed Asphalt Shingles - No RAS materials shall be used on the project unless otherwise approved by the City Engineer.

4. Modify subsection **00744.13 Job Mix Formula Requirements -** as follows:

   a. Add the following paragraphs at the end of the section:

      A previously prepared JMF will be allowed, provided adequate test data are available to document the suitability of the mix, the Contractor can document that the same materials are being used, the JMF was prepared within the last 12 months, and the JMF meets the requirements of these Specifications. Copies of the results of tests made on the mix during production on previous projects shall also be submitted if any are available.

      Do not begin production on the project until the JMF is reviewed by the City or City Engineer and written consent is provided to proceed. A new JMF is required if the asphalt cement grade, any additives, or the source of the aggregate change during production. Provide a JMF for the project meeting the following criteria:

2.7 Asphalt Fog seal

Asphalt for the asphalt fog seal shall consist of CSS-1, CSS-1h, or HFRS-P1 emulsified asphalt mixed with water at a rate of 1:1.

2.8 Street Monument

The monument boxes shall be equal to Model Number 3680 as cast by EJ, or approved equal, and shall have the letters MON cast in the cover. Precast concrete monuments shall be supplied by Reese Concrete or approved equal.

CITY OF BOARDMAN, OREGON

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ROAD WORK

2.9 Culverts

A. Culverts shall be galvanized corrugated steel pipe and shall be 14-gauge with 2-2/3" x 1/2" corrugations. Fabrication of pipe shall conform to AASHTO 218 Specifications. Coating shall be minimum 2-ounce zinc per square foot. Joints shall be made with corrugated steel culvert bands over 3/8-inch neoprene gaskets. Culvert bands shall be 12 inches wide.

B. Bedding and backfill material, unless otherwise shown on the Drawings, shall consist of select native material free of particle sizes greater than 1-1/2-inch in diameter.

2.10 Drainage Trenches

A. Geotextile fabric for drainage trenches shall be Mirafi 140N or equal approved by the Engineer.

B. Drain rock shall be clean washed round river gravel, 1/2-inch to 2-inch size.

PART 3 - EXECUTION

3.1 Earthwork

A. Clearing and Grubbing

1. Clearing and grubbing shall include the removal and disposal of any obstructions, such as existing curbs, sidewalks, pavement, culverts, fences, etc., and organic material such as trees, tree stumps, brush, hedges, vegetation, roots, rubbish, posts, fences, topsoil, and any other obstacles or materials in the construction area which would prevent completing the project, and which are unsuitable for road work construction.

2. All vegetation and rubbish shall be removed and disposed of by the Contractor in conformance with the requirements of local authorities controlling air pollution and solid waste disposal.

B. Roadway Excavation

Prior to any excavation, the area to be excavated shall be cleared and grubbed. Roadway excavation shall consist of the excavation, haul, and satisfactory disposal of all materials taken from within the right-of-way for the construction of embankments,

subgrade, shoulders, intersections, ditches, waterways, entrances, approaches (including excavation at private entrances outside the right-of-way), curbs, sidewalks, and incidental work, in accordance with the Specifications and the lines, grades, and cross sections provided, and as required by the City or City Engineer.

C. Embankments

1. Prior to construction of any embankment, the area beneath the embankment and the areas from which embankment material will be obtained shall be cleared and grubbed. The existing soil beneath the embankment shall then be compacted to 90 percent of maximum density as determined by ASTM D1557 for a minimum of 6 inches below ground surface. Any unsuitable material shall be removed prior to placement of any embankment.

2. Upon completion of the embankment foundation, embankment material shall be placed in horizontal lifts and compacted to 90 percent of ASTM D1557. Embankment lift depth shall not exceed the capability of compaction equipment being used to achieve the required compaction for the full depth of each lift. The embankment material shall be native or import free of vegetative or organic matter, boulders 6 inches or larger in diameter, or frozen material and shall be at or below optimum moisture content at the time of placement. Depending on the type of embankment material, the Contractor may have to scarify, aerate, water, or take other actions as necessary to bring soils to proper moisture to achieve the required compaction.

3. The embankment shall be brought to the lines and grade required. Any unsuitable material which may have been used in constructing the embankment shall be removed and replaced with suitable material and compacted.

D. Roadbed Cuts

1. In roadbed cuts, the subgrade material shall be compacted to 90 percent of maximum density as determined by ASTM D1557 for a minimum of 6 inches below the top of the subgrade.

2. Depending on the type of material encountered, the Contractor may have to scarify, aerate or water, over-excavate, or take other actions as necessary to achieve the required compaction.

CITY OF BOARDMAN, OREGON

TECHNICAL SPECIFICATIONS

SECTION 5

ROAD WORK

E. Finishing of Subgrade

1. All roadbeds, ditches, and other excavations and embankments shall be trimmed accurately to the lines, grades, and cross sections, and shall be finished in a thoroughly workmanlike manner to within plus or minus 0.05 foot of the required grade. They shall be in neat and well finished condition at the time the project is completed. The entire right-of-way area shall be cleaned up and made free of debris and foreign matter of all kinds. Accumulations of dirt and/or other materials shall be disposed of in a satisfactory manner.

2. Upon completion of the subgrade and prior to placement of base rock, the Contractor shall load test the finished subgrade surface. The load test shall consist of slowly driving a loaded dump truck over the road surface. The dump truck shall have a minimum capacity of 10 cubic yards. All soft areas shall be noted. City staff and the Contractor shall note any soft areas. The Contractor shall excavate out and either replace unsuitable material or properly compact all soft areas in order to provide a firm base that conforms to the Specifications. Any soft areas that occur as part of the project because of over-watering, improper compaction, weather, etc., shall be replaced.

F. Dust and Mud Control

1. The Contractor shall be responsible for controlling dust and mud caused by his operations. This shall include, but not be limited to, street work, trench work, shoulder work, sidewalk work, driveways, connecting streets, etc. The Contractor shall be responsible for controlling dust on the roadway surface until the time asphalt pavement is placed.

2. Dust and mud control performed by the Contractor is considered a normal part of the construction project. If the Contractor fails to properly control the dust and mud, the City may request him to do so in writing. If, after 24 hours from this request, the Contractor has not corrected the dust or mud problem, the City may elect to have the corrective work performed, bill the Contractor for the work, and withhold final acceptance of the project until the bill is paid.

CITY OF BOARDMAN, OREGON

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SECTION 5

ROAD WORK

3.2 Geotextile Fabric

A. Scope

This work consists of furnishing and placing geotextile fabrics in underdrains, under embankments, over roadbed subgrade, and at other locations as specified or directed by the City.

B. Construction

1. Geotextile fabric shall be installed as shown on the City Standard Drawings or as directed by the City or City Engineer.

2. Fabric placed for subgrade stabilization under embankments or over roadbed subgrade shall be placed parallel to the centerline of the roadway, with placement starting at the low side of the super elevation or crown. The fabric shall either be sewn together at all longitudinal and transverse edges or overlapped a minimum of two feet at all edges. Transverse overlaps shall be made in the direction of base material placement.

3.3 Aggregate Base and Base Rock

A. Scope

Aggregate base and base rock shall be placed to the lines, depths, and grades as required. Prior to placement of the materials, each succeeding lift, i.e., subgrade, aggregate base, base, etc., shall be properly constructed and reviewed by the City or City Engineer.

B. Construction

1. The construction procedure here described shall be understood to apply to each of the courses and/or layers of which the road base is to be constructed. The construction of the road base shall not be limited to the construction of the main roadway, but shall include the construction of base on approach roads, driveways, connecting roads and connecting streets.

2. After the subgrade is brought to the proper line, cross section and compaction, the aggregate materials shall be spread and shaped as required. The spreading and shaping of the aggregate materials shall be so performed as to prevent

separation of the coarser material from the finer materials including the use of adequate water.

3. The aggregate materials shall be brought to proper moisture content as required for compaction and compacted to 90 percent of maximum density as determined by ASTM D1557, as appropriate.

4. The finished surface when tested with a 10-foot straightedge shall not vary from the testing edge by more than 0.05 foot at any point.

5. Following construction of each lift, the Contractor shall do such blading, brooming, watering, and other work as necessary to prevent raveling and rutting. These operations are to be continued as required until the lift is covered by a following lift or until all work to be done under the Contract is completed. If the required compacted depth of the base exceeds 8 inches, it shall be constructed in two or more lifts, each lift not exceeding 8 inches in depth.

6. Upon completion of the aggregate materials and prior to placement of asphalt concrete pavement, the Contractor shall load test the finished base surface. The load test shall consist of slowly driving a loaded minimum 10 yard dump truck over the road surface. All soft areas shall be noted. The Contractor shall excavate and/or compact all soft areas in order to provide a firm base that conforms to the requirements of the Technical Specifications.

7. Gravel shoulders when required shall be constructed as a part of construction of the base and are not to be added on after completion of asphalt paving. The finished gravel shoulder shall be graded, trimmed and compacted to the required lines, grades and cross sections in a neat manner leaving the gravel shoulder flush with the edge of the asphalt pavement. Coarse segregated aggregate shall not be used in the construction of gravel shoulders. All such non-specification material shall be removed and replaced with specification material.

3.4 Soil Sterilant

A. Upon completion of the base and prior to placement of asphalt concrete, the Contractor shall apply a soil sterilant to the surface of the base.

B. The Contractor shall supply the City with a description of the sterilant and the name of the supplier prior to application in order that the suitability of the proposed product may be verified. The applicator shall be licensed by the State of Oregon for the class of

herbicide utilized. Any damage to adjacent areas caused by the sterilant shall be repaired by the Contractor.

3.5 Pre-paving Conference

At least one week before paving is scheduled to begin, the Contractor will set up a pre-paving meeting between the Contractor and the City. If a paving Subcontractor is being used they shall also be present. The intent of the meeting is to allow the City and the Contractor to jointly review the proposed method of operation, equipment, personnel, mix, schedule, etc., along with the project specifications.

3.6 Asphalt Concrete Pavement

A. Scope

After satisfactory completion of the base, the Contractor shall place and compact the asphalt concrete pavement to the lines, grades, thicknesses, and cross-sections required or as established by the Project Engineer.

B. Construction

Construction shall be performed in accordance with "Section 00744 - Asphalt Concrete Pavement" and related sections of the Oregon Standard Specifications for Construction, current edition, supplemented and modified as follows:

1. Delete subsection 00744.16 and replace with the following:

00744.16 Sampling and Testing - Perform sampling and testing according to the "Quality Control" section of the General Requirements.

2. Delete subsection **00744.17 Acceptance**.

3. Replace Section 00744.30 with the following:

00744.30 Paving Crew - Only trained and experienced personnel shall be used as the paving crew performing the Work. The Contractor shall submit to the Engineer, prior to the pre-paving conference, job assignments, experience history, and training background for all members of the paving crew. Untrained and inexperienced personnel may not be used. The Engineer may request personnel be replaced if it cannot be demonstrated that they have the proper training and experience to be a part of an experienced crew. The paving

superintendent and paving machine operator shall have at least three years experience, and the roller operators shall have at least one year of experience.

4. Replace Section 00744.40 with the following:

00744.40 Season and Temperature Limitations - Place ACP when the temperature of the surface that is to be paved is not less than the temperature indicated, unless approved by the City or City Engineer:

Nominal Compacted Thickness of Individual Lifts and Courses as shown on the typical section of the plans	**All Levels**
	Surface Temperature*
Less than 2 inches	60°F
2 inches - 2 1/2 inches	50°F
Greater than 2 1/2 inches	40°F
Temporary	40°F

* Do not use field burners or other devices to heat the pavement surface to the specified minimum temperature unless approved.
** If placing ACP between March 15 and September 30, temperature requirement may be lowered 5°F.

5. Delete the following subsections:

   a. **00744.80 Measurement**
   b. **00744.90 Payment**

3.7 Asphalt Fog Seal

A. One year after the construction of the asphalt concrete, the Contractor shall fog seal the asphalt concrete. The Contractor shall apply a fog seal consisting of CSS-1 emulsified asphalt mixed with water at a rate of 1 to 1 and applied at a rate to be determined by the City Engineer. It is anticipated that this rate will be between 0.05 to 0.20 (0.03 to 0.10 residual) gallons per square yard.

B. The areas to be sealed shall be dry and free of dirt, dust, leaves, or other foreign matter at the time of placement.

C. Provide an asphalt distributor designed, equipped, maintained, and operated so the emulsified asphalt material is applied uniformly at even heat. The distributor shall be capable of applying the asphalt on variable surface widths up to 16 feet, at readily determined and controlled rates from 0.05 to 2.0 gallons per square yard, and with uniform pressure. The variation allowed from any specified rate shall not exceed 0.02 gallons per square yard. Provide distributor equipment that includes a tachometer, pressure gauges, accurate volume measuring devices and a thermometer for measuring temperature of tank contents. Provide distributors equipped with a positive power unit for the asphalt pump, and full circulation spray bars adjustable both laterally and vertically. Set the bar height for triple lap coverage.

D. After application and initial cure of the emulsified asphalt the Contractor shall apply a light coat of clean fine sand. The sand shall be applied evenly and then broomed across the pavement surface. After approximately 5 days the Contractor shall sweep the street and remove the excess loose sand.

3.8 Construction Staking

The Contractor shall provide all construction staking necessary as described in the General Requirements.

3.9 Street Monument

The Contractor shall provide and install cast iron street monument boxes at all points required by the City or County Surveyor. Monument boxes shall be installed per the City Standard Drawings. Monuments within the boxes shall be located by a Registered Professional Land Surveyor.

3.10 Adjustment of Utility Covers to Grade

The Contractor shall adjust the tops of all existing manholes, valve boxes and other utility covers as required to bring the covers or gratings of the structures to the grade required by the improvement involved. The method of adjustment shall be as approved by the City. The Contractor shall repair any of these structures which are damaged during performance of the work.

CITY OF BOARDMAN, OREGON

TECHNICAL SPECIFICATIONS

SECTION 5

ROAD WORK

3.11 Culverts

A. General

Culverts shall be installed in the location and on grade as required and specified herein.

B. Installation

Culverts shall be bedded and backfilled uniformly on both sides of the pipe at the same time to prevent displacement or buckling of the pipe. Bedding material shall be worked carefully under the pipe haunches and then compacted.

C. All culverts to be extended shall be installed at the extended grade and slope of the existing CMP.

3.12 Pavement Striping

A. General

Materials for painted traffic markings and striping shall meet or exceed the requirements for striping paint and glass beads of "Pavement Marking Materials" and "Oregon Standard Specifications for Construction," current edition. The paint color and type of markings shall be as required by the City or City Engineer. The Contractor shall lay out all pavement markings and striping.

B. Materials

Use materials conforming to the requirements of Section 00800 of the "Oregon Standard Specifications for Construction," current edition. Materials and suppliers for traffic paint, film, and reflective beads shall be listed in the ODOT Qualified Products List as approved by the City Engineer for the intended use. Type B-HS: Preformed, Fused Thermoplastic Film High Skid shall be used for all crosswalk, bicycle lane, bicycle railroad crossing, lane reduction arrow, parking lines, and other transverse pavement markings, the use of paint is not acceptable. Paint shall be standard waterborne traffic paint. Beads shall be virgin large reflective traffic beads.

C. Pavement Marking Placement

Pavement striping and markings shall be placed as shown on the Project Drawings according to the Manual on Uniform Traffic Control Devices, and the ODOT Traffic Line

Manual. Crosswalks shall be staggered continental crosswalk in accordance with current ODOT Standard Drawing TW503. Apply the striping and markings according to the manufacturer's recommendations. Unless otherwise specified, apply pavement striping and markings before public traffic is allowed on the freshly paved surface.

Remove and replace striping and markings not conforming to these Specifications or not properly installed before continuing the operation.

D. Submittal

A detailed of the pavement striping plan, including materials to be utilized, application process, equipment to be used, application rates, placement tolerances, accommodations for public safety, disposal of waste, and repair procedures, shall be provided to the City a minimum of seven days before placing markings.

E. Warranty

The Contractor shall guarantee the paint markings and paint striping for a period of one year from the date of application against deterioration and/or delamination beyond normal wear.

3.13 Restoration, Finishing, and Cleanup

A. Prior to the final inspection of the work, the Contractor shall restore or replace all paved surfaces, graveled surfaces, curbing, sidewalks, trees and shrubbery, lawns, pastures and fences, or other existing facilities disturbed or damaged by his work.

B. The Contractor shall clean up and leave in a neat, orderly condition the right-of-way and other property occupied in connection with the work.

C. The Contractor shall reshape, clean out ditches, retrieve shoulders and slopes, and do all other work required to bring the project to the final lines, grades, and condition called for. The finished project shall be clean and neat in its final appearance.

D. See Technical Specifications - "Surface Restoration" for additional requirements.

END OF SECTION

CONCRETE CURB, GUTTER, CROSS GUTTERS, SIDEWALKS, AND DRIVEWAY TRANSITIONS

CITY OF BOARDMAN, OREGON

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SECTION 6

CONCRETE CURB AND GUTTER, CROSS GUTTERS, SIDEWALK, AND DRIVEWAY TRANSITIONS

PART 1 - GENERAL

1.1 Scope of Work

A. This Work shall consist of the construction of Portland Cement concrete curb, curb and gutter, sidewalk, steps, and driveway and alley approaches. They shall be constructed in accordance with these Technical Specifications and shall be in reasonably close conformity to the lines, grades, and dimensions established by the City.

B. Concrete cross gutters shall be constructed to the same requirements as concrete curb and gutter and as detailed on the City Standard Drawings.

C. Work shall conform with the general practices outlined in the American Concrete Institute publication "Slabs on Grade" and in accordance with applicable provisions of ACI Manual of Concrete Practices, Parts 1, 2, and 3 and "Standard Specifications for Ready Mixed Concrete" (ASTM C94) except as modified below.

PART 2 - MATERIALS

2.1 Concrete Characteristics

A. The Portland Cement concrete used for this Work shall be a commercial transit mix. The exact proportions of all the materials entering into the concrete shall be as established by an approved laboratory mix design and shall be changed only as directed by the City or Laboratory when necessary to obtain the specified strength, desired density, uniformity, or workability. Previously prepared mix designs will be allowed provided adequate test data is available to document the suitability of the mix and the Contractor can document that the same materials are being used. The mix design shall be provided to the City for review.

B. The concrete shall have the following characteristics.

Parameter	Value
Min. 28-day Compressive Strength	4,000 psi
Min. Cement per Cubic Yard	564 lbs./yd.
Max. Water-Cement Ratio	0.45
Air Content (range)	5-7 percent
Max. Allowable Slump	4 inches

C. In some localities, additional cement may be required to achieve the minimum 4,000 psi 28-day compressive strength. The use of additives will be allowed when designed into the mix. Mixes used with reinforcing steel shall have a maximum water soluble chlorine ion content of 0.06 percent of mix design concrete weight.

2.2 Portland Cement

A. Portland cement shall conform to the requirements of ASTM C150, for Type I - II cement.

B. All cement shall be stored in a suitable weather-tight building in such a manner as to protect the cement from dampness and to permit easy access for proper inspection. Storage bins for bulk cement shall be weather-tight and constructed so there will be no dead storage.

2.3 Aggregates

A. General

All aggregates for concrete shall conform to the requirements of ASTM C33.

Fine and coarse aggregates shall be stored and measured separately. Aggregates shall be protected from contamination with dust, dirt, or other foreign materials.

B. Fine Aggregate

Fine aggregate shall consist of natural sand having hard, strong, and durable particles, which does not contain more than 2 percent by weight of such deleterious substances

as clay lumps, shale, schist, alkali, mica coated grains, or soft and flaky particles. The grading of fine aggregate shall range uniformly from coarse to fine within the limits indicated in ASTM C33.

C. Coarse Aggregate

1. Coarse aggregate shall consist of clean, hard, fine grained, sound crushed rock, or washed gravel that does not contain in excess of 5 percent by weight of flat, chip like, thin, elongated, friable, or laminated pieces, or more than 2 percent by weight of shale or cherty material.

2. Any piece having a major dimension in excess of 2-1/2 times the average thickness shall be considered to be flat and/or elongated.

3. The maximum size of coarse aggregate shall not exceed 1-1/2 inches or one-fifth of the narrowest dimension between the forms nor three-quarters of the clear spacing between reinforcing bars. The minimum size of coarse aggregate shall be 3/4-inch unless approved otherwise.

4. Coarse aggregate shall be uniformly graded from coarse to fine within the limits allowed in ASTM C33.

2.4 Water

Water for mixing shall be clean, fresh, and free from injurious amounts of oil, acid, chlorides, sulfates, alkali, organic matter, or other deleterious substances.

2.5 Admixtures

The use of admixtures will be allowed only when included in the mix design or as specified. Admixtures used will be considered a means of improving workability and/or placement of the concrete. Admixtures shall conform to requirements:

Parameter	Reference
Air-entraining	ASTM C260
Water Reducer	ASTM C494, Type A
Set Retarding	ASTM C494, Type B
Water Reducing/Set Retarding	ASTM C494, Type D

High Range Water Reducing (Superplasticizer)	ASTM C494, Type F and G
Pozzolanic	ASTM C618
Fly Ash	AASHTO M 295, Class C or F

2.6 Pre-molded Joint Filler

Pre-molded joint filler for use in expansion (through) joints shall be asphalt-impregnated cane fiber and shall conform to ASTM D1751. The thickness shall be 1/2-inch or match existing adjacent expansion joints.

2.7 Aggregate Base

The aggregate base used under any of the structures listed in this section of these Technical Specifications shall conform with the requirements of Section 640 of the Oregon Standard Specifications for Construction, current edition, and shall be 3/4"-0 unless otherwise approved.

2.8 Truncated Dome Detectable Warning Texture

Truncated dome detectable warning texture used on sidewalk ramps shall be a material listed on the ODOT Qualified Products List as approved by ODOT for the intended use. See Oregon Standard Drawings RD900 series.

PART 3 - EXECUTION

3.1 Earthwork

Excavation shall be made to the required depths and to a width that will permit the installation and bracing of forms. All soft and unsuitable material shall be removed and replaced with suitable material. The top 6 inches of any cut section and the full depth of any embankment shall be compacted to a minimum of 90 percent of the maximum density as determined by ASTM D1557.

3.2 Base Aggregate

The base aggregate shall be placed as shown on the Drawings and shall be compacted to 90 percent of the maximum density as determined by ASTM D698.

CITY OF BOARDMAN, OREGON

TECHNICAL SPECIFICATIONS

SECTION 6

CONCRETE CURB AND GUTTER, CROSS GUTTERS, SIDEWALK, AND DRIVEWAY TRANSITIONS

3.3 Forms

Forms shall be wood or metal and shall extend for the full depth of the concrete. All forms shall be straight, free from ways, and of sufficient strength to resist the pressure of the concrete without springing. Bracing and staking of forms shall be such that the forms remain in both horizontal and vertical alignment until their removal.

3.4 General Placement and Finishing

A. The foundation and forms shall be well wetted prior to placement of the concrete. Unless otherwise specified, all concrete shall be placed upon clean, damp surfaces free of running or standing water, and never upon soft mud, dry porous earth, or frozen subgrade.

B. All concrete shall be placed before the initial set has occurred. It shall be placed within 1-1/2 hours after water has been added to the mix. The temperature of the concrete at placement shall not be below 50°F or exceed 90°F unless approved otherwise by the City.

C. The concrete shall be placed on a moist base and deposited as close as possible to its final location and to its required depth. Movement of the concrete horizontally with a vibrator will not be allowed.

D. Once the concrete has been placed, it shall be struck off to the proper elevation using a straightedge and sawing motion. A smooth surface shall be provided after the concrete has been straight edged by the use of a bull float or Darbie. A wooden bull float shall be used unless the Contractor can show that a magnesium bull float does not seal in the bleed water.

E. Bull floating shall occur immediately after striking off and before bleed water accumulates on the surface. Bull floating shall be done in such a manner that the surface is not sealed, so bleed water is not trapped below the surface. Care shall be taken not to overwork the surface. The use of a jitterbug or tamper will not be allowed. Initial edging shall be performed with a wide edger, again in a manner that will avoid sealing the surface.

F. Upon completion of the above floating, the concrete shall be allowed to sit until the bleeding has stopped, the bleed water has disappeared, and the concrete is firm enough to permit a man to walk on the surface leaving footprints no more than 1/4-inch deep.

After the waiting period, the concrete may be floated and finished as required. Adding water to the surface or working bleed water to aid in finishing is not allowed.

3.5 Curing

A. As soon as the concrete has been placed and finished, as specified, it shall be cured:

1. By application of an approved Type 2, Class B white or gray pigmented or Type 1-D clear compound with fugitive dye liquid membrane-forming compound applied uniformly at a rate of at least 1 gallon per 200 square feet to the damp concrete by pressure spray methods; or

2. By keeping the concrete continually damp for at least 120 hours. The actual curing method and materials shall meet the requirements of ACI 308 and ASTM C309.

B. The Contractor shall protect the newly placed concrete from vandalism and any other damages. The exact method of protection shall be left up to the Contractor. Any damages, regardless of the cause, shall be repaired or replaced to the satisfaction of the City.

3.6 Restrictions Due to Weather

A. Cold Weather

1. Concrete placement in cold weather (50°F or less) shall conform to "Recommended Practice for Cold Weather Concreting" (ACI 306).

2. Salts, chemicals, or other foreign materials shall not be mixed with the concrete to prevent freezing.

3. All concrete shall be effectively protected from frost action for a period of five days after placement. Upon written notice from the City, all concrete that may have become damaged by frost action shall be replaced by the Contractor at their own expense.

B. Hot Weather

1. For concrete placed during extremely hot weather (air temperature exceeding 95°F), the aggregate shall be cooled by frequent spraying in such a manner as to utilize the cooling effect of evaporation.

2. During such periods, the placement schedule shall be arranged, as approved, in such a manner as to provide time for the temperature of the previously placed concrete to begin to recede.

3. The mixing water shall be the coolest available at the Site insofar as is practical.

C. Low Humidity/Wind

1. Pouring of concrete during periods of low humidity (below 50 percent) and/or windy conditions should be avoided when feasible and economically possible, particularly when large surface areas need to be finished.

2. No concrete shall be placed if the rate of evaporation approaches 0.2 pounds per square foot per hour unless precautions against plastic shrinkage cracking are taken.

3. In any event, surfaces exposed to the drying wind shall be covered up immediately after finishing with polyethylene sheets and be water cured continuously as soon as the concrete has set up. Curing compounds, in lieu of water, may not be used.

3.7 Backfill

A. After the concrete has reached sufficient strength, the space in back of structures shall be backfilled to the required elevation with the proper material as specified, which shall be compacted until firm and solid.

B. When the entire Project has been finished, any damaged structure sections shall be repaired or replaced at no additional cost to the City.

CITY OF BOARDMAN, OREGON

TECHNICAL SPECIFICATIONS

SECTION 6

CONCRETE CURB AND GUTTER, CROSS GUTTERS, SIDEWALK, AND DRIVEWAY TRANSITIONS

3.8 Curb and Curb and Gutter

A. General

1. Concrete curb and curb and gutter shall be constructed in accordance with these Technical Specifications to the required lines, grades, and cross sections. They can be constructed with forms or with a curbing machine meeting the requirements of these Technical Specifications.

2. Curbs located on vertical or horizontal curves shall be constructed to result in a smooth curve.

B. Curbing Machine

1. The machine for extruding Portland Cement concrete curb shall be of the self-propelled type equipped with a material hopper, distributing screw, and adjustable curb forming devices capable of placing and compacting Portland Cement concrete to the lines, grades, and cross sections as shown in an even, homogeneous manner.

2. A grade line gauge or pointer shall be attached to the machine in such a manner that a continual comparison can be made between the curb being placed and the established curb grade as indicated by the offset guideline.

C. Placement and Finishing

1. The top and face of finished curb and curb and gutter shall be true and straight, and the top surface of curb shall be of uniform width free from humps, sags, honeycombs, or other irregularities.

2. When a straightedge 6 feet long is laid on the top face of the curb or on the surface of the gutter, the surface shall not vary more than 0.02 feet from the edge of the straightedge except at grade changes or vertical curves.

3. The Contractor shall construct all curb and gutter within 0.02 feet of true line, within 0.02 feet of established surface grade, cross section, and slope, and within 0.02 feet of specified thickness.

4. When the curbing machine is used, the Contractor shall feed the concrete into the extruding machine at a uniform rate and operate the machine under

sufficient restraint in a forward motion to produce a well compacted mass of concrete.

5. All exposed surfaces of the curb or curb and gutter shall be floated, followed by a light brush finish.

6. If forms are used, they shall be removed after the concrete has taken its initial set and while the concrete is still green enough to finish.

7. Minor defects shall be repaired with mortar containing one part Portland Cement and two parts sand. Honeycombed, slumped, and other structurally defective concrete shall be removed and replaced at no expense to the City.

8. All exposed formed surfaces shall receive a rubbed finish utilizing a Carborundum brick or other abrasive until a uniform color and texture is produced.

D. Joints

1. Expansion Joints

a. Expansion joints shall be provided opposite abutting expansion joints, at the end of curved sections, at connections to existing curbs, and adjacent to any structure.

b. The width of joints and thicknesses of filler shall match those of the joints and abutting or underlying concrete; elsewhere the filler thickness shall be 1/2 inch.

c. Each expansion joint shall be at right angles to the structure alignment, vertical to the structure surface, placed full depth of the concrete section, and shall fully separate the concrete section.

2. Transverse Contraction Joints

a. Transverse contraction joints of the weakened plane or dummy type shall be formed in the exposed surfaces opposite contraction joints in abutting Portland Cement concrete and at other locations in the new curb as required to confine the contraction joint spacing to a maximum of 10 feet. The joints shall be formed by grooving, by insertion and removal

of plates or other devices, by insertion and leaving in place of preformed bituminous filler, or by sawing.

b. Contraction joints shall be 3/16-inch in width and a minimum depth of one-quarter of the thickness of the concrete. The edges of joints shall be tooled, unfilled grooves, and shall be clean and neat. Joint filler shall be even and flush with the surface of the concrete.

c. If the joints are constructed by sawing, the sawing shall be performed as soon as practical after pouring and prior to the occurrence of any shrinkage cracking.

3.9 Sidewalk and Driveway and Alley Approaches

A. General

Concrete sidewalks shall be constructed in accordance with these Technical Specifications to the required lines, grades, and cross sections.

B. Placement and Finishing

1. Before the concrete is given the final finishing, the surface of the sidewalk shall be checked with a 10-foot straightedge; any irregularities of more than 1/4-inch in 10 feet shall be eliminated.

2. Edges, including those of expansion joints, shall be rounded with an approved finishing tool.

3. The final surface of the concrete shall receive a medium to coarse cross brooming finish so as to provide a granular or matte texture that will not be slick when wet.

4. Cross brooming shall be transverse to the length of the sidewalk and approaches.

C. Joints

1. Expansion Joints

a. Expansion joints shall be provided opposite abutting expansion joints, at the end of curved sections, at all corners other than those 90 degrees, at connections to existing sidewalks, and adjacent to any structure.

b. The width of the joints and thickness of the filler shall match those of the joints and abutting or underlying concrete; elsewhere, the thickness shall be 1/2 inch.

c. Each expansion joint shall be at right angles to the structure alignment, vertical to the structure surface, placed full depth of the concrete section, and shall fully separate the concrete section.

2. Transverse Contraction Joints

a. Transverse contraction joints are required every 5 feet along the length of sidewalks.

b. The joints between sections shall be formed by steel templates 1/8-inch in thickness or sawn in with a concrete saw after initial set of the concrete to a minimum depth of 1/4 the thickness of the concrete. Joints shall be at right angles to the alignment.

3.10 Steps

A. General

Steps shall be constructed in accordance with these Technical Specifications to the required lines, grades, and cross sections.

B. Placement and Finishing

1. All edges shall be rounded with an approved finishing tool. All horizontal surface of the step shall receive burlap or cross-brooming finish to provide a granular or matte texture which will not be slick when wet.

2. After the forms are removed and while the concrete is still green, the vertical surfaces shall be finished.

3. Minor defects shall be repaired with a mortar containing one part Portland Cement and two parts sand. Honeycombed, slumped, and other structurally defective concrete shall be removed and replaced at no expense to the City.

4. All vertical surfaces shall receive a rubbed finish utilizing a Carborundum brick or other abrasive until a uniform color and texture is produced.

3.11 Reinforcing Bars

A. Mild steel reinforcing bars shall be furnished, cut, bent, and placed as indicated on the Drawings and to the latest methods of practice approved by the Concrete Reinforcing Steel Institute.

B. At the time of placing concrete, all reinforcement shall be free from loose mill scale, rust, grease, or other coating that might destroy or reduce its bond with concrete. Steel reinforcement not placed in the Work shall be stored under cover to prevent rusting and shall be placed on blocking so no steel touches any ground surfaces.

C. Reinforcing steel shall be in position before concrete placement is begun. All reinforcing steel shall be tied together and supported in such a manner that displacement during placing of concrete will not occur.

3.12 Truncated Dome Detectable Warning Texture

Truncated dome detectable warning texture shall be installed in accordance with the manufacturer's requirements and in accordance with Oregon Standard Drawings RD900 series.

3.13 ADA Requirements

All sidewalks, curb ramps, etc., shall be constructed in accordance with all ADA standards and requirements. The Contractor shall immediately notify the City if non-ADA work is being required or being performed.

3.14 Testing and Inspection

The Contractor shall provide and maintain a quality control program that will ensure the quality of the Work and materials incorporated into the Project. See the Quality Control section of the General Requirements.

END OF SECTION

STORM DRAINAGE SYSTEM

CITY OF BOARDMAN, OREGON

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CITY OF BOARDMAN, OREGON

TECHNICAL SPECIFICATIONS

SECTION 7

STORM DRAINAGE

PART 1 - GENERAL

1.1 Scope

These Specifications cover the furnishing and installation of gravity storm drain lines, catch basins, manholes, and miscellaneous appurtenances. The Work includes, unless otherwise specified, furnishing all labor, materials, tools, equipment, and incidentals required to construct a complete storm drainage system ready for service as outlined in these Specifications.

1.2 Specification References

Specification references made herein for manufactured materials such as pipe, fittings, and manhole rings and covers refer to designations for the American Water Works Association (AWWA), the American Society for Testing and Materials (ASTM), or the American Association of State Highway and Transportation Officials (AASHTO), current edition(s).

1.3 Care and Handling of Materials

A. Adequate precautions shall be taken to prevent damage to pipes, fittings, manhole components, and all other materials used in construction of the storm drainage system. Pipe and other materials during transport shall be secured individually by use of wood spacer blocks or wood crates, or otherwise protected to prevent collision of individual pieces and possible subsequent damage.

B. All pipe, fittings, and manhole components shall be loaded and unloaded in a manner to prevent shock or damage. Under no circumstances shall such material be dropped. All materials on the ground shall be protected from damage. All pipes, fittings, manhole components, and all other materials used in the construction of the drainage system shall be carefully inspected by the Contractor prior to installation. All defective materials shall be rejected. All materials that are delivered considerably in advance of their installation shall be stored in a satisfactory manner.

C. Proper materials, tools, and equipment shall be used by the Contractor for safe and convenient prosecution of the Work. All pipes, fittings, etc., shall be carefully lowered into the trench piece by piece in such a manner to prevent any damage to the materials. Under no circumstances shall materials be dropped or dumped into the trenches.

CITY OF BOARDMAN, OREGON

TECHNICAL SPECIFICATIONS

SECTION 7

STORM DRAINAGE

1.4 Certification by Manufacturer

The Contractor shall furnish to the City a sworn statement from the manufacturer stating that inspection and all specified tests have been made on the supplied material and that the results thereof comply with appropriate Specifications, and that all materials are new.

PART 2 - MATERIALS

2.1 Gravity Storm Drains

A. Solid Wall PVC Pipe

Solid wall PVC pipe shall be solid wall construction and shall conform to the requirements of ASTM D3034, SDR 35 for pipe up to 15-inch diameter and ASTM F679, Type 1 only, for pipe sizes 18- to 27-inch diameter. Joints for solid wall PVC pipe shall conform to ASTM D3212 using elastomeric gaskets conforming to ASTM F477.

B. Profile Wall PVC Pipe

Profile wall PVC culvert pipe and profile wall PVC storm sewer pipe shall be Johns-Manville "Perma-Loc," or equal, meeting the requirements of AASHTO M 304 or ASTM F794 Series 46. Joints for profile wall PVC pipe shall conform to ASTM D3212 using elastomeric gaskets conforming to ASTM F477.

C. Ductile Iron Pipe

Ductile iron pipe and fittings shall conform to AWWA C150, AWWA C115, AWWA C151, and AWWA C110 and shall be minimum pressure Class 150 unless specified otherwise. All ductile iron pipe shall have a bituminous sealed cement mortar lining conforming to AWWA C104. All joints, unless otherwise specified, shall be push-on rubber gasket joints conforming to AWWA C111.

D. Concrete Pipe

Non-reinforced concrete pipe and fittings shall conform to the specifications of ASTM C14. Reinforced concrete pipe and fittings shall conform to ASTM C76. The types and classes of pipe shall be as required on the Drawings or as otherwise specified. All joints shall be push-on rubber gasket joints conforming to ASTM C443.

E. HDPE Pipe

Corrugated high density polyethylene pipe and fittings 48 inches and smaller shall conform to AASHTO M 252 and AASHTO M 294 accordingly. Corrugated high density polyethylene pipe and fittings shall have watertight joints and shall be either Hancor "Blue-Seal," Advance Drainage System "N-12," or equal. All joints for corrugated polyethylene pipe shall be made with a bell/bell or bell and spigot coupling and shall conform to ASTM D3212 using elastomeric gaskets conforming to ASTM F477. All gaskets shall be factory installed on the pipe in accordance with the manufacturer's recommendations.

F. Warning Tape

All warning tape shall be green, approximately 3 inches wide, manufactured of a durable, non-degrading material, and state "Caution Buried Sewer Line Below."

2.2 Manholes

A. Precast Base Sections

1. Precast base sections shall conform to ASTM C479. Concrete shall be consolidated by mechanical vibration. Reinforcing shall be provided in the base and walls. Minimum concrete thickness shall be 5 inches.

2. All shelf area shall be uniformly shaped, have a rough float finish, and slightly slope towards the channel. The shelf shall be above the top of the storm drain pipe.

3. The Contractor shall be responsible for the determination of pipe hole orientation and grade.

4. Precast base sections shall be used unless otherwise specified.

B. Precast Manhole Sections

1. Precast manhole sections shall conform to ASTM C478 and consist of circular sections in the standard 48-inch diameter.

2. No more than two lift holes shall be cast into each section. Holes shall be located as to not damage reinforcing or expose it to corrosion. At the manufacturer's

option, steel loops may be provided for handling in lieu of lift holes. All lift holes shall be patched after installation.

3. Precast manhole cones shall be eccentric unless otherwise specified and shall meet ASTM C478.

4. Flat slab covers for Type "B" manholes shall conform to ASTM C478.

5. Slabs, cones, and ring sections shall be free from fractures, cracks, rock pockets, or exposed reinforcement.

C. Pipe Connections to Manholes

1. All pipe connections to manholes shall be constructed as shown on the City Standard Drawings. All pipe-to-manhole connections shall be watertight.

2. For solid wall PVC and ductile iron pipe, A/C sewer couplings with an appropriate adaptor gasket by Romac Industries, or approved equal, may be used for cast-in-place manhole bases OR an A-Lok pipe connector as manufactured by A-Lok Products, Inc., PSC Flexible Connector as manufactured by Press Seal Gasket Corporation, Kor-N-Seal as manufactured by Core and Seal Company, or approved equal shall be used when precast base sections are used, OR a 1/2-inch pipe gasket stretched over the pipe shall be used in combination with a non-shrink grout to provide a watertight seal.

3. Profile wall PVC and HDPE pipe to manhole connections shall utilize gaskets or fittings in combination with a non-shrink grout to provide a watertight seal and shall be approved by the City. The Contractor shall submit Shop Drawings for proposed profile wall PVC and HDPE pipe connections to manholes.

4. All connections shall match the grade and alignment of the pipe entering and exiting each manhole. Manhole pipe connections shall be constructed so flow through the manhole is not restricted in any way.

D. Manhole Rings and Covers

1. Manhole rings and covers shall be EJ No. 00260349, or approved equal.

2. Castings shall be tough, close-grained, gray iron free from blow holes, shrinkage, and cold sheets. They shall conform to ASTM A48 and shall be smooth, sound, clean, and free from blisters and defects.

3. Castings and covers shall be planed and ground when necessary to ensure flat and true surfaces.

4. Covers shall be true and shall seat within the ring at all points.

2.3 Catch Basins, Area Drains, and Field Inlets

A. Catch Basins, Area Drains, and Field Inlets

1. Catch basins, area drains, and field inlets shall be precast units manufactured in accordance with ASTM C139 and C913. Basin type shall be ODOT standard G-2 inlet base with appropriate precast concrete adapter to match frame and grade, or approved equal.

2. Concrete shall have a compressive strength of 3,000 psi.

3. Reinforcement in precast structures shall be rebar meeting ASTM A615 Grade 60 or welded wire meeting ASTM A497. Reinforcement shall not be required for cast-in-place structures.

4. Precast bases shall be furnished with cutouts or knockouts. Knockouts for pipes shall have a wall thickness of 2 inches minimum and may be located on all four sides.

B. Frames and Grates

1. Catch basin and area drain grates shall be metal castings conforming to the requirements of ASTM A48, Class 30. Castings shall be tough, close-grained, gray iron free from blow holes, shrinkage, and cold sheets. They shall be smooth, sound, clean, and free from blisters and defects. Castings shall be planed and ground when necessary to ensure flat and true surfaces.

2. Field inlet frames and grates shall be hot dip galvanized flat bar A36 steel or approved equal.

C. Oil-Water Separators

1. Oil-water separators shall be The Snout by Best Management Products, Inc. (800-504-8008), or approved equal.

2. Oil-water separators shall be constructed of a corrosion resistant material and be equipped with a watertight access port, a mounting flange, and a means to prevent siphons.

3. The size and position of the oil-water separator shall accommodate the outlet pipe size and allow the bottom of the device to be located 6 inches below the pipe invert elevation. The oil-water separator shall be securely attached to the structure wall with an oil-resistant gasket, corrosion resistant hardware, couplings, etc., for a complete installation.

D. Pipe Connection to Catch Basins, Area Drains, and Field Inlets

1. All pipe connections to precast units shall be watertight.

2. For solid wall PVC and ductile iron pipe, a 1/2-inch pipe gasket stretched over the pipe shall be used in combination with a non-shrink grout to provide a watertight seal.

3. The profile wall PVC and HDPE pipe connection shall utilize gaskets or fittings in combination with a non-shrink grout to provide a watertight seal and shall be approved by the City.

2.4 Culverts

A. Corrugated Steel

Culverts shall be Type 2 corrugated steel pipe and shall be a minimum 14-gauge with 2-2/3-inch x 1/2-inch corrugations. Fabrication of pipe shall conform to AASHTO M 274 and AASHTO M 36 specifications. Joints shall be made with corrugated steel culvert bands over 3/8-inch neoprene gaskets. Culvert bands shall be 12 inches wide.

B. Reinforced Concrete Culvert Pipe

1. Reinforced concrete culvert pipe shall be round and conform to the requirements of AASHTO M 170 except as modified below. Pipes shall be within

the maximum and minimum diameters set forth in AASHTO M 170. The wall thickness and steel area for all classes of pipe that are not described in AASHTO M 170 shall be determined by interpolation from data given in the tables for pipes of diameters next smaller and next larger, respectively.

2. For all classes of pipe, except Class I, which are smaller than the minimum size set forth in AASHTO M 170 for the particular class, the minimum wall thickness shall be 1 3/4-inch and the steel area shall not be less than 0.06 square inch per linear foot of pipe barrel length.

3. All bell and spigot concrete culvert pipe shall be joined with rubber gaskets conforming to AASHTO M 198.

PART 3 - EXECUTION

3.1 Existing Utilities

The Contractor shall be responsible for the actual locating and protecting of existing utilities. If a conflict develops between the design line and grade of a pipeline and an existing utility, the City may adjust the pipeline grade or have the existing utility relocated. See the General Requirements for further requirements.

3.2 Restoration, Finishing, and Cleanup

The Contractor shall restore or replace all paved surfaces, graveled surfaces, curbing, sidewalks, trees and shrubbery, lawns, pastures, fences, and other existing facilities to their original condition. See Technical Specifications - "Surface Restoration" for specific requirements.

3.3 Installation of Gravity Storm Drains

A. Trench Excavation and Backfill

Trench excavation and backfill shall be performed as specified in the Technical Specifications - "Excavation and Backfill of Trenches." When installation involves replacement of an existing line, trench excavation and backfill shall include the removal of existing curbs, sidewalks, paving and base rock, and also the existing line.

CITY OF BOARDMAN, OREGON

TECHNICAL SPECIFICATIONS

SECTION 7

STORM DRAINAGE

B. Installation of Pipe

1. Gravity storm drain pipe shall be installed in accordance with the best current practices and as required by the manufacturer. Gravity storm drain pipe shall be laid by progressing upgrade from the existing or newly constructed storm drain; the pipe shall be installed with bell ends laid upgrade unless otherwise approved. Each pipe shall be properly bedded so as to be supported along the full length of the pipe. A suitable foundation shall be achieved by a slight excavation for the bell at each joint.

2. All joints shall be properly lubricated, where required, and installed in accordance with the installation instructions of the pipe manufacturer, taking particular care to avoid pinching or otherwise causing damage to pipe gaskets. All joints shall be free of dirt and other foreign matter prior to the joining of the next pipe. All joints shall be restrained to prevent creep and misalignment of joints. All pipe shall have a ring painted around the spigot ends in such a manner as to allow field checking of setting depth of pipe in socket.

3. Gravity storm drain main lines shall be installed with the use of a laser beam and target. The trench for the first 100 feet shall not be backfilled until the pipe grade has been checked. The Contractor shall set and aim the laser as controlled by the "cuts" and "slopes." Careful attention shall be given to the setting up of the laser and the periodic checking of its aim, etc. All grade checking of the laser shall be the responsibility of the Contractor.

4. Warning tape shall be located on top of the select backfill above all storm drain piping.

5. All pipe shall be installed true to line except when approved otherwise by the City or shown on the Drawings. A tolerance of ±1/4-inch deviation from true grade at each joint will be allowed. Extra care shall be given to the installation of storm drain lines at minimum slopes to avoid flat slopes in the line.

6. All foreign matter and gravel shall be removed from the inside of the pipe and fittings before being installed, and the pipe and fittings shall be kept clean during placement. No pipe shall be laid when conditions exist that, in the opinion of the City, are unsuitable for the placing of pipe. All pipe and manholes shall be covered or plugged at night.

7. The Contractor may elect, at their own option, to drain or pump groundwater from the trenches into previously placed new storm drain lines as long as adequate disposal is provided. Adequate provisions shall be made by the Contractor for final disposal of the groundwater from trenches as approved by the City. Discharge water into new storm drain lines shall be properly screened to prevent siltation, debris, and/or gravel from entering the receiving waterway. At the termination of dewatering operations, the Contractor shall thoroughly clean the storm drain lines that were used. No storm drain lines will be accepted as completed until being cleaned and until approved by the City.

C. Testing

1. Deflection Test for PVC and HDPE Pipe

All storm drains constructed of PVC and HDPE pipe shall be deflection tested not less than 30 days after the trench backfill and compaction has been completed. The test shall be conducted by pulling a go/no-go solid pointed mandrel or sewer ball through the completed pipeline. The diameter of the mandrel or ball shall be 95 percent of the inside pipe diameter. Testing shall be conducted on a catch basin-to-manhole and manhole-to-manhole basis and shall be done after the line has been completely cleaned and flushed with water. The Contractor shall, at their own expense, locate and repair any sections failing to pass the deflection test and retest the section.

2. Equipment

The Contractor shall perform all Work and furnish all materials and equipment as required to perform all required tests.

3.4 Manhole Installation and Connections

A. Construction

1. Manholes shall be constructed to the line, grade, and detail as shown on the Drawings.

2. Excavation and backfill of the manhole shall be performed in the same manner as specified in Technical Specifications - "Excavation and Backfill of Trenches," where applicable. Backfill shall be brought up evenly on all sides of the manhole.

3. The "U" shaped channels in the manhole bases shall be constructed by the use of properly shaped forms.

4. Intersecting flow channels shall have uniform transitions. All channels inside the manhole shall have smooth troweled finishes.

B. Connection to Existing Manhole

1. Connections to existing manholes, when required, shall be made by the Contractor.

2. All flow lines shall be properly shaped, and all new concrete shall be placed against a clean and sound surface.

3. An approved epoxy bonding agent shall be used on all existing surfaces to be bonded to new concrete or mortar.

4. All applicable conditions for new manholes described previously shall apply.

3.5 Catch Basins, Area Drains, and Field Units

A. Catch basins, area drains, and field units shall be constructed to the line, grade, and detail as required and as approved by the City.

B. Excavation and backfill shall be performed in the same manner as specified in Technical Specifications - "Excavation and Backfill of Trenches," where applicable. Backfill shall be brought up evenly on all sides of the catch basin.

C. All catch basins, area drains, and field inlets are to be watertight, including all connections and joints, and any leakage shall be corrected in an approved manner.

D. New Connections

1. All connections shall match the grade and alignment of the pipe entering and exiting each unit. Pipe connections shall be constructed so flow is not restricted in any way.

2. All holes shall be located to provide the design flow line and direction of any pipe entering the catch basin, area drain, or field inlet. After the pipe connection is made and set to grade, the annular space between the pre-cast unit and the pipe

shall be cement grouted to permanently set the flow line of the pipe. Non-shrink cement grout shall be used.

E. Connection to Existing Catch Basins

1. Connections to existing catch basins, when required, shall be made by the Contractor.

2. All connections shall be made in such a manner as to leave the existing catch basin watertight. All new concrete shall be placed against a clean and sound surface.

3. An approved epoxy bonding agent shall be used on all existing surfaces to be bonded to new concrete or mortar.

4. All applicable conditions for new catch basins described previously shall apply.

3.6 Culverts

A. Culverts shall be installed in the location and at the grade as required and specified herein.

B. Culverts shall be bedded and backfilled uniformly on both sides of the pipe at the same time to prevent displacement or buckling of the pipe. Bedding material shall be worked carefully under the pipe haunches and then compacted. Bedding and backfill material shall consist of select native material free of particle sizes greater than 1-1/2-inch in diameter.

3.7 Cleaning and Flushing of Completed and Tested Storm Drains

A. Prior to final inspection of the storm drain system by the City, the Contractor shall flush and clean all parts of the system. All accumulated construction debris, rocks, gravel, sand, silt, and other foreign material shall be removed from the system at or near the closest downstream manhole. If necessary, mechanical rodding or bucketing equipment shall be used.

B. All storm drain pipes, manholes, and catch basins installed shall be flushed as thoroughly as possible. It must be understood that flushing removes only the lighter solids and cannot be relied upon to remove heavy material allowed to get into the pipes during construction. The Contractor shall provide sufficient water and appropriately

sized taps to develop a velocity in the pipes during flushing of at least 2.5 fps. Check local rules for discharges to natural waterways.

3.8 Environmental Protection of Catch Basins

The Contractor shall provide biofilter bags, or approved equal, at each catch basin, field inlet, or area drain installed by the Contractor on the Project. The biofilter bags shall be in place during the Contractor's Work to prevent sediment from entering the catch basins and shall be maintained until the risk of sediment entering the catch basin from construction activities on the Site no longer exists. When all Work is complete, the biofilter bags shall be removed by the Contractor.

END OF SECTION

UNDERGROUND UTILITIES

CITY OF BOARDMAN, OREGON

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CITY OF BOARDMAN, OREGON

TECHNICAL SPECIFICATIONS

SECTION 8

UNDERGROUND UTILITIES

PART 1 - GENERAL

1.1 Scope

A. These Specifications cover the installation of the utility systems and appurtenances for the electrical power, telephone, cable, and gas. The Work includes, unless otherwise specified, furnishing all labor, materials, tools, equipment and incidentals, working in cooperation with the various utility companies, required to construct the various utility systems, ready for service or cable installation as outlined in the Specifications.

B. Requirements for excavation and backfill of trenches, surface restoration, etc., are specified under separate Technical Specification sections.

1.2 Utility Contacts

A. See the General Requirements for the various utility companies, with their contact person who will service this Project.

B. Items included in this Technical Specification are intended to be broad in scope and may not always apply to all items of Work to be constructed.

1.3 Specification References

Specification references made herein such as conduits, elbows, junction boxes, transformer pad vaults, etc., refers to designations for the American Society for Testing and Materials (ASTM) current edition.

1.4 Care and Handling of Materials

A. Adequate care shall be taken to prevent damage to all material used in the construction of the utility systems. Conduit and other materials shall be adequately protected and secured during transport to prevent collision of individual pieces and possible subsequent damage.

B. All materials shall be loaded and unloaded in a manner to prevent shock or damage. Under no circumstances shall such material be dropped. All materials on the ground shall be protected from damage. All conduit, fittings, and all other materials used in the construction of the utility systems shall be carefully inspected by the Contractor prior to installation. All defective materials shall be rejected. All materials which are delivered considerably in advance of their installation shall be stored in a satisfactory manner.

C. The proper materials, tools and equipment shall be used by the Contractor for safe and convenient prosecution of the Work. All conduits and fittings, etc., shall be carefully lowered into the trench piece by piece in such a manner to prevent any damage to the materials. Under no circumstances shall conduit system materials or appurtenances be dropped or dumped into the trenches.

1.5 Certification by Manufacturer

The Contractor shall furnish to the City, when required by the City, a sworn statement from the manufacturer, stating that inspection and all specified tests have been made on the supplied material and that the results thereof comply with appropriate Specifications, and that all materials are new.

PART 2 - MATERIALS

2.1 Electrical Power Conduit System

A. PVC Conduit

The PVC conduit used for the electric power distribution and service systems shall be gray Type II PVC Schedule 40, suitable for use with 90°C rated wire. Conduit shall conform to UL Standard 651 and carry appropriate UL listing for below ground use.

B. Horizontal Elbows and Elbows at Service Pole Connections

Elbows for the electrical power distribution and service systems at these locations shall be 36-inch radius galvanized rigid steel conduit (GRC). The GRC elbows shall be smooth surface, heavy-wall, mild steel construction of uniform thickness and temper, reamed and threaded at each end. Protection shall be provided inside and out with galvanizing, sherardizing, or equal process. GRC shall comply with NEC Article 346.

C. Elbows at Transformer Locations

Vertical elbows at transformer locations for the electrical distribution and service systems shall be GRC complying with NEC Article 346 or Type II Schedule 40 PVC with 36-inch radius sweeps and threaded ends. The type of elbows to be used shall be approved by the power company.

CITY OF BOARDMAN, OREGON

TECHNICAL SPECIFICATIONS

SECTION 8

UNDERGROUND UTILITIES

2.2 Telephone Conduit Systems

A. PVC Conduit

The PVC conduit for telephone conduit systems shall be Schedule 40 PVC Type DB-120 suitable for use with 90°C rated wire. The conduit shall be suitable for below ground use meeting or exceeding the requirements of ASTM F512 and NEMA TC-8.

B. Elbows

Elbows for the telephone and television conduit systems shall be Type II Schedule 40 PVC. Elbows shall have a 36-inch radius sweep. The ends may be threaded or plain.

2.3 Cable Conduit System

Conduits for cable systems will be furnished by the cable company and installed by the Contractor as required by the cable company.

2.4 Gas Lines

All gas lines will be furnished and installed by the gas company.

2.5 PVC Cement

The PVC cement used to join the conduit sections shall be an all-weather quick-set cement, approved for use by the conduit manufacturer.

2.6 Miscellaneous Fittings

PVC lock nuts, male and female adapters, and all other fittings used in the conduit systems shall be Schedule 40 PVC suitable for below ground use with UL listing.

2.7 Pull Line

The pull line to be installed in all power conduit systems shall be non-conductive nylon with a tensile strength of at least 400 pounds. The pull line installed in all phone and television conduit systems shall be non-conductive nylon with a tensile strength of at least 100 pounds. Baling twine shall not be used as a pull line.

CITY OF BOARDMAN, OREGON
TECHNICAL SPECIFICATIONS
SECTION 8
UNDERGROUND UTILITIES

2.8 Street Light Pole

The street light pole shall be a BH35-11S2BG32, 30-foot mounting height, direct buried, gray pole, drilled for mask arm with hand hole and conductor entrance as supplied by General Pacific, Inc., Portland, Oregon, telephone (503) 257-0327, or approved equal.

PART 3 - EXECUTION

3.1 Coordination

A. Prior to construction of underground utility conduits, etc., the Contractor shall hold a meeting with all utilities to coordinate the Work and to work out all details related to the utility services to be provided.

B. The Contractor shall plan the installation of the power and communication conduit systems in such a manner as to avoid grade conflicts with other utilities.

C. When crossing other power or communication conduits the grade of the primary conduits shall be held and the service conduits shall pass underneath. Where necessary, the grade of the utility conduits shall be adjusted up or down to accommodate the grade of other fixed underground utilities.

3.2 Trench Excavation and Backfill

Trench excavation and backfill shall be performed as specified in the Technical Specifications - "Excavation and Backfill of Trenches."

3.3 Gas Lines

The Contractor shall coordinate with the gas company, as required, to arrange for the gas company to furnish and install all gas main lines and service lines for the Project. Gas lines are to be installed in a common trench with the water line and power and telephone conduits. The Contractor will provide all excavation and trench backfill and bedding material for gas line installations.

3.4 Cable Service

The Contractor shall coordinate with the cable company, as required, to arrange for the installation of cable line in the conduits installed by the Contractor for cable main and service

lines. The final location of all underground conduits shall be coordinated with the cable company.

3.5 Telephone Lines and Service

The Contractor shall coordinate with the telephone company, as required, to arrange for the installation of telephone line in the conduits installed by the Contractor for telephone main and service lines. The final location of all underground conduits shall be coordinated with the telephone company.

3.6 Power Service

The Contractor shall coordinate with the power company, as required, to arrange for the installation of power service for the Project. The power company shall install power lines in conduits furnished and installed by the Contractor. The developer will pay all power service fees for the Project. The final size, location, and number of underground conduits shall be coordinated with the power company.

3.7 Street Lights

The Contractor shall install street light poles as required. The Contractor shall then arrange for the power company to install power to the street lights and install street lights on poles furnished and installed by the Contractor. All fees for street lights charged by the power company will be paid for by the developer.

3.8 Record Drawings

In addition to the requirements for Record Drawings, etc., as required in the General Requirements, which shall be carefully complied with, the Contractor shall maintain a record showing the locations and depths of the various conduit systems installed.

3.9 Installation of Conduit

A. Conduit shall be installed in accordance with best current practices as required by the manufacturer and as specified herein.

B. Conduit shall be installed with bell ends laid facing in the direction of laying unless directed otherwise by the City. Each pipe shall be properly bedded so as to be supported for the full length of the pipe. All joints shall be glued with waterproof solvent cement and joined in accordance with the installation instructions of the conduit manufacturer.

All joints shall be free of dirt and other foreign matter prior to application of glue and the joining of the next conduit.

C. Conduits shall be installed to the minimum depths and to the lines and grades when shown. It shall be recognized that conduit depths may vary from the minimum depths shown when adjustment of grade is required to avoid conflict when crossing other utilities.

D. No conduit shall be installed in water or when conditions exist that, in the opinion of the City, are unsuitable for the installation. At times when conduit laying is not in progress, the open ends of the conduit shall be closed by a watertight plug or other approved means. This provision applied during the noon hour as well as overnight. If there is water in the trench, the seal should remain in place until the trench is dewatered sufficiently to prevent groundwater from entering the conduit. Conduits shall be kept clean and dry during installation. Secure ends of all open conduits after installation to prevent the introduction of debris and/or water.

3.10 Pull Line

A. Each power conduit shall be installed with a nylon pull string having a tensile strength of at least 400 pounds for the power conduit system and 100 pounds for the phone and television conduit system.

B. Each conduit shall be proved to verify that it is properly installed.

C. Where conduits are stubbed up and capped, coil a minimum of 72 inches of pull line at the termination of primary or main conduit, and 15 feet at the termination of secondary or service conduits.

D. Attach a label to each pull line as to conduit starting or termination point and the intended future use.

E. Use plastic labels with indelible markings.

3.11 Elbows

All vertical elbows shall be installed plumb and at the required locations. Adjust depth of conduit for the required stub-up height. Do not cut off elbows. Bundle stubs together and bind together with a PVC tie or stainless steel band. Place a PVC lock nut on the terminal ends of all elbows.

CITY OF BOARDMAN, OREGON

TECHNICAL SPECIFICATIONS

SECTION 8

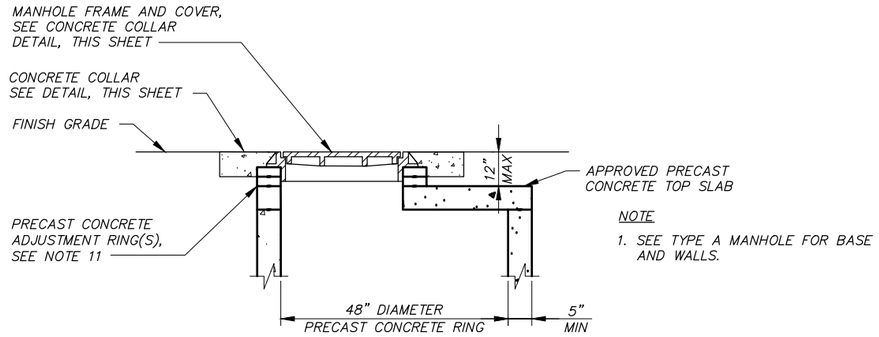
UNDERGROUND UTILITIES

3.12 Acceptance

The systems will be considered accepted after the various utilities have successfully installed their conductors and communication cables. Any defects of the conduit systems discovered during the installation of the power conductors or the communication cables shall be promptly and properly repaired by the Contractor, at the Contractor's expense.

