

May-08

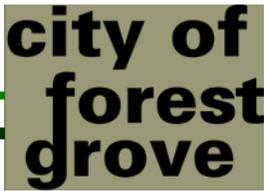
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						3 COUNCIL WS 8am-10am Coffee Hour
				1 EDC Noon	2	
4	5 Planning Comm 7pm CITY COUNCIL WORK SESSION - TBA	6 Fire Bd 8pm	7	8 PAC 5pm	9	10
<i>Truax out</i>						
11	12 CITY COUNCIL 5:30 PM - EXECUTIVE SESS (Labor) 6:00 PM - WORK SESSION (CEP) 7:00 PM - REGULAR MEETING 9:00 PM - WORK SESSION (EnterZone) COMMUNITY AUDITORIUM	13 City Council Police Chief Presentations 6:00 PM - COMM AUD CCI 4pm	14 Water Providers EC 5:30	15 Metro Council Meeting 2:00 PM - Comm Aud	16 Nyuzen Welcome Reception Dinner 6:30pm - Comm Aud	17
<i>Truax out</i>						
18	19 Planning Comm 7pm CITY COUNCIL WORK SESSION - TBA	20 Library 7pm	21 P&R 7am CFC 5:15pm	22 FIRST BUDGET MEETING 7:00 PM - COMM AUD Fernhill Wetlands 6pm	23	24
25 <i>Depart</i>	26 CITY OFFICES CLOSED HOLIDAY	27 HLB 7pm CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	28 PSAC 7:30am	29	30	31

June-08

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Planning Comm 7pm CITY COUNCIL WORK SESSION - TBA	3 Fire Bd 8pm	4 Water Providers CB 7:00	5 SECOND BUDGET MEETING 7:00 PM - COMM AUD EDC Noon	6	7 COUNCIL WS 8am-10am Coffee Hour
8	9 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	10 CCI 4pm	11	12 PAC 5pm	13	14
15	16 Planning Comm 7pm CITY COUNCIL WORK SESSION - TBA	17 Library 7pm	18 P&R 7am CFC 5:15pm	19	20	21
22	23 CITY COUNCIL 7:00 PM - REGULAR MEETING BUDGET - Public Hearing COMMUNITY AUDITORIUM	24 HLB 7pm	25 PSAC 7:30am (TBA)	26 Fernhill Wetlands 6pm	27	28
29	30					

July-08

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Fire Bd 7pm	2	3 EDC Noon	4 CITY OFFICES CLOSED HOLIDAY	5 COUNCIL WS 8am-10am Coffee Hour
6	7 Planning Comm 7pm CITY COUNCIL WORK SESSION - TBA	8 CCI 4pm	9	10 PAC 5pm	11	12
13	14 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	15 Library 7pm	16 P&R 7am CFC 5:15pm	17 Fernhill Wetlands (No Mtg)	18	19
20	21 Planning Comm 7pm CITY COUNCIL WORK SESSION - TBA	22 HLB 7pm	23 PSAC 7:30am (TBA)	24	25	26
27	28 NO CITY COUNCIL MEETING	29	30	31		



FOREST GROVE CITY COUNCIL

Monday, May 12, 2008

5:30 PM – Executive Session (Labor Negotiations)
6:00 PM – Work Session (CEP Projects)
7:00 PM – Regular Meeting
9:00 PM – Work Session (Enterprise Zone Expansion)

Community Auditorium
1915 Main Street
Forest Grove, OR 97116

Forest Grove City Council Meetings are broadcast by Tualatin Valley Community Television (TVCTV) Government Access Programming. To obtain the monthly programming schedule, please contact TVCTV at 503.629.8534 or call the City Recorder at 503.992.3235.

Thomas L. Johnston
Victoria J. Lowe
Camille Miller

Richard G. Kidd, Mayor

Ronald C. Thompson
Peter B. Truax
Elena Uhing

All meetings of the City Council are open to the public and all persons are permitted to attend any meeting except as otherwise provided by ORS 192. The public may address the Council as follows:

→ Public Hearings – Public hearings are held on each matter required by state law or City policy. Anyone wishing to testify should sign in for any Public Hearing prior to the meeting. The presiding officer will review the complete hearing instructions prior to testimony. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Council, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Public Hearing testimony is limited to three minutes unless the presiding officer grants an extension. Written or oral testimony is heard prior to any Council action.

→ Citizen Communications – Anyone wishing to address the Council on an issue not on the agenda should sign in for Citizen Communications prior to the meeting. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Council, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Citizen Communications is limited to two minutes unless the presiding officer grants an extension.

The public may not address items on the agenda unless the item is a public hearing. Routinely, members of the public speak during Citizen Communications and Public Hearings. If you have questions about the agenda or have an issue that you would like to address to the Council, please contact the City Recorder at 503-992-3235.

City Council meetings are handicap accessible. Assistive Listening Devices (ALD) or qualified sign language interpreters are available for persons with impaired hearing or speech. For any special accommodations, please contact the City Recorder at 503-992-3235, at least 48 hours prior to the meeting.

AGENDA

5:30 pm ***EXECUTIVE SESSIONS ARE CLOSED TO THE PUBLIC.*** Representatives of the news media and designated staff may attend Executive Sessions. Representatives of the news media are specifically directed not to report on any of the deliberations during the Executive Session, except to state the general subject of the session as previously announced. No Executive Session may be held for the purpose of taking final action or making any final decision.

The City Council will convene in the Community Auditorium - Conference Room at 5:30 p.m. to hold the following executive session:

In accordance with ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

Paul Downey
Administrative Services
Director

6:00

WORK SESSION: DISCUSS DISTRIBUTION OF FUNDING FOR COMMUNITY ENHANCEMENT PROGRAM (CEP) PROJECTS FOR FISCAL YEAR 2008-09 - *Compilation of Council's Evaluation Scores will be presented at the work session.*

The City Council will convene in the Community Auditorium - Conference Room to conduct the above work session. The public is invited to attend and observe the work session; however, no public comment will be taken. The Council will take no formal action during the work session.

7:00

1. **REGULAR MEETING:** Roll Call and Pledge of Allegiance

1. A. **SWEARING-IN CEREMONY:**

- Community Services Officer

PROCLAMATIONS:

1. B. • Public Works Week
1. C. • Emergency Medical Week

2. **CITIZEN COMMUNICATIONS:** Anyone wishing to speak to Council on an item not on the agenda may be heard at this time. *Please sign-in before the meeting on the Citizen Communications form posted in the foyer.* In the interest of time, please limit comments to two minutes. Thank you.

3. **CONSENT AGENDA:** See Page 4

4. **ADDITIONS/DELETIONS:**

PRESENTATIONS:

7:20 5. A. **KATHRYN HARRINGTON, METRO COUNCILOR DISTRICT 4**

Jon Holan
Community Development
Director

7:40 5. B. **GREAT COMMUNITIES UPDATE**

Tom Gamble
Parks and Recreation
Director

7:55 6. **SECOND READING OF ORDINANCE NO. 2008-02 AMENDING FOREST GROVE CODE SECTION 3.525 SEGREGATION OF REVENUES FOR PARKS SYSTEM DEVELOPMENT CHARGE**

Jeff Williams Interim Police Chief	8:00	7. <u>PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2008-03 ADOPTING PROVISIONS TO ALLOW FOR GRAFFITI PREVENTION, PROHIBITION, AND REMOVAL, AMENDING FOREST GROVE CODE SECTION BY ADDING SECTIONS 5.150 THROUGH 5.180 RELATING TO GRAFFITI PREVENTION, PROHIBITION, AND REMOVAL</u>
Tom Gamble Parks and Recreation Director	8:15	8. <u>PUBLIC HEARING AND RESOLUTION NO. 2008-32 SETTING AQUATIC CENTER FEES AND CHARGES, EFFECTIVE JULY 1, 2008, AND REPEALING RESOLUTION NO. 2007-27</u>
Mayor Richard Kidd	8:30	9. <u>PUBLIC HEARING TO CONSIDER ADOPTING THE CITY MANAGER'S ANNUAL PERFORMANCE EVALUATION CRITERIA, STANDARDS, AND POLICY DIRECTIVES</u>
Michael Sykes City Manager	8:50	10. <u>RESOLUTION NO. 2008-33 APPOINTING A COUNCIL LIAISON TO THE FOREST GROVE SENIOR CENTER BOARD</u>
Jeff King Economic Development Coordinator	9:00	11. <u>WORK SESSION: ENTERPRISE ZONE EXPANSION</u> The City Council will convene in the Community Auditorium to conduct the above work session. The public is invited to attend and observe the work session; however, no public comment will be taken. The Council will take no formal action during the work session.
	9:30	12. <u>CITY MANAGER'S REPORT:</u>
	9:45	13. <u>COUNCIL COMMUNICATIONS:</u>
	10:00	14. <u>ADJOURNMENT</u>

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3. CONSENT AGENDA: Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the Consent Agenda item(s).
- A. Approve City Council Work Session (B&C Interview) Meeting Minutes of April 28, 2008.
 - B. Approve City Council Work Session (Sign Regulations) Meeting Minutes of April 28, 2008.
 - C. Approve City Council Regular and Work Session (Graffiti) Meeting Minutes of April 28, 2008.
 - D. Accept Community Forestry Commission Meeting Minutes of March 19, 2008.
 - E. Accept Economic Development Commission Meeting Minutes of December 18, 2007, January 17, February 7, and March 6, 2008
 - F. Accept Historic Landmarks Board Meeting Minutes of March 25, 2008.
 - G. Accept Planning Commission Meeting Minutes of March 3, 2008.
 - H. Community Development Department Monthly Building Activity Informational Report for April 2008.
 - I. RESOLUTION NO. 2008-31 MAKING APPOINTMENT TO PUBLIC ARTS COMMISSION (KATHY BROOM, AT-LARGE, TERM EXPIRING DECEMBER 31, 2009).

M E M O R A N D U M

TO: City Council

FROM: Paul Downey, Director of Administrative Services
Michael Sykes, City Manager

DATE: May 12, 2008

SUBJECT: CEP Funding Work Session

The City Council has heard the presentations from the applicants for the CEP Grant awards. Councilors have submitted their individual scores and staff have prepared a worksheet showing the scores and the funding available by total and by category. This purpose of this work session is to recommend funding for consideration at the public hearing scheduled for May 27, 2008.

The percentage funding by category is set by Council resolution. If the Council recommends funding projects that is not within the established percentages, staff will prepare an amended funding resolution for the Council to consider at the public hearing.

2008-09 COMMUNITY ENHANCEMENT GRANT APPLICATIONS

PROJECT	PROJECT EVALUATION SUMMARY								AMOUNT REQUESTED				TOTAL
	Uhing	Kidd	Thompson	Lowe	Truax	Miller	TJ	Average	INFRA-STRUCTURE	SOCIAL & EDUCATIONAL	PROMOTION & TOURISM	BEAUTIFICATION	
FG Community Learning Center/B&GC Summer Program	54	43	49	23	44	36	47	42.3		\$ 10,000			\$10,000
Turf Field at High School	45	49	47	26	45	38	60	44.3	\$ 10,000				\$10,000
Youth Empowerment Program	54	40	41	0	44	30	33	34.6		\$ 5,000			\$5,000
CBAP Scholarships	58	39	34	0	47	29	27	33.4		\$ 4,500			\$4,500
HfH Townhouse HVAC Project	34	50	53	38	42	29	28	39.1	\$ 16,000				\$16,000
Sidewalk Chalk Art Festival Enhancement	63	50	59	42	47	37	25	46.1		\$ 1,900	\$1,050		\$2,950
The Forest Grove Farmers Market	58	47	54	41	43	40	22	43.6		\$ 4,000	\$4,500		\$8,500
Early Childhood Education for School Success	62	42	48	0	29	29	21	33.0		\$ 2,500			\$2,500
Housing Rehabilitation	66	43	54	44	36	27	22	41.7		\$ 6,000			\$6,000
TITG Restoration Project	55	34	34	9	41	31	17	31.6				\$6,750	\$6,750
Senior Disaster Preparedness & Sr. Volunteer Enhancement	32	31	38	42	25	0	26	27.7		\$ 2,380			\$2,380
Neighborhoods & CFC Outreach&Public Education	43	47	56	49	44	15	20	39.1		\$ 800		\$4,500	\$5,300
Concession Stand	48	36	31	0	39	41	41	33.7	\$ 4,000				\$4,000
Play Equipment at Willow Park and Elm Park Apartments	59	44	50	0	36	2	34	32.1	\$ 8,000				\$8,000
Backstop/Dugouts at Harvey Clarke Elementary	60	48	44	17	33	48	24	39.1	\$ 6,000	\$ 1,000	\$ 2,000	\$1,000	\$10,000
Holiday Lighting LED Conversion	48	48	42	36	42	42	35	41.9				\$3,000	\$3,000
Downtown First Wednesday Program	63	51	54	42	40	35	21	43.7			\$7,350		\$7,350
Access to the Arts	43	44	47	41	36	16	14	34.4		\$ 6,000	\$4,000		\$10,000
Tom McCall North Field	59	28	54	29	39	34	45	41.1	\$ 18,500				\$18,500
HLB Grant Program	60	52	56	46	42	35	17	44.0		yes	yes	yes	\$10,000
Project Safety Net	58	30	38	41	40	30	25	37.4		\$ 3,700			\$3,700
Restraining Order Advocacy	61	38	47	46	41	31	33	42.4		\$ 5,000			\$5,000
Floor Renovation & Gallery Beautification	63	45	47	50	50	30	30	45.0	\$ 10,000		yes	yes	\$10,000
AT Smith House Foundation Stabilization	53	54	58	48	41	30	16	42.9		\$ 3,000	\$4,000	\$3,000	\$10,000
Ash Street Field Improvement	66	55	52	47	41	24	1	40.9		\$ 1,000		\$1,000	\$2,000
Main Course/Northwest Wine & Food on Main	59	48	40	43	43	41	26	42.9			\$2,500		\$2,500
Hanging Flower Baskets	57	52	55	36	35	29	43	43.9				\$3,150	\$3,150
Hanging Flower Baskets (Add'l baskets from DT Imprvmt Proje	57	52	55	34	41	0	43	40.3				\$5,950	\$5,950
Emergency Overnight Housing	59	37	44		41	34	31	41.0		\$ 2,000			\$2,000
TOTAL REQUESTS FOR 2008-09									\$ 72,500	\$ 56,780	\$ 25,400	\$ 28,350	\$ 195,030
CEP FUNDS AVAILABLE (Metro fee+25% of Fund Balance)									\$ 31,537	\$ 27,032	\$ 18,021	\$ 13,516	\$ 90,107
									35%	30%	20%	15%	

PROCLAMATION
National Public Works Week
May 18 – 24, 2008

WHEREAS, public works services provided in our community are an integral part of our citizens' everyday lives; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs, such as water, sewers, streets and highways, public buildings, and solid waste collection; and

WHEREAS, the health, safety and comfort of this community greatly depends on these facilities and services; and

WHEREAS, the quality and effectiveness of these facilities, as well as their planning, design, and construction, is vitally dependent upon the efforts and skill of public works officials; and

WHEREAS, the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the people's attitude and understanding of the importance of the work they perform.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM THE WEEK OF MAY 18 – MAY 24, 2008, AS

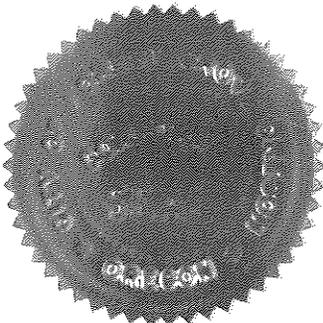
NATIONAL PUBLIC WORKS WEEK

In Forest Grove, Oregon, and calls upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions which public works officials make every day to our health, safety, comfort, and quality of life.

WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Forest Grove, Oregon, to be affixed this 12th day of May, 2008.



Richard G. Kidd, Mayor of Forest Grove



PROCLAMATION

**Emergency Medical Services Week
May 18 – 24, 2008**

WHEREAS, emergency medical services is a vital public service; and

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, the emergency medical services system consist of emergency physicians, emergency nurses, emergency medical technicians, paramedics, firefighters, educators, administrators, and others; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM THE WEEK OF MAY 18 – 24, 2008, as

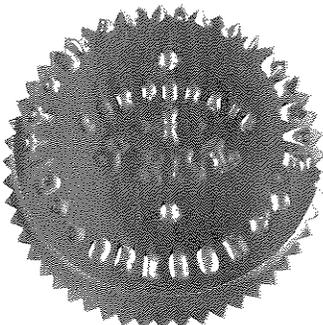
Emergency Medical Services Week

With the theme, *Extraordinary People, Extraordinary Service*, and we encourage the community to observe this week with appropriate programs, ceremonies and activities.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 12th day of May, 2008.



Richard G. Kidd, Mayor of Forest Grove



**FOREST GROVE CITY COUNCIL WORK SESSION
(BOARDS, COMMITTEES, AND COMMISSIONS INTERVIEW)
APRIL 28, 2008 – 6:00 P.M.
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 1**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Richard Kidd called the Work Session to order at 6:07 p.m. **ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Camille Miller, Ronald Thompson, Elena Uhing, and Mayor Richard Kidd. **COUNCIL ABSENT:** Victoria Lowe and Peter Truax, excused. **STAFF PRESENT:** Michael Sykes, City Manager, and Anna Ruggles, City Recorder.

2. WORK SESSION: BOARDS, COMMITTEES, AND COMMISSIONS INTERVIEW

Council interviewed the following applicant for the following positions:

- Kathy Broom, Public Arts Commission

Council Discussion:

Mayor Kidd opened the floor and roundtable discussion ensued pertaining to make a recommendation of appointment. After deliberation, Council made recommendation to appoint Kathy Broom to the Public Arts Commission, term expiring December 31, 2009.

A resolution making formal appointment will be considered at the Council meeting of May 12, 2008.

Council took no formal action nor made any formal decisions during the work session.

3. ADJOURNMENT

Mayor Kidd adjourned the work session at 6:14 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

3B

**FOREST GROVE CITY COUNCIL WORK SESSION
(SIGN REGULATIONS)
APRIL 28, 2008 – 6:15 P.M.
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 1**

Minutes are unofficial until approved by the Council.

1. ROLL CALL:

Mayor Richard Kidd called the Work Session to order at 6:15 p.m. **ROLL CALL:** **COUNCIL PRESENT:** Thomas Johnston, Camille Miller, Ronald Thompson, Peter Truax (arrived at 6:43 p.m.), Elena Uhing, and Mayor Richard Kidd. **COUNCIL ABSENT:** Victoria Lowe, excused. **STAFF PRESENT:** Michael Sykes, City Manager; Pam Beery, City Attorney; Paul Downey, Administrative Services Director; Jon Holan, Community Development Director; Rob Foster, Public Works Director (arrived at 6:40 p.m.); Jeff Williams, Interim Police Chief; and Anna Ruggles, City Recorder.

2. WORK SESSION: SIGN REGULATIONS

Holan facilitated the work session, noting the purpose of the work session was to provide an update to Council about the sign regulations and indicated the discussion focus would be on private use and not public information signs. Holan reported there are certain legal parameters that are centered on the U. S. Constitution free speech clause, noting the U. S. Supreme Court has held that to protect free speech, sign regulations generally must be content-neutral. Beery referenced case law pertaining to signage and context. Holan provided a brief update, as outlined in the his staff report, on the issues pertaining to off-premises signs, temporary signs, sandwich boards, banners, permanent signs, offsite signs within the public right-of-ways, reader board signs, way-finder signs, and signage at the northern entrance and downtown area.

