



# PARKS AND RECREATION COMMISSION MEETING

Wednesday, October 15, 2025  
Community Auditorium Conference Room  
1915 Main St. (enter from East side of bldg.)  
7:00am

---

**Brad Bafaro, Chair**  
**Joe Offer, Vice Chair**

Tom Robinson  
Aaron Johnson  
Mackenzie Johnston Carey  
Mallory Hiefield

Glenn VanBlarcom  
Julian Garfias, Student Advisor  
Mike Marshall, Council Liaison

### Zoom Webinar:

Link: <https://us06web.zoom.us/j/83156540118?pwd=WgxuHG8AcgzVDSxt7ze8myflbJiBDQ.1>

Meeting ID: 831 5654 0118

Passcode: 626656

**A. Call to Order**

**B. Public Comment** Anyone wishing to speak on an item not on the agenda or on the agenda may be heard at this time. In the interest of time, please limit comments to two minutes.

**C. Consent Agenda:** Items under the Consent Agenda are considered routine and will all be adopted with a single motion, without separate discussion. Councilors who wish to remove an item from the Consent Agenda may do so prior to the motion. Any item(s) removed will be discussed and acted upon following the approval of the remaining item(s).

1. Approve Parks & Recreation Commission meeting minutes from September 17, 2025.

**D. Additions/Deletions**

**E. Discussion/Decision Items**

1. Recap September 22 City Council Work Session - Cost Recovery Plan Project
2. Recap October 13 City Council Presentation - Forest Grove Loop Trail Master Plan
3. Community Open House Event - Tuesday, October 28, 5:30-8p

**F. Council Liaison Report (Councilor Marshall)**

**G. School District Representative Report (Brad Bafaro)**

**H. Student Advisor Report (Julian Garfias)**

**I. Commission Communications (Commission Chair Brad Bafaro)**

**J. Staff Communications**

1. Parks & Recreation Department Report
2. Summer marketing intern promotional video

**K. Announcement of Next Meeting**

1. Wednesday, November 19, 2025, at 7:00am in the Forest Grove Community Auditorium Conference Room

**L. Adjournment**

**Americans with Disabilities Act (ADA) Notice:** The City of Forest Grove will make reasonable accommodations for participation in the meeting. Requests for assistance can be made by contacting the City Recorder's Office, 503-992-3235, [mwoods@forestgrove-or.gov](mailto:mwoods@forestgrove-or.gov), at least 48-hours in advance of the meeting.



*A place where families and businesses thrive.*

**Parks & Recreation Commission Meeting  
Wednesday, September 17, 2025  
City Auditorium Conference Room, 1915 Main St.**

***Minutes are unofficial until approved by the B/C.***

**A. CALL TO ORDER:**

The meeting was called to order at 7:03 a.m. by Brad Bafaro, Chair of the Parks and Recreation Commission.

**ROLL CALL:** Brad Bafaro, Chair; Joe Offer, Vice Chair; Tom Robinson; Mallory Hiefield; Mackenzie Johnston Carey; Julian Garfias, Student Advisor

**ABSENT:** Aaron Johnson; Glenn VanBlarcom (excused); Mike Marshall, Council Liaison

**STAFF PRESENT:** Anne Lane, Parks & Recreation Director; Tom Martin, Parks Supervisor; Sherri Mead, Aquatics Supervisor; Cody Jeffers, Recreation Coordinator; Melissa Williams, Administrative Specialist II

**ABSENT:** none

**B. PUBLIC COMMENT: none**

**C. CONSENT AGENDA:**

- a. *Approve Parks & Recreation Commission meeting minutes of August 20, 2025.*

**MOTION:** Joe Offer moved to approve minutes from August 20, 2025, meeting. Tom Robinson seconded. MOTION CARRIED unanimously.

**D. ADDITIONS/DELETIONS: none**

**E. DISCUSSION/DECISION ITEMS:**

1. Eastside Park Update – PLACE: Miguel Camacho Serna with PLACE provided an update and a short presentation about progress on this park project. This same update will be presented at the next City Council meeting on September 22<sup>nd</sup>.

2. Recap September 8<sup>th</sup> City Council Work Session – Anne Lane provided an overview of the most recent work session related to the Cost Recovery Plan process. Considerations are being given to add another category on the continuum. The next work session has been scheduled for September 22<sup>nd</sup>.

3. Community Open House Event – Tuesday, October 28<sup>th</sup> from 5:30pm-8:00pm –  
Reminder that city is really wanting representation from the various Boards &  
Commissions at this event. Looking for volunteers. Will be on the agenda at the next  
meeting as well.

F. **COUNCIL LIAISON REPORT:** none

G. **SCHOOL DISTRICT REPRESENTATIVE REPORT:** School has started and  
Cornelius Elementary is open, but they are still working on completion of the  
grounds. All other remaining school projects are mostly complete, and the next  
round of projects will begin in the spring.

H. **STUDENT ADVISOR REPORT:** Julian Garfias reported that the National Honor  
Society (NHS) advisor is changing but no announcement has been made yet. Rules  
surrounding volunteer hours has changed slightly and members are only allowed 12  
hours per volunteer activity.

I. **COMMISSION COMMUNICATIONS (COMMISSION CHAIR – BRAD BAFARO):**  
none

J. **STAFF COMMUNICATIONS:** Staff briefly reviewed some of the items contained in  
the Department Report.

K. **ANNOUNCEMENT OF NEXT MEETING:**

Wednesday, October 15, 2025, at 7:00am at the City of Forest Grove Community  
Auditorium, Conference Room, 1915 Main St, Forest Grove.

L. **ADJOURNMENT:** The meeting was adjourned at 7:59am.

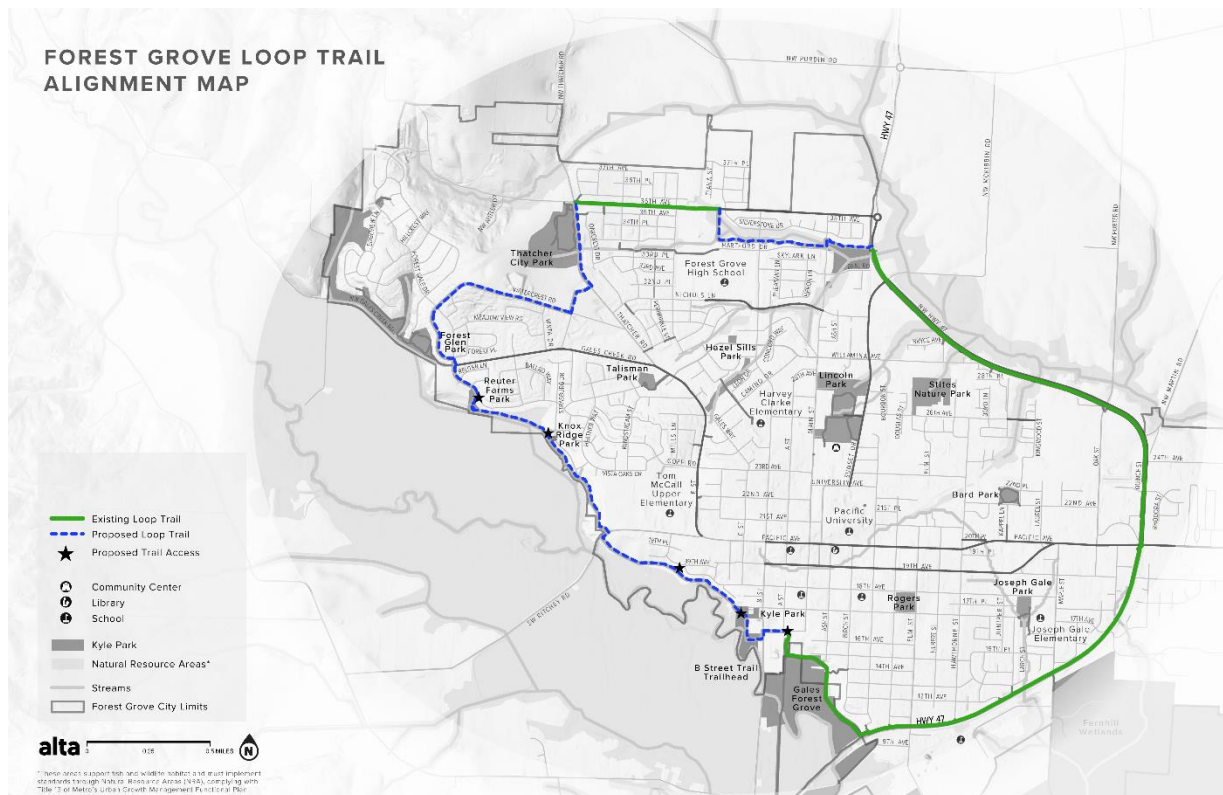
To: Anne Lane, City of Forest Grove  
 From: Adrian Esteban and Jill Roszel, Alta Planning + Design  
 Date: September 2, 2025  
 Re: Forest Grove Loop Trail: Implementation Strategy Memo

## Introduction

The City of Forest Grove (City) adopted the Parks, Recreation and Open Space Master Plan in 2016 which outlined the concept for the Forest Grove Loop Trail. The Forest Grove Loop Trail Master Plan will develop community-supported conceptual plans that will form the basis for the preparation of construction documents as funding for trail development becomes available. The Forest Grove Loop Trail Master Plan along with the existing trail network, will fill gaps to create a trail that loops around the city and provide safe, and affordable connections for pedestrian, cyclists, and transit users (see Figure 1).

## Loop Trail Alignment Map

Figure 1: Forest Grove Loop Trail Alignment Map



## Implementation Strategy

The implementation framework aims to support the City in planning for immediate and long-term processes involved in the construction, operations, and maintenance of the Forest Grove Loop Trail Master Plan. The implementation plan will connect all phases of the project including early planning and scoping, community engagement, and specific trail alignment to guide the process of project development and implementation. This will require continued partnerships, funding, agency coordination, operational support, design, programming, and ultimately maintenance. The following are the most critical action steps to begin immediately. These are not in chronological order as many of these actions may occur simultaneously.

The purpose of this document is to:

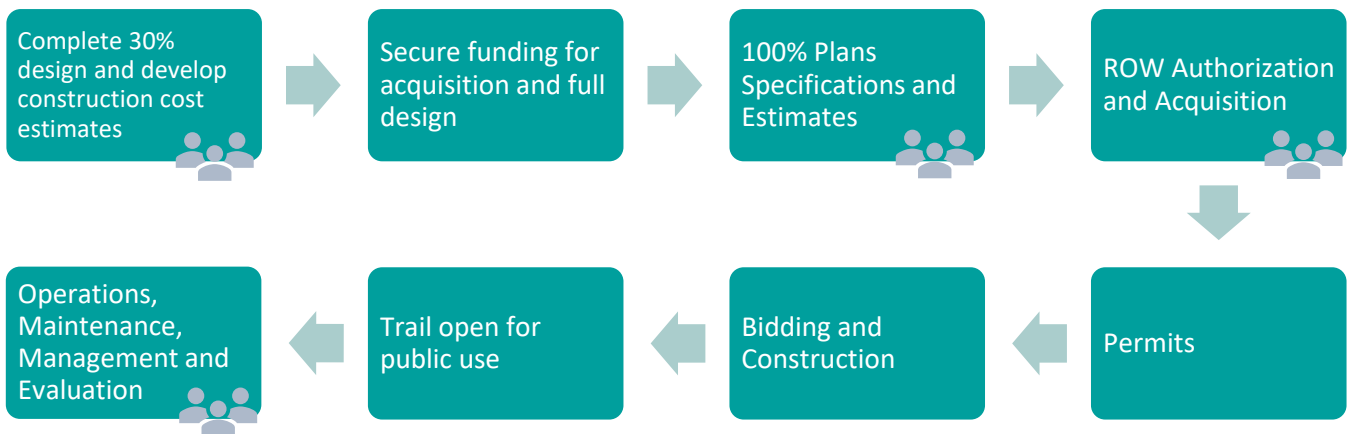
- Outline the loop trail development phases
- Provide guidance that reflects industry’s best practices on surface treatments, furnishings, crossings, signing and striping, and access points that are context sensitive
- Identify tasks and expertise to be considered in the operations and maintenance of the trail
- Provide avenues of funding opportunities to support final design and construction
- Identify mitigation locations coordinated with Clean Water Services (CWS)


## Implementation Plan

### Typical Trail Development Phases

The development process for trails will vary based on community needs, and the type of project. The implementation of the Plan will depend on continued partnerships with different stakeholders, availability of funding, interagency coordination, programming, and maintenance. Figure 2 outlines a typical trail development planning process but some of these steps could happen concurrently.