END OF SECTION

STANDARD DRAWINGS



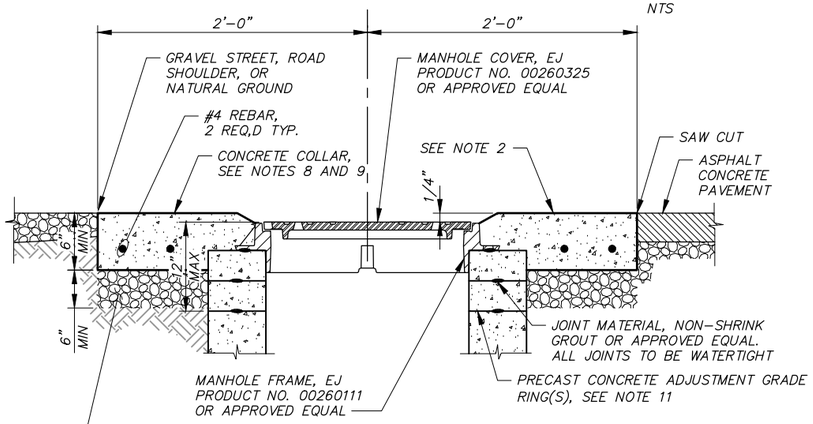
NOTE

1. SEE TYPE A MANHOLE FOR BASE AND WALLS.

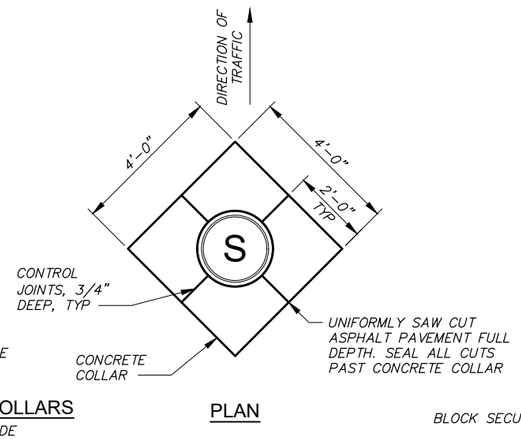
SANITARY SEWER TOP SLAB MANHOLE

TYPE B

NTS



SECTION



PLAN

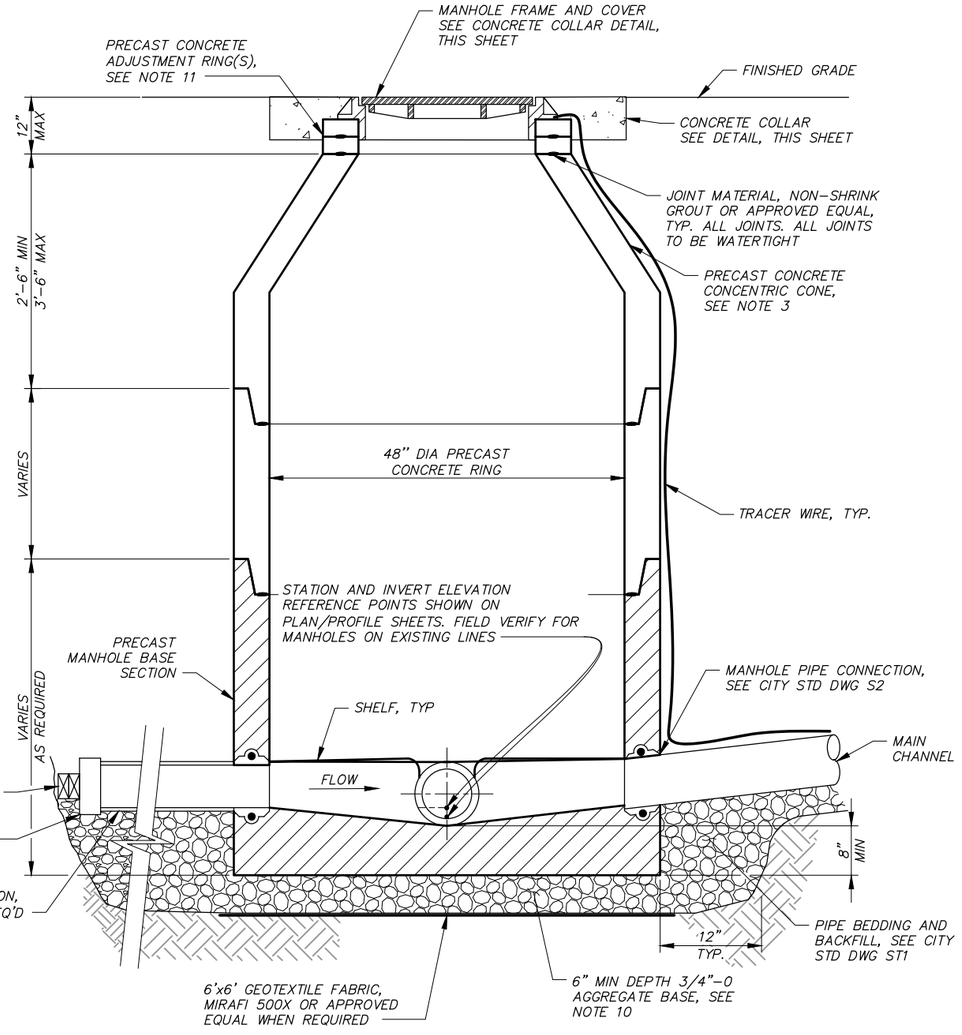
REQUIREMENTS FOR CONCRETE COLLARS

1. ALL CONCRETE SHALL BE COMMERCIAL GRADE 4000 PSI CONCRETE.
2. COLLAR TO BE FORMED SQUARE.
3. SMOOTH BROOMED FINISH REQUIRED.
4. APPLY CONCRETE CURING COMPOUND.
5. PROTECT FROM TRAFFIC FOR 4 DAYS MINIMUM.

CONCRETE COLLAR DETAIL

(IN GRAVEL STREETS, NATURALGROUND OR ASPHALT PAVEMENT)

NTS



STANDARD SANITARY SEWER MANHOLE

TYPE A

NTS

NOTES

1. ALL MANHOLES SHALL BE PRECAST MANHOLE UNITS CONFORMING TO ASTM C478.
2. ANY GAPS, HOLES, ROUGH SPOTS, ETC, IN THE CHANNELS SHALL BE FILLED OR REPAIRED IN THE FIELD.
3. MANHOLES SHALL BE TYPE A UNLESS MANHOLE DEPTH IS LESS THAN 5 FEET. MANHOLES LESS THAN 5 FEET IN DEPTH SHALL BE TYPE B UNLESS OTHERWISE CALLED FOR ON THE DESIGN DRAWINGS. MANHOLE DEPTH SHALL BE AS MEASURED FROM FINISHED GRADE TO INVERT OF PIPE.
4. PRIOR TO MANUFACTURING MANHOLES, THE CONTRACTOR SHALL VERIFY FIELD CONDITIONS, PIPE INVERT ELEVATIONS, PIPE ORIENTATION, AND MANHOLE DEPTH. CONTRACTOR SHOULD ALSO NOTE THAT PIPE SLOPES ARE CALCULATED TO CENTER OF THE MANHOLE.
5. WHERE THE DISTANCE BETWEEN INLET PIPE INVERT AND MANHOLE CHANNEL INVERT IS GREATER THAN 2 FEET A DROP MANHOLE SHALL BE USED.
6. ALL PRECAST MANHOLE BASE SECTIONS SHALL HAVE FACTORY CAST FLOW CHANNELS UNLESS OTHERWISE APPROVED BY THE CITY ENGINEER.
7. MANHOLE STEPS NOT PERMITTED.
8. CONCRETE COLLAR REQUIRED AFTER PLACEMENT OF ACP.
9. ALL MANHOLES SHALL HAVE A CONCRETE COLLAR REGARDLESS OF BEING INSTALLED ON PAVED OR GRAVEL STREETS, ROAD SHOULDER, OR NATURAL GROUND.
10. COMPACT ALL AGGREGATE BASE TO 95% MAXIMUM DRY DENSITY PER ASTM D1557.
11. FOR ADJUSTMENTS LESS THAN 2" GROUT BETWEEN FRAME AND TOP OF CONCRETE OR ADJUSTMENT RINGS. ADJUSTMENTS 2" AND GREATER SHALL BE MADE WITH PRECAST CONCRETE RINGS.

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

SANITARY SEWER MANHOLE

FIGURE
S1

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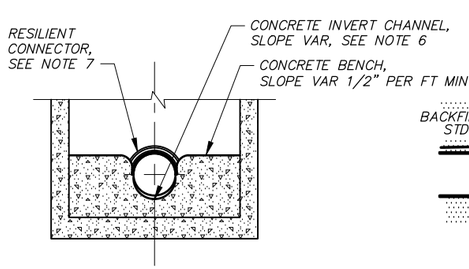
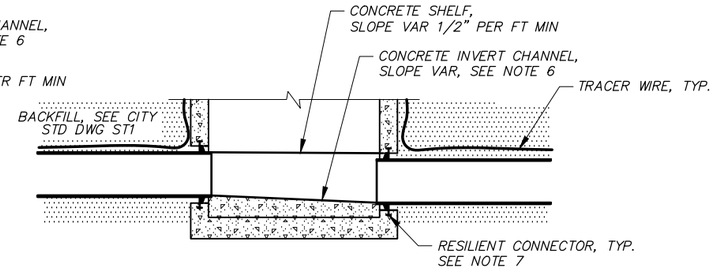
NOTES

1. ALL PRECAST SECTIONS SHALL CONFORM TO REQUIREMENTS OF ASTM C478.
2. MANHOLE BASE SECTIONS SHALL BE PRECAST UNLESS OTHERWISE APPROVED BY CITY.
3. ALL CONCRETE SHALL BE COMMERCIAL GRADE, 4000 PSI CONCRETE.
4. LOCATION, ELEVATION, DIAMETER, SLOPE, AND NUMBER OF PIPE(S) VARIES, SEE DESIGN DRAWINGS.
5. MAXIMUM PIPE DIAMETER VARIES WITH PIPE MATERIAL.
6. INVERT CHANNELS SHALL BE CONSTRUCTED TO PROVIDE SMOOTH SLOPES AND RADII TO OUTLET PIPE.
7. RESILIENT CONNECTOR SHALL BE THE X-CEL CONNECTOR AS MANUFACTURED BY A-LOK PRODUCTS, INC. OR APPROVED EQUAL. IN ADDITION, THE FIELD SLEEVE AS MANUFACTURED BY A-LOK PRODUCTS, INC. OR APPROVED EQUAL SHALL BE USED WHEN CONNECTING TO AN EXISTING MANHOLE. ALL CONNECTORS AND FIELD SLEEVES, INCLUDING GROUT IF ANY, SHALL BE INSTALLED PER THE CONNECTOR MANUFACTURERS RECOMMENDATIONS TO ENSURE A FLEXIBLE CONNECTION IS MAINTAINED.



SECTION A



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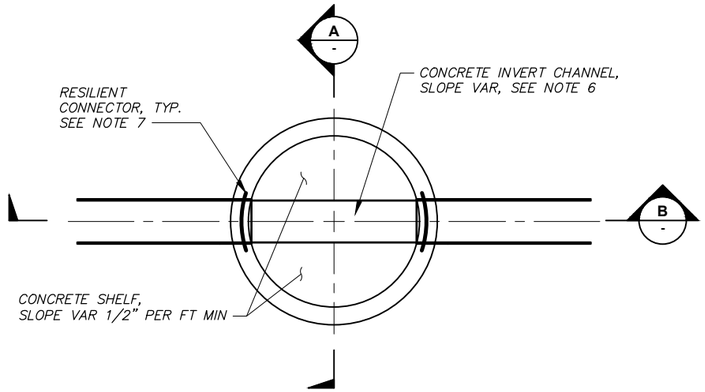

PLAN

FLEXIBLE PIPE TO MANHOLE CONNECTION

NTS

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

PIPE TO MANHOLE CONNECIONS

FIGURE

S2

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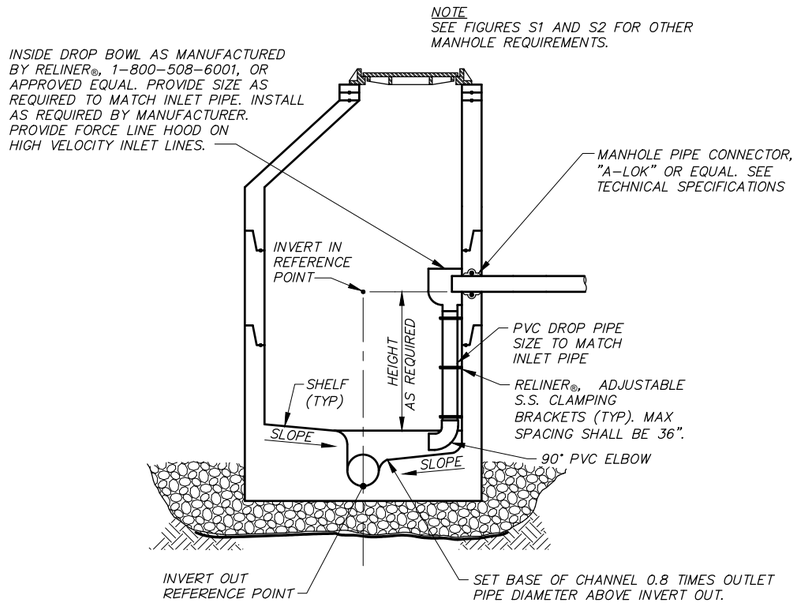

DROP PRECAST MANHOLE

NTS

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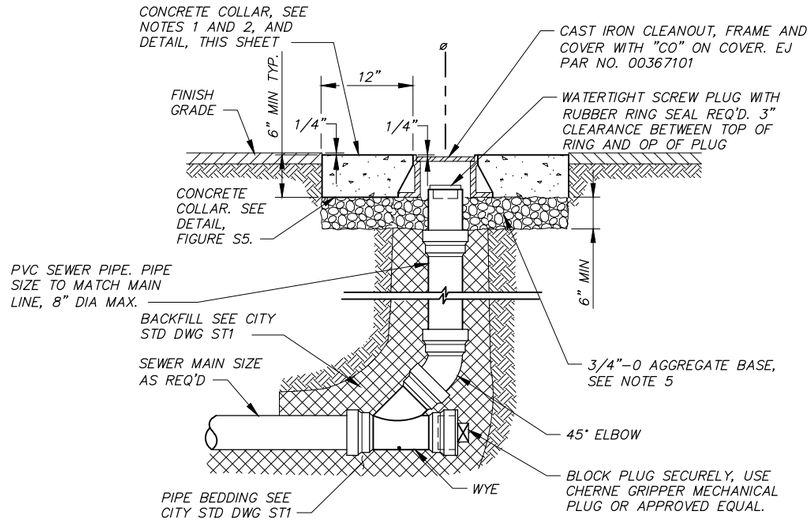
CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

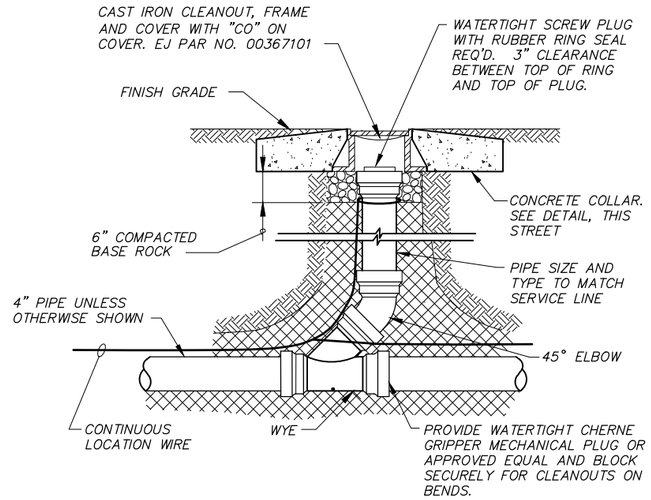
DROP PRECAST MANHOLE

FIGURE
S3



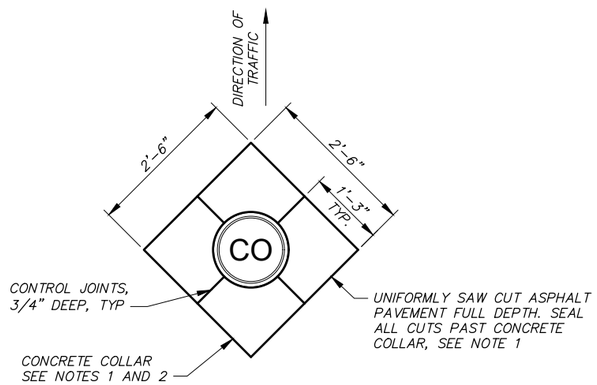
GRAVITY SEWER MAIN LINE CLEANOUT

NTS



SEWER SERVICE LINE CLEANOUT

NTS



PLAN

REQUIREMENTS FOR CONCRETE COLLARS

1. ALL CONCRETE SHALL BE COMMERCIAL GRADE 4000 PSI CONCRETE.
2. COLLAR TO BE FORMED SQUARE.
3. SMOOTH BROOMED FINISH REQUIRED.
4. APPLY CONCRETE CURING COMPOUND.
5. PROTECT FROM TRAFFIC FOR 4 DAYS MINIMUM.

CONCRETE COLLAR DETAIL

NTS

NOTES

1. CONCRETE COLLAR REQUIRED AFTER PLACEMENT OF ACP. WHERE A SERVICE LINE CLEANOUT IS INSTALLED OUTSIDE OF ASPHALT CONCRETE PAVING AT THE EDGE OF THE RIGHT-OF-WAY AS REQUIRED BY CITY STD DWG S5, A CONCRETE COLLAR IS NOT REQUIRED.
2. ALL CLEANOUTS SHALL HAVE A CONCRETE COLLAR IF INSTALLED ON GRAVEL STREET, ROAD, ON SHOULDER, OR NATURAL GROUND. EXCEPTION FOR RESIDENTIAL CONSTRUCTION: IF CLEANOUT IS INSTALLED ON PRIVATE PROPERTY, CONCRETE COLLAR REQUIREMENTS MAY BE WAIVED BY OWNER.
3. SEWER CLEANOUT RISER SIZE AND MATERIAL TO MATCH CARRIER PIPE.
4. CASTING SHALL MEET AASHTO H20 REQUIREMENT.
5. COMPACT ALL AGGREGATE BASE TO 95% MAXIMUM DRY DENSITY PER ASTM D1557.
6. MANHOLES SHALL BE INSTALLED WHEREVER POSSIBLE. CLEANOUTS SHALL ONLY BE INSTALLED WHEN APPROVED BY THE CITY.

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

SEWER CLEANOUTS

FIGURE

S4

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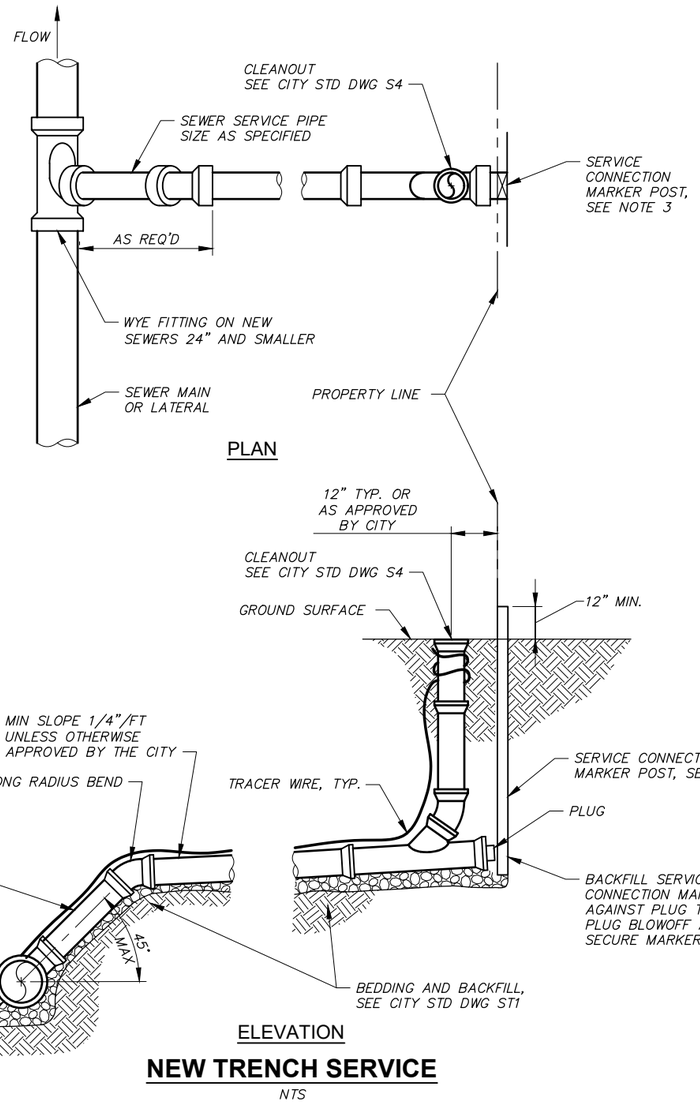
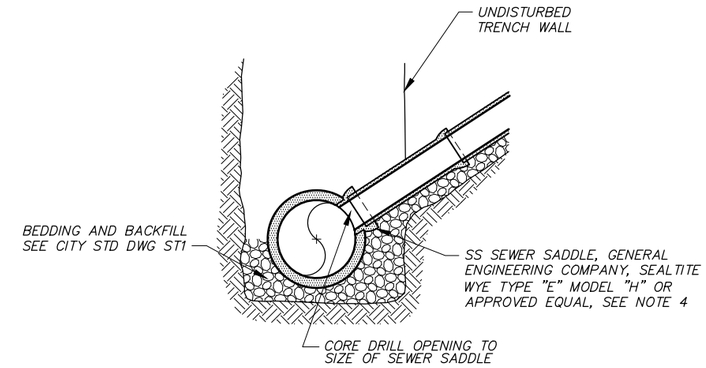


NEW TRENCH SERVICE

NTS



EXISTING SEWER SERVICE TAP

NTS

NOTES

1. PIPE AND FITTINGS SHALL BE COMPATIBLE. ONLY MANUFACTURED FITTINGS SHALL BE USED.
2. CONTRACTOR SHALL MAXIMIZE DEPTH OF THE SEWER SERVICE LATERAL AT THE PROPERTY LINE. SEWER SERVICE INVERT DEPTHS AT THE RIGHT-OF-WAY OR EASEMENT LINE SHALL BE SUFFICIENTLY DEEP SUCH THAT ALL POINTS ON THE PROPERTY CAN BE SERVICED BY SEWER PIPE HAVING A MINIMUM SLOPE OF 1/4" PER FOOT AND MEETING ALL REQUIREMENTS OF THE OREGON PLUMBING SPECIALTY CODE CURRENT EDITION INCLUDING MINIMUM COVER REQUIREMENTS. IN NO CASE SHALL THE SEWER SERVICE LATERAL HAVE LESS THAN 4 FEET OF COVER AT RIGHT OF WAY OR EASEMENT LINE, UNLESS OTHERWISE APPROVED BY THE CITY.
3. SERVICE CONNECTION MARKER POST SHALL BE 2"x4" (10' LONG) PRESSURE TREATED FIR. EXPOSED AREA SHALL BE PAINTED GREEN. THE DEPTH FROM THE FINISHED GRADE TO THE INVERT OF THE LATERAL SHALL BE CLEARLY MARKED IN WEATHER RESISTANT, FADE RESISTANT INK. BURIED END SHALL BE SET AT INVERT OF THE SERVICE LATERAL.
4. SEWER SADDLE:
   - 4.1. SEAT SADDLE IN PLACE TO FIT OUTSIDE SURFACE OF CARRIER PIPE AND TO FORM WATERTIGHT SEAL
   - 4.2. SEWER SADDLE AND SERVICE LATERAL TEE SHALL NOT PROTRUDE INTO PIPE.
5. SERVICE LATERALS 8" AND LARGER SHALL BE CONNECTED TO THE SEWER MAIN LINE AT A MANHOLE UNLESS OTHERWISE APPROVED BY THE CITY.

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

SEWER SERVICE CONNECTION

FIGURE

S5

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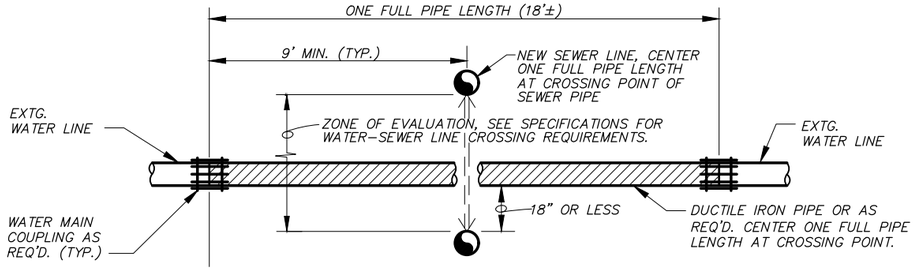

NOTE
ALL BACK FILL IN AREA OF WATER-SEWER CROSSING TO A DEPTH 12" ABOVE THE TOP OF THE HIGHEST PIPE SHALL BE 3/4"-0 BASE ROCK COMPACTED TO 95% OF ASTM D-698 LABORATORY DENSITY

WATER-SEWER CROSSING

(NEW SEWER LINE CONSTRUCTION)

NTS

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

WATER - SEWER CROSSING

FIGURE
S6

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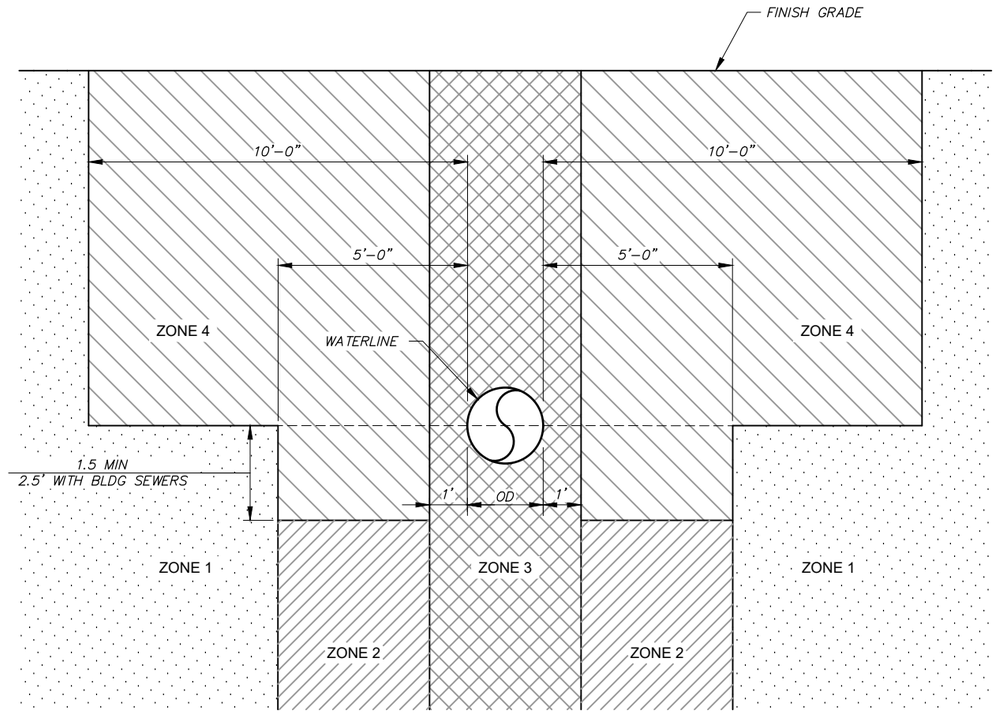

SEWER LINE ZONES

ZONE 1	*SEWER LINE CAN BE LAID IN THIS AREA WITH NO SPECIAL REQUIREMENTS OF EITHER CONSTRUCTION OR MATERIALS.*
ZONE 2	*INSTALLING A SEWER LINE IN THIS ZONE IS NOT ADVISABLE AND MUST BE JUSTIFIED IN EACH CASE. WATER LINE SHOULD BE LOCATED ON A BENCH OF UNDISTURBED EARTH WHEN CONSTRUCTED CONCURRENTLY IN A COMMON TRENCH WITH SEWER LINE.*
ZONE 3	*INSTALLING A SEWER MAIN DIRECTLY OVER A WATER MAIN OR DIRECTLY UNDER A WATER MAIN IN THIS ZONE IS PROHIBITED SINCE TAPPING, OPERATION, AND MAINTENANCE OF EACH LINE WOULD BE IMPAIRED.*
ZONE 4	*SEWER LINE CONSTRUCTION IN THIS ZONE WOULD GENERALLY NOT BE PERMITTED. EACH INSTALLATION MUST BE JUSTIFIED. IF CONSTRUCTION WAS PERMITTED, PRESSURE PIPE MATERIALS FOR THIS SEWER LINE WOULD BE REQUIRED.*

NOTE
THE CONTRACTOR SHALL MEET ALL THE REQUIREMENTS OF THE DEQ, INCLUDING OAR 340 DIVISION 52.

WATER - SEWER LINE SEPARATION

NTS

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

WATER - SEWER LINE SEPARATION

FIGURE
S7

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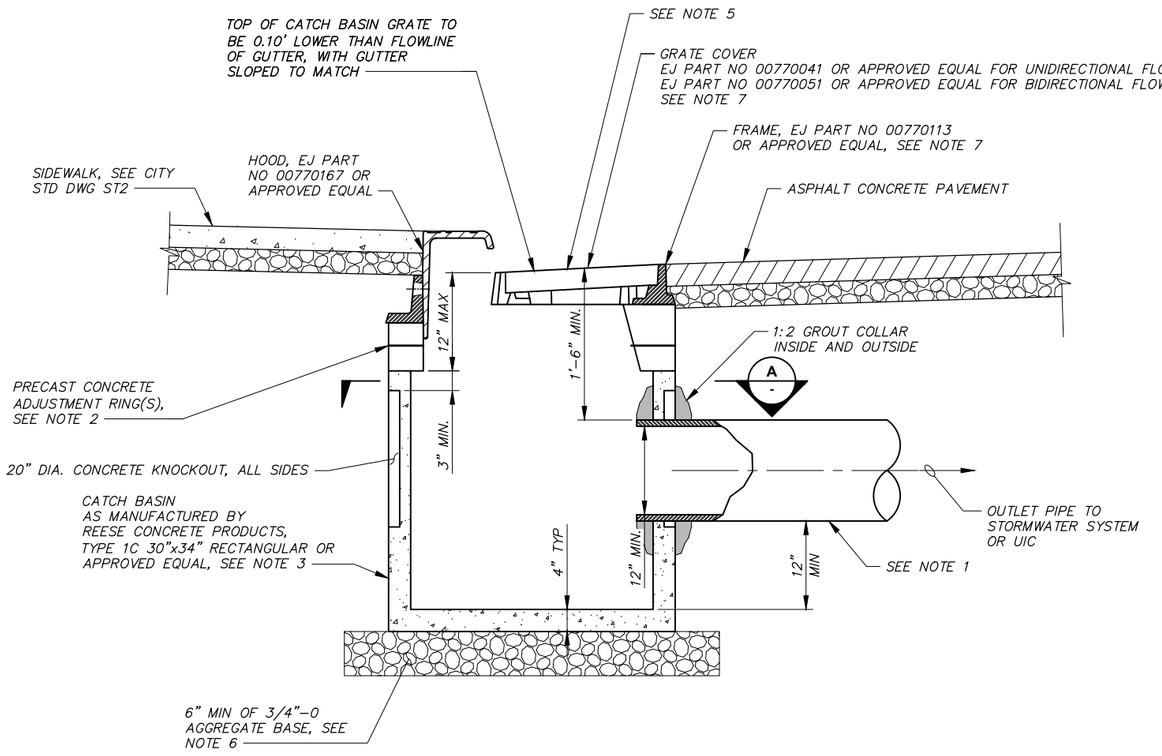
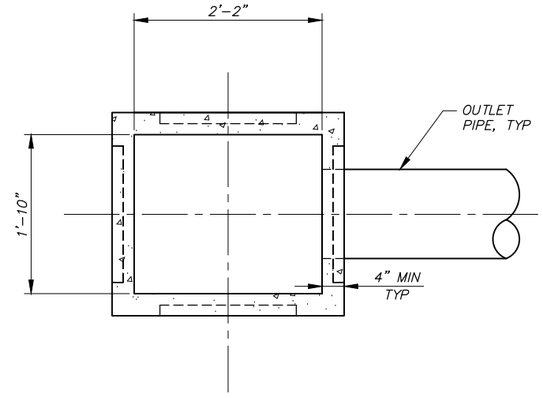


STORM DRAIN CATCH BASIN

NTS

NOTES

1. MINIMUM PIPE BURY TO BE 30" UNLESS OTHERWISE APPROVED BY CITY. NUMBER OF PIPES CONNECTING TO CATCH BASIN SHALL NOT EXCEED 3. MINIMUM PIPE SIZE SHALL BE 12".
2. FOR ADJUSTMENTS LESS THAN 2" GROUT BETWEEN FRAME AND TOP OF CONCRETE OR ADJUSTMENT RINGS. ADJUSTMENTS 2" AND GREATER SHALL BE MADE WITH PRECAST CONCRETE RINGS.
3. WIRE REINFORCED PRECAST CATCH BASIN SHALL BE REQUIRED WHEN 3–12" PIPES ARE TO BE CONNECTED AND SHALL CONFORM TO ASTM C913.
4. CONTRACTOR TO INSTALL EROSION AND SEDIMENT CONTROL PROTECTION DURING CONSTRUCTION PER CURRENT DEQ STANDARDS.
5. CATCH BASIN GRATES AND FRAMES NOT LOCATED IN CURB AND GUTTER REQUIRE CITY APPROVAL.
6. COMPACT ALL AGGREGATE BASE TO 95% MAXIMUM DRY DENSITY PER ASTM D1557.
7. AREA DRAIN CATCH BASINS LOCATED IN PAVED AREAS SHALL BE INSTALLED WITH A RECTANGULAR ADA GRATE (EJ PART NO 00775036) AND A NON SLOPING FRAME (EJ PART NO 00777011)
8. INSPECTION REQUIREMENTS: CONTRACTOR SHALL SET A STRING LINE FOR THE TOP BACK OF CURB. CITY REPRESENTATIVE SHALL WITNESS THAT THE STRING LINE IS DIRECTLY ABOVE INSIDE FACE OF THE CONCRETE RISER RING.



SECTION A

NTS

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

STORM DRAIN CACH BASIN

FIGURE
SD1

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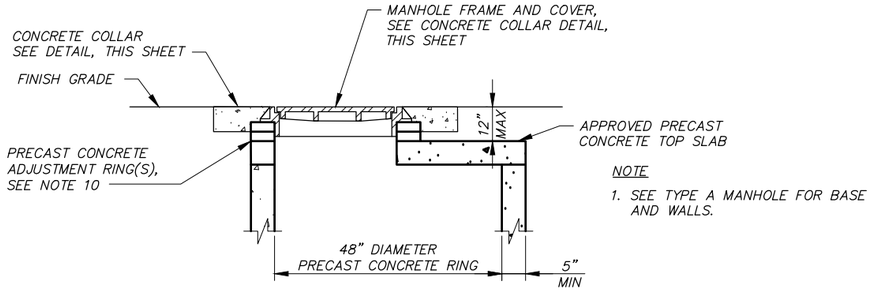
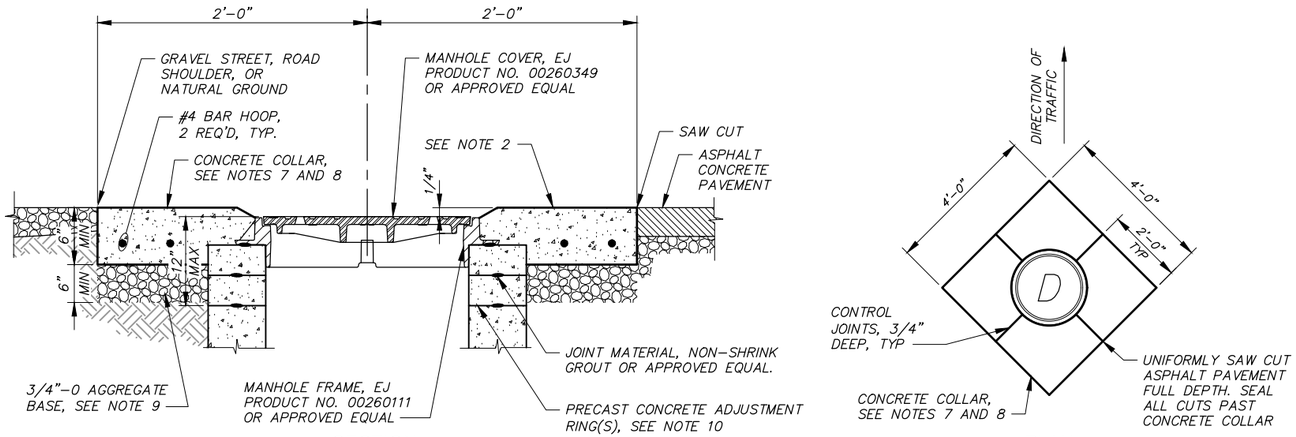


STORM DRAIN TOP SLAB MANHOLE

TYPE B

NTS



REQUIREMENTS FOR CONCRETE COLLARS:

1. ALL CONCRETE SHALL BE COMMERCIAL GRADE 4000 PSI CONCRETE.
2. COLLAR TO BE FORMED SQUARE.
3. SMOOTH BROOMED FINISH REQUIRED.
4. APPLY CONCRETE CURING COMPOUND.
5. PROTECT FROM TRAFFIC FOR 4 DAYS MINIMUM.

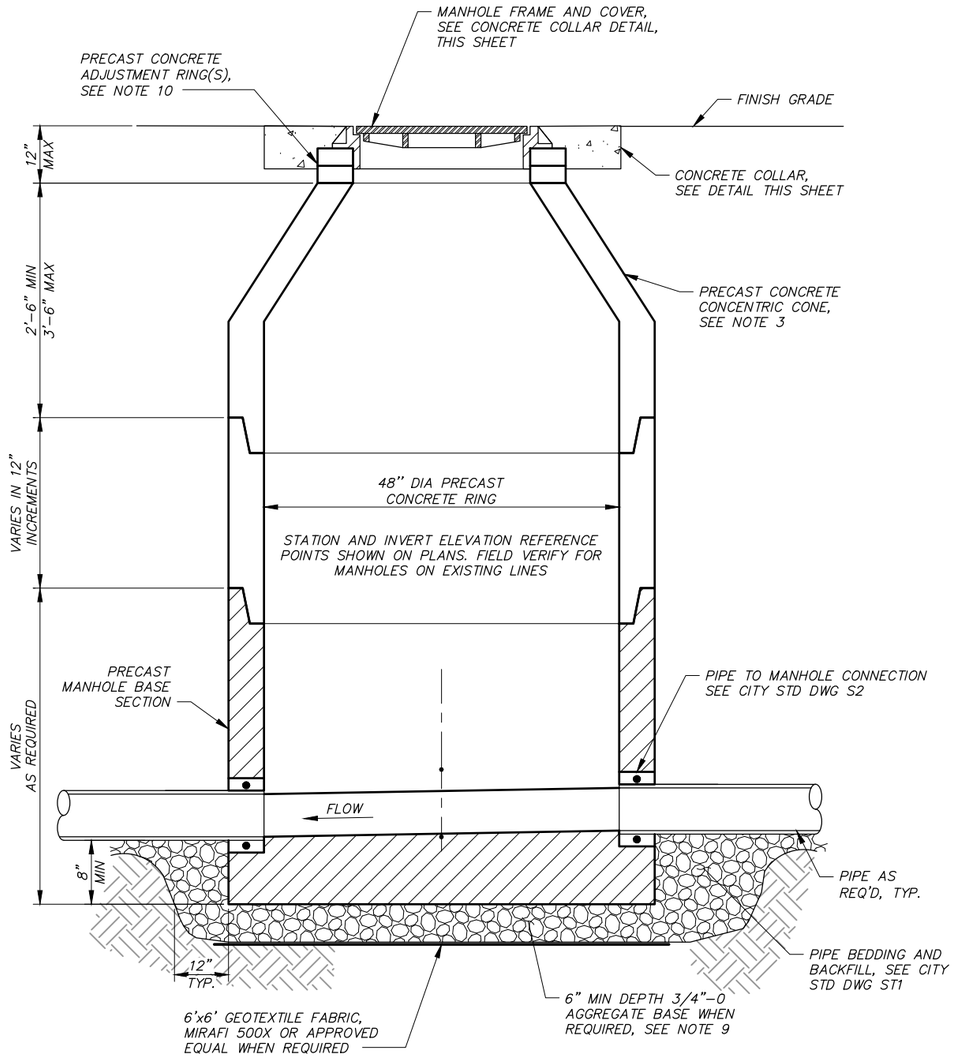
CONCRETE COLLAR DETAIL

(IN GRAVEL STREETS, NATURAL GROUND OR ASPHALT PAVEMENT)

NTS

NOTES

1. ALL MANHOLES SHALL BE PRECAST MANHOLE UNITS CONFORMING TO ASTM C478.
2. ANY GAPS, HOLES, ROUGH SPOTS, ETC, IN THE INVERT CHANNELS SHALL BE FILLED OR REPAIRED IN THE FIELD.
3. CONE SECTION SHALL BE TYPE A UNLESS MANHOLE DEPTH IS 5.5 FEET OR LESS. MANHOLES 5.5 FEET OR LESS IN DEPTH SHALL BE TYPE B UNLESS OTHERWISE CALLED FOR ON THE DESIGN DRAWINGS.
4. PRIOR TO MANUFACTURING MANHOLES THE CONTRACTOR SHALL VERIFY FIELD CONDITIONS, PIPE INVERT ELEVATIONS, PIPE ORIENTATION, AND MANHOLE DEPTH. CONTRACTOR SHOULD ALSO NOTE THAT PIPE SLOPES ARE CALCULATED TO CENTER OF THE MANHOLE.
5. ALL PRECAST MANHOLE BASE SECTIONS SHALL HAVE FACTORY CAST FLOW CHANNELS UNLESS OTHERWISE APPROVED BY THE CITY.
6. MANHOLE STEPS NOT PERMITTED.
7. CONCRETE COLLAR REQUIRED AFTER PLACEMENT OF ACP.
8. ALL MANHOLES SHALL HAVE A CONCRETE COLLAR REGARDLESS OF BEING INSTALLED ON PAVED OR GRAVEL STREET, ROAD SHOULDER, OR NATURAL GROUND.
9. COMPACT ALL AGGREGATE BASE TO 95% MAXIMUM DRY DENSITY PER ASTM D1557.
10. FOR ADJUSTMENTS LESS THAN 2" GROUT BETWEEN FRAME AND TOP OF CONCRETE OR ADJUSTMENT RINGS. ADJUSTMENTS 2" AND GREATER SHALL BE MADE WITH PRECAST CONCRETE RINGS.



STANDARD STORM DRAIN MANHOLE

TYPE A

NTS

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

STORM DRAIN MANHOLE

FIGURE

SD2

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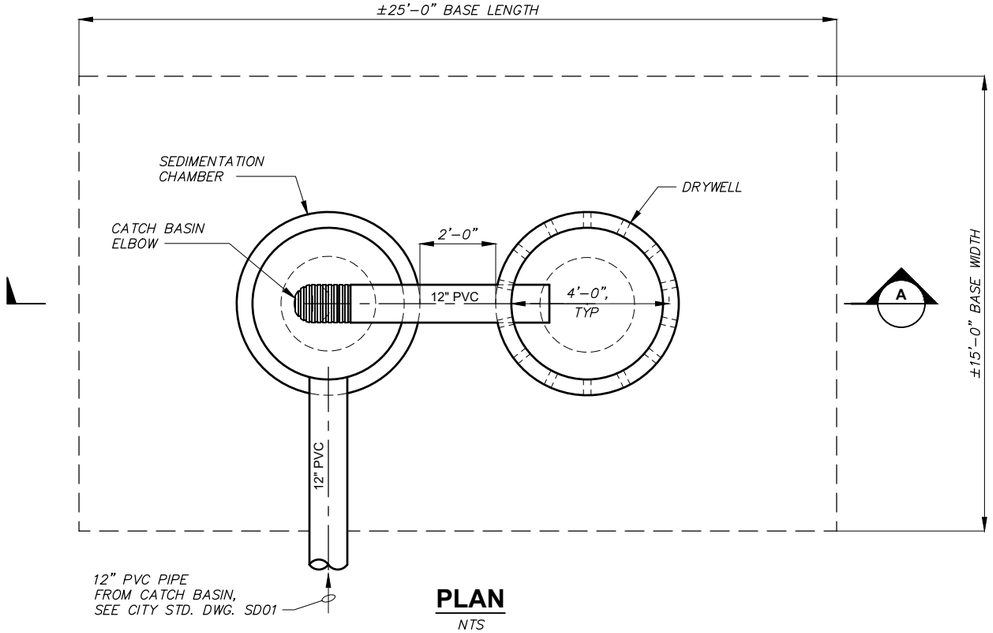


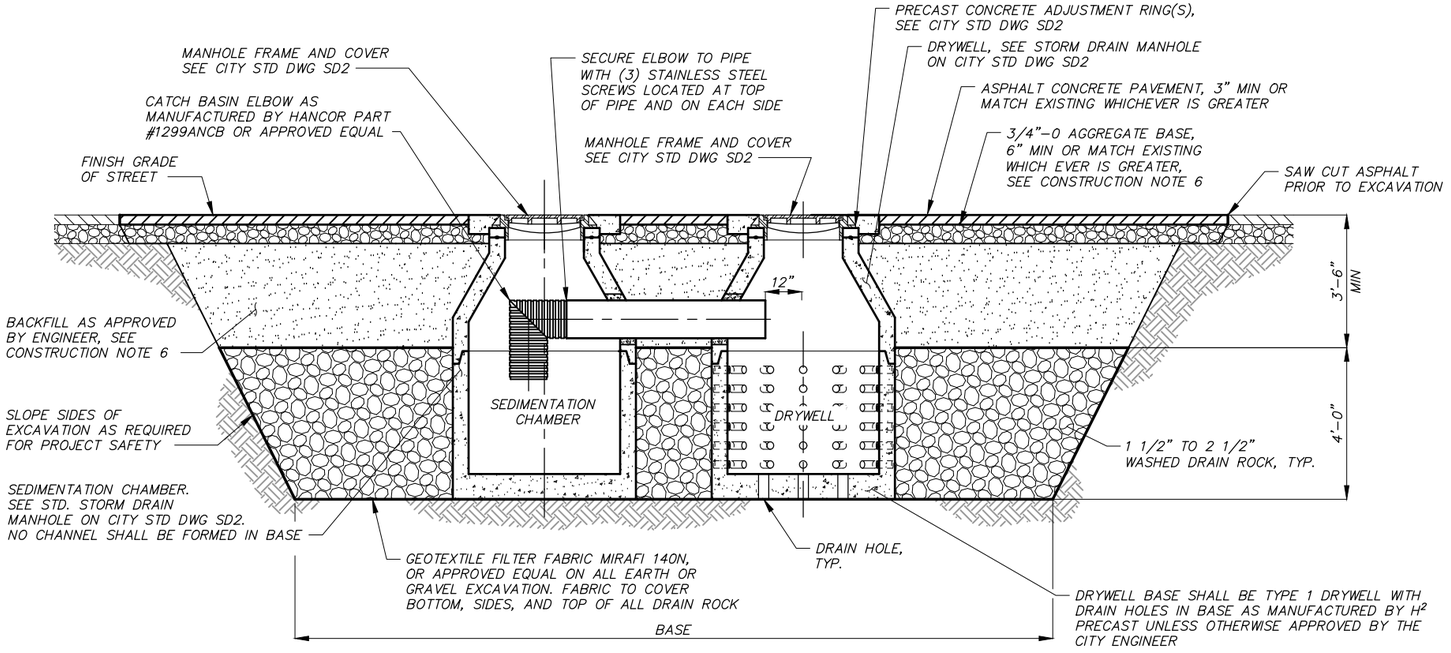
PLAN
NTS

DESIGN NOTES

1. DRYWELL DRAINAGE AREA DESIGNED FOR 25 YEAR EVENT USING TYPE II STORM EVENT WITH A TIME OF CONCENTRATION OF 5 MIN.
2. DRYWELL DESIGNED TO DRAIN 12,600 SQUARE FEET OF STREET AREA.
3. MINIMUM BASE AREA OF 12'x20'.
4. ASSUMES POORLY GRADED SAND WITH SILT WITH A DESIGN INFILTRATION RATE OF 5" PER HOUR. SHOULD SOIL CONDITIONS SUCH AS CALICHE, HARD PAN, CLAY, SILT, ECT. BE ENCOUNTERED, THE CONTRACTOR SHALL NOTIFY THE CITY IMMEDIATELY. THE ACTUAL SIZE OF THE EXCAVATED AREA MAY BE ADJUSTED TO ACCOMMODATE DIFFERENT SOIL TYPES.
5. GROUNDWATER MUST BE A MINIMUM 5' BELOW BASE OF DRYWELL.
6. DRYWELLS SHALL NOT BE INSTALLED WITHIN THE 2–YEAR TIME OF TRAVEL OF AN EXISTING IRRIGATION OR DRINKING WELL. WHERE A 2–YEAR TIME OF TRAVEL HAS NOT BEEN IDENTIFIED, DRYWELLS SHALL NOT BE INSTALLED WITHIN 500' OF THE WELL.

CONSTRUCTION NOTES

1. SOIL STABILITY WILL DETERMINE THE PLACEMENT OF SEDIMENTATION CHAMBER AND DRYWELL. EXCAVATION SHALL NOT RESULT IN CURB, SIDEWALK, OR OTHER STRUCTURES TO BE UNDERMINED.
2. PRECAST SECTIONS SHALL CONFORM TO THE REQUIREMENTS OF ASTM C478.
3. ACTUAL LOCATION OF DRYWELL TO BE APPROVED BY CITY PRIOR TO CONSTRUCTION.
4. SEAL ALL PIPE PENETRATIONS WATERTIGHT WITH NONSHRINK GROUT.
5. PRECAST SECTIONS TO BE PLACED ON NATIVE UNDISTURBED SOIL.
6. ALL AGGREGATE BASE AND BACKFILL SHALL BE COMPACTED TO 95% MAXIMUM DRY DENSITY PER ASTM D1557.



SECTION A
NTS

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

SEDIMENTATION CHAMBER AND DRYWELL

FIGURE
SD3

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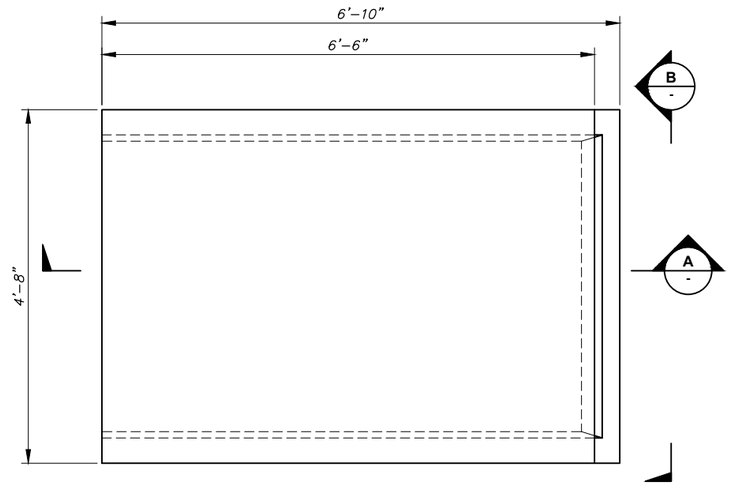
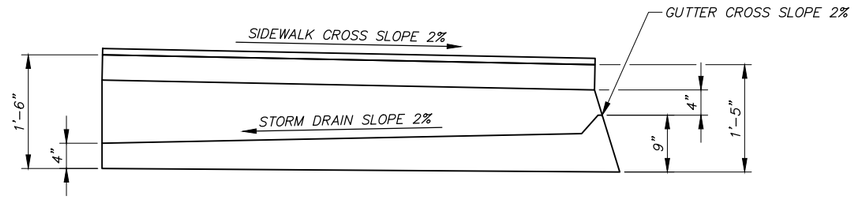
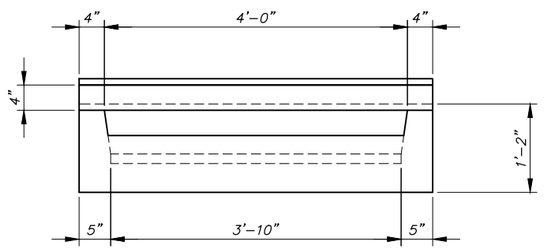


NOTE
1. SPECIAL CURB INLET TYPE 2 SHALL BE AS MANUFACTURED BY WILBERT PRECAST, SPECIAL CURB INLET TYPE 2, MODEL NO. 1840 OR APPROVED EQUAL.

PLAN



SECTION A



SECTION B

REBAR
#4 BAR AT 10" OC, EW, IN LID
#4 U–BAR AND #4 BAR STRAIGHTS IN BASE AT 10" OC

SPECIAL CURB INLET TYPE 2

NTS

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

CURB INLET

FIGURE
SD4

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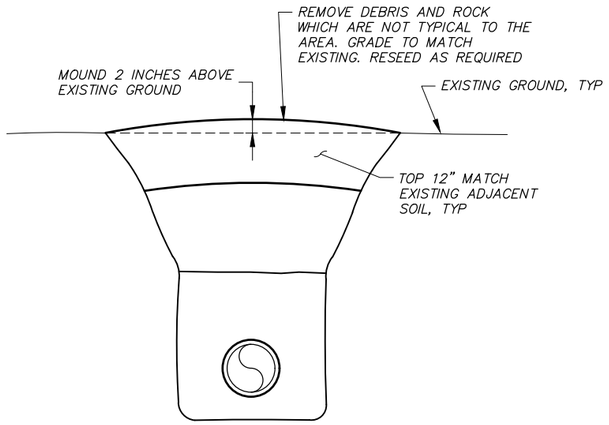
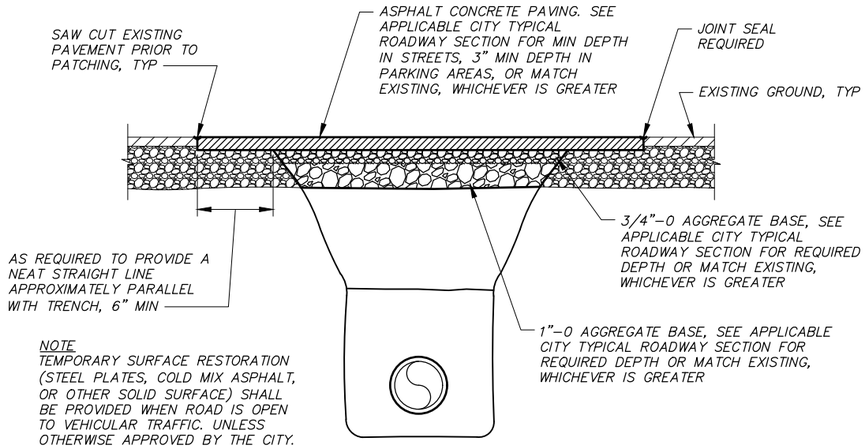
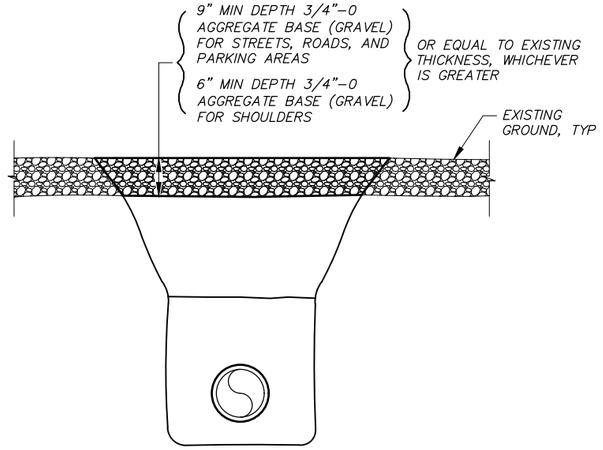


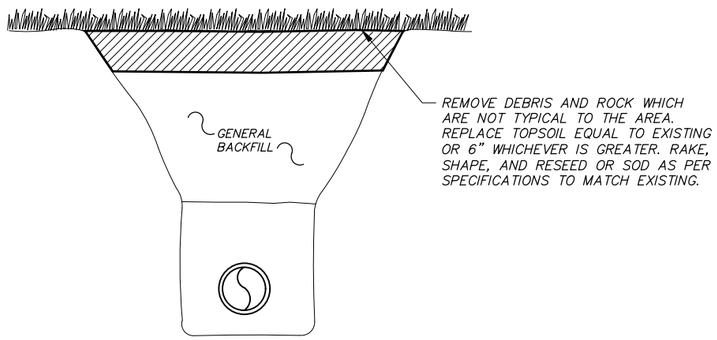
SURFACE RESTORATION
NATURAL SURFACES
NTS



SURFACE RESTORATION
PAVED SURFACES
NTS



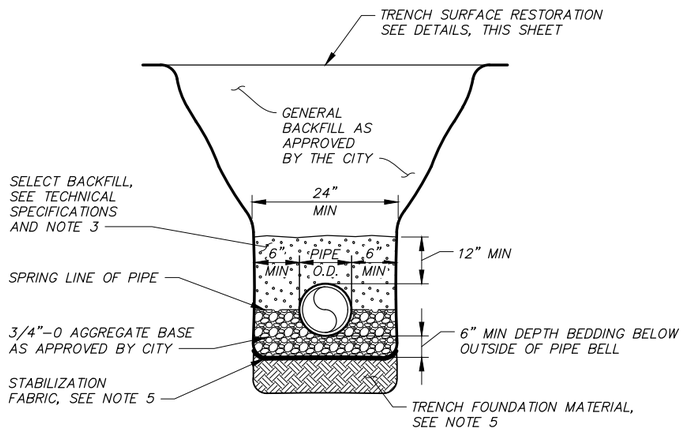
SURFACE RESTORATION
GRAVEL SURFACES
NTS



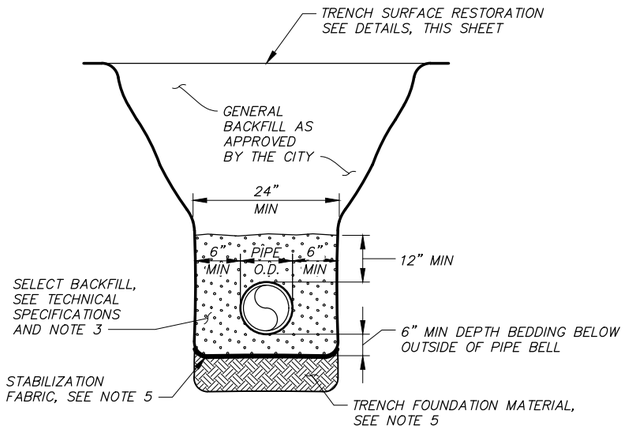
TRENCH RESTORATION
LAWNS & LANDSCAPED AREAS
NTS

TRENCH BEDDING AND BACKFILL NOTES

1. SURFACING OF PAVED AREAS SHALL COMPLY WITH CITY STANDARD STREET DRAWINGS.
2. ALL BACKFILL MATERIAL SHALL BE COMPACTED TO 95% MAXIMUM DRY DENSITY PER ASTM D1557 AND SHALL BE PLACED AND COMPACTED IN 6" LIFTS, UNLESS NOTED OTHERWISE.
3. BACKFILL FROM PIPE BOTTOM TO 12-INCHES ABOVE PIPE SHALL BE COMPACTED TO 85% MAXIMUM DRY DENSITY PER ASTM D1557. COMPACTION BY HAND TAMPING WILL BE ALLOWED IF 85% DENSITY IS ACHIEVED. OTHERWISE MECHANICAL TAMPING WILL BE REQUIRED.
4. BACKFILL INSPECTION/TESTING
   - TRENCH DEPTH OF LESS THAN 1 FT VISUAL INSPECTION BY CITY.
   - TRENCH DEPTH GREATER THAN 1 FT:
     - BELOW FINISH AGGREGATE BASE GRADE: 1 TEST PER 300 FT OF TRENCH AND EVERY 1.5 FT OF FILL.
     - AT FINISH AGGREGATE BASE GRADE: 1 TEST PER 300 FT OF TRENCH OR 2 TESTS PER STREET CROSSING.
   - IF BACKFILL MATERIAL OR COMPACTION EQUIPMENT CHANGES, COMPACTION TESTING SHALL IMMEDIATELY BE PERFORMED TO VERIFY THAT DENSITY IS BEING ACHIEVED.
5. STABILIZATION FABRIC AND IMPORTED FOUNDATION MATERIAL SHALL BE REQUIRED WHERE NATURAL SOIL CONDITIONS IN THE BOTTOM OF THE TRENCH ARE UNSUITABLE FOR PROPER PIPE INSTALLATION.



SEWER AND STORM DRAIN LINE TRENCH BEDDING AND BACKFILL
NTS



WATER LINE TRENCH BEDDING AND BACKFILL
NTS

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

TRENCH BEDDING, BACKFILL, AND SURFACE RESTORATION

FIGURE
ST1

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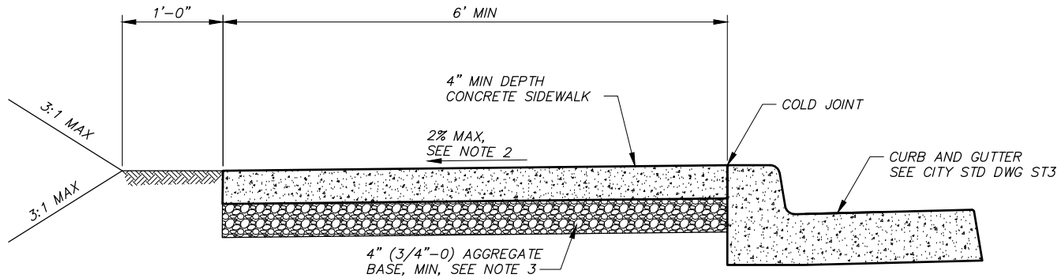
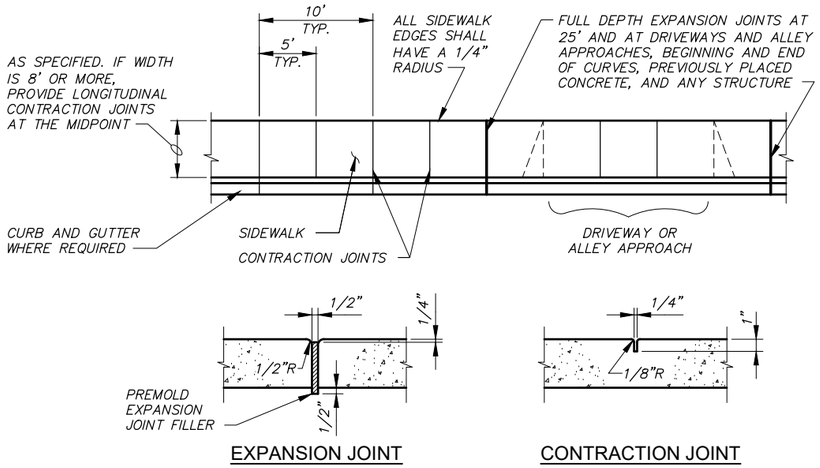


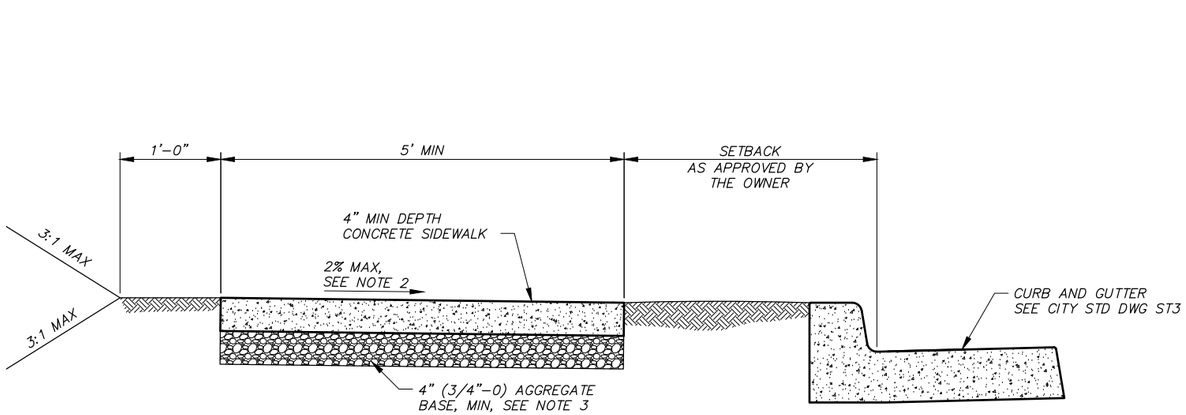
SIDEWALK SECTION

NTS



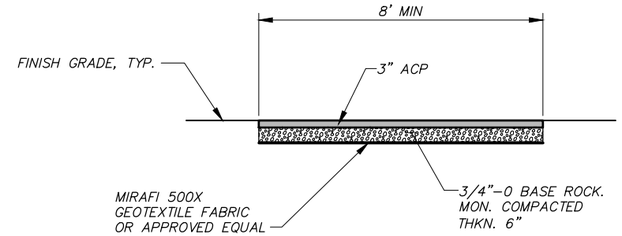
SIDEWALK JOINTING DETAILS

NTS



SIDEWALK SECTION WITH SETBACK

NTS



MULTI-USE PATH

NTS

NOTES

1. PROVIDE EXPANSION JOINTS AROUND POLES, BOXES, AT THE ENDS OF EACH DRIVEWAY, AROUND ANY FIXTURES WHICH PROTRUDE THROUGH THE SIDEWALK, AND BETWEEN ANY STRUCTURE IMMEDIATELY ADJACENT TO THE SIDEWALK.
2. TO INSURE SLOPES DO NOT EXCEED MAXIMUM ALLOWABLE SLOPES, IT IS RECOMMENDED TO SET SLOPES LOWER THAN MAXIMUM ALLOWABLE SLOPES AS FOLLOWS:
   -FOR 2% MAX, SET SLOPE AT 1.5%
   -FOR 8.33% MAX, SET SLOPE AT 7.5%
   SIDEWALK WITH SLOPES EXCEEDING MAXIMUM ALLOWABLE VALUES SHALL BE REMOVED AND REPLACED AT THE CONTRACTORS EXPENSE.
3. COMPACT AGGREGATE BASE TO 95% MAXIMUM DRY DENSITY PER ASTM D1557.
4. ALL CONCRETE SHALL BE COMMERCIAL GRADE 4,000 PSI CONCRETE.