Council Discussion:

Mayor Kidd opened the floor and roundtable discussion ensued pertaining to the various sign regulations, signs within the public right-of-ways (i.e., real estate, political and garage sale signs), signs at the entryways of the City, banner signs, and allowing sandwich boards at designated areas, such as bulb-outs.

Thompson voiced concern and was unsupportive of allowing sandwich boards in a bulb-out due to pedestrian and traffic safety concerns.

Miller voiced concern pertaining to the impact on staff workloads to enforce the sign regulations.

In response to Uhing's concern pertaining to sign regulations requiring Planning Commission approval, Holan referenced Code Section 8.305, Adoption of the

**FOREST GROVE CITY COUNCIL WORK SESSION
(SIGN REGULATIONS)
APRIL 28, 2008 – 6:15 P.M.
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 2**

Uniform Sign Code, noting the Planning Commission is currently required by Code to approve signs that are illuminating or signs that have blinking, flashing or fluttering lights.

Mayor Kidd provided insight pertaining to the various signs located at the City's entryways and reported that a committee has been assigned to review the downtown signage and way-finder signs. In addition, Mayor Kidd suggested holding another work session after the Economic Development Commission has had an opportunity to provide input on the sign regulations.

Council took no formal action nor made any formal decisions during the work session.

3. ADJOURNMENT

Mayor Kidd adjourned the work session at 7:04 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

30

**FOREST GROVE CITY COUNCIL REGULAR MEETING
WORK SESSION: GRAFFITI
APRIL 28, 2008 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 1**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Richard Kidd called the regular City Council meeting to order at 7:15 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Camille Miller, Ronald Thompson, Peter Truax, Elena Uhing, and Mayor Richard Kidd. **COUNCIL ABSENT:** Victoria Lowe, excused. **STAFF PRESENT:** Michael Sykes, City Manager; Pam Beery, City Attorney; Paul Downey, Administrative Services Director; Rob Foster, Public Works Director; Tom Gamble, Parks and Recreation Director; Jeff Williams, Interim Police Chief; Aaron Ashbaugh, Police Captain; Laurie Taylor, Police Records Supervisor; and Anna Ruggles, City Recorder.

1. A. POLICE DEPARTMENT - OATH OF OFFICE:

Williams administered the Police Officer Oath of Office to Stephanie Davies and Ernesto Villaraldo and provided a brief background on each of the newly hired police officers. Mayor Kidd welcomed Davies and Villaraldo to the City.

2. CITIZEN COMMUNICATIONS: None.

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

- A. Approve City Council Regular Meeting Minutes of April 14 2008.
- B. Accept Parks and Recreation Commission Meeting Minutes of March 19, 2008.
- C. Accept Public Safety Advisory Commission Meeting Minutes of January 23, 2008.
- D. Accept Library Department Circulation Statistics Report for April 2008.
- E. Accept Resignation of Stephanie Oppenlander, Public Arts Commission, Term Expiring December 31, 2009.

**FOREST GROVE CITY COUNCIL REGULAR MEETING
WORK SESSION: GRAFFITI
APRIL 28, 2008 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 2**

MOTION: Councilor Uhing moved, seconded by Councilor Johnston, to approve the Consent Agenda as presented. ABSENT: Councilor Lowe.
MOTION CARRIED 6-0 by voice vote.

4. **ADDITIONS/DELETIONS:** None.
5. **PRESENTATIONS:** None.
6. **PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2008-02
AMENDING FOREST GROVE CODE SECTION 3.525 SEGREGATION OF
REVENUES FOR PARKS SYSTEM DEVELOPMENT CHARGE**

Staff Report:

Gamble and Downey presented the above-proposed ordinance for Council consideration, noting the proposed amendment eliminates the segregation of revenues for Parks System Development Charges (SDC). Gamble reported that currently at least 50 percent (50%) of Parks SDC funds collected in each of the City's five Parks and Recreation Planning Districts must be used in the district where the SDC are collected, noting this requirement hampers the City's efforts to improve levels of service in areas where park facilities are less accessible. Gamble noted the Parks and Recreation Commission approved eliminating the segregation of revenues. Gamble introduced Don Ganer, Don Ganer and Associates, Inc., who advised that Oregon law does not require that Parks SDC revenues be spent within any specific proximity to the development from which the SDC revenues are derived. In addition, Ganer advised that ORS 223.307(2) requires that improvement fees may be spent only on capacity increasing capital improvements, and the portion of the improvements funded by improvement fees must be related to the need for increased capacity to provide services for future users.

Questions of Staff:

In response to Miller's inquiry pertaining to the 50% requirement, Gamble provided insight as to why the percentage was set in 1990.

In response to Johnston's concern pertaining to the Parks and Recreation Planning Districts, Gamble advised that the proposed amendment would not eliminate the existing districts.

Before proceeding with the Public Hearing, Mayor Kidd asked for a motion to

**FOREST GROVE CITY COUNCIL REGULAR MEETING
WORK SESSION: GRAFFITI
APRIL 28, 2008 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 3**

adopt Ordinance No. 2008-02.

Beery read Ordinance No. 2008-02 by title for first reading.

MOTION: Councilor Miller moved, seconded by Councilor Truax, to adopt Ordinance No. 2008-02 Amending Forest Grove Code Section 3.525 Segregation of Revenues for Parks System Development Charge.

The second reading of Ordinance No. 2008-02 by title and final vote will occur at the meeting of May 12, 2008.

Public Hearing Opened:

Mayor Kidd opened the Public Hearing.

Proponents:

No one wished to testify and no written comments were received.

Opponents:

No one wished to testify and no written comments were received.

Others:

No one wished to testify and no written comments were received.

Public Hearing Closed:

Mayor Kidd closed the Public Hearing.

7. WORK SESSION: GRAFFITI

Williams facilitated the work session, noting the purpose of the work session was to provide Council an opportunity to review the draft graffiti prevention, prohibition, and removal ordinance. Williams reported the purpose and intent of the proposed ordinance is to provide a procedure for preventing, prohibiting, and removing graffiti in a timely manner on public and private property and to promote a safe and livable community. Williams presented a PowerPoint presentation outlining the notice requirements and abatement procedures and displayed photographs documenting the instances of property damaged by graffiti. In addition, Williams provided a brief report, as outlined in his staff report, on the issues pertaining to graffiti, noting the Police Department documented 16 graffiti incidents in 1990 and, in 2007, 66 incidents were documented.

**FOREST GROVE CITY COUNCIL REGULAR MEETING
WORK SESSION: GRAFFITI
APRIL 28, 2008 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 4**

Council Discussion:

Mayor Kidd opened the floor and roundtable discussion ensued pertaining to the purpose of implementing a graffiti ordinance, assessing a non-compliance fine, victim assistance program, notification requirements, and timely removal of graffiti.

Johnston provided insight pertaining to gang-related graffiti, noting the best deterrent for gang-related activity is quick removal.

Miller pointed out that the Library was recently tagged with graffiti. In response to Miller's inquiry pertaining to the abatement process and property liens, Williams referenced the abatement process, noting the proposed ordinance is consistent with other code nuisances and is subject to lien under Code Section 5.285, Abatement by the City.

Truax suggested seeking input from the Economic Development Commission and Public Safety Advisory Commission prior to any Council action.

Uhing voiced concern of penalizing property owners who have been victimized by graffiti crime and suggested setting aside the fines collected to assist victims with graffiti removal. In response to Uhing's concern, Williams advised that the City would work cooperatively with victims and would assist to remove graffiti, noting Code Section 5.180(4), Graffiti Removal; Notice and Procedures, allows for a hardship if the property owner is unable to remove the graffiti. Williams noted the fine of \$500 would be assessed in instances of non-compliance and after clarification and opportunities have been provided.

Mayor Kidd indicated that graffiti gives a sense of being an unsafe and unlivable community, noting the best deterrent for graffiti is quick removal. Mayor Kidd suggested requiring removal of graffiti within 72 hours, instead of seven to 14-day written notice, for public-owned property and 24 hours for city-owned property, noting local businesses want to see graffiti cleaned up immediately. In addition, Mayor Kidd suggested declaring the proposed ordinance as an emergency at the next meeting of May 12, 2008.

Council took no formal action nor made any formal decisions during the work session.

**FOREST GROVE CITY COUNCIL REGULAR MEETING
WORK SESSION: GRAFFITI
APRIL 28, 2008 – 7:00 P.M.
COMMUNITY AUDITORIUM
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8. CITY MANAGER'S REPORT:

Sykes reported on upcoming events as noted in the Council calendar and reported on other various upcoming local meetings and events. Sykes reported on the budget meeting date changes and reported on the upcoming Police Chief Candidates reception. In addition, Sykes reported on various street projects, Buy a Brick Campaign - Phase Two, and various upcoming local events.

9. COUNCIL COMMUNICATIONS:

Johnston provided an update on events occurring at the Forest Grove School District.

Miller provided an update on the Sister Cities Nyuzen Adult Delegation Visit and reported on other various meetings and events she attended.

Thompson reported on the Arbor Day Run, noting over 100 people participated. In addition, Thompson provided statistical information pertaining to the Forest Grove Senior Center Tax-Aide results.

Truax reported on the Library Commission meeting, noting the Commission reviewed its policy changes. Truax provided a report on the public testimony he provided at the Forest Grove School District Board meeting pertaining to the school-based health center. In addition, Truax reported on other various meetings and events he attended.

Uhing reported she plans to attend the upcoming Economic Development Commission meeting and reported the Historic Landmarks Board is waiting for the Committee for Citizen Involvement to assign its Vision Statement Action Plans. In addition, Uhing reported on other various meetings and events she attended.

Mayor Kidd reported on various Metro and Washington County meetings and tours he attended and upcoming meetings and events he was planning to attend. Mayor Kidd reported the Ironman Triathlon World Championship is considering holding a competition in Oregon. In addition, Mayor Kidd reported on various regional and local issues and upcoming events and reported on various community events.

**FOREST GROVE CITY COUNCIL REGULAR MEETING
WORK SESSION: GRAFFITI
APRIL 28, 2008 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 6**

10. ADJOURNMENT:

Mayor Kidd adjourned the meeting at 9:20 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

3D

APPROVED

COMMUNITY FORESTRY COMMISSION
COMMUNITY AUDITORIUM, 1915 MAIN STREET
WEDNESDAY, MARCH 19, 2008

1. ROLL CALL:

Chair Stephanie Beall called the meeting to order at 5:15 p.m.

Members present: Stephanie Beall, David Hunter, Dale Wiley, Mark Nakajima, Scott Hanselman

Staff: Steve Huffman, Jon Holan

Council Liaison: Ron Thompson

Not Present: Harold Roark, Brandy Dodd

3. APPROVAL OF MINUTES:

It was moved by Dale Wiley and seconded by Mark Nakajima to approve the February meeting minutes. The CFC voted to approve the February minutes as submitted.

4. CITIZEN COMMUNICATION:

There was no citizen communication.

5. PREVIOUS BUSINESS:

- **Sunset Drive Trees Update (Steve Huffman)** – The planting is complete. The “Grand Opening” was held on Friday, March 14, 2008.
- **Significant Tree Register Letter (Jon Holan)** – The letters to are in the mail. Letters went out to every home on the register and to properties recently annexed to the city.
- **Community Grant (Stephanie Beall)** – Stephanie brought a draft of the grant packet for the commission to review. The CFC is asking for funding for Neighborwoods trees, the printing of the Tour of Trees brochure, and for display materials.

8. NEW BUSINESS:

- **Urban Forestry Conference (Stephanie Beall)** - The 2008 Urban Forestry conference is on June 7 at the World Forestry Center. Stephanie asked if anyone on the CFC would be interested in attending funded by the CFC. Several commission members are already attending for work or professional reasons and do not need CFC funding.
- **Progress Report on Filling the City Planner Postion (Jon Holan)** – Jon updated the CFC on the progress in the process to fill the Senior Planner position left vacant by Kerstin Cathcart.

- **Project Reports:**
 - i. **Arbor Day Fun Run / Walk – Brandy** (Stephanie gave update in Brandy's absence)
 - **Route** – Mark still prefers last year's route but offered an option that has the 10K participants doing 2 loops of the 5K route. This avoids the area of safety concern at B Street / Highway 47. The CFC voted to use the two lap of the 5K route.
 - **Proclamation** – Stephanie asked for members of the CFC to be present at the April 14th City Council meeting where the Arbor Day Proclamation will be issued by the Mayor and the City of Forest Grove will be presented with it's 17th Tree City USA recognition.
 - **Extra Meeting** – It was suggested by Scott that the CFC add a second meeting in April just prior to the Fun Run Event to tie up any loose ends. It was moved by Scott Anselman and seconded by Dale Wiley that we add a CFC meeting on April 23, 2008 to focus on the Fun Run – the motion passed and the April 23 meeting was added to the calendar.
 - ii. **Neighborwoods – Dale**
 - Stephanie is working on the grant packet and brought draft for review
 - There are currently no Neighborwoods applications on file.
 - iii. **Street Tree Inventory – David**
 - David will set up time with Pam (Forest Grove Work Study Student) to review the reference notebook before the April meeting.
 - iv. **Register of Significant Trees - Pam**
 - No update at this meeting
 - v. **Farmers Market / Website / Tree City Growth Award – Stephanie**
 - **Farmers Market** - Stephanie has sent an e-mail to the CCI requesting the booth be reserved for the CFC on the first Wednesday of each month June – October.
 - **Website** – No update at this meeting
 - **Tree City Growth Award** – Stephanie checked in with ODF Urban Forester Paul Ries and learned that the addition of an arboretum to the new city park planned for the corner of Thatcher and David Hill would qualify Forest Grove for the Tree City Growth Award. The arboretum element was adopted into the master plan for the new park at the March 10th park planning meeting.
 - vi. **City Wood Ornaments – Steve**
 - Steve reported letter inquiring about the status of the oak sent for milling in 2007 was delivered to the mayor. Upon follow-up it has been discovered that the phone number for the individual supposed to milling the oak has been disconnected.
 - vii. **Tree Tour Guide – Harold**
 - No update at this meeting.
 - viii. **Arbor Day Essay Contest / Commemorative Trees – Mark**
 - **Essay Contest** – Mark reported that the essay contest is on track. Essays will be due on April 18 and the award ceremony is April 29. Stephanie added that the Oregon Department of Forestry will support the event – Paul Ries will help select the winning essay and is checking into potential prizes.
 - **Commemorative Trees** - No update at this meeting.

ix. CFC Online Office / Virtual Tree Tour – Scott

- Scott gave an overview of the overall capabilities of the online workspace in terms of scheduling, to do lists, and file storage. It was moved by Dale and seconded by Mark that the CFC work with the site for another month to see if the group can make use of the full functionality of the site – the motion carried. The CFC will revisit the use of the site at the April meeting and at that time will decide whether to fund a paid subscription (\$12 per month) of the site.

9. **ANNOUNCEMENT OF NEXT MEETING:** Next meeting April 16 2008 at 5:15 pm and special business meeting regarding Fun Run on April 23 at 5:30 pm.

10. **ADJOURNMENT:**

David moved to adjourn the meeting at 6:15 p.m., seconded by Dale – all in favor, motion Carried.

Respectfully submitted by:
Stephanie Beall

APPROVED

3E

Forest Grove Economic Development Commission
Tuesday, December 18, 2007

Meeting Minutes

Attendees: Lois Hornberger, DJ Simcoe, Jack Musser, John Johnston, Mark Frandsen, Randy Roedl, Dick Stenson, Lisa Duncan, Cindy Sturm, Jim Bell., Pete Van Dyke, Brian Wilbur, Janet Lonneker, Don Jones, Alejandro Tecum, Preston Alexander, Jackie Sandquist
City Staff: Michael Sykes, Jeff King.

1. Call to Order

Meeting was called at 12:05 pm by City manager Mike Sykes. Members introduced themselves. City staffer Jeff King asked board members to review the contact list for corrections and to add any alternate names.

2. Citizens Communications

There was none.

3. Approval of EDC summary minutes

Preston Alexander made a motion to pass the minutes, Mark Frandsen seconded the motion. The motion was approved unanimously.

4. Review and Approval of By-Laws

Staff member King distributed two versions of the bylaws. Certain sections were highlighted as a result of wordsmithing requests from the last meetings or issues that have arisen since. Lois Hornberger, a member of the bylaw subcommittee, walked members through the issues. She stated that the main difference between the two was the issue of the recording secretary and who had signing authority over any documents such as minutes and any reports or other documents. One version had a Commission Secretary who was a board member and could co-sign with the chair, in addition there would also be a recording secretary who has staff and did most of the secretarial and recording work. The second version had only a recording secretary who was staff and would co-sign documents with the chair.

Don Jones stated that in the corporate world it was good to have a separate Commission Secretary that could provide independent oversight as well as share in signing records and documents. The board discussed the two options and decided to go with no commission secretary and have the recording secretary, who would be staff, have co-signing authority with the chair. The reasoning was that given the scope of the board and not having a budget or finance decisions, the occasion for signing would be quite limited. In addition, for those occasions where signing is needed they would be vetted through a vote of the board.

The other key issue –the spokesperson role of the chair was kept but with a more coordinated communication role with Council.

Lois then presented a set of bylaws for a vote. Version 1 with the Recording Secretary only was amended with the following passage added as Article V, Section 2, subsection C **“The following position is filled by City staff assigned to the Forest Grove Economic Development Commission is not a member of the board”**. This refers to the recording secretary position.

Lois Hornberger made a motion to approve the bylaws as amended. Mark Frandsen seconded. The motion to approve the bylaws passed unanimously.

5. Election of Officers & Future Meetings

Staff member King presented information on those who were nominated for Chair and Vice Chair. Several board members were nominated but declined due to other commitments. Steve Boone was nominated by several fellow board members and willing to serve if elected. Dick Stenson made a motion to nominate and elect Steve Boone as chair. Brian Wilbur seconded the motion. The motion to elect Steve Boone as chair was approved unanimously.

Two candidates were nominated and accepted consideration for the vice chair position- Don Jones and Lois Hornberger. There was discussion on the floor as to whether to defer voting and get input from Steve Boone on what he would like to do. However it was determined to proceed to make the decision now so as not to burden Steve Boone. Both Don and Lois left the room to allow the board to deliberate. Both candidates were equally respected and strong so it was difficult to determine how to proceed. The board was also reluctant to take a head to head vote. The discussion came down to balance. Private-public balance and gender balance. Steve Boone represented Sake One a private sector company and Lois with Pacific University a non-profit. There was a question of Lois being an alternate and if she would be able to vote on all matters. The bylaws allow for only one member to vote if both the member and alternate are present. However because there will be so few votes, Pacific University member could just defer to Lois if both members are present. John Johnston(JJ) entered a motion to nominate and elect Lois Hornberger as Vice Chair. Dick Stenson seconded the motion. The motion to elect Lois Hornberger as Vice Chair passed unanimously.