Figure 2: Typical Trail Development Phases



 Opportunities for community engagement

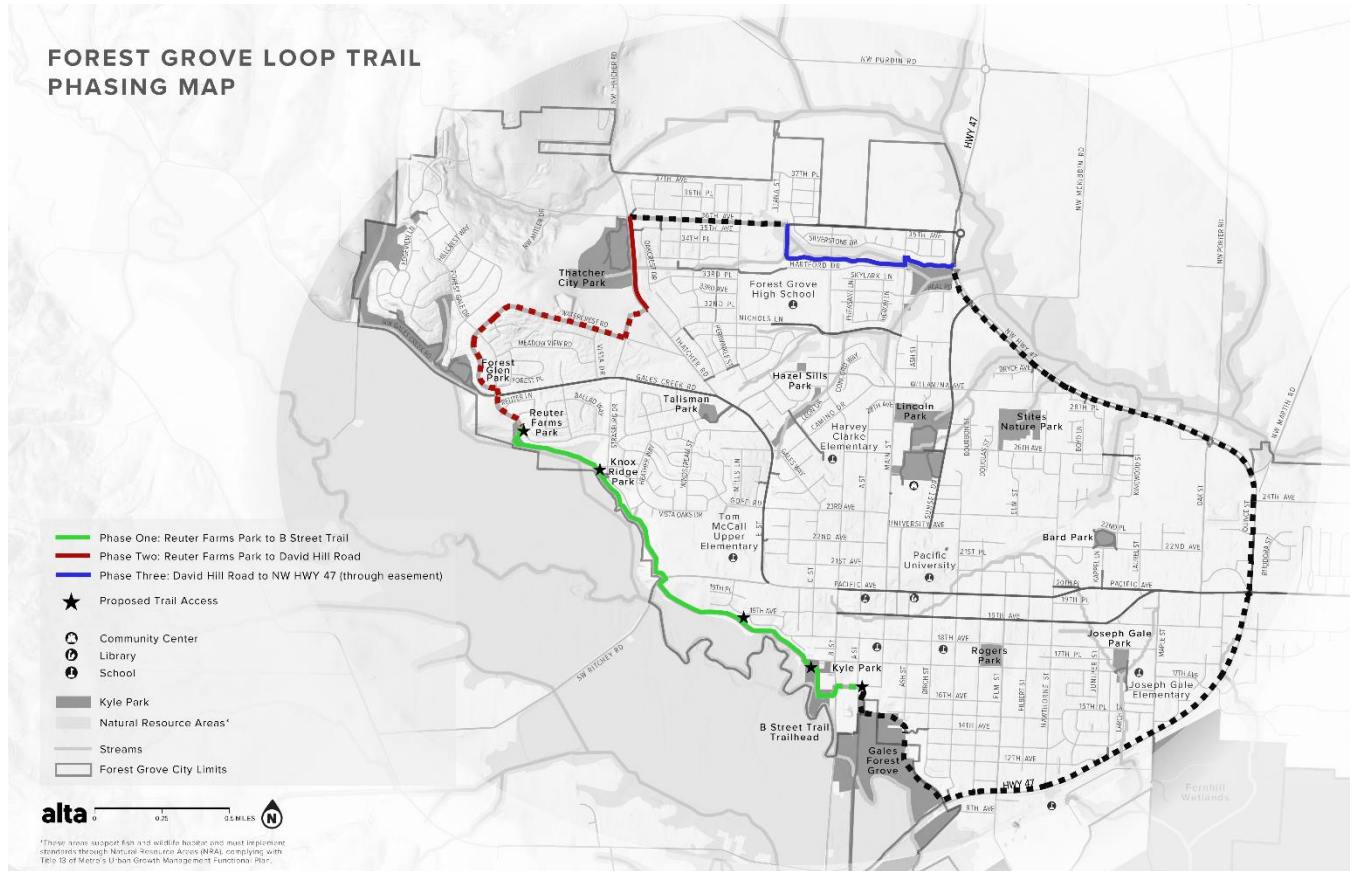
## Action Items

The following short- and long-term action items are recommended for the implementation of the Forest Grove Loop Trail plan.

Table 1. Implementation Next Steps

Category	Action
Organization	Maintain and continue working with the <b>Technical Advisory Committee</b> with a focus on implementation
Coordination	<b>Incorporate the Plan recommendations into other local and regional plans</b> This could include updates to long range plans, coordination with other trail planning efforts in the region like the Council Creek, Regional Trail, and repaving/restriping efforts
Coordination	<b>Continue coordinating with CWS</b> on the Environmental Easement alignment in final design, construction, and in pursuing funding
Engineering	<b>Improve project readiness through final design and permitting for priority segments</b> This will make the projects more competitive for federal and state grants, and inform private funders that projects are ready for construction
Funding	<b>Seek a variety of funding avenues</b> The funding landscape is constantly changing. Identify appropriate funding options that may be a combination of public, private and non-profit grants. While in some cases, federal, state and regional grants may not require a match, procuring a local or private match will make the project competitive.
Communication	Update project information and provide regular updates on the <b>city website and monthly newsletter</b> to build support and keep the public momentum going
Maintenance	<b>Incorporate operations and maintenance needs in design and budgeting</b> An understanding of operational and maintenance funding needs at early design and budgeting phases will help in maintenance and operations once the trail is implemented
Implementation	<b>Implement low-cost, easily implementable projects</b> like string lighting, planters, pavement markings, art installations and temporary signage along existing trail route as an indication of the upcoming trail development Designate and highlight sections of the loop trail that are ready to use through wayfinding and online tools <b>Implement the Nature in Neighborhood Grant</b> from Metro for the pollinator pathway and indigenizing the loop trail and connect the project with the Forest Grove Loop Trail Plan.
Construction	<b>Conduct bidding and begin construction</b>
Funding	<b>Maintain short- and long-term maintenance and operational funding</b> As the trail construction is implemented, work with Metro, County and the City to effectively staff, implement, and program the trail.
Maintenance + Communication	<b>Identify process for public reporting of maintenance issues</b> Continue to work with the public after trail implementation to understand their needs and concerns. Set up a process and an online platform to report issues, concerns and ideas for improvement.
Evaluation	<b>Pre- and Post-Evaluation Project Study</b> Conduct pre- and post-evaluation of facilities to understand the change in community perception, impacts and use.

# Project Phasing Map



The trail design will feature three types of proposed pathway cross-sections as part of the trail system:

- Separated Multi-Use Path
- Bike Lanes and Sidewalk
- Neighborhood Greenway

Renderings of each pathway type are in the Alignment Alternatives section.

## Project Phasing Cost Estimate

Table 2. Project Phasing (order of projects are not indicative of importance)

From	To	Approximate Distance	Trail Type	Cost Estimate
<b>Phase 1</b>				<b>\$3.1 million</b>
Reuter Farms Park	Kyle Park	10,000 LF	Separated multi-use path	
Kyle Park	B Street Trail	750 LF	Neighborhood greenway (includes Rectangular Rapid Flashing Beacon)	
<b>Phase 2</b>				<b>\$2.0 million</b>
Reuter Farms Park	NW Thatcher Road and Glade Ave	6,200 LF	Neighborhood greenway	
NW Thatcher Road and Glade Ave	NW Thatcher Road and David Hill Road	750 LF	Separated multi-use path	
<b>Phase 3</b>				<b>\$1.2 million</b>
David Hill Road	To HWY 47 via easement	4,000 LF	Separated multi-use path	
<b>TOTAL PROJECT COST</b>				<b>\$6.2 million</b>