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

SIDEWALK DETAILS

FIGURE

ST2

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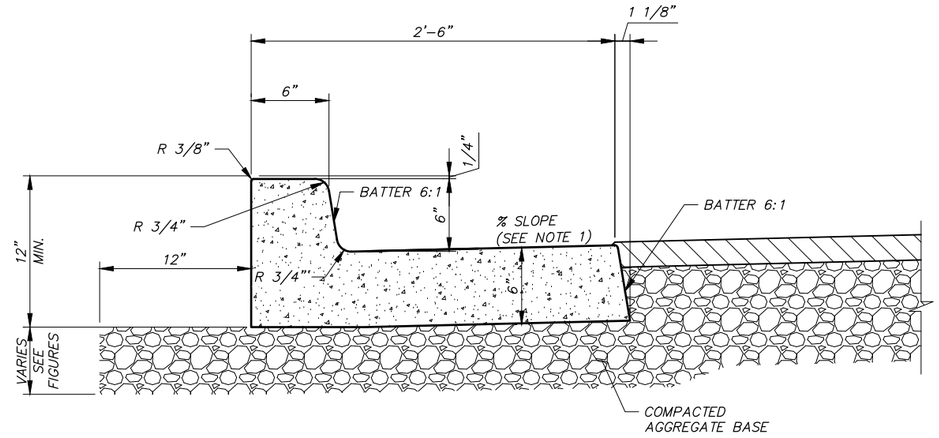
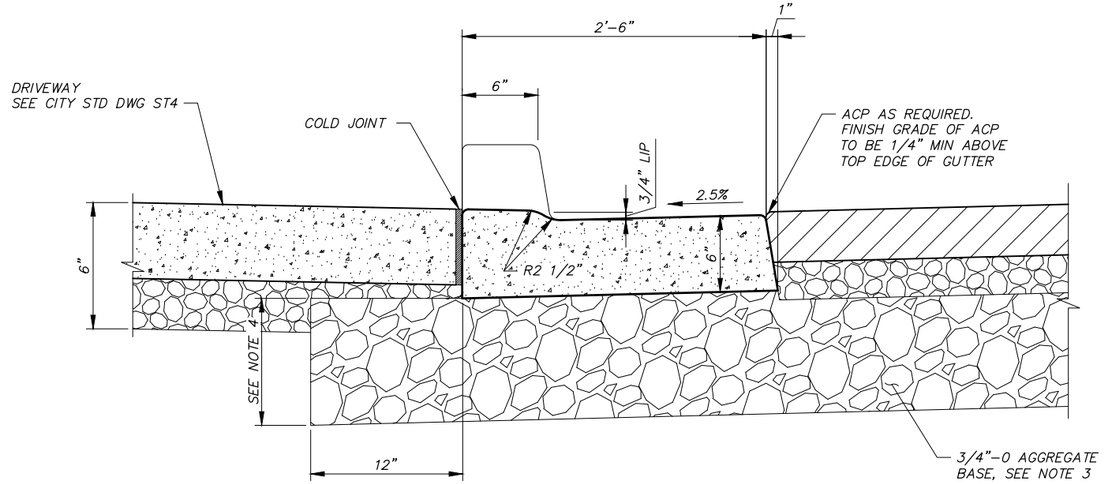
NOTES

1. GUTTER CROSS SLOPE SHALL BE MINIMUM 2% AND MAXIMUM 3% UNLESS OTHERWISE APPROVED BY THE CITY.
2. ALL CONCRETE SHALL BE COMMERCIAL GRADE 4,000 PSI CONCRETE.
3. COMPACT AGGREGATE BASE TO 95% MAXIMUM DRY DENSITY PER ASTM D1557.
4. AGGREGATE BASE THICKNESS BELOW CURB AND GUTTER SHALL BE 6" THICK.
5. SEE CITY STD DWG XXX FOR CURB AND GUTTER JOINT REQUIREMENTS.
6. CONCRETE SHALL BE TROWELED SMOOTH PRIOR TO APPLYING BROOM FINISH.
7. INSPECTION CRITERIA:
   - 7.1. COMPLETED CURB AND GUTTER SHALL NOT CAUSE PUDDING ISSUES. PUDDLE WIDTH SHALL NOT EXCEED 75% OF THE GUTTER WIDTH AND PUDDLE LENGTH SHALL NOT EXCEED 2'.
   - 7.2. CROSS SLOPE OF THE GUTTER SHALL BE A MINIMUM OF 1.5% AND A MAXIMUM OF 3.5% AS MEASURED BY A 2' ELECTRONIC LEVEL.
   - 7.3. THERE SHALL BE NO BREAK POINTS OR REVERSE SLOPE IN THE GUTTER CROSS SLOPE AS MEASURED BY A 2' ELECTRONIC LEVEL. THE MAXIMUM ALLOWABLE GAP BETWEEN THE LEVEL AND THE GUTTER SURFACE SHALL BE 1/8".
   - 7.4. WHEN A 6 FOOT LONG STRAIGHTEDGE IS LAID ON THE TOP FACE OF THE CURB OR ON THE SURFACE OF THE GUTTER, THE SURFACE SHALL NOT VARY MORE THAN 0.02 FEET FROM THE EDGE OF THE STRAIGHTEDGE EXCEPT AT GRADE CHANGES OR VERTICAL CURVES.
   - 7.5. THE CONTRACTOR SHALL CONSTRUCT ALL CURB AND GUTTER WITHIN 0.02 FEET OF TRUE LINE, WITHIN 0.02 FEET OF ESTABLISHED SURFACE GRADE, CROSS SECTION, SLOPE, AND WITHIN 0.02 FEET OF SPECIFIED THICKNESS.
8. WHEN INSTALLING NEW CURB AND GUTTER ON AN EXISTING PAVED STREET, THE ASPHALT SHALL BE CUT A MINIMUM OF 2 FEET FROM THE EDGE OF THE GUTTER OR AS NEEDED TO ACHIEVE COMPACTION OF THE AGGREGATE BASE BY MECHANICAL MEANS.



STANDARD CURB AND GUTTER

NTS



CURB AND GUTTER AT DRIVEWAY

NTS

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

CURB AND GUTTER

FIGURE

ST3

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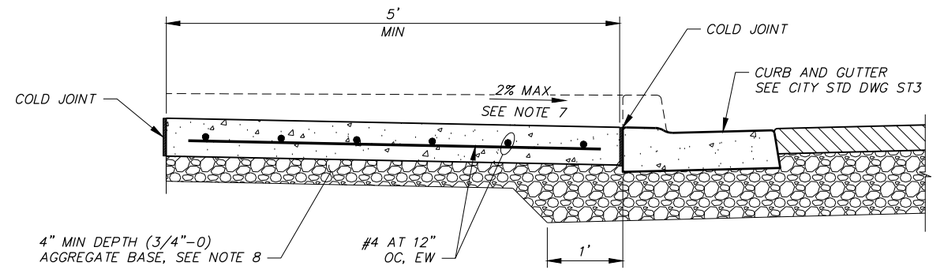
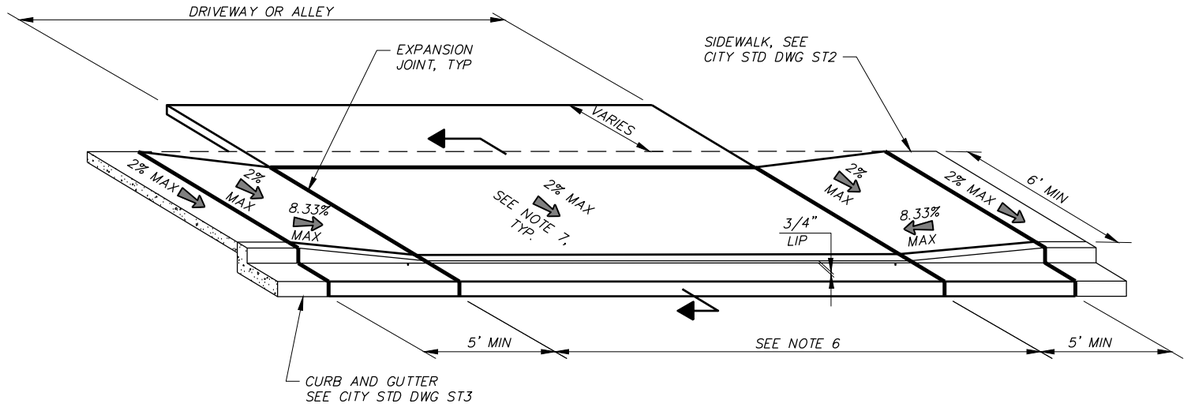
NOTES

1. RESIDENTIAL DRIVEWAYS AND SIDEWALKS SECTIONS THROUGH DRIVEWAYS SHALL HAVE A MINIMUM NOMINAL THICKNESS OF 6".
2. CONCRETE FOR COMMERCIAL USE AND ALLEY APPROACHES SHALL HAVE A MINIMUM NOMINAL THICKNESS OF 8". ALL CONCRETE SHALL BE COMMERCIAL GRADE 4,000 PSI CONCRETE.
3. THE 2% CROSS-SLOPE OF SIDEWALK IS MEASURED FROM HORIZONTAL. THE 12:1 SLOPE OF SIDEWALK TRANSITION TO DRIVEWAY/ALLEY IS RELATIVE TO THE RUNNING SLOPE OF THE SIDEWALK. THE SLOPE OF THE APRON IS MEASURED RELATIVE TO HORIZONTAL, SEE NOTE 7.
4. THE DRIVEWAY SHALL NOT BE PLACED INTEGRAL WITH THE SIDEWALK, CURB, OR ANY DRIVEWAY TRANSITION SLAB AND SHALL BE ISOLATED WITH FULL DEPTH EXPANSION JOINTS.
5. DRIVEWAY CONTROL JOINS (NOT SHOWN) SHALL BE SPACED AT A MAXIMUM ON CENTER SPACING EQUAL TO THE SIDEWALK WIDTH OR TO MATCH EXISTING SIDEWALK CONTROL JOINT SPACING, WHICHEVER IS LESS.
6. DRIVEWAY WIDTH SHALL CONFORM TO THE FOLLOWING REQUIREMENTS:
   - 6.1. DRIVEWAYS SHALL NOT BE LOCATED CLOSER THAN 5 FEET TO SIDE PROPERTY LINES.
   - 6.2. DRIVEWAYS SHALL BE LOCATED A MINIMUM DISTANCE FROM CURB RETURNS AS REQUIRED BY TECHNICAL SPECIFICATIONS SECTION 5 STREETS SECTION 1.1.Q.5.
   - 6.3. MAXIMUM DRIVEWAY WIDTH SHALL BE 50% OF THE PROPERTY FRONTAGE OR 50 FEET WHICHEVER IS LESS. ADDITIONALLY, WHERE ROADSIDE SWALES ARE PRESENT, THE DRIVEWAY WIDTH SHALL IN NO CASE LIMIT THE SWALE CUMULATIVE LENGTH TO LESS THAN50% OF THE PROPERTY FRONTAGE.
7. TO ENSURE SLOPES DO NOT EXCEED ALLOWABLE SLOPES. IT IS RECOMMENDED TO SET SLOPES LOWER THAN MAXIMUM ALLOWABLE SLOPES AS FOLLOWS:
   - FOR 2% MAX, SET SLOPE AT 1.5%
   - FOR 8.33% MAX, SET SLOPE AT 7.5%

   DRIVEWAYS WITH SLOPES EXCEEDING MAXIMUM ALLOWABLE VALUES SHALL BE REMOVED AND REPLACED AT THE CONTRACTORS EXPENSE.
8. COMPACT AGGREGATE BASE TO 95% MAXIMUM DRY DENSITY PER ASTM D1557.



SECTION VIEW



DRIVEWAY RAMP

ISOMETRIC VIEW

NTS

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

DRIVEWAY AND ALLEY RAMPS

FIGURE

ST4

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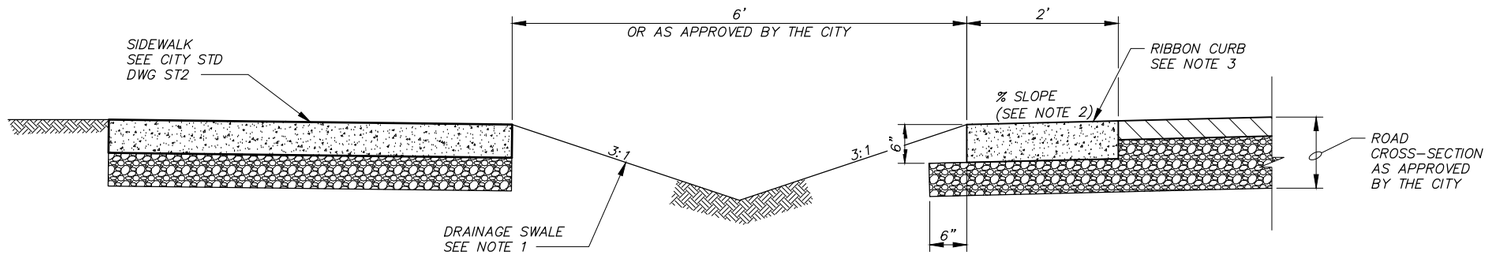
NOTES
1. SLOPE SHALL BE 3:1 UNLESS APPROVED BY THE CITY. DRAINAGE SWALE SHALL BE PLANTED WITH GRASS OR SOD OVER A MINIMUM OF 6" OF THE TOP SOIL.
2. NORMAL SLOPE SHALL BE 2.5% AND MAY VARY WITH THE CITY'S APPROVAL.
3. ALL CONCRETE SHALL BE COMMERCIAL GRADE 4,000 PSI CONCRETE.



RIBBON CURB AND DRAINAGE SWALE

NTS

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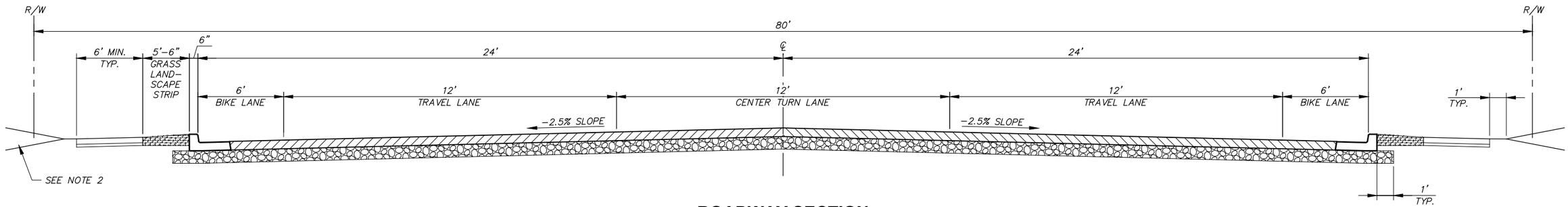
CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

RIBBON CURB DRAINAGE SWALE

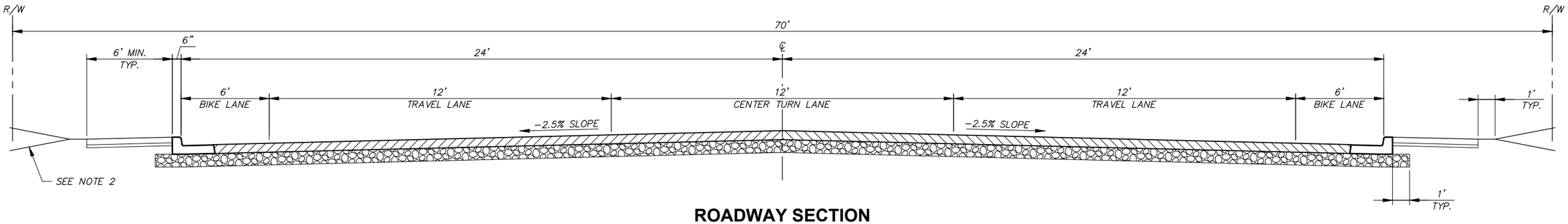
FIGURE
ST5



ROADWAY SECTION

80 FT. RIGHT-OF-WAY

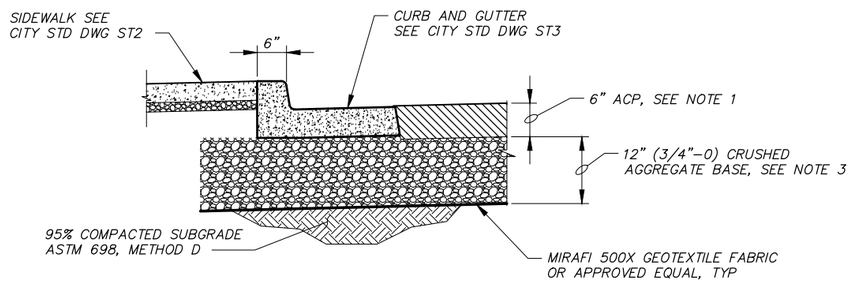
NTS



ROADWAY SECTION

70 FT. RIGHT-OF-WAY

NTS



PAVEMENT SECTION

NTS

NOTES

1. *ASPHALT CONCRETE PAVEMENT SHALL BE CONSTRUCTED IN 2, 3" LIFTS.*
2. *SLOPES SHALL NOT EXCEED 3:1 UNLESS APPROVED BY THE CITY.*
3. *DEPTH'S OF CRUSHED AGGREGATE BASE SHALL BE CONFIRMED BY A SITE SOILS INVESTIGATION AND APPROVED BY THE CITY.*

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

ARTERIAL CROSS SECTION

FIGURE

ST6

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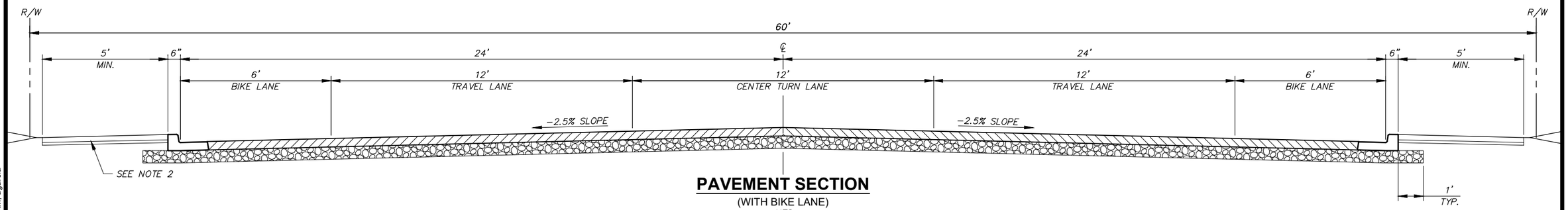
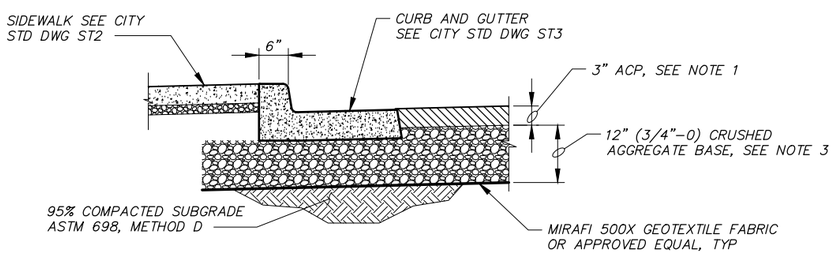


PAVEMENT SECTION
(WITH BIKE LANE)
NTS



PAVEMENT SECTION
NTS

NOTES
1. ASPHALT CONCRETE PAVEMENT SHALL BE CONSTRUCTED IN 1 LIFT.
2. SLOPES SHALL NOT EXCEED 3:1 UNLESS APPROVED BY THE CITY.
3. DEPTH'S OF CRUSHED AGGREGATE BASE SHALL BE CONFIRMED BY A SITE SOILS INVESTIGATION AND APPROVED BY THE CITY.

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

COLLECTOR CROSS SECTION

FIGURE
ST7

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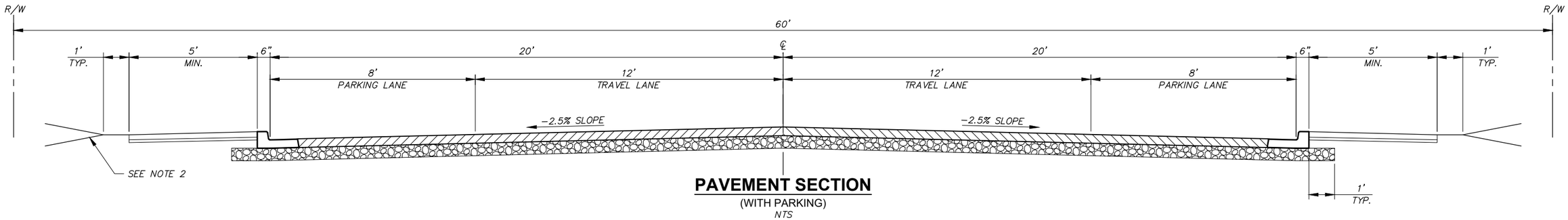
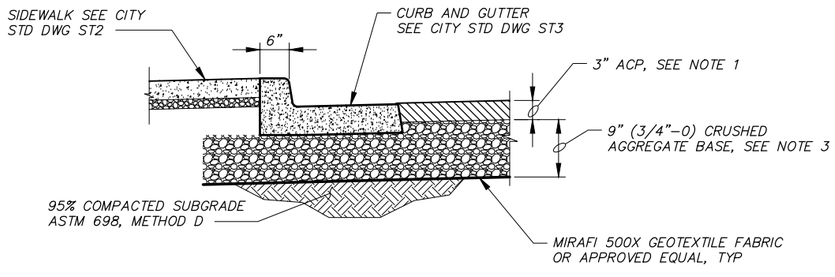


PAVEMENT SECTION
(WITH PARKING)
NTS



NOTES
1. ASPHALT CONCRETE PAVEMENT SHALL BE CONSTRUCTED IN 1 LIFT.
2. SLOPES SHALL NOT EXCEED 3:1 UNLESS APPROVED BY THE CITY.
3. DEPTH'S OF CRUSHED AGGREGATE BASE SHALL BE CONFIRMED BY A SITE SOILS INVESTIGATION AND APPROVED BY THE CITY.

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

NEIGHBORHOOD COLLECTOR

FIGURE
ST8

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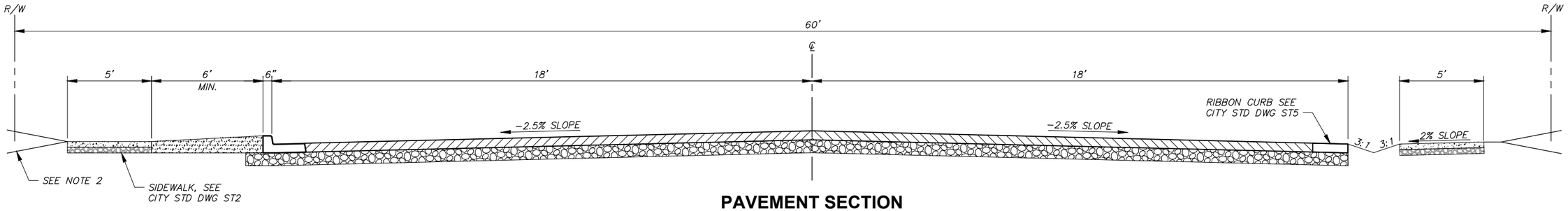
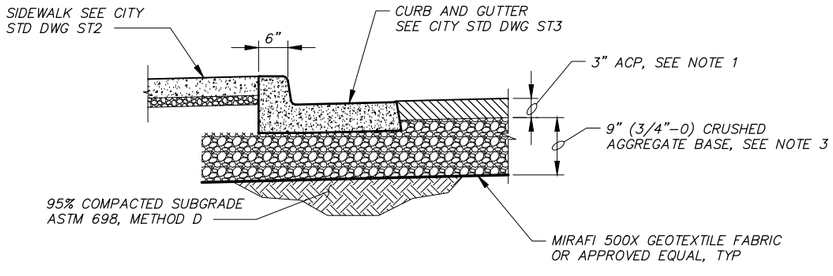


PAVEMENT SECTION

NTS



NOTES

1. ASPHALT CONCRETE PAVEMENT SHALL BE CONSTRUCTED IN 1 LIFT.
2. SLOPES SHALL NOT EXCEED 3:1 UNLESS APPROVED BY THE CITY.
3. SLOPES SHALL NOTE EXCEED 3:1 UNLESS APPROVED BY THE CITY. DRAINAGE SWALE SHALL BE PLANTED WITH GRASS OR SOD OVER A MINIMUM OF 6" OF TOP SOIL.
4. DEPTH'S OF CRUSHED AGGREGATE BASE SHALL BE CONFIRMED BY A SITE SOILS INVESTIGATION AND APPROVED BY THE CITY.
5. ON STREET PARKING RESTRICTED TO ONE SIDE OF ROADWAY. PROVIDE NO PARKING SIGNS AS REQUIRED BY THE CITY ENGINEER.

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

LOCAL CROSS SECTION

FIGURE

ST9

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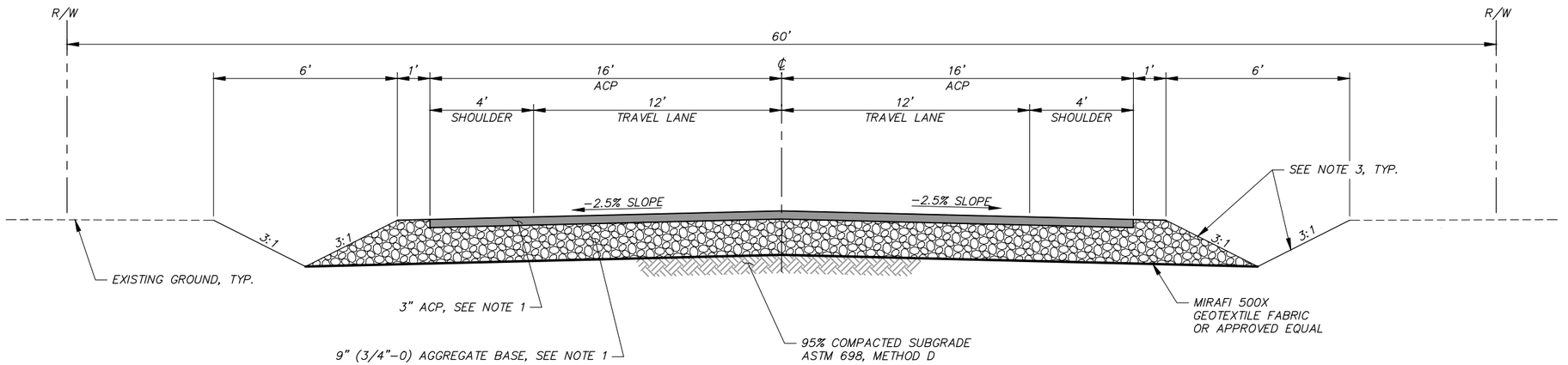

NOTES

1. ACP AND AGGREGATE BASE DEPTHS SHOWN ARE ACCEPTABLE FOR LOCAL STREETS ONLY. ACP AND AGGREGATE BASE DEPTHS SHALL CONFORM TO THE CITY STANDARD OF THE FUTURE ROADWAY CLASSIFICATION AS IDENTIFIED IN THE TRANSPORTATION SYSTEM PLAN.
2. MUNICIPAL CROSS SECTION STANDARD IS INTENDED ONLY FOR A PUBLIC IMPROVEMENT PROJECT CONSTRUCTED BY THE CITY OR OTHER PUBLIC AGENCY WHERE FURTHER IMPROVEMENTS REQUIRED BY THE STANDARD(S) ARE LIKELY TO BE PROVIDED BY DEVELOPMENT OF ADJACENT PROPERTY.
3. SLOPES SHALL BE 3:1 UNLESS APPROVED BY THE CITY ENGINEER.

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

MUNICIPAL CROSS SECTION

FIGURE
ST10

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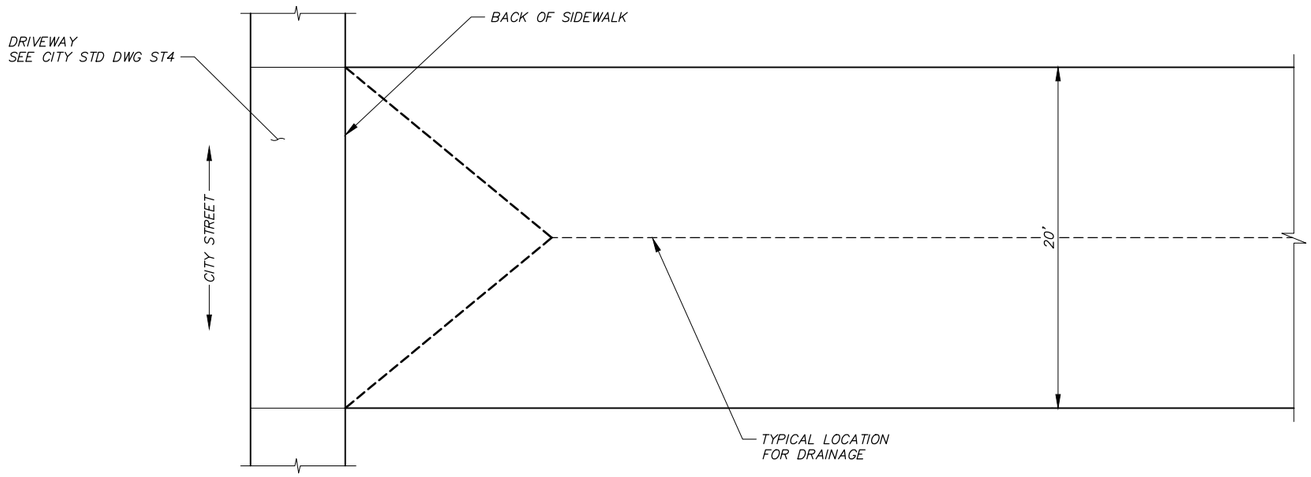
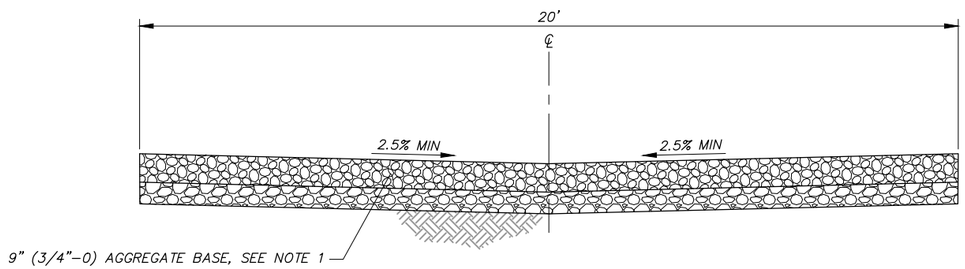


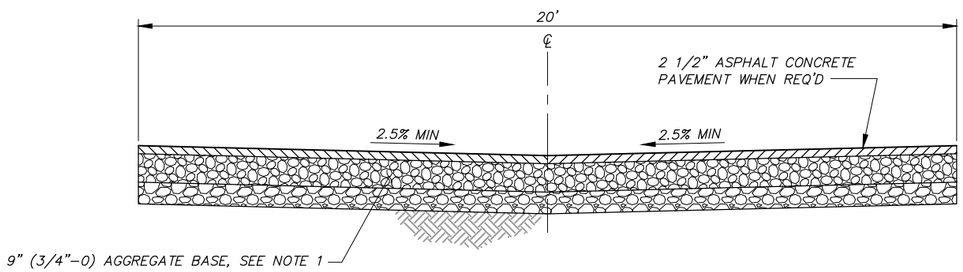
PLAN
NTS

NOTE

1. COMPACT AGGREGATE BASE AND SUBGRADE TO 95% MAXIMUM DRY DENSITY PER ASTM D1557.



UNPAVED SECTION
NTS



PAVED SECTION
NTS

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

ALLEY

FIGURE
ST11

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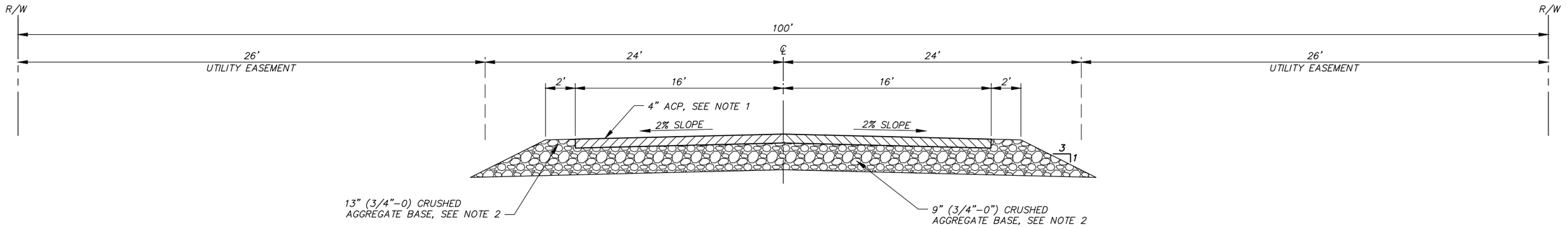

NOTES
1. ASPHALT CONCRETE PAVEMENT SHALL BE CONSTRUCTED IN 2, 2" LIFTS.
2. DEPTH'S OF CRUSHED AGGREGATE BASE SHALL BE CONFIRMED BY A SITE SOILS INVESTIGATION AND APPROVED BY THE CITY.

PAVEMENT SECTION

NTS

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

PORT OF MORROW ROAD SECTION

FIGURE
ST12

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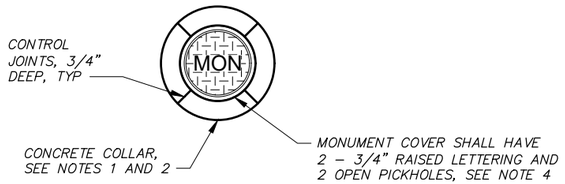


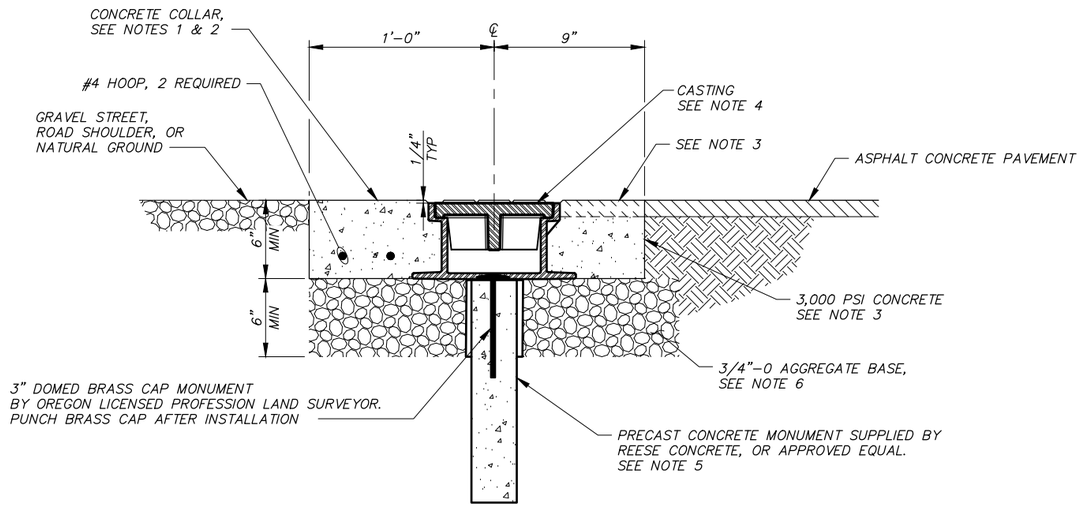
PLAN

REQUIREMENTS FOR CONCRETE COLLARS

1. ALL CONCRETE SHALL BE COMMERCIAL GRADE 4000 PSI CONCRETE.
2. COLLAR TO BE FORMED CIRCULAR HAVING A DIAMETER OF 18" IN PAVED SURFACES AND 24" OTHERWISE.
3. SMOOTH BROOMED FINISH REQUIRED.
4. APPLY CONCRETE CURING COMPOUND.
5. PROTECT FROM TRAFFIC FOR 4 DAYS MINIMUM.

CONCRETE COLLAR DETAIL

NTS



MONUMENT BOX DETAIL

NTS

NOTES

1. CONCRETE COLLAR REQUIRED IF THE MONUMENT AND MONUMENT BOX IS SET AFTER PAVEMENT WORK IS PERFORMED. IF THE MONUMENT AND MONUMENT BOX IS SET PRIOR TO PAVEMENT WORK THEN CONCRETE COLLAR IS NOT REQUIRED. SEE NOTE 3
2. ALL MONUMENTS SHALL HAVE A CONCRETE COLLAR IF INSTALLED ON GRAVEL STREET, ROAD SHOULDER, OR NATURAL GROUND.
3. IF MONUMENTS ARE SET PRIOR TO PAVEMENT WORK, CONCRETE MAY BE LEFT 2" BELOW FINISH GRADE AND FINISHED WITH ACP.
4. CASTING FRAME AND COVER SHALL BE EAST JORDAN PRODUCT #00368004 OR APPROVED EQUAL MEETING AASHTO H20 REQUIREMENTS.
5. PRECAST CONCRETE MONUMENT SHALL BE 5" MINIMUM DIAMETER SCHEDULE 125 PVC PIPE, 18" IN LENGTH, WITH 6" OF #3 REBAR CENTERED BELOW THE BRASS CAP.
6. COMPACT ALL AGGREGATE BASE TO 95% MAXIMUM DRY DENSITY PER ASTM D1557.

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

MONUMENT BOX

FIGURE
ST13

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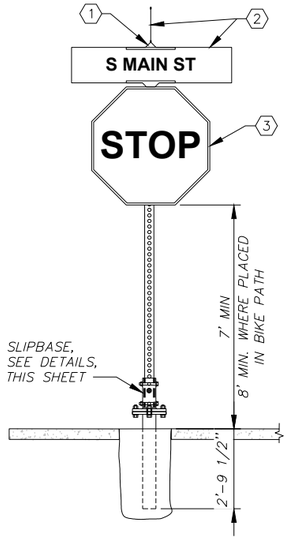


KEY NOTES

(1) STREET NAME SIGN BRACKET SHALL BE ZUMAR 90° CROSS BRACKET FOR EXTRUDED BLADE, OR APPROVED EQUAL.

(2) STREET NAME SIGNS SHALL BE MUTCD SIGN NO. D3-1, OR APPROVED EQUAL (VARIES X 6" MIN). CAPITAL LETTERS SHALL BE 4" IN HEIGHT AND LOWER CASE LETTERS SHALL BE 3" IN HEIGHT.

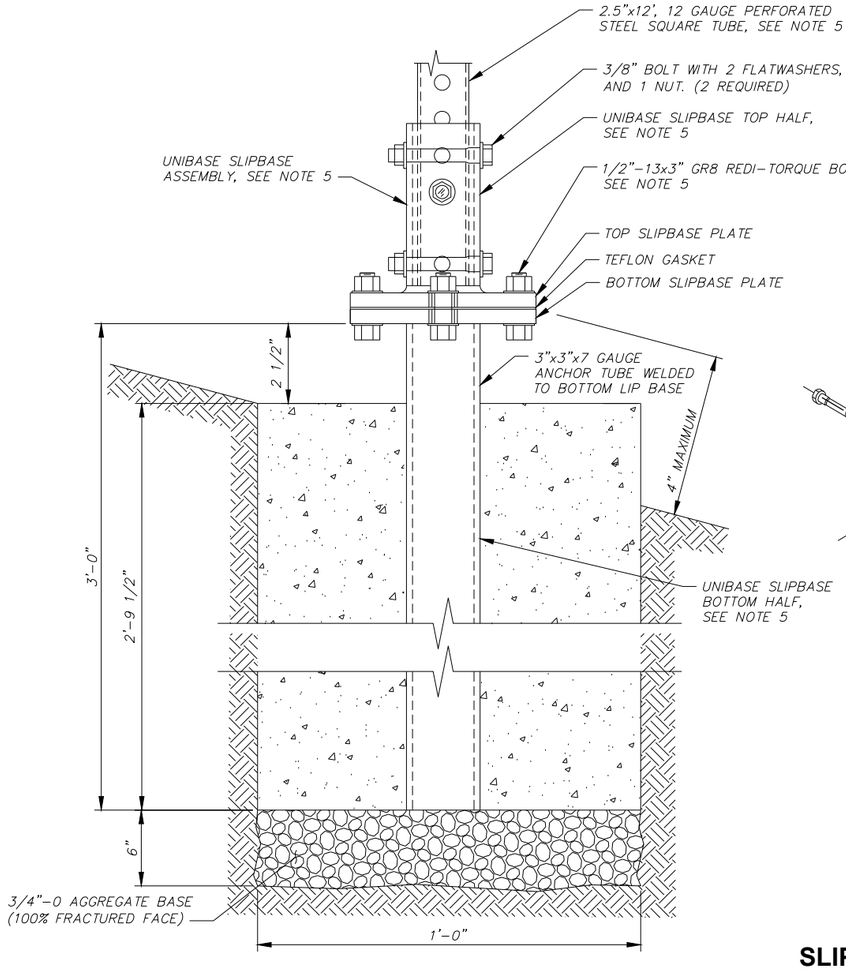
(3) STOP SIGN SHALL BE MUTCD SIGN NO. R1-1 (30"X30"), OR APPROVED EQUAL

NOTES

1. STOP SIGN SHALL BE PLACED ON THE RIGHT SIDE OF THE ROADWAY, 4-FEET IN ADVANCE OF THE PROPOSED OR EXISTING CROSSWALK OR AS DIRECTED BY ENGINEER.
2. ORIENT SIGNS TO BEST FIT FIELD CONDITIONS.
3. SIGN SUPPORT SHALL BE PERFORATED STEEL SQUARE TUBE.
4. NO PERIODS SHALL FOLLOW ABBREVIATIONS ON STREET SIGNS.

TYPICAL TRAFFIC SIGN

NTS

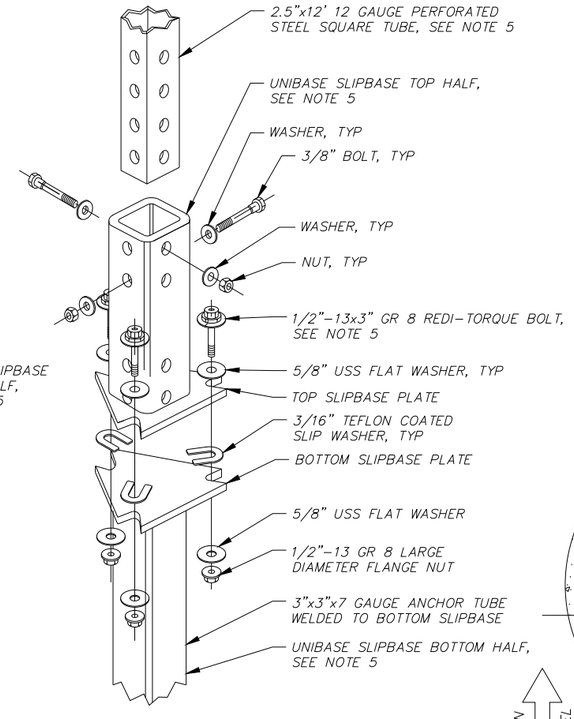


SLIPBASE ELEVATION

NTS

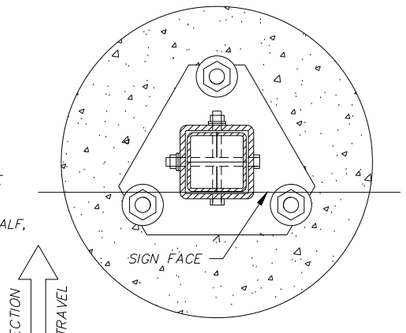
NOTES

1. MATERIAL GRADE FOR BASE HARDWARE CONNECTION SHALL BE ACCORDING TO THE MANUFACTURER'S RECOMMENDATION AND BASED ON CRASH TESTING.
2. SLIPBASE STEEL SHALL BE HOT DIPPED GALVANIZED OR APPROVED EQUAL.
3. FOOTING CONCRETE SHALL BE COMMERCIAL GRADE 3,000 PSI CONCRETE.
4. ALL SLIPBASES SHALL BE PRE-ASSEMBLED BY THE MANUFACTURER AND SHALL BE INSTALLED ACCORDING TO THE MANUFACTURER'S INSTRUCTIONS.
5. TRAFFIC SAFETY PART NUMBERS:
   - UNIBASE SLIPBASE ASSEMBLY - KIT-SLIPBASEODOT36
   - UNIBASE SLIPBASE TOP HALF - DP00384
   - UNIBASE SLIPBASE BOTTOM HALF - DP00385
   - 2.5"x12', 12 GUAGE POST - DP00313
   - UNIBASE SLIPBASE REDI-TORQUE MATCH PLATE HARDWARE KIT - DP00387



SLIPBASE EXPLODED VIEW

NTS



SLIPBASE PLAN

NTS

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

SIGNS

FIGURE
ST14

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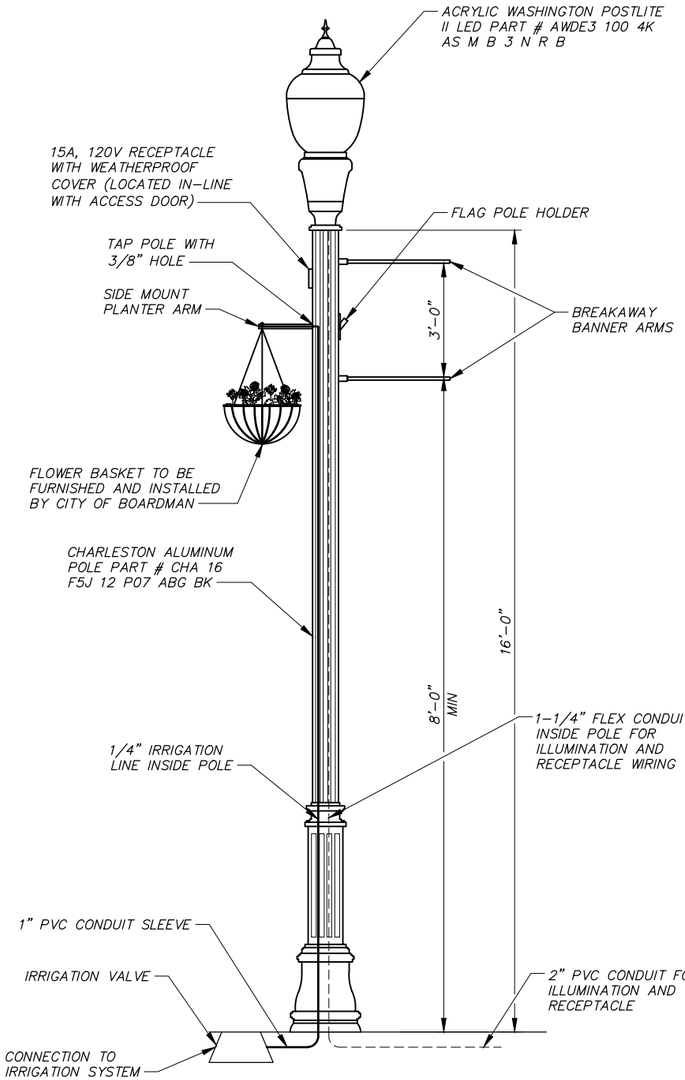
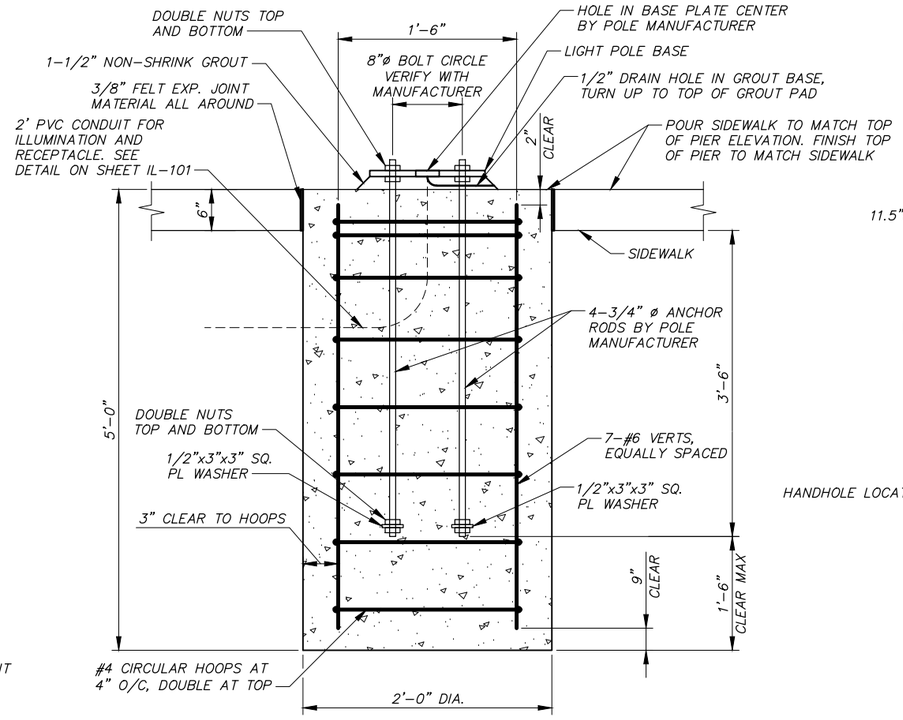


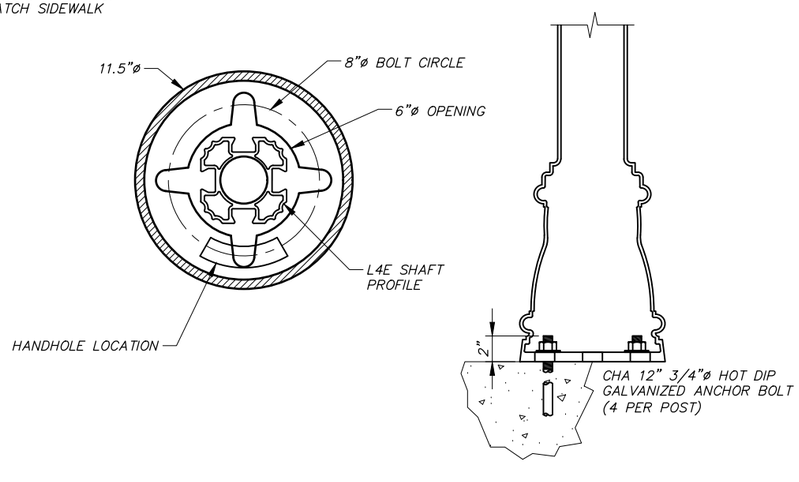
TYPICAL ORNAMENTAL POST-TOP LIGHT POLE INSTALLATION

NTS



ORNAMENTAL LIGHT POLE FOUNDATION DETAIL

NTS



BASE PLATE DETAIL

NTS

NOTES

1. ORNAMENTAL LIGHT SPACING IS 150 FEET MINIMUM AND AT ALL INTERSECTION CORNERS.
2. INSTALLATION OF UMATILLA ELECTRIC COOP LIGHTING IS AN ACCEPTABLE ALTERNATIVE AT MINIMUM 300 FEET SPACING OR AS APPROVED BY THE CITY ENGINEER.

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

ILLUMINATION

FIGURE
ST15

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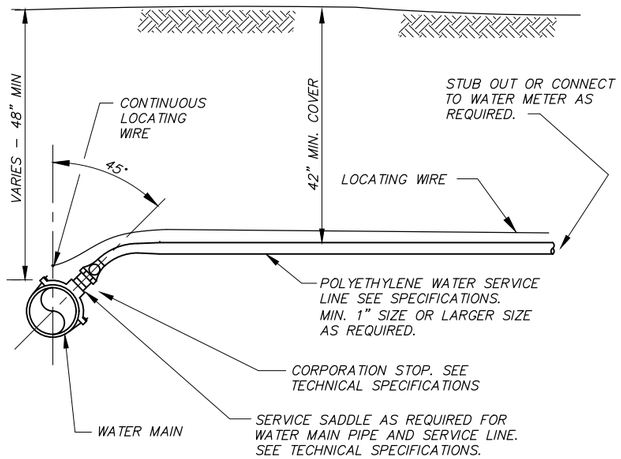
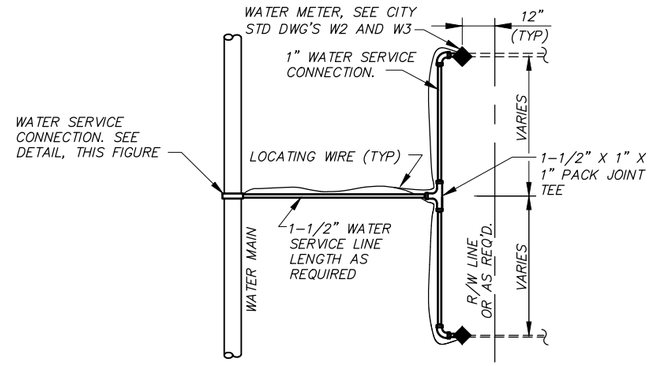


SECTION

TYPICAL SERVICE CONNECTION DETAIL

NTS

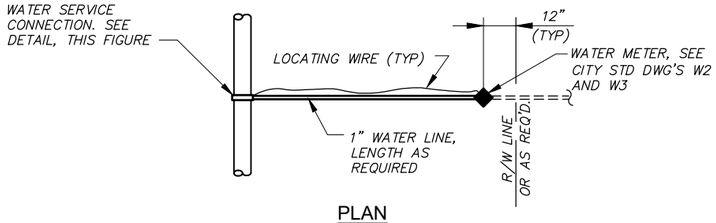


PLAN

NOTE
THIS LAYOUT IS SCHEMATIC ONLY. EACH LOCATION WILL REQUIRE SOME VARIATION OF DETAIL SHOWN.

MULTIPLE WATER SERVICES

NTS



PLAN

NOTE
THIS LAYOUT IS SCHEMATIC ONLY. EACH LOCATION WILL REQUIRE SOME VARIATION OF DETAIL SHOWN.

SINGLE WATER SERVICE LINE

NTS

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

WATER SERVICE LINE SECTION AND PLAN DETAILS

FIGURE
W1

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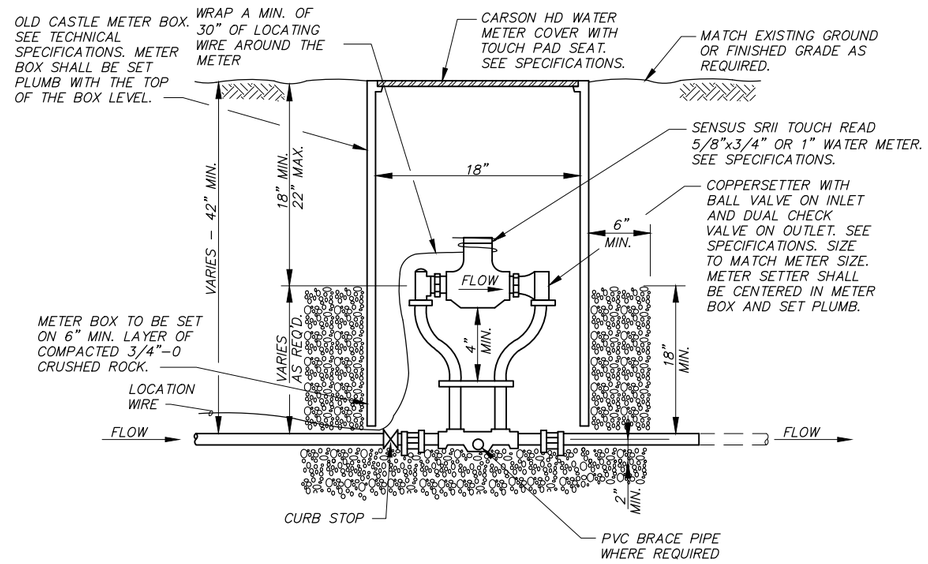

NOTE
ALL INSULATION FOR WATER METERS WILL BE COMPLETED BY THE CITY.

TYPICAL 1" OR SMALLER WATER METER INSTALLATION

NTS

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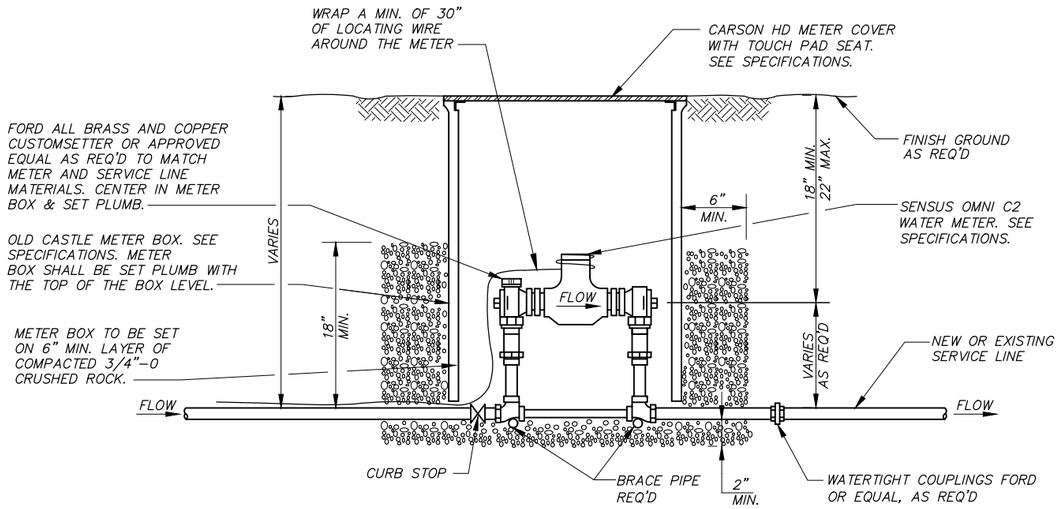
CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

WATER METER DETAILS
1" OR SMALLER

FIGURE
W2



NOTE
ALL INSULATION FOR WATER METERS WILL BE COMPLETED BY THE CITY.

TYPICAL 1 1/2" OR 2" WATER METER INSTALLATION

(USING COPPER CUSTOM SETTER)

NTS

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

WATER METER DETAILS
1 1/2" OR 2"

FIGURE
W3

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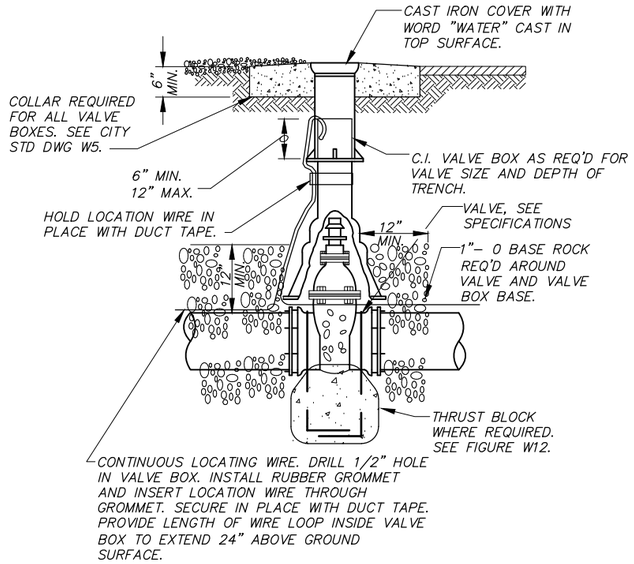
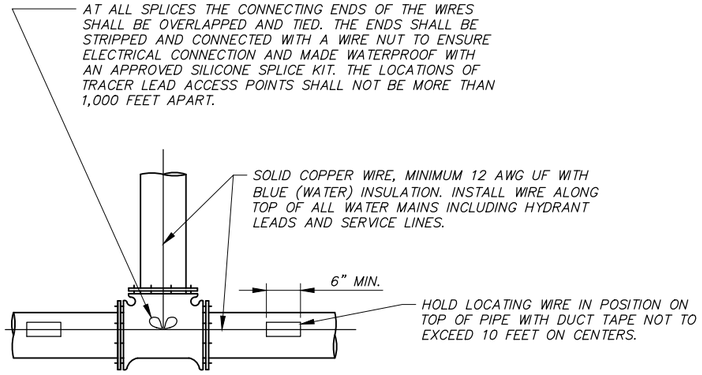


VALVE BOX DETAIL

NTS



CONTNUOUS LOCATING WIRE DETAIL

NTS

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

VALVE BOX AND CONTINUOUS LOCATING WIRE DETAIL

FIGURE
W4

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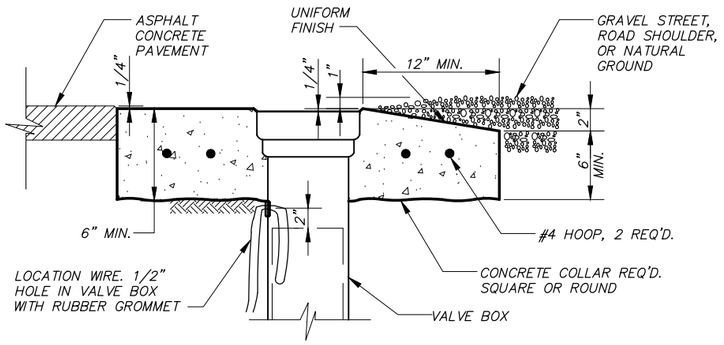
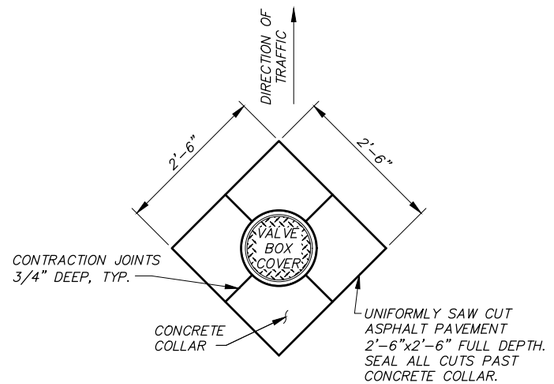


TYPICAL SECTION



PLAN

REQUIREMENTS FOR CONCRETE COLLARS

1. CONCRETE : 3/4", 7 SACK, 4000 PSI AT 28 DAYS, 2" TO 4" SLUMP, 4–7% AIR.
2. COLLAR TO BE FORMED AND UNIFORMLY SHAPED.
3. SMOOTH BROOMED FINISH REQUIRED.
4. CONTRACTOR TO STAMP OR TOOL AN ARROW, 6 INCHES IN LENGTH INTO THE CONCRETE COLLAR INDICATING FLOW DIRECTION.
5. APPLY CONCRETE CURING COMPOUND.
6. PROTECT FROM TRAFFIC FOR 4 DAYS MINIMUM.