As part of this discussion, several members, including the chair had conflicts with the Tuesday date of the meeting. After much discussion as well as some prior email polling by staff, the consensus was to move the meeting to the Third Thursday of the month at noon. Alejandro Tecum stated he would have a conflict with the Thursday time. The board asked that the staff member King sent out an email to confirm the Thursday date as to whether this would be the best fit –as well as to look at some secondary alternatives such as the 2nd or 4th Thursday at noon, 1st or 3rd Monday at noon, or 7:30-9AM in the morning.

6. Mission Statement

Brian Wilbur, as member of the mission statement subcommittee, and representing Steve Boone and the rest of the subcommittee, presented the draft mission statement. Brian said the mission statement was crafted so the economic development and quality of life issues were aligned. Cindy Sturm said it was crafted with flexibility to go in direction the commission wanted. Mark Frandsen said the mission statement should clarify what our job is for the Commission. Discussion continued. Members generally liked the mission statement but were concerned that it also included elements of strategies that go beyond the mission. JJ Johnston said that the mission statement should focus on prosperity and economic development of the City and not detract too much from the core focus, something around "increase prosperity that supports livability". Brian Wilbur asked that members email him with suggestions and the subcommittee will come back with a revised version.

7. SWOT Analysis

City staffer King distributed background information on a SWOT analysis as well as a memo on guidelines on how to proceed with this exercise. Mike Sykes explained the importance of the SWOT in getting information and feedback of the various members perspectives and viewpoints and that the SWOT analysis is the beginning of the strategic planning process. Board members identified various strengths of Forest Grove that is favorable for economic development and prosperity. The items were listed and compiled with these minutes. The Strengths list will be presented at the next meeting for further comment.

Next Meeting

Commission members agreed that the next meeting is to be THURSDAY, January 17th, 2008. The mission statement will be taken up at the next meeting, continuation of the SWOT analysis and determination of future subcommittees.

Approved by the Forest Grove Economic Development Commission:

Date: 2/7/08.

Signed: 

APPROVED

Forest Grove Economic Development Commission
Thursday, January 17, 2008

Meeting Minutes

Attendees: Lois Hornberger, DJ Simcoe, Jack Musser, Melanie Stagnitti, Lisa Duncan, Cindy Sturm, Jim Bell., Pete Van Dyke, Brian Wilbur, Janet Lonneker, Don Jones, Dave Rasmussen, Preston Alexander, Steve Boone, Teri Koerner, Larissa Felty

City Council: Elena Uhing

City Staff: Michael Sykes, Jeff King.

1. Call to Order

Meeting was called at 12:05 pm by EDC Chair Steve Boone

Members introduced themselves. Mr. Boone made some introductory comments.

2. Citizens Communications

There was none.

3. Approval of EDC summary minutes

Lois Hornberger made a motion to pass the December 18th minutes, Jack Musser seconded the motion. The motion was approved unanimously.

4. Distribution of EDC By-laws and final review

EDC staff Jeff King distributed clean copies of the bylaws passed at the last meeting. Lois Hornberger described the changes that were approved-that Recording Secretary would be city staff and the position would not be a board member and that the chair would coordinate with City Council, Mayor, Council liaison or others before presenting commissions view outside of the EDC. Steve Boone then made a motion that the EDC recommend that the City Council formally approve the EDC by-laws as required. Teri made the motion to pass and Lois Hornberger seconded. The motion passed unanimously.

5. Mission Statement

Chair Steve Boone said that he received some very good comments from EDC members on changes to the Mission Statement. Jack Musser commented that he did see the mission statement promoting a welcoming community and education but didn't see community assets and opportunities for youth. Jack added that he didn't know if that was too specific for the mission statement. Steve Boone said on high quality education he will make two bullets instead of one but that some of this should be part of the strategic initiatives in the strategic plan. Lisa Duncan added that there should be the statement 'healthy' families and the word healthier should be added before families. Musser suggested that the last bullet read "A welcoming and healthy community for doing business"

Brain Wilbur made a motion to approve the by-laws with these amendments. Lois seconded the motion. It passed unanimously.

6. Host Introduction –McMenamins

Chair Boone introduced and thanked DJ Simcoe for providing the meeting space and lunch. DJ gave an update on activities at the Grand Lodge. He said they added pizza to the menu and said it was also available in the Compass Room Theatre during movies. He said that McMenamins looks to be more integrated in the community and more active participation. He said that the Grand Lodge has significant growth and sales have been steadily increasing. DJ also briefly talked about future expansion at the Grand Lodge. It would include a 300 seat convention center, 2 new lodging facilities with 40 rooms, a new pub and a wine center built in a tower type design similar to those found in Europe.

Chair Steve Boone discussed a complimentary effort with the Washington County Winemakers Association. He said they discussed the following items during a recent retreat:

- Rebranding and Renaming
- Hiring a part time executive to promote Washington County wineries.
- A belief that Forest Grove has potential as a north gateway and center for wine country.

7. Business License Proposal

The proposed Business License Program was brought before the EDC at the request of Council. Preston Alexander asked how independent contractors would be handled. Cindy Sturm asked if an employer pays for independent contractors as if they were employees. Staffer Jeff King stated that as currently written, an employer would be charged once based on the number of employees there were at a facility. Independent contractors would then not have to purchase a license of their own. The EDC wanted to make sure that the language was clear on this point. Mike Sykes explained that the purpose of this fee was to support public safety and have up to date business owner information in case of emergency, and it would support economic development such as marketing. The start date of the program and how it was calculated was also discussed. Steve Boone mentioned that April 1 is tax time. Steve also said that the formula for calculated employees should be simplified. He suggested that employees working less than 32 hours should be treated as a .5 of an employee while 32 hours or more treated as full time single employee.

Preston Alexander asked if the business license could provide regulatory control if there was a business that did not seem to be desired in Forest Grove. Steve Boone stated that the City would be prohibited from making subjective decisions. Staff Jeff King explained that the business license is for revenue and information gathering purpose and not regulatory. Jack Musser asked if something like a topless bar requested a business license would the City have to issue it. The answer is yes. Steve Boone stated that such a business may not be able to open

because of other permits needed, for example they couldn't get an OLCC liquor permit. Dave Rasmussen wanted both contractors and subcontractors charged in addition to their Metro license.

Teri Koerner made a motion to support the Business License Program concept with 45% of the funds going to public safety, 45% of the funds going to economic development and 10% administration. Don Jones seconded the motion. It passed unanimously.

8. SWOT Analysis

The EDC continued from last meeting with the SWOT analysis. Members listed perceived weaknesses to economic development. Mike Sykes facilitated. Staffer Jeff King will compile the information and distribute at next meeting.

9. Future Subcommittees

Chair Steve Boone discussed establishing two subcommittees to carry forward strategic planning. The first is for the development of the strategic plan, which could be broken down into further committees, and the second is comprehensive branding/marketing. Timelines and milestones will be established for the tasks. There will be further action on naming the subcommittees and tasks at the February meeting.

10. Future Meetings

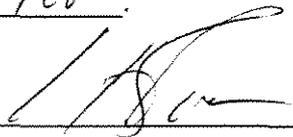
Staffer Jeff King noted that several EDC members will not be able to attend meetings held on the third Thursday. Chair Boone discussed this with the board and it was decided that at this time the First Thursday of the month. Staffer King was instructed to work with Adelante Mujeres to work with their schedule and alternates regarding the Hispanic representative.

The next meeting was set for Thursday, February 7th, 2008 at noon.

The meeting was adjourned by Chair Steve Boone at 1:30 PM

Approved by the Forest Grove Economic Development Commission:

Date: 2/7/08

Signed: 

APPROVED

Forest Grove Economic Development Commission
Thursday, February 7th 2008

Meeting Minutes

Attendees: Lois Hornberger, DJ Simcoe, Jack Musser, John Johnston, Lisa Duncan, Cindy Sturm, Mike Henningsen., Mark Frandsen, Randy Roedl, Brian Wilbur, Janet Lonneker, Dave Rasmussen, Preston Alexander, Steve Boone, Teri Koerner,

City Staff: Michael Sykes, Jeff King.

1. Call to Order

Meeting was called at 12:05 pm by EDC Chair Steve Boone
Members introduced themselves. Mr. Boone made some introductory comments.

2. Citizens Communications

There was none.

3. Approval of EDC summary minutes

Teri Koerner made a motion to pass the January 17th minutes, Cindy Sturm seconded the motion. The motion was approved unanimously.

4. Mission Statement

Steve Boone distributed the revised mission statement. It reflected two changes discussed at the January meeting: 1. added the word youth to make the statement to read "High quality educational opportunities for youths and adults" and split off the "diverse employment opportunities " to it is own statement, and 2. added the word healthy, so the last statement reads "healthy families". JJ was concerned that the primary mission –that of creating economic prosperity was missing. Mike Henningsen stated that the statement read like a mission for the whole city rather than just economic development. Steve Boone explained that quality of life contributes to economic development as well. Jack Musser would like to add the word recreation to be included after the word festivals.

EDC staff Jeff King read the original purpose section of the approved by-laws. The section stated the issues of advancing the local economy and prosperity and developing a strategic plan. Several members supported incorporating these statements into the Mission statement. Steve Boone stated that the language from the by-laws and the word recreation would be added into the mission statement. A revised statement would be brought back to the commission at the March meeting.

5. SWOT Analysis & Prioritization

Commission members each received a sheet containing the list of strengths and weaknesses that they had compiled at the previous meeting. The strengths were

also listed on a large easel pad. Steve Boone asked members to use dot stickers to indicate their top 5 preferences. The stickers were weighted so the most important strength was worth 5 points and then declined 4-3-2-1. After this step was completed, Mr. Boone asked members to indicate the top 5 weaknesses on their sheets and forward them to ED staff King. The number 5 means the highest rated weaknesses. Mr. Boone asked that Mr. King compile the results for the next meeting. He then stated that the March meeting would cover the rest of the SWOT analysis –opportunities and threats.

6. Strategic Planning & Subcommittees

Mr. Boone proposed 6 subcommittees to develop the strategic plan and would like 3-5 members on each committee. The development of objectives from each committee is critical. Chairs for each also should be named. Cindy Sturm asked if members would each serve on just 1 subcommittee. Steve responded that members may serve on more than 1 but everyone should be on at least one. He said he would like a timeline of about 2-3 months and would like to for each subcommittee to begin with developing some quick bullet points for feedback from the main EDC commission. From there, more detail and hard data should be developed. Steve stated that what should be covered is. 1. Needs/Objectives 2. Considerations 3. Actions. Brian Wilbur was concerned whether the mission statement matches up with the subcommittees. For example where would education and health go. Steve stated that the subcommittees should look at the mission statement and see where they fit or what they can take on and bring back comments on what might be missing. The key will be developing objectives that are actionable and doable he added. Mike Sykes stated that periodic review is underway in the City. He said that land use should be added as it impacts industrial development. JJ said he is concerned with metro issues on land use and its impact. It was decided that land use issues and planning should be added to the Infrastructure Needs Subcommittee. Mike Sykes asked where industrial recruitment is on the subcommittee list. It will be added to both Industrial Sector Development and Branding and Marketing subcommittee.

Lois Hornberger said that short term items that were affordable and practical were important but also include other issues that may be longer term because they are big issues that would have an important impact. JJ agrees. He said all the items on the weakness list won't come to fruition even if expensive if we can do some brainstorming if we can work to address them. Lois gave an example of the Hwy 47 bypass/truck route. It finally happened even if it took 20 years to get there. Mike Sykes stated that City staff can be resources. He said Rob Foster in engineering can help look at industrial signage issues. JJ said that we shouldn't get bound up in just tactics rather than strategy. Mike Henningsen asked what is the deliverable for each subcommittee. Mark Frandsen said that there should be some prioritization. Steve Boone: deliverables are priority projects that are affordable and doable within a timeline. Mike Sykes said that City staffers can be assigned to the subcommittees so that EDC doesn't go back to Council with

something we already know. Steve: said that he likes offer of coordinating with City staff. There also need to be accountability is this process.

Mr. Boone asked if we can complete this in three months. Brian Wilbur said that if we don't we will lose too much momentum. Steve Boone discussed a deadline of the end of May. The subcommittees are as follows:

Branding & Marketing: Teri Koerner, Chair; DJ Simcoe, Jack Musser, Steve Boone, Brian Wilbur, Lisa Duncan

Infrastructure Needs: Dave Rasmussen, Chair; Mark Frandsen, JJ Johnston, Mike Henningsen, Janet Lonneker

Workforce & Training: Lois Hoernberger, Chair; Jack Musser, Jackie Sandstrom, Melanie Stagnitti

Industrial Sector Development: Janet Lonneker, Chair; Mike Sykes, Randy Roedl, Dave Rasmussen, Preston Alexander

Retail/Commercial Development & Infill: Preston Alexander, Chair; Dave Rasmussen, Randy Roedl, Steve Boone

Business Retention/Small Business Strategies: Janet Lonneker, Jeff King

7. Staff Communications

ED staff Jeff King discussed the Business License Fee proposal. He said that staff continues to revise the proposed ordinance. There will be a general public hearing at the February 11 Council meeting and that there will be a future first reading that will be re-held due to the substantial revisions.

8. March Meeting

Steve Boone stated that the next meeting will be Thursday, March 6th at 12:00 noon at McMenamins Grand Lodge. The general meeting date is the First Thursday of each month.

The meeting was adjourned by Chair Steve Boone at 1:25 PM

Approved by the Forest Grove Economic Development Commission:

Date: March 6, 2008

Signed: Steve Boone

APPROVED

Forest Grove Economic Development Commission
Thursday, March 6th 2008

Meeting Minutes

Attendees: Lois Hornberger, Don Jones, Melanie Stagnitti, Jim Bell., Mark Frandsen, Brian Wilbur, Jackie Sandquist, Dave Rasmussen, Preston Alexander, Alison Brown.

Council Liaison: Elena Uhing

City Staff: Jeff King.

1. Call to Order

Meeting was called at 12:08 pm by EDC Vice-Chair Lois Hornberger. Ms. Hornberger made some introductory comments.

2. Citizens Communications

There were none.

3. Approval of EDC summary minutes

Mark Frandsen made a motion to pass the February 7th minutes. Jim Bell seconded the motion. The motion was approved unanimously.

4. Mission Statement

The revised mission statement was distributed that included minor changes agreed upon that the board suggested at the February meeting. The version was reviewed and a motion was made to formally adopt the mission statement. Don Jones made a motion and Jim Bell seconded. It was approved unanimously.

5. SWOT Analysis & Prioritization: Opportunities and Threats

Most of the meeting was spent identifying Opportunities and Threats. Mark Frandsen stated that he would like to see the SWOT completed first so that it could better inform and guide subcommittee. A list of both opportunities and threats were identified. EDC staff Jeff King would prepare the list and resend to all members, particularly those not present, to add additional items.

6. Strategic Planning & Subcommittees

Nearly all of the subcommittees had not met yet, so there was no report. Preston stated that he would like Rob Foster, City Engineering Director to be included in subcommittee work. Preston added that better signage and identity was needed. EDC staff King replied that the intent was to get various City staff assigned to assist and be included as needed. Elena Uhing said that a legislative agenda should be a high priority to help push forward both short and long term Forest Grove goals identified.

7. Expansion of Enterprise Zone to Cornelius

The City of Cornelius asked Forest Grove to extend the enterprise zone to Cornelius. EDC staff King passed out a proposed map. King stated that Forest Grove would not market Cornelius sites. King also explained that Forest Grove maintains continued advantages such as low power and water costs and a person dedicated to respond to leads. The spirit of cooperation would also be an upside as Forest Grove needs Cornelius as an ally on many other common issues such as land use. There was not sufficient time to fully discuss this topic so it will be brought back to the April meeting.

8. Forest Grove Employment and Training Center is threatened

Jackie Sandquist alerted the EDC that she recently received an RFP from WorkSystems, Inc. (WSI) for operation of workforce training programs. PCC has generally been the provider in this region. Jackie said that WSI would offer computers for an access center but no staff or rent. This would force the current Forest Grove center to close as Oregon Employment Department, one of the other partners could not keep the center open. 350-500 people receive workforce training serves and hundreds more get career search and assistance. The impact to the community, particularly those of lower income, many of whom have transportation barriers, would be significant. The RFP is due to WSI in mid-late April. The board discussed the issue and agreed to write a letter urging WSI to keep the Forest Grove center open. Brain Wilbur made the motion to write a letter of support. Don Jones seconded the motion. It passed unanimously. Jackie would work with Jeff King in preparing the letter.

8. April Meeting

Lois Horberger stated that the next meeting will be Thursday, April 3rd at 12:00 noon at McMenamins Grand Lodge. The general meeting date is the First Thursday of each month.

The meeting was adjourned by Vice Chair Lois Hornberger at 1:35 PM

Approved by the Forest Grove Economic Development Commission:

Date: 4/3/08

Signed: [Signature]

3F
APPROVED

Members Present: George Cushing, Kevin Kamberg, Claude Romig, Jon Stagnitti, Margie Waltz-Actor
Members Excused: Cindy Kistler, Neil Poulsen
Staff Present: James Reitz
Council Liaison: Elena Uhing
Citizens Present: 10

1. **Call to Order:** Stagnitti called the meeting to order at 7:05 p.m. **The February 26, 2008 meeting minutes were approved as submitted.**
2. **Citizen Communication:** Four Boy Scouts and three troop leaders from Troop 159 were in attendance to observe the HLB in action. They were encouraged to participate in the discussion, and several of the boys asked questions about how the Board functions as well as about the Khoury project.

Martha and Nader Khoury presented their preliminary plans for an addition to their home at 2328 18th Avenue. Stagnitti advised that he had seen the plans and had discussed them with the Khourys, both as a Realtor and as a neighbor. They showed photos and plans for the addition. It appeared that it would be a compatible addition. The Board agreed that the plan looked agreeable and gave preliminary approval. Reitz will follow-up with the Khourys to have them file a formal design review application.

3. **Action Items/Discussion:**

- **Southside District:** Kim Fitzgerald updated her efforts and discussed some characteristics of the area. She mentioned that a "historic contributing" structure normally has its original materials and character. "Non-contributing" factors include changes such as large additions, new windows and/or siding changes. She advised that half of the district must consist of contributing structures and that as proposed, the district would have about 56% contributing, a very good percentage. She reported that SHPO staff had recommended a period of significance through 1950. Fitzgerald mentioned that about 43% of the homes are considered Modern (approximately WW II vintage). Reitz reported that no one had responded to the letter sent out to the owners and residents about the new district.
- **Spring (May) Newsletter:** Romig said that articles are needed by the April meeting. He will do an article on renovation grants done in the past year or possibly trends over the last 10 years.

The Board then discussed the Leilah B. Smith house shingle article in the Winter issue. The headline referred to "rustic wooden shingles". A lot of effort went into the research on the correct shingles for the house in the recent reroofing project that the Board helped fund. The house has wooden shingles that are correct and use of word "rustic" was not correct. Cushing will prepare a correction to be placed in the next issue.

- **Clark District Design Guidelines:** Due to Poulsen's absence, this item was continued to the next meeting.
- **Website Review:** Uhing advised that the City is willing to look at the web site and very possibly change the Board's page to more closely resemble the original design.
- **Officer Elections:** By unanimous consent, the Board extended the existing slate of officers (Stagnitti-Chair, Cushing-Secretary).