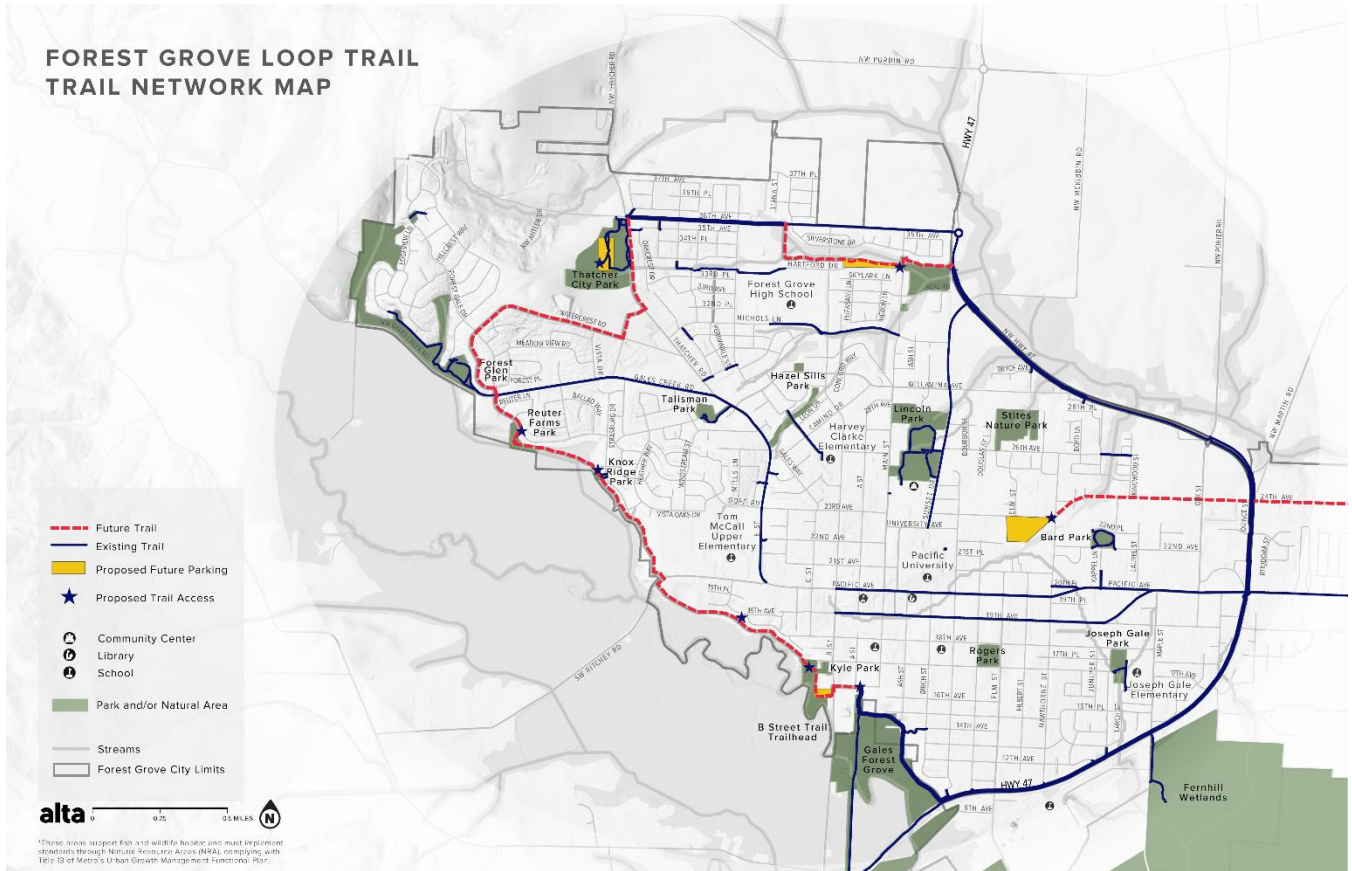
## Total Project Cost Estimate

**PROJECT:** Forest Grove Loop Trail  
**DATE:** 5/9/2025

BID ITEM NO.	ITEM DESCRIPTION	EST. QTY.	UNIT	UNIT PRICE	EXTENSION
1	MOBILIZATION	1	LS	\$516,000.00	\$516,000.00
2	TEMPORARY TRAFFIC CONTROL	1	LS	\$215,000.00	\$215,000.00
3	EROSION/WATER POLLUTION CONTROL	1	LS	\$300,000.00	\$300,000.00
4	CLEARING AND GRUBBING	9.6	ACRE	\$25,000.00	\$240,000.00
5	EXCAVATION	6000	CY	\$50.00	\$300,000.00
6	EMBANKMENT	6000	CY	\$50.00	\$300,000.00
7	REMOVE SIDEWALK	1750	SY	\$45.00	\$78,750.00
8	AGGREGATE BASE	2610	CY	\$70.00	\$182,700.00
9	HMA CL. 1/2 IN. PG	2810	TON	\$230.00	\$646,300.00
10	CONCRETE PAVEMENT	15920	SY	\$100.00	\$1,592,000.00
11	CEMENT CONC. CURB RAMP	11	EA	\$4,000.00	\$44,000.00
12	PERMANENT TRAFFIC CONTROL	1	LS	\$20,000.00	\$20,000.00
13	PAVEMENT MARKING	1	LS	\$23,000.00	\$23,000.00
14	SPEED HUMP	7	EA	\$5,000.00	\$35,000.00
15	RRFB	2	EA	\$30,000.00	\$60,000.00
16	DRAINAGE	1	LS	\$40,000.00	\$40,000.00
17	RESTORE EXISTING LANDSCAPING	1	LS	\$215,000.00	\$215,000.00

<b>Subtotal</b>	\$4,807,750.00
<b>Construction Contingency (30%)</b>	\$1,442,325.00
<b>Total</b>	\$6,250,075.00

# Forest Grove Trail Network Map

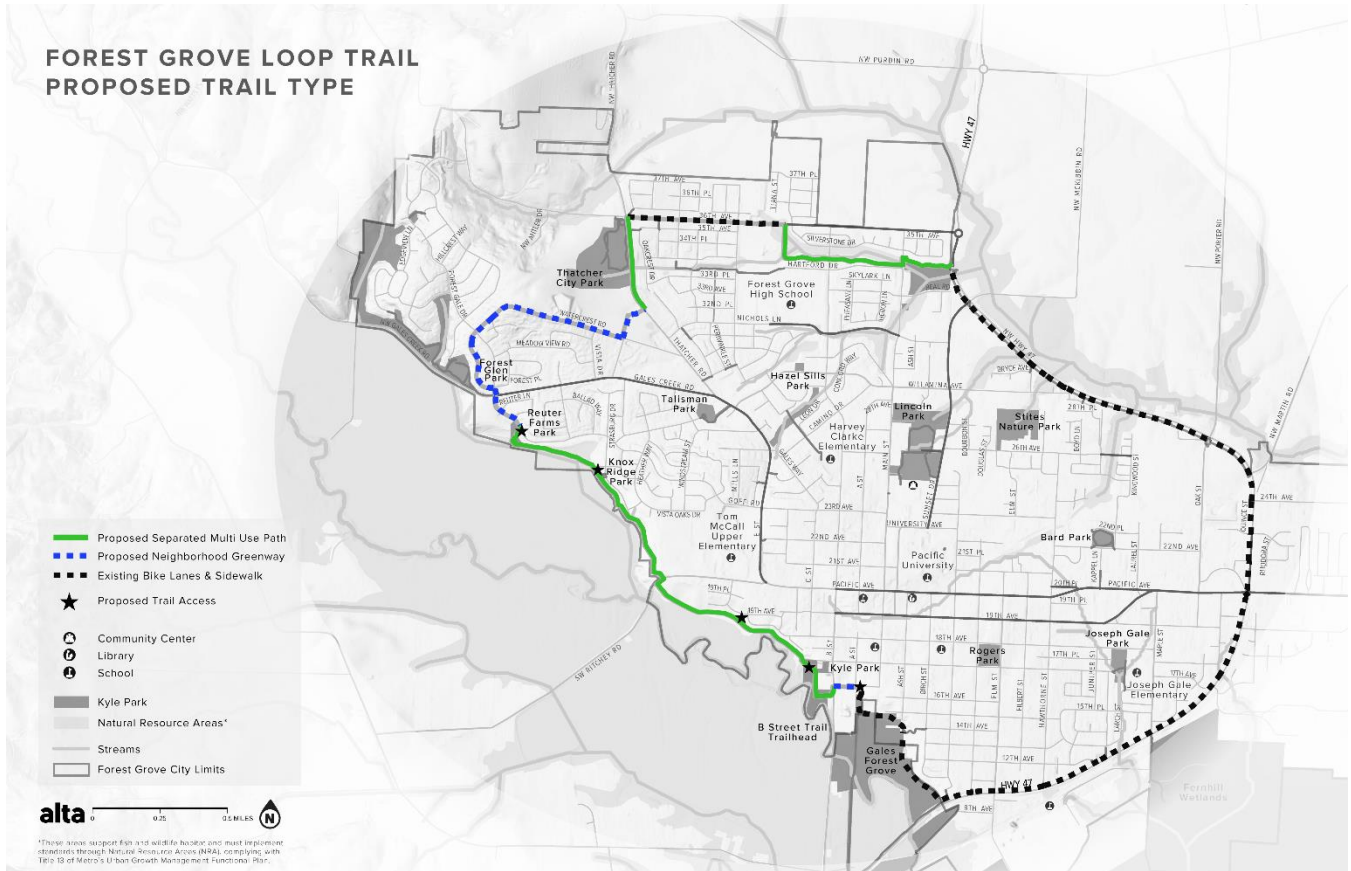


## Design Guidelines

The design features and guidelines in this section are based on the three types of proposed pathway cross-sections that are a part of the trail system:

- **Separated Multi-Use Path:** 10' multi-use path with 2' shoulder on both sides
- **Bike Lanes and Sidewalk:** 11' travel lane with a 6' conventional bike lane in each direction along with a 20' center median
- **Neighborhood Greenway:** 12' shared travel lane with speed tables in each direction

## Proposed Trail Type Map



## Guidance Basis

The standards recommended in the *Implementation Plan* are based on national and state best practices including guidance from The American Association of State Highway and Transportation Officials (AASHTO), the Federal Highway Administration (FHWA), and the National Association of City Transportation Officials (NACTO). Specific guidance include:

- FHWA guides, including:
  - Small Town and Rural Multimodal Networks guide (2016)
  - Improving Visibility at Trail Crossings guide (2021)
  - Shared-use Path Level of Service Calculator (2006)
  - Guide for Improving Pedestrian Safety at Uncontrolled Crossing Locations (2018)
  - Manual on Uniform Traffic Control Devices (MUTCD)
- AASHTO's Guide for the Development of Bicycle Facilities (2012)
- AASHTO's A Policy on Geometric Design of Highways and Streets (2011)
- NACTO's Urban Bikeway Design Guide (2014)
- NACTO's Don't Give Up at the Intersection guide (2019)

## User Types

Every trail user is unique. The Forest Grove Loop Trail should be designed to meet the needs of different non-motorized user categories: pedestrians and hikers; and cyclists. Each of these categories will include one or more user types as noted below.

- Pedestrians and hikers: pedestrians, pedestrians with accessibility device, Day Hikers.
- Cyclists: Cyclists, E-Bikers, and Touring Cyclists.

The primary season, group size, trip time and trail design needs vary between user categories and types. The users travel at varying speeds and have different purpose, and the trail should meet the need of all user needs. For example, the crossing speeds and design of intersections between roads and pathways should be designed for the slowest and most vulnerable users - pedestrians. This can minimize conflicts, creating a positive experience of all intended users.

## Permitted Uses

It’s essential to clearly identify which types of uses are allowed and which are prohibited on the trail. Prohibited uses should include vehicles that are too large for the available trail space or that travel at speeds which compromise the safety and experience of other users. E-bike classifications are based on three factors: motor size, maximum assisted speed, and the presence of throttle-assist.

Table 3: Permitted Uses on Different Trail Segment Types

Uses	Definitions / Considerations	Permitted on
<b>Walkers</b> <b>Pet Walkers</b> <b>Runners</b>	<ul style="list-style-type: none"> <li>• Need wider areas for traveling in groups or walking dogs</li> <li>• Prefer separation from faster-moving trail users</li> <li>• Prefer trails with consistent lighting</li> <li>• May prefer a soft-surface tread</li> </ul>	<ul style="list-style-type: none"> <li>• Multi-use path</li> <li>• Travel lane with conventional bike lane and shared travel lane</li> </ul>
<b>Rollerblades</b> <b>Roller Skis</b>	<ul style="list-style-type: none"> <li>• Typically travel at slightly slower or similar speeds to bikes</li> <li>• Need at least four feet of lateral width for traveling when moving uphill or along flat terrain</li> <li>• Prefer even surfaces with limited debris</li> </ul>	<ul style="list-style-type: none"> <li>• Multi-use path</li> </ul>
<b>Other Personal Mobility Devices</b>	<ul style="list-style-type: none"> <li>• Includes in-line skates, one-wheels, hover boards, electric skateboards, segways, or other personal mobility devices that do NOT exceed 20 mph exclusively using motor power</li> </ul>	<ul style="list-style-type: none"> <li>• Multi-use path</li> </ul>
<b>Wheelchair Users</b>	<ul style="list-style-type: none"> <li>• Prefer separation from faster-moving trail users</li> </ul>	<ul style="list-style-type: none"> <li>• Multi-use path</li> <li>• Sidewalks</li> <li>• Motorized wheelchairs can be used on bicycle lanes</li> </ul>

