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Clackamas County
www.clackamas.us



DAN JOHNSON
DIRECTOR

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
DEVELOPMENT SERVICES BUILDING
150 BEAVERCREEK ROAD OREGON CITY, OR 97045

June 4, 2026

BCC Agenda Item: _____

Board of County Commissioners
Clackamas County

Approval of Amendment No. 1 to the 2040 Planning and Development Grant Intergovernmental Agreement with Metro for the Zoning and Development Ordinance Diagnostic Report, Contract No. 939065. Amendment does not change the Total Agreement Value. Total Agreement Value is \$263,000. Funding is through the Metro 2040 Planning and Development Grant Program. No County General Funds are involved.

Previous Board Action/Review: BCC approval of ZDO Diagnostic report project on Long Range Planning Work Program on 8/9/23. BCC Award Acceptation and IGA approval on 4/11/24.

Performance Clackamas: Vibrant Economy – Development Process

Counsel Review: Yes

Procurement Review: N/A

Contact Person: Karen Buehrig

Contact Phone: 503-742-4683

EXECUTIVE SUMMARY:

On April 11, 2024, the BCC approved an Intergovernmental Agreement (IGA) with Metro to accept 2040 Planning and Development Grant funding to complete a Zoning Development Ordinance Diagnostic Report. Change Order or Amendment Summary Exhibit C of the IGA, which identifies the milestones and project times, needs to be updated to reflect changes that occurred throughout the project. This amendment does not change total grant amount but does allow for up to 20% of the project funds to pay for staff time, which was not previously included within the IGA.

RECOMMENDATION: Staff recommends the Board approve Amendment No. 1 to the IGA to the 2040 Planning and Development Grant Intergovernmental Agreement with Metro for the Zoning and Development Ordinance Diagnostic Report, Contract No. 939065.

Respectfully submitted,

Dan Johnson

Dan Johnson, Director
Department of Transportation &
Development

Attachments

- A – Amendment No. 1 Contract #939065
- B – Change Order or Amendment Summary – Exhibit C

For Filing Use Only

**AMENDMENT NO. 1 TO THE
2040 PLANNING AND DEVELOPMENT GRANT
INTERGOVERNMENTAL AGREEMENT
Metro and Clackamas County
Zoning and Development Ordinance Diagnostic Report**

This Amendment No. 1 to the 2040 Planning and Development Grant Intergovernmental Agreement (this “Amendment”) is entered into by and between Metro, a metropolitan service district organized under the laws of the State of Oregon and the Metro Charter, located at 600 Northeast Grand Avenue, Portland OR, 97232 (“Metro”), and Clackamas County, a municipal corporation of the State of Oregon, located at 2051 Kaen Road, Oregon City, OR, 97045 (the “County”). Metro and the County may be referred to herein jointly as the “Parties” or individually as a “Party.”

RECITALS

WHEREAS, on April 22, 2024, the Parties entered into the 2040 Planning and Development Grant Intergovernmental Agreement (the “Agreement”); and

WHEREAS, the Parties desire to update the Schedule of Milestones in Exhibit C to the Agreement.

AGREEMENT

NOW, THEREFORE, the Parties agree as follows:

1. This Amendment shall be effective on the last date it is executed by the Parties and shall be in effect until the Agreement is no longer in effect.

2. Subsection 3(b) of the Agreement is deleted in its entirety and replaced with the following:

Schedule of Milestones. The Parties have agreed to a revised Schedule of Milestones for completion of the Project, which is attached hereto as Exhibit C.

3. Subsection 4(b) of the Agreement is deleted in its entirety and replaced with the following:

Consultant Contract(s). The County shall enter into a contract(s) with the selected consultant team to complete the work as described in the revised Schedule of Milestones. The contract(s) entered into by the County shall reference this Agreement and reflect the Scope of Work and the revised Schedule of Milestones.

4. Exhibit C to the Agreement is amended as shown on the version of Exhibit C attached hereto.

5. Except as expressly amended above, all other terms and conditions of the Agreement shall remain in full force and effect.

[Signature Page Follows]

METRO

CLACKAMAS COUNTY

By: _____
Marissa Madrigal
Chief Operating Officer

By: _____
Craig Roberts
Chair

Date: _____

Date: _____

Approved as to Form:

Approved as to Form:

By: _____
Carrie MacLaren
Metro Attorney

By:  _____
Caleb Huegel
Assistant County Counsel

Date: _____

Date: May 21, 2026

Attachments:
Exhibit C – Schedule of Milestones



Change Order or Amendment Summary

CHANGE ORDER NO: 5

INITIATION DATE: 2026-05-12

CONTRACT NO: 0000939065

TYPE OF CONTRACT: Grant

CONTRACTOR: Clackamas County

DEPARTMENT: PLN

PROJECT MGR: Breakstone,Serah

DPS: Anderson,Mary

PROJECT: 2040 Grant - Cycle 11

CHANGE DESCRIPTION: **update milestone tasks/dates**

For Completion by Department (The use of the word *amendment* refers to either amendment or change order):

What process was used to select the original contractor?