- **A. T. Smith House Renovation Grant:** The Board discussed and then concluded that the response from FHFG was still not as detailed as they had requested. Reitz said he would send a letter explaining what was needed with a response required before the next meeting.

4. Old Business/New Business:

- **Council Liaison Update:** Uhing reported that the CEP applications were available; and that the Council had adopted goals to promote sustainable growth. Stagnitti said that he had submitted an application for \$10,000.
- **Staff Update:** Reitz reported that the CLG Grant will only be \$10,500 and that all applicants statewide, regardless of the scale of their projects, got the same amount. He had already written a letter to SHPO expressing concern with the one-size-fits-all approach to awarding grants.
- **April 22 Agenda:** Items on the agenda include the Clark District Guidelines, Southside District, and the A. T. Smith house renovation grant. Reitz reminded everyone that the meeting will be held on the fourth Tuesday.
- **Other:** Stagnitti suggested that the Board consider a change to the grant procedures to better encourage people trying to return a non-contributing house to contributing. His idea was to offer grants for additional projects that would be held until completion of the final project. Reitz had concerns about record-keeping and the probability of extending grants over possibly multiple years. The Board agreed to take the matter under advisement.

5. Adjournment: The March 25, 2008 meeting adjourned at 8:31 p.m.

These minutes respectfully submitted by George Cushing

APPROVED

36

**PLANNING COMMISSION MEETING MINUTES
FOREST GROVE COMMUNITY AUDITORIUM CONFERENCE ROOM
March 3, 2008 –7:00 P.M. PAGE 1 of 6**

1. CALL TO ORDER:

Chairman Beck called the meeting to order at 7:05 p.m. **Planning Commission Present:** Tom Beck, Al Miller, Ed Nigbor, Luann Arnott, Lisa Nakajima and Cindy McIntyre. **Absent:** Carolyn Hymes. **Staff Present:** Jon Holan, Community Development Director; Marcia Phillips, Assistant Recorder.

2. PUBLIC MEETING: (7:05 pm)

Ed Nigbor arrived at 7:06 pm.

2.1 PUBLIC COMMENT PERIOD FOR NON-AGENDA ITEMS: None.

2.2 PUBLIC HEARING: (7:07 pm)

Variance Number VAR-08-02: The LDS Church, as applicant, is requesting a variance to the Zoning Ordinance to allow a 68-foot steeple in the R-10 Single-Family Residential zone, which has a height limit of 35 feet. The proposed church will be located at 3661 Brooke Street. (Washington County Tax Lot Number 1N425DB-100 trough 4300)

Chairman Beck read the hearing procedures, and asked for disclosure of any conflicts of interest, ex-parte contacts, bias or abstentions. There were none, and no challenges from the audience. The only person in the audience was the applicant.

Chairman Beck opened the public hearing at 7:07 p.m., and called for the staff report.

Mr. Reitz stated that the LDS Church previously came before the Planning Commission requesting a Conditional Use Permit to build a church. The Conditional Use Permit was approved. The applicant is now coming before the Planning Commission to request a variance to build a 68 foot steeple in the R-10 residential zone district. The question before the Commission is steeple height.

The Zoning Ordinance imposes conditions on development, and this includes height limits. Residential zones in Forest Grove are the only zones that have height limits. The Zoning Ordinance actually limits what the Planning Commission can do. The height limit in the R-10 zone is 35 feet, with an exception for chimneys, antennas and other specified structures which can be up to 50 feet in height. Steeples are not included in the exceptions.

Mr. Reitz explained that he asked Mr. Cottle, applicant, to address the variance criteria. The applicant's response is included in the Commissioners' packets. Mr. Reitz said that what it really comes down to is how the applicant addresses the criteria. There must be some special feature of the site which would warrant the

**PLANNING COMMISSION MEETING MINUTES
FOREST GROVE COMMUNITY AUDITORIUM CONFERENCE ROOM**

March 3, 2008 –7:00 P.M.

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variance. Staff's analysis is that the church site has a grade of 5% or less, is rectangular in shape, and has no topographical restrictions. It does not appear that, with the criteria in mind, the applicant has provided a reason for the variance. Reitz read the criteria. A height variance is hard to justify based upon the land itself.

Mr. Holan said other places in the City in residential zones would have the same criteria. He said it is about the property, not about the use. Staff's analysis is that variances need to be for unusual land, land that could not be developed without the variance. The LDS church property could be developed without the variance. The question is how tall of a structure should be allowed in the R-10 zone. Planning has become very legalistic. Findings must be correct and defensible. A lack of constraints on the site would be a reason the variance could not be granted.

APPLICANT:

Mark Cottle, PO Box 1124, Sherwood, OR 97140. Mr. Cottle stated that last week staff said a 50 foot steeple height was acceptable. Since then staff has attempted to interpret the City's zoning code. Mr. Cottle did not agree with staff's interpretation of the code. He stated that under staff's interpretation it is impossible to meet the criteria, so it is impossible to build.

Mr. Cottle said the church site sits at the bottom of a hill off of Thatcher Road. The variance to allow a 68 foot steeple is being requested because it looks better. The code is designed to have compatible uses next to each other. Churches are allowed in residential zones, churches have steeples. People should be allowed to do what they want as long as it does not infringe on other peoples rights.

Mr. Cottle said staff's interpretation is not correct that the City Council who originally accepted this zoning ordinance did not include steeples because they must have meant to exclude them. The Council wrote variances to be open ended to allow flexibility. Staff is being too legalistic.

Commissioner Nakajima asked whether LDS has built any churches without steeples.

Mr. Cottle explained that years ago the church tried building steeples on the ground, but the steeples did not do what the church wanted them to do, so all of these steeples are being retrofitted.

Chairman Beck said that this church could be built in any other zone in the city with no height restrictions, so denial of the variance would not be a restriction of religious rights.

Mr. Cottle stated that the church needed a large site and looked at industrial land, but staff told the church that there is very little industrial land in Forest Grove, so

**PLANNING COMMISSION MEETING MINUTES
FOREST GROVE COMMUNITY AUDITORIUM CONFERENCE ROOM**

March 3, 2008 –7:00 P.M.

PAGE 3 of 6

rezoning to allow a church would not be encouraged.

Chairman Beck said the criteria say that the applicant must have no control over the circumstances.

Mr. Cottle stated that the church is located in the very lowest point in the area. The church has no control over where the land is located. The physical nature of the property is beyond the control of the applicant.

Chairman Beck said where the church is located is within the applicant's control.

Mr. Cottle said that staff is asking the Planning Commission to look at the physical properties of the site. The site sits at the bottom of the hill. Compared to the vicinity the site is lower.

OPPONENTS: None.

OTHER: None.

REBUTTAL: The applicant said he did not want to make a rebuttal.

Chairman Beck closed the public hearing at 7:47 p.m.

Commissioner Miller made a motion to deny VAR-08-02. The Commissioners were reluctant to second the motion.

COMMISSION DISCUSSION:

Miller: I have never heard anyone say that being at the bottom of a hill is a hardship.

Beck: There is not much of a hill. It is basically a flat piece of property. It would be difficult to come up with findings to support a variance.

Nakajima: The hardship is created by the zoning, because in every other zone a church steeple would be allowed with no height restrictions.

Beck: None of the Commissioners want to deny the variance, but there are no findings to back it up.

Nakajima: The findings could state that churches are allowed in the R-10 zone, churches come with steeples, and there is a precedent of an 85 foot steeple on a church in our community.

Beck: The criteria state the hardship must be something out of the applicant's control. The location of the church is within the applicant's control. The Planning Commission is not a policy making body. The Commission must follow and

**PLANNING COMMISSION MEETING MINUTES
FOREST GROVE COMMUNITY AUDITORIUM CONFERENCE ROOM**

March 3, 2008 --7:00 P.M.

PAGE 4 of 6

enforce the rules that are in place. The City Council, because the members are elected, can determine policy.

Mr. Holan clarified that it would only go up to the City Council if the applicant appealed.

Nakajima seconded the motion. The Commissioners wanted to make comments to be included in the findings.

Commission Comments:

Nigbor: I am forced to vote yes on the motion to deny the variance because I do not feel that the Zoning Ordinance, as worded, covers large churches with steeples such as this. If the code allowed, given the size of the structure and parking lot and the amount of landscaping the church is doing, a steeple could be built to 68 feet as the applicant is requesting.

McIntyre: I think the variance should be approved. I believe we could find a hardship with this property, because the property lies at the bottom of the hill. This may be a hardship that can be attached to the property; in addition to the point Commissioner Nakajima made that churches are allowed in this zoning area.

Arnott: I will vote to deny the variance, because there are no criteria to support the variance. As a neighbor of the church, I prefer the taller steeple. I want the City Council to look very hard at the matter and try to make it happen for our community.

Miller: I will vote to deny the variance. Looking at what is believed to be the intent of the criteria, I cannot write findings of fact to support the criteria. The other things the Commission discussed, such as appearance, are not a part of the criteria. The Commission must come up with findings to support granting the variance, and I do not think we are there yet.

Nakajima: It goes against my grain to deny the variance, but the criteria that the Commission has factually before it has not been met. I disagree with staff's assumption that steeples were considered at the time the ordinance was put in place, and just not included in the exceptions. I disagree because there is no wording in any of our code that discusses steeples. Churches are allowed in residential zones, steeples and churches go together. On record, I am not opposed to a 68 foot steeple in this circumstance for a building of this size.

Beck: I want to make it clear that the Planning Commission is in favor of treating church steeples as one of the exceptions in the Zoning Ordinance to

**PLANNING COMMISSION MEETING MINUTES
FOREST GROVE COMMUNITY AUDITORIUM CONFERENCE ROOM**

March 3, 2008 –7:00 P.M.

PAGE 5 of 6

the 35 foot rule and allow steeples to go to 50 feet. I will not vote to approve the variance, because the criteria have not been met.

Cottle: Are you, as part of your findings of fact, asking the City Council to look at churches and steeple height in regards to the variance and how they apply? Are you recommending that they review that issue?

Beck: I think the answer is probably yes. If you appeal, which I assume you will, you will raise that issue with them to make sure they consider it.

The motion to deny Variance VAR-08-02 passed 5-1, with the Commissioner's comments to be added to the findings. (8:30 pm)

3.0 BUSINESS MEETING:

3.1 APPROVAL OF MINUTES: Minutes from the February 18, 2008, meeting were approved with one correction to change the date from January 7th to February 18, 2008.

3.2 REPORTS FROM COMMISSIONERS/SUBCOMMITTEES: None.

3.3 DIRECTOR'S REPORT:

Mr. Holan explained to the Commission that churches are not allowed in industrial areas. The discussion with the LDS church was to rezone a portion of industrial area to allow the church to be built. The church looked at the Davidson property which is zoned Light Industrial. Staff's response was that the church could file for a rezone, but staff was not sure it could support the application due to the lack of land zoned Light Industrial.

Commissioner Miller asked if the Commission needs to propose a change to the zoning code.

Mr. Holan said steeples need to be included in exceptions, which would be a policy clarification. If churches are allowed in residential zones, it is reasonable to expect a steeple height of more than 35 feet. A bell tower could present another possibility for an exception. This could be looked at as part of the development code. For example the code could allow a 45% cone from the property lines.

Mr. Reitz said there is a possible variance coming for the new Taco Bell similar to the variance for the Jack-In-the-Box service lanes. However, the Taco Bell property is large enough that the site could be redesigned to accommodate 15 foot service lanes, and may be handled that way.

**PLANNING COMMISSION MEETING MINUTES
FOREST GROVE COMMUNITY AUDITORIUM CONFERENCE ROOM**

March 3, 2008 –7:00 P.M. **PAGE 6 of 6**

It might be possible to schedule annual training with the City's Land Use Attorney for the second meeting in March.

Chairman Beck said he will not be available for the April 7th meeting.

3.4 ANNOUNCEMENT OF NEXT MEETING: Next meeting date to be determined.

3.5 ADJOURNMENT: The meeting was adjourned at 9:40 p.m.

Respectfully submitted by:
Marcia Phillips

MONTHLY BUILDING ACTIVITY REPORT

3H

APRIL

2007 - 2008

	April Zero-Seven		April Zero-Eight	
	# Of Permits	Value	# Of Permits	Value
Man. Home Setup	3	1 Temp Sales Trailer 2 M/H Placements		N/A
Single-Family-New	14	3,537,369.30	17	4,737,133.22
SFR Addition & Alt/Repair	6	102,639.60	5	64,797.22
Multiple-Family-New/Alt	1	12,588.00	4	162,214.23
Group Care Facility			1	9,940.00 (extend sprinkler system)
Commercial New			1	400,000.00
Commercial Addition	2	48,185.00	1	2,000.00
Commercial Alt/Repair	1	2,150.00	2	60,000.00
Industrial New				
Industrial Addition				
Industrial Alt/Repair	2	10,100.00		
Gov/Pub./Inst. (new/add)				
Signs & Grading			2*	2,700.00 (grading turf field)
Demolitions	5	1 Commercial 2 Carport/Garage 2 SFR	2	1 Commercial Bldg. 1 SFR
Total	34	\$3,713,031.90	35	\$5,438,784.67

* 1 sign-1 grading

FISCAL YEAR, TOTAL TO DATE

2006-2007

2007-2008

Permits:	223	Value:	\$32,083,920.35	Permits:	213	Value:	\$37,144,205.30
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RESOLUTION NO. 2008-31

**RESOLUTION MAKING APPOINTMENT
TO THE CITY OF FOREST GROVE
PUBLIC ARTS COMMISSION**

WHEREAS, the City of Forest Grove has provided for a Public Arts Commission; and

WHEREAS, Resolution Number 2006-10 provides that vacancies on City Advisory Boards, Committees, and Commissions brought about by resignation or removal shall be filled by appointment to fill the term of that seat by the City Council; and

WHEREAS, the City Council has received an application from a citizen desiring to serve on the Public Arts Commission, and subsequently interviewed the citizen making application for service on this Commission; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS
FOLLOWS:**

Section 1. That the following person is hereby appointed to the City of Forest Grove Public Arts Commission for the following term (new appointment noted in **CAPS AND BOLD**):

<u>Last Name</u>	<u>First Name</u>	<u>Term Expires</u>	<u>Voting Representative</u>
Alderson	Julie	December 31, 2010	Pacific University
BROOM	KATHY	December 31, 2009	AT LARGE
House	Donna	December 31, 2009	Valley Art Association (Primary)
Leatham	Kathleen	December 31, 2009	Forest Grove Senior Center
McIntyre	Cindy	December 31, 2008	Theater In The Grove
Pich	Victoria	December 31, 2008	At Large
Schmitz-Thursam	Patty	December 31, 2010	Chamber of Commerce
Taylor	Linda	December 31, 2010	At Large
Thias	Philip	December 31, 2008	Forest Grove School District
Truax	Pat	December 31, 2009	Valley Art Association (Alternate)

Section 2. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 12th day of May, 2008.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 12th day of May, 2008.

Richard G. Kidd, Mayor

5A



District 4 Quarterly Exchange

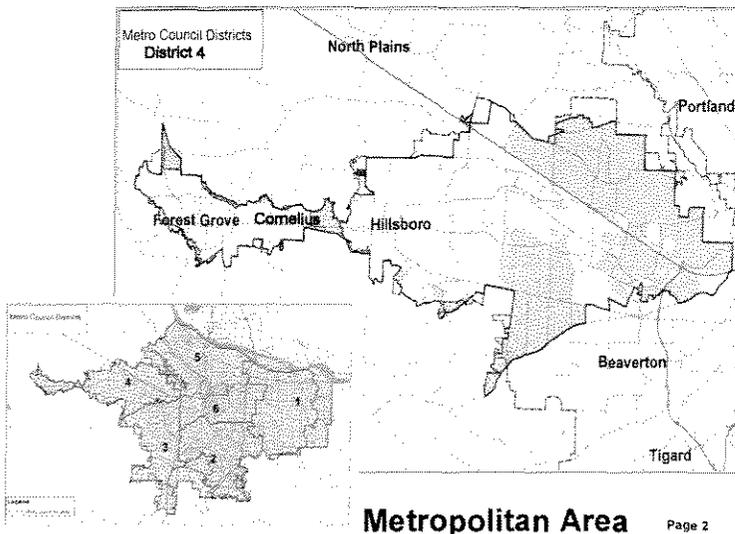
Forest Grove City Council
May 12, 2008

Metro Councilor Kathryn Harrington



METRO
SOUND PLACES
FOR PEOPLE

Metro: Regional Government District 4



METRO
SOUND PLACES
FOR PEOPLE

Q2 - Quarterly Exchange

- Making the Greatest Place – update
- Business Recycling Requirements proposal
- Natural area purchases in District 4
- Integrating Habitats Design Competition
- Upcoming: ways to participate
- Your input – our dialogue



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METROPOLITAN
TRANSPORT ORGANIZATION

Page 3

Making the Greatest Place: Four Tracks

- Focus Investments, Regional Strategy
 - Gathering information at regional scale
- Performance-based Growth Management
 - Working on a criteria-based system for measuring success of development inside the UGB
- Urban and Rural Reserves
 - Reserves steering committee
 - working to identify study areas
- Regional Transportation Planning
 - 2035 RTP - State component
 - Look at investments needed to achieve 2040 goals
 - Consider 30-year funding strategies for implementation
 - Complete in fall 2009



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METROPOLITAN
TRANSPORT ORGANIZATION

Page 4

Making the Greatest Place: Performance-based Growth Management

- Looking at many factors that influence where growth occurs
- Seeking to base our growth management decisions on regional values, rather than arbitrary land supply requirements
- Creating a deliberative process that evaluates the successes or shortcomings of different growth strategies
- Local governments have a direct impact



METRO
METROPOLITAN
TRANSIT AUTHORITY

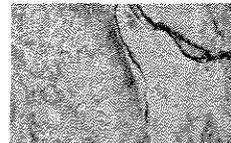
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Making the Greatest Place: Performance-based Growth Management

- Performance can include:
 - Choice of many transportation options close to homes, businesses
 - Accessibility to nature, open spaces
 - Other factors
- Performance can be affected by:
 - Public and private investment
 - Local zoning decisions
 - Other factors
- Draft resolution to MTAC and MPAC in May, Council consideration in late June.

