

**STAFF REPORT**

**CITY OF GRESHAM, OREGON  
2024/25 – 2028/29 CAPITAL IMPROVEMENT PROGRAM**

**Type IV Public Hearing**

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**To:** Gresham Planning Commission

**From:** Sharron Monohon, Budget & Finance Director  
Office of Governance & Management

**Date:** March 25, 2024

**File Number:** CWP-24-00105

**Applicant:** City of Gresham

**Exhibit:** A – Proposed Capital Improvement Program Projects by Program

**Recommendation:** Staff recommends that the Planning Commission recommend approval of CWP-24-00105 adopting City of Gresham Capital Improvement Program projects for Fiscal Years 2024/25 – 2028/29 to the City Council.

## SECTION ONE

### Background Information

#### Executive Summary

The purpose of this proposal is to adopt the 2024/25 – 2028/29 Capital Improvement Program (CIP) for the City of Gresham, Oregon. Projects are being proposed for the following programs.

Wastewater Collection & Treatment Plant  
Water  
Transportation  
Footpaths & Bikeways  
Parks, Trails & Open Space  
General Development  
Stormwater  
Urban Renewal

The City of Gresham follows an established process to develop its CIP. Highlights of the CIP process include:

<u>CIP Review Process</u>	<u>Date</u>
Project Development	August – October 2023
Department & Finance Coordination	November 2023 – February 2024
Manager Review	February 2024
Planning Commission Workshop	February 26, 2024
Planning Commission Hearing	March 25, 2024
Budget Committee Approval	April 2024
City Council 1 <sup>st</sup> Reading	May 21, 2024
City Council Enactment	June 18, 2024

The CIP has been revised to include comments and suggestions made throughout the process. The following changes have been made to the CIP document since the Planning Commission work session on February 26, 2024:

- A Capital Improvement Program overview section was added
- An introduction section for each of the program areas was added
- Project numbers have been assigned to all new projects (please see the Project Recap section located on page 15 of the CIP)

- Maps previously pending have been updated
- Wastewater projects #CIPWW00006 and #CIPWW00007 had a change in description
- Wastewater project #CIPWW00018 had a change in cost estimate
- Wastewater project #CIPWW00036 had a change in name, description and cost estimate
- Wastewater project #CIPWW00045 had a map change
- Water project #CIPWT00005 had a change in description
- Water project #CIPWT00036 had a revision to timing
- Transportation project #CIPTR00022 had a change in description and cost estimate
- Stormwater project #CIPSW00002 had a change in cost estimate
- Urban Renewal projects #CIPUR00004 and #CIPUR00006 had a change in cost estimate

## **Exhibit Format**

Exhibit A is the proposed list of projects for Fiscal Years 2024/25 – 2028/29. Each Capital Improvement Program (CIP) program is introduced by a general summary narrative, a five-year summary of the proposed CIP projects, and individual sheets describing each CIP project.

## **SECTION TWO**

### **Applicable Community Development Code Procedures**

- |    |                 |   |   |
|----|-----------------|---|---|
| A. | Section 11.0200 | - | Initiation and Classification of Applications |
| B. | Section 11.0600 | - | Type IV Legislative Procedures                |
| C. | Section 11.1000 | - | Public Hearings                               |

## **SECTION THREE**

### **Applicable Community Development Plan Policies**

- |    |                      |   |  |
|----|----------------------|---|--|
| A. | Section 10.012       | - | General Plan Requirements and Features                             |
| B. | Section 10.330(5)(b) | - | Capital Improvement Plan design                                    |
| C. | Section 10.330(6)(b) | - | Capital Improvement Plan elements                                  |
| D. | Section 10.320.0-4   | - | Transportation Systems   |
| E. | Section 10.330-.333  | - | Public Facilities and Services – Water, Wastewater, and Stormwater |
| F. | Section 10.412       | - | Parks, Recreation, Open Spaces and Trails                          |

## **SECTION FOUR**

### **Findings of Fact**

The proposed Capital Improvement Program, attached as Exhibit A, is consistent with all applicable procedures and policies of the plan, as indicated in the following findings:

## **A. Community Development Code Procedures**

1. **Sections 11.0201 - Initiation.** This section provides that only the City Council may initiate a Type IV legislative application to amend the text of the Map or Code of the Gresham Community Development Plan. Consistent with Council direction, the Capital Improvement Program is updated on an annual basis.
2. **Section 11.0203 – Classification of Applications.** This section provides that Type IV procedures are legislative and typically involve the adoption, implementation or amendment of policy by ordinance and that it generally applies to a relatively large geographic area containing many property owners.
3. **Sections 11.0600 – Type IV Legislative Procedures.** For a Type IV Comprehensive Plan Amendment this section requires a submittal to the Department of Land Conservation and Development prior to the Planning Commission hearing. This submittal was made on February 16, 2024, which was sufficiently prior to the Planning Commission hearing date of March 25, 2024.

This section also requires that hearings be scheduled, a notice published in a newspaper of general circulation in the City and a copy of the decision be mailed to those required to receive such notice. Required notice of public hearing for this action has been published in the Gresham Outlook as required by this section.

4. **Section 11.1000 - Public Hearings.** The section provides for a hearing process consistent with Section 11.1000. Both the Planning Commission and the City Council, at public hearings in conformance with provisions of this section, will consider this proposal.

## **B. Community Development Plan Policy**

1. **Section 10.012 - General Plan Requirements and Features.** It is the City's policy to establish and maintain a comprehensive planning process consistent with state and regional requirements to serve the best interests of Gresham. The Capital Improvement Program (CIP), attached as Exhibit A, has provided for a high level of public input and deliberation as well as an organized, identified prioritization ranking mechanism with established criteria for project selection.
2. **Section 10.330(5)(b) - Capital Improvement Program Adoption.** This section requires that the CIP "further the policies and implementation strategies of the Comprehensive Plan." The prioritization criteria established for CIP review incorporates elements of the Comprehensive Plan, as well as the Council Workplan and the development, health and safety needs in the community.
3. **Section 10.330(6)(b) - Volume 2, Policies.** This section requires that the CIP be adopted by City Council resolution, which will occur later in the process.
4. **Section 10.320.0-4 - Transportation Systems.** The CIP proposal includes projects for maintenance and improvements to Gresham streets, bikeways and related transportation programs.
5. **Section 10.330-333 - Public Facilities and Services.** The entire CIP provides funding for various public facilities and services in the City of Gresham, including public facilities necessary for the provision of continuing services to the Gresham community.

6. **Section 10.412 - Parks, Recreation, Open Spaces and Trails.** The CIP provides for a number of Parks, Trails & Open Spaces improvements and maintenance to serve the community at large.

### **C. Public Facility Plan**

Oregon Statewide Planning Goal 11, Public Facilities and Services, requires comprehensive plans to include a public facilities plan (PFP). The PFP describes the water, sewer, and transportation facilities that are needed to support the land uses designated by the plan map for the next 20 years. Required elements of a PFP include a list and description of the necessary future projects, a rough cost estimate of each project, and either a map or written description indicating the general location of projects.

Goal 11 allows a jurisdiction's comprehensive plan to include a reference to other facility plans and programs, such as a capital improvement program. This reference identifies where the required information may be found while avoiding unnecessary duplication of information. Accordingly, the public facilities policies of Gresham's comprehensive plan refer to the City's CIP as the document which contains the PFP-related information regarding future project needs, costs, and locations. Approval of the City's CIP will therefore also approve these elements of the PFP.

## **SECTION FIVE**

### **Conclusions**

The proposed Capital Improvement Program, as recommended for approval by staff, is consistent with the applicable procedures and policies of the Gresham Community Development Plan, as indicated by the findings contained in Section Four of this report.

## **SECTION SIX**

### **Recommendation**

Staff recommends that the Planning Commission recommend approval of CWP-24-00105, adopting the Capital Improvement Program for Fiscal Years 2024/25 – 2028/29, attached as Exhibit A, to the City Council.