Uses	Definitions / Considerations	Permitted on
<b>Pedal Cycles</b>	<ul style="list-style-type: none"> <li>Human powered</li> <li>Includes unicycles, bicycles, tricycles, and adaptive pedal cycles</li> <li>Less-experienced bicyclists will typically ride slower and prefer more separation from different types of permitted users; experienced bicyclists tend to travel faster and are less particular about riding around other users</li> </ul>	<ul style="list-style-type: none"> <li>Multi-use path</li> <li>Travel lane with conventional bike lane and shared travel lane</li> </ul>
<b>Class 1 E-bikes</b>	<ul style="list-style-type: none"> <li>750-watt motor or less; pedal assist only (no throttle); number of wheels not specified</li> </ul>	<ul style="list-style-type: none"> <li>Pending City Council action to adopt an ordinance on permitted use for motorized vehicles on trails such as e-bikes, motorcycles, golf carts, and ATVs.</li> </ul>
<b>Class 2 E-bikes</b>	<ul style="list-style-type: none"> <li>750-watt motor or less; pedal assist and throttle; number of wheels not specified</li> </ul>	
<b>Class 3 E-bikes</b>	<ul style="list-style-type: none"> <li>750-watt motor or less; pedal assist only (no throttle); must have a speedometer; number of wheels not specified</li> <li>Commonly used as transportation device for bicycle commuters</li> </ul>	
<b>Unclassified E-bikes</b>	<ul style="list-style-type: none"> <li>Motor greater than 750 watts</li> <li>Unrestricted motor assisted speed with pedal assist</li> <li>Unrestricted motor assisted speed with throttle</li> </ul>	
<b>Motorcycles and E-motorcycles</b>	<ul style="list-style-type: none"> <li>Motors capable of speeds greater than 20 mph</li> <li>Throttle</li> <li>Foot pegs or aftermarket pedal kits</li> </ul>	
<b>E-scooters</b>	<ul style="list-style-type: none"> <li></li> </ul>	
<b>Private Golf Carts or Equivalent</b>	<ul style="list-style-type: none"> <li>Small motorized vehicle that can carry people and equipment, typically around 6 feet in width and typically travel at between 12-14 mph</li> </ul>	
<b>Private ATVs (Type I and II)</b>	<ul style="list-style-type: none"> <li>A motorized off-highway vehicle with four low-pressure or non-pneumatic tires</li> </ul>	
<b>Other motorized vehicles</b>	<ul style="list-style-type: none"> <li>Passenger vehicles, trucks, etc. or any motorized vehicle that can go more than 20 mph exclusively using motor power.</li> </ul>	

## Accessibility

The Loop Trail must meet federal accessibility guidelines to ensure that all elements of the trail including trail segments, street crossings, sidewalks, signals, wayfinding signs and other bicycle and pedestrian facilities are accessible and usable for people with disabilities. Consider using the technical guidance from the Americans with Disabilities Act (ADA) for the planning, design, and implementation of trails. While ADA provides minimum accessibility standards, Forest Grove Loop Trail can set higher standards with universal design principles that make the trails usable by all people, to the greatest extent possible, without the need for adaptation or specialized accommodations. These standards can emphasize and center the experiences of people with disabilities. However, limitations like potential impacts to historic or cultural resources and terrain characteristics may limit the ability of meeting the guidelines.

*Guidelines:***Trail Surface:**

- Trail surfaces must be firm and stable. Asphalt, concrete and some gravel and crushed fine material trail surfaces are ADA-compliant. Periodic maintenance may be required to meet the accessibility requirements.
- The trail surface should be free of obstacles and tripping hazards. Roots of trees that are planted too close to the path may cause the pavement to heave and create accessibility issues. Edge vegetation can also pose obstacles for people with disabilities. Vegetation and signage should therefore be placed and maintained so that they are not an accessibility concern.
- Switchback ramps and landing areas can be used where steep grades cannot be avoided, for accessibility and to prevent excessive downhill speeds.
- Trails must provide a 5 ft of minimum clear width to serve as an accessible **pedestrian access route**. Pedestrian access routes are surfaces for the use of pedestrians that are continuous and accessible to reach a destination.
- Provide rest areas or widened areas on the trail, optimally at every 300 feet.

**Slope:**

- A running slope of 4.5% is preferred without the use of landings. When the trail is a part of the street, grade shall not exceed the general grade for the adjacent street. Slopes can be up to 8.33% with landings every 30 ft in constrained areas.
- A cross slope of 1.5% is preferred for drainage and accessibility but may go up to 2% in constrained conditions.

**Parking, Signage, and Amenities**

- Accessible parking spaces should be provided at trailheads, with at least one accessible parking area per every 25 vehicle spaces.
- Trailhead signage should provide trail accessibility routes and information including trail gradient, route distance, rest areas, and notable landmarks.
- Trail amenities like drinking fountains and intersection elements like pedestrian-actuated push buttons should meet accessibility requirements.

**Resources:**

- Accessibility Guidebook for Outdoor Recreation and Trails, (2012, USFS)
- Accessibility Guidelines for Outdoor Developed Areas (2014, US Access Board)
- ADA Standards for Accessible Design (2010, US Department of Justice)

## Surface Treatments

Surface treatments may vary in material, texture and/or tone depending on the type of trail, the need for delineation of pedestrian and bicycle zones, tactile indications for mixing zones and other path transitions, and edge conditions. Travel lane with conventional bike lane are typically made of asphalt but the separators between the bikeway and travel lane may vary. For multi-use trails, paved surfaces are preferred in cities, and locations with high demand.

### Description and Guidelines:



[Murfreesboro Parks and Recreation](#)

**Asphalt:** Asphalt has lower installation, and maintenance costs and has an average lifespan of 20 years. It provides largely smooth surface, but it is impermeable and can increase surface temperature due to the darker color. While extensive remedial maintenance is anticipated every 50 years, preventative measures like fog seal, sealcoating, slurry seal or micro surfacing can be used to extend the life span of the surface.



[Iowa State University](#)

**Concrete:** Concrete has higher construction costs and has a longer average lifespan of 35+ years. It requires less maintenance over time, but cracks can be hard to repair. Concrete has a lighter color that provide cooling benefits.



[Massachusetts Clean Water Toolkit](#)

**Pervious Materials:** Materials like porous asphalt, pervious concrete, or paver systems offer benefits for stormwater and sustainability but have higher construction costs and specialized maintenance requirements. Pervious materials may be used for parking lots and driveways at trailheads.



[Arana Gulch Multi-Use Trail](#)

**Boardwalks and Bridges:** Boardwalks and bridges may be a few inches off the ground or several feet above the surface. They allow the trail to span wetlands, water bodies, unstable soils, and other sensitive areas. Depending on the height of the structure, low deck or a safety rail will be required. At a minimum, the width of the structure shall match the trail width in that location.

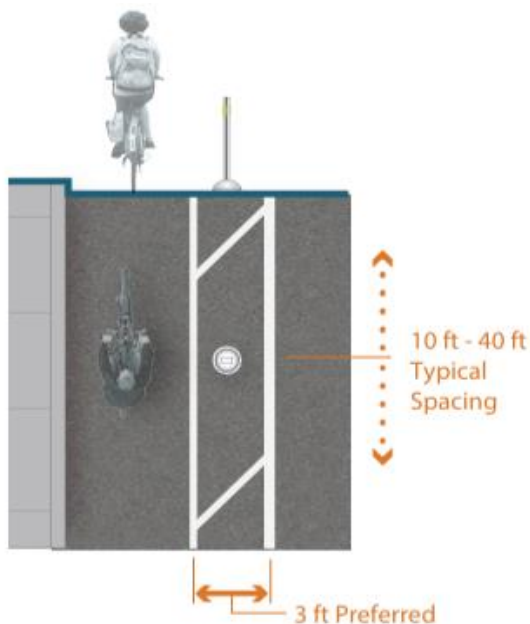
## One-Way Separated Bike Lanes

The considerations like motor vehicle speed, average daily traffic, space availability, on-street parking, and perceived community safety to determine the need for one-way separated bike lanes. Separated bike lanes can provide a facility that is suitable for people of all ages and abilities.

### Description and Guidelines:

One-way separated bike lanes may be considered when designing bike lanes along the NW David Hill Road. Separated bike lanes provide protection through horizontal buffers and a vertical barrier like flexible delineators as shown in Figure 3.

Figure 3: Delineator posts



Source: Federal Highway Administration. (2015). *Separated Bike Lane Planning and Design Guide*.

## Edge Conditions

The Forest Grove Loop Trail runs through different urban and natural environments. Edge conditions include a variety of treatments that are needed to appropriately transition the trail from the adjacent uses. The edge conditions can improve safety and security for all users. While these elements may largely be applicable to off-street multi-use paths, they can also be incorporated into segments of on-street trail facilities.

The trail edge conditions may include the following<sup>1</sup>:

<sup>1</sup> City of Toronto. Toronto Multi-Use Trail Design Guidelines. [www.toronto.ca/wp-content/uploads/2017/11/96a5-TORONTO\\_TRAIL\\_DESIGN\\_GUIDELINES.pdf](http://www.toronto.ca/wp-content/uploads/2017/11/96a5-TORONTO_TRAIL_DESIGN_GUIDELINES.pdf)

**Lateral clearances:** Applicable for the multi-use path, these areas on the sides of the trail should be free of any obstruction but likely made of a different material from the trail itself. A standard width of 3' is recommended and should meet the accessibility standards of the trail.

**Furnishing zones:** This can include amenities like lights, wayfinding signs, and trees but depending on the available width can also expand to include furnishings and public art. The trail alignment can be modified so that the furnishing zones can all be located on one side of the trail.



Keller Engineers

**Continuous edge treatments:** Vertical elements like fences, rails or hedges that are continuous for a segment of the trail, including bridges and boardwalks, can be considered a continuous edge treatment. Furnishing zone would be located within trail edge and any continuous edge treatments. The treatments should include warning signs before the treatment, reflective hazard signs on them and choke/edge features.

### Signage and Pavement Markings

Signage can be an important element that can enhance safety and create a consistent and coherent experience across the city. A well-designed signage system that is responsive to the context and community needs can create sense of identity while also helping remove barriers for people beginning to use the trail system.

#### Description and Guidelines:

The signage system should be consistent and strategic and create a harmonious visual experience. The signage should also be easily reproducible as trail implementation can happen over many years and signage may need to be added or upgraded over time. Use MUTCD standards for on street and off-street sign placement.



**Regulatory signs** provide direction that must be followed by trail users. Some examples include signs related to intersection control, parking regulations, and motor vehicle speed and movement. MUTCD provides a detailed list of regulatory sign application and guidance.



**Wayfinding or Directional Signs** help trail users and emergency responders navigate the trail by providing essential information like the location of destinations, amenities and access points. They can help improve connections to trail networks from adjacent neighborhoods.

- Place directional signs at key locations leading to and from routes, particularly at intersections.
- Limit to three destinations and order them based on location relative to the route.
- Place them prior to decision-making points or intersections. Do not place them near side/access paths that could be confused with the primary route.

Yakima Greenway



"PULSE DESIGN/NATURE SHEDS" Interpretive Trail Signage 48x72 x 36" - 36" x 48" x 36", custom color design, Inc. To Order Call 509.635.4344 or Visit www.pulsedesign.com

Pulse Design, Inc

**Informational or Interpretive Signs** provide trail users with the necessary information to orient themselves and hours of operation and enhance learning opportunities to learn about the trail system and areas of cultural, ecological and historic interest.

- Install signs or kiosks at trailheads and areas of congregation. Use appropriate support posts and barriers when located in or near parking facilities.
- Explore emerging technologies like interactive kiosks and mobile applications that can provide customizable step-by-step directions, language translation and accessibility information along trails.