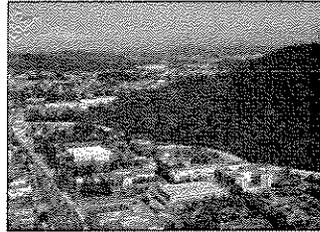


METRO
METROPOLITAN
TRANSIT AUTHORITY



Making the Greatest Place: Urban and Rural Reserves

- Collaborative process among Metro, Multnomah, Washington and Clackamas counties to identify areas to accommodate future growth and protect valuable farm and forest land and natural areas that define the character of this region
- Rural Reserves:
50-yr. forest and farmland
- Urban Reserves:
meet urban growth needs



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METRO
MULTNOMAH
WASHINGTON
CLACKAMAS

Reserves Timeline

- Phase 1 (underway): Establish Committees and Public Involvement Process
 - To learn about opportunities for public input throughout all phases, visit www.metro-region.org/reserves
- Phase 2: Develop Reserve Study Areas
 - Reserves Steering Committee identifies broad study areas for reserve designations based on input from counties and other information
- Phase 3: Analyze Reserve Study Areas
 - Preliminary reserve areas recommended
- Phase 4: Recommend Reserve Designations
 - Reserve areas recommended via intergovernmental agreements
- Phase 5: Adoption of Urban and Rural Reserves
 - Metro designates urban reserves; Counties designate rural reserves



METRO
MULTNOMAH
WASHINGTON
CLACKAMAS

Local Reserves Process

- Washington County Urban and Rural Reserves Coordinating Committee
 - Just started meeting
 - Organizing to provide input to the Reserves Steering Committee
 - Meets the first Monday of each month, 1:30 – 3 p.m. at the Beaverton Library



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TRANSPORTATION DISTRICT

Page 9

Business Recycling

- Proposal to meet the regional recovery rate of 64%. Business recycling identified as 1 of 3 areas for improvement
- Proposal: Move from voluntary to required
 - Require local businesses to recycle all paper and certain plastic, aluminum and glass containers: essentially the same material as residents.
 - Requirements would be phased in and businesses would have a grace period to comply
- Education and technical assistance will continue to be available



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METROPOLITAN REGIONAL
TRANSPORTATION DISTRICT

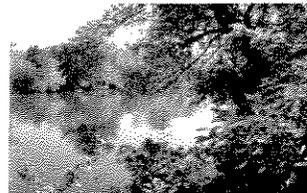
Business Recycling Benefits

- Consistent service standards
 - Level playing field for all businesses
- Potential cost savings and revenue
 - Disposal costs can decrease as recycling increases and recyclables can be sold
- Increased supply to local recyclers
 - Support Oregon paper mills
- Reduced environmental impact
 - \$10.2 million environmental benefit for 80,000 tons of additional recovery
- Public preference
 - Surveys show residents' support
- For more information, visit www.metro-region.org/businessrequirements

Page 11

Natural Areas Program Acquisitions

- Three Metro regional acquisitions, 234 new acres in Washington County in 2007
 - Tualatin River Greenway and Lower Tualatin River Headwaters
 - Dairy/McKay Creeks Confluence (tributaries to the Tualatin River)
 - Chehalem Ridgetop to Refuge
 - For more information, visit www.metro-region.org/naturalareas



Integrating Habitats Design Competition

- 107 entries from around the world
- 3 design categories
- 6 distinguished jurors
- 650 people celebrated on Feb. 26
- www.metro-region.org/integratinghabitats



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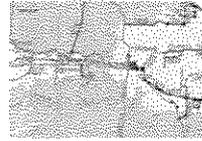
Coming up... Ways to Participate

- Transportation Speaker Series:
 - Oliver Jones on Sustainable Transportation Policy Making:
 - DVD available upon request
 - Stay tuned for future speakers!
- MPAC consideration of Performance-based Growth Management
 - Scenarios on April 9; resolution May 14
- I-5 to Highway 99W Connector Project
 - Community Forums in mid-June with evaluation of six corridor alternatives; visit www.i5to99w.org

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Coming up... Ways to Participate

- Metro Council meetings on the road!
 - Forest Grove, 2 p.m. Thursday, May 15
 - *We are looking forward to your comments!*
- Infrastructure Workshops ☆
 - May: Review strategies
 - Final workshop in series, stay tuned for more details
- Placemaking Summit: Fri., July 18 ☆
 - Details to come!



METRO
METRO REGION
DISTRICT 4

Page 15

Your input – Our dialogue Let's talk...

- What's on your mind?
- Contact Kathryn Harrington:
harringtonk@metro.dst.or.us
503-797-1553
www.metro-region.org

Representing District 4 –

Your community representative at Metro



METRO
METRO REGION
DISTRICT 4

Page 16

Memorandum

To: City Council
From: Jon Holan, Community Development Director
Michael Sykes, City Manager
Date: May 12, 2008
Re: Update on Metro and Washington County Activities

As we have discussed in the past, there has been a lot of activity at Metro and Washington County over the past few months. I would like to take the opportunity to update the Council about what is happening.

I am including several items for your review for the update. Attached is an 11X17 handout entitled "Road Map" for making the Greatest Place, 2007-2011. The handout summarizes all the efforts happening at Metro including: investments, performance based growth management, neighboring cities/urban reserves/rural reserves, and the regional transportation plan. Much of the effort relates to defining urban and rural reserves (called "Reserves"). The reserves efforts are both at Metro and Washington County. Attached is a set of materials pertaining to citizen participation for both efforts. Also attached is the most recent 11X17 handout outlining the Reserves work program. The last set of materials beginning with a 11X17 handout entitled "Performance-Based Growth Management – Draft Guiding Principles" is some of the initial information being developed on the performance measures effort.

DRAFT

"Road Map" for Making the Greatest Place, 2007 – 2011

2007

Engage, Identify Tools and Prioritize Investments
Focus: centers, corridors and employment areas

2008

Approve Methodology/Seek Agreements
Focus: urban and rural reserves

2009

Apply/Evaluate
Focus: urban performance

2010

Decisions

2011

Future

WINTER

SPRING

SUMMER

FALL

WINTER

SPRING

SUMMER

FALL

SPRING

FALL

Metro Council decision
 Regional agreement
 Other jurisdictional responsibility
 work in process informs decision

1. FOCUS INVESTMENTS

- Build vibrant downtowns, main streets
- Stimulate development along corridors
- Redevelop brownfields
- Provide housing choices
- Create places for business to flourish
- Adopt public investment strategy and fund
- Infrastructure assessment

Inspire and engage partners
 Assess needs
 Identify financial resources
 Provide technical assistance
 Analyze investment needs

Share investment scenarios
 Target opportunity areas
 Define infrastructure problem statement
 Analyze problems and estimate relative costs

Regional agreement on level of investment

Continue engagement and technical assistance
 Update policies and plans
 Explore public investment strategies
 Develop solutions

Regional agreement on prioritizing public investments and recalibrating capacity expectations

Ongoing local actions

2. PERFORMANCE-BASED GROWTH MANAGEMENT

Define approach

Regional agreement on definition of performance

Define measures of performance and application process

Regional agreement on performance-based approach

Refine

COUNCIL approves Urban Growth Report

Evaluate

COUNCIL makes urban growth management decisions

Monitor performance

3. NEIGHBORING CITIES AND COUNTIES

Engage partners
 Identify factors
 Define process

Regional agreement on factors and process

Select reserve study areas

Analyze urban reserves and rural reserves

Regional agreement on reserves

IGAs on reserve designations

Metro Council designates urban reserves

Concept planning
 Draft fiscal impact statements

4. URBAN RESERVES

5. RURAL RESERVES

Counties designate rural reserves

Support new tools for rural reserves

6. REGIONAL TRANSPORTATION PLAN (RTP)

Determine goals
 Investment solicitation/strategy
 Systems analysis
 Focus groups/recommendations

JPACT/COUNCIL adopts Federal 2035 RTP

Expand system analysis
 Air quality conformity

JPACT/COUNCIL adopts Federal and State RTP

Update regional framework plan
 Begin local implementation and assistance

Initiate next RTP update

6 POLICY ELEMENTS

Washington County Urban and Rural Reserves Coordinating Committee

Public Involvement for Washington County
April 7, 2008

Contents:

**Coordinated Public Involvement Plan
for Urban and Rural Reserves Planning in Washington County 2008-2009
DRAFT April 2, 2008**

- **Timeline for Proposed Public Involvement Activities**

**Regional Coordinated Public Involvement Plan
for Urban and Rural Reserves
Exhibit A – Resolution no. 08-3920**

- **Key Milestones for Designating Urban and Rural Reserves**

**Communications Plan Addendum
to the Coordinated Public Involvement Plan
for Urban and Rural Reserves Planning in Washington County 2008-2009
DRAFT April 3, 2008**

- **Outreach Activities Timeline**

Coordinated Public Involvement Plan for Urban and Rural Reserves Planning in Washington County 2008 – 2009

This plan will guide stakeholder and public involvement during the planning process leading to the development of recommendations for the designation of Urban and Rural Reserves in Washington County. This plan reflects commitments from Washington County and its City Partners to coordinate and carry out local outreach activities designed to assure that all interested parties have an opportunity to provide input on this project.

Description of planning process:

- *Joint / collaborative process with Metro —*

Under state rules, the Portland Metro area Urban Growth Boundary is managed by Metro and rural lands outside of this UGB are managed by the county within which those lands are located. In order to effectively coordinate the process of identifying priorities for Urban Reserves and Rural Reserves and to resolve issues between those priorities, Metro and the three counties (Clackamas, Multnomah and Washington) have developed a joint / collaborative planning process. This planning process includes a regionally coordinated public involvement plan. This "Coordinated Public Involvement Plan" (see attachment 'B') incorporates a set of "Principles of Public Involvement" that will be utilized to guide the public interface with this regional planning project.

- *Begins ~ February, 2008 and scheduled to end October, 2009*

The general project timeline runs from Spring 2008 to Winter 2009. Under ORS 197.299 as amended by HB-2051, Metro is required to complete the next twenty-year UGB capacity analysis and related UGB management decision by December 2009. Due to Charter requirements, Washington County will be required to complete planning and adoption of Rural Reserves within its jurisdiction by October of 2009.

- *Managed by Regional Steering Committee and local Coordinating Committees*

A description of the "Regional Reserves Steering Committee" and their role in this project is incorporated in the attached Coordinated Public Involvement Plan. As noted in this description, the Reserves Steering Committee will be formalizing recommendations to the Metro Council and County Commissions on Urban and Rural Reserves. In turn, local Coordinating Committees in each county will review local proposals and related issues and forward recommendations to the Reserves Steering Committee. Both the Reserves Steering Committee and County Coordinating Committees will hold regular public meetings throughout the planning process. Schedules for these meetings will be posted on both Metro and County Web sites.

DEFINITIONS:

For all purposes related to this plan, Urban and Rural Reserves are defined under OAR 660-027:

"Rural reserve" means lands outside the Metro UGB, and outside any other UGB in a county with which Metro has an agreement pursuant to this division, reserved to provide long-term protection for agriculture, forestry or important natural landscape features.

"Urban reserve" means land outside an urban growth boundary designated to provide for future expansion of the UGB over a long-term period and to facilitate planning for the cost-effective provision of public facilities and services when the lands are included within the urban growth boundary.

Purpose:

To provide stakeholders and interested parties with the information and tools necessary to participate in the planning process leading to the designation of Urban and Rural Reserves in Washington County.

Goals & Objectives:

The primary goal of this public involvement plan is to assure that the best interests of the citizens of Washington County are well served by the designation of Urban and Rural Reserves and that all stakeholders and potentially affected members of the urban and rural communities of Washington County are provided ample opportunity to participate in the planning process.

The primary objectives of this public involvement plan are:

- To provide a resource for project information and updates.
- To provide ongoing opportunities for stakeholders and residents of urban and rural Washington County to participate in the Reserves planning process.
- To establish and maintain productive partnerships with individuals and/or organizations that may be affected by the designation of Urban or Rural Reserves in Washington County.

Target Audiences / Stakeholders:

- Agricultural, Forest Lands and Natural Resource Interests
- Urban Industries, Homebuilders and Economic Development Interests
- City Councils and Planning Commissions
- Urban Service Providers
- School Districts
- Potentially Affected Land Owners
- General Public

Communication Tools:

- Slide Shows
- Flyers / Fact Sheets
- Media Releases
- Editorial Briefings
- County and Partner Web sites & related links
- Community Access Television
- Mailings
- CCI – CPO's
- City Committees for Citizen Involvement
- County and Partner newsletters

Public Involvement / Outreach Activities:

- Stakeholder Workgroup Meetings
- Committee for Citizen Involvement (CCI) – updates at major project milestones
- Reserves Coordinating Committee – public meetings & hearings
- Open Houses
- Interactive Web site(s)

Planning Process:

Washington County planning staff will manage the local planning tasks related to the creation of Rural and Urban Reserves in Washington County and will coordinate all products being developed with the Washington County Planning Directors.

The Washington County Planning Directors have agreed to provide technical review and support and to coordinate the policy level aspects of the project with their respective local elected officials.

A Policy Group (Coordinating Committee) comprised of local elected officials in Washington County has been formed and will provide project oversight and policy review and decisions throughout the project. This group will hold regular public meetings and will provide opportunities for public input on key elements of the project. The Coordinating Committee will hold public hearings on final recommendations for Rural and Urban Reserves in Washington County.

Timeline for Public Involvement:

The attached timeline presents a general schedule of events and activities related to the creation of Urban and Rural Reserves in Washington County. Following is a brief description and summary of the organizations that will be involved and anticipated events and activities shown in this timeline:

- a) 'WCPD' – Washington County Planning Directors: As noted in the 'planning process' described above, the Washington County Planning Directors have discussed and agreed to provide technical review and assistance in areas that may affect their jurisdiction or local services. The Planning Directors meet on a monthly basis and will be directly involved in the reserves planning process for the duration of the project.
- b) 'WCRCC' – The "Washington County Reserves Coordinating Committee" will be responsible for local oversight of the study of potential Urban and Rural Reserve areas in Washington County and will advise the 'Regional Reserves Steering Committee' on recommendations based on stakeholder and public input in Washington County. The WCRCC meetings are open to the public and opportunities for public input on this project will be provided at each meeting.
- c) Stakeholders will include the following groups: Agricultural interests, Business and Economic Development, Cities and Service Districts, Landowners and the General Public. Meetings with stakeholder groups will be held at key points during the project.
- d) 'WCPAF' – The Washington County Public Affairs Forum was founded in 1956 and provides a common meeting place for the interchange of ideas to stimulate thinking on civic matters. Each week the forum brings together community leaders, members, and guests who care about what happens in Washington County, the Metro region, and our state. The forum is a seasonal activity which starts the first Monday after Labor Day and runs to early June. The group meets at the Beaverton Elks Club, 3500 SW 104th Avenue, Beaverton, Oregon 97005-1941 from 11:45 am to 1 p.m. on Mondays except on major holidays. Occasionally, the forum sponsors a special program to discuss an issue of special importance. Programs are videotaped by Tualatin Valley Community Access for

broadcasting the following week. Introductory and summary presentations are anticipated with this group. Presentations will be available through the following Web link:

http://www.washingtoncountyforum.org/video_program_list.html

- e) 'UPDATES' – "UPDATES" is a quarterly newsletter developed and published by the Washington County Department of Land-Use and Transportation. This newsletter is designed to provide information on current projects and activities of the Department and is available electronically at the following URL:
http://www.co.washington.or.us/deptmts/lut/updates/updt_idx.htm
- f) 'RRSC' – The "Regional Reserves Steering Committee" will be responsible for regional oversight of the study of potential Urban and Rural Reserve areas and will advise the Metro Council and County Commissions on the formal designations of these areas. A detailed description of this committee together with a complete record of their activities is being maintained on the Metro Web site. The URL for this Web link is: <http://www.metro-region.org/index.cfm/go/by.web/id=26259>

(Timeline: attachment 'A')

Project Timing – Key Milestones / Products:

Metro and the three counties are cooperating and fully coordinating all phases of this project region-wide. All project activities in Washington County will follow the timeline outlined in the draft chart 'Key Milestones for Designating Urban and Rural Reserves' (attached).

There are five primary phases and related milestones for this project – public involvement communication tools and outreach activities as outlined above will inform the development of products expected in each phase. The five phases and expected products include:

- Phase One: Informing Recommendations for Reserve Study Areas: Winter to Spring 2008
Products: Project structure and draft criteria for determining study areas
- Phase Two: Developing Reserve Study Areas: Summer 2008
Products: Final criteria and general study area boundaries
- Phase Three: Analyzing Reserve Study Areas: Fall 2008 to Spring 2009
Products: Detailed analysis of study areas, adjustments based upon findings and development of preliminary reserves map
- Phase Four: Recommendations for Reserve Designations: Spring to Summer 2009
Products: Review and analysis of preliminary reserve areas – final recommendations developed and mapped
- Phase Five: Public Hearings and Adoption of Reserve Designations: Fall 2009
Products: Public hearings and final adoption of Rural and Urban Reserves in Washington County

Project Background:

The longstanding system for managing the Metro region's urban growth boundary (UGB) has been highly contentious, produces results that satisfy almost no one, and does not consider a variety of factors that contribute to the creation and enhancement of great communities. This system has also failed to provide long-term protection for the region's most productive

agricultural lands, forest resources or important natural landscape features. As a result, many recent UGB expansions have occurred where they are not wanted rather than where they might be appropriate and desirable. This long-standing approach, which requires Metro to start from scratch every five years, has led to conflict, uncertainty, and frustration for local governments, farmers, businesses, and landowners.

In 2007, the Oregon Legislature approved Senate Bill 1011. This bill enables Metro and the counties of the region to establish urban reserves—areas outside the UGB that, based on a number of factors, may be better suited to accommodate population and job growth over the long-term (40 to 50 years) - as well as rural reserves, which are areas outside the UGB needed to protect valuable farm and forest lands for a similar period. The establishment of urban and rural reserves is intended to provide greater predictability for local governments and landowners for where future growth may be accommodated and where it will not be accommodated. The process of studying and designating urban and rural reserves is also designed to provide greater flexibility in considering multiple factors for determining which areas are suitable for future urbanization and which areas should be set aside to enhance the agricultural economy and protect natural areas.

Urban reserves designated through the planning process described above are intended to facilitate long-term planning for urbanization in the Portland metropolitan area and to provide greater certainty to the agricultural and forest industries, to other industries and commerce, to private landowners and to public and private service providers, about the locations of future expansion of the Metro Urban Growth Boundary.

Rural reserves designated through this planning process are intended to provide long-term protection for large blocks of agricultural land and forest land, and for important natural landscape features that limit urban development or define natural boundaries of urbanization.

It is the intention of this planning process to establish a balance in the designation of urban and rural reserves that, in its entirety, best achieves livable communities, the viability and vitality of the agricultural and forest industries and protection of the important natural landscape features that define the region for its residents.

DRAFT

Key Milestones for Designating Urban and Rural Reserves

work in progress

2008

Identifying and analyzing options for urban and rural reserves study areas

WINTER

SPRING

SUMMER

FALL

Reserves Steering Committee established

Agreement on an initial approach to public involvement (12-14-08)

- Input from Investment track
- Regional infrastructure analysis
 - Economic, employment and housing needs and trends
 - Local aspirations for centers and corridors
 - Public investment action plan

LCDC adopts Reserves Administrative Rule

Public input

Technical analysis of "broad" reserve study areas

LCDC identifies recommended

LCDC Briefing

Public input

Reserve study areas endorsed

- Analyze reserve study areas incorporating:
- Agricultural lands assessment
 - Natural features
 - Great Communities characteristics (e.g. governance, complete communities, finance)
 - Input from Investment track
 - Input from Transportation track

Public input

LCDC Briefing

- Input from Regional Transportation track
- RTP update

2009

Final analysis and decisions on urban and rural reserves

WINTER

SPRING

SUMMER

FALL

Input to Investment track

Preliminary reserve areas recommended

Public input

Reserve areas recommended by LCDC to Metropolitan government agencies

Metropolitan and counties held public hearings

Metropolitan Council designates urban reserves

Counties designate rural reserves

Submit reserve to LCDC for acknowledgment

2010

Future decisions

Metropolitan Council makes growth management decisions

Legend

- Milestone/Decision
- Preliminary recommendation
- Analysis work
- Public input

Input to Transportation track

Conceptual planning



Attachment 'B'

**REGIONAL
Coordinated Public Involvement Plan
for Urban and Rural Reserves**

**Coordinated Public Involvement Plan
Urban and Rural Reserves
March 2008**

This public involvement plan is the product of a coordinated effort of the staffs of Metro and of Clackamas, Multnomah and Washington counties to incorporate citizen involvement into the study and designation of urban and rural reserves. Metro and the counties are implementing a reserves study and designation process that involves the clear communication of information and timely opportunities for meaningful involvement by local and state governments, interested organizations, and members of the public.