VALVE CONCRETE COLLAR DETAIL

IN ASPHALT STREETS, GRAVEL STREETS, OR NATURAL GROUND

NTS

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

VALVE CONCRETE COLLAR DETAILS

FIGURE

W5

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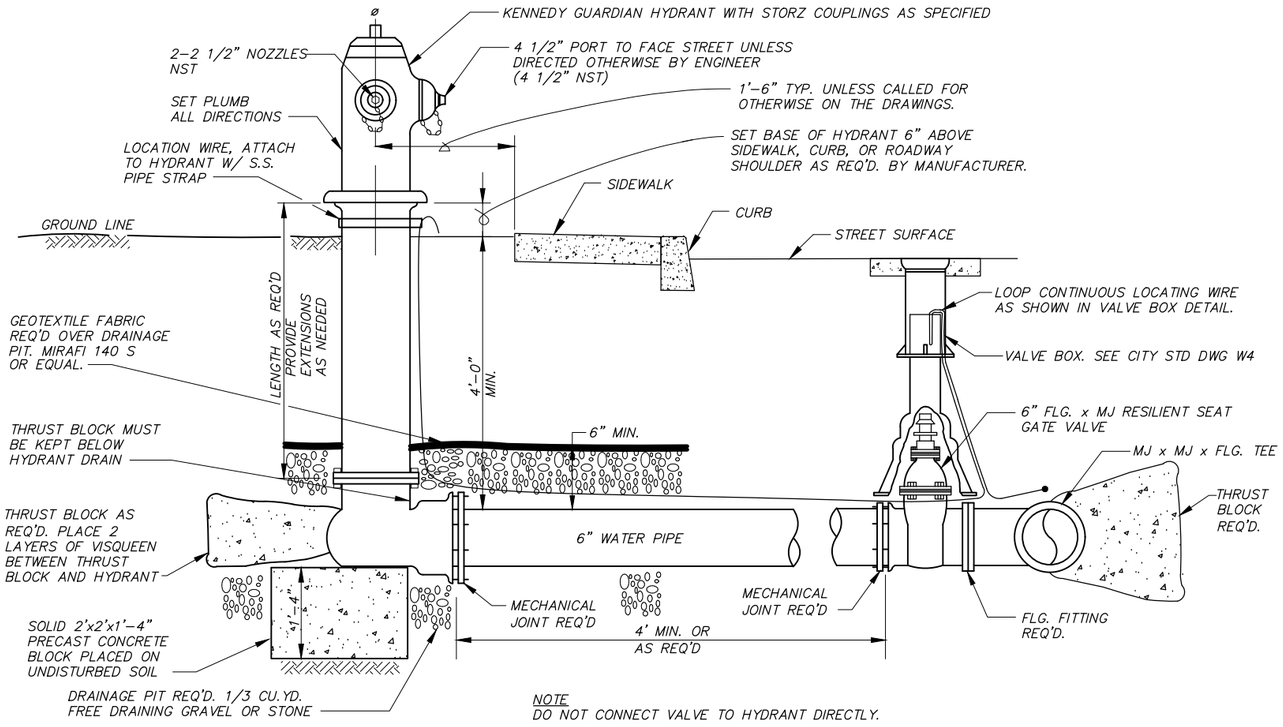

FIRE HYDRANT AND AUXILIARY VALVE DETAIL

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CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

FIRE HYDRANT AND AUXILIARY VALVE DETAIL

FIGURE
W6

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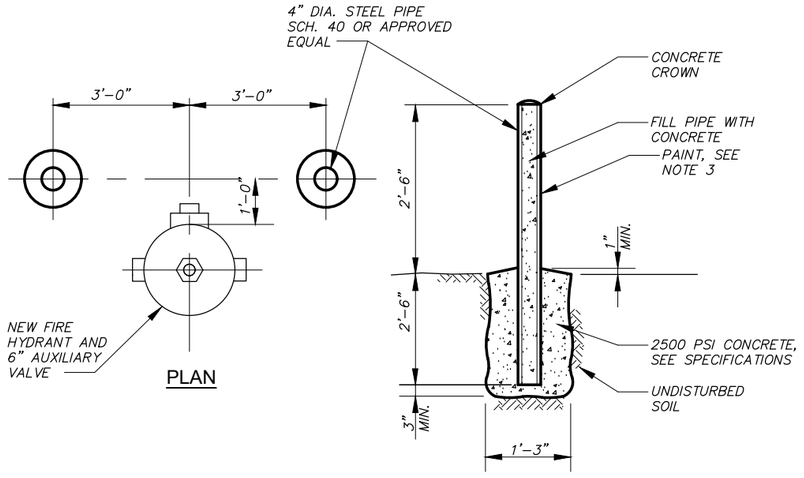

NOTES
1. 4" DIAMETER STEEL PIPE SHALL BE PLUMB.
2. LOCATE PIPES EQUIDISTANT FROM FIRE HYDRANT.
3. PAINTING SHALL BE DONE ONLY AFTER SURFACE IS FREE OF RUST, OIL, AND GREASE. THE METAL SHALL BE PRIMED AND TWO FINISH COATS, YELLOW IN COLOR APPLIED.

FIRE HYDRANT BARRICADE

NTS

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

FIRE HYDRANT BARRICADE

FIGURE
W7

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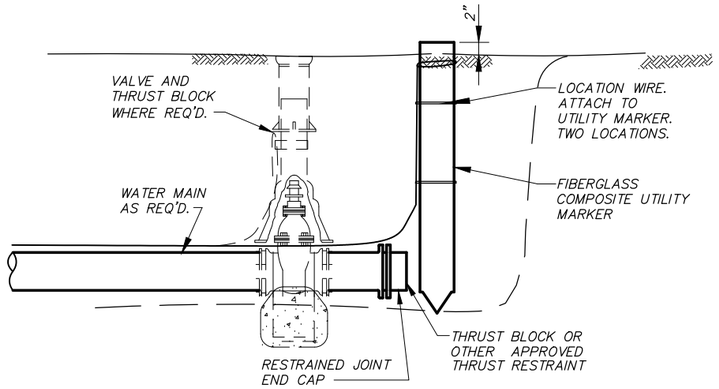
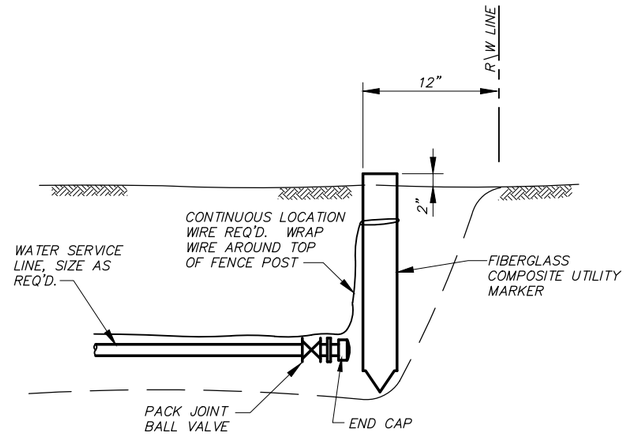


NOTE
THE CONTRACTOR SHALL PROVIDE TWO REFERENCES FROM PERMANENT OBJECTS TO THE END OF WATER SERVICE LINE. THESE TIES SHALL BE SHOWN AND DIMENSIONED ON THE "RECORD DRAWINGS" PREPARED BY THE CONTRACTOR.

TYPICAL WATER MAIN STUB

SECTION
NTS



NOTE
THE CONTRACTOR SHALL PROVIDE TWO REFERENCES FROM PERMANENT OBJECTS TO THE END OF WATER SERVICE LINE. THESE TIES SHALL BE SHOWN AND DIMENSIONED ON THE "RECORD DRAWINGS" PREPARED BY THE CONTRACTOR.

TYPICAL WATER SERVICE LINE STUB

SECTION
NTS

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

WATER MAIN AND SERVICE LINE STUB

FIGURE
W8

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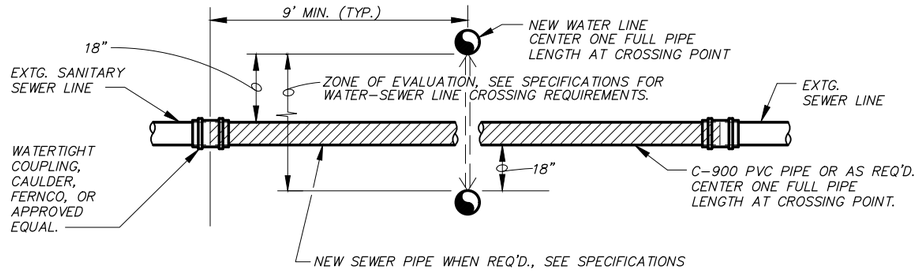

NOTES
1. PROVIDE SUPPORT BEAM WHEN REQUIRED. SEE SPECIFICATIONS.

2. ALL BACK FILL IN AREA OF WATER-SEWER CROSSING TO A DEPTH 12" ABOVE THE TOP OF THE HIGHEST PIPE SHALL BE 3/4"-0 BASE ROCK COMPACTED TO 95% OF ASTM D-698 LABORATORY DENSITY.

WATER-SEWER CROSSING

NEW WATER LINE CONSTRUCTION

NTS

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

WATER-SEWER CROSSING

FIGURE

W9

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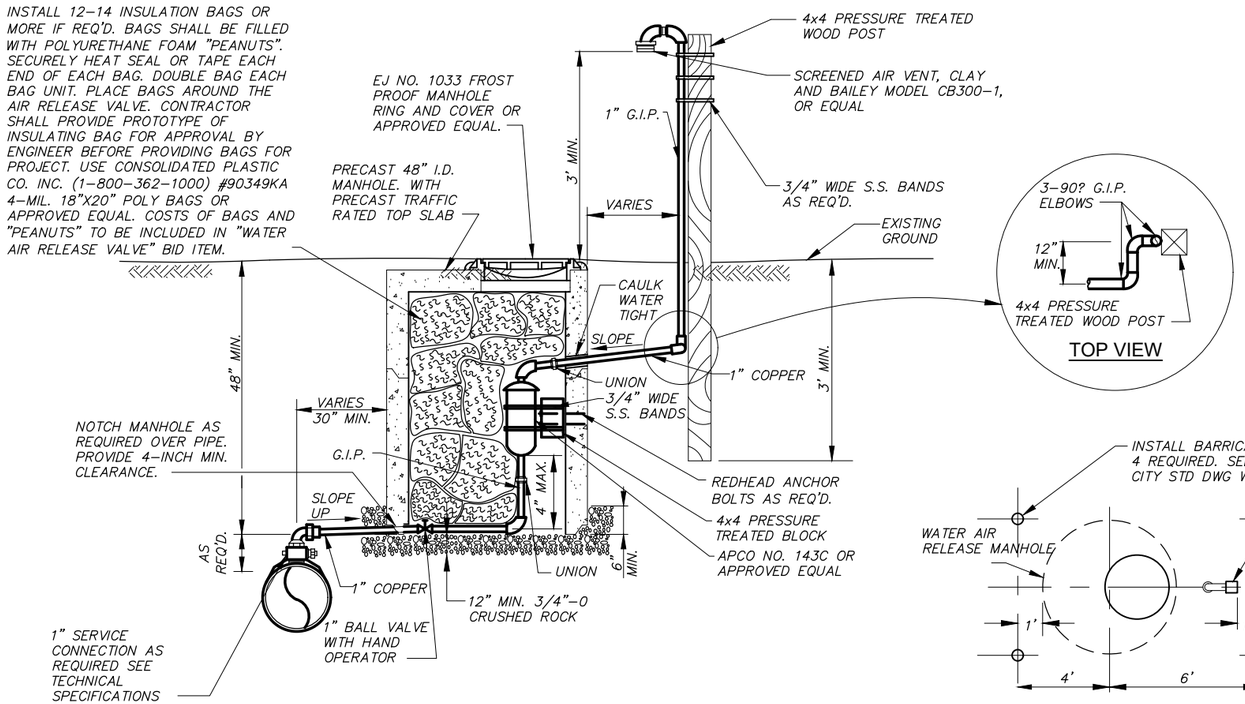
NOTES

1. ALL AGGREGATE BASE SHALL BE COMPACTED TO 95% MAXIMUM DRY DENSITY PER ASTM D1557.
2. COMBINATION AIR VALVE ASSEMBLIES SHALL BE INSTALLED AT HIGH POINTS ON TRANSMISSION WATER MAINS. COMBINATION AIR RELEASE ASSEMBLIES NEED NOT BE INSTALLED ON DISTRIBUTION WATER MAINS WHEN A WATER SERVICE LINE IS LOCATED AT THE HIGH POINT ON A WATER MAIN.



WATER AIR RELEASE VALVE

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BOARDMAN, OREGON
STANDARD DRAWING

WATER AIR RELEASE VALVE

FIGURE
W10

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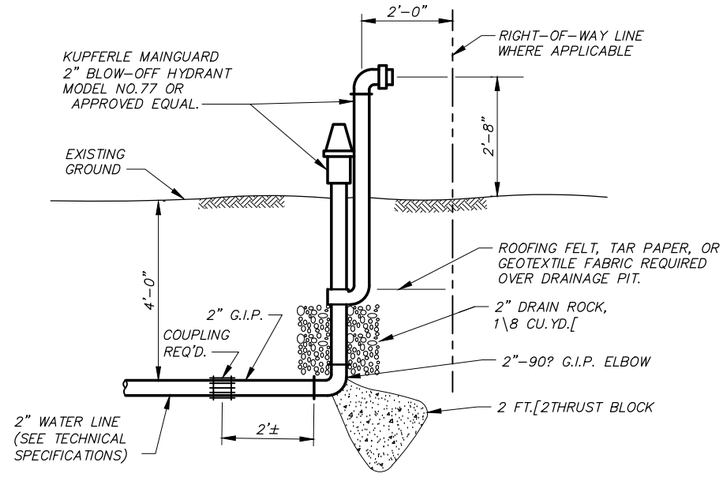

2" WATER LINE BLOW-OFF DETAIL

NTS

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CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

WATER LINE BLOW-OFF DETAIL

FIGURE
W11

THRUST BLOCK NOTES

1. THRUST BLOCKS SHALL BE REQUIRED AT THE FOLLOWING LOCATIONS:
   A. ALL CHANGES IN DIRECTION.
   B. ALL DEAD–ENDS.
   C. ALL VALVE 10–INCH LARGER (SIZE FOR CLOSED CONDITION).
   D. AT OTHER LOCATIONS REQUIRED BY THE ENGINEER.
   E. AT TEMPORARY DEAD ENDS DURING PIPE INSTALLATIOON AS REQUIRED FOR TEMPORARY PRESSURE TESTING.
   F. AT OTHER LOCATIONS REQUIRED BY THE CITY.
2. THRUST BLOCK SHALL BE SIZED AS REQUIRED BY SOIL CONDITIONS AND DESIGN PRESSURE.
3. PLACE CONCRETE AGAINST UNDISTURBED TRENCH WALL.
4. CONCRETE SHALL BE 2,500 PSI MINIMUM.
5. ALL CONCRETE SHALL BE PLACED SO THAT PIPE, FITTING JOINTS, BOLTS AND NUTS, ETC., WILL BE ACCESSIBLE FOR REPAIRS.
6. PLACE TWO LAYERS OF VISQUEEN BETWEEN FITTING AND CONCRETE TO FACILITATE FUTURE REMOVAL OF THRUST BLOCK IF REQUIRED.
7. ANCHOR RODS SHALL BE 3/4" DIAMETER GALVANIZED STEEL RODS OR #6 EPOXY COATED REINFORCEMENT BAR, AASHTO M284, HAVING AN 18" MINIMUM EMBEDMENT IN CONCRETE.
8. THRUST BLOCKING SHALL BE SIZED FOR 150 PSI WATER PRESSURE
9. IF THE REQUIRED BEARING ARE IS LESS THAN 1 SQUARE FOOT, A THRUST BLOCK SHALL NOT BE REQUIRED.

DETERMINATION OF THRUST BLOCK BEARING AREA

WHEN THRUST BLOCK BEARING AREA IS NOT SPECIFIED ON THE PLANS OR DETERMINED BY THE PROJECT ENGINEER, THE FOLLOWING PROCEDURE SHALL BE USED TO DETERMINE REQUIRED BEARING AREA.

1. DETERMINE THRUST (T) FOR TYPE OF FITTING OR JOINT AND SIZE OF PIPE, FROM TABLE NO. 1 OR TABLE NO. 3.
2. DETERMINE BEARING CAPACITY (B) OF SOIL FROM TABLE NO. 2.
3. A = T – B

EXAMPLE: DESIGN PRESSURE = 175 PSI
PIPE = 12"
FITTING = TEE
SOIL – SANDY GRAVEL
FROM TABLE NO. 1: T = 15,310 LB.
FROM TABLE NO. 2: B = 3000 LB/FT
$A = \frac{15{,}310 \times 1.75}{3{,}000} = 8.9$ FT

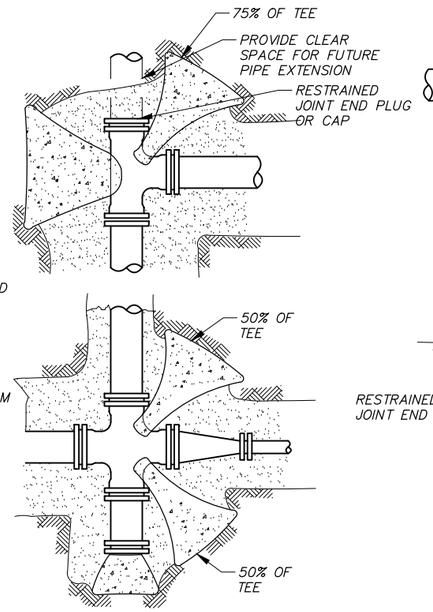
TABLE NO.1
THRUST AT FITTINGS IN POUNDS AT 100 PSI OF WATER PRESSURE

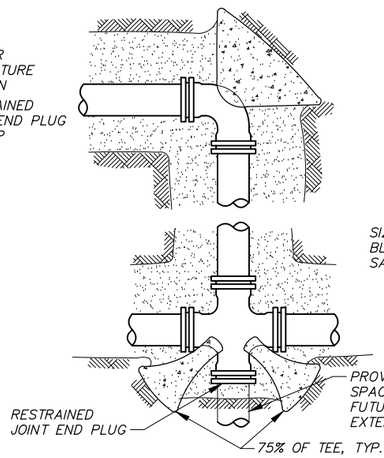
PIPE SIZE	TEES AND DEAD ENDS	90° BEND	45° BEND	22 1/2° BEND	11 1/4° BEND
4"	1,850	2,610	1,420	720	394
6"	3,800	5,370	2,910	1,470	810
8"	6,580	9,300	5,040	2,550	1,372
10"	10,750	15,200	8,240	4,170	2,216
12"	15,310	21,640	11,720	5,940	3,128
14"	20,770	29,360	15,910	8,060	4,241
16"	26,880	38,010	20,590	10,430	5,468
18"	29,865	42,235	22,858	11,653	5,855

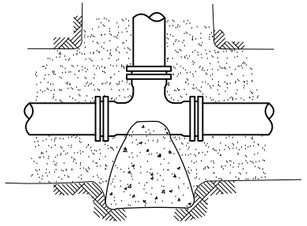
NOTE
FOR WATER PRESSURES DIFFERENT THAN 100 PSI, MULTIPLY THRUST FOUND IN TABLE NO. 1 BY REQUIRED PROPORTION.
EXAMPLE: DESIGN PRESSURE = 175 PSI. MULTIPLY VALUE IN TABLE BY 1.75

TABLE NO.2

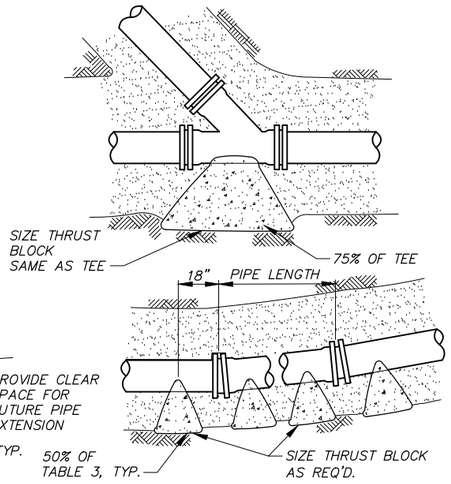
SOIL	SAFE BEARING LOAD LB/FT^2
SOFT CLAY	500
SILT	1,000
SAND	2,000
SAND AND GRAVEL	3,000
SAND AND GRAVEL CEMENTED WITH CLAY	4,000
HARD CLAY	4,000

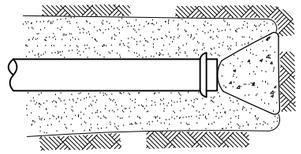


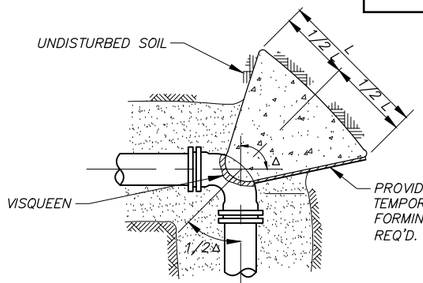




PLAN VIEWS

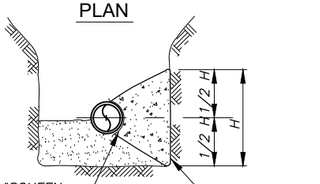






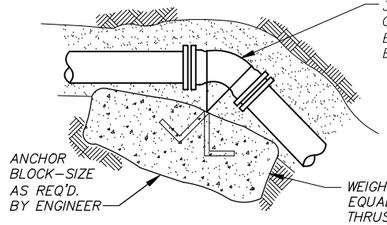
BEARING AREA (A) = HEIGHT (H) x LENGTH (L)
A = H x L

PLAN

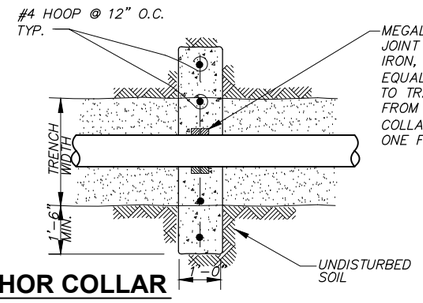


SECTION

TYPICAL THRUST BLOCK DETAILS



NOTE
GRAVITY ANCHOR BLOCK TO BE SIZED BY ENGINEER.

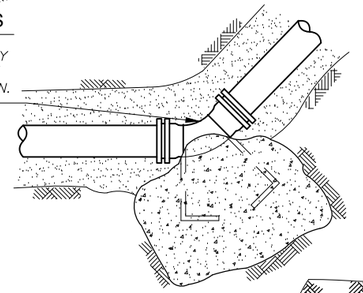


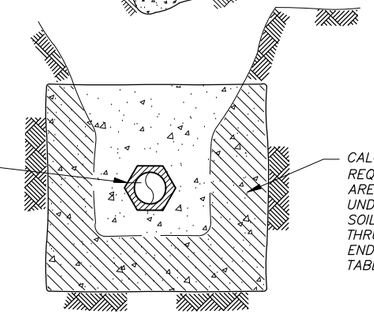
ANCHOR COLLAR

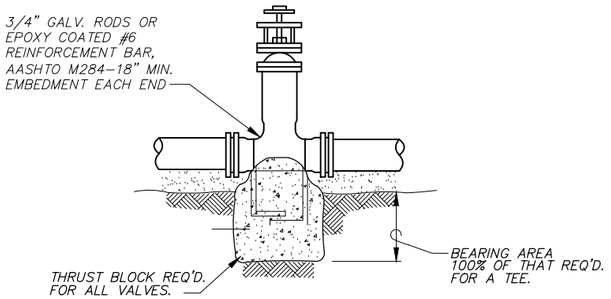
TABLE NO.3

SIDE THRUST PER 100 LB./SQ.IN. PRESSURE PER DEGREE OF DEFLECTION			
PIPE SIZE	SIDE THRUST-LB	PIPE SIZE	SIDE THRUST-LB
4"	N/A	14	377
6"	N/A	16	486
8"	N/A	18	665
10"	197	20	790
12"	278	24	1,150

MULTIPLY THRUST BY DEGREE OF DEFLECTION TO OBTAIN TOTAL THRUST







NOTES
1. THRUST BLOCK IS NOT REQUIRED WHEN VALVE IS CONNECTED BY A FLANGED OR RESTRAINED JOINT CONNECTION TO ADJACENT FITTING OR PIPE WHICH HAS THE REQUIRED THRUST RESTRAINT.
2. THRUST BLOCK IS NOT REQUIRED ON 8" AND SMALLER VALVES UNLESS CALLED OUT OTHERWISE ON DRAWINGS.

TYPICAL THRUST BLOCK LOCATIONS

SECTION VIEWS

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

THRUST BLOCK DETAILS

FIGURE
W12

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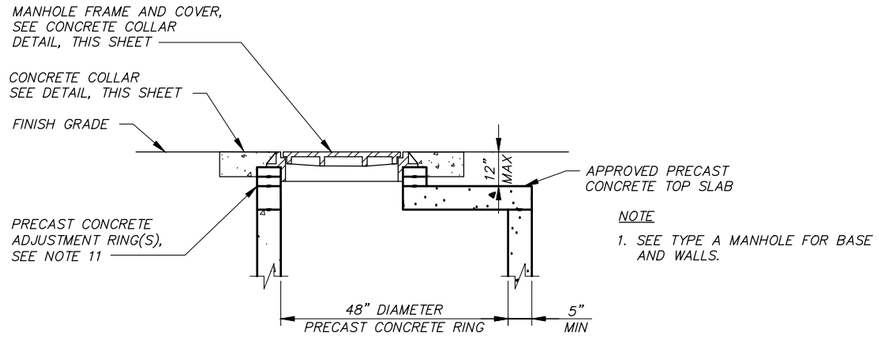


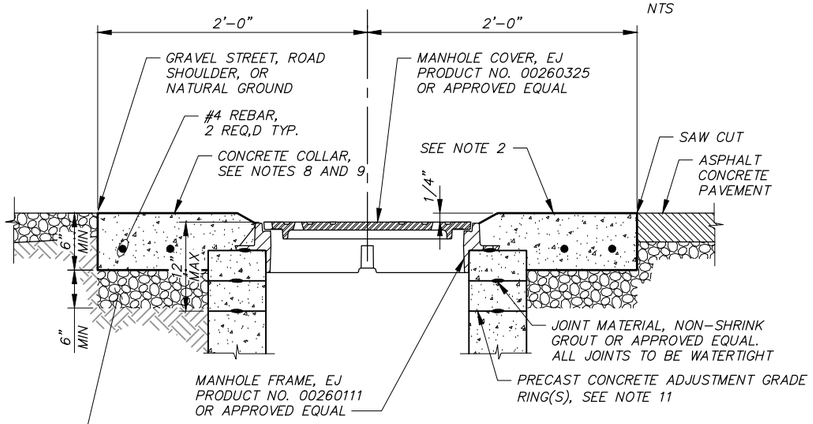
NOTE

1. SEE TYPE A MANHOLE FOR BASE AND WALLS.

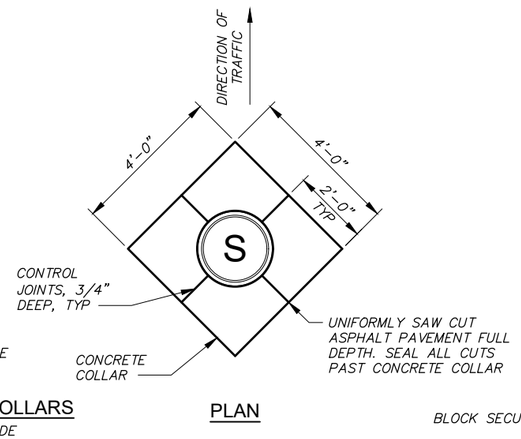
SANITARY SEWER TOP SLAB MANHOLE

TYPE B

NTS



SECTION



PLAN

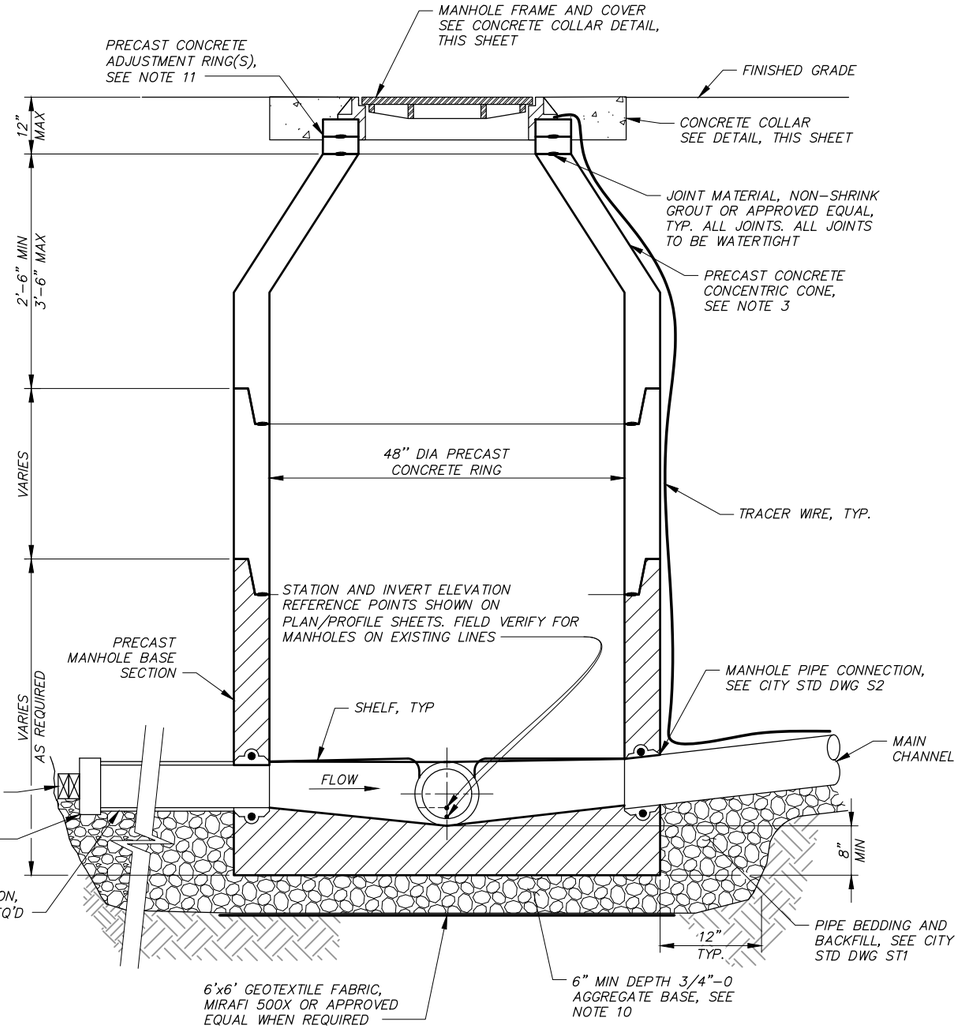
REQUIREMENTS FOR CONCRETE COLLARS

1. ALL CONCRETE SHALL BE COMMERCIAL GRADE 4000 PSI CONCRETE.
2. COLLAR TO BE FORMED SQUARE.
3. SMOOTH BROOMED FINISH REQUIRED.
4. APPLY CONCRETE CURING COMPOUND.
5. PROTECT FROM TRAFFIC FOR 4 DAYS MINIMUM.

CONCRETE COLLAR DETAIL

(IN GRAVEL STREETS, NATURALGROUND OR ASPHALT PAVEMENT)

NTS



STANDARD SANITARY SEWER MANHOLE

TYPE A

NTS

NOTES

1. ALL MANHOLES SHALL BE PRECAST MANHOLE UNITS CONFORMING TO ASTM C478.
2. ANY GAPS, HOLES, ROUGH SPOTS, ETC, IN THE CHANNELS SHALL BE FILLED OR REPAIRED IN THE FIELD.
3. MANHOLES SHALL BE TYPE A UNLESS MANHOLE DEPTH IS LESS THAN 5 FEET. MANHOLES LESS THAN 5 FEET IN DEPTH SHALL BE TYPE B UNLESS OTHERWISE CALLED FOR ON THE DESIGN DRAWINGS. MANHOLE DEPTH SHALL BE AS MEASURED FROM FINISHED GRADE TO INVERT OF PIPE.
4. PRIOR TO MANUFACTURING MANHOLES, THE CONTRACTOR SHALL VERIFY FIELD CONDITIONS, PIPE INVERT ELEVATIONS, PIPE ORIENTATION, AND MANHOLE DEPTH. CONTRACTOR SHOULD ALSO NOTE THAT PIPE SLOPES ARE CALCULATED TO CENTER OF THE MANHOLE.
5. WHERE THE DISTANCE BETWEEN INLET PIPE INVERT AND MANHOLE CHANNEL INVERT IS GREATER THAN 2 FEET A DROP MANHOLE SHALL BE USED.
6. ALL PRECAST MANHOLE BASE SECTIONS SHALL HAVE FACTORY CAST FLOW CHANNELS UNLESS OTHERWISE APPROVED BY THE CITY ENGINEER.
7. MANHOLE STEPS NOT PERMITTED.
8. CONCRETE COLLAR REQUIRED AFTER PLACEMENT OF ACP.
9. ALL MANHOLES SHALL HAVE A CONCRETE COLLAR REGARDLESS OF BEING INSTALLED ON PAVED OR GRAVEL STREETS, ROAD SHOULDER, OR NATURAL GROUND.
10. COMPACT ALL AGGREGATE BASE TO 95% MAXIMUM DRY DENSITY PER ASTM D1557.
11. FOR ADJUSTMENTS LESS THAN 2" GROUT BETWEEN FRAME AND TOP OF CONCRETE OR ADJUSTMENT RINGS. ADJUSTMENTS 2" AND GREATER SHALL BE MADE WITH PRECAST CONCRETE RINGS.

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

SANITARY SEWER MANHOLE

FIGURE
S1

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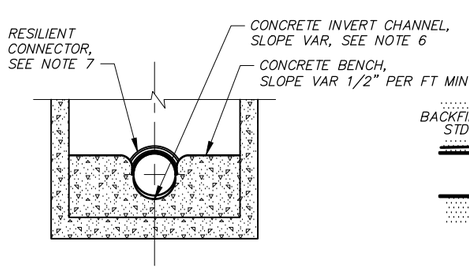
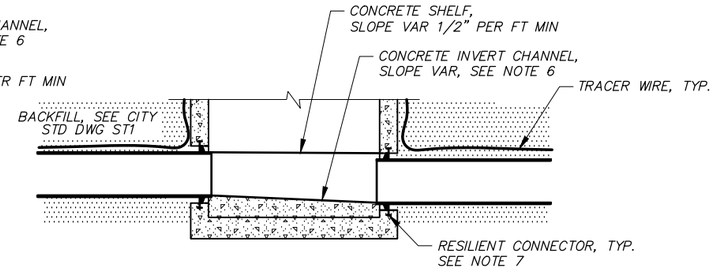
NOTES

1. ALL PRECAST SECTIONS SHALL CONFORM TO REQUIREMENTS OF ASTM C478.
2. MANHOLE BASE SECTIONS SHALL BE PRECAST UNLESS OTHERWISE APPROVED BY CITY.
3. ALL CONCRETE SHALL BE COMMERCIAL GRADE, 4000 PSI CONCRETE.
4. LOCATION, ELEVATION, DIAMETER, SLOPE, AND NUMBER OF PIPE(S) VARIES, SEE DESIGN DRAWINGS.
5. MAXIMUM PIPE DIAMETER VARIES WITH PIPE MATERIAL.
6. INVERT CHANNELS SHALL BE CONSTRUCTED TO PROVIDE SMOOTH SLOPES AND RADII TO OUTLET PIPE.
7. RESILIENT CONNECTOR SHALL BE THE X-CEL CONNECTOR AS MANUFACTURED BY A-LOK PRODUCTS, INC. OR APPROVED EQUAL. IN ADDITION, THE FIELD SLEEVE AS MANUFACTURED BY A-LOK PRODUCTS, INC. OR APPROVED EQUAL SHALL BE USED WHEN CONNECTING TO AN EXISTING MANHOLE. ALL CONNECTORS AND FIELD SLEEVES, INCLUDING GROUT IF ANY, SHALL BE INSTALLED PER THE CONNECTOR MANUFACTURERS RECOMMENDATIONS TO ENSURE A FLEXIBLE CONNECTION IS MAINTAINED.



SECTION A



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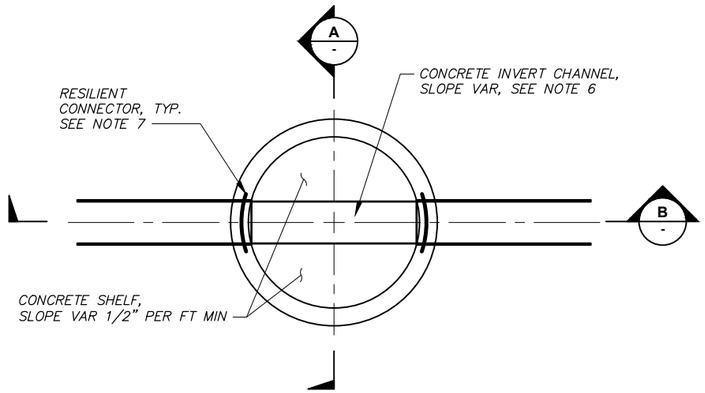

PLAN

FLEXIBLE PIPE TO MANHOLE CONNECTION

NTS

CITY OF
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STANDARD DRAWING

PIPE TO MANHOLE CONNECIONS

FIGURE
S2

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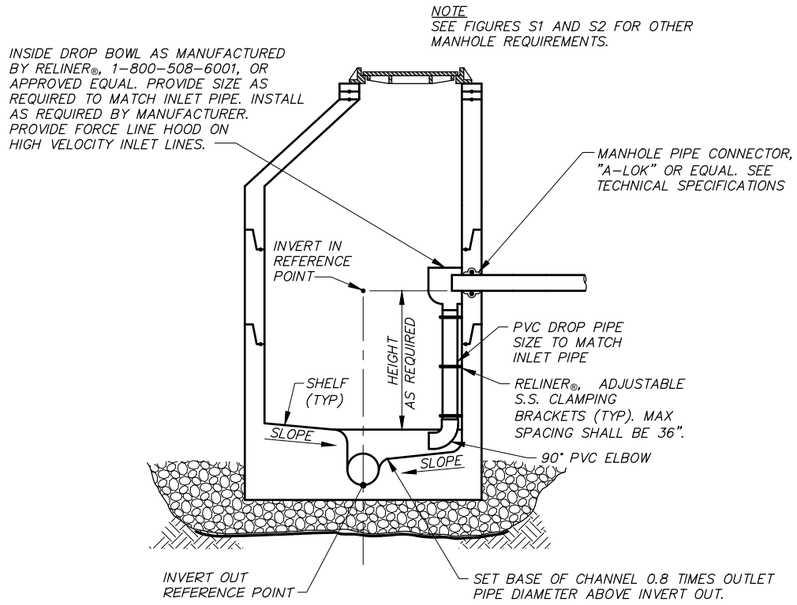

DROP PRECAST MANHOLE

NTS

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

DROP PRECAST MANHOLE

FIGURE
S3

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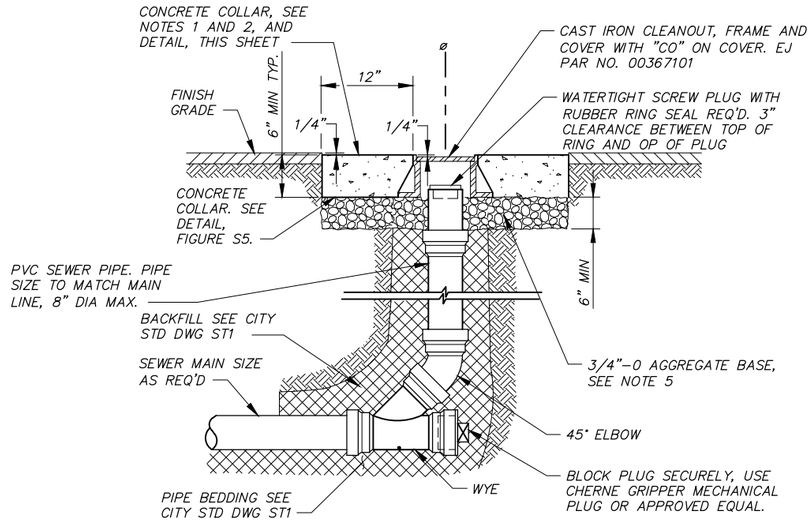
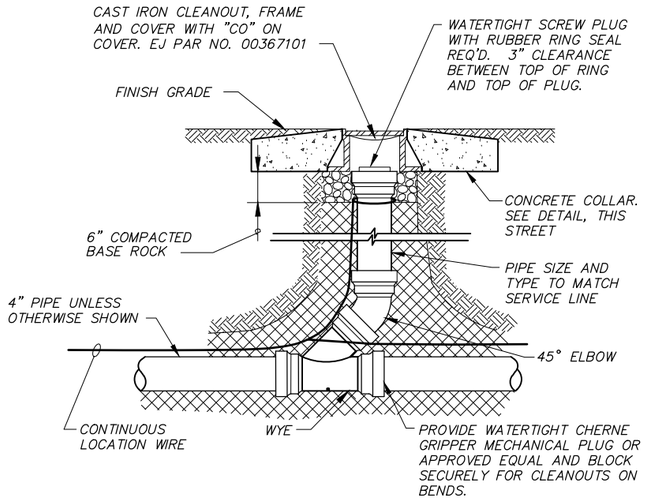


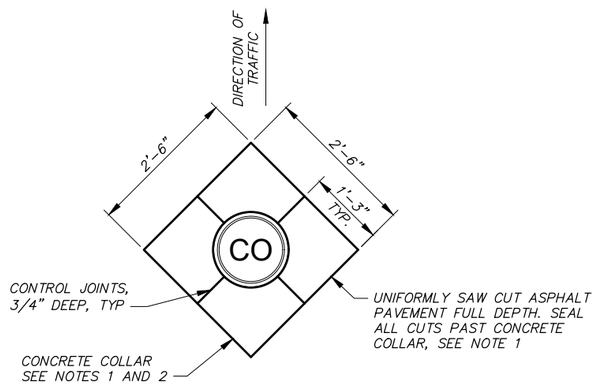
GRAVITY SEWER MAIN LINE CLEANOUT

NTS



SEWER SERVICE LINE CLEANOUT

NTS



PLAN

REQUIREMENTS FOR CONCRETE COLLARS

1. ALL CONCRETE SHALL BE COMMERCIAL GRADE 4000 PSI CONCRETE.
2. COLLAR TO BE FORMED SQUARE.
3. SMOOTH BROOMED FINISH REQUIRED.
4. APPLY CONCRETE CURING COMPOUND.
5. PROTECT FROM TRAFFIC FOR 4 DAYS MINIMUM.

CONCRETE COLLAR DETAIL

NTS

NOTES

1. CONCRETE COLLAR REQUIRED AFTER PLACEMENT OF ACP. WHERE A SERVICE LINE CLEANOUT IS INSTALLED OUTSIDE OF ASPHALT CONCRETE PAVING AT THE EDGE OF THE RIGHT-OF-WAY AS REQUIRED BY CITY STD DWG S5, A CONCRETE COLLAR IS NOT REQUIRED.
2. ALL CLEANOUTS SHALL HAVE A CONCRETE COLLAR IF INSTALLED ON GRAVEL STREET, ROAD, ON SHOULDER, OR NATURAL GROUND. EXCEPTION FOR RESIDENTIAL CONSTRUCTION: IF CLEANOUT IS INSTALLED ON PRIVATE PROPERTY, CONCRETE COLLAR REQUIREMENTS MAY BE WAIVED BY OWNER.
3. SEWER CLEANOUT RISER SIZE AND MATERIAL TO MATCH CARRIER PIPE.
4. CASTING SHALL MEET AASHTO H20 REQUIREMENT.
5. COMPACT ALL AGGREGATE BASE TO 95% MAXIMUM DRY DENSITY PER ASTM D1557.
6. MANHOLES SHALL BE INSTALLED WHEREVER POSSIBLE. CLEANOUTS SHALL ONLY BE INSTALLED WHEN APPROVED BY THE CITY.

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

SEWER CLEANOUTS

FIGURE

S4

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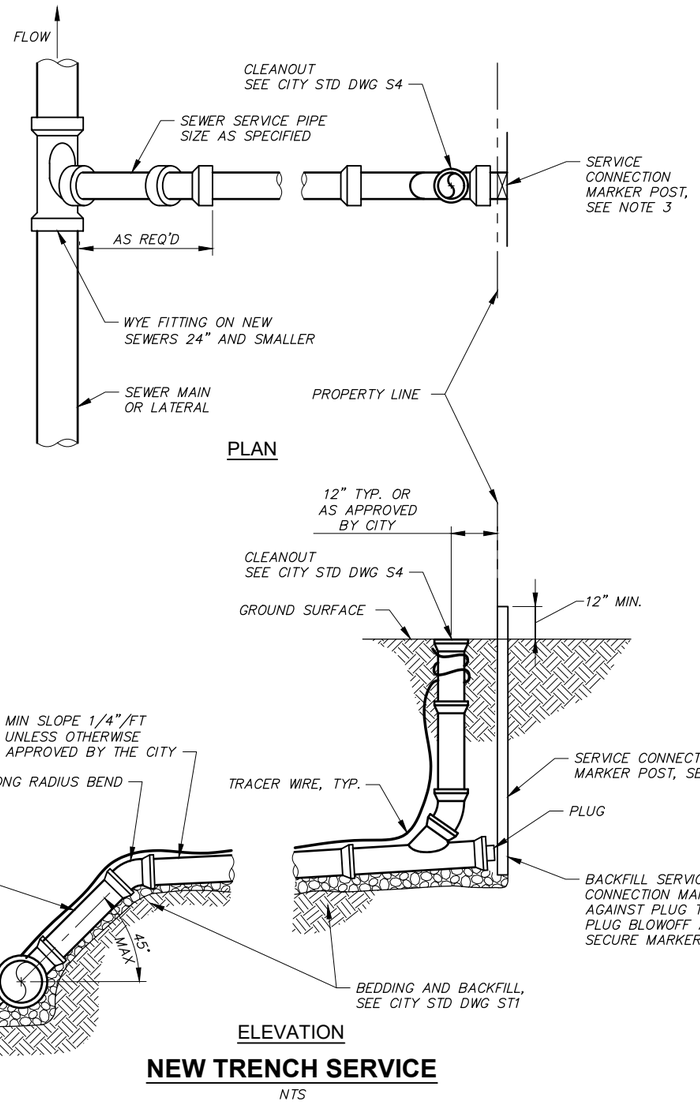
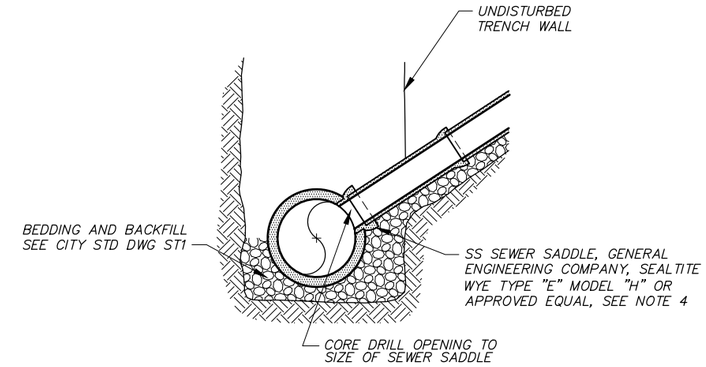


NEW TRENCH SERVICE

NTS



EXISTING SEWER SERVICE TAP

NTS

NOTES

1. PIPE AND FITTINGS SHALL BE COMPATIBLE. ONLY MANUFACTURED FITTINGS SHALL BE USED.
2. CONTRACTOR SHALL MAXIMIZE DEPTH OF THE SEWER SERVICE LATERAL AT THE PROPERTY LINE. SEWER SERVICE INVERT DEPTHS AT THE RIGHT-OF-WAY OR EASEMENT LINE SHALL BE SUFFICIENTLY DEEP SUCH THAT ALL POINTS ON THE PROPERTY CAN BE SERVICED BY SEWER PIPE HAVING A MINIMUM SLOPE OF 1/4" PER FOOT AND MEETING ALL REQUIREMENTS OF THE OREGON PLUMBING SPECIALTY CODE CURRENT EDITION INCLUDING MINIMUM COVER REQUIREMENTS. IN NO CASE SHALL THE SEWER SERVICE LATERAL HAVE LESS THAN 4 FEET OF COVER AT RIGHT OF WAY OR EASEMENT LINE, UNLESS OTHERWISE APPROVED BY THE CITY.
3. SERVICE CONNECTION MARKER POST SHALL BE 2"x4" (10' LONG) PRESSURE TREATED FIR. EXPOSED AREA SHALL BE PAINTED GREEN. THE DEPTH FROM THE FINISHED GRADE TO THE INVERT OF THE LATERAL SHALL BE CLEARLY MARKED IN WEATHER RESISTANT, FADE RESISTANT INK. BURIED END SHALL BE SET AT INVERT OF THE SERVICE LATERAL.
4. SEWER SADDLE:
   - 4.1. SEAT SADDLE IN PLACE TO FIT OUTSIDE SURFACE OF CARRIER PIPE AND TO FORM WATERTIGHT SEAL
   - 4.2. SEWER SADDLE AND SERVICE LATERAL TEE SHALL NOT PROTRUDE INTO PIPE.
5. SERVICE LATERALS 8" AND LARGER SHALL BE CONNECTED TO THE SEWER MAIN LINE AT A MANHOLE UNLESS OTHERWISE APPROVED BY THE CITY.

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

SEWER SERVICE CONNECTION

FIGURE
S5

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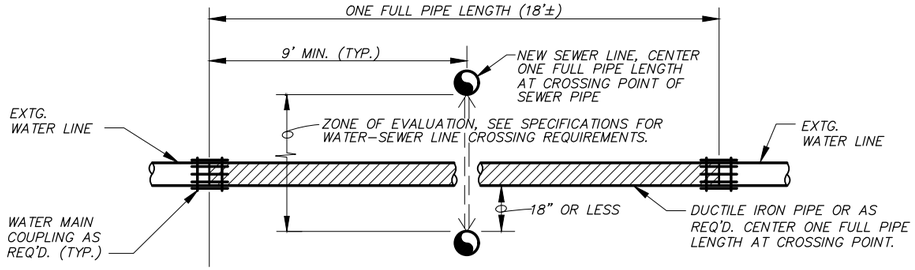

NOTE
ALL BACK FILL IN AREA OF WATER-SEWER CROSSING TO A DEPTH 12" ABOVE THE TOP OF THE HIGHEST PIPE SHALL BE 3/4"-0 BASE ROCK COMPACTED TO 95% OF ASTM D-698 LABORATORY DENSITY

WATER-SEWER CROSSING

(NEW SEWER LINE CONSTRUCTION)

NTS

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

WATER - SEWER CROSSING

FIGURE
S6

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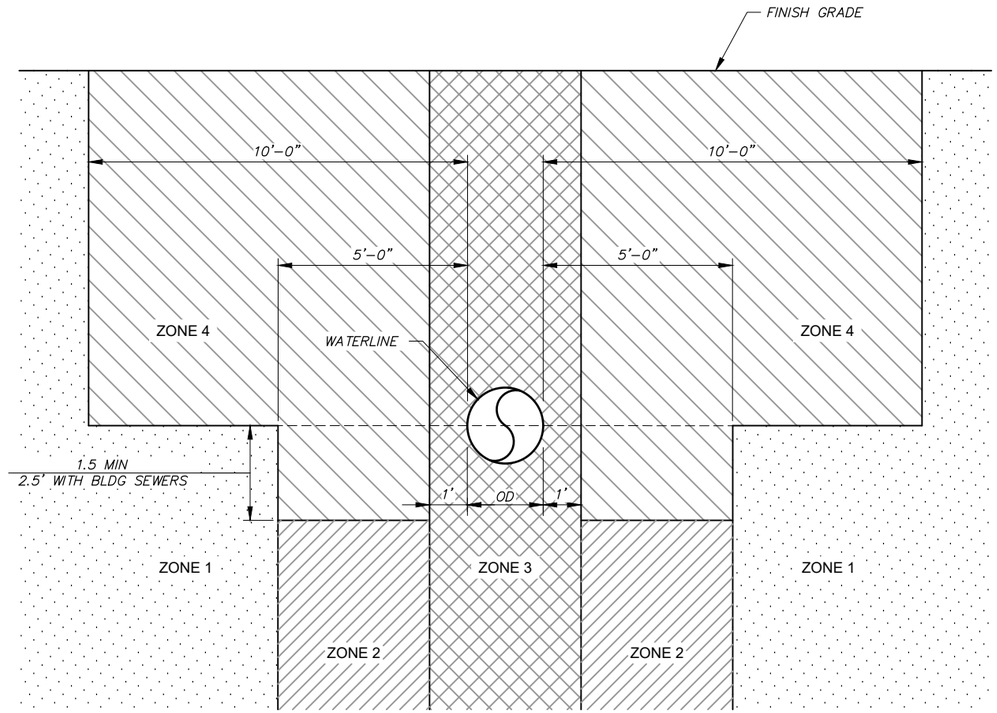

SEWER LINE ZONES

	ZONE 1	SEWER LINE CAN BE LAID IN THIS AREA WITH NO SPECIAL REQUIREMENTS OF EITHER CONSTRUCTION OR MATERIALS.
	ZONE 2	INSTALLING A SEWER LINE IN THIS ZONE IS NOT ADVISABLE AND MUST BE JUSTIFIED IN EACH CASE. WATER LINE SHOULD BE LOCATED ON A BENCH OF UNDISTURBED EARTH WHEN CONSTRUCTED CONCURRENTLY IN A COMMON TRENCH WITH SEWER LINE.
	ZONE 3	INSTALLING A SEWER MAIN DIRECTLY OVER A WATER MAIN OR DIRECTLY UNDER A WATER MAIN IN THIS ZONE IS PROHIBITED SINCE TAPPING, OPERATION, AND MAINTENANCE OF EACH LINE WOULD BE IMPAIRED.
	ZONE 4	SEWER LINE CONSTRUCTION IN THIS ZONE WOULD GENERALLY NOT BE PERMITTED. EACH INSTALLATION MUST BE JUSTIFIED. IF CONSTRUCTION WAS PERMITTED, PRESSURE PIPE MATERIALS FOR THIS SEWER LINE WOULD BE REQUIRED.

NOTE
THE CONTRACTOR SHALL MEET ALL THE REQUIREMENTS OF THE DEQ, INCLUDING OAR 340 DIVISION 52.

WATER - SEWER LINE SEPARATION

NTS

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

WATER - SEWER LINE SEPARATION

FIGURE
S7

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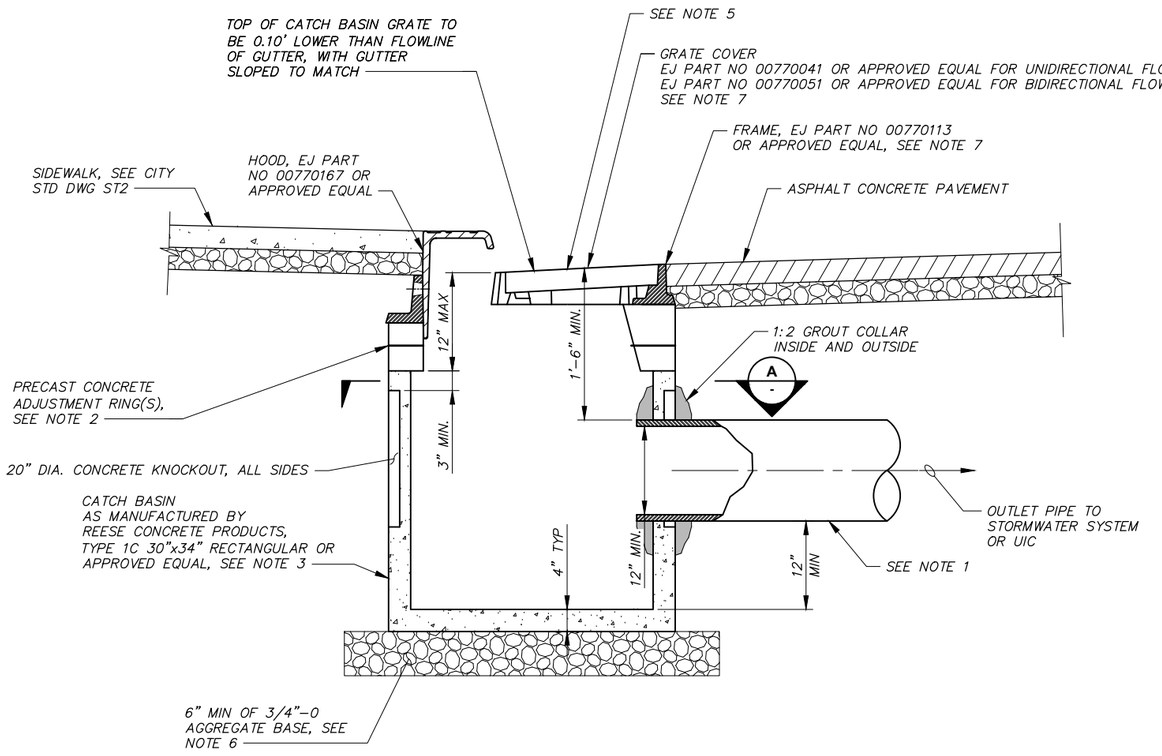
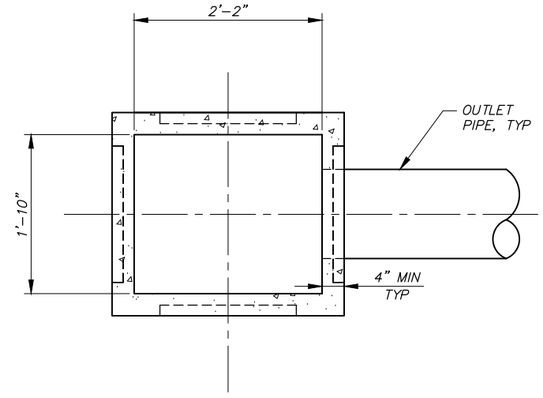


STORM DRAIN CATCH BASIN

NTS

NOTES

1. MINIMUM PIPE BURY TO BE 30" UNLESS OTHERWISE APPROVED BY CITY. NUMBER OF PIPES CONNECTING TO CATCH BASIN SHALL NOT EXCEED 3. MINIMUM PIPE SIZE SHALL BE 12".
2. FOR ADJUSTMENTS LESS THAN 2" GROUT BETWEEN FRAME AND TOP OF CONCRETE OR ADJUSTMENT RINGS. ADJUSTMENTS 2" AND GREATER SHALL BE MADE WITH PRECAST CONCRETE RINGS.
3. WIRE REINFORCED PRECAST CATCH BASIN SHALL BE REQUIRED WHEN 3–12" PIPES ARE TO BE CONNECTED AND SHALL CONFORM TO ASTM C913.
4. CONTRACTOR TO INSTALL EROSION AND SEDIMENT CONTROL PROTECTION DURING CONSTRUCTION PER CURRENT DEQ STANDARDS.
5. CATCH BASIN GRATES AND FRAMES NOT LOCATED IN CURB AND GUTTER REQUIRE CITY APPROVAL.
6. COMPACT ALL AGGREGATE BASE TO 95% MAXIMUM DRY DENSITY PER ASTM D1557.
7. AREA DRAIN CATCH BASINS LOCATED IN PAVED AREAS SHALL BE INSTALLED WITH A RECTANGULAR ADA GRATE (EJ PART NO 00775036) AND A NON SLOPING FRAME (EJ PART NO 00777011)
8. INSPECTION REQUIREMENTS: CONTRACTOR SHALL SET A STRING LINE FOR THE TOP BACK OF CURB. CITY REPRESENTATIVE SHALL WITNESS THAT THE STRING LINE IS DIRECTLY ABOVE INSIDE FACE OF THE CONCRETE RISER RING.



SECTION A

NTS

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

STORM DRAIN CACH BASIN

FIGURE
SD1

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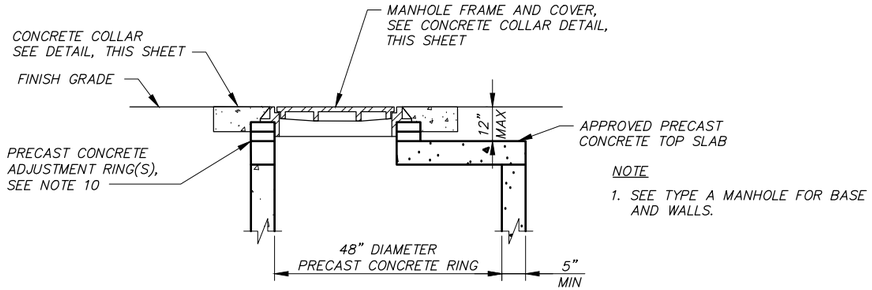


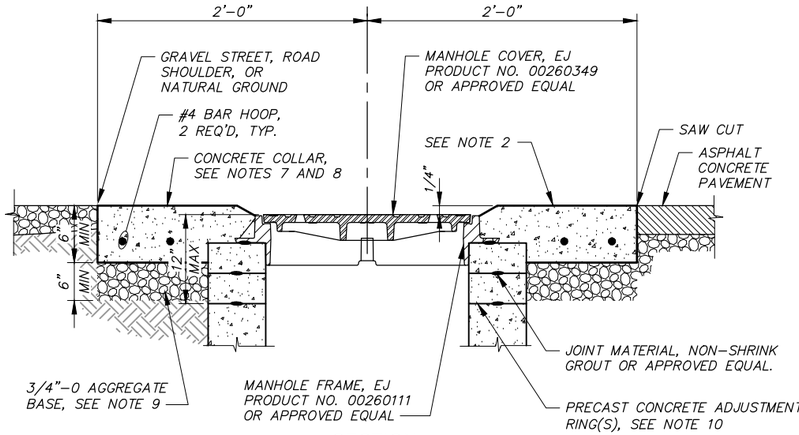
NOTE

1. SEE TYPE A MANHOLE FOR BASE AND WALLS.

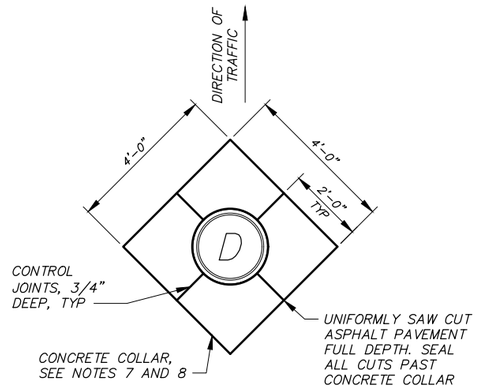
STORM DRAIN TOP SLAB MANHOLE

TYPE B

NTS



SECTION



PLAN

REQUIREMENTS FOR CONCRETE COLLARS:

1. ALL CONCRETE SHALL BE COMMERCIAL GRADE 4000 PSI CONCRETE.
2. COLLAR TO BE FORMED SQUARE.
3. SMOOTH BROOMED FINISH REQUIRED.
4. APPLY CONCRETE CURING COMPOUND.
5. PROTECT FROM TRAFFIC FOR 4 DAYS MINIMUM.