- Direct Award
- Intermediate (ORPIN)
- Formal Solicitation
- Emergency procurement
- Sole-Source Procurement
- Intermediate (3 Quote)
- Special procurement
- Other. Explain **grant award**
- Revenue
- IGA
- Cooperative: # _____

What is the reason for the proposed amendment to the contract?

- Provides additional time to complete work
 - Allows additional work within the Scope of Work
 - Meets an emergency (specify) _____
 - Provides additional funding to complete work
 - Resolves dispute with contractor
 - Additional work arose during contract period and is related to the original scope of work because: _____
- _____. If not directly related to original scope of work, explain: _____

No changes to funding on grant term date - milestone scope and date updates

The original contract established the following pricing (check all that apply):

- Lump sum
- Unit pricing for goods
- Unit pricing for service
- Task or phase pricing
- Alternate pricing - Explain _____
- Hourly rate
- Travel
- Incidentals i.e. copy, printing

n/a - grant

Amount Increase: The proposed amendment and all previous amendments increases Metro's total contract obligation to an amount within the amendment limits (not applicable to Revenue or IGAs):

___ No amount Increase for this Amendment/Change Order

Small or Direct: Less than or equal to...

___ \$10,000 (Goods and Services / Personal Services) or \$5,000 (Public Improvement)

___ \$50,000 (Personal Services COBID Marketplace)

___ \$100,000 (Qualifications Based Selection)

___ 125% of the original contract obligation

___ See attached amendment justification memo for exceeding amendment limits

Intermediate: Less than or equal to...

___ \$50,000 (Public Improvement COBID Marketplace)

___ \$150,000 (Goods and Services / Personal Services) or \$100,000 (Public Improvement)

___ 125% of the original contract obligation

___ See attached amendment justification memo for exceeding amendment limits

Formal

___ Less than or equal to 125% of the original contract obligation

___ Unit pricing of goods with no increase limit

___ If Public Improvement, check here to acknowledge Payment and Performance Bond amounts are updated

___ See attached amendment justification memo for exceeding amendment limits

Contract Term: Start Dt: 2024-04-01

Original End Dt: 2025-08-31

Current End Dt: 2026-07-01

New End Dt: 2026-07-01 no change

Original Contract Sum:	263,000.00
Net Change Orders to Date:	0.00
Contract Sum Prior to this C/O:	263,000.00
This Change Order Request:	0.00
New Contract Sum, Post C/O:	263,000.00

REVIEW & APPROVAL:

DocuSigned by:

Mary Anderson

5/12/2026

B547DD4B8CB747B...

Department Procurement Staff

Signed by:

Hau Hagedorn

5/12/2026

915936CA6C32471...

Division Manager

Deputy Chief Operating Officer

Signed by:

David Stein

5/12/2026

EE33BA7A0D6D41D...

Finance Manager

Department Director

Procurement Services

Signed by:

Sarah Breakstone

5/12/2026

ADD0A529AFEA49C...

Project Manager

General Manager, Visitor Venues

Legal

For completion by Procurement Services/Office of Metro Attorney

- Procurement Office requests OMA review for the reason of _____.

METRO CONTRACT 939065 - EXHIBIT C
 Amended May 12, 2026

Amendment No. 5

Clackamas County ZDO Diagnostic Report | Clackamas County

Project Milestones, Deliverables, and Disbursement of Grant Funds

PROJECT MILESTONE AND SPECIFIED GRANT DELIVERABLES		DATE DUE	PROGRESS PAYMENT
	Execution of grant agreement a) Complete project documents b) Signed and executed IGA	March 31, 2024	\$
0	Consultant Selection a) Determine RFQ reviewers who will select consultant b) Select consultant team and submit draft contract, scope, schedule and budget for review	November 31, 2024	\$
1	Project Kick-Off a) Meeting notes from three project start-up meetings b) Summary list of major tasks and action items c) Project schedule d) Meeting coordination, participation, and summaries for bi-weekly meetings (2)	December 31, 2024	\$12,000
2	Background: Requirements and Guidance Impacting Development a) Technical Memo 1: Background: Land use changes needed for compliance with the Transportation Planning Rule b) Technical Memo 2: Background: Clear and objective standards and other recent legislation that is related to supporting the development of housing c) Technical Memo 3: Background: Changes needed to support industry clusters, review of Comprehensive Plan Chapter 8, and transportation standards related to development review d) Meeting coordination, participation, and summaries (8)	April 30, 2025 June 30, 2025 September 4, 2025 October 10, 2025	\$55,000