- Employ a mix of written text, images, and iconography to be legible for different users.
- Place them at trailheads/major pathway system access points and set them back from the trail by at least 3 ft with space to read and consider the information.
- Emergency signage can be included in relatively remote areas of the trail and must be geolocated in a readily accessible format, such as Geographic Positioning System to allow emergency responders to understand their relative position on the trail.

Best practices for accessible wayfinding and informational signage include:

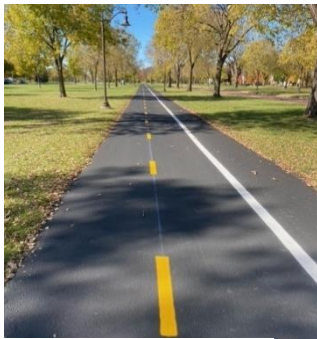
- Follow ADA established guidelines related to visual height, color and contrast, and font type and size.
- Use high color contrast between the background and text or important graphics.
- Innovative strategies like auditory and tactile guidance can meet the needs of people with disabilities.
- Universal design principles support clear sightlines and consistent signage themes to support wayfinding.
- Use simple and clear graphics that include the most pertinent information.

## *Pavement Striping and Markings*

Striping and pavement markings are treatments on the ground to help reinforce important regulation like direction of travel, permitted uses, potential conflicts or to mark areas and travel lanes for faster and slower moving users. Striping and markings are informed by Oregon supplement to the MUTCD guidelines.

### *Description and Guidelines:*

Pavement symbols should be made from thermoplastic or paint depending on available equipment, weather conditions and maintenance schedules. Thermoplastic symbols are more durable but require heating equipment for application.



*Minneapolis Park and Recreation Board*

### **Striping:**

- Solid yellow lines to separate directions of travel and indicate no passing.
- Dashed yellow lines to separate directions of travel but allow for safe passing.
- Solid white lines to inform users of obstructions on the edge of the trail.
- Solid white lines to separate users traveling in the same directions.



[City of Durham](#)

### **Markings**

- Warning markings include stop, slow, and yield signs to direct user behavior and set up a hierarchy of users.
- Shared lane markings or sharrows should be used when bicyclists share the space with motor vehicles
- Painted green bike lanes at conflict points to bring conspicuity to bicyclists.
- Identity markings can include route numbers, street names, 'mile markings', and destinations.

## Amenities

Trail amenities include features that enhance the experience and comfort for the trail users. This can include lighting, drinking fountains, seating, bike racks, and artwork located along the trail itself or at access points. When community members were asked to identify amenities that they would most want to see along the Forest Grove Loop Trail, they identified the following as their top priorities:

Table 4: Community survey responses to top amenity priorities

Amenities	Percentage of survey respondents
Trash cans	53.10%
Lighting	48.28%
Restrooms	45.52%
Benches	34.48%

### Description and Guidelines:



Ex-Cell Kaiser

#### Trash Cans

- Place trash receptacles at major and minor trailheads, intersections, near gathering spaces and benches.
- Ensure trash receptacles are easily accessible and visible to trail users.
- Select receptacles based on the following criteria: expected trash amount, maintenance program, trail users, and durability.
- At a minimum, provide separate trash receptors for garbage, recycling, and compost at major trailheads and gathering spaces.
- Spread messaging about ‘Leave no trace’ on the trail system. Leave no trace means leaving the trail with everything they brought with them, including trash.



Getty Images

#### Lighting:

- Consider the segment context (urban, vegetation, wetlands, etc.) to understand the safety needs, trail users, time and intensity of use, habitat sensitivity, and maintenance needs. In general, lighting may not be needed in areas with low use and farther away from developed areas.
- Place lighting at decision points and areas of interest, such as street crossings, intersections with other trails, major and minor trail heads, and near commercial and mixed-use developments.
- Use pedestrian-scale lighting, around 15 ft high, with lower levels of illumination except at crossings.
- Overhead lighting is generally preferred to low bollard-style lighting.
- Place lighting outside of canopy edge where possible.
- When considering solar powered lighting, daylight hours should be analyzed per season for solar lighting specifications.



TrailLink

**Restrooms**

- Locate restrooms at all major access points and recreational areas.
- Spacing between restrooms should not exceed 5 miles.
- Restrooms should be housed in appropriate building structures and screened from adjacent activities and properties.
- All facilities should be accessible per the ADA.



[Cleveland Metroparks](#)

**Seating:**

- Locate seating at trailheads, picnic areas and at regular intervals along the trail
- Place seating at a minimum of 3’ from the trail edge
- Incorporate different seating arrangements that serve different purposes and allow people to sit alone or in small or large groups.
- Locate at least some seating in shaded areas.
- Locate seating away from restrooms, trash cans, and water fountains, and from other furnishings like light poles and signposts.



Elkay

**Hydration Stations:**

- Hydration stations should be placed at all major access points and gathering/recreational spaces.
- Stainless steel hydration stations can bring down maintenance costs in the long run and stations with multiple heights can make it accessible for all users. Include options for dog watering stations.



Gage Canal – Alta Planning + Design

**Climate-smart approach for trail amenities**

- Prioritizing cooling amenities like shade structures and hydration stations can create a comfortable environment throughout the year.
- Incorporate native plant species for shade and to improve local biodiversity.
- Choose materials that have low-carbon footprints and employ sustainable construction practices

## Access Points

Access points are typically the first point of entry into the trail and serve users who arrive by different modes like walking, biking, transit and driving. They typically have necessary amenities like shade, seating, and parking that provide an inviting and comfortable experience to the user. Access points can be categorized as major trailhead, minor trailhead, neighborhood connection, and trail spur.

### Description and Guidelines:

- Use consistent trail branding elements and signage at all access points to create a coherent experience across the Forest Grove Loop Trail as well as other trail systems in the city.
- Access points with motor vehicle parking area should include bicycle parking and accessible parking.



Alta Planning + Design

**Major Trailhead/Gateway** provide primary access and may include a gateway feature. Amenities in the major trailheads include wayfinding, parking, seating, public art, restrooms, and informational elements.



California Wanderland

**Minor Trailheads** provide a subset of the amenities in major trailheads with less parking and minimum information and direction.



Google Earth

**Neighborhood Access** is located where there is heavy pedestrian activity around the pathway, including parks and commercial/residential centers. They do not typically require parking, but wayfinding and trail branding elements should be present.



[Boundary Waters Canoe Area](#)

**Trail Spurs** should have a sign with the trail's name and might include a route map if there is an interconnected trail network in the area.

## Crossing Treatments

A consistent approach to crossing treatments should be employed to minimize and mitigate potential conflict points between trail users and vehicles and other users. As trail users approach crossings, design tools such as signage, pavement materials, and lighting can alert pathway users to slow down and expect a crossing.

### Description and Guidelines:

- Cross roadways at established intersections, where feasible.
- Make trail users highly visible at crossing locations and maintain unobstructed sightlines.
- Slow and warn both vehicles and pathway users in advance of crossing locations.
- Develop a clear hierarchy and delineation of modes at crossing locations.
- Create predictable and simple user movements.
- Minimize crossing distances for trail users across roadways.



[Anna Skinner](#)

#### Signalized Crossing:

- Passive detection and placement of accessible push buttons for the WALK phase should be used.
- Pedestrian refuge islands should be considered for long crossing distances, and where medians are present.



[Aaron Marbone](#)

#### Trail Crossing:

- Crossing treatment will depend on context but at a minimum should include a marked crosswalk and signage.
- In higher volume locations, RRFBs (Rectangular Rapid Flashing Beacons) should be used



[Bike Portland](#)

#### Driveway Crossings:

- For frequently used residential driveways, indicators like pathway striping and signage should be used.
- For higher volume driveways, traffic calming treatments such as raised crosswalks should be considered.

## Green Infrastructure and Erosion Control

The Forest Grove Loop Trail traverses a variety of landscapes including natural areas, waterways, parks and forested areas. It is therefore important to consider the environmental impacts of developing the trail and identify potential opportunities to mitigate the impacts.

Green infrastructure is a combination of measures that use natural, designed, and/or built elements to reduce stormwater runoff, and support water infiltration. Green infrastructure elements include natural elements like trees, shrubs, and designed elements like flow-through planters, bioswales, and rain gardens. By treating water in its source as opposed to traditional grey stormwater infrastructure, green infrastructure provides a range of social, economic, and community benefits. They reduce pollution, erosion, and flooding of local waterways and can improve the overall health of the ecosystem. Green infrastructure elements can be employed where there are identified flooding concerns along the Forest Grove Loop Trail and at major trailheads.

### Guidelines



Perkiomen Watershed Conservancy



- Native tree and plant species are well adapted to support green infrastructure goals. Native tree species are well adapted to the environment and will require less irrigation and provide a healthy habitat for local fauna.
- The Forest Grove Loop trail project, together with the ‘Re-Indigenizing the Forest Grove Loop Trail’ Metro grant, can help build a robust green infrastructure particularly along the southern part of trail to the east of SW Ritchey Road.
- Prioritize areas that are prone to flooding and reduce costs of installing or upgrading traditional drainage.
- In areas with steep slopes, green infrastructure elements can also reduce erosion.
- Pervious areas such as bio-swales and rain gardens could be used for infiltration in trailhead plazas and parking lots. They are typically constructed between the curb or roadway edge and the path.
- Flowthrough planters, another type of designed green infrastructure, treat and clean stormwater before returning it to the municipal storm drain system.
- When suitable, use natural stabilization that supports re-growth of vegetative cover such as woven plant fiber matting.
- Create a riparian edge with terraced slopes where the trail abuts waterways.

### Green Stormwater Infrastructure

- If a tree is to be irrigated, the emitters should be placed on the far side of planting, so as not to draw roots toward the trail.
- Tree litter should also be considered in species selection. For example, fallen leaves are inevitable, but cones, nuts, and fruits may pose a hazard to trail users.

## Trail Operation and Maintenance Framework

The Forest Grove Loop Trail requires a clear Operations and Maintenance Framework (O&M) to facilitate proper and effective oversight and continued success once the trail is constructed and open to the public. O&M includes both the overall operations and management as well as the remedial and day-to-day routine maintenance. Therefore, the O&M will include a variety of issues: inspection protocols, maintenance agreements, operations and maintenance guidelines, trash removal and vegetation management.

### *Stakeholders and Partners*

The City of Forest Grove Parks and Recreation Department will be the primary party responsible for the operations and maintenance of the Forest Grove Loop Trail. However, there may be other agencies and partners involved in developing, maintaining, and/or operating segments of the trail.

#### **Potential Agency Partners:**

- Washington County
- Oregon Department of Transportation
- Clean Water Services
- Local fire and rescue departments
- Local police/sheriff departments

#### **Potential Private / Nonprofit Entities:**

- Stakeholder Advisory Committee
- Centro Cultural
- Adelante Mujeres
- School District
- Residents And Community Members
- House Owners Association
- Homeless Services Providers
- Business Owners
- Community Advocacy Groups
- Oregon Trails Coalition
- Explore Tualatin Valley
- Pacific University
- NW Trail Alliance

The public who regularly use the trail system and neighbors who have eyes on the street can be a great asset to the trail maintenance program, often being the first to identify issues and hazards. Some tools to involve community members include:

- An online reporting portal specific to trails can allow trail users to geolocate, rate, report and digitally document a trail maintenance issue, this can be a relatively low-cost, low staff resource to help inventory issues and respond to community needs for the entire trail network in the City of Forest Grove.
- The City should also establish maintenance agreements with relevant entities like CWS, Metro, and neighboring property owners that establish the roles, responsibilities, and obligations for all involved parties, with provisions for changes and updates over time.
- Adopt-a-Trail program enables groups or organizations to apply and adopt a trail segment. This will include maintenance responsibilities include clearing fallen debris, litter cleanup, and reporting graffiti but can be determined based on city needs. The program requires commitment and reporting responsibilities.
- The Stakeholder Advisory Committee can continue to be a sounding board to gather information, ask for advice from citizens, and create partnerships with the public/stakeholders to help the City in the implementation of the project.