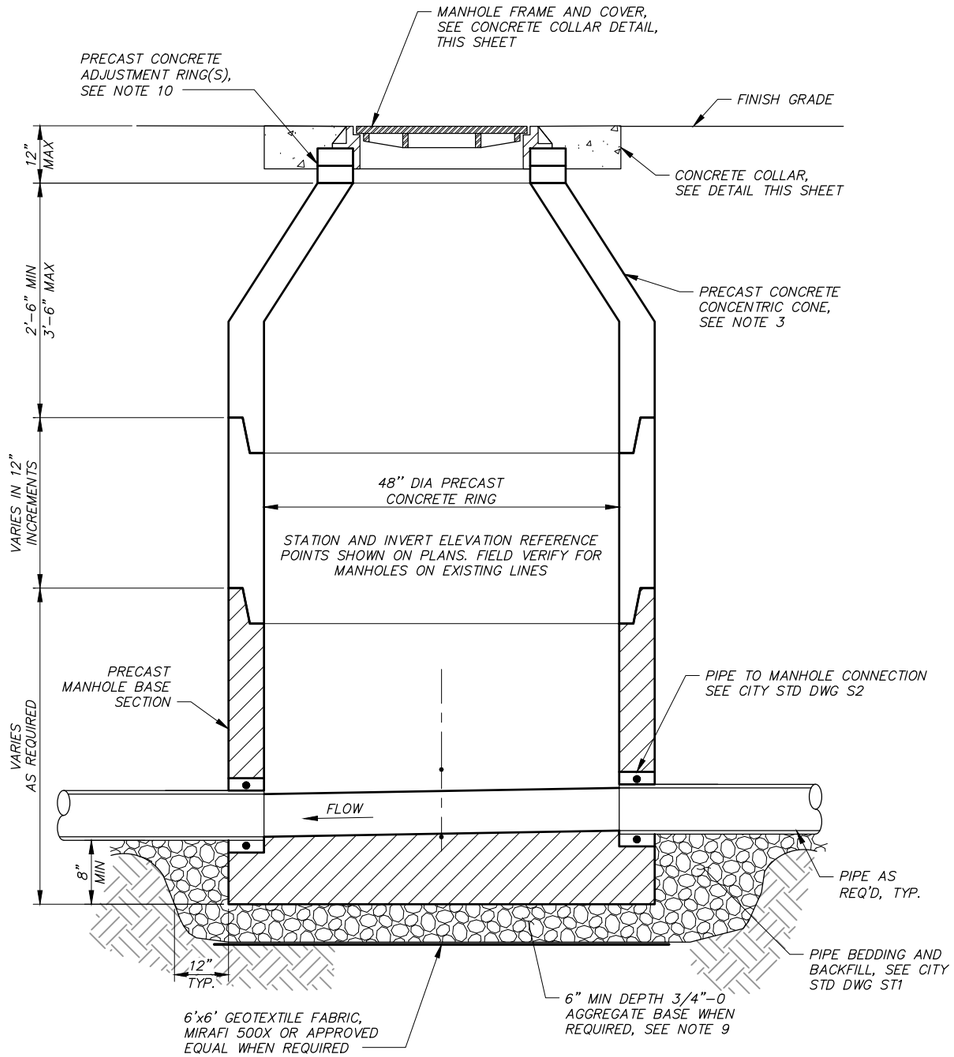
CONCRETE COLLAR DETAIL

(IN GRAVEL STREETS, NATURAL GROUND OR ASPHALT PAVEMENT)

NTS

NOTES

1. ALL MANHOLES SHALL BE PRECAST MANHOLE UNITS CONFORMING TO ASTM C478.
2. ANY GAPS, HOLES, ROUGH SPOTS, ETC, IN THE INVERT CHANNELS SHALL BE FILLED OR REPAIRED IN THE FIELD.
3. CONE SECTION SHALL BE TYPE A UNLESS MANHOLE DEPTH IS 5.5 FEET OR LESS. MANHOLES 5.5 FEET OR LESS IN DEPTH SHALL BE TYPE B UNLESS OTHERWISE CALLED FOR ON THE DESIGN DRAWINGS.
4. PRIOR TO MANUFACTURING MANHOLES THE CONTRACTOR SHALL VERIFY FIELD CONDITIONS, PIPE INVERT ELEVATIONS, PIPE ORIENTATION, AND MANHOLE DEPTH. CONTRACTOR SHOULD ALSO NOTE THAT PIPE SLOPES ARE CALCULATED TO CENTER OF THE MANHOLE.
5. ALL PRECAST MANHOLE BASE SECTIONS SHALL HAVE FACTORY CAST FLOW CHANNELS UNLESS OTHERWISE APPROVED BY THE CITY.
6. MANHOLE STEPS NOT PERMITTED.
7. CONCRETE COLLAR REQUIRED AFTER PLACEMENT OF ACP.
8. ALL MANHOLES SHALL HAVE A CONCRETE COLLAR REGARDLESS OF BEING INSTALLED ON PAVED OR GRAVEL STREET, ROAD SHOULDER, OR NATURAL GROUND.
9. COMPACT ALL AGGREGATE BASE TO 95% MAXIMUM DRY DENSITY PER ASTM D1557.
10. FOR ADJUSTMENTS LESS THAN 2" GROUT BETWEEN FRAME AND TOP OF CONCRETE OR ADJUSTMENT RINGS. ADJUSTMENTS 2" AND GREATER SHALL BE MADE WITH PRECAST CONCRETE RINGS.



STANDARD STORM DRAIN MANHOLE

TYPE A

NTS

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

STORM DRAIN MANHOLE

FIGURE
SD2

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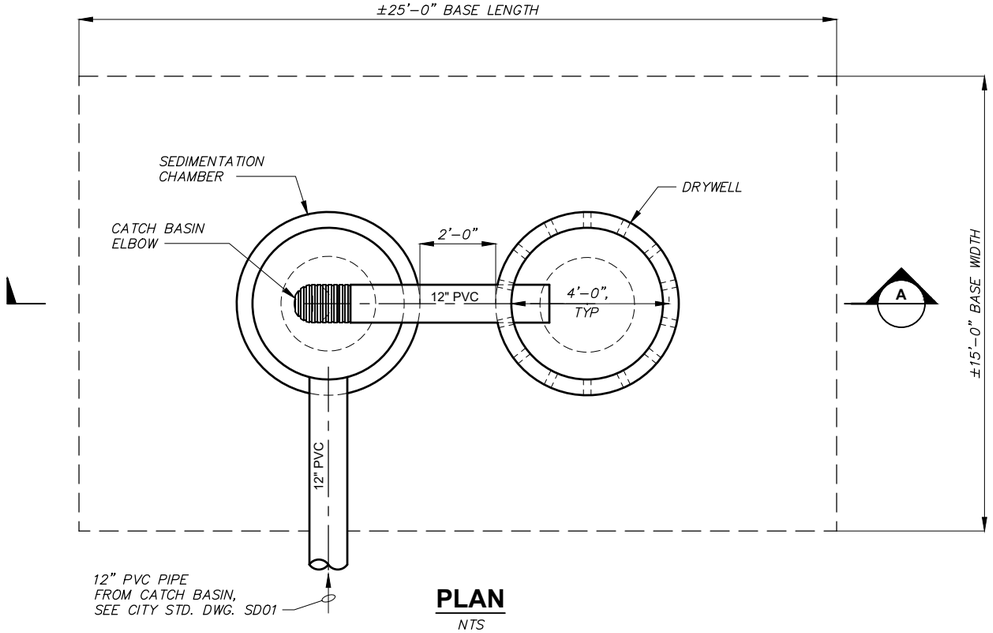


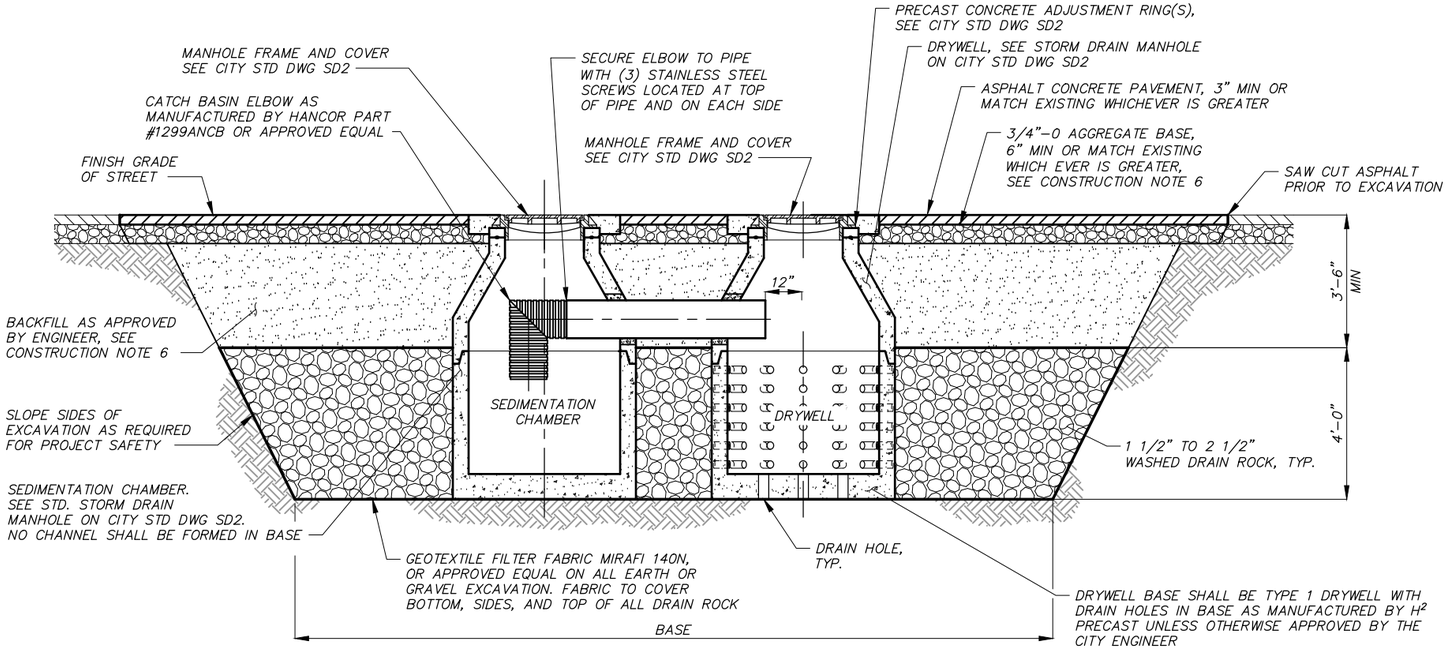
PLAN
NTS

DESIGN NOTES

1. DRYWELL DRAINAGE AREA DESIGNED FOR 25 YEAR EVENT USING TYPE II STORM EVENT WITH A TIME OF CONCENTRATION OF 5 MIN.
2. DRYWELL DESIGNED TO DRAIN 12,600 SQUARE FEET OF STREET AREA.
3. MINIMUM BASE AREA OF 12'x20'.
4. ASSUMES POORLY GRADED SAND WITH SILT WITH A DESIGN INFILTRATION RATE OF 5" PER HOUR. SHOULD SOIL CONDITIONS SUCH AS CALICHE, HARD PAN, CLAY, SILT, ECT. BE ENCOUNTERED, THE CONTRACTOR SHALL NOTIFY THE CITY IMMEDIATELY. THE ACTUAL SIZE OF THE EXCAVATED AREA MAY BE ADJUSTED TO ACCOMMODATE DIFFERENT SOIL TYPES.
5. GROUNDWATER MUST BE A MINIMUM 5' BELOW BASE OF DRYWELL.
6. DRYWELLS SHALL NOT BE INSTALLED WITHIN THE 2–YEAR TIME OF TRAVEL OF AN EXISTING IRRIGATION OR DRINKING WELL. WHERE A 2–YEAR TIME OF TRAVEL HAS NOT BEEN IDENTIFIED, DRYWELLS SHALL NOT BE INSTALLED WITHIN 500' OF THE WELL.

CONSTRUCTION NOTES

1. SOIL STABILITY WILL DETERMINE THE PLACEMENT OF SEDIMENTATION CHAMBER AND DRYWELL. EXCAVATION SHALL NOT RESULT IN CURB, SIDEWALK, OR OTHER STRUCTURES TO BE UNDERMINED.
2. PRECAST SECTIONS SHALL CONFORM TO THE REQUIREMENTS OF ASTM C478.
3. ACTUAL LOCATION OF DRYWELL TO BE APPROVED BY CITY PRIOR TO CONSTRUCTION.
4. SEAL ALL PIPE PENETRATIONS WATERTIGHT WITH NONSHRINK GROUT.
5. PRECAST SECTIONS TO BE PLACED ON NATIVE UNDISTURBED SOIL.
6. ALL AGGREGATE BASE AND BACKFILL SHALL BE COMPACTED TO 95% MAXIMUM DRY DENSITY PER ASTM D1557.



SECTION A
NTS

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

SEDIMENTATION CHAMBER AND DRYWELL

FIGURE
SD3

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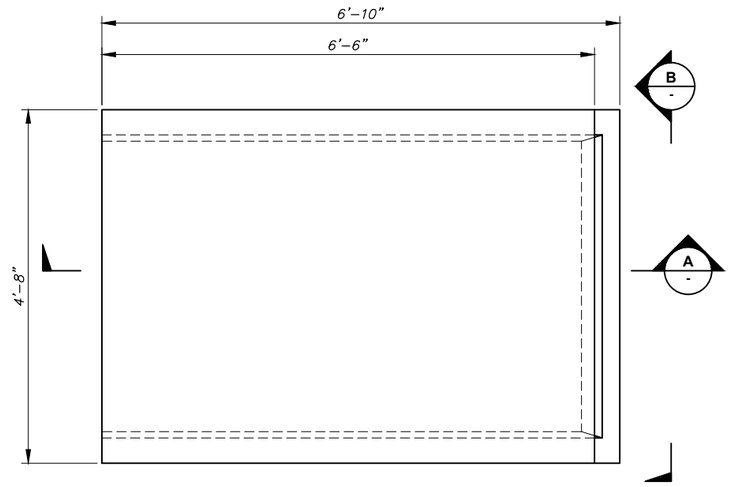
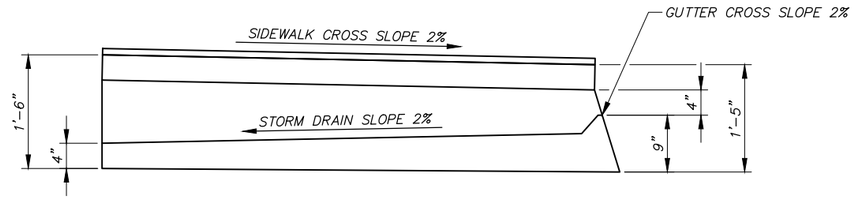
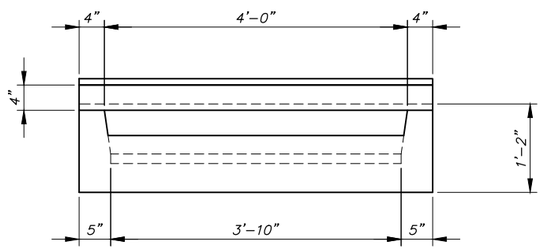


NOTE
1. SPECIAL CURB INLET TYPE 2 SHALL BE AS MANUFACTURED BY WILBERT PRECAST, SPECIAL CURB INLET TYPE 2, MODEL NO. 1840 OR APPROVED EQUAL.

PLAN



SECTION A



SECTION B

REBAR
#4 BAR AT 10" OC, EW, IN LID
#4 U–BAR AND #4 BAR STRAIGHTS IN BASE AT 10" OC

SPECIAL CURB INLET TYPE 2

NTS

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

CURB INLET

FIGURE
SD4

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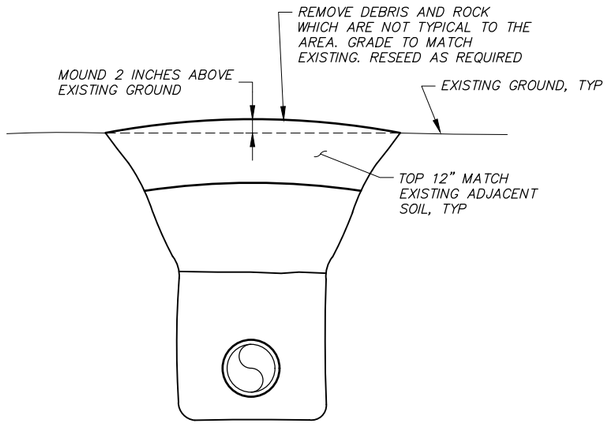
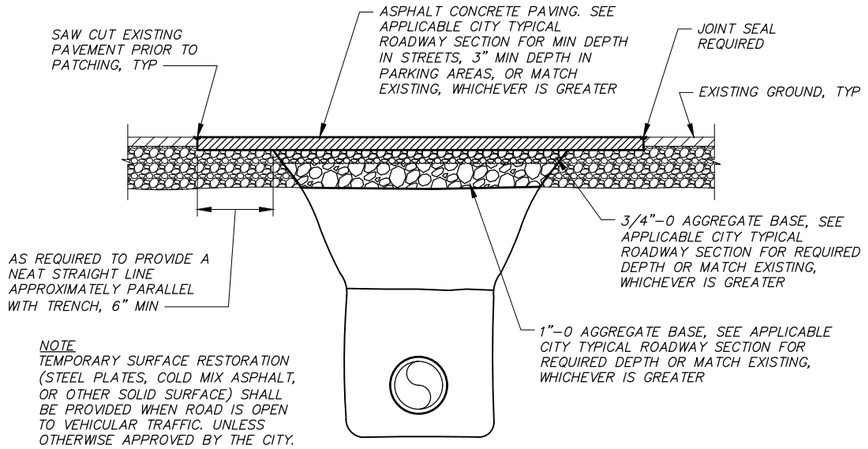


SURFACE RESTORATION

NATURAL SURFACES

NTS

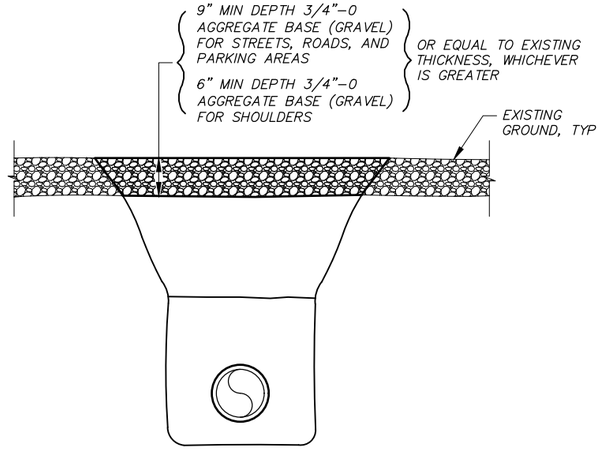


NOTE
TEMPORARY SURFACE RESTORATION (STEEL PLATES, COLD MIX ASPHALT, OR OTHER SOLID SURFACE) SHALL BE PROVIDED WHEN ROAD IS OPEN TO VEHICULAR TRAFFIC. UNLESS OTHERWISE APPROVED BY THE CITY.

SURFACE RESTORATION

PAVED SURFACES

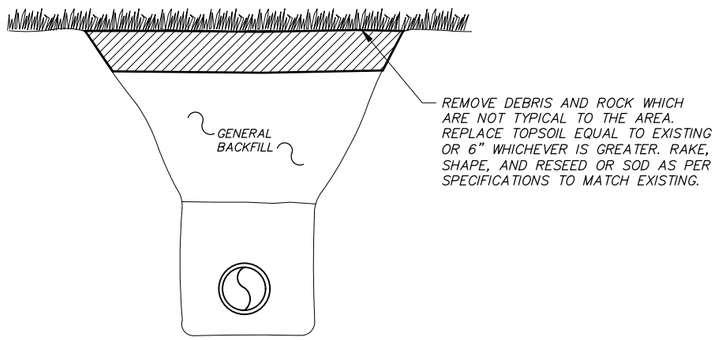
NTS



SURFACE RESTORATION

GRAVEL SURFACES

NTS



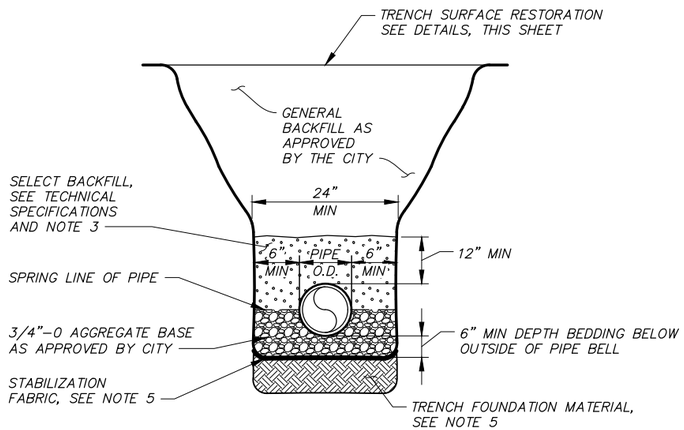
TRENCH RESTORATION

LAWNS & LANDSCAPED AREAS

NTS

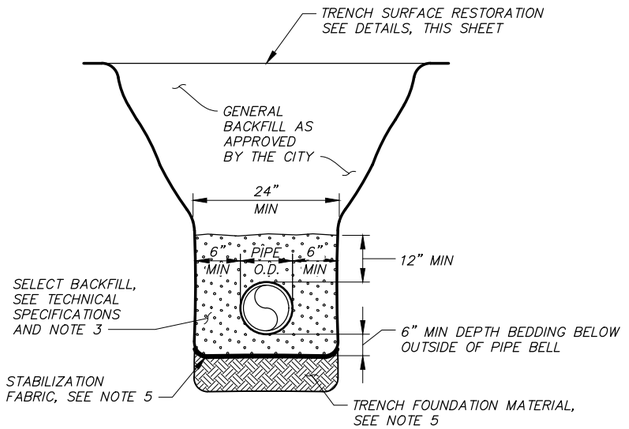
TRENCH BEDDING AND BACKFILL NOTES

1. SURFACING OF PAVED AREAS SHALL COMPLY WITH CITY STANDARD STREET DRAWINGS.
2. ALL BACKFILL MATERIAL SHALL BE COMPACTED TO 95% MAXIMUM DRY DENSITY PER ASTM D1557 AND SHALL BE PLACED AND COMPACTED IN 6" LIFTS, UNLESS NOTED OTHERWISE.
3. BACKFILL FROM PIPE BOTTOM TO 12-INCHES ABOVE PIPE SHALL BE COMPACTED TO 85% MAXIMUM DRY DENSITY PER ASTM D1557. COMPACTION BY HAND TAMPING WILL BE ALLOWED IF 85% DENSITY IS ACHIEVED. OTHERWISE MECHANICAL TAMPING WILL BE REQUIRED.
4. BACKFILL INSPECTION/TESTING
   - TRENCH DEPTH OF LESS THAN 1 FT VISUAL INSPECTION BY CITY.
   - TRENCH DEPTH GREATER THAN 1 FT:
     - BELOW FINISH AGGREGATE BASE GRADE: 1 TEST PER 300 FT OF TRENCH AND EVERY 1.5 FT OF FILL.
     - AT FINISH AGGREGATE BASE GRADE: 1 TEST PER 300 FT OF TRENCH OR 2 TESTS PER STREET CROSSING.
   - IF BACKFILL MATERIAL OR COMPACTION EQUIPMENT CHANGES, COMPACTION TESTING SHALL IMMEDIATELY BE PERFORMED TO VERIFY THAT DENSITY IS BEING ACHIEVED.
5. STABILIZATION FABRIC AND IMPORTED FOUNDATION MATERIAL SHALL BE REQUIRED WHERE NATURAL SOIL CONDITIONS IN THE BOTTOM OF THE TRENCH ARE UNSUITABLE FOR PROPER PIPE INSTALLATION.



SEWER AND STORM DRAIN LINE TRENCH BEDDING AND BACKFILL

NTS



WATER LINE TRENCH BEDDING AND BACKFILL

NTS

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

TRENCH BEDDING, BACKFILL, AND SURFACE RESTORATION

FIGURE

ST1

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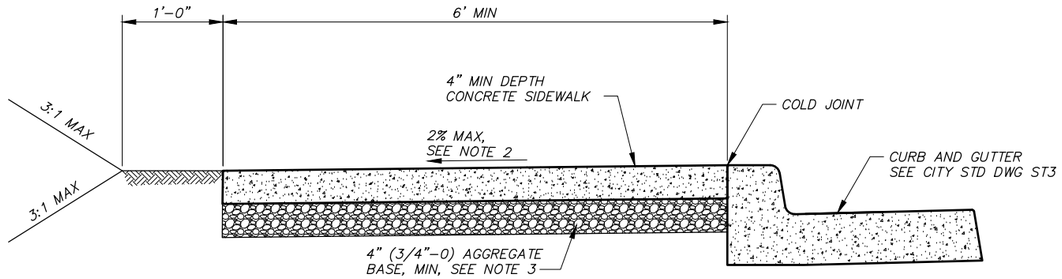
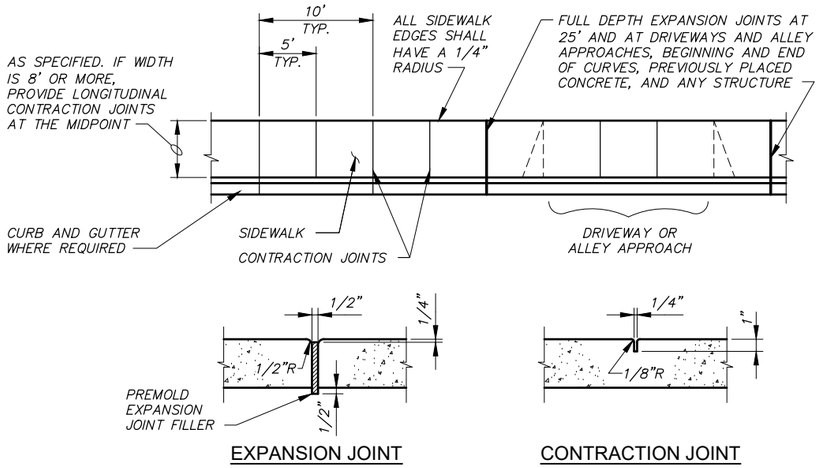


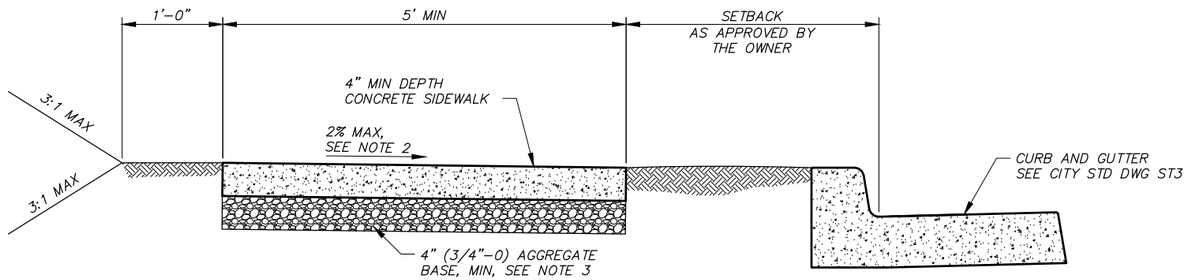
SIDEWALK SECTION

NTS



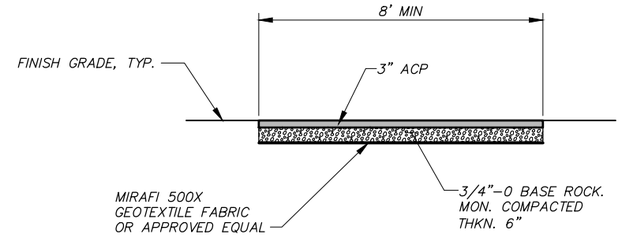
SIDEWALK JOINTING DETAILS

NTS



SIDEWALK SECTION WITH SETBACK

NTS



MULTI-USE PATH

NTS

NOTES

1. PROVIDE EXPANSION JOINTS AROUND POLES, BOXES, AT THE ENDS OF EACH DRIVEWAY, AROUND ANY FIXTURES WHICH PROTRUDE THROUGH THE SIDEWALK, AND BETWEEN ANY STRUCTURE IMMEDIATELY ADJACENT TO THE SIDEWALK.
2. TO INSURE SLOPES DO NOT EXCEED MAXIMUM ALLOWABLE SLOPES, IT IS RECOMMENDED TO SET SLOPES LOWER THAN MAXIMUM ALLOWABLE SLOPES AS FOLLOWS:
   -FOR 2% MAX, SET SLOPE AT 1.5%
   -FOR 8.33% MAX, SET SLOPE AT 7.5%
   SIDEWALK WITH SLOPES EXCEEDING MAXIMUM ALLOWABLE VALUES SHALL BE REMOVED AND REPLACED AT THE CONTRACTORS EXPENSE.
3. COMPACT AGGREGATE BASE TO 95% MAXIMUM DRY DENSITY PER ASTM D1557.
4. ALL CONCRETE SHALL BE COMMERCIAL GRADE 4,000 PSI CONCRETE.

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

SIDEWALK DETAILS

FIGURE
ST2

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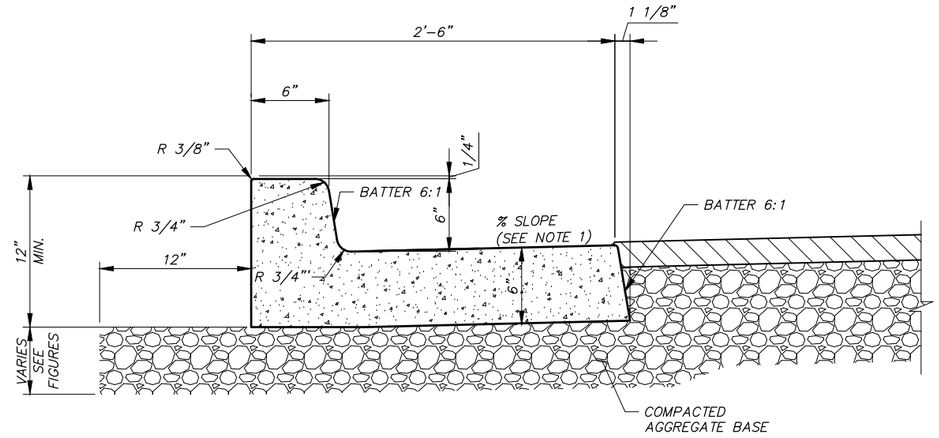
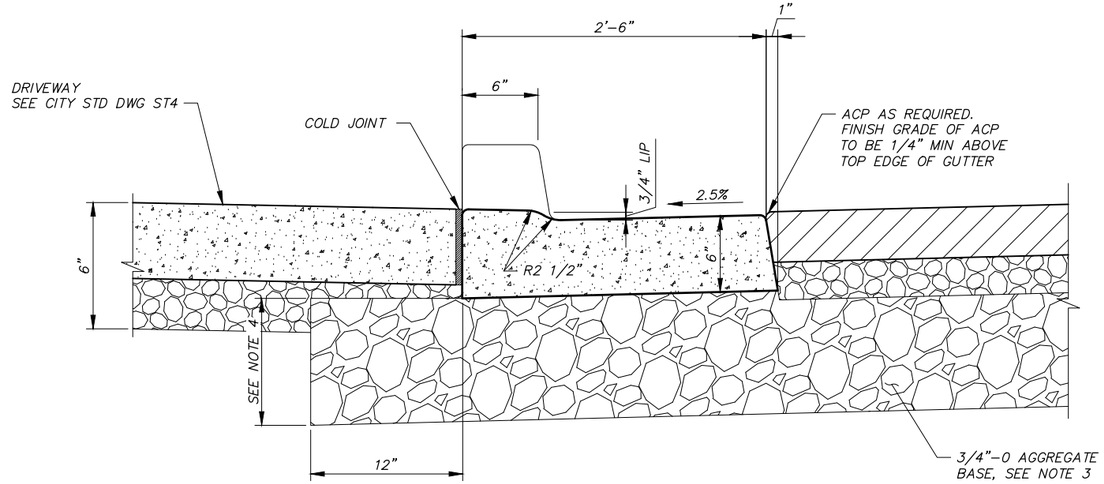
NOTES

1. GUTTER CROSS SLOPE SHALL BE MINIMUM 2% AND MAXIMUM 3% UNLESS OTHERWISE APPROVED BY THE CITY.
2. ALL CONCRETE SHALL BE COMMERCIAL GRADE 4,000 PSI CONCRETE.
3. COMPACT AGGREGATE BASE TO 95% MAXIMUM DRY DENSITY PER ASTM D1557.
4. AGGREGATE BASE THICKNESS BELOW CURB AND GUTTER SHALL BE 6" THICK.
5. SEE CITY STD DWG XXX FOR CURB AND GUTTER JOINT REQUIREMENTS.
6. CONCRETE SHALL BE TROWELED SMOOTH PRIOR TO APPLYING BROOM FINISH.
7. INSPECTION CRITERIA:
   - 7.1. COMPLETED CURB AND GUTTER SHALL NOT CAUSE PUDDING ISSUES. PUDDLE WIDTH SHALL NOT EXCEED 75% OF THE GUTTER WIDTH AND PUDDLE LENGTH SHALL NOT EXCEED 2'.
   - 7.2. CROSS SLOPE OF THE GUTTER SHALL BE A MINIMUM OF 1.5% AND A MAXIMUM OF 3.5% AS MEASURED BY A 2' ELECTRONIC LEVEL.
   - 7.3. THERE SHALL BE NO BREAK POINTS OR REVERSE SLOPE IN THE GUTTER CROSS SLOPE AS MEASURED BY A 2' ELECTRONIC LEVEL. THE MAXIMUM ALLOWABLE GAP BETWEEN THE LEVEL AND THE GUTTER SURFACE SHALL BE 1/8".
   - 7.4. WHEN A 6 FOOT LONG STRAIGHTEDGE IS LAID ON THE TOP FACE OF THE CURB OR ON THE SURFACE OF THE GUTTER, THE SURFACE SHALL NOT VARY MORE THAN 0.02 FEET FROM THE EDGE OF THE STRAIGHTEDGE EXCEPT AT GRADE CHANGES OR VERTICAL CURVES.
   - 7.5. THE CONTRACTOR SHALL CONSTRUCT ALL CURB AND GUTTER WITHIN 0.02 FEET OF TRUE LINE, WITHIN 0.02 FEET OF ESTABLISHED SURFACE GRADE, CROSS SECTION, SLOPE, AND WITHIN 0.02 FEET OF SPECIFIED THICKNESS.
8. WHEN INSTALLING NEW CURB AND GUTTER ON AN EXISTING PAVED STREET, THE ASPHALT SHALL BE CUT A MINIMUM OF 2 FEET FROM THE EDGE OF THE GUTTER OR AS NEEDED TO ACHIEVE COMPACTION OF THE AGGREGATE BASE BY MECHANICAL MEANS.



STANDARD CURB AND GUTTER

NTS



CURB AND GUTTER AT DRIVEWAY

NTS

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

CURB AND GUTTER

FIGURE

ST3

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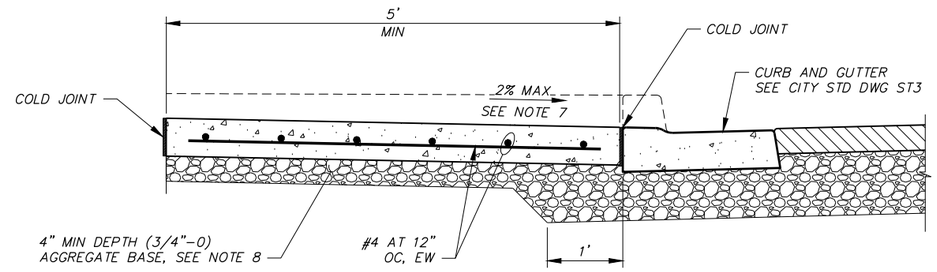
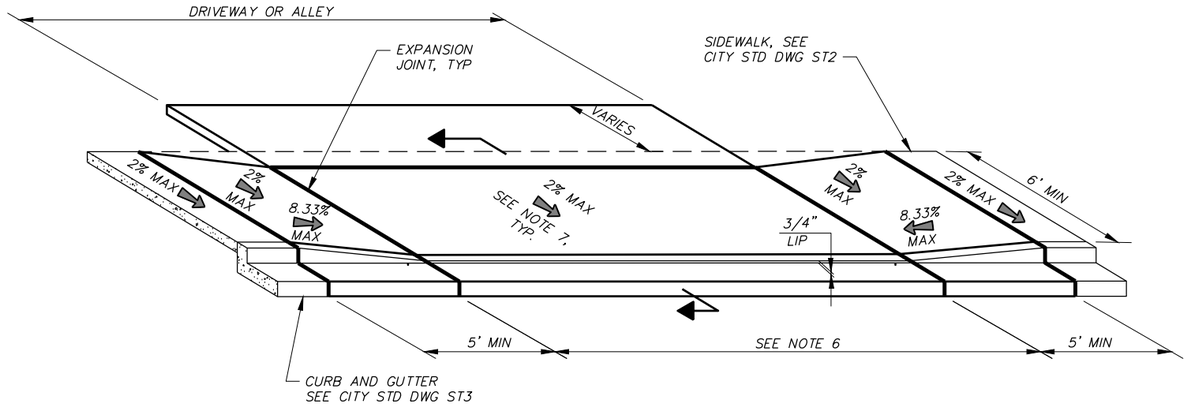
NOTES

1. RESIDENTIAL DRIVEWAYS AND SIDEWALKS SECTIONS THROUGH DRIVEWAYS SHALL HAVE A MINIMUM NOMINAL THICKNESS OF 6".
2. CONCRETE FOR COMMERCIAL USE AND ALLEY APPROACHES SHALL HAVE A MINIMUM NOMINAL THICKNESS OF 8". ALL CONCRETE SHALL BE COMMERCIAL GRADE 4,000 PSI CONCRETE.
3. THE 2% CROSS-SLOPE OF SIDEWALK IS MEASURED FROM HORIZONTAL. THE 12:1 SLOPE OF SIDEWALK TRANSITION TO DRIVEWAY/ALLEY IS RELATIVE TO THE RUNNING SLOPE OF THE SIDEWALK. THE SLOPE OF THE APRON IS MEASURED RELATIVE TO HORIZONTAL, SEE NOTE 7.
4. THE DRIVEWAY SHALL NOT BE PLACED INTEGRAL WITH THE SIDEWALK, CURB, OR ANY DRIVEWAY TRANSITION SLAB AND SHALL BE ISOLATED WITH FULL DEPTH EXPANSION JOINTS.
5. DRIVEWAY CONTROL JOINS (NOT SHOWN) SHALL BE SPACED AT A MAXIMUM ON CENTER SPACING EQUAL TO THE SIDEWALK WIDTH OR TO MATCH EXISTING SIDEWALK CONTROL JOINT SPACING, WHICHEVER IS LESS.
6. DRIVEWAY WIDTH SHALL CONFORM TO THE FOLLOWING REQUIREMENTS:
   - 6.1. DRIVEWAYS SHALL NOT BE LOCATED CLOSER THAN 5 FEET TO SIDE PROPERTY LINES.
   - 6.2. DRIVEWAYS SHALL BE LOCATED A MINIMUM DISTANCE FROM CURB RETURNS AS REQUIRED BY TECHNICAL SPECIFICATIONS SECTION 5 STREETS SECTION 1.1.Q.5.
   - 6.3. MAXIMUM DRIVEWAY WIDTH SHALL BE 50% OF THE PROPERTY FRONTAGE OR 50 FEET WHICHEVER IS LESS. ADDITIONALLY, WHERE ROADSIDE SWALES ARE PRESENT, THE DRIVEWAY WIDTH SHALL IN NO CASE LIMIT THE SWALE CUMULATIVE LENGTH TO LESS THAN50% OF THE PROPERTY FRONTAGE.
7. TO ENSURE SLOPES DO NOT EXCEED ALLOWABLE SLOPES. IT IS RECOMMENDED TO SET SLOPES LOWER THAN MAXIMUM ALLOWABLE SLOPES AS FOLLOWS:
   - FOR 2% MAX, SET SLOPE AT 1.5%
   - FOR 8.33% MAX, SET SLOPE AT 7.5%

   DRIVEWAYS WITH SLOPES EXCEEDING MAXIMUM ALLOWABLE VALUES SHALL BE REMOVED AND REPLACED AT THE CONTRACTORS EXPENSE.
8. COMPACT AGGREGATE BASE TO 95% MAXIMUM DRY DENSITY PER ASTM D1557.



SECTION VIEW



DRIVEWAY RAMP

ISOMETRIC VIEW

NTS

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

DRIVEWAY AND ALLEY RAMPS

FIGURE

ST4

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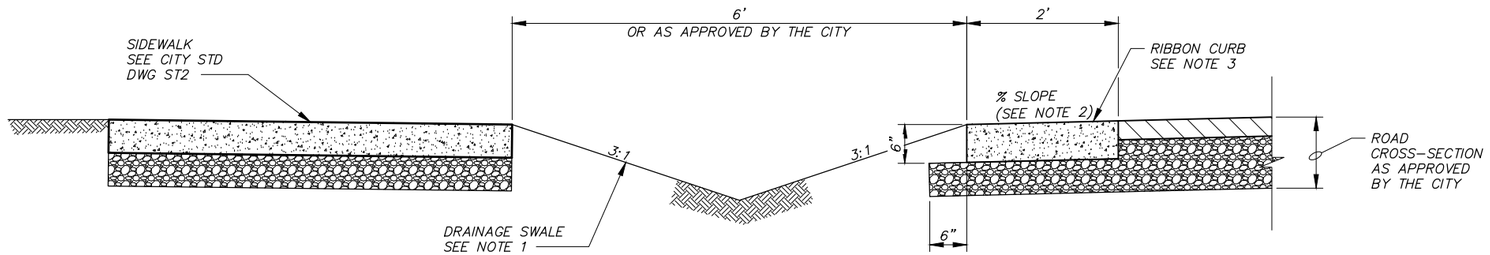
NOTES
1. SLOPE SHALL BE 3:1 UNLESS APPROVED BY THE CITY. DRAINAGE SWALE SHALL BE PLANTED WITH GRASS OR SOD OVER A MINIMUM OF 6" OF THE TOP SOIL.
2. NORMAL SLOPE SHALL BE 2.5% AND MAY VARY WITH THE CITY'S APPROVAL.
3. ALL CONCRETE SHALL BE COMMERCIAL GRADE 4,000 PSI CONCRETE.



RIBBON CURB AND DRAINAGE SWALE

NTS

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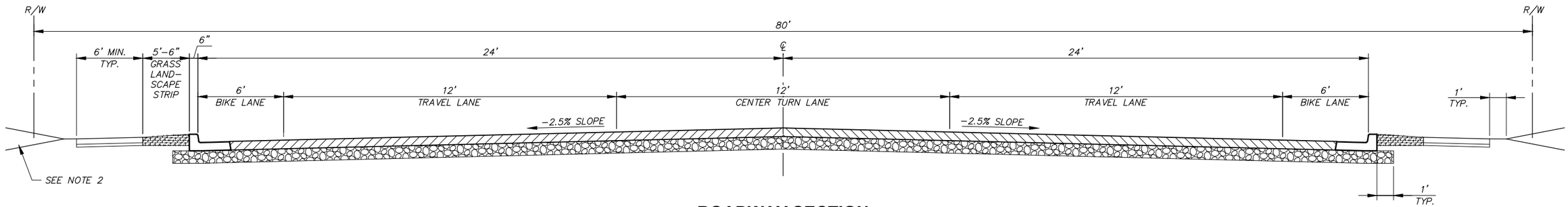
CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

RIBBON CURB DRAINAGE SWALE

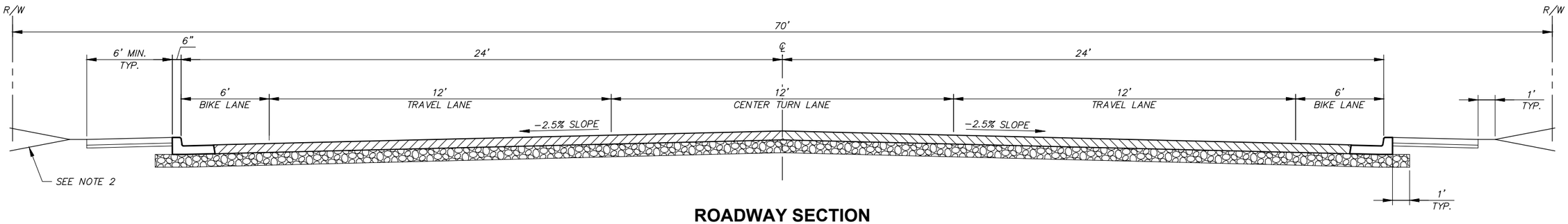
FIGURE
ST5



ROADWAY SECTION

80 FT. RIGHT-OF-WAY

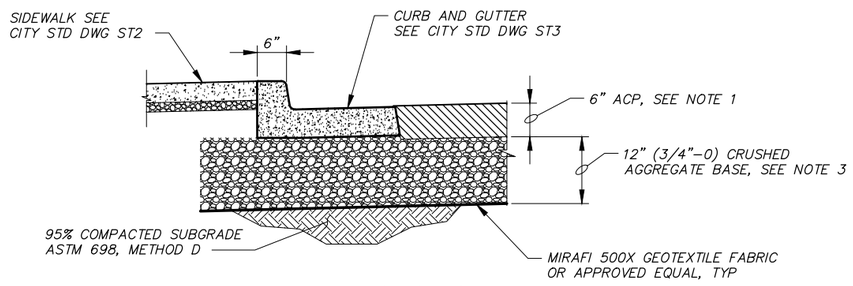
NTS



ROADWAY SECTION

70 FT. RIGHT-OF-WAY

NTS



PAVEMENT SECTION

NTS

NOTES

1. *ASPHALT CONCRETE PAVEMENT SHALL BE CONSTRUCTED IN 2, 3" LIFTS.*
2. *SLOPES SHALL NOT EXCEED 3:1 UNLESS APPROVED BY THE CITY.*
3. *DEPTH'S OF CRUSHED AGGREGATE BASE SHALL BE CONFIRMED BY A SITE SOILS INVESTIGATION AND APPROVED BY THE CITY.*

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

ARTERIAL CROSS SECTION

FIGURE

ST6

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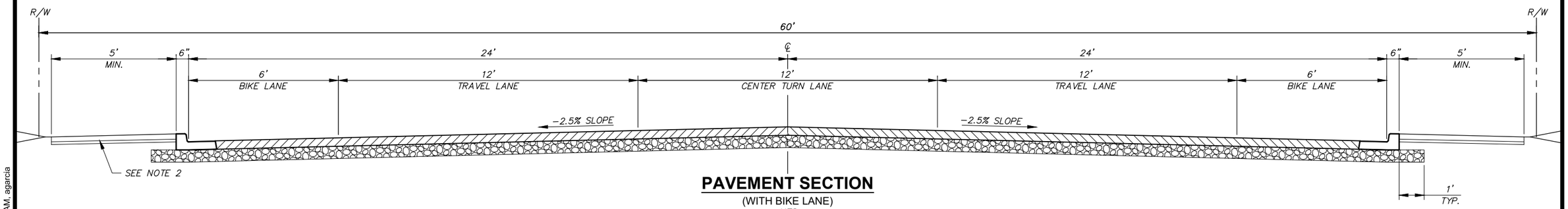
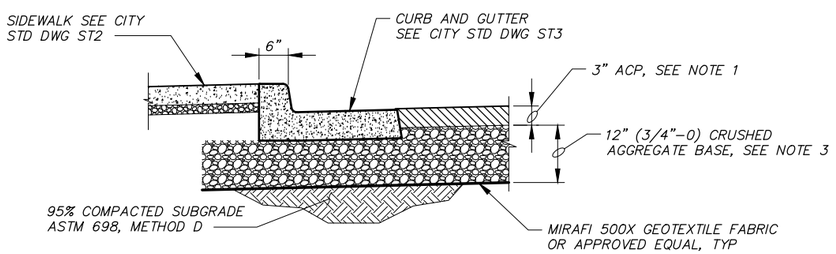


PAVEMENT SECTION

(WITH BIKE LANE)

NTS



PAVEMENT SECTION

NTS

NOTES

1. ASPHALT CONCRETE PAVEMENT SHALL BE CONSTRUCTED IN 1 LIFT.
2. SLOPES SHALL NOT EXCEED 3:1 UNLESS APPROVED BY THE CITY.
3. DEPTH'S OF CRUSHED AGGREGATE BASE SHALL BE CONFIRMED BY A SITE SOILS INVESTIGATION AND APPROVED BY THE CITY.

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

COLLECTOR CROSS SECTION

FIGURE

ST7

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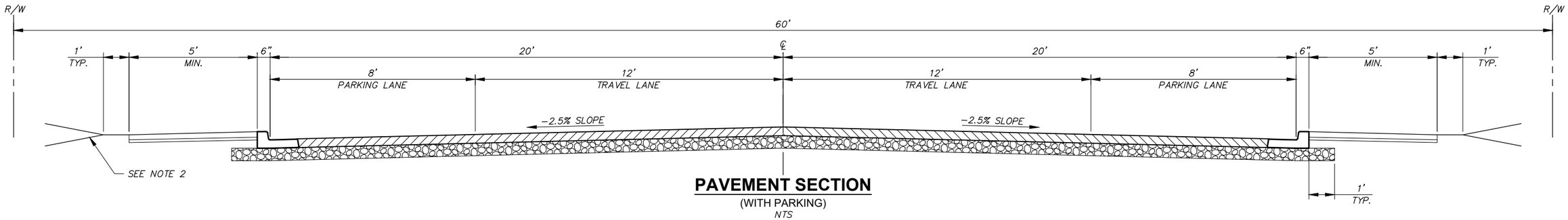
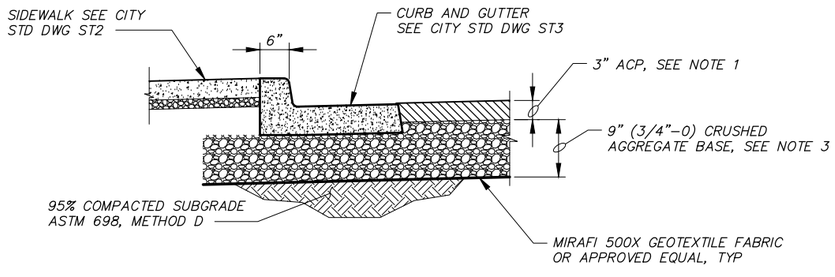


PAVEMENT SECTION
(WITH PARKING)
NTS



NOTES
1. ASPHALT CONCRETE PAVEMENT SHALL BE CONSTRUCTED IN 1 LIFT.
2. SLOPES SHALL NOT EXCEED 3:1 UNLESS APPROVED BY THE CITY.
3. DEPTH'S OF CRUSHED AGGREGATE BASE SHALL BE CONFIRMED BY A SITE SOILS INVESTIGATION AND APPROVED BY THE CITY.

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

NEIGHBORHOOD COLLECTOR

FIGURE
ST8

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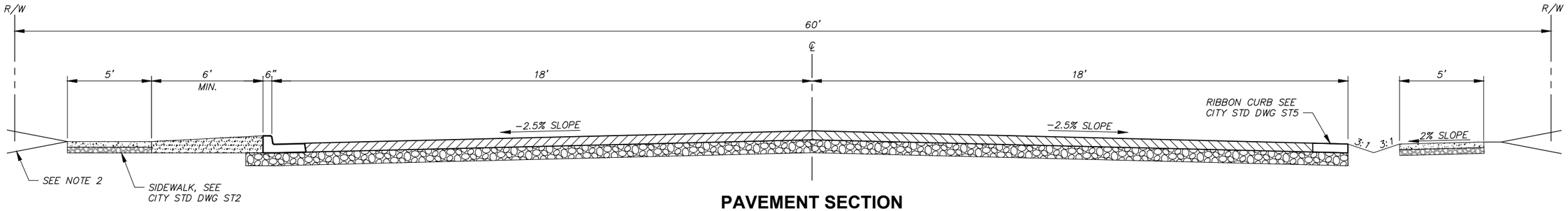
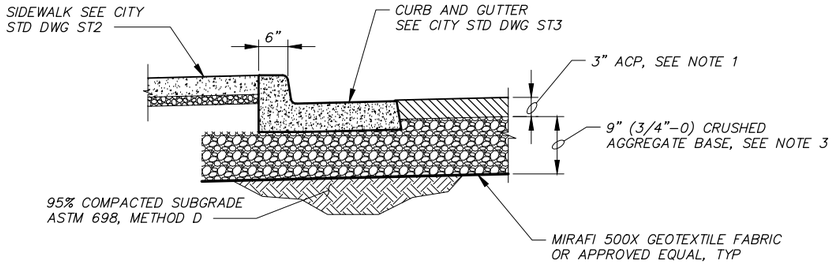


PAVEMENT SECTION

NTS

NOTES

1. ASPHALT CONCRETE PAVEMENT SHALL BE CONSTRUCTED IN 1 LIFT.
2. SLOPES SHALL NOT EXCEED 3:1 UNLESS APPROVED BY THE CITY.
3. SLOPES SHALL NOTE EXCEED 3:1 UNLESS APPROVED BY THE CITY. DRAINAGE SWALE SHALL BE PLANTED WITH GRASS OR SOD OVER A MINIMUM OF 6" OF TOP SOIL.
4. DEPTH'S OF CRUSHED AGGREGATE BASE SHALL BE CONFIRMED BY A SITE SOILS INVESTIGATION AND APPROVED BY THE CITY.
5. ON STREET PARKING RESTRICTED TO ONE SIDE OF ROADWAY. PROVIDE NO PARKING SIGNS AS REQUIRED BY THE CITY ENGINEER.



CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

LOCAL CROSS SECTION

FIGURE

ST9

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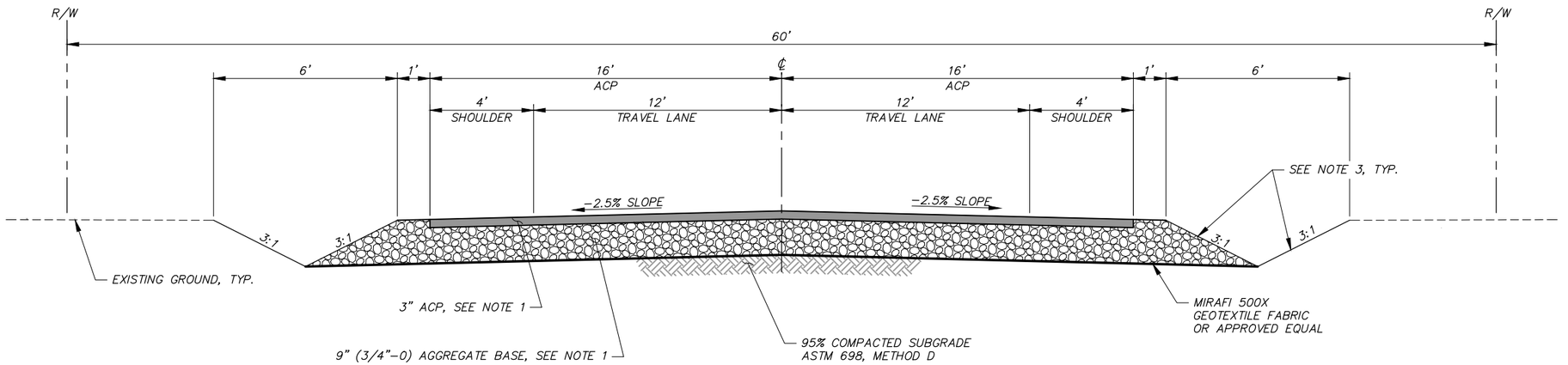

NOTES

1. ACP AND AGGREGATE BASE DEPTHS SHOWN ARE ACCEPTABLE FOR LOCAL STREETS ONLY. ACP AND AGGREGATE BASE DEPTHS SHALL CONFORM TO THE CITY STANDARD OF THE FUTURE ROADWAY CLASSIFICATION AS IDENTIFIED IN THE TRANSPORTATION SYSTEM PLAN.
2. MUNICIPAL CROSS SECTION STANDARD IS INTENDED ONLY FOR A PUBLIC IMPROVEMENT PROJECT CONSTRUCTED BY THE CITY OR OTHER PUBLIC AGENCY WHERE FURTHER IMPROVEMENTS REQUIRED BY THE STANDARD(S) ARE LIKELY TO BE PROVIDED BY DEVELOPMENT OF ADJACENT PROPERTY.
3. SLOPES SHALL BE 3:1 UNLESS APPROVED BY THE CITY ENGINEER.

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

MUNICIPAL CROSS SECTION

FIGURE
ST10

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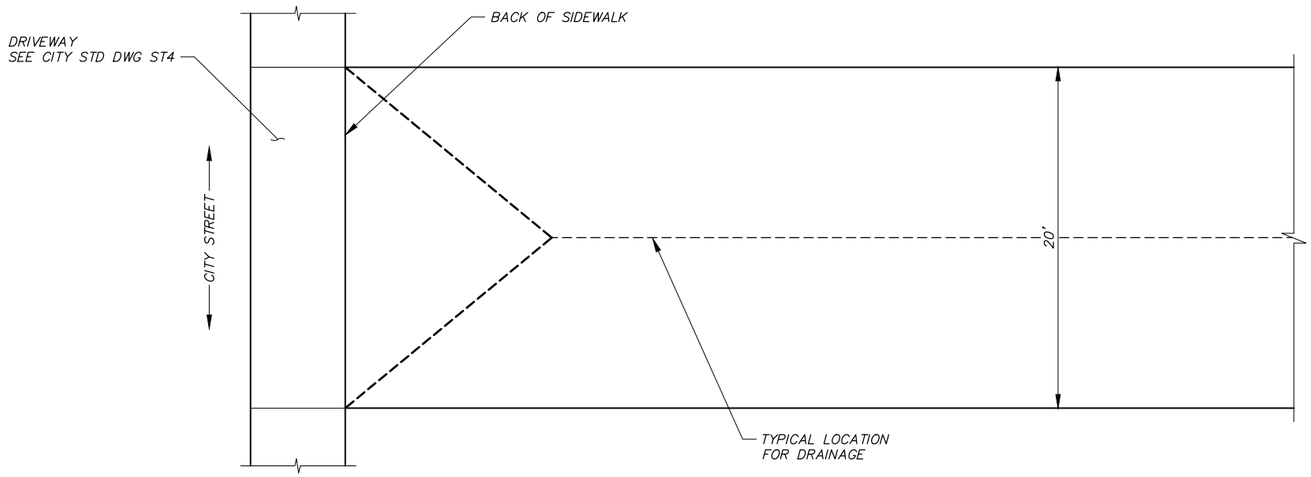
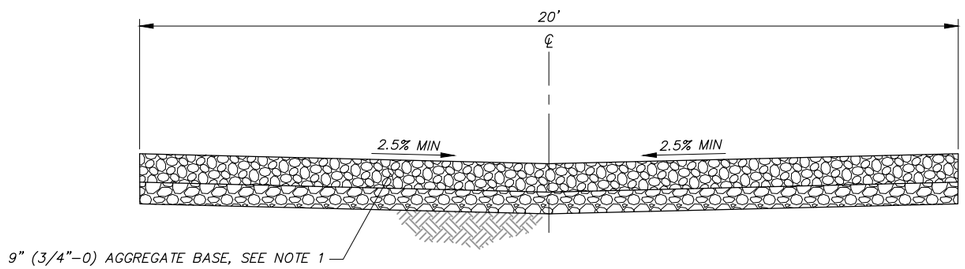


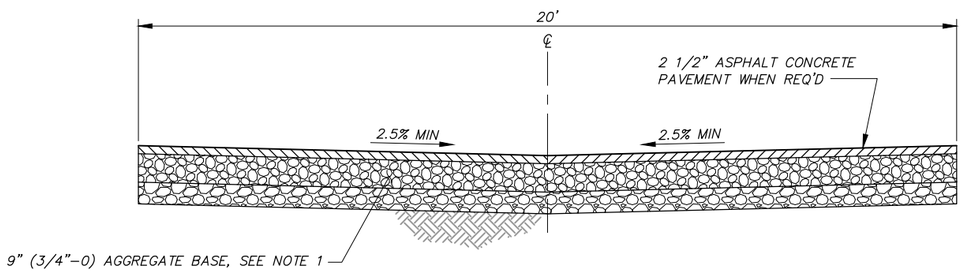
PLAN
NTS

NOTE

1. COMPACT AGGREGATE BASE AND SUBGRADE TO 95% MAXIMUM DRY DENSITY PER ASTM D1557.



UNPAVED SECTION
NTS



PAVED SECTION
NTS

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

ALLEY

FIGURE
ST11

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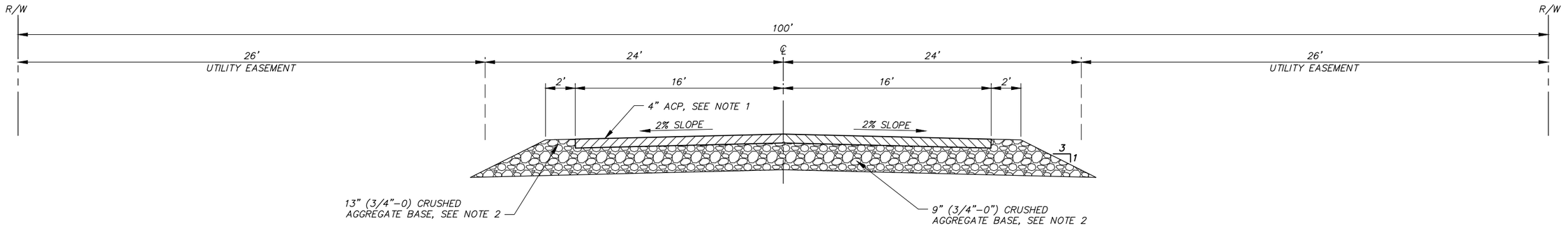

NOTES
1. ASPHALT CONCRETE PAVEMENT SHALL BE CONSTRUCTED IN 2, 2" LIFTS.
2. DEPTH'S OF CRUSHED AGGREGATE BASE SHALL BE CONFIRMED BY A SITE SOILS INVESTIGATION AND APPROVED BY THE CITY.