This plan is designed to illustrate the types of public involvement activities, messages and communications methods that will be utilized at different phases of this effort. It does not provide an exhaustive list of meetings and activities that will be scheduled, target audiences that will be engaged, or messages that will be employed. Staff from Metro and Clackamas, Multnomah and Washington counties will be working closely throughout this effort to coordinate public involvement activities and will keep the Reserves Steering Committee, the Metro Council, the boards of commissioners of the three counties, the respective Metro and county citizen involvement committees, and other policy advisory committees informed of and engaged with the implementation of various citizen involvement activities throughout the different phases of the urban and rural reserves effort.

This plan incorporates the requirements of Oregon law and administrative rules governing citizen involvement in land use planning decisions. This plan reflects comments and feedback received from the Metro Council, Core 4 members, the respective citizen involvement committees of Metro and the three counties, and other county-level advisory committees, as well as the Reserves Steering Committee. The Citizen Involvement Advisory Committee of the Oregon Land Conservation and Development Commission (LCDC) has also reviewed this plan as required by administrative rule.

Background Information on Urban and Rural Reserves

Metro and Clackamas, Multnomah and Washington counties are leading a regional effort to help determine the shape of this region over the next 40 to 50 years. Urban and rural reserves are intended to provide greater predictability for the region as to where future growth may take place both inside and outside the current urban growth boundary (UGB) over the next 40 to 50 years, while protecting important farmland and natural areas from urbanization for that same period of time. The process for designating these reserves offers the region greater flexibility in determining which areas are more suitable for accommodating growth than others.

The longstanding system for managing the region's UGB has produced less than desirable, and often impractical, urban development patterns. This system has also failed to provide long-term protection for the region's most productive agricultural lands or for important natural landscape features, and it leaves out any consideration of the types of communities the region seeks to create when the UGB is expanded. This approach, which requires Metro to start from scratch

every five years, has led to conflict, uncertainty, and frustration for local governments, farmers, businesses, and landowners.

In 2007 the Oregon Legislature approved Senate Bill 1011. This bill enables Metro and the counties of the region to establish urban reserves as well as rural reserves.

Urban and Rural Reserves Study and Designation Process

A Reserves Steering Committee has been convened to oversee the study of urban and rural reserve areas and to make recommendations to the boards of commissioners of Clackamas, Multnomah and Washington counties and the Metro Council on the final designation of reserve areas. The Reserves Steering Committee is co-led by one Metro Councilor and one commissioner from each of the three counties (the "Core 4"). All decisions by the Reserves Steering Committee with regard to the establishment of study areas and recommendations of reserve designations must be made by a unanimous vote of the Core 4. The Core 4 members are:

- Metro Councilor Kathryn Harrington
- Clackamas County Commissioner Martha Schrader
- Multnomah County Commissioner Jeff Cogen
- Washington County Chair Tom Brian

The Steering Committee also has seats for representatives from the two largest cities in each county, as well as one seat for each county representing the smaller cities of that county. One representative is designated to represent the neighboring cities outside Metro's urban growth boundary. In addition, the Steering Committee includes representatives of the business community, the agricultural community, the natural resources community, social and economic equity organizations, and state agencies. A full list of Reserves Steering Committee members is included as "Attachment A" to this coordinated public involvement plan.

The Reserves Steering Committee is scheduled to meet monthly throughout 2008 and will continue to meet into 2009 when it will submit recommendations to the Metro Council and the county commissions on the designations of urban and rural reserves. Urban and rural reserve recommendations will be made through agreements between the Metro Council and the county commission in whose jurisdiction a reserve area is located. Following the signing of the intergovernmental agreements recommending reserve areas in summer 2009, the Metro Council will adopt the designation of urban reserves through amendments to the Regional Framework Plan, and the county commissions will adopt the designation of rural reserves through amendments to their comprehensive land use plans. The amendments to both the Regional Framework Plan and the county comprehensive land use plans will be submitted to the Oregon Department of Land Conservation and Development for review and acknowledgement in late 2009.

A chart illustrating the process and key milestones for designating urban and rural reserves is included as "Attachment B" to this coordinated public involvement plan. This public involvement plan is primarily organized around four important phases of this work, culminating

in intergovernmental agreements between Metro and the counties in summer 2009. Public meetings and outreach efforts are part of every phase of this project.

Following the signing of the intergovernmental agreements, the Metro Council and county commissions will conduct public hearings and other public outreach required by Oregon law and administrative rules prior to the formal designation of the reserve areas in the Regional Framework Plan and county comprehensive land use plans.

Principles of Public Involvement

The following principles will apply to all public involvement activities:

1. As the designation of urban and rural reserves are linked, public outreach and citizen engagement events should be coordinated by Metro and the counties and should discuss both urban and rural reserves.
2. At major public open houses or other events designed for broad participation, both the affected county and Metro staff should coordinate and carry out the activity. It is the goal to involve elected officials from the Metro Council and the boards of county commissioners in as many activities as schedules will permit.
3. The effort of designating urban and rural reserves should be framed in aspirational terms: this is about shaping what this region will look like over the next 40 to 50 years. This will focus on protecting rural and natural areas that we treasure while determining which areas may be better suited to accommodate population and employment growth that will provide for a healthy economy.
4. Each public involvement activity related to the study of potential reserve areas should begin with a brief presentation of the need for a new approach to managing urban growth in this region, the advantages of designating urban and rural reserves, and information on the findings of the Shape of the Region Study and how those findings are applied to this work. These activities, at different phases of this work, will also feature study questions that will assist the Reserves Steering Committee in developing its recommendations.
5. Metro and the counties will seek to solicit public input through electronic means. Any public feedback solicited online or through other media should address the same study questions asked at public forums and other in-person meetings.
6. Public comments received by Metro and by the counties on matters related to urban and rural reserves will be recorded and responses published in a manner that supports the single, coordinated set of findings required by LCDC's Reserves Rule (OAR 660 Division 27).
7. Attendees at public meetings and forums who submit their names and contact information for the public record will be kept informed through written communications of the progress of the urban and rural reserve study and designation process.
8. Metro and each county may carry out their own processes for informing proposals on urban and rural reserves. Public involvement activities related to these processes are included in this coordinated public involvement plan. Input received through these processes will ultimately come to the Reserves Steering Committee to inform its recommendations on urban and rural reserve designations.

Phase One: Informing Recommendations of Reserve Study Areas
Winter and Spring 2008

Phase One will focus on providing an introduction to the urban and rural reserves process. This will include an explanation of the need for this approach, the process that will be undertaken to develop urban and rural reserves, and the outcomes that the region seeks to achieve. Public involvement events and activities during this phase will also discuss the analytical approach that will be applied in the identification of reserve study areas. These meetings will be the first of several rounds of meetings with community groups and it will be emphasized that staff and elected officials from the counties and Metro will return at different phases of the project to provide updates and seek public input that informs the study and analysis of proposed reserve areas.

Main messages will focus on:

- The need for a new approach to managing urban growth in this region
- The advantages of designating urban and rural reserves
- A brief overview of the factors that will be considered in evaluating potential urban and rural reserves
- How the process of studying and designating urban and rural reserves will work
- The ultimate outcomes the region seeks to achieve

Primary audiences and events will include:

- **Citizen organization meetings¹:** Staff from Metro and the counties will attend regularly scheduled citizen organization meetings in selected areas to provide introductory information on urban and rural reserves and to hear concerns, ideas and other feedback for informing the process of developing urban and rural reserve study areas.
- **Citizen involvement committees:** Staff and elected officials from Metro and the counties will meet with their respective citizen involvement committees to describe plans and goals for soliciting and incorporating citizen involvement into the study and designation of urban and rural reserves. Ideas for enhancing citizen involvement throughout this effort will also be sought.
- **County Coordination and Policy Advisory Committees:** The counties will staff and facilitate their respective advisory committees to develop recommendations specific to the county. In addition, Metro staff and elected officials will brief the Metro Policy Advisory Committee (MPAC) on the details of this citizen involvement plan and on the work of the Reserves Steering Committee.

Materials will include:

- A PowerPoint presentation that briefly explains, at a minimum:
 - Why urban and rural reserves are needed

¹ For purposes of this coordinated public involvement plan, the term "citizen organization" refers to citizen participation organizations (Washington County); community planning organizations, hamlets and villages (Clackamas County), and recognized neighborhood associations (in all three counties).

- The Shape of the Region study and how it informs the reserves study and designation process
- The timeline for studying and designating urban and rural reserves
- What the region hopes to achieve through this process
- A brochure that briefly describes the urban and rural reserves program and timeline
- A description of the county's public involvement process (if applicable)
- Summaries of the three components of the Shape of the Region Study
- A description of Reserves Steering Committee: who its members are and how it operates
- A timeline of events and decision points (Reserves Milestones Chart)
- Web sites maintained by Metro (www.metro-region.org/reserves) and the counties (specific Web addresses to be determined) that describe the need for urban and rural reserves and the process for studying and designating reserve areas

Maps that are utilized during this phase will illustrate the broader region outside of the Metro UGB that is being considered for study for potential reserve areas, both urban and rural. These maps will not identify areas as likely to be included in either rural or urban reserves. During this phase Metro and the counties will be gathering initial input from the public on issues and concerns regarding which areas should be studied for further analysis. There are no preconceptions as to which areas will be studied as potential urban reserves or rural reserves.

At the conclusion of Phase One, public comment will have informed the staff of Metro and the counties in the development of their preliminary recommendations to the Reserves Steering Committee on identifying reserve study areas for further analysis.

Phase Two: Developing Reserve Study Areas Summer 2008

Phase Two will focus on the selection of reserve study areas for further analysis. As we continue to share information with the public on the importance of urban and rural reserves and describe the analytical approach being taken to evaluate potential reserve areas, we will outline proposed study areas on maps for review and comment by the public. These outreach activities will also include discussions on how growth may be accommodated in communities inside the existing UGB. In addition to the main messages provided in Phase One, this phase of the program will focus on addressing at least two primary questions:

1. Are these the areas that the Reserves Steering Committee should study and analyze further?
2. What additional information should be considered in defining these study areas?

Information received through various citizen involvement activities during this phase will inform the decisions of the Reserves Steering Committee to formally establish reserve study areas for further analysis.

Primary audiences and events will include:

- **Public open houses:** Metro and the counties will jointly sponsor and publicize public open houses during this period to describe the purpose of urban and rural reserves and illustrate potential study areas. These open houses will solicit public input on the scope of the reserve study areas and related considerations. Consistent messages and questionnaires will be used at all open houses.
- **Citizen organization meetings:** Staff and/or elected officials from Metro and the counties will attend citizen organization meetings in selected areas to illustrate potential study areas and solicit feedback on the scope of the proposed study areas and the factors to consider in evaluating those study areas.
- **County coordinating committee meetings:** Staff and/or elected officials from the counties and Metro will meet with coordinating committees in each of the three counties to describe the recommended study areas and solicit feedback on the scope of the proposed study areas and the factors to consider in evaluating those study areas.
- **Other stakeholder meetings:** Staff from the counties and Metro will present information and collect input from a range of other stakeholder groups, including but not limited to county planning commissions, agricultural organizations, local business groups, other interest groups and affected public agencies.

Communication materials utilized during this phase will include:

- A PowerPoint presentation that briefly explains, at a minimum:
 - Why urban and rural reserves are needed
 - The Shape of the Region study and how it informs the reserves study and designation process
 - The timeline for studying and designating urban and rural reserves
 - What the region hopes to achieve through this process
 - The questions to be addressed at this phase of the project
- Brochure that briefly describes the urban and rural reserves program and timeline
- Maps of potential study areas
- Summaries of the three components of the Shape of the Region Study
- A description of the processes being utilized by the county and Metro for gathering input on potential urban and rural reserves
- A description of Reserves Steering Committee: who its members are and how it operates
- Timeline of events and decision points (Reserves Milestones Chart)
- Written articles for publication in neighborhood and CPO newsletters, promoting attendance at open houses and describing the effort to study and designate urban and rural reserves
- Web sites maintained by Metro (www.metro-region.org/reserves) and the counties (specific Web addresses to be determined) that describe the need for urban and rural reserves and the process for studying and designating reserve areas, publicize upcoming open houses and other public forums for citizen involvement, include maps of recommended study areas, and solicit feedback from the public on the primary questions being addressed in this phase of the project
- News releases and notices in local newspapers publicizing the open houses.

At the conclusion of Phase Two, the Reserves Steering Committee will endorse study areas for further analysis.

Phase Three: Analyzing Reserve Study Areas
Fall 2008 and Winter and Spring 2009

Phase Three, which follows the establishment of the reserve study areas by the Reserves Steering Committee in summer 2008, will be the longest and employ the most intensive analytical rigor leading to the development of preliminary recommendations for reserve designations. The analyses will apply the findings of the various elements of the Shape of the Region study and the factors to consider in the designation of urban and rural reserves as described in Oregon law and administrative rule. The analyses will incorporate information related to transportation and infrastructure needs, population and employment trends, and other inputs.

Public involvement events and activities during this phase will focus on educating the public about the application of these data and factors to the reserve study areas and will solicit citizen feedback on how the Metro Council and the boards of county commissions should weigh various factors in the designation of urban and rural reserves. Included in public outreach activities during this phase will be discussions about how additional growth can be accommodated in communities already inside the UGB. In addition to the main messages emphasized in the first two phases of this project, public involvement activities during this phase will seek input on the analysis provided by staff from Metro and the counties as well as the relative weight that should be given to different factors in the ultimate designation of urban and rural reserves.

Primary audiences and events will include:

- **Public open houses:** Metro and the counties will jointly sponsor and publicize public open houses during this period to illustrate the study areas and describe the factors and findings being applied in the analyses of these study areas. These open houses, which will include the involvement of elected officials from the counties and Metro, will solicit public input on the application of the factors and additional issues and concerns to consider. Consistent messages and questionnaires will be used at all open houses.
- **County planning commissions²:** Staff from Metro and the counties will present information to county planning commissions describing the approach to designating urban and rural reserves, highlighting the reserves study areas, explaining the factors and analytical methodology being applied to the reserve study areas, and the effects that designating urban and rural reserves will have on growth management decisions at the local and regional level. Staff will seek input from planning commissions on the application of the factors.
- **Citizen organization meetings:** Staff from Metro and the counties will attend citizen organization meetings in selected areas to illustrate potential study areas and solicit

² As the counties will designate rural reserves through amendments to their comprehensive land use plans in 2009, and as staff resources are limited, the focus here is on county planning commissions. However, Metro and county staff will provide information to city planning staffs for their use to inform city decision makers and citizen organizations.

feedback on the scope of the proposed study areas and the factors to consider in evaluating those study areas.

- **County coordinating committee meetings:** Staff and/or elected officials from the counties and Metro will meet with coordinating committees of the three counties to describe the recommended study areas and solicit feedback on the scope of the study areas and the factors to consider in evaluating those study areas.
- **Other stakeholder meetings:** Staff from the counties and Metro will present information and collect input from a range of other stakeholder groups, including those listed for Phase Two and others that are identified during the analytical work.

Materials will include:

- A PowerPoint presentation that briefly explains, at a minimum:
 - Why urban and rural reserves are needed
 - The process of establishing study areas up to this point
 - How public input received up to this point has informed the establishment of the study areas
 - The Shape of the Region study and how it informs the reserves study and designation process
 - What comes next in the process of studying urban and rural reserves
 - What the region hopes to achieve through this process
 - The questions to be addressed at this phase of the project
- Brochure that briefly describes the urban and rural reserves program and timeline
- Maps of study areas
- Summaries of the three components of the Shape of the Region Study
- A description of the processes being utilized by the county and Metro for gathering input on potential urban and rural reserves
- Technical information developed to address the factors for selection of study areas
- Timeline of events and decision points (Reserves Milestones Chart)
- Written articles for publication in neighborhood and CPO newsletters, promoting attendance at open houses and describing the effort to study and designate urban and rural reserves
- Web sites maintained by Metro (www.metro-region.org/reserves) and the counties (specific Web addresses to be determined) that describe the need for urban and rural reserves and the process for studying and designating reserve areas, publicize upcoming open houses and other public forums for citizen involvement, include maps of study areas, and solicit feedback from the public on the primary questions being addressed in this phase of the project
- News releases and notices in local newspapers publicizing the open houses.

At the conclusion of Phase Three, the Core 4 members of the Reserves Steering Committee will, by unanimous vote, formally recommend the designations of specific urban and rural reserves to the Metro Council and boards of county commissioners for their adoption through intergovernmental agreements.

Phase Four: Recommending Reserve Designations

Spring and Summer 2009

Phase Four will seek public input on the preliminary urban and rural reserve designations recommended by the Reserves Steering Committee for adoption by the Metro Council and the boards of commissioners of Clackamas, Multnomah and Washington counties. Staff and elected officials from Metro and the three counties will continue to meet with the audiences and organizations that have been engaged in the study and designation of the urban and rural reserves with the aim of illustrating how citizen input has contributed to the formation of the recommended reserve designations and seeking additional public comment to inform the decisions of the Metro Council and county commissions to designate reserve areas through intergovernmental agreements.

The questions to be addressed during this phase will focus on whether the Metro Council and the boards of county commissioners should adopt the recommendations of the Reserves Steering Committee and, if amendments to the proposed reserve designations are desired, how those proposed reserve designations should be amended and why.

Primary audiences and events will include:

- **Public open houses:** Metro and the counties will jointly sponsor and publicize public open houses (at least two per county) during this period to illustrate the recommended reserve designations. These open houses, which will include the involvement of elected officials from the counties and Metro, will solicit public input on factors for the Metro Council and the county commissions to consider when determining urban and rural reserve designations.
- **Public hearings:** In addition to public open houses, public hearings will be held by the Metro Council and the boards of county commissioners to receive public comment on the recommendations for reserve designations made by the Reserves Steering Committee and to provide feedback on the draft intergovernmental agreements to be negotiated between the Metro Council and the boards of county commissioners.
- **County planning commissions:** Staff from Metro and the counties will present information to county planning commissions describing the recommended reserve designations and the factors and other considerations that contributed to those recommendations. Staff will also discuss the steps following the adoption of intergovernmental agreements designating the reserve areas, including the amendments to comprehensive plans and the Regional Framework Plan, and the roles and responsibilities of planning commissions relating to the zoning and planning of reserve areas.
- **Citizen organization meetings:** Staff from Metro and the counties will attend selected citizen organization meetings to illustrate the recommended reserve designations and solicit public feedback to present to the Metro Council and the county commissions prior to adoption of the intergovernmental agreements. The focus of this outreach effort will be on those citizen organizations serving areas in or nearest to the recommended areas for reserve designations.
- **County coordinating committee meetings:** Staff and/or elected officials from the counties and Metro will meet with coordinating committees from each of the three counties to describe the recommended reserve designations and solicit public feedback to

present to the Metro Council and the county commissions prior to adoption of the intergovernmental agreements.