### *Operations Considerations*

There are several operational considerations and decisions to be made in the final stages of project development and implementation. The City of Forest Grove, with input from the community, should identify and make decisions about the following considerations to facilitate a smooth and efficient implementation.

**Public Access and Use:** The City should identify permitted uses on the different trail segments (see Permitted Uses). In general, there will be more restrictions on the shared use paths. E-bikes and e-scooters may have conditional access to the shared use paths like speed limits using regulatory signs. Motorcycles and all-terrain vehicles will be prohibited on the shared-use paths using prohibitory traffic signs.

**Hours of Operation:** Trails that are part of the road networks and those that serve as regional transportation facilities are typically open 24 hours per day. Some segments of the trail may be closed but alternate route signage and/or information about closures should be posted.

**Public Safety:** Local police or sheriff departments are typically responsible for safety and enforcement but additional entities like fire departments, community groups and organizations may also be involved.

**Emergency Response:** Emergency access points and routes should be considered in parallel with the design development and implementation. For every mile marker, a physical address should be created in the 911-response system and a shortest route should be mapped to emergency service provider locations. Local partners, when involved, and maintenance staff should be provided with periodic training on emergency response procedures.

**Homeless Encampments:** The City should consider specific O&M strategies and protocols for responding to people experiencing homelessness in the trail network. This can include partnering with local non-profits, and non-police patrols for outreach and emergency responses.

### *Maintenance Considerations*

A trail maintenance program should consider and address two broad categories of tasks: routine and remedial.

## Routine Maintenance

Routine maintenance includes regular tasks like trash and litter pick up, sweeping, weeding and minor inspections and repairs. Routine maintenance also includes seasonal tasks like snow and ice removal and after events like storms and flooding where maintenance is performed as needed. In facilities where actual or expected use is high, maintenance should be performed more frequently.

Table 5: Recommended routine maintenance tasks and frequency for City of Forest Grove Parks and Recreation Department

Asset Type	Asset Task	Recommended Frequency
Trail Tread (Asphalt)	Inspection	1 time every season
	Sweeping & Debris Removal	As needed; assume 2 times / summer and fall
	Snow & Ice Removal	As needed; assume 3 times / winter
Trash Receptacle	Trash Disposal	Weekly during high use; bimonthly during low use
Trail	Trailside Litter Pick-Up	Monthly
Access Area	Litter Pick-Up	Bi-monthly
Signage	Inspection	1 time / year
Structures	Straighten posts, fix fasteners	As needed; assume 1 time / year
Drainage Infrastructure	Culvert Inspection	2 times / year; Before/after flooding
Water fountains	Cleaning and maintenance of water fountains	1 time / week
	Water quality Inspection	2 times/ year
Fencing/Railing	Inspection	Monthly
Lighting	Inspection	4 times/ year
Site Furnishings	Inspection	1 time / year
	Graffiti Removal	Immediately
Vegetation/landscapes	Mowing- turf/grasses	2 times / year
	Trimming- trees & shrubs	1 - 3 years
	Weeding	6 times / year
	Removal of Trees/ Limbs/litter	As needed; assume 2 times / month or after storm event
	Irrigation	Seasonal; Align with City's typical irrigation plan
Wetlands/Floodplains Mitigation Sites	Debris/other sedimentation removal	2 times / year

Asset Type	Asset Task	Recommended Frequency
Culvert	Cleanup	As needed; assume 2 times / year or after storm event
	Inspection	As needed; assume 1 time / year

**Remedial Maintenance**

Remedial maintenance includes scheduled and unscheduled repair or replacement of trail elements that are damaged, destroyed or have reached the end of their life cycle. This includes pothole repair, asphalt patching and the replacement of trail structures, furnishings and vegetation. Remedial maintenance also includes repairs and replacement needed to address the damage by extreme events like flooding and wildfires. Compared to routine maintenance tasks, remedial maintenance is resource intensive and will need proper planning so that the City is prepared to continue trail operations without disruption.

*Table 6: Recommended remedial maintenance tasks and frequency for City of Forest Grove Parks and Recreation Department*

Asset Type	Asset Task	Recommended Frequency*
Trail Tread (Asphalt)	Patching	Annually
	Sealing	Annually
	Pavement Replacement	10-15 years
Pavement Markings	Repaint	As needed
	Crack Sealing & Repair	Annually
	Restripe	3-5 years
Signage	Repair Replacement	7-10 years
Lighting	Replace light fixtures	As needed
	Poles and other fixtures	7-10 years
Trash Receptacle	Replacement	7-10 years
Structures	Replacement	15-20 years
Fencing/Railing	Replacement	7-10 years
	Replacement- trees & shrubs	As needed
Irrigation	Replacement	15-20 years
Pavement and Structures	Graffiti Removal	As needed; assume every 3-5 years

\* Frequency may vary depending on asset material, quality and intensity of use

## *Operations and Maintenance Funding*

The effective operations and maintenance of trails is critical for the success of a trail system. However, this is a time and resource intensive process and requires identifying one or more funding streams to support O&M over the long-term. The Forest Grove Loop Trail, with its on- and off-road trail network can use funding opportunities targeted at both sidewalks and trails.

**State and Federal Funds:** State and federal transportation funds can be used for corridor level sidewalk and trail repair, ADA upgrades, complete street improvements, and in some cases trail maintenance. Eligibility requirements and funding match will vary across different programs. Some key programs include:

- The federal Recreational Trails Program, administered by Oregon Parks and Recreation Department, funds maintenance and restoration of existing trails.
- The federal Land and Water Conservation Fund, administered by the Oregon Parks and Recreation Department supports renovation or redevelopment to bring a facility up to standards. The program also supports operational and maintenance facilities like fences, sprinkler systems and directional signs.

**Non-profit/Private partnerships:** Foundations and non-profits provide funding support for a variety of trail activities like programming, and volunteer support as well as funding for maintenance and operations of trails and active transportation facilities. Private donations often have fewer barriers for accessing them including eligibility criteria, usage of funds, and can support to fill gaps in other funding sources. Examples include the Polaris TRAILS GRANTS Program, and Nike Community Impact Fund Program.

**General Fund:** A general fund is the primary operating fund that supports different O&M tasks like public safety (police, fire) and street maintenance. The general fund is generally from sales and use tax revenues, interest earnings, and other revenue streams like state shared funding. Oftentimes, the City will have little control over the revenue, but a part of the general fund can be used for trail operations and maintenance.

**Municipal Bonds:** A municipal bond is a loan from investors that can support funding shortages in trail and sidewalk maintenance. Bonds should be approved through a ballot measure and to be successful, the bond campaign should be backed by residents, and businesses. Bonds typically have tax implications for residents.

**Utility Fees:** Transportation utility fees are a funding mechanism that treats transportation infrastructure like a utility and requires residents and businesses to pay a fee based on their impact on the transportation system rather than based on their property value. Utility fees may be based on the number of parking spaces, square footage, or gross floor area. They can be small, consistent funding streams for maintenance of the trail.

**Corridor Redevelopment:** The maintenance of the on-street trail facilities can be built into the public and private improvements within or adjacent to the ROW. Sidewalk repair and maintenance and ADA upgrades can be included as part of the street improvements. The permitting process for private projects can incorporate replacement or upgrades to trail and sidewalk facilities surrounding their development.

## Permitting Requirements

As the City works on the implementation of the Forest Grove Loop Trail, the project will need permits at the federal, state and local levels depending on the trail design and its intersection with the environment. The following is a list of potential permits that may be required for the project. Suggested submittal schedule, and potential impacts, permit considerations, and issues are detailed in the permitting matrix deliverable.

Agency	Potential Permits	Permit Trigger
<i>Federal</i>		
US Army Corps of Engineers (Corps)	Section 404 Nationwide 12 Permit  or Nationwide 33 Permit	Work in wetland or water of the US.  NW 12 - Utility line construction through wetland. Discharges of dredged or fill material associated with excavation, backfill, or bedding for utility lines, including intake and outfall structures, or  NW 33 -Temporary construction, access, and dewatering (including cofferdams) necessary for construction activities
National Marine Fisheries Service (NMFS)  and/or  US Fish and Wildlife Service (USFWS)	Section 7 ESA Consultation  Incidental Take General Permits or Disturbance Take	Affect listed species or adversely modify its critical habitat. The Corps must consult with NMFS and/or USFWS.  Impacts on Threatened & Endangered Species including birds, insects, fish, reptiles, mammals, crustaceans, flowers, grasses, and trees.  Impacts on 1,000 species of native migratory birds under the Migratory Bird Treaty Act  Impacts on Bald and Golden Eagle
US EPA National Environmental Policy Act (NEPA)	Environmental Assessment (EA) or Environmental Impact Statement (EIS)	Federal nexus such as federal funding or a federal permit.
<i>State</i>		
Oregon Department of Environmental Quality (DEQ) Stormwater/ Erosion Control	Construction Stormwater General Permit	Construction that will disturb large land areas and/or could adversely affect water quality.  Required for stormwater discharges to surface waters from construction if stormwater from rain or snow melt leaves your site through a "point source" and reaches surface waters either directly or through storm drainage.
Oregon Department of Environmental Quality	State Environmental Review Process (SERP)  Categorical Exclusion or Environmental Assessment or Environmental Impact Statement	The SERP would be required if using ODEQ's Clean Water State Revolving Fund

Agency	Potential Permits	Permit Trigger
Department of State Lands	Oregon Removal/Fill Law (ORS 196.795) General Authorizations (minor impacts), General Permits (Significant but predictable impacts) Individual Permits, or (Potentially significant impacts)	Projects that add, remove, or move more than 50 cubic yards of material in most wetlands or waters. Projects that add, remove, or move any amount of material in streams designated as Essential Salmonid Habitat, Oregon State Scenic Waterways, and adjacent lands within a quarter mile of the waterway, and designated mitigation sites.
<i>County/Local</i>		
Clean Water Services (CWS)	Environmental Review - a Site Certification or Standard Site Assessment may be required.	Apply to storm and surface water systems within the Tualatin River Basin and within the district.
The City of Forest Grove and Clean Water Services	Erosion Control Permit	Land disturbance on a construction site increases erosion potential. Larger projects, which require site development permitting, will also include an Erosion Control Permit.
City of Forest Grove Tree Removal or Pruning	Tree Removal Permit/Pruning Permit	Major pruning (more than 20%) or removal of a tree listed on Forest Grove Register of Significant Trees (and/or)  Major pruning or removal of a street tree planted in the public right-of-way (and/or)  Trees six inches in diameter or greater or Oregon white oak trees three inches in diameter or greater on developable land
City of Forest Grove Right-of-Way Permitting	Excavation Permit	Any work within the public right-of-way or easement that involves excavation, including the installation of concrete drive approaches or sidewalks, and connection to or construction of public facilities.
	Deposit Permit	An article or material being deposited on any street requires a Deposit Permit
	Location Permit	Placing obstructions (portable signs/ sandwich boards, benches, tables and chairs, trash receptacles, etc.) in the public right-of-way

## Alignment Alternatives

Over the course of the planning process, the project team considered a variety of alignment alternatives, particularly in the northern segment, to identify an alignment that best supports the community needs and project objectives. In the final evaluation, alternatives were considered based on the following criteria:

- **Project Cost:** This included consideration of potential demolition or site preparation, major grading and retaining wall and maintenance needs.
- **Safety and Comfort:** This included the experience of trail users as well as adjacent property owners.
- **Feasibility:** The alignment feasibility was assessed by private property impacts, ROW/ easement considerations, permitting/ coordination requirements, utility conflicts, and political/ public relations.
- **Environmental/Cultural Impacts:** The criteria evaluated tree impact/ removal, proximity to cultural and historic resources, and if the alignment was located adjacent to wetlands or waterways.
- **Value of Connection:** The criteria considered the alignment's proximity to where people live/work, proximity to destinations, and access or connections to the greater trail system in the region.