PAVEMENT SECTION

NTS

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STANDARD DRAWING

PORT OF MORROW ROAD SECTION

FIGURE
ST12

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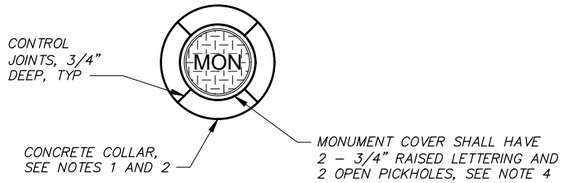


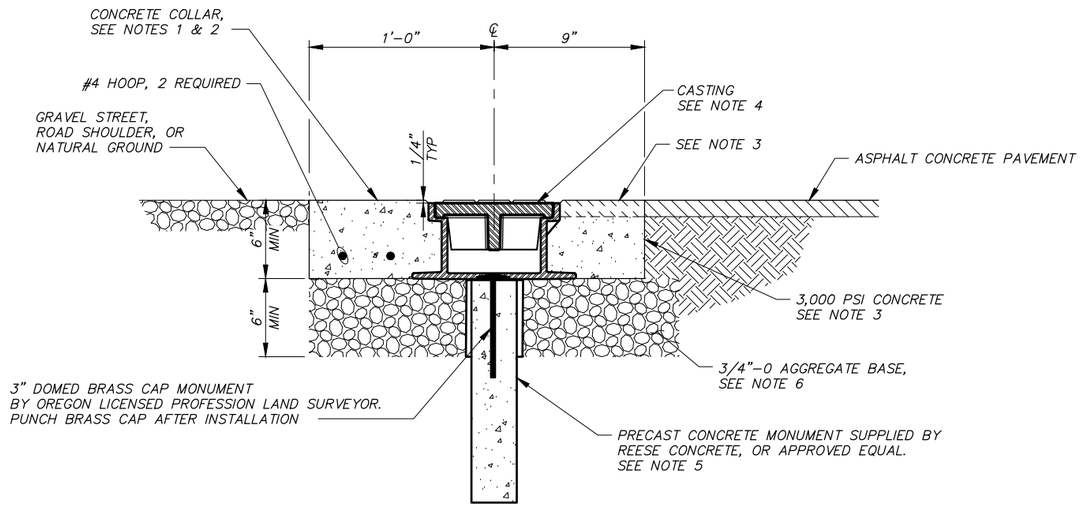
PLAN

REQUIREMENTS FOR CONCRETE COLLARS

1. ALL CONCRETE SHALL BE COMMERCIAL GRADE 4000 PSI CONCRETE.
2. COLLAR TO BE FORMED CIRCULAR HAVING A DIAMETER OF 18" IN PAVED SURFACES AND 24" OTHERWISE.
3. SMOOTH BROOMED FINISH REQUIRED.
4. APPLY CONCRETE CURING COMPOUND.
5. PROTECT FROM TRAFFIC FOR 4 DAYS MINIMUM.

CONCRETE COLLAR DETAIL

NTS



MONUMENT BOX DETAIL

NTS

NOTES

1. CONCRETE COLLAR REQUIRED IF THE MONUMENT AND MONUMENT BOX IS SET AFTER PAVEMENT WORK IS PERFORMED. IF THE MONUMENT AND MONUMENT BOX IS SET PRIOR TO PAVEMENT WORK THEN CONCRETE COLLAR IS NOT REQUIRED. SEE NOTE 3
2. ALL MONUMENTS SHALL HAVE A CONCRETE COLLAR IF INSTALLED ON GRAVEL STREET, ROAD SHOULDER, OR NATURAL GROUND.
3. IF MONUMENTS ARE SET PRIOR TO PAVEMENT WORK, CONCRETE MAY BE LEFT 2" BELOW FINISH GRADE AND FINISHED WITH ACP.
4. CASTING FRAME AND COVER SHALL BE EAST JORDAN PRODUCT #00368004 OR APPROVED EQUAL MEETING AASHTO H20 REQUIREMENTS.
5. PRECAST CONCRETE MONUMENT SHALL BE 5" MINIMUM DIAMETER SCHEDULE 125 PVC PIPE, 18" IN LENGTH, WITH 6" OF #3 REBAR CENTERED BELOW THE BRASS CAP.
6. COMPACT ALL AGGREGATE BASE TO 95% MAXIMUM DRY DENSITY PER ASTM D1557.

CITY OF
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STANDARD DRAWING

MONUMENT BOX

FIGURE
ST13

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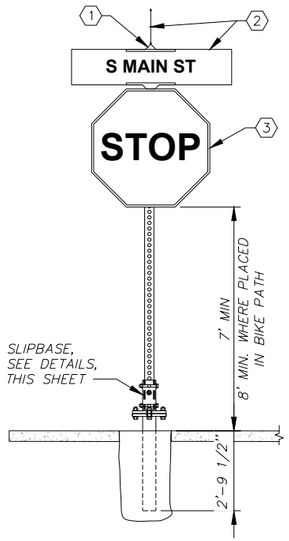


KEY NOTES

(1) STREET NAME SIGN BRACKET SHALL BE ZUMAR 90° CROSS BRACKET FOR EXTRUDED BLADE, OR APPROVED EQUAL.

(2) STREET NAME SIGNS SHALL BE MUTCD SIGN NO. D3-1, OR APPROVED EQUAL (VARIES X 6" MIN). CAPITAL LETTERS SHALL BE 4" IN HEIGHT AND LOWER CASE LETTERS SHALL BE 3" IN HEIGHT.

(3) STOP SIGN SHALL BE MUTCD SIGN NO. R1-1 (30"X30"), OR APPROVED EQUAL

NOTES

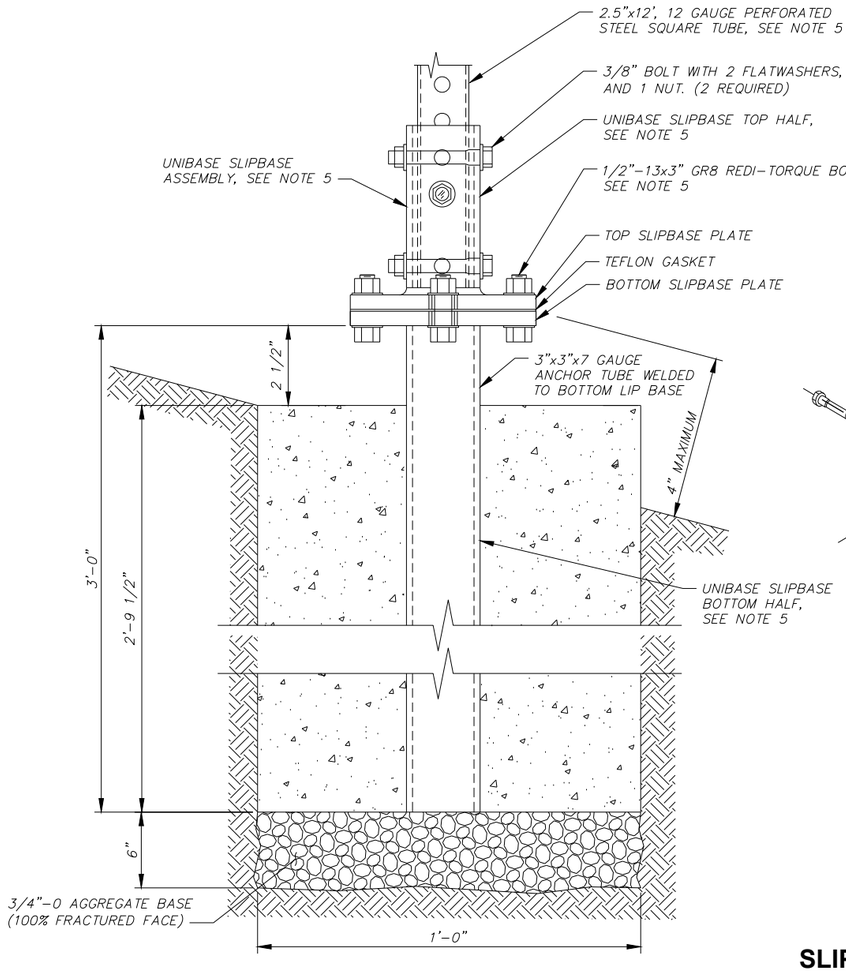
1. STOP SIGN SHALL BE PLACED ON THE RIGHT SIDE OF THE ROADWAY, 4-FEET IN ADVANCE OF THE PROPOSED OR EXISTING CROSSWALK OR AS DIRECTED BY ENGINEER.
2. ORIENT SIGNS TO BEST FIT FIELD CONDITIONS.
3. SIGN SUPPORT SHALL BE PERFORATED STEEL SQUARE TUBE.
4. NO PERIODS SHALL FOLLOW ABBREVIATIONS ON STREET SIGNS.

TYPICAL TRAFFIC SIGN

NTS

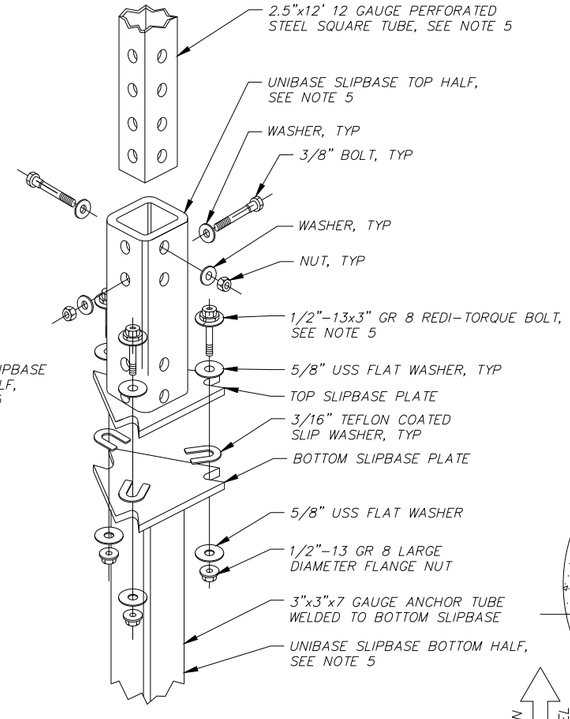
NOTES

1. MATERIAL GRADE FOR BASE HARDWARE CONNECTION SHALL BE ACCORDING TO THE MANUFACTURER'S RECOMMENDATION AND BASED ON CRASH TESTING.
2. SLIPBASE STEEL SHALL BE HOT DIPPED GALVANIZED OR APPROVED EQUAL.
3. FOOTING CONCRETE SHALL BE COMMERCIAL GRADE 3,000 PSI CONCRETE.
4. ALL SLIPBASES SHALL BE PRE-ASSEMBLED BY THE MANUFACTURER AND SHALL BE INSTALLED ACCORDING TO THE MANUFACTURER'S INSTRUCTIONS.
5. TRAFFIC SAFETY PART NUMBERS:
   - UNIBASE SLIPBASE ASSEMBLY - KIT-SLIPBASEODOT36
   - UNIBASE SLIPBASE TOP HALF - DP00384
   - UNIBASE SLIPBASE BOTTOM HALF - DP00385
   - 2.5"x12', 12 GUAGE POST - DP00313
   - UNIBASE SLIPBASE REDI-TORQUE MATCH PLATE HARDWARE KIT - DP00387



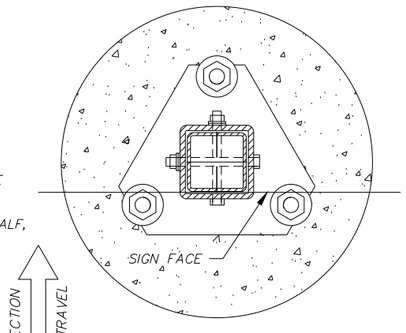
SLIPBASE ELEVATION

NTS



SLIPBASE EXPLODED VIEW

NTS



SLIPBASE PLAN

NTS

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STANDARD DRAWING

SIGNS

FIGURE
ST14

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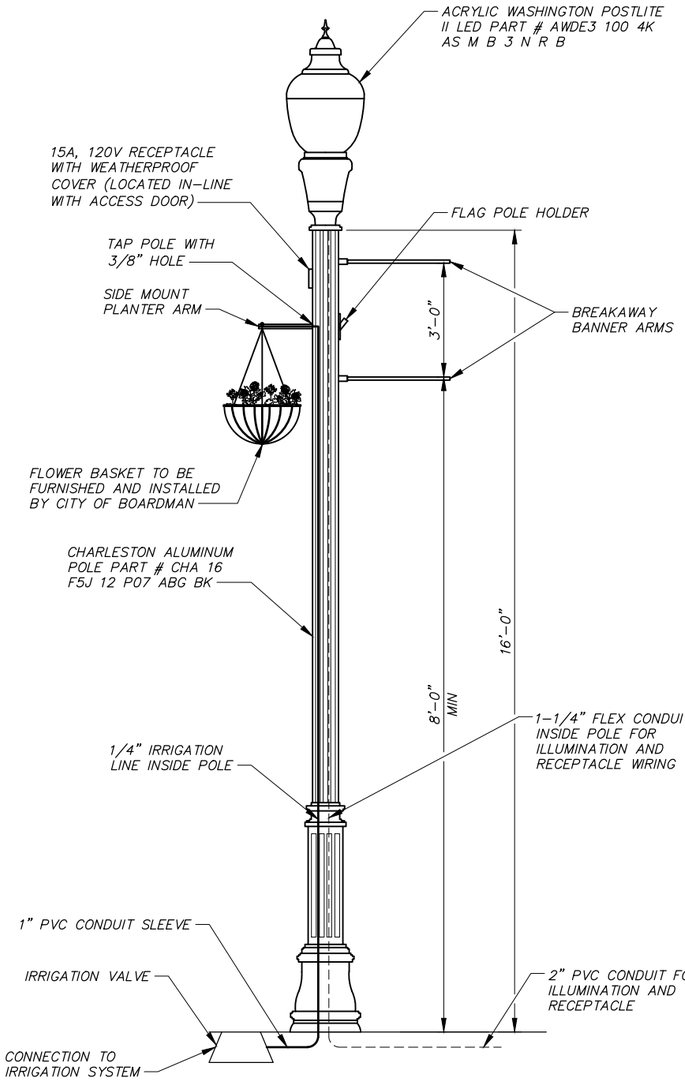
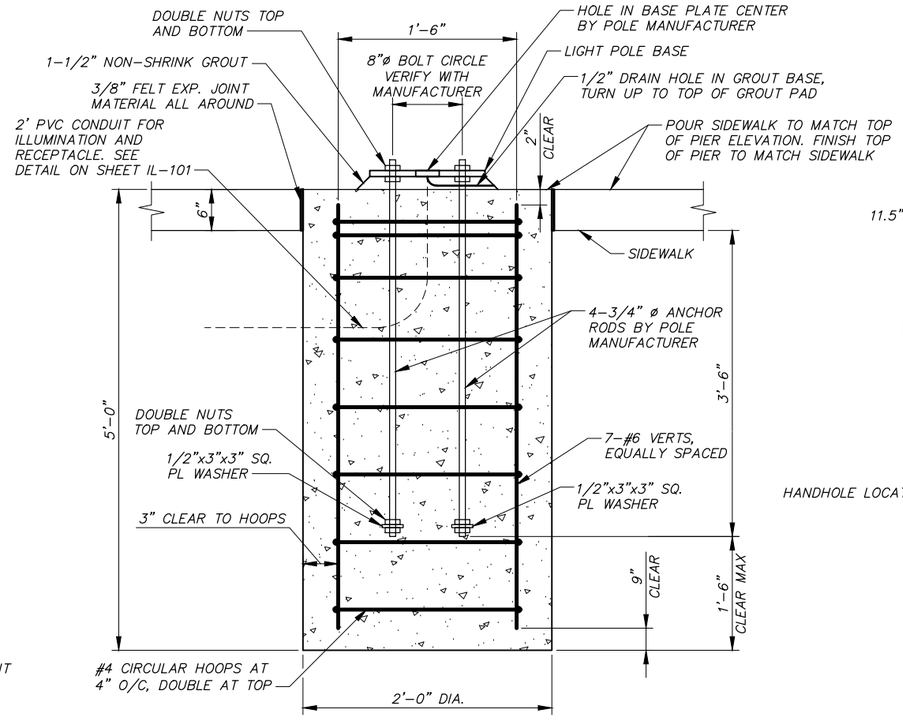


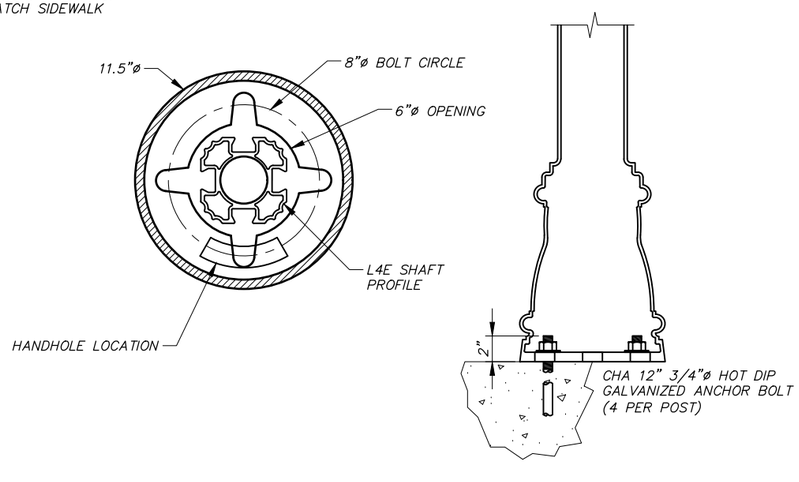
TYPICAL ORNAMENTAL POST-TOP LIGHT POLE INSTALLATION

NTS



ORNAMENTAL LIGHT POLE FOUNDATION DETAIL

NTS



BASE PLATE DETAIL

NTS

NOTES

1. ORNAMENTAL LIGHT SPACING IS 150 FEET MINIMUM AND AT ALL INTERSECTION CORNERS.
2. INSTALLATION OF UMATILLA ELECTRIC COOP LIGHTING IS AN ACCEPTABLE ALTERNATIVE AT MINIMUM 300 FEET SPACING OR AS APPROVED BY THE CITY ENGINEER.

CITY OF
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STANDARD DRAWING

ILLUMINATION

FIGURE
ST15

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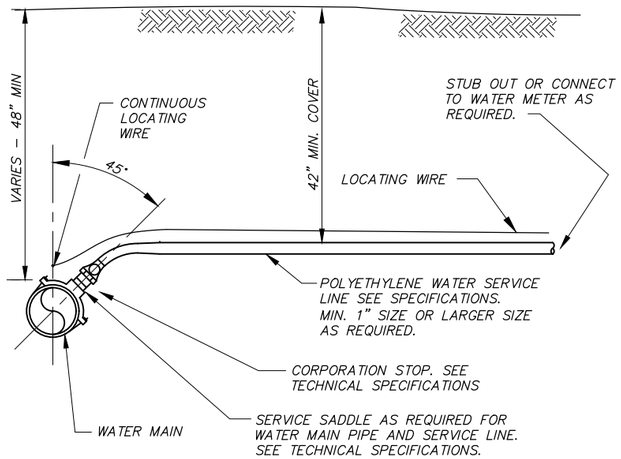
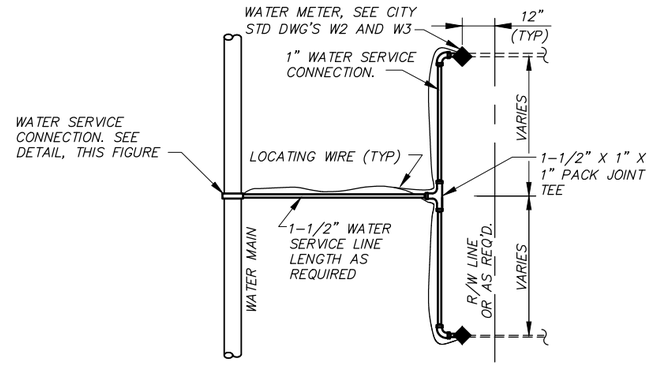


SECTION

TYPICAL SERVICE CONNECTION DETAIL

NTS

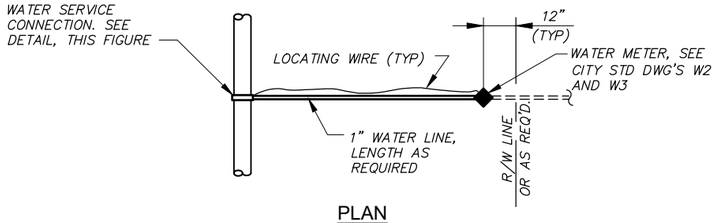


PLAN

NOTE
THIS LAYOUT IS SCHEMATIC ONLY. EACH LOCATION WILL REQUIRE SOME VARIATION OF DETAIL SHOWN.

MULTIPLE WATER SERVICES

NTS



PLAN

NOTE
THIS LAYOUT IS SCHEMATIC ONLY. EACH LOCATION WILL REQUIRE SOME VARIATION OF DETAIL SHOWN.

SINGLE WATER SERVICE LINE

NTS

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

WATER SERVICE LINE SECTION AND PLAN DETAILS

FIGURE
W1

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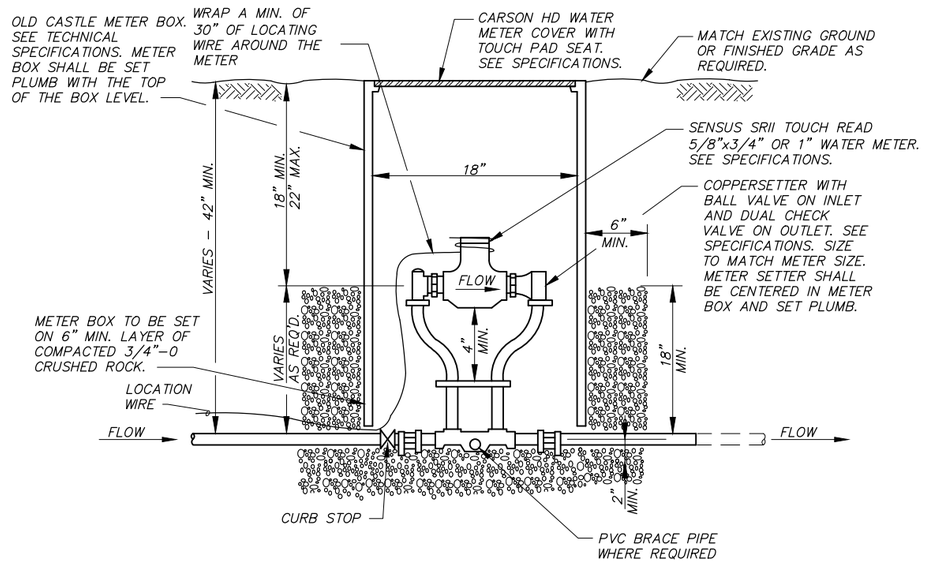

NOTE
ALL INSULATION FOR WATER METERS WILL BE COMPLETED BY THE CITY.

TYPICAL 1" OR SMALLER WATER METER INSTALLATION

NTS

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CITY OF
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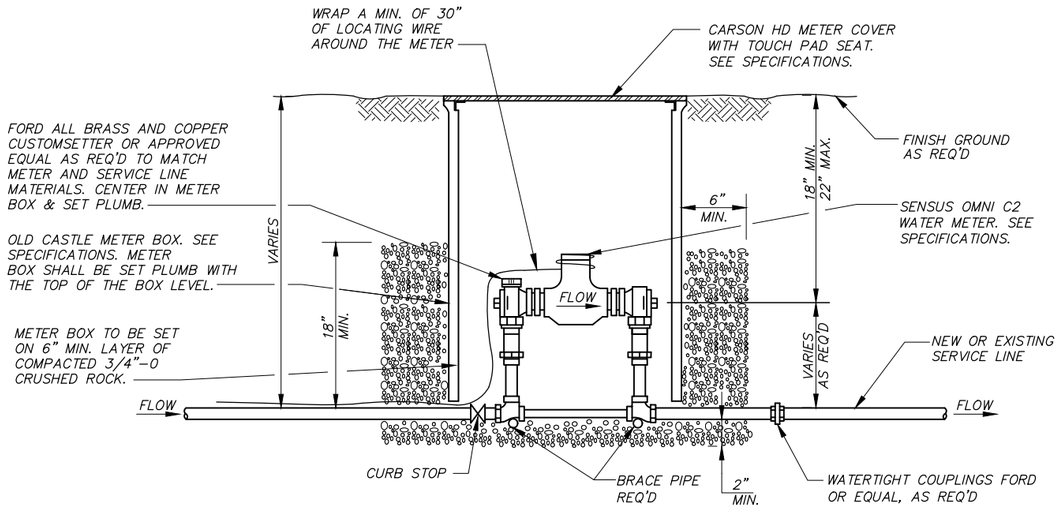
WATER METER DETAILS
1" OR SMALLER

FIGURE
W2



NOTE
ALL INSULATION FOR WATER METERS WILL BE COMPLETED BY THE CITY.

TYPICAL 1 1/2" OR 2" WATER METER INSTALLATION

(USING COPPER CUSTOM SETTER)

NTS

CITY OF
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STANDARD DRAWING

WATER METER DETAILS
1 1/2" OR 2"

FIGURE
W3

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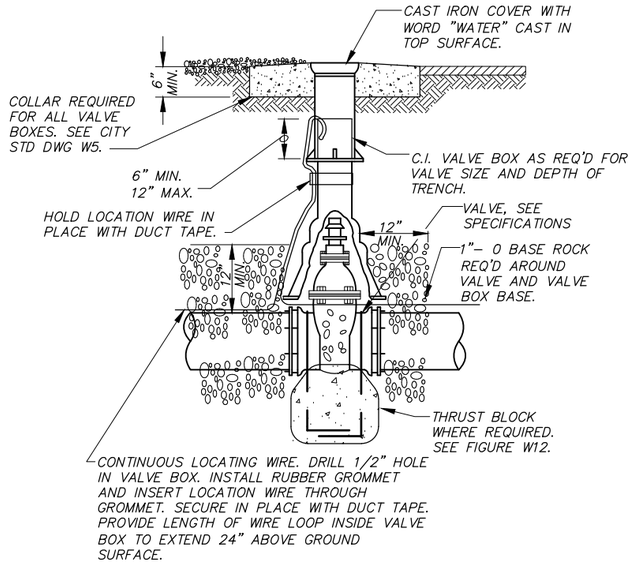
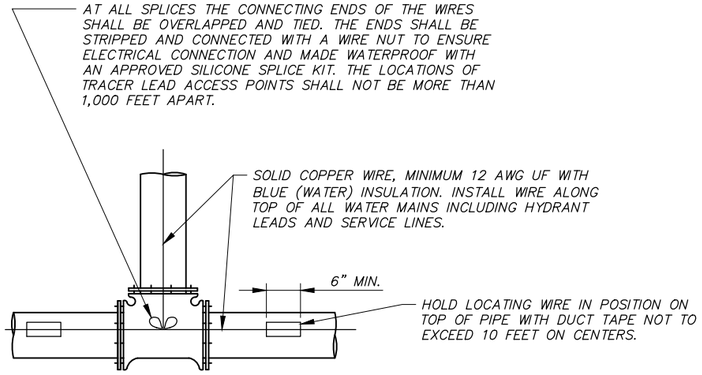


VALVE BOX DETAIL

NTS



CONTNUOUS LOCATING WIRE DETAIL

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STANDARD DRAWING

VALVE BOX AND CONTINUOUS LOCATING WIRE DETAIL

FIGURE
W4

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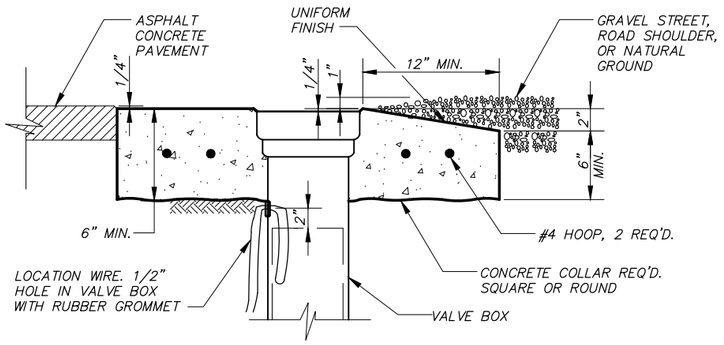
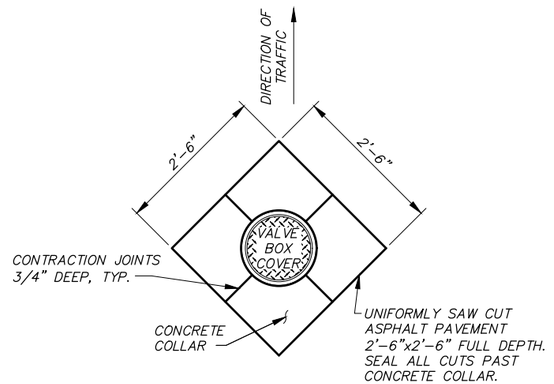


TYPICAL SECTION



PLAN

REQUIREMENTS FOR CONCRETE COLLARS

1. CONCRETE : 3/4", 7 SACK, 4000 PSI AT 28 DAYS, 2" TO 4" SLUMP, 4–7% AIR.
2. COLLAR TO BE FORMED AND UNIFORMLY SHAPED.
3. SMOOTH BROOMED FINISH REQUIRED.
4. CONTRACTOR TO STAMP OR TOOL AN ARROW, 6 INCHES IN LENGTH INTO THE CONCRETE COLLAR INDICATING FLOW DIRECTION.
5. APPLY CONCRETE CURING COMPOUND.
6. PROTECT FROM TRAFFIC FOR 4 DAYS MINIMUM.

VALVE CONCRETE COLLAR DETAIL

IN ASPHALT STREETS, GRAVEL STREETS, OR NATURAL GROUND

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VALVE CONCRETE COLLAR DETAILS

FIGURE

W5

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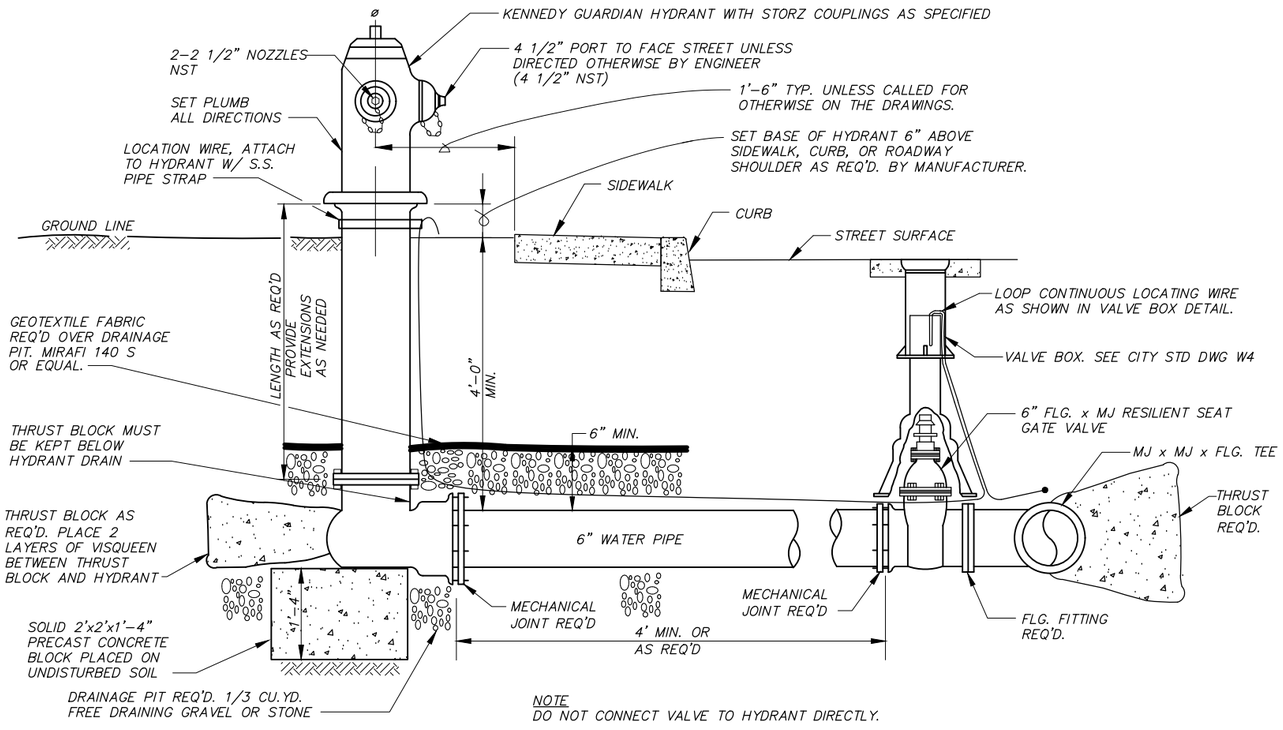

FIRE HYDRANT AND AUXILIARY VALVE DETAIL

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STANDARD DRAWING

FIRE HYDRANT AND AUXILIARY VALVE DETAIL

FIGURE
W6

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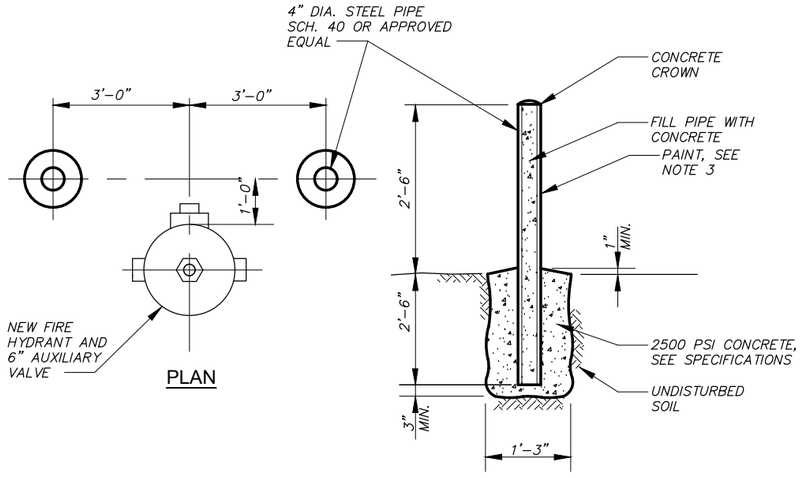

NOTES
1. 4" DIAMETER STEEL PIPE SHALL BE PLUMB.
2. LOCATE PIPES EQUIDISTANT FROM FIRE HYDRANT.
3. PAINTING SHALL BE DONE ONLY AFTER SURFACE IS FREE OF RUST, OIL, AND GREASE. THE METAL SHALL BE PRIMED AND TWO FINISH COATS, YELLOW IN COLOR APPLIED.

FIRE HYDRANT BARRICADE

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STANDARD DRAWING

FIRE HYDRANT BARRICADE

FIGURE
W7

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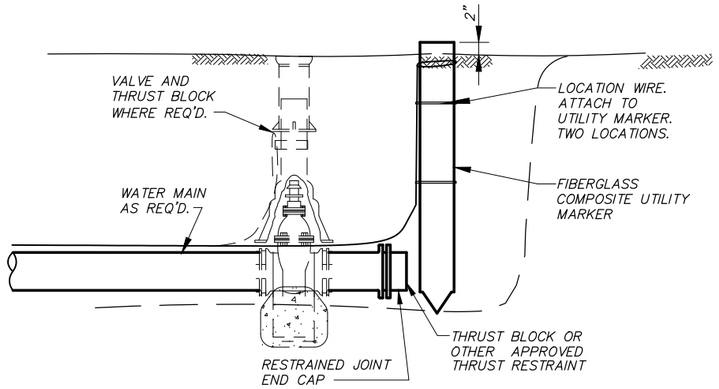
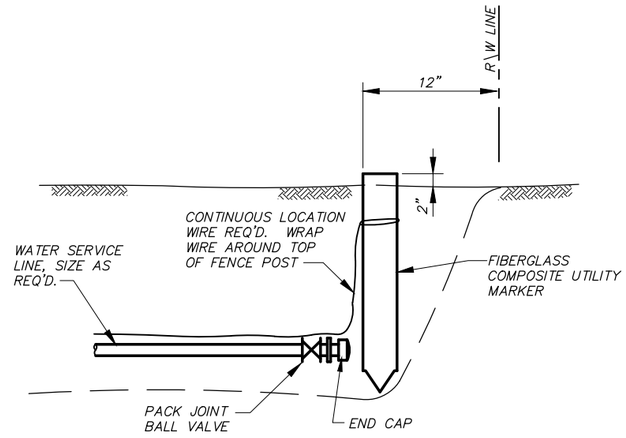


NOTE
THE CONTRACTOR SHALL PROVIDE TWO REFERENCES FROM PERMANENT OBJECTS TO THE END OF WATER SERVICE LINE. THESE TIES SHALL BE SHOWN AND DIMENSIONED ON THE "RECORD DRAWINGS" PREPARED BY THE CONTRACTOR.

TYPICAL WATER MAIN STUB

SECTION
NTS



NOTE
THE CONTRACTOR SHALL PROVIDE TWO REFERENCES FROM PERMANENT OBJECTS TO THE END OF WATER SERVICE LINE. THESE TIES SHALL BE SHOWN AND DIMENSIONED ON THE "RECORD DRAWINGS" PREPARED BY THE CONTRACTOR.

TYPICAL WATER SERVICE LINE STUB

SECTION
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STANDARD DRAWING

WATER MAIN AND SERVICE LINE STUB

FIGURE
W8

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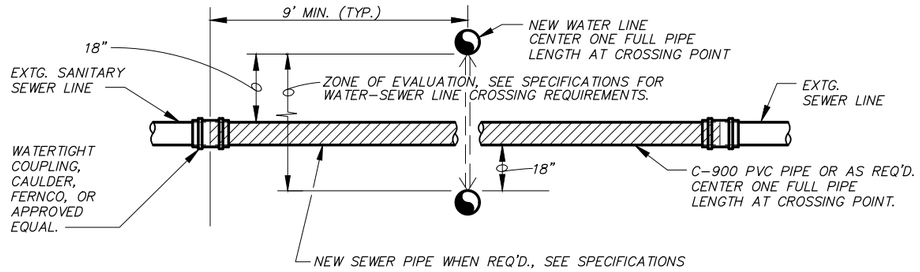

NOTES
1. PROVIDE SUPPORT BEAM WHEN REQUIRED. SEE SPECIFICATIONS.

2. ALL BACK FILL IN AREA OF WATER-SEWER CROSSING TO A DEPTH 12" ABOVE THE TOP OF THE HIGHEST PIPE SHALL BE 3/4"-0 BASE ROCK COMPACTED TO 95% OF ASTM D-698 LABORATORY DENSITY.

WATER-SEWER CROSSING

NEW WATER LINE CONSTRUCTION

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STANDARD DRAWING

WATER-SEWER CROSSING

FIGURE

W9

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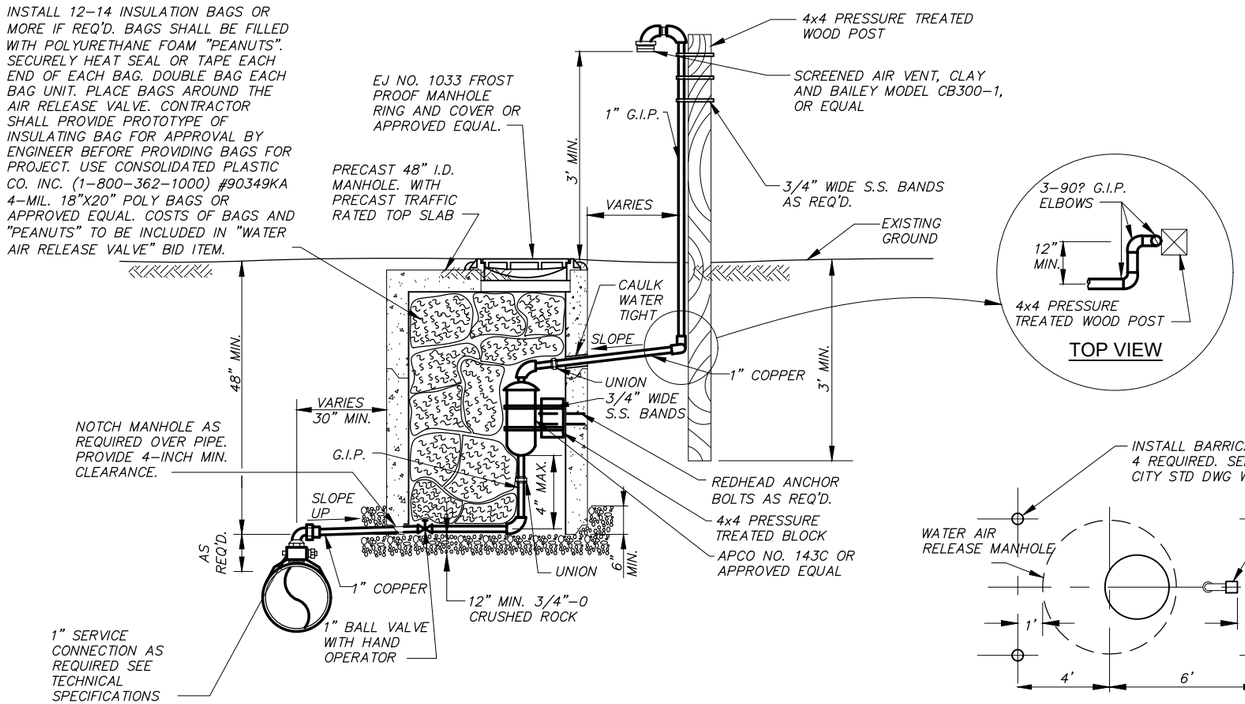
NOTES

1. ALL AGGREGATE BASE SHALL BE COMPACTED TO 95% MAXIMUM DRY DENSITY PER ASTM D1557.
2. COMBINATION AIR VALVE ASSEMBLIES SHALL BE INSTALLED AT HIGH POINTS ON TRANSMISSION WATER MAINS. COMBINATION AIR RELEASE ASSEMBLIES NEED NOT BE INSTALLED ON DISTRIBUTION WATER MAINS WHEN A WATER SERVICE LINE IS LOCATED AT THE HIGH POINT ON A WATER MAIN.



WATER AIR RELEASE VALVE

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WATER AIR RELEASE VALVE

FIGURE
W10

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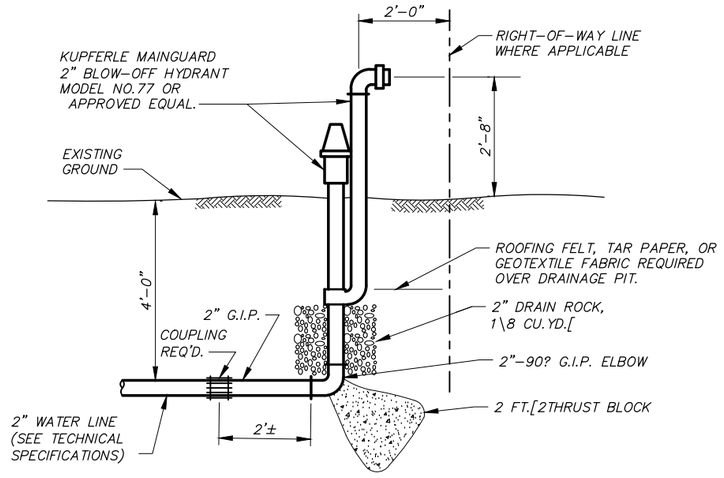

2" WATER LINE BLOW-OFF DETAIL

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STANDARD DRAWING

WATER LINE BLOW-OFF DETAIL

FIGURE
W11

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THRUST BLOCK NOTES

1. THRUST BLOCKS SHALL BE REQUIRED AT THE FOLLOWING LOCATIONS:
   A. ALL CHANGES IN DIRECTION.
   B. ALL DEAD–ENDS.
   C. ALL VALVE 10–INCH LARGER (SIZE FOR CLOSED CONDITION).
   D. AT OTHER LOCATIONS REQUIRED BY THE ENGINEER.
   E. AT TEMPORARY DEAD ENDS DURING PIPE INSTALLATIOON AS REQUIRED FOR TEMPORARY PRESSURE TESTING.
   F. AT OTHER LOCATIONS REQUIRED BY THE CITY.
2. THRUST BLOCK SHALL BE SIZED AS REQUIRED BY SOIL CONDITIONS AND DESIGN PRESSURE.
3. PLACE CONCRETE AGAINST UNDISTURBED TRENCH WALL.
4. CONCRETE SHALL BE 2,500 PSI MINIMUM.
5. ALL CONCRETE SHALL BE PLACED SO THAT PIPE, FITTING JOINTS, BOLTS AND NUTS, ETC., WILL BE ACCESSIBLE FOR REPAIRS.
6. PLACE TWO LAYERS OF VISQUEEN BETWEEN FITTING AND CONCRETE TO FACILITATE FUTURE REMOVAL OF THRUST BLOCK IF REQUIRED.
7. ANCHOR RODS SHALL BE 3/4" DIAMETER GALVANIZED STEEL RODS OR #6 EPOXY COATED REINFORCEMENT BAR, AASHTO M284, HAVING AN 18" MINIMUM EMBEDMENT IN CONCRETE.
8. THRUST BLOCKING SHALL BE SIZED FOR 150 PSI WATER PRESSURE
9. IF THE REQUIRED BEARING ARE IS LESS THAN 1 SQUARE FOOT, A THRUST BLOCK SHALL NOT BE REQUIRED.

DETERMINATION OF THRUST BLOCK BEARING AREA

WHEN THRUST BLOCK BEARING AREA IS NOT SPECIFIED ON THE PLANS OR DETERMINED BY THE PROJECT ENGINEER, THE FOLLOWING PROCEDURE SHALL BE USED TO DETERMINE REQUIRED BEARING AREA.

1. DETERMINE THRUST (T) FOR TYPE OF FITTING OR JOINT AND SIZE OF PIPE, FROM TABLE NO. 1 OR TABLE NO. 3.
2. DETERMINE BEARING CAPACITY (B) OF SOIL FROM TABLE NO. 2.
3. A = T – B

EXAMPLE: DESIGN PRESSURE = 175 PSI
PIPE = 12"
FITTING = TEE
SOIL – SANDY GRAVEL
FROM TABLE NO. 1: T = 15,310 LB.
FROM TABLE NO. 2: B = 3000 LB/FT
$A = \frac{15{,}310 \times 1.75}{3{,}000} = 8.9$ FT

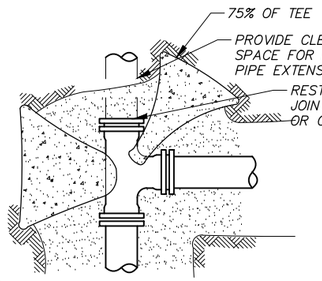
TABLE NO.1
THRUST AT FITTINGS IN POUNDS AT 100 PSI OF WATER PRESSURE

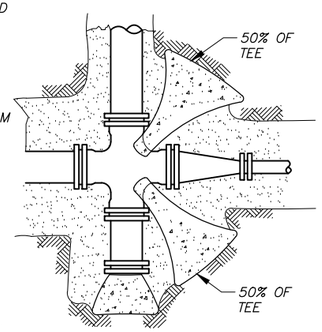
PIPE SIZE	TEES AND DEAD ENDS	90° BEND	45° BEND	22 1/2° BEND	11 1/4° BEND
4"	1,850	2,610	1,420	720	394
6"	3,800	5,370	2,910	1,470	810
8"	6,580	9,300	5,040	2,550	1,372
10"	10,750	15,200	8,240	4,170	2,216
12"	15,310	21,640	11,720	5,940	3,128
14"	20,770	29,360	15,910	8,060	4,241
16"	26,880	38,010	20,590	10,430	5,468
18"	29,865	42,235	22,858	11,653	5,855

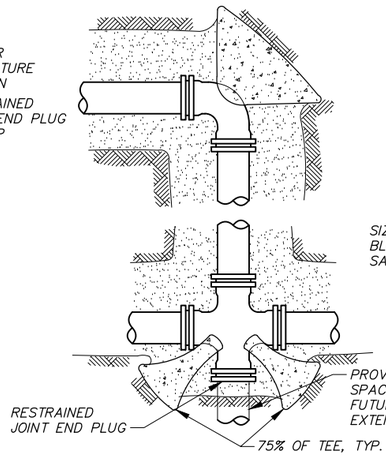
NOTE
FOR WATER PRESSURES DIFFERENT THAN 100 PSI, MULTIPLY THRUST FOUND IN TABLE NO. 1 BY REQUIRED PROPORTION.
EXAMPLE: DESIGN PRESSURE = 175 PSI. MULTIPLY VALUE IN TABLE BY 1.75

TABLE NO.2

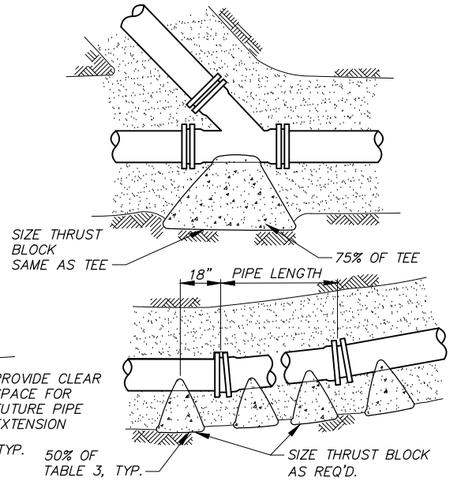
SOIL	SAFE BEARING LOAD LB/FT ^{2}
SOFT CLAY	500
SILT	1,000
SAND	2,000
SAND AND GRAVEL	3,000
SAND AND GRAVEL CEMENTED WITH CLAY	4,000
HARD CLAY	4,000

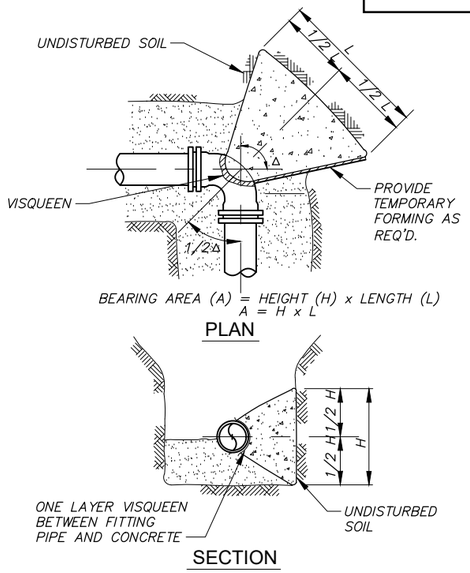




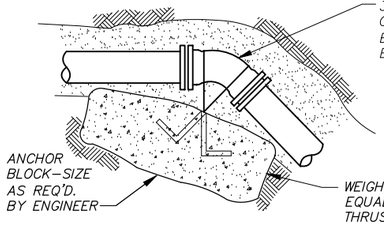


PLAN VIEWS

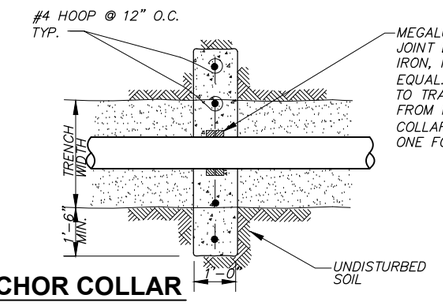




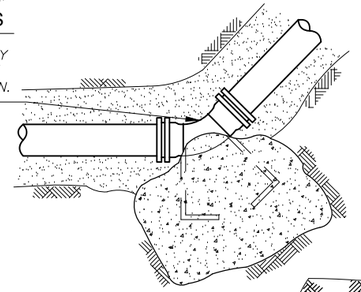
TYPICAL THRUST BLOCK DETAILS

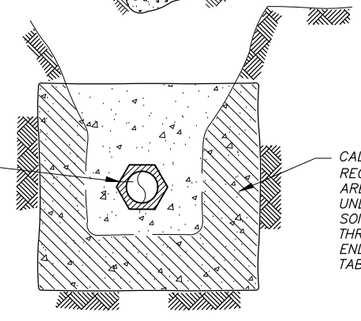


NOTE
GRAVITY ANCHOR BLOCK TO BE SIZED BY ENGINEER.



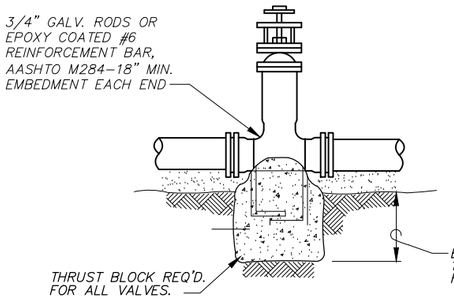
ANCHOR COLLAR





TYPICAL THRUST BLOCK LOCATIONS

SECTION VIEWS



NOTES
1. THRUST BLOCK IS NOT REQUIRED WHEN VALVE IS CONNECTED BY A FLANGED OR RESTRAINED JOINT CONNECTION TO ADJACENT FITTING OR PIPE WHICH HAS THE REQUIRED THRUST RESTRAINT.
2. THRUST BLOCK IS NOT REQUIRED ON 8" AND SMALLER VALVES UNLESS CALLED OUT OTHERWISE ON DRAWINGS.

TABLE NO.3

SIDE THRUST PER 100 LB./SQ.IN. PRESSURE PER DEGREE OF DEFLECTION			
PIPE SIZE	SIDE THRUST-LB	PIPE SIZE	SIDE THRUST-LB
4"	N/A	14	377
6"	N/A	16	486
8"	N/A	18	665
10"	197	20	790
12"	278	24	1,150

MULTIPLY THRUST BY DEGREE OF DEFLECTION TO OBTAIN TOTAL THRUST

CITY OF
BOARDMAN, OREGON
STANDARD DRAWING

THRUST BLOCK DETAILS

FIGURE
W12

X:\Clients\Boardman OR\439-101 Public Works Design Standards Update\CAD\439-101_W12.dwg, FIGURE, 8/22/2025 9:06 AM, agarcia

CITY OF BOARDMAN
RESOLUTION 24-2025

A RESOLUTION NAMING PARKS

WHEREAS, the City of Boardman is drafting a Parks Master Plan; and

WHEREAS, the City of Boardman had a public engagement event that requested community members provide suggested names for the following park areas – city hall park, the future park areas below the Bonneville Power Administration powerlines, the neighborhood parks within the River Ridge subdivision, and the park area within the Hillview Subdivision; and

WHEREAS, the Public Advisory Committee for the Parks Master Plan forwarded proposed names for each of these park areas to the City Council for consideration.

NOW, THEREFORE, BE IT RESOLVED: The City of Boardman adopts the following park names:

City Hall Park	Tatone Park
Hillview subdivision park area	Hillview Park and Sports Complex
BPA park blocks	Heritage Park Blocks
River Ridge neighborhood parks	Blayden Park Parque Los Niños Pájaro Azúl Park Meadowlark Park

DATED this 2nd day of September 2025.

CITY OF BOARDMAN

_____
Mayor – Paul Keefer

_____
Council President – Ethan Salata

_____
Councilor – Karen Pettigrew

_____
Councilor – Richard Rockwell

_____
Councilor – Brenda Profitt

_____
Councilor – Cristina Cuevas

_____
Councilor – Heather Baumgartner

ATTEST:

_____
Amanda Mickles – City Clerk

CITY OF BOARDMAN
RESOLUTION 25-2025

A RESOLUTION OF THE CITY OF BOARDMAN ADOPTING A PERSONNEL POLICY AND REPEALING RESOLUTION 3-2025

WHEREAS, the City of Boardman desires to maintain consistent employment policies to inform its personnel.

NOW, THEREFORE, BE IT RESOLVED BY the City Council of the City of Boardman the City's employment policies and procedures shall be as attached hereto as Exhibit "A", Boardman Personnel Policy, and

BE IT FURTHER RESOLVED that Resolution 3-2025 is repealed.

Passed by the Council this 2nd day of September 2025.

CITY OF BOARDMAN

_____
Mayor – Paul Keefer

_____
Council President – Ethan Salata

_____
Councilor – Cristina Cuevas

_____
Councilor – Karen Pettigrew

_____
Councilor – Brenda Profitt

_____
Councilor – Heather Baumgartner

_____
Councilor – Richard Rockwell

ATTEST:

_____
Amanda Mickles, City Clerk

CITY OF BOARDMAN

PERSONNEL POLICY

Adopted September 2, 2025

Resolution 25-2025

Prior Editions:
Resolution 12-1982
Resolution 10-1998 (addition)
Resolution 17-2002 (addition)
Resolution 13-2005
Resolution 20-2019
Resolution 5-2020 (addition)
Resolution 6-2023
Resolution 3-2025
Resolution 25-2025

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CHAPTER 1 – GENERAL

1.1 SCOPE

A. The City of Boardman Personnel Policy Manual (the "Manual") is a general informational guide to the City's current employment policies and shall not be construed as a contract. The City reserves the right to amend, delete, supplement, or rescind any of the provisions of this manual as the City deems necessary and appropriate. These policies shall not be construed to create contractual rights or any type of promise or guarantee of specific treatment upon which any employee may rely. The City also reserves the right to deviate from these policies in individual situations, particularly in an emergency, or to achieve its primary mission of providing orderly and cost-efficient services to its citizens.

B. These personnel policies shall apply to all City employees. In the event of conflict between any provision of this manual and any provision of a valid and effective collective bargaining agreement (CBA), the CBA shall govern. In all other cases, these policies shall govern.

C. Unless specific rights are granted to them in employment contracts, or elsewhere, all employees of the City are subject to termination from City employment at any time, for any lawful reason, including those reasons set forth in this Manual. Employees at the City of Boardman are employed "at will," unless they are employed subject to a collective bargaining agreement or an express employment contract with the City that provides otherwise.

D. These policies are the basic personnel policies of the City. Individual departments may request Manager/Council approval of additional departmental policies and/or operating procedures. Individual department policies and operating procedures must be consistent with the policies in this Manual and may be subject to budgeting and fiscal limitations of the City.

1.2 EQUAL EMPLOYMENT OPPORTUNITY (EEO)

A. The following EEO Policies (See Section 1.3) apply to all employees. Members of management and employees alike are expected to adhere to and enforce the following EEO Policies. Any employee's failure to do so may result in discipline, up to and including termination.

B. All employees are encouraged to discuss these EEO Policies with the City Manager at any time if they have questions relating to the issues of discrimination, harassment, or bullying.

C. This EEO policy applies to all aspects of the employment relationship, including but not limited to, recruitment, hiring, compensation, promotion, demotion, transfer, disciplinary action, layoff, recall, and termination of employment.

D. Statement Regarding Pay Equity

The City supports Oregon's Pay Equity Law and federal and Oregon laws prohibiting discrimination between employees, on the basis of a protected class (as defined by Oregon or federal law), in the payment of wages, or other compensation for work of comparable character. Employees who believe they are receiving wages, or other compensation, at a rate less than that at which the City pays wages or other compensation to other employees, for work of comparable character, are encouraged to discuss the issue with Human Resources.

See also Section 4.7 - Statement Regarding Pay Practices.

1.3 NON-DISCRIMINATION, NO-RETALIATION POLICY

The City provides equal employment opportunity to all qualified employees and applicants without unlawful regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other protected status or activity recognized under federal, Oregon, or local law. The City also recognizes an employee's right to engage in protected activity under federal and Oregon law, as discussed in various policies below, and will not retaliate against an employee for engaging in protected activity.

For purposes of this and all other City policies, "race" is defined to include physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type, and protective hairstyles. Further, "protective hairstyles" is defined as a hairstyle, hair color or manner of wearing hair, including braids (regardless of whether the braids are created with extensions or styled with adornments, locs, and twists).

1.4 NO-HARASSMENT POLICY

The City prohibits harassment and sexual assault in the workplace, or harassment and sexual assault outside of the workplace that violates its employees, volunteers and interns' right to work in a harassment-free workplace. Specifically, the City prohibits harassment or conduct related to an individual's race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other protected status or activity recognized under Oregon, federal or local law.

Each member of management is responsible for creating an atmosphere free of discrimination, harassment, and sexual assault. Further, all employees are responsible for respecting the rights of other employees and are to refrain from engaging in conduct prohibited by this policy, regardless of the circumstances, and regardless of whether others participate in the conduct or did not appear to be offended. All employees are encouraged to discuss this policy with their immediate supervisor, any member of the management team, or with Human Resources, at any time if they have questions relating to the issues of discrimination or harassment.

This policy applies to and prohibits, sexual or other forms of harassment, that occur during working hours, during City–related or –sponsored trips (such as conferences or work-related travel), and during non-working hours when that off-duty conduct creates an unlawful hostile work environment for any of the City's employees.

A. Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature (regardless of whether such conduct is "welcome"), when:

- Submission to such conduct is made either implicitly or explicitly a term or condition of employment; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Some examples of conduct that could give rise to sexual harassment or unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; sexual jokes; flirtations; advances or propositions; verbal abuse of a sexual nature; comments about an individual's body, sexual prowess, or deficiency; talking about your sex life or asking others questions about theirs; leering or whistling; unwelcome touching or assault; sexually suggestive, insulting, or obscene comments or gestures; displays of sexually suggestive objects or pictures; making derogatory remarks about individuals who are gay, lesbian, bisexual or transgender; or discriminatory treatment based on sex.

B. Other Forms of Prohibited Harassment

City policy also prohibits harassment against an individual based on the individual's race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other protected status or activity recognized under Oregon, federal or local law.

City policy also prohibits harassment such as verbal, written or physical conduct that denigrates, makes fun of, or shows hostility towards an individual because of that individual's protected class or protected activity, and can include:

- Jokes, pictures (including drawings), epithets, or slurs; or
- Negative stereotyping; or
- Displaying racist symbols anywhere on City property; or
- "Teasing" or mimicking the characteristics of someone with a physical or mental disability; of
- Criticizing or making fun of another person's religious beliefs, or "pushing" your religious beliefs on someone who doesn't have them; of
- Threatening, intimidating, or hostile acts that relate to a protected class or protected activity; or
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of the protected status; or
- Negative comments or teasing a person about their natural hair, hair texture, hair type or hair style. Employees may not touch another employee's hair without permission to do so, even if the touch is extended out of curiosity or as a compliment.

This is not a complete list. All employees are expected to exercise common sense and refrain from other similar kinds of unprofessional conduct.

C. Complaint-Reporting Procedure

Employees, volunteers or interns who have experienced a sexual assault, any harassment, discrimination in violation of this policy, who have witnessed such behavior, or who have credible information about such behavior occurring, are expected and should bring the matter to the attention of Human Resources, or a supervisor or member of management as soon as possible. Employees are strongly encouraged to document the information or incident in any written or electronic form, or with a voice mail message (or phone call). An employee who experiences or witnesses harassment is encouraged, but not required, to tell the harasser that the behavior is offensive and unwanted, and that they want it to stop.