Materials will include:

- A PowerPoint presentation that briefly explains, at a minimum:
 - Why urban and rural reserves are needed
 - The process of establishing recommended reserve designations up to this point
 - What was learned in applying the technical analyses and public input to the study areas, and how they inform the recommended reserve designations
 - The next steps to be undertaken by the Metro Council and the county commissions
 - What the region hopes to achieve through this process
 - The questions to be addressed at this phase of the project
- Maps of recommended reserve designations
- A description of the processes being utilized by the county and Metro for gathering input on potential urban and rural reserves
- Technical information developed to address the factors for selection of study areas
- Written articles for publication in neighborhood and CPO newsletters, promoting attendance at open houses and describing the effort to study and designate urban and rural reserves
- Web sites maintained by Metro (www.metro-region.org/reserves) and the counties (specific Web addresses to be determined) that describe the need for urban and rural reserves and the process for studying and designating reserve areas, publicize upcoming open houses and other public forums for citizen involvement, include maps of study areas, and solicit feedback from the public on the primary questions being addressed in this phase of the project
- News releases and notices in local newspapers publicizing the open houses and public hearings.

At the conclusion of Phase Four, after receiving public comment through a variety of activities and events, the Metro Council and the boards of county commissioners will adopt intergovernmental agreements recommending the designations of urban and rural reserves. The formal designations of the reserve areas will take place in Phase Five, when the Metro Council will amend the Regional Framework Plan to designate urban reserves and the counties will amend their comprehensive plans to designate rural reserves. The amendments to these plans will be subject to review and acknowledgement by LCDC.

Phase Five: Formal Designations of Urban and Rural Reserves
Summer and Fall 2009

Phase Five will deal with the amendment of the Regional Framework Plan to designate urban reserves and the amendments to the comprehensive land use plans of Clackamas, Multnomah and Washington counties to designate rural reserves. Specific public involvement activities related to these amendments will be planned in 2009 prior to the adoption of the intergovernmental agreements described in Phase Four of this coordinated public involvement

Exhibit A
Resolution no. 08-3920

plan. These activities will be conducted in accordance with requirements for public involvement established in Oregon law, Goal 1 of Oregon's Statewide Planning Goals and Objectives, and other applicable administrative rules.

Core 4

Metro Council	Kathryn Harrington
Clackamas County	Martha Schrader
Multnomah County	Jeff Cogen
Washington County	Tom Brian

<u>Cities</u>	<u>Member</u>	<u>Alternate</u>
Portland	Gil Kelley	Bob Clay
Beaverton	Rob Drake	
Gresham	Shane Bemis	
Hillsboro	Tom Hughes	Aron Carleson
Lake Oswego	Judie Hammerstad	Donna Jordan
Oregon City	Alice Norris	Doug Neeley
Other cities – Clackamas County	Charlotte Lehan, Wilsonville mayor	Norm King, West Linn mayor
Other cities – Multnomah County	David Fuller, Wood Village mayor	Julie Odell, Wood Village
Other cities – Washington County	Chris Barhyte, Tualatin city councilor	Richard Kidd, Forest Grove mayor
Neighbor cities	Bob Austin, Estacada mayor	Kathy Figley, Woodburn mayor

<u>Non-governmental stakeholders</u>	<u>Member</u>	<u>Alternate</u>
Business	Greg Manning	
Construction/Real Estate	Greg Specht	Bob LeFeber
Urban Development	Craig Brown	Drake Butsch
Agriculture	Jeff Stone	Shawn Cleave
Natural Resources	Mike Houck	Jim Labbe
Land Use	Mary Kyle McCurdy	
Social/Economic Equity	Sue Marshall	Ron Carley

<u>State Agencies – serving in coordination roles</u>	<u>Member</u>	<u>Alternate</u>
Department of Land Conservation and Development	Richard Whitman	Bob Rindy
Department of Transportation	Lainie Smith	Lidwien Rahman
Department of Forestry	David Morman	Doug Decker
Economic and Community Development Department	Karen Goddin	John Rakowitz
Water Resources Department	Bill Ferber	
Department of State Lands	Kirk Jarvie	Peter Ryan
Department of Environmental Quality	Keith Johnson	
Department of Agriculture	Katy Coba	Jim Johnson
Department of Fish and Wildlife	Jeff Boechler	Susan Barnes

DRAFT Communications Plan Addendum to the Coordinated Public Involvement Plan

The DRAFT Communications Plan is intended to provide additional public outreach activity detail as an addendum to the Coordinated Public Involvement Plan (Urban and Rural Reserves Planning in Washington County – Coordinated Public Involvement Plan 2008-2009 – Draft February 21, 2008.) Public involvement efforts are directly related to the regional Urban and Rural Reserve designation progress being collaboratively undertaken by Washington County, Clackamas County, Multnomah County and Metro.

Public input into the Urban and Rural Reserves designation process is intended to support the analysis and recommendation process for the Washington County Planning Directors (WCPD) and decision-making for the Washington County Reserves Coordinating Committee (RCC). Both working groups are encouraged to use the public involvement process to vet issues throughout the process. Some outreach activities, such as the coffee klatches are intended primarily for this purpose.

The communications plan is divided into six sections for simplified process management. Approximate implementation timelines are provided in the attached DRAFT Outreach Activities Timeline. Implementation timelines may be adjusted based on the regional project development efforts. In the following brief overview many of the outreach activities listed in the attached timeline are highlighted in **bold** for quick reference. The six sections which include:

- **Background**
- **Outreach Materials**
- **Outreach Partner Conversations**
- **Community Events**
- **Committee Meetings**
- **Summaries**

Background

Initial public outreach **messages** will provide an overview of the reserves designations process, provide resources for additional information and provide opportunities for public engagement. Messages also will describe the coordinated efforts between cities, service districts and Washington County staff in the designation process. Messages will be refined periodically to reflect updated information and opportunities.

Information will be available to those interested in the process through newsletters, articles and websites. An **interested parties' contact list** will be maintained by staff with periodic notification regarding updated information and community events.

Through **initial interviews** with up to 10 affected (non-governmental) stakeholders overarching process considerations will be identified. Clarification of key considerations will provide staff with information for enhanced public involvement opportunities. A second component of public awareness can be achieved through development of a **public involvement collaborative group**. This group of public-involvement stakeholder representatives can expand the outreach opportunities across the county. The group can help provide grass roots perception of the process within their areas of expertise and influence.

Key to informing, and seeking comment from, the broader community is development and support of **outreach partners**. Chambers of Commerce, Farm Bureaus, Citizen Involvement committees and business groups are a few of the partners staff will work to identify and support by providing articles, current information and links to pertinent websites and other resources. Outreach partner identification starts early (much groundwork is already laid) and will continue throughout the process. Many of the outreach partners will also have representatives on the public involvement collaborative group. Staff will work with those representatives to determine the most efficient use of resources to inform and solicit feedback from their groups.

Outreach Materials

Given the broad range of parties likely to be interested in the process it is beneficial to provide a variety of outreach methods and materials. The communications plan identifies those methods that could potentially reach large audiences with up-to-date information thereby extending staff resources.

The **web site** is a key tool providing current project information. Once launched in early April, the website will link to all other pertinent project sites, will be updated on a regular basis and will provide multiple opportunities for community input.

Strategically used throughout the process, **news releases**, newspaper and newsletter **articles**, and **brochures** will be developed and available to outreach partners, media and interested parties. Printed materials will direct readers to the County's website for additional information and opportunity to provide comment. Online and published **questionnaires** will be used in conjunction with the open houses. The questionnaires will ask the same questions as those at the open house and expand opportunities for interested parties to provide comment. **Tualatin Valley Community Access TV (TVCTV)** also will be utilized at appropriate times.

Outreach Partner Conversations

As noted above the development of outreach partners provides staff with additional community outreach opportunities. Staff will prepare presentations with current information as the basis to have **conversations** with outreach partners regarding project strengths and challenges. Staff will provide the presentation materials to the outreach partners and encourage distribution among each partner's constituency.

Community Events

Major community wide events are scheduled at key project milestones. A series of **open houses** will be held providing communities with the opportunity to review current information and provide input. The events also will provide opportunity to discuss the designation process with elected officials, representatives of local and regional government and other stakeholders. Events will be publicized well in advance in newspapers, newsletters, websites, and by distribution to the outreach partners and interested parties mail list.

Coffee klatches will be held prior to major community events. These informal conversations will be held with small stakeholder groups regarding specific topic areas. **Coffee klatches** will be with ad-hoc groups to provide feedback on specific reserves related issues.

Committee Meetings

Community input and identified project strengths and challenges will be presented in summary form to the WCPD and RCC at appropriate points throughout the process.

Public Involvement Collaborative Group meetings are scheduled throughout the process. Washington County staff will provide coordination for the group, supporting group members' efforts for broad outreach and solicitation of comment. This group expands public involvement efforts at local levels.

Summaries

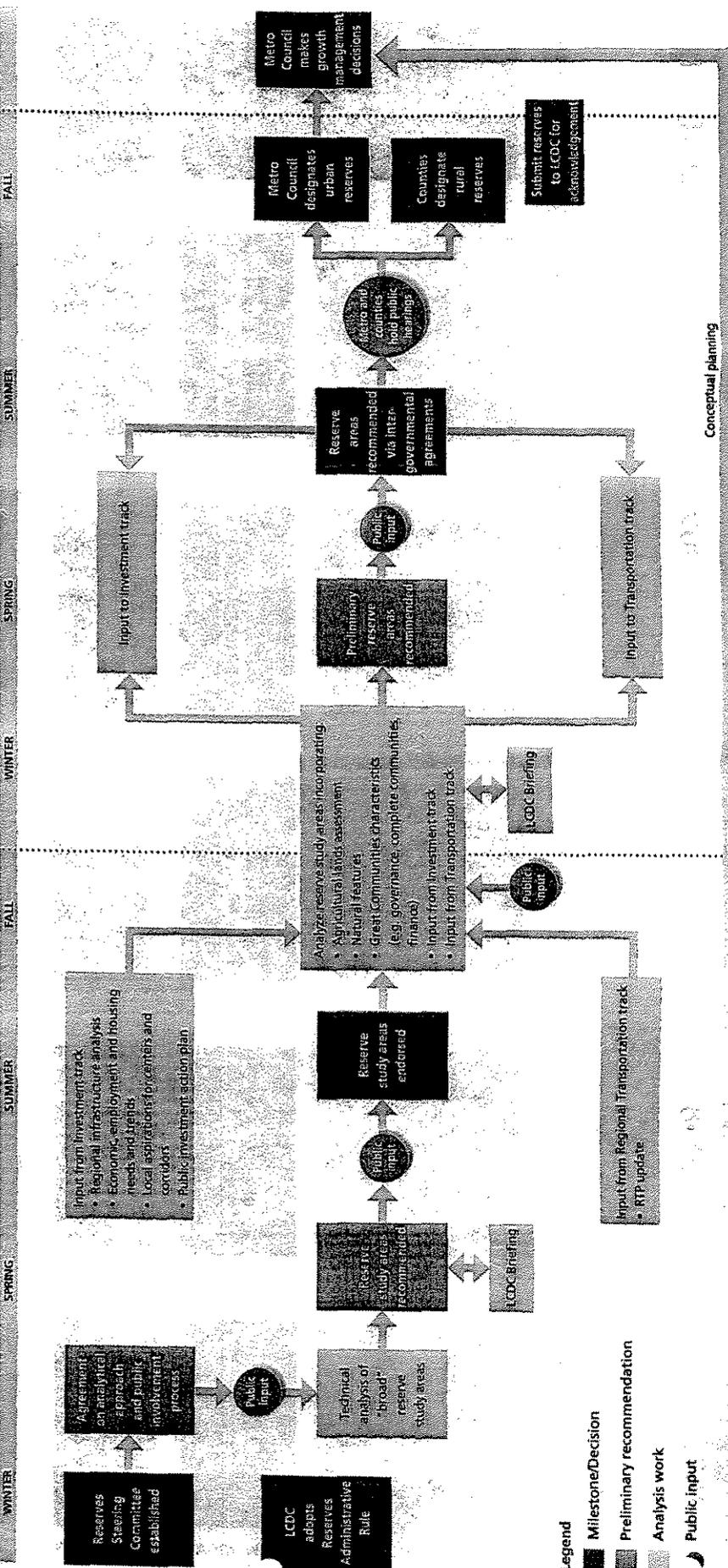
Formal **summaries** of community input from the open houses will be provided to the WCPD and RCC to assist in decision-making. Throughout the process WCPD and RCC will also be provided with periodic public comment updates.

DRAFT Key Milestones for Designating Urban and Rural Reserves

2008 *Identifying and analyzing options for urban and rural reserves study areas*

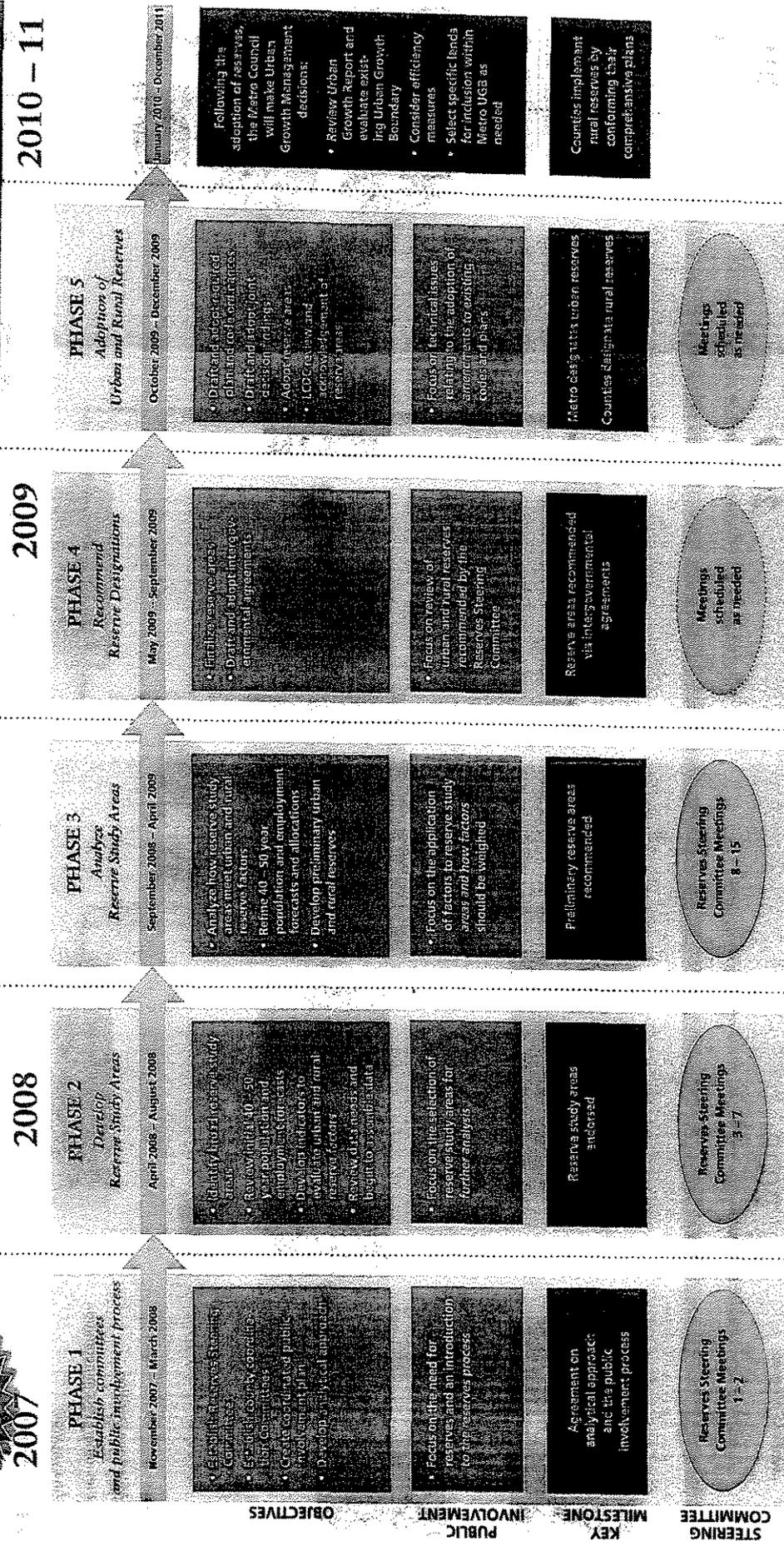
2009 *Final analysis and decisions on urban and rural reserves*

2010 *Future decisions*



Coordinated Reserves Work Program Overview

DRAFT



Metropolitan Denver Council of Governments

**Performance-Based Growth Management
Draft Guiding Principles**

Handout #1

1. The new growth management approach should be outcome-oriented, with the outcomes endorsed through regional commitment to a definition of performance or outcome.
2. The new approach should be transparent, allowing for explicit weighing of community values and desired outcomes.
3. Performance or outcome should be defined in a way that is readily measurable and has clear cause-and-effect linkages with policy choices.
4. A combination of measures will be used to assess progress toward meeting the region's goals and will inform decisions about which policy tools are needed to achieve the desired outcomes.
5. Measurements should accommodate local aspirations and should support equitable outcomes across the region while also achieving region-wide goals.
6. The new approach will link performance measures reporting directly with growth management decisions.
7. The new approach should rely on an integrated set of policy and financial tools, including public investments, land supply decisions, local zoning and other strategies.
8. Strategies should be aligned at the regional, local, state and federal level to support progress toward achieving the outcomes desired for the region and to effectively leverage private investment.
9. Changes to state statute and administrative rules may be needed to fully implement this approach.