### Northern Segment

The Northern Segment runs along the northern and western edge of the city and connect Forest Glen Park to Thatcher Park, Forest Grove High School, a proposed new neighborhood park and the Highway 47 Trail. The city will acquire land and/or easements to develop this segment of the multi-use regional trail.

The corridor includes four alignments:

**David Hill Road (E):** This alignment runs along David Hill Road from Hwy 47 on the west to the intersection of NW David Hill Road and NW Thatcher Road. A part of this alignment from the intersection of NW David Hill Road and Silverstone Drive to the intersection of NW David Hill Road and NW Thatcher Road will be part of the preferred alignment.

**Environmental Easement (CWS):** This alignment diverts the trail off David Hill Road for a section near the intersection of Hazelnut Street and passes through the natural corridor to connect to NW Hwy 47 to the east. As such, it provides a better user experience away from the traffic. Adjacent property owners were concerned about flooding and the detailed trail plans can incorporate stormwater infiltration design and mitigate existing impacts. The planning team and City have discussed with CWS, who approved the concept.

**Thatcher Park:** This alignment runs south from the intersection of NW David Hill Road and NW Thatcher Road along Thatcher City Park and turns west along Watercrest Road to connect with Forest Glen Park. It partially runs through some existing trails near Thatcher Park, but some portions have very steep slopes, including stairways connecting the new development to Thatcher Park. The alignment needs to come through the neighborhood and portion of a neighborhood greenway where traffic calming measures have been implemented. This route did not have any property impacts.

**David Hill Road (W):** This alignment runs west from the intersection of NW David Hill Road and NW Thatcher Road along David Hill Road till the western edge of the city boundary. It then turns south along the city boundary and the

urban growth boundary and connects with a completed section of the trail near Forest Glen Park. The alignment evaluation process identified several concerns: narrow right-of-way (ROW); very steep slopes, and sensitive environment along the western edge of the city boundary that impact cost and accessibility; and challenges with identifying “logging roads” on the west side.

### **Gales Creek Trail Corridor (Southern Segment)**

The Gales Creek Trail corridor is based on an existing gravel path. This alignment will be located along the southern edge of the city boundary, connecting B Street Trailhead to Kyle Park, Knox Ridge Park, Reuter Farm Park, and Forest Glen Park. The Gales Creek Trail corridor will be 3.1 miles in length and approximately 7.5 acres\* in area. As in the David Hill Trail Corridor, the city will acquire land and/or easements to develop this segment of the multi-use regional trail. The trail will be off the main streets, and it will also connect to existing natural and cultural resources through the Nature in Neighborhoods Community Choice Grant from Metro for re-indigenization. The trailhead locations were determined by the community during the community engagement process.

### **Preferred Alignment**

The preferred alignment was identified based on the results of the evaluation criteria, and discussions with the City, CWS, property owners and community members. The final proposed alignment includes segments of David Hill Trail Corridor (North) and Gales Creek Trail corridor.

Figure 4: Forest Grove Loop Trail Proposed Alignment Map



Figure 5: Typical cross sections with bike lanes and sidewalk along NW David Hill Road

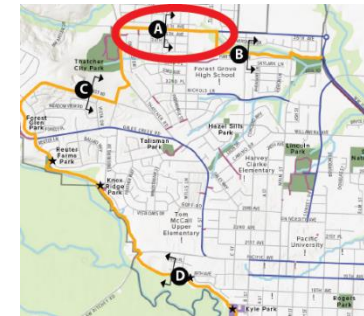
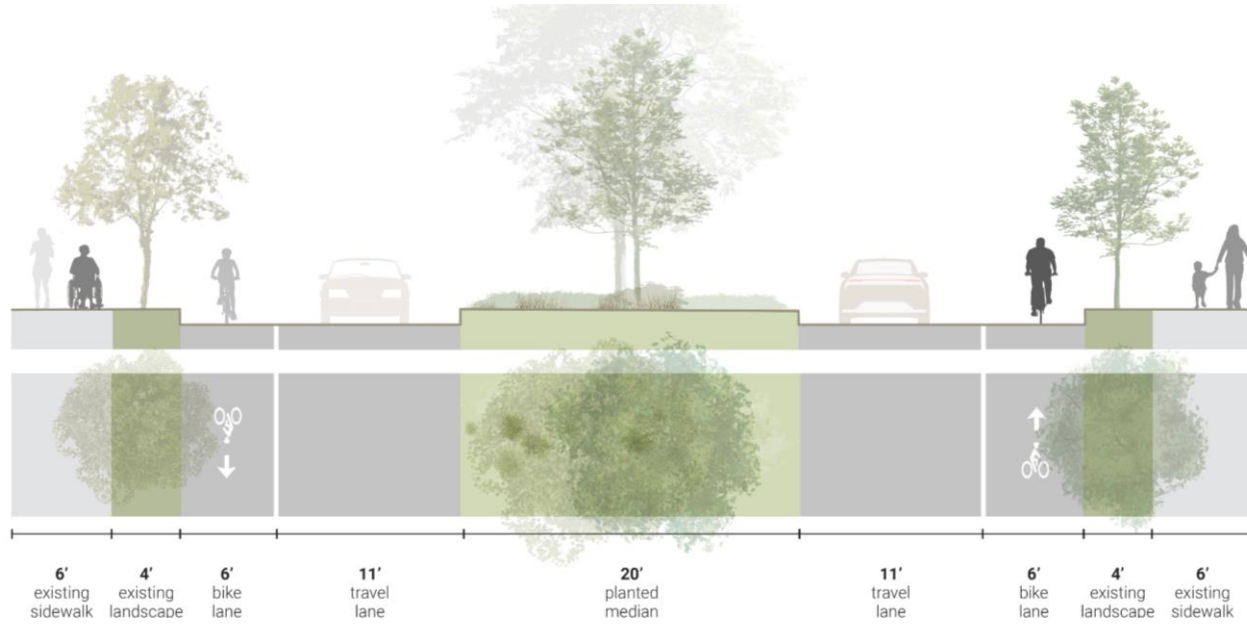


Figure 6: Typical cross section along the Environmental Easement alignment

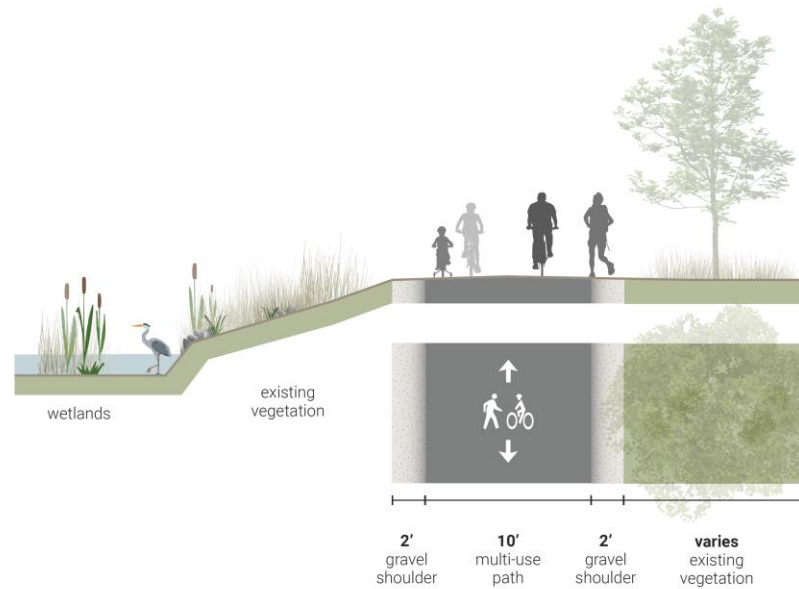


Figure 5: Typical cross section - Neighborhood Greenway

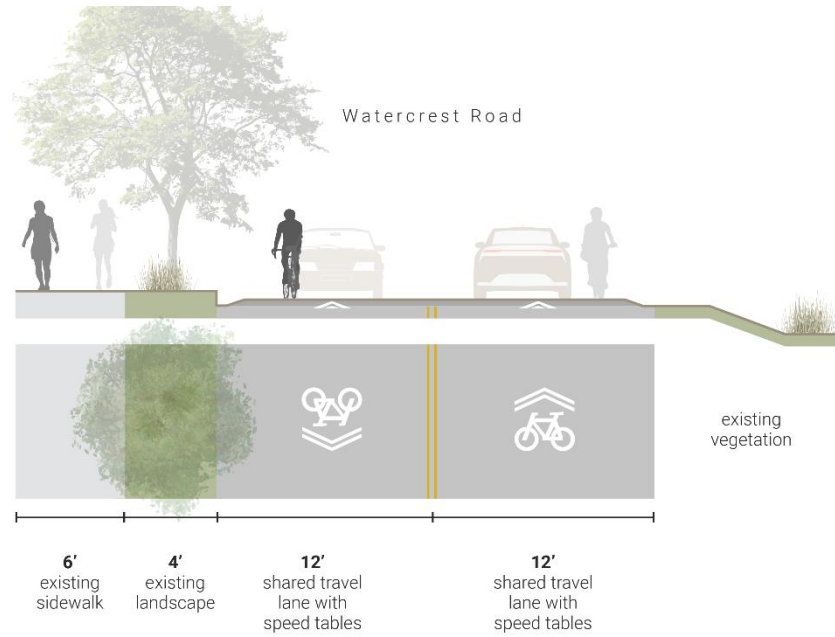
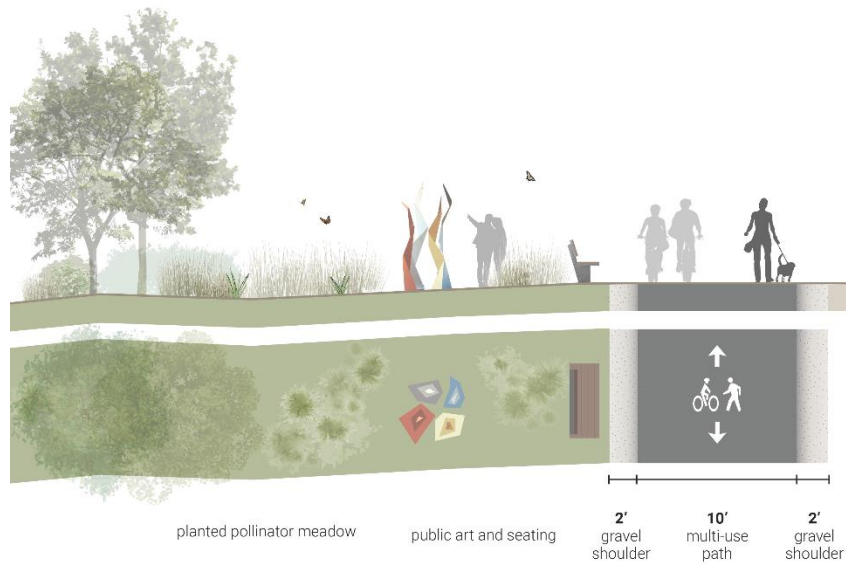