D. Investigation and Confidentiality

All complaints and reports will be promptly and impartially investigated and will be kept confidential to the extent possible, consistent with the City's need to investigate the complaint and address the situation. If conduct in violation of this policy is found to have occurred, the City will take prompt, appropriate corrective action, and any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

Employees who have been subjected to harassment, sexual assault, or discrimination are encouraged to use the City's complaint-reporting procedure, described above, to ensure a timely, thorough investigation and handling of the situation. Employees may, however, seek redress from the Oregon Bureau of Labor and Industries (BOLI) pursuant to ORS 659A.820 to 659A.865, or in a court under any other available law, whether criminal or civil. Although the City cannot provide employees with legal advice, employees should be aware of the statute of limitations applicable to harassment or discrimination claims under ORS 659A.030, 659A.082 or 659A.121 (five years). Further, before an employee can take any legal action against the City, the employee must provide a written notice of the claim within 180 days of the act or omission the employee claims have caused him/her harm. When an employee can prove harm, as a result of unlawful harassment or discrimination in an administrative proceeding or in a court, remedies available to the employee include enforcement of a right, imposition of a penalty, or issuance of an order to the employee's employer (in limited circumstances).

E. Protection Against Retaliation

The City prohibits retaliation in any way against an employee because the employee has made a good- faith complaint pursuant to this policy or the law, has reported (in good faith) sexual assault, harassing or discriminatory conduct, or has participated in an investigation of such conduct.

Employees who believe they have been retaliated against in violation of this policy should immediately report it to Human Resources or any supervisor or member of management. Any employee who is found to have retaliated against another employee in violation of this policy, will be subject to disciplinary action up to and including termination of employment.

See also the Non-Discrimination, No-Retaliation Policy, above, and the Reporting Improper or Unlawful Conduct Policy.

F. Other Resources Available to Employees

The City provides an Employee Assistance Program (EAP) through Canopy to employees and dependents who are enrolled in the City's medical coverage. For access to confidential help 24 hours a day, seven days a week, call toll-free: 1-800-433-2320, or go online to canopywell.com. The EAP program provides confidential counseling services and educational tools such as resources relating to eldercare, childcare, legal consultation, financial coaching, identity theft, and others.

The City cannot provide legal resources to its employees or referrals to specific attorneys. Employees may contact the Oregon State Bar for more information: https://www.osbar.org/public/.

G. Other Employee Rights

Nothing in this policy is intended to diminish or discourage an employee who has experienced workplace harassment or discrimination, or sexual assault, from talking about or disclosing their/their experience.

The City is committed to creating and maintaining a workplace free of sexual assault, harassment, discrimination, and retaliation and it has confidence in the process it has developed for addressing good-faith complaints. However, Oregon law requires the City to inform employees that if they have been aggrieved by workplace harassment, discrimination or sexual assault and want to enter into an agreement with the City regarding their experience and/or employment status, the employee should contact the City Manager. The employee's request to enter into such an agreement must be in writing (email or text is acceptable). Requests of this nature will be considered on a case-by-case basis; such agreements are not appropriate for every situation. If the City and employee do reach an agreement, the City will not require an employee to enter into a nondisclosure agreement (which would prohibit the employee from discussing or communicating about their experiences in the workplace or the terms of the agreement) or a non-disparagement agreement (which would prohibit the employee from speaking slightingly about the City or making comments that would lower the City in rank or reputation). If, however, the employee makes a request for an agreement under this paragraph, nondisclosure and non-disparagement are terms that the City and the employee may agree to. The employee will have seven days to revoke the agreement after signing it.

H. No Bullying

The City strives to promote a positive, professional work environment free of physical or verbal harassment, "bullying," or discriminatory conduct of any kind. The City, therefore, prohibits employees from bullying one another or engaging in any conduct that is disrespectful, insubordinate, or that creates a hostile work environment for another employee for any reason. For purposes of this policy, "bullying" includes repeated verbal and/or non-verbal conduct that is malicious, vindictive, cruel, or deliberately hurtful, etc. It also has the effect or purpose of threatening, embarrassing, humiliating, intimidating, insulting, offending or sabotaging/undermining another employee; and/or interfering with an employee's performance. Bullying does not include legitimate workplace discipline or other corrective action by your supervisor or management. Examples of bullying include:

- Verbal Bullying: slandering, ridiculing or maligning a person or their family; persistent name calling which is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.

- Physical Bullying: pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property.
- Gesture Bullying: non-verbal threatening gestures, glances that can convey threatening messages.
- Exclusion Bullying: socially or physically excluding or disregarding a person in work-related activities. In some cases, failing to be cooperative and working well with co-workers may be viewed as bullying.
- Cyber Bullying: Bullying that takes place using electronic technology, which includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyber-bullying include transmitting or showing mean-spirited text messages, emails, embarrassing pictures, videos or graphics, rumors sent by email or posted on social networking sites, or creating fake profiles on web sites for co-workers, managers or supervisors or elected officials.

Employees who have experienced bullying in violation of this policy, who have witnessed an incident of bullying, or who have credible information about an incident, are expected and should bring the matter to the attention of their supervisor or a member of management as soon as possible. If conduct in violation of this policy is found to have occurred, the City will take prompt, appropriate action, and any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

1.5 DISABILITY ACCOMMODATION POLICY

The City is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon's disability accommodation and discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities.

A. Accommodations
The City will make reasonable efforts to accommodate a qualified applicant, or employee with a known disability, unless such accommodation creates an undue hardship on the City's operations.

B. Requesting an Accommodation
A reasonable accommodation is any change or adjustment to a job or work environment that does not cause an undue hardship on the department or unit (or, in some cases, the City) and that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. For example, reasonable accommodation may include providing or modifying equipment or devices, job restructuring, allowing part-time or modified work schedules, reassigning an individual, adjusting or modifying examinations, modifying training materials or policies, providing readers and interpreters or making the workplace readily accessible to and usable by people with disabilities.

Employees should request accommodation as soon as it becomes apparent that reasonable accommodation may be necessary to enable the employee to perform the essential duties of a position or participate in the employment process. All requests for accommodation should

be made to the City Manager and should specify which essential functions of the employee's job cannot be performed without reasonable accommodation. In most cases, an employee will need to secure medical verification of their need for reasonable accommodation. If the employee feels that the accommodation made is not effective, they should notify their supervisor/manager promptly. It may be concluded that no reasonable accommodation is available that will enable the employee to perform their current job in a safe and satisfactory manner. In that case, the City will explore other options consistent with applicable law.

1.6 PREGNANCY ACCOMMODATION POLICY

Employees who are concerned that their pregnancy, childbirth, or a related medical condition (including lactation) will impact their ability to work should contact Human Resources to discuss their options for continuing to work and, if necessary, leave of absence options. The City will provide one or more reasonable accommodations pursuant to this policy for employees with known limitations unless such accommodations impose an undue hardship on the City's operations.

Although this policy refers to "employees," the City will apply this policy equally to an applicant with known limitations caused by pregnancy, childbirth or a related medical condition.

A. Requesting Pregnancy-Related Accommodation
Employees who are concerned that their pregnancy, childbirth, or related medical condition will limit their ability to perform their duties should request accommodation as soon as it becomes apparent that reasonable accommodation may be necessary to enable the employee to work. All requests for accommodation should be made to Human Resources and should specify which essential functions of the employee's job cannot be performed without reasonable accommodation. In most cases, information from the employee's doctor may be needed to assist the City and the employee to find effective accommodation, or to verify the employee's need for accommodation. Both the City and the employee must monitor the employee's accommodation situation and make adjustments as needed.

B. No Discrimination, No Retaliation
The City prohibits retaliation or discrimination against any employee who, under this policy: (a) asked for information about or requested accommodation; (b) used accommodation provided by the City; or (c) needed accommodation.

Employees who ask about, request, or use accommodations under this policy and applicable Oregon law have the right to refuse accommodation that is unnecessary for the employee to perform the essential functions of the job or when the employee doesn't have a known limitation. Under Oregon law, an employer can't require an employee to use sick leave, or OFLA leave if reasonable accommodation can be made that doesn't impose an undue hardship on the operations of the City. Also, no employee will be denied employment opportunities if the denial is based on the need of the City to make reasonable accommodations under this policy.

C. Leave of Absence Options for Pregnant Employees
Employees who are pregnant or experiencing pregnancy-related medical conditions should also be aware of their leave of absence options under Oregon's sick leave law, Paid Leave Oregon, the Oregon Family Leave Act and the Family Medical Leave Act. Please speak with Human Resources for more information.

1.7 REPORTING IMPROPER OR UNLAWFUL CONDUCT — NO RETALIATION

Employees may report concerns about the City's compliance with any law, regulation or policy, using one of the methods identified in this policy. The City will not retaliate against employees who disclose information that the employee reasonably believes is evidence of:

- A violation of any federal, Oregon, or local law, rules or regulations by the City; or
- A violation of law, regulation, or standard pertaining to safety and health in the place of employment; or
- Mismanagement, gross waste of funds, abuse of authority; or
- A substantial and specific danger to public health and safety resulting from actions of the City or one of its employees; or
- The fact that a recipient of government services is subject to a felony or misdemeanor arrest warrant.

Further, in accordance with Oregon law, the City will not prohibit an employee from discussing the activities of a public body, or a person authorized to act on behalf of a public body, with a member of the Legislative Assembly, legislative committee staff acting under the direction of a member of the Legislative Assembly, any member of the elected governing body of a political subdivision, or an elected auditor of a city, county, or metropolitan service district.

A. Employee Reporting Options
In addition to the City's Complaint Reporting Procedures (see section 8.13) employees who wish to report improper or unlawful conduct should first talk to their supervisor. If employees are not comfortable speaking with their supervisor, or are not satisfied with supervisor's response, they are encouraged to speak with Human Resources. Supervisors and managers are required to inform Human Resources about reports of improper or unlawful conduct they receive from employees. Reports of unlawful or improper conduct will be kept confidential to the extent allowed by law and consistent with the need to conduct an impartial and efficient investigation.

If the City were to prohibit, discipline, or threaten to discipline an employee for engaging in an activity described above, the employee may file a complaint with the Oregon Bureau of Labor and Industries or bring a civil action in court to secure all remedies provided for under Oregon law.

B. Additional Protection for Reporting Employees
Oregon law provides that, in some circumstances, an employee who discloses a good faith and objectively reasonable belief of the City's violation of law will have an "affirmative defense" to any civil or criminal charges related to the disclosure. For this defense to apply, the employee's disclosure must relate to the conduct of their coworker or supervisor acting within the course and scope of their employment. The disclosure must have been made to:

(1) a state or federal regulatory agency; (2) a law enforcement agency; (3) a manager with the City; or (4) an Oregon-licensed attorney who represents the employee making the report/disclosure. The defense also only applies in situations where the information disclosed was lawfully accessed by the reporting employee.

C. Policy Against Retaliation

The City will not retaliate against employees who make reports or disclosures of information of the type described above when the employee reasonably believes they are disclosing information about conduct that is improper or unlawful, and who lawfully accessed information related to the violation (including information that is exempt from disclosure as provided in Oregon law or by City policy).

In addition, the City prohibits retaliation against an employee for participating in good faith in any investigation or proceeding resulting from a report made pursuant to this policy. Further, no City employee will be adversely affected because they refused to carry out a directive that constitutes fraud or is a violation of federal, Oregon, local, or other applicable law, or regulations. The City may take disciplinary action (up to and including termination of employment) against an employee who has engaged in retaliatory conduct in violation of this policy.

This policy is not intended to protect an employee from the consequences of their misconduct or inadequate performance simply by reporting the misconduct or inadequate performance. Furthermore, an employee is not entitled to protections under this policy if the City determines that the report was known to be false, or information was disclosed with reckless disregard for its truth or falsity. If such a determination is made, an employee may be subject to discipline up to and including termination of employment.

1.8 AUTHORITY/CHAIN OF COMMAND AND THE ROLE OF MANAGER AND COUNCIL

The City Manager is the Chief Executive of the City and as such is responsible for the overall administration of the City. The City Council is a policy-making body only. Council members may not direct the actions of City personnel. The City Manager is responsible to the mayor and council for the proper administration of all city business. All other employees report through the Chain-of-Command to the City Manager as indicated in the City's organizational chart and job descriptions.

1.9 DEFINITIONS

A. DEPARTMENT HEAD: An employee who has responsibility for directing one or more departments.

B. REGULAR FULL-TIME EMPLOYEE: An employee who has completed their probationary period and who regularly works a minimum of forty (40) hours per week on a continuing basis.

C. REGULAR PART-TIME EMPLOYEE: An employee who regularly works less than thirty (30) hours but at least twenty (20) hours per week on a continuing basis is not eligible for pro-rated City benefits unless otherwise required by law.

D. TEMPORARY EMPLOYEE: An employee who holds jobs of limited duration arising out of special projects, abnormal workloads, or emergencies. Temporary employees are not eligible for City benefits unless otherwise required by law.

E. VOLUNTEER: Non-paid staff recruited to assist with specific City programs/services.

1.10 EMPLOYEE PERSONNEL RECORDS

A. A personnel file for each employee is kept in the Human Resources office and access is limited. An employee's personnel file contains the employee's name, title and/or position held, job description, department to which the employee is assigned, salary, changes in employment status, training received, performance evaluations, personnel actions affecting the employee (including discipline), and other information the City is required by law to maintain.

B. An employee has the right to review and or request a copy of their file with proper administration staff. The employee may not remove anything from their respective personnel files, but they may file a written rebuttal statement regarding anything in the personnel file, and the written rebuttal will be placed in their file.

1.11 REFERENCES

A. The City does not give references, other than to confirm the dates of employment, title and/or position(s) held, and the last salary without the express written consent of the employee.

B. Only the City Manager or Human Resources will provide employment references on current or former regular City employees or volunteers. The Chief of Police will provide employment references on current or former police department employees or volunteers. No manager, supervisor, or employee is authorized to release references for current or former employees. Managers and supervisors are expressly prohibited from providing LinkedIn "recommendations" or using a website on the internet to discuss a current or former employee's performance or termination.

CHAPTER 2 - HOURS AND ATTENDANCE

2.1 WORKING HOURS

A. The City's standard work week is Monday through Friday from 8:00 a.m. – 5:00 p.m. with a one-hour unpaid meal period. The law requires an uninterrupted meal period in which the employee is relieved of all duties. No meal period is required if the work period is less than six hours. If, because of the nature or circumstances of the work, an employee is required to remain on duty or to perform any tasks during the meal period, the employee must inform their supervisor before the end of the shift so that the City may pay the employee for that work. See also "Breaks and meal periods" below.

B. Different work schedules, such as in the case of Police employees, may be established by the City to meet job assignments and provide necessary City services. Each employee's department head will advise the employee regarding their specific working hours.

C. A normal working schedule for regular, full-time employees consists of forty (40) hours each work week.

D. Part-time and temporary employees will work hours as specified by their department heads.

2.2 HOURS OF WORK AND OVERTIME

A. All City positions are designated as either "exempt" or "non-exempt" according to the Fair Labor Standards Act ("FLSA") regulations.

B. For City employees, the established work period is forty (40) hours within a seven (7) day work week, which shall be considered Sunday (12:00 am) through Saturday (11:59 pm). Shift employees' work week shall be assigned by their Supervisor.

C. Non-represented non-exempt employees are entitled to overtime wages when they work more than 40 hours in a work week, or as offered in writing to the employee. There is no pyramiding of overtime.

D. All overtime is subject to authorization in advance by the employee's department head. Employees who work unauthorized overtime may be subject to discipline up to and including termination.

E. Overtime pay is calculated at one and one-half times the employee's regular rate of pay.

F. When computing overtime, holidays, sick leave, and vacation time are not counted as hours worked.

G. Exempt employees do not receive neither overtime pay nor compensatory time regardless of the number of hours worked.

H. Employees may be required to work overtime hours and on holidays.

2.3 COMPENSATORY TIME

A. At the election of the City, a non-represented non-exempt employee may be entitled to receive compensatory time off instead of additional overtime wages. This is approved on a case-by-case basis by the employee's department head. If the compensatory time option is exercised, the employee is credited with one and one-half times the hours worked as overtime. The annual maximum accrual of compensatory time shall be limited to forty (40) hours or as offered in writing to the employee. Any compensatory time not used by the end of the calendar year will be paid out to the employee, in the pay period following year-end. Compensatory time shall not be carried over from one calendar year to the next.

B. Employees may use compensatory time with approval of the department head unless doing so would unduly disrupt City operations. Compensatory time should be used for short-term absences from work, during times mutually agreed to by the employee and their department head. Accumulation of compensatory time to be used as a substitute for extended vacation time off is not normally permitted.

C. If an employee is unable to use accrued compensatory time within a reasonable timeframe, usually ninety (90) days, the employee will be paid the original overtime wage.

2.4 ATTENDANCE

A. Punctual and consistent attendance is a condition of employment. Department heads are responsible for maintaining an accurate attendance record of their employees.

B. Employees unable to work, or unable to report to work on time, should notify their supervisor as soon as possible, ordinarily before the workday begins or within thirty minutes of the employee's usual starting time. If an absence continues beyond one day, the employee is responsible for reporting each day. If the supervisor is unavailable, the employee may leave a message with the manager or their designated representative, stating the reason for being late or unable to report to work. A doctor's certificate may be required when an employee is absent in excess of three (3) workdays, due to illness, or if the City believes sick leave abuse is occurring.

C. Employees are expected to be at work even during inclement weather. Department heads may allow employees to be absent, late or leave early during severe weather conditions. However, non- attendance may be counted as absence from work and may be charged to accrued vacation time.

D. An employee who is absent without authorization or timely notification is subject to disciplinary action, up to and including termination.

2.5 OCCASIONAL REMOTE WORK (NON-REPRESENTED EMPLOYEES ONLY)

Occasional remote work arrangements for short periods (i.e., partial days or 1 – 2 days) allow non--represented employees to work at home or at some other off-site location for all or some of their regularly scheduled work hours. Determination of eligibility will be made by the City Manager.

A. Employees may be allowed occasional remote work, only if their job duties permit it (i.e. specific project or time sensitive task).

B. Employees must be able to carry out the same duties, assignments, and other work obligations at their off-site location (i.e. home office) as they do when working on the City's premises.

C. Employees are expected to be available to their supervisors, managers, and co-workers during agreed upon work hours.

D. Employees will need to ensure that they can be reached through telephone (office, home, mobile) instant messaging, or other communication tools (i.e. e-mail, etc.)

E. Employees are expected to maintain all city devices, documents, and pertinent information with highest regard to confidentiality and security.

2.6 BREAKS AND MEAL PERIODS

A. Nonexempt employees must take one (1), fifteen-minute (15) rest break, for every four (4) hours worked. All rest breaks shall be arranged so they do not interfere with City business or service to the public. Meal periods shall be scheduled by the employee's supervisor. The scheduling of meal periods may vary depending on the department's workload. Meal periods are unpaid and usually one hour in length.

B. Meal periods and rest breaks are mandatory and are not optional. An employee's meal period and rest break(s) may not be taken together as one break. Meal periods and rest breaks may not be "skipped," in order to come in late or leave early. An employee who fails to abide by this policy and applicable laws may be subject to discipline, up to and including termination. For non-exempt employees required to work during a meal period due to an unforeseen or unanticipated circumstance requiring an employee's attendance, the employee will either be provided with a delayed lunch period, paid for the meal period, or relieved of duty early.

C. Rest breaks for expression of breast milk

1. The City will provide reasonable rest periods to accommodate an employee who needs to express milk for her child eighteen (18) months of age or younger. If possible, the employee will take the rest periods to express milk at the same time as the rest breaks or meal periods that are otherwise provided to the employee. If not possible, or if the employee is exempt from overtime laws, the employee is entitled to take a reasonable period each time the employee has a need to express milk.

2. The City will treat the rest breaks used by the employee for expressing milk as paid rest breaks up to the amount of time the City is required to provide as paid rest breaks and/or meal periods under applicable personnel rules or collective bargaining agreements. Additional time needed beyond the paid rest breaks and/or meal periods may be taken as unpaid time.

3. If an employee takes unpaid rest breaks, the City may, at the discretion of the employee's supervisor, allow the employee to work before or after her normal shift to make up the amount of time used during the unpaid rest periods. The City will allow, but not require, an employee to substitute paid leave time for unpaid rest periods taken in accordance with this policy.

4. The City will make a reasonable effort to provide the employee with a private location within close proximity to the employee's work area to express milk. For purposes of this policy, "close proximity" means within walking distance from the employee's work area that does not appreciably shorten the rest or meal period. A "private location" is a place, other than a public restroom or toilet stall, in close proximity to the employee's work area for the employee to express milk concealed from view and without intrusion by other employees or the public.

5. If a private location is not within close proximity to the employee's work area, the City will identify a private location the employee can travel to. The travel time to and from the private location will not be counted as a part of the employee's break period.

6. Notice: An employee who intends to express milk during work hours must give their supervisor or Human Resources reasonable oral or written notice of her intention to do so, in order to allow the City time to make any preparations necessary for compliance with this rule.

7. Storage: Employees are responsible for storing expressed milk. Employees may bring a cooler or other insulated food container to work, to store the expressed milk. If an office provides access to refrigeration for personal use, an employee who expresses milk during work hours may use the available refrigeration.

2.7 CALLBACKS

All employees are subject to callbacks, in emergencies or as needed by the City, to provide necessary services to the public. A refusal to respond to a callback, without acceptable reasoning, as determined by the City Manager, is grounds for disciplinary action. Non-exempt employees who are called back to duty will be paid their appropriate rate of pay for hours worked.

2.8 PAYROLL RECORDS

A. The Payroll Office keeps the official payroll records.

B. All non-exempt employees must accurately record time worked on an electronic timesheet for payroll purposes (as directed by their Department Head).

C. Each department head shall review their employees' electronic timesheets noting hours worked, leave taken, and overtime worked. At the end of each pay period, and after having been reviewed, the timesheets shall be approved electronically by the department head.

D. The Payroll Office will review the electronic timesheets for accuracy and submit them to the City Manager, or their designee, for final review and approval. The Payroll Office will then process payroll.

E. Filling out another employee's timesheet, allowing another employee to fill out your timesheet, or altering any timesheet will be grounds for discipline up to and including termination. An employee who fails to record their own time may be subjected to discipline as well.

CHAPTER 3 – EMPLOYEES

3.1 TEMPORARY EMPLOYEES

A. With approval of the City Manager, temporary employees may be used for special projects, during emergencies, peak workload periods, or to temporarily replace regular employees absent due to disability, illness, vacation, or other approved leave, or to temporarily fill a vacancy until a regular employee is hired.

B. Temporary employees may be hired without competitive recruitment or examination.

C. Temporary employees may not work more than the equivalency of "full-time" for twelve weeks, in a twelve (12) month period.

D. Temporary employees are eligible for overtime pay as required by law.

E. Temporary employees accrue sick leave at the rate of one hour per every twenty-five hours worked.

F. Temporary employees are not eligible and do not receive retirement, vacation, health insurance, holiday, or any other benefits during their employment unless otherwise required by law.

G. An employee promoted or hired to fill a vacancy, created by a person on military or other leave, is appointed to the position subject to the return of the absent employee. A replacement/temporary employee is subject to layoff.

3.2 PROBATIONARY PERIOD

A. All newly hired employees, or former employees who have been rehired, or employees promoted to a new classification, enter a probationary period which is considered an integral part of the selection and evaluation process. During the probationary period, an employee is required to demonstrate suitability for the position through actual work performance.

B. The normal probationary period is six months from the employee's date of hire, re-hire, or promotion; however, longer periods may be established for positions requiring technical, professional, specialized, unusual, or unique skills or qualifications.

C. An employee's probationary period may be extended, for up to an additional six months, when needed, due to circumstances such as extended illness or a need to properly evaluate the employee's performance. The probationary period will not be shortened for any reason.

D. During, or at the end of the probationary period, the employee may be terminated at any time without recourse. Employees are not guaranteed any length of employment upon hire, transfer, or promotion.

E. When a department head determines an employee has successfully completed the probationary period, the department head shall prepare a written performance evaluation, that will be reviewed by the City Manager.

F. If the probationary period is satisfactorily completed, the employee may be certified to regular employment status. Completion of the probationary period or continuation of employment after the probationary period does not entitle you to remain employed by the City of Boardman for any definite period of time. Both you and the City are free to terminate the employment relationship at any time, with or without notice, and for any reason not prohibited by law or applicable collective bargaining agreement.

3.3 EMPLOYMENT OF RELATIVES (NEPOTISM)

An employee's relatives will not be employed by the City under any of the following circumstances:

1. Where one of the parties would have authority or practical power to supervise, appoint, remove, or discipline the other; or
2. Where one party would be responsible for auditing the work of the other; or
3. Where other circumstances might lead to potential conflict among the parties or conflict between the interest of one or both parties and the best interests of the City; or
4. Where one of the parties is a policy level official of the City. These are the City Manager and Chief of Police.

"Relatives" include an employee's parent, child, spouse, domestic partner (regardless of registration status), brother, sister, in-laws, and step relatives.

If two employees marry, become related, or begin sharing living quarters with one another, and in the City's judgment, the potential problems noted above exist or reasonably could exist, only one of the employees will be permitted to stay with the City unless an adjustment, as determined by the City Manager or the designee, can be made to eliminate the potential conflict. The decision as to which relative will remain with the City must be made by the two employees within thirty calendar days of the date they marry, become related, or begin sharing living quarters with each other. If no decision has been made during this time the City reserves the right to terminate either employee.

3.4 PROMOTIONS AND TRANSFERS

A. The City encourages current City employees to apply for vacant City positions for which they are qualified. Promotions and transfers are based on the department head's recommendation, workforce requirements, performance evaluations, job descriptions, and related City requirements.

B. Regular employees are eligible for promotion, transfer, or voluntary demotion. To be considered for another position, an employee must have satisfactorily completed their probationary period and possessed the qualifications for the vacant position, unless such requirements are waived by the City Manager in the best interests of the City.

CHAPTER 4 – COMPENSATION

4.1 SALARY CLASSIFICATION AND GRADES

Each job title within the City is classified into one of the City's classifications for salary purposes, based on job qualifications, level of responsibility, difficulty, working conditions, skill, hazard, and amount of supervision given and received for the specific job title. Each classification is designated a particular salary or salary range shown on the City salary and wage schedule.

4.2 EMPLOYEE PAY RATES

A. Employees shall be paid within the limits of the wage range to which their positions are assigned. Law, council policy, and collective bargaining agreements shall establish the type and amount of benefits paid for each position.

B. Usually, new employees will start their employment at the entry level wage rate for their classification. However, a new employee may be employed at a higher rate than the minimum, when the employee's relevant experience, education, training, or proven capability warrant a starting rate greater than the entry level. This determination is made by the City Manager and in compliance with Oregon's Pay Equity Law.

C. Pay increases are contingent on satisfactory performance. If an employee's performance is unsatisfactory, the City Manager may defer a scheduled pay increase, for a stipulated period of time, or until the employee's job performance is satisfactory.

D. The City provides additional compensation to employees who attain certain city and department pertinent certifications. Employees who attain these certifications must submit a copy of their certification to Human Resources. The additional compensation will be effective the pay period after submission of the certificate.

E. The City Manager may propose, and the City Council may grant an across-the-board pay adjustment or cost-of-living increase from time to time, raising the salaries of all positions by a specified amount within a defined group of classifications. Such adjustments, if any, will not change an employee's employment anniversary date. (Represented employees should consult their collective bargaining agreement.)

F. Employees temporarily assigned to positions, with a higher pay range, for a period of five (5) consecutive work days or more, and who perform all the job duties of such a position, shall be paid at the first step of the higher pay range or may receive a one-step increase, whichever is higher, for the full period worked in the temporary assignment.

G. Employees are not paid for absences during their workweek, when they perform no work. The City offers paid leave banks for a determined amount of time off work, as a benefit to the employees, up to their regular rate weekly wage. An employee must charge their paid leave banks (i.e. Sick Leave for an illness, Vacation Leave for personal time, etc.) up to their 40-hour wage equivalent, in thirty (30) minute increments.

4.3 PAYDAY

A. City employees are paid monthly, through pay period ending December 21, 2024, on the last business day of each month. If a regularly scheduled payday falls on Saturday or Sunday or on a Holiday, payroll vouchers and checks will be distributed on the previous scheduled working day.

B. As of December 22, 2024, the City will pay employees bi-weekly, on the Friday following the end of the first bi-weekly period, and every other Friday, from then on. If a regularly scheduled payday falls on a federal holiday, payroll vouchers and checks will be distributed on the previously scheduled working day.

C. The City does not provide advance payments of salary or loans from salary to be earned.

4.4 TRAVEL AWAY FROM THE CITY

Travel time will be considered hours worked for approved work-required travel (regardless of whether the employee is the driver or passenger). Work-required travel expenses should be considered the lowest reasonable travel expense and avoid impropriety or the appearance of impropriety. If available, employees will check out a credit card for these purposes.

4.5 TRAVEL EXPENSE REIMBURSEMENT

A. City employees will be reimbursed for meals (breakfast, lunch, dinner) expenses, including tips not to exceed 18%, if the trip includes an overnight stay. Alcoholic beverages do not qualify for reimbursement.

B. Employees are reimbursed for actual expenses incurred for the meals deemed "business meals." Reimbursement requests need to specify the date, amount, and purpose of the meeting, accompanied by detailed receipts.

C. Reasonable and customary travel expenses including lodging, taxis or ride-share services, baggage handling, and other travel expenses are reimbursable.

D. Requests for reimbursement require detailed receipts and shall be submitted to the department head. Upon approval, they shall be submitted to accounts payable for processing.

4.6 COMPENSATION UPON TERMINATION

A. When an employee's employment with the City is terminated, whether voluntary or involuntary, the employee will receive the following compensation in their final paycheck:

1. Regular and overtime wages for all hours worked up to the time of termination, which have not been previously paid; and
2. Any compensation time or holiday pay due; and
3. Any paid time off (PTO) due; and
4. A lump sum payment of any accrued but unused vacation.

4.7 STATEMENT REGARDING PAY PRACTICES

The City makes all efforts to comply with applicable Oregon and federal wage and hour laws. In the event an employee believes that the City has made any improper deductions, has failed to pay them for all hours worked or for overtime, has failed to pay them in accordance with the law, or has failed to properly calculate their wages in any way, the employee must immediately report the error to the Payroll Specialist. The City will investigate all reports of improper pay practices and will remediate the employee, in their next paycheck, for any improper deductions or omissions. No employee will suffer retaliation or discrimination for reporting an error or complaint regarding the City's pay practices.

See also Section 1.2 (D) - Statement Regarding Pay Equity.

4.8 DI MINIMUS BENEFITS

As part of each employee's compensation, the City may, at its discretion, provide di minimis fringe food and beverages for work related functions and for work purposes. Such provisions are considered insubstantial. This provision will also include elected and appointed officials.

CHAPTER 5 - PERFORMANCE EVALUATIONS, TRAINING AND RECOGNITION

5.1 PERFORMANCE EVALUATIONS

A. To achieve the City's goal to train, promote, and retain the best qualified employee for every job, the City conducts periodic performance evaluations for all positions.

B. The City Manager is responsible for developing and maintaining the City's performance evaluation program.

C. Employees are to be formally evaluated by their department heads at least once prior to completion of their probationary period and department heads should strive to provide a performance evaluation at least once every 12 months thereafter.

D. The evaluation of an employee's performance shall be one of the factors in determining a temporary employee's conversion to regular status, whether the employee receives a wage increase, or is to be promoted, transferred, demoted, laid off, or terminated.

5.2 TRAINING POLICY

A. The City seeks, within the limits of available resources, to offer training to increase an employee's skills, knowledge, and abilities that are directly related to City employment, to obtain or maintain required licenses and certifications, and to develop staff resources. Opportunities may include, but are not limited to, on-the-job training, in-house workshops, and seminars sponsored by other agencies or organizations.

B. For "work required" certification/training, the City, after approval by the City Manager, will pay all costs associated with coursework, testing, and wages for employees while attending classes and testing, as well as any travel and meal related expenses. See 4.5 Travel Expense Reimbursement.

C. For "work related/relevant" certification/training, related to potential future advancement, the employee, with the approval of the City Manager, may treat the time attending classes and testing as time worked, however, it won't result in overtime pay and the employee may be required to flex their schedule. The employee shall be responsible for their own costs associated with coursework, testing, and any travel and meal-related expenses incurred.

5.3 EMPLOYEE RECOGNITION PROGRAM

The City may establish an employee recognition program to be administered by the City Manager or their designee.

CHAPTER 6 – BENEFITS

6.1 RETIREMENT BENEFITS

A. The City makes contributions on behalf of all eligible employees to the Social Security system in addition to those contributions made by the employee through FICA payroll deductions.

B. All regular full-time and eligible part-time employees are covered under the Public Employees Retirement System (PERS). The State of Oregon sets contribution rates, benefit levels, and participation requirements.

C. The City contributes, on behalf of all eligible employees, to a 457 Plan (deferred compensation plan). The contribution is a percentage of the employees' base salary or hourly rate for their normally scheduled hours (2080 hours), per calendar year. The contribution is set by the City, as available resources permit, but no less than 1%. Overtime hours, premium pay, certification pay, etc. are not eligible for this contribution. Employees may pay additional pre-tax contributions at their election, subject to plan rules.

D. Employees intending to retire are requested to notify their department head, of their intent to retire, at least three (3) months prior to the date of retirement.

6.2 WORKERS COMPENSATION AND SAFETY ON THE JOB

All City employees are protected by Worker's Compensation Insurance under Oregon law. This insurance covers the employee in case of occupational injury or illness by providing, among other things, medical care, compensation, and temporary or other disability benefits. Employees are expected to work safely and in a safe environment.

A. Steps to take if you are injured
To ensure that you receive any worker's compensation benefits to which you may be entitled, you must do all of the following:

1. Immediately report any work-related injury to your supervisor. You must report the injury at the time it happens and no later than 24 hours after injury.

2. Promptly complete a written Employee's Claim Form (Form 801) and return it to Human Resources.

3. Seek medical treatment, if needed, and follow-up care, if required.

    - If medical treatment is obtained, you will need to complete a Worker's and Health Care Provider's Report for Worker's Compensation Claims (Form 827), at the treating medical facility.

4. Failure to timely follow these steps may negatively affect your ability to receive benefits.

B. Return to work

1. If you require worker's compensation leave, under most circumstances and consistent with the law, you will be reinstated to the same position that you held at the time your leave began, or to an equivalent position, if available. However, you must first submit an approved medical certificate demonstrating your ability to return to work.

2. When returning from a workers' compensation leave, you have no greater right to reinstatement than if you had been continuously employed in lieu of leave. For example, if you would have been laid off or if your position would have been eliminated and no equivalent or comparable positions were available, then you may not be entitled to reinstatement. These are only examples, and all reinstatement/reemployment decisions are subject to applicable law and the terms of any applicable collective bargaining agreement. The City of Boardman does not discriminate against employees who suffer a workplace injury or illness.

C. Workers' compensation leave

1. The City will grant you a leave of absence for an illness and injury incurred on-the-job, in accordance with applicable law. If you are absent from work due to an accepted work-related illness or injury, you will be eligible to receive workers' compensation benefits. And if so, you may use any accrued paid leave benefits to supplement the difference between workers' compensation benefits and your regular wages. (See Section 6.3 below for more information regarding continuation of insurance benefits while on a workers' compensation leave.)

2. While you are on a workers' compensation leave of absence, you will be required to report to Human Resources on your status, progress, and anticipated date of return to work at least once a week, unless, you have received written approval to be absent until a specific date or report less frequently. Reporting to a co-worker or another person is not sufficient to comply with this reporting requirement.

3. When you are released to return to work from an on-the-job injury or illness, you must request return-to-work, as soon as possible, but no later than seven (7) calendar days after receipt of notice, by certified mail, from the City's workers' compensation insurer that you have been released to return-to-work by your doctor. The City complies with applicable reinstatement and reemployment laws for any employee who is absent due to a work-related illness or injury.

D. Early return-to-work program

1. Our Return-to-Work program provides guidelines for returning you to work at the earliest possible time, after you have suffered an on-the-job injury or illness, that results in time loss. This program is not intended as a substitute for reasonable accommodation when an injured employee also qualifies as an individual with a disability. The Return-to-Work Program is intended to be transitional work, to enable you to return to your regular job, in a reasonable period of time.

2. The Return-to-Work Program for job-related injuries consists of a team effort by the City, the injured/ill employee, their treating physicians, and our Worker's Compensation

Insurance Carrier Claims staff. The goal is to return the employee to full employment, at the earliest possible date, that is consistent with their medical condition, and the advice of the treating physician.

3. If the employee's attending physician determines that an employee is able to perform modified work, the City will attempt to provide the employee with a temporary job assignment for, a reasonable period of time, until they can resume regular duties. If, due to a work-related injury/illness, employees are offered a modified position that has been medically approved, failure to phone in, or report at the designated time and place, may affect compensation and employment with the City. While the employee is on modified or transitional work, they are still subject to all other City rules and procedures.

E. Overlap with other laws
   1. The City will account for other leave and disability laws that might also apply to the employee's situation, such as the Americans with Disabilities Act ("ADA") and Family and Medical Leave Act ("FMLA").

   2. The City provisionally designates all workers' compensation-related absences as family leave under FMLA (FMLA leave), for all eligible employees, in accordance with applicable FMLA rules. All workers' compensation and FMLA leaves run concurrently with accepted workers' compensation absences. Please contact Human Resources for further information about family leaves leave.

   3. If, after returning from a workers' compensation leave, it is determined that the employee is unable to perform the essential functions of their position because of a qualifying disability, they may be entitled to a reasonable accommodation, as governed by the ADA and/or applicable Oregon laws covering disabilities in the workplace and leaves of absence.

   4. Employees are ineligible for Paid Leave Oregon benefits if eligible to receive Workers' Compensation benefits, according to applicable law.

6.3 INSURANCE BENEFITS

A. Regular and probationary period employees are eligible to participate in the City's insurance programs. The programs and criteria for eligibility will be explained at the time the employee becomes eligible to join. The City reserves the right to make changes in the carriers and provisions of these programs when deemed necessary or advisable.

B. The City participates in a Voluntary Employee Benefit Association (VEBA) for employee medical reimbursements. VEBA is made available to all eligible, regular full-time employees. Police Department employees are required to contribute $150 per month, through a payroll deduction, prorated by pay period and the City will match the employees' contributions. For all other employees, the City will contribute $150 per month, to each employees' individual HRA/VEBA account, prorated by pay period. No additional employee contributions are allowed.

C. The City provides a free, confidential Employee Assistance Program (EAP), through Canopy, to employees and dependents who are enrolled in the City's medical coverage. For access to confidential help 24 hours a day, seven days a week, call toll-free: 1-800-433-2320, or go online to canopywell.com. The EAP program provides confidential counseling services for concerns such as marital conflict, conflict at work, depression, stress management, family relationships, anxiety, alcohol or drug abuse, and grieving a loss, and educational tools such as resources relating to eldercare, childcare, legal consultation, financial coaching, identity theft, home ownership, and others. You may contact Canopy directly at 1-800-433-2320 or at my.canopywell.com.

D. Life Insurance and AD&D Insurance. The City covers the premium of providing a $10,000 benefit for Standard Term Life Insurance and Accidental Death & Dismemberment Insurance, each, to regular and probationary full-time employees.

E. Long Term Disability. The City provides to its regular and probationary full-time employees, Long Term Disability coverage. The coverage has a 90 day exclusion period, 50% of salary up to $3,000 monthly, subject to carrier eligibility requirements.

F. Life Flight. The City provides to its regular and probationary full-time employees and their household members, annual Life Flight membership, subject to carrier requirements.

G. While an employee is receiving Worker's Compensation benefits, the City will continue to pay the employee's health insurance premiums while they are off from work for up to three (3) months. Employee will remain responsible for the employee portion of the premiums.

H. If an employee is on approved FMLA, OFLA, or PLO leave, the City will continue the employee's health insurance, on the same terms as if the employee had continued to work. The employee will remain responsible for the employee portion of the premiums.

I. In cases where employees are no longer eligible for health insurance (i.e. after three (3) months on Worker's Compensation leave) or upon an employee's termination from City employment, at the employee's option and expense, the employee may elect to continue City health insurance benefits to the extent provided under COBRA.

J. An administrative handling fee over and above the cost of the insurance premium may be charged to the employee or their dependents who elect to exercise their COBRA continuation rights.

6.4 ADDITIONAL INSURANCE

The City participates in additional voluntary/supplemental insurance, at employee's option and expense, through CIS and AFLAC. More information is available with Human Resources.

CHAPTER 7 - LEAVES OF ABSENCE AND TIME OFF

7.1 VACATION

A. Each regular full-time employee who has completed the probationary period of service is entitled to vacation leave as follows:

Years of Employment	Vacation Hours Earned
0 - 5 years (60 months)	8.0 hours per month
6 years - 10 years (120 months)	10.0 hours per month
11 years – 15 years (180 months)	12.0 hours per month
16 years +	13.33 hours per month

B. Vacation leave is for use by employees when they are absent for a partial or full day of employment for personal reasons other than sickness or disability. Employees wishing to take vacation leave must schedule it with their supervisor. Vacation leave shall be taken in half-hour (30 minute) increments.

C. Each department head is responsible for scheduling its employees' vacation without undue disruption of department operations. Leave requests shall be submitted by employees at least two (2) weeks prior to the vacation dates requested. Employees may be denied permission to take vacation if it would unduly disrupt operations.

D. Employees are encouraged to use vacation time annually, upon approval from their department head. The maximum number of accrued vacation hours, at any time, is 300 hours (unless otherwise provided in a collective bargaining agreement). In cases where City operations have made it impractical for an employee to use vacation time, the City Manager may authorize a two (2) month extension from the date the maximum number of accrued hours is reached. Employees may be paid for unused vacation time upon termination of employment. See Section 4.6, "Compensation Upon Termination".

E. Employees who fail to return to work on the date specified on the leave request, without receiving an extension in advance, are subject to disciplinary action up to and including termination.

F. Vacation Accrual compensation: In November each year, employees may request compensation for up to 40 hours from their vacation accrual per year, so long as the employee retains at least 80 hours. Payment is made in the normal payroll process.

7.2 PAID TIME OFF (NON-REPRESENTED EMPLOYEES ONLY)

A. Out of recognition that non-represented employees may be required to work irregular and extended hours, non-represented employees will be eligible to receive paid time off, granted on a fiscal annual basis, per City Manager discretion.

B. Paid time off is meant to be used and will not be carried over into the next fiscal year.

C. Up to 40 hours of paid time off may be cashed out annually, if not used by the end of the fiscal year by the employee, or upon separation from employment.

D. Paid time off must be scheduled in such a way to avoid undue disruption of department operations.

E. Paid time off requests of greater than forty (40) hours shall be submitted by an employee at least two (2) weeks prior to the dates requested off. An employee may be denied permission to take paid time off if it would unduly disrupt operations.

7.3 SICK LEAVE

A. The City provides eligible employees with sick leave in accordance with Oregon's Paid Sick Leave Law.

B. Employees with questions about this policy may contact their immediate supervisor. Please also refer to the Oregon Sick Leave Law poster that is posted in the break room and is incorporated here by reference.

C. Eligibility, accrual, and use of paid sick leave

1. Under Oregon's Paid Sick Leave Law and this policy, "employee" includes part-time, full-time, hourly, salaried, exempt, and non-exempt employees.

2. Employees begin to accrue paid sick leave on the first day of employment but may not use paid sick leave until the 91st day of employment. Sick leave is accrued at 8 hours per month, prorated amongst the pay periods. After the 91st day of employment, paid sick leave may be used as it is accrued.

3. The sick leave accrual cap is 960 hours with no accrual occurring past the cap. Paid sick leave shall be taken in half-hour (30 minute) increments.

4. Except as otherwise provided in a collective bargaining agreement, sick leave hours will not count toward hours worked for purposes of overtime.

D. Pay rate and carryover

1. Paid sick leave will be paid at the employee's regular rate of pay. Exempt employees are presumed to work 40 hours in each workweek, for purpose of their sick time accrual, unless their normal workweek is less than 40 hours, in which case, sick time is accrued based on the employee's normal workweek. Employees will not be paid for lost overtime. Generally, sick time pay will be included in the paycheck for the next payroll period after sick time is used, provided the employee submits adequate documentation verifying that the absence was for a qualifying reason as allowed by law.

2. Sick time is meant to be used or carried over; any unused sick time has no compensable value upon separation and will not be cashed out upon separation from employment.

E. Use of sick leave

1. Accrued paid sick leave may be used for the following reasons:

- For the diagnosis, care, or treatment of a mental or physical illness, injury, or health condition, or need for preventative medical care. This is available for the employee or their covered family member. (As defined by applicable law).

- For the diagnosis, care, treatment, or preventive medical care of a family member (as defined by applicable law) with an illness, injury, or health condition.

- If the employee or the employee's minor child or dependent is the victim of domestic violence, harassment, sexual assault, or stalking as defined by Oregon Law and requires leave for any of the purposed under Oregon's Domestic Violence Leave Law (ORS 659A.272).

- In the event of certain health emergencies or other reasons specified under Oregon's Sick Leave Law (ORS 653.601-653.661).

- For any other purpose allowed under applicable law, including Oregon Family Leave Act ("OFLA"), bereavement leave, FMLA, or under Paid Leave Oregon ("PLO"). Consistent with the Paid Family Leave and Medical Insurance Act, PLO contributions will be paid by both the City and employees. The City will pay 40% and employees will pay 60% of the contribution rate to the state fund as provided in ORS 657B.150.

2. Employees absent from work for a qualifying reason, must use accrued sick time hours for that reason, and on each subsequent day of absence, for that reason, until all accrued sick time has been used.

F. Employee notice – need for sick leave

1. Foreseeable Sick Leave. If the need for sick leave is foreseeable, an employee must notify their immediate supervisor, as soon as practicable before the leave, using the City's call-in/notification procedures (see Policy 2.4, "Attendance"). Generally, an employee must provide at least 10 days' notice for foreseeable sick leave. The request shall include the anticipated duration of the sick leave, if possible. Employees must make a reasonable effort to schedule foreseeable sick time in a manner that minimally disrupts the operations of the city. Employees must notify their immediate supervisor of any change in the expected duration of sick leave as soon as is practicable.

2. Unforeseeable Sick Leave. If the need for sick leave is unforeseeable, the employee must notify their immediate supervisor as soon as practicable and comply generally with the city's call-in procedures. See 2.4(b). Generally, an employee should notify their immediate supervisor of unforeseeable sick leave at least 30 minutes prior to the beginning of their shift, unless physically unable to do so, at which time notice should be given as soon as possible.

3. An employee must contact their supervisor daily while on sick leave, unless, an extended period of sick leave has been prearranged with the supervisor or when off, on protected leave. The employee shall inform their supervisor of any change in the duration of sick leave as soon as practicable.

4. The consequences for failing to provide proper notice or to make a reasonable effort to schedule leave in a manner that is only minimally disruptive to the business and

operations, are that the city may require verification of the employee's need to use sick leave, prior to paying any sick time.

G. Sick leave verification

The City may seek verification of an employee's need to sick leave for the following reasons:

1. If an employee takes more than three consecutively scheduled workdays as sick leave, the city may require reasonable documentation showing that the employee was absent for an approved reason.

2. If the city has reason to suspect an employee of sick leave abuse, including but not limited to repeated use of unscheduled sick time or repeated use of sick time adjacent to weekends, holidays, vacations, and paydays, the city may require reasonable documentation from a healthcare provider. Employees found to have abused sick leave as described here may also be subject to discipline, up to and including termination.

3. For any other purpose allowed under applicable law or collective bargaining agreement.

4. Reasonable documentation for purposes of this section includes documentation signed by a healthcare provider, or documentation for victims of domestic violence, harassment, sexual assault, or stalking.

7.4 LEAVE WITHOUT PAY

A. The City Manager, at their discretion, may grant leaves of absence without pay for absence from work not covered by protected leave laws (such as, FMLA, OFLA, PLO) and if other leave balances are exhausted. Examples of situations for which leave without pay may be granted include time off work for personal reasons, such as illness or injury, parenting, caring for an ill family member, pursuing an education, or fulfilling a military obligation in excess of twenty-one (21) days per year.

B. Only regular full-time and part-time employees who have satisfactorily completed their probationary period are eligible for leave without pay for non-medical issues; all employees may request leave without pay for medical reasons, once the employee has exhausted all available leave under FMLA, OFLA, or PLO. The following requirements apply:

1. Leave may be granted to an employee for a period of up to ninety (90) days upon the approval of the City Manager.

2. An employee's benefits are suspended during the period of unpaid leave until the employee returns to work.

3. Vacation, sick leave, holiday accrual, and/or any other leave benefits do not accrue while an employee is on leave without pay.

4. In certain circumstances, self-payment of benefits may apply. See Section 6.3 on "Insurance Benefits".

5. An employee who fails to report promptly at the end of the unpaid leave is presumed to have resigned. An employee returning at the end of the unpaid leave may, at the City's option, return to the same position or similar position at a comparable rate of pay.

6. If the leave without pay is due to an employee's own disability, the City may require medical verification of the need for unpaid leave. (The scope of the inquiry will be to confirm the employee is disabled and to determine whether the employee could be provided other accommodations instead of leave.) At the end of the approved leave, the employee will be required to submit a doctor's certificate confirming that the employee is capable of returning to work and performing the essential functions of the employee's position, with or without accommodation, before the employee will be allowed to return to work. Requests for leave without pay, due to the employee's disability, may be granted in periods for longer than 90 days depending on the employee's situation, the availability of other accommodations, and whether the additional time off would create an "undue hardship" for the City.

7.5 JURY AND WITNESS LEAVE

Employees may be granted time off with pay to serve on a jury or as a court witness. A copy of the court notice must be submitted to the employee's manager to verify the need for such leave. If an employee is summoned during a critical work period, the City may ask the employee to request a waiver from jury duty. The employee is expected to report for work when doing so does not conflict with court obligations. It is the employee's responsibility to keep their supervisor or department head informed about the amount of time required for jury duty.

7.6 ADMINISTRATIVE LEAVE

On a case-by-case basis, the City may place an employee on administrative leave with or without pay, as determined by the City Manager, to be in the best interests of the City, whether it be during an investigation or other administrative proceeding, or other reason consistent with the policies in this Manual.

7.7 NATIONAL SERVICE & MILITARY LEAVES

A. Employees who serve in the U.S. Armed Forces, National Guard or Reserves, Commissioned Corps of The Public Health Service, or other qualifying military/services branches are granted leaves of absence for the period of their military service, including training and other duties, as well as reinstatement of employment in accordance with applicable law. Except as provided below, military leaves are unpaid. Employees may, however, elect to use any earned and unused paid vacation, compensatory time, like-time and/or paid personal day benefits during military leaves. Employees who need a military leave of absence should notify the City as far in advance as reasonably possible under the circumstances. For more information, please contact Human Resources. The City appreciates the contributions of those who serve in the military and encourages anyone who serves to exercise their reinstatement rights.

B. An employee who has completed six continuous months of service with the City and who is absent from work for active duty or inactive duty for training, state active duty and duty under Title 10 or 32 of the United States Code as a member of the National Guard, National Guard Reserve or any reserve component of the Armed Forces of the United State or of the United States Public Health Service, is provided with a paid leave of absence for such training as required by law. Each training year (the federal fiscal year for any particular unit of the National Guard or reserve component), eligible employees are provided paid time off for up to 21 workdays, in accordance with applicable state law.

C. OREGON MILITARY FAMILY LEAVES. Employees who work an average of at least 20 hours per week are eligible to take time off to spend time with a spouse or registered domestic partner who is a member of the Armed Forces of the United States, the National Guard, or the military reserve forces of the United States and has been notified of an impending call or order to active duty or who is on leave from active duty during a period of military conflict. Eligible employees may take up to 14 workdays of Family Military Leave per deployment, which may be taken intermittently. Periods of Family Military Leave are counted against an employee's entitlement to OFLA when the employee is also eligible for OLFA and are unpaid. Employees may, however, elect (but are not required) to use any earned paid leave benefits during periods of Family Military Leave. Employees who need Family Military Leave must request leave within 5 business days of receipt of the official notice of a call to duty or leave. If official notice is provided less than five business days in advance, you must request the leave as soon as practicable. A copy of the call or leave orders is required.

7.8 BEREAVEMENT LEAVE

The City defines bereavement leave for an employee who is absent because of a death in the immediate family (defined as spouse, domestic partner, child, parent, brother, sister, parent of present living spouse, grandparents, grandchildren, step children, step parent, step brother, step sister, brother-in-law and sister-in-law), the employee shall be reimbursed for such lost work for a period of three (3) days (total of 24 hours), which may be extended to five (5) days (total of 40 hours), should extensive travel in excess of five hundred (500) miles one-way is required.

Leave provided under this section is concurrent with any leave taken under OFLA. Employees who wish to extend their period of bereavement may also use other accrued leaves for bereavement leave, consistent with OFLA. Please contact Human Resources for more information.

7.9 HOLIDAYS

A. The City of Boardman recognizes eleven (11) paid holidays for eligible employees each year. Established holidays are as follows:

New Year's Day	January 1
Martin Luther King's Birthday	3rd Monday in January
President's Day	3rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	1st Monday in September
Veteran's Day	November 11
Thanksgiving Day	4th Thursday in November
Day after Thanksgiving	Day after Thanksgiving
Christmas Eve Day	December 24
Christmas Day	December 25

B. Any holiday on Saturday will be celebrated on the preceding Friday. Any holiday falling on Sunday will be celebrated the following Monday.

C. Non-exempt regular full-time or part-time employees will be paid for the holiday plus one and one-half times their regular rate of pay for any time worked on the holiday. Such time must be pre-authorized by the supervisor.

D. Temporary employees are not eligible for paid holidays. If scheduled to work on the day of the recognized holiday, they will be paid at their regular straight-time rate for any hours worked.

E. The City will make, upon request, accommodation for the religious beliefs and observances when reasonable accommodation is available that does not create an undue hardship on the City's business. Employees may use vacation or unpaid time for religious holy days or to participate in a religious observance or practice; if accrued leave is not available, then an employee may request to take unpaid leave. Requests for religious leave or accommodation should be made with your supervisor/manager.

7.10 LEAVE OF ABSENCES GENERALLY

The City recognizes that personal circumstances occasionally require employees to take temporary periods of absence from employment. Employees who believe they need a leave of absence from employment are encouraged to contact Human Resources. Leaves of absence must generally be requested by the employee in writing and approved by the City Manager and Department Head to allow the department to plan for proper staffing during the employee's absence.

The following rules apply to all types of leave except as expressly outlined below or required by applicable law:

1. During any unpaid leave of absence, no wages or benefits are accrued or paid, unless specifically stated in this Manual, required by an applicable CBA, or applicable law.

2. Employees must use all earned and unused paid leave benefits during periods of leave, except when provided otherwise by applicable law.

3. Employees who wish to continue their medical insurance benefits during an unpaid leave of absence should consult Human Resources and review the Health Insurance section of this Manual and their collective bargaining agreement for an explanation of how long the City continues to pay its portion of the insurance contribution.

4. An employee may be entitled to more than one type of leave for the same absence (e.g., OFLA, PLO, Sick leave, etc.). If so, all leave under these, and any other applicable policies (whether paid or unpaid) will automatically run concurrently unless prohibited by law.

5. Employees who do not notify the City and do not obtain approval for leaves of absence are generally considered absent without authorization and subject to discipline or discharge except as otherwise protected by applicable law.

7.11 FMLA/OFLA POLICY

The City provides Family and Medical Leaves to employees in accordance with applicable law. Family leave benefits provide unpaid leave to eligible employees who have a qualifying need for family, medical, safe, sick child and/or bereavement leave(s), etc. The City also complies with the requirements of the Oregon Family and Medical Leave Insurance program, also known as Paid Leave Oregon (PLO), a mandatory statewide insurance program that provides eligible Oregon employees with paid time off to give or receive care during certain family, medical, and safe leave circumstances.

This policy has been developed to provide employees with important information about the City's current Family and Medical leave policies and procedures as well as resources to obtain additional information. In all circumstances, the City interprets and applies its policy in accordance with applicable law, including updates as they occur.

A. Oregon Family Leave Act (OFLA)
   1. Eligibility: Except as outlined below during a public health emergency, to be eligible for OFLA leave, an employee:
      - Must have been employed by the City for at least one hundred eighty (180) days before the date on which the leave would begin; and
      - Must have worked* an average of twenty-five (25) hours per week during that time.
      - Eligibility requirements during a period of a public health emergency. Different eligibility requirements apply during a period of a "public health emergency." For purposes of this policy, "public health emergency" means a public health emergency declared by the Governor pursuant to ORS 433.441, or a state of emergency declared by the Governor under ORS 401.165 that is related to a "public health emergency."

- To be eligible for OFLA leave under this section, an employee need only have been employed at least thirty (30) days before the date on which the leave would begin. An employee also must have worked* an average of twenty-five (25) hours per week during those thirty (30) days.
- Eligibility for Employees Who Are Re-employed or Rehired by the City. An employee is also eligible for OFLA leave if:
- The employee separated from employment with the City for any reason, was eligible for OFLA leave at the time of separation, and is re-employed by the City within 180 days; or
- The employee began a temporary cessation of scheduled hours, was eligible for OFLA leave when the temporary cessation began, the temporary cessation ends within 180 days, and the employee returns to work for the City within that time.

**Note: Hours worked for purposes of determining OFLA eligibility includes all hours actually worked as well as hours of protected leave taken, including OFLA leave to the extent required by applicable law.*

2. Any family leave taken by the employee under this section within the leave year continues to count against the length of family leave time to which the employee is entitled. The amount of time that an employee is deemed to have worked for the City prior to a separation from employment or a temporary cessation of scheduled hours is credited to the employee for purposes of OFLA eligibility requirements if the employee is reemployed or returns to work within 180 days.

3. Amount and Qualifying Reasons for OFLA
   The City uses a *Measured Forward* leave year for OFLA, (measured forward from the Sunday before the date the employee first takes leave) and provides eligible employees with the following amounts of OFLA each leave year:

   a. Up to 2 workweeks of time off to effectuate the legal process required for placement of a foster child or the adoption of a child (Note: this leave is available under OFLA, only until January 1, 2025), and
   b. Up to 12 workweeks of time off due to pregnancy disability, including prenatal care, recovery from childbirth, and childbirth related conditions, and
   c. Up to 12 workweeks, *combined* for:
      - Sick Child Leave, and
      - To care for a child of the employee who requires home care for an illness, injury or condition; or
      - To care for a child of the employee who requires home care due to the closure of the child's school or childcare provider as a result of a public health emergency.

4. For Bereavement purposes. This means leave to attend bereavement services for a family member, to make arrangements necessitated by the death of the family member, or to grieve the death of the family member. OFLA for bereavement purposes is limited to 2 weeks per death (up to 4 weeks per leave year) and must be completed within 60 days after the date on which the employee receives notice of the death. Family member means:

    - The spouse or domestic partner of the employee.
    - A child of the employee or the child's spouse or domestic partner.
    - A parent of the employee or the parent's spouse or domestic partner.
    - A grandparent of the employee or the grandparent's spouse or domestic partner.
    - A grandchild of the employee or the grandchild's spouse or domestic partner.
    - A sibling or stepsibling of the employee, or the sibling's or stepsiblings' spouse or domestic partner.
    - Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship as provided by applicable law and regulations. Attestation of the relationship is required.

    In addition, the City also provided city-paid bereavement leave upon the death of certain family members. City-paid bereavement leave, if used, runs concurrent with OFLA bereavement leave.

5. For Oregon Family Military Leaves. (See Section 7.7)
   For more information, please contact Human Resources.

6. Leave Usage
   a. Continuous or Intermittent: OFLA leave may be taken intermittently whenever needed.

   b. Concurrent Leaves: OFLA leaves do not run concurrently with Paid Leave Oregon (PLO) or workers' compensation leaves. Please contact Human Resources for more information. All other types of leave that apply to the same absence, whether paid and unpaid (e.g., FMLA, OFLA, PLO, Sick Leave, etc.) will run concurrently unless prohibited by law.

7. Requesting OFLA
   Request for OFLA must generally be made in the same way that an employee requests time off for FMLA leaves:

   a. If the need for the leave is known in advance, the employee must give 30 days' advance notice in writing. If the leave is not known 30 days in advance, the employee must give notice as soon as possible before the beginning of the leave.

   b. For unplanned/unanticipated leave (such as for incidents of unanticipated intermittent leave or OFLA sick child leave), the employee must follow the normal attendance call-in/reporting procedures for their department.

c. If an employee is not able to contact the City directly, the employee is encouraged to have their personal representative call Human Resources.

d. Employees needing OFLA leave must provide sufficient information for the employer to determine if the leave may qualify for OFLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee's child is sick, etc.

e. Employees must also notify the City if the requested leave is for a reason that has already been approved/designated as OFLA. This includes when calling out or leaving early for unplanned absences under the attendance reporting policy.

8. Medical Certification Requirements During OFLA
Employees who are absent for reasons that may qualify for OFLA are generally required to provide medical certification of the need for leave in accordance with applicable OFLA rules. This includes medical verification of the need for sick child leave (note: verification is not required until after the 3rd absence for sick child leave in a leave year in accordance with applicable OFLA rules).

Medical information relating to OFLA leaves, whether verbal or written, is kept confidential and maintained in the employee's confidential medical file.

9. Wages and Benefits During OFLA
Like FMLA, OFLA Leaves are not paid by the City and employees must generally use their accrued paid leave benefits during a period of OFLA leave in accordance with City policy and applicable CBA provisions. Accrued sick leave must be used first.

Note: The use of paid leave does not increase, in whole or in part, the amount of OFLA leave available to an employee. All OFLA leave runs concurrently with any paid leaves as well as PLO, FMLA and other forms of leave in accordance with applicable law.

Employees (including salaried exempt employees) who have exhausted their accrued paid leave benefits will not be paid by the City except when required by applicable law.

Time taken for leave covered under OFLA must be entered on the employee's timesheet regardless of how the employee is being paid for that time. For additional information on how to record OFLA leave on the timesheet, contact the Payroll Department.

The City also maintains group health insurance coverage for an employee on OFLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. In some instances, the City may recover premiums they paid to maintain health coverage for an employee who fails to return to work from OFLA leave.

10. Reinstatement and Return From OFLA
In order to have reinstatement rights when returning from family leave, employees must request reinstatement immediately upon the expiration of leave. Employees who timely returning from OFLA leaves are reinstated to their former position in accordance with applicable law. Employees who cannot be reinstated to their former position because

that position no longer exists are reinstated to an available, equivalent position (if one exists) in accordance with applicable law.

B. Family Medical Leave Under Federal Law (FMLA)

As a public employer, the City is a covered employer for federal FMLA purposes. However, due to our size, City employees are not eligible for federal FMLA benefits. For more information on the FMLA, please see the Appendix for more information.