METRO CONTRACT 939065 - EXHIBIT C
Clackamas County ZDO Diagnostic Report | Clackamas County

Continued

3	<p>ZDO Review and Targeted Public Outreach</p> <p>a) Technical Memo 4: Identification of places in the ZDO and other supporting documents that need to be addressed per issues outlined in Tech Memos 1, 2, and 3. Tech Memo 4 will include review and recommendations related to employment/commercial uses and urban housing development</p> <p>b) Technical Memo 5: Identification of areas in the ZDO that could be amended for greater efficiency, including, but not limited to, combining and consolidating multiple zoning districts into one, removing duplicative and vague standards, and simplifying/clarifying the categories/types of allowed uses</p> <p>c) Facilitation of up to 10 “Housing” Focus Groups, including meeting summaries. Focus groups will include discussions with underrepresented communities</p> <p>d) Facilitation of up to 10 “Employment and Commercial” focus groups, including meeting summaries. Focus groups will include business owners, developers and other community-based organizations who may not typically be engaged</p> <p>e) Online engagement tool to be used to gather broader input, including input on appropriate information from Tech Memos 1, 2, 3, and 4</p> <p>f) Meeting coordination, participation, and summaries (6)</p> <p>g) Tech Memo 6: Summary of Engagement</p> <p>h) Summary notes from up to four (4) meetings with Clackamas County staff related to review of ZDO, Comprehensive Plan and Roadway Standards</p> <p>i) Summary notes from two (2) Policy Sessions – One with the Planning Commission and one with the Board of County Commissioners to provide overview of project and process</p> <p>j) Meeting coordination, participation, and summaries (2)</p> <p>k) Facilitation and meeting notes from five (5) focus groups to discuss draft solutions</p> <p>l) Presentation materials for workshops with County staff</p>	<p>September 31, 2025 December 31, 2025 February 28, 2026 May 31, 2026</p>	<p>\$70,400 \$88,000</p>
3B	<p>ZDO Review and Targeted Public Outreach</p> <p>m) Tech Memo 6: Summary of Engagement</p> <p>n) Summary notes from up to four (4) meetings with Clackamas County staff related to review of ZDO, Comprehensive Plan and Roadway Standards</p> <p>o) Summary notes from two (2) Policy Sessions – One with the Planning Commission and one with the Board of County Commissioners to provide overview of project and process</p> <p>p) Meeting coordination, participation, and summaries (2)</p>	<p>February 28, 2026 April 15, 2026</p>	<p>\$17,600</p>

METRO CONTRACT 939065 - EXHIBIT C
Clackamas County ZDO Diagnostic Report | Clackamas County

Continued

4	Draft and Final ZDO Diagnostic Report a) Draft ZDO Diagnostic Report, including information from the six Technical Memos and an Executive Summary b) Facilitation and meeting notes from five (5) focus groups to discuss draft solutions c) Presentation materials for workshops with County staff b) Final ZDO Diagnostic Report c) Meeting coordination, participation, and summaries (8)	March 15, 2026 May 31, 2026	\$73,000
5	Review of Online ZDO Options a) Technical Memo 7: Review of three (3) online ZDO options, with cost estimates	December 31, 2025 January 31, 2026 April 15, 2026 May 31, 2026	\$25,000
6	County Commission Meeting for Project Closeout a) Materials for Staff presentation to the Clackamas County Board of Commissioners to provide a briefing of the findings in the ZDO Diagnostic Report	January 31, 2026 March 15, 2026 June 15, 2026	————— \$
7	Grant Completion Documentation a) Final financial report submitted and backup documentation retained on file as appropriate b) Final reporting on grant performance measures submitted and approved by Metro	February 28, 2026 March 30, 2026 June 30, 2026	\$10,000

METRO CONTRACT 939065 - EXHIBIT C
Clackamas County ZDO Diagnostic Report | Clackamas County

Continued

APPROVED GRANT PROJECT EXPENSE DISTRIBUTION

<p>Changes to the approved expense distribution shown at right must be approved by Metro through an amendment of this Exhibit C.</p> <p>As amended May 12, 2026, up to 20% of grant funds may be used to pay for County staff time to manage and administer the grant.</p> <p>The \$10,000 for staff time shown in this table is an estimate and may be adjusted during final financial reporting, not to exceed \$52,600.</p>	Consultant Fees	\$253,000
	County Staff Time	\$10,000
	Contingency reserves	\$ 0
	TOTAL METRO GRANT FUNDS	\$263,000
	TOTAL CLACKAMAS COUNTY FUNDS	\$0