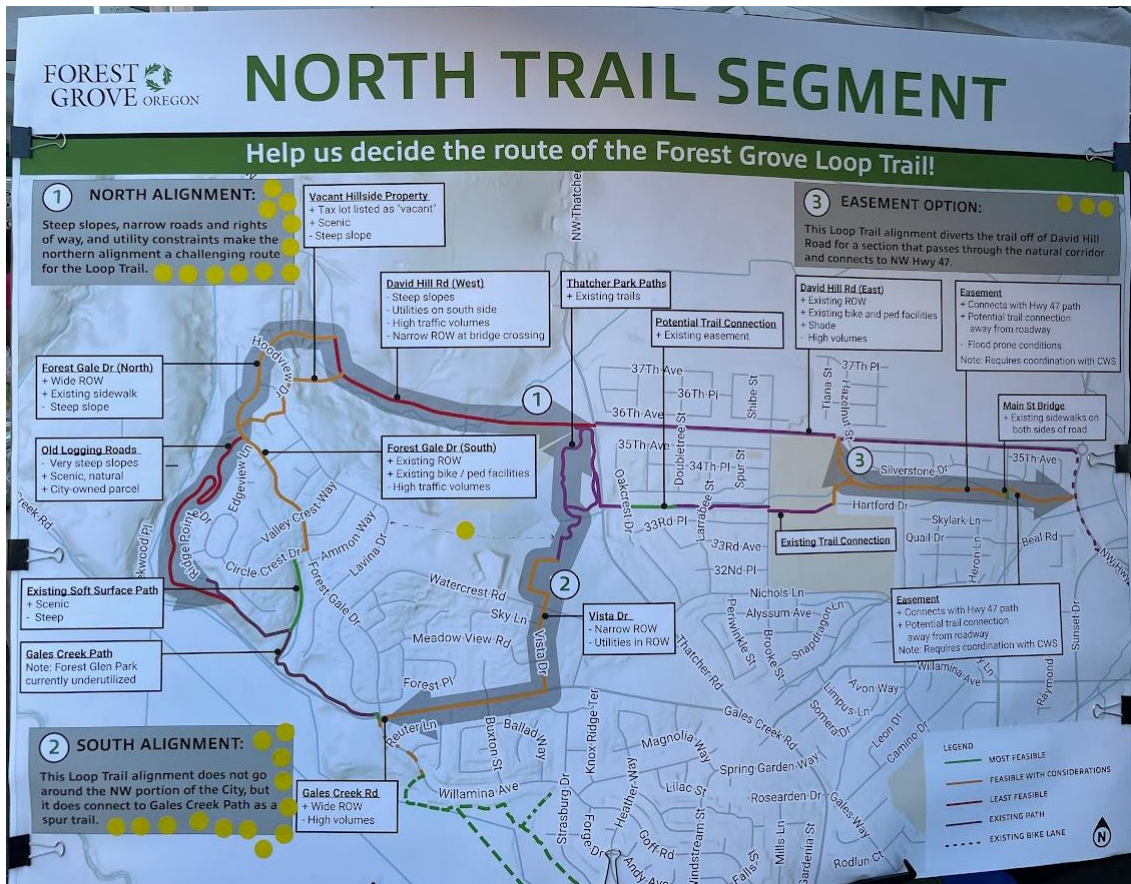
Figure 6: Typical cross section - Separated multi-use path



## Community Feedback

See the complete Public Engagement Summary Report for more information.

### North Trail Segment Alignment Feedback



- 1. North Alignment Option 1:** Respondents liked this alignment because of the longer trail distance and more natural setting, but due to the narrow ROW and fast traffic along David Hill Road (NW), in addition to the steep hills and challenging terrain it was determined it would not meet the goals of this project.
- 2. North Alignment Option 2:** Adjacent to Thatcher Park and through the neighborhood is a more accessible alignment option for everyone.
- 3. Easement Option:** Most people liked the Environmental Easement alignment as it provided a pathway away from the road.

## South Trail Segment Access and Amenity Feedback



# SOUTH TRAIL SEGMENT



### Forest Grove Trailhead Access Locations and Preferred Amenities Survey Results

The top five amenities desired by respondents were restrooms, trash cans, lighting, benches, and drinking fountains, which were also top amenities at specific access points.

#### 1. Reuter Farms Park Access Point

- Trash cans
- Benches
- Wayfinding Signage (including distance markers)
- **Metro: Reindigenization**
  - Artwork
  - Planting
  - Interpretive signs

#### 2. Ritchey Road Access Point

- Trash cans
- Benches
- Wayfinding Signage (including distance markers)

#### 3. 18<sup>th</sup> Ave Parklet/19<sup>th</sup> Ave

- **Metro: Pollinator Habitat**
  - Benches
  - Plantings
  - Interpretive signs



**Which amenities do you most want to see along the Forest Grove Loop Trail?**

1. Restrooms = 104
2. Trash cans = 97
3. Lighting = 84
4. Benches = 68
5. Drinking fountain = 51
6. Wayfinding Signage = 50
7. Green Infrastructure = 38
8. Shelter = 33
9. Artwork = 24
10. Water feature = 16
11. Bicycle Repair Station = 15
12. Interpretive Signage = 15
13. Bike Parking = 11
14. Kiosk = 9

## Melissa Williams

---

**From:** Joyce Phillips  
**Sent:** Monday, August 11, 2025 1:52 PM  
**Subject:** You're invited to join the Boards & Commissions table at our Community Open House, October 28, 2025 at 5:30 PM at the Community Auditorium

We are excited to invite you to participate in our upcoming Community Open House, formerly known as the Annual Town Meeting (ATM), taking place on October 28, 2025, at 5:30 PM at the Community Auditorium.

This event is an opportunity to connect with community members, showcase your board or commission, while engaging in meaningful conversations about the future of Forest Grove. We welcome you to share space at the Boards & Commissions table and provide your resources and updates to the community.

### Event Details:

**Date:** October 28, 2025

**Time:** 5:30 – 8:00 PM

**Location:** Community Auditorium, 1915 Main Street, Forest Grove, OR 97116

**Audience:** Open to all community members

**Logistics: A Boards & Commissions table will be provided.** We encourage handouts or any other materials you would like to share that tell your story.

Please RSVP to Joyce Phillips, [jphillips@forestgrove-or.gov](mailto:jphillips@forestgrove-or.gov), by September 29, 2025, to confirm your participation.

Thank you for your continued commitment to our community. We look forward to hearing from you soon.

Sincerely,

**Stephanie Fleischer (she/her) | Communications and Programs Manager**

1924 Council Street | Forest Grove, OR | 97116

503.992.3298 | [sfleischer@forestgrove-or.gov](mailto:sfleischer@forestgrove-or.gov)

Subscribe to our [newsletter](#) | [forestgrove-or.gov](http://forestgrove-or.gov)

[Facebook](#) | [Instagram](#) | [YouTube](#)

---

## PARKS & RECREATION DEPARTMENT REPORT

---

### Parks & Recreation Director – Anne Lane

1. Knox Ridge Park – Construction is wrapping up. Estimated opening date is October 18<sup>th</sup>.
2. Cost Recovery Plan – A follow up work session with City Council has not yet been scheduled.
3. Forest Grove Loop Trail Master Plan – Completed. Presentation to City Council held on October 13<sup>th</sup>.
4. Hazel Sills Park – Contractor is being brought back to repair cracked concrete panel on October 17<sup>th</sup>.
5. Commission Members – Term expires on December 31, 2025, for: Brad Bafaro, Aaron Johnson, and Joe Offer. Applications and interviews are required for reappointment. Applications can be found at: <https://www.forestgrove-or.gov/353/Apply-for-a-Board-or-Commission> and are due by October 31. Interviews will be conducted in November by the City Council liaison and staff liaison of the commission. Recommendation for appointment will be made to the mayor, and the mayor will make final decision and formally appoint members via a consent agenda item at a following City Council meeting.
6. Eastside Park – Presentation to City Council held on September 22<sup>nd</sup>. Finalizing construction documents.

### Parks Supervisor – Tom Martin

1. We had a volunteer group at Thatcher Park on September 27<sup>th</sup>. The group spread wood chips on the trails and worked in the parking lot limbing up trees.
2. Advanced Land Management is completing the fire fuel mitigation at Thatcher Park the week of October 13<sup>th</sup>. Marble Tree Service is removing a hazardous tree in advance of the fire fuel mitigation work.
3. We have the WCSO jail crew for four dates in October: 1<sup>st</sup>, 13<sup>th</sup>-15<sup>th</sup>. Projects we will focus on are the Hwy 47 trail by trimming up trees and picking up litter. Then, projects such as ivy removal from the trees in the Thatcher Park woods, and hedge/bed clean-up in various facilities will be completed.

4. The celebration of the mural on the Lincoln Park restroom was held on October 1<sup>st</sup>.
5. Hanging baskets have been removed for the season.
6. Four collapsible bollards have been manufactured and installed at the B Street Trailhead. Keys have been shared with Clean Water Services and Metro.
7. The zero-turn sprayer for the application of broadleaf herbicides and fertilizer throughout our park system arrived early and has been used on our athletic field turf.

### **Aquatics Supervisor – Sherri Mead**

1. We are kicking off Fall Session 2 swimming lessons the week of October 20<sup>th</sup>. This will be the last session of lessons in 2025 as we take a pause during the holiday season.
2. The next Lifeguard Course (begins Saturday October 11<sup>th</sup>) is a huge success and overfilled with 12 participants.
3. Participation was successful at the Safety Event at the Fire Department this month.
4. Four new hires have started their training process.
5. Home water polo matches every Wednesday in October.

### **Recreation Coordinator – Cody Jeffers**

#### **1. New Story at Stites StoryWalk®**

To celebrate the Spooky Season and continue the pollinator theme, FG Library has donated “I’m NOT Scary” by Raahat Kaduji, an adorable book about bats and friendship. More info at: [forestgrove-or.gov/storywalk](https://forestgrove-or.gov/storywalk)

#### **2. Craft and Swim Returns**

Craft & Swim holiday events return this month to celebrate all things Artsy and Swimmy. We expect another great year providing a safe space for kids to try something new and active, while being fed thanks to the generosity of FG Pizza Schmizza.

- Upcoming 2025 Dates: Oct 24, Nov 21, Dec 19

#### **3. Summer Intern Council Presentation**

Nasya Rebb, our Summer Marketing Intern, presented to City Council on September 22 to share her experience working for the city in a professional setting. She showcased her video project highlighting FGPR. See it here <https://www.youtube.com/watch?v=BbkNtYMfO68>

4. **Rogers Rec Container Mural**

The back side of the Rec Container at Rogers Park has been completed. The same local artist, Liam McLaughlin returned this Fall to complete his work providing a colorful mural adding to the natural beauty and playful energy at Rogers Park.

**Administrative Specialist II – Melissa Williams**

1. We have officially hired two new Customer Service Cashiers. Sonia & Savannah have both started their training and should be ready to assist our patrons very soon. We are hoping for one additional team member to finalize this round of hiring.