C. Paid Leave Oregon Benefits (PLO)

City employees may be eligible to receive full or partially paid family and medical leave time off from work through a statewide paid family leave insurance program. The following policy has been developed to provide employees with additional information about this benefit and how it interacts with other City leaves. Please be aware however, that Paid Family Leave (PLO) benefits are administered by and through the State of Oregon and not by the City directly. Consistent with the Paid Family Leave and Medical Insurance Act, PLO contributions will be paid by both the City and employees. The City will pay 40% and employees will pay 60% of the contribution rate to the state fund as provided in ORS 657B.150. Consistent with the Paid Family Leave and Medical Insurance Act, PLO contributions will be paid by both the City and employees. The City will pay 40% and employees will pay 60% of the contribution rate to the state fund as provided in ORS 657B.150.

1. Eligibility

   Generally, to receive PLO benefits through the Oregon paid family leave program, employees must:

   - Earn at least $1,000 in subject wages during the base year or alternative base year (as determined by the state) and have contributed to the state fund in accordance with applicable law (e.g., through payroll withholdings),
   - Apply for paid family and medical leave benefits with the State of Oregon for a qualifying reason, and
   - Be approved by the State for those benefits.

2. Amount and Qualifying Reasons for State PLO

   Oregon PLO provides eligible employees with up to 12 weeks of paid leave benefits each leave year (Measured Forward from the Sunday of the week the employee first takes leave) for the following purposes:

   a. Family Leave, which includes:
      - Leave taken to care for or bond with a child during the first year after the child's birth or the first year after placement through adoption or foster care.
      - Child includes the biological, adopted, foster, stepchild, legal ward, or in loco parentis child of an employee or the child of an employee's registered domestic partner.
      - Leave taken to care for a family member with a Serious Health Condition.

   b. Family member means:
      - The spouse or domestic partner of the employee.

- A child of the employee or the child's spouse or domestic partner.
- A parent of the employee or the parent's spouse or domestic partner.
- A grandparent of the employee or the grandparent's spouse or domestic partner.
- A grandchild of the employee or the grandchild's spouse or domestic partner.
- A sibling or stepsibling of the employee, or the sibling's or stepsiblings' spouse or domestic partner.
- Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship as provided by applicable law and regulations.

c. Medical leave means: to recover from, or seek treatment for, an employee's own serious health condition, including periods of disability related to pregnancy or childbirth. *Note:* the PLO program also allows an employee to take an additional two weeks of paid leave for pregnancy, childbirth, or related medical conditions.

d. To take leave covered by Oregon domestic violence leave rules. For more information, see Section 7.13 or speak with Human Resources.

Note: Employees are not eligible to receive workers' compensation time loss and state PLO benefits for the same absence. However, as noted above, eligibility for PLO benefits and leave, weekly PLO benefit amounts, and the number of weeks of benefits and leave an employee may receive under PLO are determined by the State of Oregon.

3. Coordination of Other Benefits During State PLO Leaves

a. While on approved PLO leave, employees may use accrued paid leaves not in excess of the value of a workday.

b. While on approved PLO leave, employees receiving PLO benefits are considered on "authorized paid leave" for purposes of seniority accrual regardless of whether the employee uses accrued leave to supplement their PLO benefit.

c. Employees on any type of unpaid leave during which they are not using accrued paid leaves are not eligible to accrue sick or vacation benefits. This includes but is not limited to time off under family leave, PLO, or other unpaid leaves for any reason.

d. The City will report all supplemental benefits paid to employees to the state in accordance with applicable rules. It should also be understood that the City is not responsible for an employee's PLO repayment obligations, penalties, or reduction in benefits assessed by the State due to the employee's decision to use City leave accruals.

e. Health Insurance Benefits During PLO Leave: The City maintains group health insurance coverage for an employee on an approved PLO leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work in accordance with applicable PLO requirements.

4. How to Request PLO Leave
   Employees who wish to request Oregon PLO benefits are required to comply with all of the following:

   a. Notify the City.

   b. Notice must be provided, in writing, at least 30 days before the leave is scheduled to begin if the need for leave is known in advance. If the need for leave is not known at least 30 days in advance, the employee must give written notice as soon as possible before the leave is scheduled to begin.

   c. For unplanned/unanticipated leave, the employee is expected to follow the normal attendance call-in/reporting procedures for their department.

   d. If notice is not possible prior to beginning leave, then verbal notice is required within 24 hours of the beginning of the leave, followed by confirmation in writing within 3 working days after the employee's return to work.

   e. If an employee is not able to contact the City themselves, the employee is encouraged to have their personal representative call Human Resources.

   f. Notice to the City must include an explanation of the need for leave.

   g. *Penalties under PLO for Failure to Timely Notify City*: If the Oregon Employment Department (OED) determines that the employee did not provide the required leave notice to the City, the OED may impose a penalty by issuing a decision and reducing the first weekly benefit amount payable by 25%. The penalty is taken from the first payment (or considered an overpayment that must be repaid if the first payment has already been made). If the first payment is less than the entire amount of the reduction, subsequent payments will be reduced until the entire reduction has been subtracted.

   h. Apply for PLO benefits through the state of Oregon and comply with any medical certification or other verification requirements as directed by the state. For more information, please see: https://paidleave.oregon.gov/Pages/default.aspx

5. Job Restoration & Verification of PLO Leaves
   Employees who have been employed with the City for at least 90 days and are approved for state PLO leave benefits leave are eligible to be reinstated to their former position in accordance with applicable law. Employees who cannot be reinstated to their former position because that position no longer exists are eligible to be reinstated to an available, equivalent position (if one exists) in accordance with applicable law.

   Verification of the dates and amount of PLO benefits used/claimed with the state may be required as the City determines necessary to ensure compliance with its policies, procedures and legal obligations including but not limited to leave tracking, reinstatement, and other benefits obligations.

   More Information: For more information about Oregon Paid Family Leave benefits, please contact Human Resources or visit:
   https://paidleave.oregon.gov/Pages/default.aspx

D. ADDITIONAL INFORMATION
For additional information and assistance with these leave of absence policies as well as clarification of how they may apply to your individual situation, please contact Human Resources or the City Manager.

7.12 SHARED LEAVE

The purpose of the Shared Leave Program is to allow an employee to aid a fellow city employee who is suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition and has already exhausted their accrued leave and/or any benefits available under Paid Leave Oregon or other available disability benefit. In order to receive Shared Leave for the employee's own illness or injury, the employee must also not be receiving disability benefits from any other source.

A. When An Employee May Receive Shared Leave
Human Resources, with the City Manager's approval, may permit an employee to receive shared leave under this chapter, if at the conclusion of the employee's PLO leave (or upon exhaustion of all accrued leaves, whichever comes later), the employee is not cleared to return to work. The employee's request is subject to the following requirements:

1. The employee has completed six months of employment with the city.

2. The employee suffers from an illness, injury, impairment, or physical or mental condition that is PLO qualifying and has exhausted any benefits available under PLO. (See Section 7.4 "Leave Without Pay")

3. The employee has depleted or will shortly deplete their total of accrued vacation, sick leave, compensatory time, holiday time and/or other paid leave.

4. Prior to the use of shared leave, the employee has abided by the City's sick leave policy.

5. The use of shared leave will not significantly increase the City's costs, except for those costs which would otherwise be incurred in the administration of this program or which would otherwise be incurred by the employee's department.

B. Shared Leave Use
1. Human Resources, with the concurrence of the City Manager, or in the case of the City Manager, the Mayor, shall determine the amount of leave, if any, which an employee may receive under this section.

2. An employee shall not receive a total of more than two hundred sixty-one days of shared leave throughout the employee's employment with the city and may not use more than 90 days of shared leave at any one time.

3. To the extent possible, shared leave should be used on a consecutive basis.

4. Human Resources, or Mayor in the case of the City Manager, shall require the employee to submit, prior to approval or disapproval, a medical certificate from a healthcare

provider verifying the employee's need to remain off work, which may require providing an explanation of how the employee's illness or injury prevents them from performing the essential functions of their position (with or without accommodation), and the expected date of return-to-work status.

C. Conditions For Employees Who Wish to Donate Shared Leave

1. Employees may request the transfer of a specified amount of accrued sick leave or accrued vacation leave to an employee who has been authorized to receive shared leave, subject to the following conditions:

   a) Transfers shall be in increments of one (1) day leave, equivalent to the recipient employee's regularly scheduled workday.

   b) To be eligible to donate vacation time, the donating employee must retain a total of more than ten (10) days of accrued vacation leave or have taken at least ten (10) days of vacation leave within the calendar year, or have a total of accrued and used vacation leave of greater than ten (10) days for the calendar year, after the transfer of shared leave.

   c) To be eligible to donate sick leave, the donating employee must retain 25% of their accrued sick leave, but not less than ten (10) days for the calendar year, after the transfer of shared leave.

   d) The transfer of leave from a donating employee shall not exceed the amount specified by the employee requesting leave.

   e) All donations of shared leave shall be entirely voluntary.

D. Interdepartmental Transfers of Leave

Shared leave may be transferred without regard to the department in which donating employees and donor employees may be assigned.

E. Employment Status of Employees Using Shared Leave

While an employee is using shared leave, they shall continue to be classified as a city employee and shall receive the same treatment, with respect to salary and benefits, as the employee would otherwise receive if they were using their own sick leave or vacation leave.

1. All salary benefit payments made to the employee on a shared leave basis shall be made by the department employing the person using the shared leave.

2. The employee's regular rate, total wages, and earned leave shall not change as a result of being on shared leave nor, under any circumstances, shall the total of the employee's wages and other benefits (including, but not limited to, City County Insurance Services or any other benefit received as a result of payments by the city to an insurer or pension system), exceed the total of wages and benefits which the employee would have received had they been in a regular pay status.

F. Leave Transfer Rate
   1. Sick leave and vacation leave shall be transferred on a dollar-for-dollar basis.

   2. The value of the leave shall be determined by the current hourly wage of the transferor and the leave available to the receiving employee shall be calculated at the receiving employee's wage.

G. Return Of Unused Shared Leave
   The value of any leave transferred, which remains unused, shall be returned to the donating employee, at a rate determined by the Finance Director. Human Resources shall determine when shared leave is no longer needed.

H. Monitoring Of Program
   The Payroll Specialist shall monitor the use of shared leave to ensure equivalent treatment for all employees of the city. Inappropriate use or treatment of the shared leave provision may result in the cancellation of the donated leave or use of shared leave.

7.13 CRIME VICTIM LEAVE POLICY

Any employee who has worked an average of at least 25 hours per week for 180 days is eligible for reasonable, unpaid leave to attend criminal proceedings if the employee or their immediate family member (defined below) has suffered financial, social, psychological or physical harm as a result of being a victim of certain felonies, such as kidnapping, rape, arson, and assault.

"Immediate family member" includes a spouse, registered domestic partner, father, mother, sibling, child, stepchild or grandparent.

Employees who are eligible for crime victim leave must:

- Use any accrued, but unused vacation or sick leave during the leave period; and
- Provide as much advance notice as is practicable of their intention to take leave (unless giving advance notice is not feasible); and
- Submit a request for the leave in writing to the City Manager as far in advance as possible, indicating the amount of time needed, when the time will be needed, and the reason for the leave.
- In all circumstances, the City may require certification of the need for leave, such as copies of any notices of scheduled criminal proceedings that the employee receives from a law enforcement agency or district attorney's office, police report, a protective order issued by a court, or similarly reliable sources.

7.14 DOMESTIC VIOLENCE LEAVE (SAFE LEAVES) AND ACCOMMODATIONS POLICY

All employees are eligible for reasonable unpaid leave to address domestic violence, harassment, sexual assault, or stalking of the employee or his or her minor dependents.

A. Reasons for taking leave include the employee's (or the employee's dependent's) need to: seek legal or law enforcement assistance or remedies; secure medical treatment for or time off to recover from injuries; seek counseling from a licensed mental health professional; obtain services from a victim services provider; or relocate or secure an existing home.

B. Leave is generally unpaid, but the employee may use any accrued vacation or sick leave while on this type of leave. (The employee may also be eligible to apply for PLO benefits while on leave. This is referred to as "Safe Leave." See also Section 7.11)

C. Requesting Leave: Employees should provide as much advance notice as is practicable of their intention to take leave (unless giving advance notice is not feasible).

- Employee should submit a request for the leave in writing to the City Manager as far in advance as possible, indicating the amount of time needed, when the time will be needed, and the reason for the leave.
- The City will then generally require certification of the need for the leave, such as a police report, protective order or other evidence of a court proceeding, or documentation from a law enforcement officer, attorney, healthcare professional, member of the clergy, or victim services provider.
- If more leave than originally authorized needs to be taken, the employee should give the City notice, as soon as is practicable, prior to the end of the authorized leave. When taking leave in an unanticipated or emergency situation, the employee must give oral or written notice, as soon as is practicable. When leave is unanticipated, this notice may be given by any person on the employee's behalf.

D. Reasonable Safety Accommodation: Employees who are victims of domestic violence, harassment, sexual assault or stalking may be entitled to a "reasonable safety accommodation" that will allow the employee to more safely continue to work, unless such an accommodation would impose an "undue hardship" on the City. Please contact the City Manager immediately with requests for reasonable safety accommodation.

CHAPTER 8 - EMPLOYEE RESPONSIBILITIES AND CONDUCT

8.1 GENERAL POLICY

A. All City employees are expected to represent the City in a professional manner which is courteous, efficient, and helpful. Employees must maintain a clean, neat, and professional appearance appropriate to their work assignment, as determined by their position and their department head. Fridays may be designated as a casual day for administrative staff. Department heads will ensure all employees treat all members of the public in a civil manner and represent the city in a professional manner.

B. Dress Standards: Public relations are an integral part of each employee's job. All employees are expected to present themselves in a way that helps generate trust, confidence, and respect from the public they serve. As a result, all employees are required to be neatly groomed and wear clothing that is clean, in good repair, fits properly (including properly covering chest, stomach, back and other intimate areas), and is professional and appropriate for their position and job duties, whether in the office, a City vehicle, or other worksite.

   Some positions within the City may be required to wear a uniform or other job specific attire. An employee will be informed if their position has any specific uniform or dress code requirements. For positions that are required to wear a uniform, the City provides employees with uniforms at City expense. City uniforms and attire (with City logo, etc.) may not be worn off-duty except in the normal course of travel to and from work. All City uniforms and attire must be returned on separation from employment.

   In the event a concern arises regarding employee compliance with this policy, the City will make the final determination regarding what is appropriate dress for the workplace in its discretion. In addition to discipline, employees arriving for work with an appearance that significantly disregards City standards or creates a safety hazard may be asked to return home for immediate correction. If you have any questions regarding the specific standards for your job, please contact your supervisor.

C. Because, the proper working relationship between employees and the City depends on each employee's on-going job performance, professional conduct and behavior, the City has established certain minimum standards of conduct. Among the City's expectations are:

   1. Basic tact and courtesy towards the public, fellow employees, and elected officials

   2. Comply with directions from supervisors

   3. Preserve and protect the City's equipment, grounds, facilities, and resources

   4. Provide orderly and cost-efficient services to the public

D. City of Boardman employees will not collect any money from residents wishing to pay bills or sums owed to the City outside normal business hours. If a resident or citizen needs to pay any fees, employees must advise that individual to come to the City Hall during normal business hours.

8.2 OUTSIDE EMPLOYMENT AND CONFLICTS OF INTEREST

A. Employees shall not, directly or indirectly, engage in outside employment or financial interest which may conflict, in the City's opinion, with the best interests of the City or interfere with the employee's ability to perform their assigned City job. Examples include, but are not limited to, outside employment which:

   1. Prevents the employee from being available for work beyond normal working hours, such as for emergencies or peak working periods, when such availability is a regular part of the employee's job; or

   2. Is conducted during the employee's working hours; or

   3. Utilizes City telephones, computers, supplies, or any other resources, facilities, or equipment paid for or owned by the City; or

   4. Is employed with a firm or company which has contracts with or does business with the City; or

   5. May reasonably be perceived by members of the public as a conflict of interest or otherwise discredits public service.

B. An employee who chooses to hold outside employment (including an additional job, contractual commitment, or self-employment), must obtain written approval from the City Manager prior to accepting or starting the outside employment. The City Manager reserves the right to rescind a previously granted approval of outside employment.

8.3 POLITICAL ACTIVITIES

A. City employees may participate in political or partisan activities of their choosing, provided that, City resources and property are not utilized, and the activity does not adversely affect or prevent employees from performing the responsibilities of their positions. Employees may not campaign on City time, or in a City uniform, or while representing the City in any way. Employees may not allow others to use City facilities or funds for political activities.

B. City employees may not wear or display any campaign or candidate button, badge, or sticker during working hours, while performing work-related activities, or while wearing City provided clothing

C. Employees shall not solicit on City property or City time for a contribution for a partisan political cause.

D. Except as noted in this policy, city employees are otherwise free to fully exercise their Constitutional First Amendments Rights.

8.4 NO SMOKING POLICY

A. The City provides a tobacco-free environment for all employees and visitors. For purposes of this policy, "tobacco" includes the smoking of any tobacco-based product, smoking in any form (including, without limitation, cigars, vape pens, and e-cigarettes), and the use of oral tobacco products or "chew/spit" tobacco. This policy applies to employees, contractors, volunteers, and any visitors to City of Boardman property, vehicles, facilities, or buildings.

B. City buildings and vehicles are tobacco-free areas. Further, the City prohibits tobacco use in or around City vehicles and equipment or machinery. Employees may smoke during non-working hours, such as during rest breaks or meal periods.

C. If employees wish to smoke, they must do so outside of the City's facilities/buildings, only in designated smoking areas, and out of visitor view. Smoking is not allowed near building entrances; Oregon law prohibits smoking within 10 feet of building entrances and other openings including second-story windows. The City has established employee smoking areas that are located outside the back of the building, by the fence.

8.5 USE OF ELECTRONIC EQUIPMENT AND SOCIAL MEDIA

The City uses multiple types of electronic equipment, facilities, and services for producing documents, research and communication including, but not limited to, computers, software, email, copiers, telephones, voicemail, fax machines, online services, cell phones (including text messaging), the Internet, and any new technologies used in the future. This policy governs employee use of the City's property. This policy does not supersede Police Department policy.

A. Ownership
All information and communications in any format, stored by any means on or received, via City's electronic equipment, facilities, or services is the sole property of the City.

B. Use
All of City's electronic equipment, facilities, and services are provided and intended for City business purposes only and not for personal matters, communications, or entertainment. Access to the Internet, websites, and other electronic services, paid for by the City, are to be used for City business only. This means, for example, that employees may not use the City-provided Internet, or the City's electronic equipment, facilities, and services to:

- Display or store any sexually explicit images or documents, or any images or documents that would violate the City's no-harassment, no-discrimination or no bullying policies; or
- Play games (including social media games) or use apps of any kind; or
- Engage in any activity that violates the rights of any person or the City, and that is protected by copyright, trade secrets, patent, or other intellectual property (or similar laws or regulations); or
- Engage in any activity that violates the rights to privacy of protected healthcare information or other City-specific confidential information; or
- Engage in any activity that would introduce malicious software purposefully into a workstation or network (e.g. viruses, worms, Trojan horses); or

- Download or view streaming videos for personal use. This includes, without limitation, YouTube videos, movies, and TV shows. Streaming audio is allowed, provided it does not contain explicit material, adversely affect network speed, or interfere with others' ability to work.
- City equipment, including vehicles, shall be used by employees for City business only. An employee's misuse of City services, telephones, vehicles, equipment or supplies can result in disciplinary action including termination.
- Further, employees may not use City-provided email addresses to create or manage personal accounts (e.g., shopping websites, personal bank accounts, and social media accounts). City email addresses for professional-based social media accounts, such as LinkedIn, may be allowed with the approval of the employee's supervisor.

C. Inspection and Monitoring

Employee communications, both business and personal, made using City electronic equipment, facilities, and services are not private. Any data created, received, or transmitted using City equipment, facilities, or services are the property of the City and usually can be recovered even though deleted by the user.

All information and communications in any format, stored by any means on the City's electronic equipment, facilities, or services are subject to inspection at any time, without notice. Personal passwords may be used for purposes of security, but the use of a personal password does not affect the City's ownership of the electronic information, electronic equipment, facilities, or services, or the City's right to inspect such information. The City reserves the right to access and review electronic files, documents, archived material, messages, email, voicemail, location features, and other such material to monitor the use of all the City's electronic equipment, facilities, and services including all communications and internet usage and resources visited. The City will override all personal passwords if it becomes necessary to do so for any reason.

D. Personal Hardware and Software

Employees may not install personal hardware or software on the City's computer systems without prior written authorization from the City Manager. All software installed on the City's computer systems must be licensed. Copying or transferring City-owned software may be done only with the written authorization of the City Manager. Employees must make their request to the City Manager, in writing.

E. Unauthorized Access

Employees are not permitted unauthorized access to the electronic communications of other employees or third parties unless directed to do so by City management. No employee can examine, change, or use another person's files, output, or username unless they have explicit authorization from the City Manager to do so.

F. Security

Many forms of electronic communication are not secure. Employees who use cell phones, cordless phones, fax communications, or email sent over the Internet should be aware that such forms of communication are subject to interception and these methods of communicating should not be used for privileged, confidential, or sensitive information unless appropriate encryption measures are implemented.

G. Inappropriate Web Sites
The City's electronic equipment, facilities or services must not be used to visit Internet sites that contain obscene, hateful or other objectionable materials, or that would otherwise violate the City's policies on harassment and discrimination.

H. Use of personal electronic devices for work purposes
If using a personal electronic device (i.e. cell phone, tablet, or computer) for communications in a manner reasonably related to the business of the City, those communications are subject to public records disclosure, and inspection and review, by the City. Employees should have no expectation of privacy, in electronic communications reasonably related to the business of the City, regardless of using a personal or work issued electronic communication device.

If an employee is issued an electronic communication device (i.e.: cell phone or similar, laptop, etc.) for work purposes, the employee is directed to use the City issued device and not their personal device for work duties and/or communications.

Use of a personally owned electronic communication device for at work or for work-related business constitutes consent for the City to access the device to inspect and copy data to meet the needs of the City, which may include litigation, public records retention, and release obligations, and internal investigations.

All work-related documents, emails, photographs, recordings, or other public records created or received on a member's personally owned electronic device should be transferred to the City and deleted from the member's own device as soon as reasonably practicable. (for example: work related photos, emails (not already cc'd to the City), voicemails, etc.)

When using a personal electronic communication device for work purposes, the City accepts no responsibility for loss or damage to the device. The employee is solely responsible for any costs associated with the purchase, use, and service plan costs when using a personally owned device.

I. Off-Duty Communications
Except with prior express authorization from a department head, FLSA non-exempt employees are not obligated or required to carry, access, monitor, or respond to electronic communications using a personally owned device while off-duty, with the exception of an "on-call" assignment for public works. If an employee is in an authorized status that allows for appropriate compensation consistent with policy or existing collective bargaining agreements, or if the member has prior express authorization from their department head, the member may engage in department business-related communications.

Should employees engage in such approved off-duty communications or work, FLSA non-exempt employees, entitled to their regular hourly compensation, will promptly document the time worked and communicate the information to their supervisors to ensure appropriate compensation. Compensation may not apply for an occasional di minimis call (i.e. a call about a change in work schedule). Exempt and non-represented (non-union) employees may be required to respond to calls and work duties outside of regular work hours without further compensation.

Using a City issued or personal electronic device for work purposes to harass, threaten, coerce or otherwise engage in inappropriate conduct with any City employee, volunteer, member or City associated third party is prohibited. Any employee having knowledge of such conduct will promptly notify the Department Head.

When using a personal electronic communication device for work purposes, the City accepts no responsibility for loss or damage to the device. The employee is solely responsible for any costs associated with the purchase, use and service plan costs when using a personally owned device.

J. Personal Phone Payment: A non-represented (non-union) employee may be eligible for a monthly payment for use of their personal electronic communication device (phone) when approved for the purposes of work. The payment is $40 per month, subject to change at the sole discretion of the City.

K. Use While Driving
The use of a personal electronic communication device while driving is regulated by state law and can adversely affect safety, cause unnecessary distractions, and present a negative image to the public. Except in an emergency where you cannot stop safely, employees will not use a personal electronic communication device while driving when engaged in City business unless the device is specifically designed and configured to allow hands-free use (ORS 811.507).

8.6 EMPLOYEE PHOTOGRAPHS

Employee photographs may be posted in publications for local events, up to and including, City websites. Photo release forms will be provided for employee signatures and placed in their personnel files.

8.7 BULLETIN BOARDS

Information of special interest to all employees is posted regularly on the City bulletin boards. Employees may not post any information on these bulletin boards without the authorization of the City Manager.

8.8 CONTACT WITH NEWS MEDIA

The Mayor, City Manager, or Police Chief shall be responsible for all official City contacts with the news media, including answering questions from the media. The Mayor, City Manager, or Police Chief may designate specific employees to give out procedural, factual, or historical information on particular subjects.

8.9 DRIVERS LICENSE REQUIREMENTS

A. As part of the requirements and essential functions of certain City positions, an employee may be required to possess a valid driver's license.

B. For employees in a job that requires driving as an essential function, if an employee's license is revoked, suspended, or lost, or is in any way not current, valid, and in the employee's possession, the employee shall notify their department head within 48 hours of the license revocation/suspension/loss and will be immediately suspended from driving duties. The employee may not resume driving until proof of a valid, current license is provided to their department head. Said employee may be suspended without pay until the license is renewed or be subject to the provision of Section (c) below.

C. Depending on the duration and circumstances of the license suspension, revocation or other inability to drive, an employee who is required to possess a valid driver's license may be subject to disciplinary action, including termination. Alternatively, an employee may be terminated for failure to perform the essential functions of their job (i.e. being unable to drive City-owned vehicles).

8.10 DRIVING WHILE ON BUSINESS

A. The City of Boardman may provide a City-owned vehicle for purposes of conducting City business. The City vehicles are for business purposes only. Vehicles are not to be used for personal use, excluding de minimus use.

B. Employees using a private vehicle to conduct City of Boardman's business must possess a valid driver's license and must carry auto liability insurance. Employees who use their own vehicles for authorized City of Boardman business use should make any necessary arrangements with their insurance carriers.

C. The City receives automated reports from the Department of Motor Vehicles (DMV). The reports notify the City of Boardman when there are transactions on employees' driving records, such as speeding tickets and citations. As part of the requirements and essential functions of certain City positions, an employee may be required to possess a valid driver's license and such reports will be generated.

D. While on City of Boardman business, employee-drivers are expected to make every reasonable effort to operate their vehicle safely, with due regard for potential hazards, weather, and road conditions. Employee-drivers are to obey all traffic laws, posted signs and signals, and requirements applicable to the vehicle being operated. Seatbelts are to be used in all vehicles while on business. Employee-drivers are to ensure that the use of prescribed or over the counter drugs do not interfere with their ability to drive while on business; operating a vehicle under the influence of alcohol or controlled substances is prohibited. Employees are responsible for notifying their manager of any subsequent restrictions, limitations, or other change in their driving status within 48 hours of the change or new restrictions/limitations, if their job requires driving as an essential function.

E. Employees who receive a ticket or citation while driving a City-owned vehicle or while on City business will be responsible for paying the fine (if any) associated with the ticket or citation and may face discipline up to and including termination.

F. Oregon law prohibits cell phone use while driving a vehicle, regardless of whether the driver is moving, or stopped at a traffic signal, or stuck in a traffic jam. City of Boardman

employees may not use cell phones while in City vehicles, or in personal vehicles on City time, unless the employee uses Bluetooth/hands-free technology to make and receive calls and text messages.

8.11 SAFETY

Every employee is responsible for maintaining a safe work environment and following the City's safety rules. Each employee shall promptly report all unsafe or potentially hazardous conditions to their department head. The City will make every effort to resolve safety problems as quickly as possible.

When at City Hall, in case of an emergency or the need of immediate assistance, a panic button is available on all desktop phones listed as "city hall paging".

In case of an accident involving a personal injury, regardless of how serious, employees shall immediately notify their supervisor.

8.12 SUBSTANCE ABUSE

A. Alcohol/Drug Use, Abuse, and Testing
The City works to maintain a safe and efficient work environment. Employees who misuse controlled substances, prescription or illegal drugs, or alcoholic beverages pose a risk both to themselves and to everyone who comes into contact with or depends upon them and risks damage to the City's reputation.

The City expects employees to report to work in a condition that is conducive to performing their duties in a safe, effective and efficient manner. An employee's off-the-job as well as on-the-job involvement with drugs and/or alcohol can have a significant impact on the workplace and can present a substantial risk to the employee who is using alcohol and/or drugs, to coworkers and others.

This policy applies to all employees (except where noted in this policy or where it is inconsistent with applicable law and/or the collective bargaining agreement). This policy revises and supersedes all previous drug and alcohol testing policies and practices.

B. Prohibited Conduct
Possession, transfer, use or being under the influence of any alcohol while on City property, on City time, while driving City vehicles (or personal vehicles while on City business), or in other circumstances which adversely affect City operations, or safety, or City employees, or others. This prohibition does not apply to employees engaged in law-enforcement work.

1. The conduct prohibited by this rule includes consumption of any intoxicating liquor within four hours of reporting to work or during rest breaks or meal periods. If use of alcoholic liquor or an alcohol "hangover" adversely affects an employee's physical or mental faculties while at work to any perceptible degree or the employee's blood alcohol content exceeds .02%, the employee will be deemed "under the influence" for purposes of this rule.

2. Possession, distribution, dispensing, sale, attempted sale, use, manufacture, or being under the influence of any narcotic, hallucinogen, stimulant, sedative, drug, or other controlled substance while on City property, on City time, while driving City vehicles (or personal vehicles while on City business), or in other circumstances which adversely affect City operations or safety of City employees. (This prohibition does not apply to employees engaged in law-enforcement work.) Employees may not have any detectable amount of narcotic, hallucinogen, stimulant, sedative, drug, or other controlled substance in their system while on City property or on City time.

3. The conduct prohibited by this rule includes consumption of any such substance prior to reporting to work or during rest breaks or meal periods. If use of such substances or withdrawal symptoms adversely affects an employee's physical or mental faculties while at work to any perceptible degree, or the employee tests "positive" for any such substances by screening and confirmation tests, the employee will be deemed "under the influence" for purposes of this rule.

4. As used in this policy, "controlled substance" includes, but is not limited to, any controlled substance listed in Schedules I through V of the Federal Controlled Substance Act, including marijuana regardless of recreational or medicinal use that is otherwise lawful to use under Oregon, Washington, or any other state's law.

5. Bringing to City property, or possessing items or objects on City property, that contain any "controlled substance," including, for example, "pot brownies" and candy containing marijuana. This prohibition does not apply to employees engaged in law-enforcement work. No employee, regardless of position held, may knowingly serve items containing marijuana or any other "controlled substance" to co-workers, members of the public, or elected officials while on work time or on/in City property.

6. Bringing marijuana-related equipment or any devices marketed for use or designed specifically for use in ingesting, inhaling or otherwise introducing marijuana (among other drugs), such as pipes, bongs, "vape" pens, smoking masks, roach clips, and/or other drug paraphernalia are strictly prohibited. This prohibition does not apply to employees engaged in law-enforcement work.

7. Bringing equipment, products, or materials that are marketed for use or designed for use in planting, propagating, cultivating, growing, or manufacturing marijuana, including live or dried marijuana plants to City property is strictly prohibited. This prohibition does not apply to employees engaged in law-enforcement work.

C. Prescription Drugs and Medical Marijuana

With the exception of medical marijuana, nothing in this rule is intended to prohibit the use of a drug taken under supervision by a licensed health care professional, where its use does not present a safety hazard or otherwise adversely impact an employee's performance or City operations.

Employees must inform their supervisor about any prescription or over-the-counter drugs that they are using which could adversely affect their physical or mental faculties to any perceptible degree. The employee is not required to present the name of the medication to the supervisor/manager, only information about the side effects is required. If an

employee's use of such prescription or over-the-counter drugs could adversely affect City operations or safety of City employees or other persons, the City may reassign the employee using the drugs to other work or take other appropriate action to accommodate the physical or mental effects of the medication. Failure to report the side effects of prescription or over-the-counter drugs covered by this rule will subject an employee to disciplinary action, up to and including termination.

The use of marijuana, which is a Schedule I controlled substance under Federal Law, is expressly prohibited under this policy, even if its medical use is authorized under state law. Employees who use medical marijuana in connection with a disability should discuss with their supervisor other means of accommodating the disability in the workplace, as the City will not agree to allow an employee to use medical marijuana as an accommodation. (See Section 1.4 - "Disability Accommodation Policy")

D. Reasonable Cause Testing

If there is reasonable cause to suspect that an employee is under the influence of controlled substances or alcohol, during work hours, or has used drugs or alcohol in violation of this policy, the City may require the employee to undergo testing for controlled substances or alcohol.

1. The terms "test" and "testing" shall be construed to mean job impairment field tests, laboratory tests, breathalyzer tests, psychoneurological examinations and other tests of saliva, blood, and urine. No testing shall be performed under this rule without the approval of the City Manager or the City Manager's designee.

2. "Reasonable cause," as used in this policy, means an articulable belief, based on specific facts, and reasonable inferences drawn from those facts, that an employee is more likely than not under the influence of controlled substances or alcohol or has used drugs or alcohol in violation of this policy. Circumstances which can constitute a basis for determining "reasonable cause" may include, but are not limited to:

   - A pattern of abnormal or erratic behavior
   - Information provided by a reliable and credible source
   - A work-related accident (described below)
   - Direct observation of drug or alcohol use
   - Presence of the physical symptoms of drug or alcohol use (i.e., glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes)
   - Unexplained significant deterioration in individual job performance
   - Unexplained or suspicious absenteeism or tardiness
   - Employee admissions regarding drug or alcohol use
   - Unexplained absences from normal work areas where there is reason to suspect drug or alcohol related activity

Supervisors should detail in writing the specific facts, symptoms, or observations that form the basis for their determination that reasonable cause exists to warrant alcohol or

controlled substance testing of an employee or a search. This documentation shall be forwarded to the City Manager. Whenever possible, supervisors should locate a second supervisor or management employee to corroborate their "reasonable cause" findings.

An employee whose initial laboratory screening test for controlled substances yields a positive result shall be given a second test. The second test shall use a portion of the same test sample withdrawn from the employee for use in the initial screening test. If the second test confirms the initial positive test result, the employee shall be notified of the results, in writing, by the City Manager. The letter of notification shall state the particular substance identified by the laboratory tests. The employee may request a third test of the sample within 24 hours of receiving the letter of notification but such testing will be paid for by the employee.

E. Post-Accident Testing

Employees are subject to testing when they cause or contribute to accidents that seriously damage a City vehicle, machinery, equipment, or property, or result in an injury to themselves or another person requiring offsite medical attention.

F. Search of Property

When reasonable cause exists to believe an employee possesses alcohol or a controlled substance on City property, or has otherwise violated provisions of this rule regarding possession, sale, or use of controlled substances or alcohol, the City may search the employee's locker, desk, and any other equipment or storage areas provided by the City for the employee's use. Employees should have no expectation of privacy in any items they bring to City property, or in property, equipment, or supplies provided by the City to the employee.

G. Employee Refusal to Test/Search

An employee who refuses to consent to a test or a search when there is reasonable cause to suspect that the employee has violated this policy is subject to disciplinary action up to and including termination. The reasons for the refusal shall be considered in determining the appropriate disciplinary action.

An employee who refuses to cooperate with any and all tests required by this policy is also subject to discipline, up to and including termination. This includes, but is not limited to, refusing to test, tampering with, or attempting to tamper with a specimen sample, using chemicals or other ingredients to mask or otherwise cover up the presence of metabolites, drugs, or alcohol in a specimen, or providing a blood or urine specimen that was produced by anyone or anything other than the employee being tested.

H. Crimes Involving Drugs and/or Alcohol

Employees shall report any criminal arrest or conviction for drug or alcohol related activity within 48 hours of the arrest or conviction, entry into a drug court or diversion program, or loss or limitation of driving privileges, when the employee's job is identified as requiring a valid driver's license (regular or CDL). Failure to report as required will result in disciplinary action up to and including termination.

I. Drug and Alcohol Treatment

The City recognizes that alcohol and drug use may be a sign of chemical dependency and that employees with alcohol and drug problems can be successfully treated. The City is willing to help such employees obtain appropriate treatment.

An employee who believes that they have a problem involving the use of alcohol or drugs should ask a supervisor or the City Manager for assistance.

The City will work with an employee to identify all benefits and benefit programs that may be available to help deal with the problem. Attendance at any rehabilitation or treatment program will be a shared financial responsibility of the employee and the City to the extent its existing benefits package covers some or all of the program costs.

Although the City recognizes that alcohol and drug abuse can be successfully treated and is willing to work with employees who may suffer from such problems, it is the employee's responsibility to seek assistance before drug or alcohol problems lead to disciplinary action. Once a violation of the City's policy is discovered, the employee's willingness to seek the City or outside assistance will not "excuse" the violation and generally will have no bearing on the determination of appropriate disciplinary action.

J. Discipline and Consequences of Prohibited Conduct

An employee who tests positive for drugs or alcohol, in accordance with this policy, will be subject to either termination or a last chance agreement. A last-chance agreement is an agreement, whereby an employee who would otherwise be terminated is provided an opportunity to address their substance abuse issue and/or performance or safety issues. The Last Chance Agreement shall be written to inform the employee of the problems noted with their performance, and to specify the performance required for the employee to achieve, in order to continue to be employed by the City. Violation of the provisions of a Last Chance Agreement shall result in immediate termination of the employee, notwithstanding the provisions of any other personnel rule.

K. Confidentiality

All information from an employee's drug and alcohol evaluation is confidential and only those with a need-to-know are to be informed of test results. Disclosure of such information to any other person, agency, or organization is prohibited unless written authorization is obtained from the employee.

8.13 COMPLAINT-REPORTING PROCEDURES

The City recognizes that sometimes situations arise in which an employee feels that they have not been treated fairly or in accordance with City rules and procedures. For this reason, the City provides its employees with procedures for resolving complaints. This complaint procedure should not be construed as, and may not be used as, an appeal process for employees who disagree with a discipline or termination decision. This section does not apply to represented employees.

1. Step 1: An employee should first try to resolve any problem or complaint with their supervisor.

2. Step 2: If Step 1. is not successful, or when an employee has a problem or complaint regarding their supervisor, or when an employee disagrees with the application of City policies and procedures, the employee shall file a written complaint within ten (10) working days of the occurrence to their department head. The department head will respond to the employee in writing within five (5) working days after receipt of the complaint and after meeting with the employee, if possible. The written complaint must be filed within ten (10) working days of the occurrence leading to the complaint. If the complaint is not timely filed, it is forever waived and lost.

3. Step 3: If the employee is not satisfied with the response from the department head, the employee may submit the complaint in writing within ten (10) working days of the Step 2 response from the department head described in Step 2 to the City Manager. The written complaint must contain, at a minimum:

    - A description of the problem; and
    - A specific policy or procedure which the employee believes has been violated or misapplied; and
    - The date of the circumstances leading to the complaint or the date when the employee first became aware of those circumstances; and
    - The remedy sought by the employee to resolve the complaint; and
    - The department head's response to the complaint

4. Step 4: The City Manager may meet with the parties, either individually or together, and will respond in writing to the aggrieved employee within ten (10) working days of the meeting. The City Manager's response and decision shall be final and binding.

5. Employees represented by a bargaining unit should follow grievance procedures set out in their respective labor contracts. In all other cases, the procedures described in this section shall be used. Under no circumstances shall an employee have the right to utilize both this process and any other complaint or appeal procedure that may be available to an employee.

8.14 VIDEO SURVEILLANCE IN THE WORKPLACE POLICY

The City uses video surveillance in public areas of City Hall to provide safety and security to its employees and to monitor activity that may be in violation of City policy or Oregon or federal law. Video cameras are posted in public areas and do not record sound; they are in open view.

8.15 WORKPLACE VIOLENCE POLICY

This policy applies when an employee is "on duty". For purposes of this policy, "on duty" means when an employee is being paid by the City to perform City work, while representing the City in their capacity as a City employee, or while in or on City owned, leased, managed, or controlled premises or vehicle for reasons related to their employment.

A. Prohibited Weapons

No employee (other than those employed in the City's Police Department) may possess, carry, or have in their physical possession a loaded or unloaded firearm or any other dangerous weapon while on duty, or at any other time while in any City owned, leased, managed, or controlled premises, which includes City buildings and properties, indoor and outdoor job sites, and vehicles. While on duty, employees may not possess a loaded or unloaded firearm in their personal vehicle when it is parked on a City parking lot that is adjacent to a City building or while at another worksite for a reason related to their employment. This policy takes precedence over any employee's permit to carry a concealed handgun.

B. Definitions

For purposes of this policy, the following definitions apply:

1. Dangerous weapon. Any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious physical injury, which includes but is not limited to a loaded or unloaded firearm.

2. Possess. To have physical possession or otherwise to exercise dominion or control over property (e.g., a weapon located in an employee's car parked on City property, City desk or locker, etc.).

3. Workplace Violence. Any act of physical, verbal, or written aggression by an individual in or related to the workplace. This includes, but is not limited to, verbal or physical threats or intimidation, assault or battery, and destruction or abuse of property. "Aggression" means more extreme, malicious, hostile behavior that can take the form of violent action, or place others in reasonable fear of violent action. Aggression is not to be confused with "aggressiveness" by an employee or supervisor and does not take the form of violent action, or place others in reasonable fear of violent action. For example, an employee who puts their face within two inches of a co-worker's face during a heated exchange is acting aggressively in violation of this policy. An employee who engages in a spirited disagreement with a co-worker, while staying seated across the table, who does not physically invade the co-worker's personal space, make any physical gestures toward the co-worker, or otherwise engage in threatening behavior does not violate this policy.

4. Threat. An expression by word or conduct, of intent to commit violence, that reasonably places the listener or reader in fear of imminent bodily harm or is of such a character that another individual could be reasonably placed in fear of imminent or future bodily harm. The overall context of a statement, including nonverbal communications, will be taken into account to determine if such an expression is a threat covered by this rule. There are generally three types of threats recognized by the City: veiled, conditional, and direct.

    - Veiled Threat: A veiled threat involves reference to a violent act and an association with the present situation.
    - Conditional Threat: A conditional threat contains words such as "if" or "or" and

references a violent act with the condition.

- Direct Threat: A direct threat is a warning of a pending violent act.

Employees will be subject to discipline up to and including discharge for violations of this policy.

Again, this prohibition on possessing dangerous weapons does not apply to those employees having specific statutory and City authority to possess Department approved weapon(s) in the performance of their job duties.

C. Search of Property

When reasonable suspicion exists to believe an employee possesses a dangerous weapon on City property or has otherwise violated provision(s) of this policy regarding possession of a dangerous weapon on City property or at a City worksite, the City may request to search the employee's locker, toolbox, desk, and any other storage areas provided by the City for the employee's use, including City-provided vehicles.

However, the City will not ask to search a private vehicle. Employees shall have no expectation of privacy in any property, furniture, equipment, vehicle, or supplies provided by the City to its employees, which includes, but is not limited to desks, files, file cabinets, offices, drawers, toolboxes, lockers, City-provided clothing, and City-owned vehicles. Such items are subject to inspection by the City or its agents at any time and without notice.

Reasonable suspicion exists when an employee admits they are in possession of a dangerous weapon; the City has reports of first-hand observations by other employees who saw the employee with a dangerous weapon in violation of this policy; or other credible and reliable information exists that gives rise to suspicion that an employee is in violation of this policy. If an employee refuses an appropriate request under this policy to search their person or personal belongings for a dangerous weapon, the employee will be sent home for the remainder of the day (possibly longer, on either paid or unpaid Administrative Leave, while the City conducts an investigation).

D. Prohibition of Workplace Violence

The City recognizes the importance of a safe workplace for employees, customers, volunteers, vendors, contractors, and the general public. A work environment that is safe and comfortable enhances employee satisfaction as well as productivity. Therefore, threats and acts of violence made by an employee or member of the public against another person's life, health, well-being, family, friend, significant other, or property are a serious violation of this policy and will be dealt with accordingly. In the event the City determines that an employee has violated this policy, appropriate disciplinary action up to and including discharge will be taken.

For the purposes of this rule, workplace violence does not include the appropriate use of force or weapons by law enforcement officers, duly assigned security guards, or others acting lawfully and within City/Department policy to protect and defend life and property.

CHAPTER 9 - DISCIPLINE AND TERMINATIONS

9.1 DISCIPLINE

The City is an at will employer. Employees may be separated from employment at any time, for any lawful reason, with or without cause and/or notice given (other than those employees represented by a union or association).

A. All employees are expected to exercise good judgment, loyalty, common sense, dedication, and courtesy in the performance of their duties. The primary mission of every employee is to provide courteous, orderly, efficient, and economic delivery of services to members of the public.

B. Acts, errors, or omissions which discredit the public service or impair the provision of orderly services to the citizens of the City may result in discipline and termination.

C. The City Manager or Police Chief, as appropriate, has full discretion and authority to impose disciplinary action in accordance with City policy and the circumstances of the particular case.

D. The following are examples of the type of behavior which may result in disciplinary action including termination:

1. Drinking alcohol or the abuse of non-prescription or prescription drugs or other controlled substances on the job or arriving on the job under the influence of or while in possession of alcohol, drugs, or other controlled substances or having drugs or alcohol, or controlled substances in one's system as detected by drug testing or alcohol testing.
2. Violation of a lawful duty or directive from a supervisor.
3. Insubordination.
4. Absence from work without first notifying and securing permission from the supervisor.
5. Repeated absence or tardiness for any unexcused reason.
6. Sexual harassment or other forms of harassment and bullying as prohibited by these policies.
7. Unsatisfactory job performance, including untruthfulness, or other, as determined by the City.
8. Conviction of a felony or a misdemeanor, which could affect work performance or reflect negatively on the City, as determined by the City Manager.
9. Acceptance of fees, gratuities, or other valuable items in the performance of the employee's official duties for the City, in violation of Oregon’s ethics laws.
10. Inability, refusal, or failure to perform the duties of the assigned job.
11. Employees who fail to return to work, on the date specified on the leave request, without receiving an extension in advance.
12. Violation of duties or rules imposed by this manual, or by any other City rule, regulation, or administrative order.

This list is not all-inclusive, but only serves as a general guide. The City may discipline or terminate employees for other reasons not stated above.

E. In the event that discipline is necessary, the following types of disciplinary actions may be used, depending on the particular situation. These actions do not have to be taken in the sequence written and all will be documented and added to the employee's personnel file.

1. A coaching and counseling session is a conversation (which may be documented) between the employee's supervisor and the employee on the subject of the employee's conduct and performance, or their failure to observe a rule, regulation, or administrative instruction. It is intended to increase an employee's efficiency and value to the City by changing the employee's conduct, habits, or work methods. (A coaching and counseling are not considered disciplinary.)

2. Reprimand. A reprimand is a formal written disciplinary action for misconduct, inadequate performance, or repeated lesser infractions.

3. Last Chance Agreements. In lieu of terminating employment of an employee for serious violations of City policies, procedures, and rules, and for other inappropriate behavior or conduct, the City may choose to provide the employee a final opportunity to continue employment in the form of a last-chance agreement.

4. Suspension without pay. This type of suspension is a temporary unpaid absence from duty which may be imposed as a penalty for significant misconduct or repeated lesser infractions.

5. Suspensions with pay. When the employee is placed on Administrative Leave, which may be utilized by the Police Chief or City Manager, pending the results of an investigation or disciplinary action, where the department head determines that factors such as public confidence, the safety of the employees, or the efficient functioning of the City, call for such a suspension.

F. In all cases, the City retains sole discretion to determine the nature and extent of any discipline based upon the circumstances of each individual case. Accordingly, the City reserves the right to proceed directly to a written warning, demotion, last chance agreement, or termination for misconduct or performance deficiency, without any prior disciplinary steps, when the City deems such action appropriate. The City retains the right to terminate any employee's employment, at any time and for any reason, with or without advance notice, or other prior disciplinary action (other than those employees who are subject to a collective bargaining agreement or contract of employment).

9.2 LAYOFF

The City Manager may lay off employees for lack of work, budgetary restrictions, re-organization, or other changes that have taken place.

In determining who is to be laid off, consideration will be given to individual performance and the qualifications required for the remaining jobs. Seniority will be considered when performance and qualifications are equal.

Employees who are laid off may be eligible to be re-employed if a vacancy occurs in a position for which they are qualified. Such recall opportunity is for a maximum of six (6) months.

9.3 RESIGNATION

In order to be considered having resigned in good standing, an employee should provide two (2) weeks' notice of resignation. This time limit may be waived by the City Manager.

9.4 DEATH

Upon death of an employee, all compensations due shall be paid to the surviving spouse or the estate of the employee.

OREGON LIQUOR & CANNABIS COMMISSION

Local Government Recommendation – Liquor License

Annual Liquor License Types	
Off-Premises Sales	Brewery-Public House
Limited On-Premises Sales	Brewery
Full On-Premises, Caterer	Distillery
Full On-Premises, Commercial	Grower Sales Privilege
Full On-Premises, For Profit Private Club	Winery
Full On-Premises, Non Profit Private Club	Wholesale Malt Beverage & Wine
Full On-Premises, Other Public Location	Warehouse
Full On-Premises, Public Passenger Carrier	

Section 1 – Submission – To be completed by Applicant:

License Information

Legal Entity/Individual Applicant Name(s): Sol Azteca LLC

Proposed Trade Name: Sol Azteca LLC

Premises Address: 203 SW Kinkade Ave Unit:

City: Boardman County: OR Zip: 97818

Application Type: (•) New License Application ( ) Change of Ownership ( ) Change of Location

License Type: Limited On-Premises Sales [ ] Additional Location for an Existing License

Application Contact Information

Contact Name: Olga Mendoza Phone:

Mailing Address: PO Box 632

City: Boardman State: OR Zip: 97818

Email Address:

Business Details

Please check all that apply to your proposed business operations at this location:

[ ] Manufacturing/Production

[ ] Retail Off-Premises Sales

[ ] Retail On-Premises Sales & Consumption

If there will be On-Premises Consumption at this location:

[■] Indoor Consumption [ ] Outdoor Consumption

[■] Proposing to Allow Minors

Section 1 continued on next page

OREGON LIQUOR & CANNABIS COMMISSION

Local Government Recommendation – Liquor License

Section 1 Continued – Submission - To be completed by Applicant:
Legal Entity/Individual Applicant Name(s): Sol Azteca LLC Proposed Trade Name: Sol Azteca LLC **IMPORTANT**: You MUST submit this form to the local government PRIOR to submitting to OLCC. Section 2 must be completed ***by the local government*** for this form to be accepted with your CAMP application.

Section 2 – Acceptance - To be completed by Local Government:
Local Government Recommendation Proof of Acceptance After accepting this form, please return a copy to the applicant with received and accepted information City or County Name: Optional Date Received Stamp Date Application Received: Received by:

Section 3 – Recommendation - To be completed by Local Government:
○ **Recommend this license be granted** ○ **Recommend this license be denied** (Please include documentation that meets OAR 845-005-0308) ○ **No Recommendation/Neutral** Name of Reviewing Official: Title: Date: Signature: After providing your recommendation and signature, please return this form to the applicant.

BOARDMAN POLICE DEPARTMENT

PATROL STATISTICS (UNAUDITED)
CALENDER YEAR 2025

Statistics	Jan.	Feb.	Mar.	Apr.	May	Jun.	July	Aug.	Sep.	Oct.	Nov.	Dec.	Annual Total
Total Incidents	445	404	433	511	491	557	616	484					
Calls for Service	163	136	180	199	189	241	284	222					
Officer Initiated Incidents	282	268	253	312	302	316	332	262					
Traffic stops	157	131	126	174	160	151	157	133					
Other OIA Incidents	125	137	127	138	142	165	175	129					
Bus/Building Checks	7	14	13	14	7	14	14	9					
Veh/Ped check	59	81	70	79	73	103	96	81					
Total Officer Reports	51	43	47	51	51	68	58	51					
CIS Converstion	0	0	0	0	0	0	0	0					
Crash	3	2	0	1	1	3	1	0					
Felony	7	3	4	5	3	7	2	5					
Information Case	17	15	13	22	18	15	20	9					
Misdemeanor	18	16	21	15	21	23	27	30					
Violation	0	0	1	0	1	1	0	1					
Voided	3	2	1	1	2	1	1	1					
Unclaissified Reports	3	5	6	7	5	18	6	5					
Total Misdemeanor & Felony Arrest	18	10	22	14	21	19	21	27					
Misdemeanor Arrests	14	9	15	10	19	15	20	24					
Felony Arrests	4	1	7	4	2	4	1	3					
Total Citations	17	27	26	40	34	46	48	36					
Code	0	0	0	0	0	0	0	0					
Criminal	7	2	0	3	3	1	7	4					
Violation	16	25	26	37	29	45	41	32					
Unclassified	0	0	0	0	2	0	0	0					
FI's	1	1	1	1	2	0	0	2					

Note: Stats are from the 23rd of prior month to 22nd of current month.

Note: Calender year end summary report will project slight different totals due to RIMS variations,.

2024 - 2025	July 23 to Aug 22	Aug 23 to Sept 22	Sept 23 to Oct 22	Oct 22 to Nov 22	Nov 23 to Dec 22	Dec 23 to Jan 22	Jan 23 to Feb 22	Feb 23 to Mar 22	Mar 23 to Apr 22	Apr 23 to May 22	May 23 to June 22	June 23 to July 22	July 23 to Aug 22	Totals
Total Permits Sold	46	80	67	142	66	28	27	40	100	83	38	89	54	846
Boardman														
Permits Sold	23	36	28	29	14	11	7	7	14	27	3	14	21	234
Manufactured Placement Permit	1	0	0	1	0	0	0	0	1	1	0	0	16	20
New Home Construction	7	11	5	6	4	4	1	3	3	7	1	2	0	54
Multi Family Units	0	0	4	0	0	0	0	0	0	0	0	0	0	4
Morrow County (Excludes 97818)														
Permits Sold	10	33	10	22	13	8	3	5	12	8	5	11	7	147
Manufactured Placement Permit	0	0	1	1	1	0	0	0	1	0	0	0	1	5
New Home Construction	0	0	1	2	0	3	0	1	0	1	0	0	0	8
Multi - Family (units)	0	0	0	0	0	0	0	0	2	0	0	0	0	2
Morrow County - 97818														
Permits Sold	15	1	10	54	36	1	8	9	50	32	4	39	12	271
Manufactured Placement Permit	0	0	1	0	0	0	0	0	0	0	0	0	0	1
New Home Construction	0	0	0	0	0	0	0	0	2	0	0	0	0	2
Multi - Family (units)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Irrigon														
Permits Sold	1	7	2	15	1	1	3	5	7	11	5	13	4	75
Manufactured Placement Permit	0	0	0	0	0	0	0	0	0	0	0	0	0	0
New Home Construction	0	2	0	0	0	0	0	0	4	1	1	2	0	10
Multi - Family (units)	0	0	0	0	0	0	0	0	0	6	2	0	0	8
State Electrical	3	4	3	13	1	1	0	1	1	3	2	4	1	37
Gilliam County														
Permits Sold	12	4	14	9	1	6	6	13	16	2	19	8	9	119
Manufactured Placement Permit	1	0	0	0	0	0	0	0	1	0	0	0	2	4
New Home Construction	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Multi - Family (units)	0	0	0	0	0	0	0	0	0	0	0	0	0	533

Public Works Department Report

Operations & Maintenance

- Collector 3 maintenance remove sand from caisson.
- Turbidity meter working correctly on SCADA.
- Painting of Hydrant lanes.
- Walkway paved from Main St. to dog park location on First Street at Oregon Trail.
- Storm Drain sump cleaning throughout City.
- Preparing for new tap at Tatone and Oregon Trail for service to SW First street loop area.
- Sweeping at Riverside High School for new school year.

City Parks and landscaping

- Pulling and spraying weeds citywide.
- Replaced several valves and sprinklers throughout the city parks.
- Continuing irrigation for Circle 52.
- Plans for moving the dog park as soon as the BPA green way is grubbed all equipment has been removed from old park and waiting for installation at new site as soon as it is ready.
- With help from Church groups we painted the wayside gazebo, poured concrete pads and replaced garbage cans, and did some clean up.

Sampling & Compliance

- Collected water and wastewater samples for OSU, DEQ, and OHA.
- Collector Well 3 testing and flushing completed.
- Backflow testing throughout City.
- Continue to work towards completion of valve exercising.
- Scheduling for courses to complete cross connection training.

Bids

- Biosolid removal lagoon 1
- Crack seal

MEMORANDUM

To: Mayor Keefer and members of the City Council
Cc: Brandon Hammond, City Manager
From: Carla McLane, Planning Official
Date: August 25, 2025
RE: Planning Department Monthly Update

Strategic Planning Program: Since I last provided an update, the following has occurred: we have kicked off the development of UrbanForm; there has been significant work on the DRAFT Parks Master Plan; planning for the Joint City County Workshop on the DRAFT TSP has been ongoing with the event to be held on Tuesday evening, August 26; a community outreach effort was done for the Comprehensive Plan/Boardman Development Code project over several days asking community members "where is the heart of Boardman;" and coordination has been occurring between several of our project contractor teams to assure that we limit duplication and use available expertise. As always you can follow these projects at this location on the City's website.

- **Transportation System Plan (TSP):** The DRAFT TSP joint City/County Work Session will be held on Tuesday, August 26, the same day this memorandum and the full city council packet will be posted. You can follow the TSP Update and the PAC here.

- **Economic Opportunity Analysis (EOA):** The first DRAFT of the EOA is available for review. Based on comments from staff, the Department of Land Conservation and Development, and some of the PAC members a second DRAFT will be coming soon. You can follow the EOA PAC here.

- **Housing Capacity Analysis (HCA):** The Scope of Work for this project is under development. While this project was originally scheduled to start after the first of the calendar year I am hopeful we might be able to kick it off sooner. The appointment of the PAC would be an early action.

- **Parks Master Plan (PMP):** The fifth PAC meeting, originally scheduled for Thursday, September 4, has been delayed. It will be rescheduled when the DRAFT Parks Master Plan will be ready for review. That is anticipated for the end of September. Adoption would then occur during this fall. You can follow the PMP PAC here.

- **Boardman Development Code (BDC) and Comprehensive Plan (CP):** We are in Phase II of this project with a community outreach event including a survey underway. The fourth PAC meeting is anticipated for November. You can follow the CP/BDC PAC here.

- **System Development Charge (SDC) Update:** Still on hold.

Other Programmatic work: Work is also progressing on other projects with a planning focus. Those include the:

- **Boardman Municipal Code (BMC):**
  - Addressing Ordinance: Work continues at the staff level.
  - Business License Ordinance: Next version will be available for discussion at the October City Council meeting.

- **Code Enforcement and Animal Control Program:** A current focus area is around junk, garbage, and debris. Vouchers have been provided for some residents to help assist with compliance.

- **Goats as lawn and ground maintenance personnel:** You may have seen or heard about some goats at the Marina Park and Campground doing some ground maintenance work. While technically a violation of the Boardman Municipal Code after limited internal discussion there is value in this type of approach to managing weeds and brush. Going forward we are not opposed to the deployment of goats for this work but we will be asking for those who do so to contact the Code Compliance Officer BEFORE the goats arrive on scene.

Planning Reviews and Approvals: My intent here will be to add Planning Department actions that end in an approval for development. I will be cautious to protect the City Council's role as the appeal body for any local decisions. And if there haven't been any decisions this section may be blank.

- ✓ **Homes, homes, and more homes:** The Chaparral Phase II Subdivision has been sold, and preparations are underway for construction of the infrastructure to begin this fall.

- ✓ **Commercial Development:** Since the last Planning Department update the Planning Commission has approved a Conditional Use Permit for the wireless facility that has been in place on the City of Boardman water tower for several years. Planning staff could not find evidence that the project had been property permitted. That has been remedied with this approval.

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City Manager August Report

The following August report will give an overview of the objectives accomplished this past month, as well as future plans:

1. The City has been steadily working on the biosolids removal project over the past few years. Lagoon 1 has now been drained, and the City is in the process of accepting open bids to finalize the contract and set the removal timeline. Once complete, this project will restore the lagoon system's hydraulic capacity and improve overall efficiency for years to come.
2. On August 9th Boardman hosted a community clean-up project that brought together 40 to 50 volunteers who dedicated their time and energy to improving shared spaces around town. The group worked on a variety of projects, including painting the community Wayside Gazebo, pouring 10 concrete pads to prepare for new garbage cans, and cleaning up several locations throughout the city. Thanks to their efforts, Boardman not only looks better but is also more welcoming for residents and visitors alike. This project showcased the power of community spirit and the positive impact that can be made when neighbors come together.
3. Here in Boardman, we're always looking for ways to keep you connected to the services and resources that support our community. To help you stay up to date, the City is mailing four informational documents. These include an overview of our Strategic Goals & Mission, which highlight the vision guiding our work; details on Utility Services such as water, sewer, and cross connection and backflow testing; reminders on Code Compliance & Permits to help keep our community clean and safe; and information on Urban Chickens, outlining the new guidelines that now allow chickens within city limits.
4. I am excited to share that we're partnering with local elementary students in grades K–6 on a fun project to name our two newly purchased vehicles—a street sweeper and vac truck. This collaboration not only gives students a chance to get creative, but also helps them feel connected to the work the City is doing to keep our community clean and safe. We look forward to seeing the names they come up with and sharing the results with you soon!
5. The City is relocating the community recycle bins to the south side of City Hall, next to City Hall Park. This change comes after ongoing issues with lack of care at the current location. By moving the bins, we hope to make recycling more convenient while also maintaining a cleaner space. The new location will be monitored by cameras to ensure the bins are used properly and to support responsible recycling practices in our community.
6. Heads up! South Main Street will be closing in mid to late September for improvement work. Watch for updates on exact dates and detour routes.

Community Outreach….(This will be a regular section that I will include with each report. This is a way for myself and the council to keep in mind the importance of ongoing outreach to our community and highlight what has been done and will be upcoming for the future.)

A. Digital Design
B. West Richland PD Visit
C. Senior Center
D. Fencing Contractors
E. Housing Advisory
F. Fire District Board Mtg
G. Food Pantry Board Mtg
H. Port of Morrow
I. Senator Merkley- Jessica Keys
J. Senator Todd Nash
K. Senior Luncheon Presentation
L. Clean Water Consortium
M. CREZ lll
N. WRE/SBE Open House- Survey
O. Records Depository Summary
P. Teamsters
Q. End of Summer Celebration
R. Health District Board Mtg
S. TSP Joint City/County Workshop
T. West Glenn Community Mtg
U. Army Corp of Engineers

CAPITAL IMPROVEMENT PROJECTS
2025-26

General	PROGRESS	Cost Estimate
BPA Greenspace	Sept. est. completion	$390,000
Splash Pad	TBD	$550,000
Planning		
Economic Opportunity Analysis	Oct est. completion	$60,000
Transportation System Plan	Dec est. completion	Grant Funded
Parks Master Plan	July est. completion	$40,000
Development Code	May 2026	$150,000
Municipal Code	In progress	---------
Streets/Sidewalk		
S Main Project	In progress	$5,000,000
Annual Street Improvements	Est February 2026	$2,000,000
Storm Water Flow	TBD	$600,000
Water/Wastewater		
NE Front Sewer	Completed	$160,000
Bio Solids Removal	Summer 2025	$1,250,000
Headworks Screen & Septage Receiving Station	2025-26 Budget	$1,050,000
Hypochlorite System	Est December 2025	$380,000
Collector 2 Improvements	Est December 2025	$150,000