Work Schedule								
Work Component	Spring 2008	Summer / Fall 2008	Winter / Spring 2009	Summer / Fall 2009	Winter / Spring 2010	Summer / Fall 2010	Winter / Spring 2011	Summer / Fall 2011
Refine concept								
Define successful outcomes	Adoption of a resolution that defines successful outcomes & states an intent to create a growth management system guided by those outcomes	Agreement on performance indicators that gauge progress towards desired outcomes						
Run scenarios to understand the likely outcomes of different policy choices	Cause and effect scenarios reports	Cause and effect scenarios reports	Hybrid scenarios reports	Preferred alternative scenario report				
Document past and future trends and discuss how the region should respond		Report on housing & employment trends and choices in the context of mega-trends such as fuel shortages, demographic changes, and global warming						
Design a framework for collaborative decision-making			Agreement on performance targets and decision triggers					
Implementation (growth management decisions, monitoring, adaptation)								

Performance –Based Growth Management

Comparison of growth management systems

CURRENT SYSTEM	PERFORMANCE-BASED SYSTEM
Focuses on land supply as primary determinant of whether region is achieving its growth management objectives	Evaluates multiple characteristics of great communities against benchmarks to determine urban performance
Uses a state-mandated list of performance indicators (e.g. refill rate, sales price of vacant land) that does not have an intuitive relationship with the region's goals.	Uses performance indicators that describe whether or not the region's goals are being met, illustrating people's everyday experiences (e.g. average commute time) and pressing concerns (e.g. greenhouse gas emissions).
Driven by state requirements	Designed to support shared local and regional aspirations and to respond to market and other global conditions
Relies primarily on a single tool: management of the urban growth boundary by Metro	Relies on coordinated use of multiple tools, including public investment and local zoning as well as land supply decisions (including urban and rural reserves as well as the UGB itself)
Cyclical (statutory five-year UGB cycle)	Adapts to changing circumstances on a more frequent basis, driven by performance indicators
Focuses on Metro Council land use actions	Involves collaboration with and empowerment of multiple actors, including local governments, school and special districts, and private developers, as well as Metro Council
Focuses on point forecasts of 20-year land need	Recognizes uncertainty of long-range forecasts
Burdened by past experience (must demonstrate future will be different)	Past informs future experience and incorporates relevant information on emerging trends

Handout #2

Metro Policy Advisory Committee

March 12, 2008

Item 8 – Making the Greatest Place

MPAC Worksheet

Agenda Item Title (include ordinance or resolution number and title if applicable): Performance-Based Growth Management

Presenter: Carl Hosticka, Carlotta Collette, Chris Deffebach

Contact for this worksheet/presentation: Chris Deffebach or Ted Reid

Council Liaison Sponsor: Carl Hosticka

Purpose of this item (check no more than 2):

Information _____
Update _____
Discussion x
Action _____

MPAC Target Meeting Date: March 12, 2008

Amount of time needed for:

Presentation 10
Discussion 30

Purpose/Objective (what do you expect to accomplish by having the item on *this meeting's* agenda):

(e.g. to discuss policy issues identified to date and provide direction to staff on these issues)
Review and comment on a draft resolution that puts forth a definition of performance and directs Metro to work with the region to create a performance-based growth management system.

Action Requested/Outcome (What action do you want MPAC to take at *this meeting*? State the *policy* questions that need to be answered.)

This is an information item. MPAC will be asked for comments on:

- Do the characteristics listed in Exhibit A to the resolution describe successful, sustainable communities?
- Do the principles in Exhibit B to the resolution describe an improved growth management system?
- What else would you like to know to feel confident in supporting a performance-based system?
- What questions do you have for MTAC consideration at their next meeting?

In the next meeting, MPAC will be asked if, for the purpose of guiding future growth management decisions, does MPAC recommend that the Metro Council formally adopt the resolution?

Background and context:

On January 23, 2008, Councilor Hosticka introduced MPAC to the Performance-Based Growth Management concept. At that meeting, MPAC expressed enthusiasm for a growth management system that uses performance measures to consider the possible outcomes of different policy choices. Growth management policy tools would include, for instance, UGB expansions, investments in centers and corridors, local zoning changes, and transportation investments. Clearly, not all of these policy options are at Metro's disposal. Thus, for a performance-based system to work, the region as a whole must agree on a definition of "success" and must consider whether growth management decisions to come are likely to help or hinder in our efforts to create successful communities.

What has changed since MPAC last considered this issue/item?

In January, Councilor Hosticka described the Performance-Based Growth Management concept to MPAC. MPAC concurred that such a concept should be pursued further and that an initial step is to articulate the characteristics of "performance" or "success." The draft resolution attempts to provide that definition as well as to give initial direction to Metro to work with our partners in the region to identify the performance indicators, targets and decision-making process necessary to create successful communities. MTAC reviewed the draft resolution on March 5 and their comments will be forwarded to MPAC.

What packet material do you plan to include? (must be provided 8-days prior to the actual meeting for distribution)

A draft resolution that articulates the characteristics of "performance" or "success" and commits Metro to working with all of our regional partners to identify the performance indicators, targets and decision-making process necessary to create successful communities.

What is the schedule for future consideration of item (include MTAC, TPAC, JPACT and Council as appropriate):

Related topics will be brought to MPAC throughout 2008. By the end of 2008, we would like MPAC to advise the Metro Council on if and how to implement the Performance-Based Growth Management concept.

M E M O R A N D U M

600 NORTHEAST GRAND AVENUE | PORTLAND, OREGON 97232 2736
TEL 503 797 1768 | FAX 503 797 1930



METRO

To: MPAC
From: Chris Deffebach and Ted Reid, Long Range Policy and Planning
Date: March 5, 2008
Re: Performance-Based Growth Management
Draft resolution defining performance (success)

MPAC members,

On January 23, 2008, Councilor Hosticka introduced MPAC to the Performance-Based Growth Management concept. At that meeting, MPAC expressed interest in a growth management system that uses performance measures to consider the possible outcomes of different policy choices. Growth management policy tools would include, for instance, UGB expansions, investments in centers and corridors, local zoning changes, and transportation investments. Clearly, not all of these policy options are at Metro's disposal. All of us have a role in creating and implementing such a growth management system.

Steps in developing a performance-based system

1. Define "success"
2. Develop indicators to measure progress towards goals
3. Develop a system for integrating indicators into decisions

Purpose of the resolution and questions for MPAC

Regional agreement on a definition of success is a critical first step and, to begin the discussion, we have prepared a draft resolution that strives to do that. We should stress that this resolution is still very much in draft form and that we would like your input. In particular, we would like your thoughts on Exhibit A to the resolution, which articulates the characteristics of successful and sustainable communities.

Without regional agreement and commitment, a performance-based growth management system, no matter how artfully designed and modeled, will be less effective in creating vibrant communities. We intend to return to MPAC throughout 2008 to seek your input on performance measures, targets, and the larger decision-making framework for a performance-based system of growth management.

Contents of the resolution

The main body of the resolution identifies the shortcomings of the current growth management system that were discussed at the January 23 MPAC meeting. The resolution also articulates, in general terms, how a performance-based system would help the region to adapt to new trends and to create successful communities. In particular, please note the last whereas of the resolution, which states that "...Metro and its regional partners intend to use a performance-based approach to help determine whether and where to (1) allocate growth to and within the UGB; (2) invest in communities within the UGB; and (3) expand the UGB." A set of indicators that are based on the characteristics of successful communities would guide those decisions.

Draft characteristics are cited in Exhibit A to the resolution and should be familiar to you as they are drawn from:

- 2040 Growth Concept
- Regional Urban Growth Goals and Objectives (RUGGOS)
- Regional Framework Plan
- Fundamental goals listed in Title 9 of the Urban Growth Management Functional Plan
- The Great Communities report
- Metro Council Goals and Objectives
- The urbanization factors found in the new reserves rule

Based on suggestions from the Metro Council, this list of characteristics has been augmented to address contemporary concerns such as the minimization of contributions to global warming.

As previously noted, this resolution will serve as a starting point for subsequent discussions of how to measure performance. **Consequently, the draft characteristics listed in Exhibit A have been written so that that they lend themselves to measurement and/or modeling. Whenever possible, we have steered clear of describing "success" in terms that would be difficult or impossible to quantify.**

Finally, draft principles for a performance-based growth management system are articulated in Exhibit B. Fundamentally, our intent is to create a growth management system that will do a better job of framing policy choices for local jurisdictions and the Metro Council (in essence, well-informed adaptive management), helping to create the future that the region wants.

Tentative timeline for consideration of the resolution

In order to improve the resolution we intend to follow the following schedule for review and comment. We will be taking the resolution to JPACT and TPAC to clarify its relation to the RTP.

MTAC:	March 5, April 2
MPAC:	March 12, April 9
JPACT:	Dates TBD
TPAC:	Dates TBD
Metro Council:	April 17 (adoption)

Comments from MTAC on the draft resolution (March 5, 2008 meeting)

- Several comments indicated general support for the concept as well as the need for more clarity on how the system would work, how it would be different from the current system and examples of what some performance indicators might be.
- This type of system is already legally mandated. We need to implement it.
- The eventual list of performance indicators should be short and be expanded if needed.
- We should revisit past performance.
- MTAC would like to know if there other cities that have tried a similar approach.
- This type of system will need to contend with the possible tension between creating efficient transportation systems and successful communities.
- Need a goal for an adequate supply of industrial/employment land.
- Need a goal for fostering a green economy.
- Need a goal Growth should not be at the expense of community identity (e.g. historic character).

Included in your packet is the draft resolution as considered by MTAC as well as a redline version reflecting their comments.

Thank you for your thoughtful input.

**DRAFT 89 (WITH MTAC CHANGES)
BEFORE THE METRO COUNCIL**

FOR THE PURPOSE OF AFFIRMING A)
DEFINITION OF “SUCCESSFUL REGION” AND)
COMMITTING METRO TO WORK WITH)
REGIONAL PARTNERS TO IDENTIFY)
PERFORMANCE INDICATORS AND)
TARGETS AND TO DEVELOP A DECISION-)
MAKING PROCESS TO CREATE SUCCESSFUL)
COMMUNITIES)

RESOLUTION NO. 08-_____

Introduced by Councilor Carl Hosticka

WHEREAS, the preamble to Metro’s Charter states that Metro shall undertake “...as its most important service, planning and policy making to preserve and enhance the quality of life and the environment for ourselves and future generations...”; and

WHEREAS, the concept of “quality of life” is given further clarification in the 2040 Growth Concept, the Regional Framework Plan and Metro Council Goals and Objectives; and

WHEREAS, to preserve and enhance the quality of life for current and future generations, growth management policies should be based upon measurable performance toward the achievement of regional goals and objectives; and

WHEREAS, Title 9 (Performance Measures) of the Urban Growth Management Functional Plan states that the Metro Council shall adopt and periodically revise performance measures to be used in evaluating and adjusting, as necessary, Metro’s functional plans, the urban growth boundary (UGB), and other regional plans; and

WHEREAS, the region has an increasing ability to measure its success in realizing its goals, to use performance measures and to understand the likely effects of different policy options; and

WHEREAS, state law currently requires Metro to determine the capacity of the region’s UGB every five years, using a precise methodology set forth at ORS 197.296, and to add capacity if the UGB does not have sufficient room to accommodate population and employment growth forecasted for the next 20 years; and

WHEREAS, the current approach to growth management causes the region to apply a level of analytical precision to long-range population and employment forecasts that does not account for the dynamic nature of housing and employment needs and markets; and

WHEREAS, the current approach can lead to UGB land allocations that do not help to create great communities that enhance the quality of life for ourselves and future generations; and

WHEREAS, this cyclical approach has also had the effect of diverting the region’s attention and resources from critical, shorter-term efforts to build livable communities within the region’s centers and corridors and, instead, has directed scarce resources to a continual analysis of need to add to the region’s long-term development capacity by adding land from outside the UGB; and

WHEREAS, despite the passage of approximately 13 years since its adoption, support for the 2040 Growth Concept remains strong among local governments and the general public, and

WHEREAS, the 2040 Growth Concept also holds promise for addressing contemporary and pressing concerns, such as the region's rapid population growth and its contributions to global warming, and for directing investments in infrastructure in a time of limited funds; and

WHEREAS, in order to establish performance measures to inform future growth management decisions, the region should affirmatively state its vision of long-term success in creating a livable region and its constituent communities; and

WHEREAS, a performance-based approach to growth management will be most successful if jurisdictions throughout the region participate in its development and integrate it into their decision making; and

WHEREAS, Metro and its regional partners intend to use a performance-based approach to help determine whether and where to (1) allocate growth to and within the UGB; (2) invest in communities within the UGB; and (3) expand the UGB; now, therefore

BE IT RESOLVED that the Metro Council

1. Affirms a definition of a successful region and its constituent communities, as set forth in Exhibit A, attached hereto.
2. Commits, based on the principles articulated in Exhibit B, to working with all of our regional partners to identify the performance indicators, targets and decision making process necessary to create successful communities.

ADOPTED by the Metro Council this _____ day of _____, 2008

David Bragdon, Council President

Approved as to form:

Daniel B. Cooper, Metro Attorney

Exhibit A
To Resolution No. 0809-????

A Definition of Successful Communities

Goal Statement:

Regional and local policies and actions are aligned to create vibrant, sustainable communities that have the following characteristics:

Great Communities

- Population and job growth is focused in existing and planned downtowns and centers, along busy streets along transit corridors and near transit stations, thereby reducing growth pressures on existing single-family residential neighborhoods and rural lands.
- People make use of multiple viable transportation options that enhance communities and preserve the environment.
- Diverse transportation and housing options that are equitably distributed throughout the region create an affordable cost of living for all. People can choose from diverse and affordable housing options that are equitably distributed throughout the region. There are no slums or ghettos in the region.
- Because of a compact urban form with mixed uses, allows people of all ages to have schools, employment, recreation, open space and retail options within walking distance of home.
- Communities have sound governance and finance systems in place that are able to provide needed urban facilities and services.
- Throughout the region, people can walk to public open spaces.
- A rural buffer of productive farm and forest lands and natural areas surrounding the Metro region helps neighboring cities to retain their unique identities.

Vital Economy

- A high quality of life attracts and retains employers that provide a plentiful supply of family-wage jobs for people of all education levels.
- The reliable and efficient movement of people and goods helps to sustain the region's economic competitiveness.
- Educational and work force training opportunities are available to educate children and to attract, train and retain current and future residents workers.
- Healthy, productive farm and forest lands create strong rural economies.
- The region's compact urban form saves public and private money on energy, public facilities and services.
- Employers choose from sites that meet their business needs.

Healthy Environment

- The region's urban form and transportation options minimize contributions to global warming foster reductions in greenhouse gas emissions from existing and newly urbanizing communities.
- Residents' health and quality of life are enhanced by exceptionally clean air and water.
- Healthy ecological systems are integrated into the urban setting.

Exhibit B

To Resolution No. 0809-????

**Performance Based Growth Management
Guiding Principles**

1. The new growth management approach should be **outcome-oriented**, with the outcomes endorsed through regional commitment to a definition of performance or outcome.
2. Performance or outcome should be defined in a way that is **readily measureable** and has clear cause-and-effect linkages with **policy choices**.
3. Strategies should be aligned at the **regional, local, state and federal level** to support progress toward achieving the **outcomes desired for the region** and to effectively leverage private investment.
4. The new approach should **rely on an integrated set of policy and financial tools**, including public investments, land supply decisions, **local zoning and other strategies**.
5. The new approach should be **transparent**, allowing for explicit weighing of community values and desired outcomes.
6. A combination of **measures will be used to assess progress** toward meeting the region's goals and will **inform decisions about which policy tools** are needed to achieve the desired outcomes.
7. Changes to state statute and **administrative rules** may be needed to fully implement this approach.
8. The new approach **will link performance measures reporting** directly with growth management decisions.
9. Measurements should **accommodate local aspirations** and should support equitable outcomes across the **region while also achieving region-wide goals**.

DRAFT 8
BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF AFFIRMING A)
DEFINITION OF "SUCCESSFUL REGION" AND)
COMMITTING METRO TO WORK WITH)
REGIONAL PARTNERS TO IDENTIFY)
PERFORMANCE INDICATORS AND)
TARGETS AND TO DEVELOP A DECISION-)
MAKING PROCESS TO CREATE SUCCESSFUL)
COMMUNITIES)

RESOLUTION NO. 08-_____

Introduced by Councilor Carl Hosticka

WHEREAS, the preamble to Metro's Charter states that Metro shall undertake "...as its most important service, planning and policy making to preserve and enhance the quality of life and the environment for ourselves and future generations..." and

WHEREAS, the concept of "quality of life" is given further clarification in the 2040 Growth Concept, the Regional Framework Plan and Metro Council Goals and Objectives; and

WHEREAS, to preserve and enhance the quality of life for current and future generations, growth management policies should be based upon measurable performance toward the achievement of regional goals and objectives; and

WHEREAS, Title 9 (Performance Measures) of the Urban Growth Management Functional Plan states that the Metro Council shall adopt and periodically revise performance measures to be used in evaluating and adjusting, as necessary, Metro's functional plans, the urban growth boundary (UGB), and other regional plans; and

WHEREAS, the region has an increasing ability to measure its success in realizing its goals, to use performance measures and to understand the likely effects of different policy options; and

WHEREAS, state law currently requires Metro to determine the capacity of the region's UGB every five years, using a precise methodology set forth at ORS 197.296, and to add capacity if the UGB does not have sufficient room to accommodate population and employment growth forecasted for the next 20 years; and

WHEREAS, the current approach to growth management causes the region to apply a level of analytical precision to long-range population and employment forecasts that does not account for the dynamic nature of housing and employment needs and markets; and

WHEREAS, the current approach can lead to UGB land allocations that do not help to create great communities that enhance the quality of life for ourselves and future generations; and

WHEREAS, this cyclical approach has also had the effect of diverting the region's attention and resources from critical, shorter-term efforts to build livable communities within the region's centers and corridors and, instead, has directed scarce resources to a continual analysis of need to add to the region's long-term development capacity by adding land from outside the UGB; and

WHEREAS, despite the passage of approximately 13 years since its adoption, support for the 2040 Growth Concept remains strong among local governments and the general public, and

WHEREAS, the 2040 Growth Concept also holds promise for addressing contemporary and pressing concerns, such as the region's rapid population growth and its contributions to global warming, and for directing investments in infrastructure in a time of limited funds; and

WHEREAS, in order to establish performance measures to inform future growth management decisions, the region should affirmatively state its vision of long-term success in creating a livable region and its constituent communities; and

WHEREAS, a performance-based approach to growth management will be most successful if jurisdictions throughout the region participate in its development and integrate it into their decision making; and

WHEREAS, Metro and its regional partners intend to use a performance-based approach to help determine whether and where to (1) allocate growth to and within the UGB; (2) invest in communities within the UGB; and (3) expand the UGB; now, therefore

BE IT RESOLVED that the Metro Council

1. Affirms a definition of a successful region and its constituent communities, as set forth in Exhibit A, attached hereto.
2. Commits, based on the principles articulated in Exhibit B, to working with all of our regional partners to identify the performance indicators, targets and decision making process necessary to create successful communities.

ADOPTED by the Metro Council this _____ day of _____, 2008

David Bragdon, Council President

Approved as to form:

Daniel B. Cooper, Metro Attorney

**Exhibit A
To Resolution No. 08-????**

A Definition of Successful Communities

Goal Statement:

Regional and local policies and actions are aligned to create vibrant, sustainable communities that have the following characteristics:

Great Communities

- Population and job growth is focused in existing and planned downtowns and centers, along busy streets and near transit stations, thereby reducing growth pressures on existing single-family residential neighborhoods and rural lands.
- People make use of multiple viable transportation options that enhance communities and preserve the environment.
- People can choose from diverse and affordable housing options that are equitably distributed throughout the region. There are no slums or ghettos in the region.
- A compact urban form with mixed uses allows people to have employment, recreation and retail options within walking distance of home.
- Communities have sound governance and finance systems in place that are able to provide needed urban facilities and services.
- Throughout the region, people can walk to public open spaces.
- A rural buffer of productive farm and forest lands and natural areas surrounding the Metro region helps neighboring cities to retain their unique identities.

Vital Economy

- A high quality of life attracts and retains employers that provide a plentiful supply of family wage jobs.
- The reliable and efficient movement of people and goods helps to sustain the region's economic competitiveness.
- Educational and work force training opportunities are available to educate children and to attract, train and retain current and future residents.
- Healthy, productive farm and forest lands create strong rural economies.
- The region's compact urban form saves public and private money on energy, public facilities and services.

Healthy Environment

- The region's urban form and transportation options minimize contributions to global warming.
- Residents' health and quality of life are enhanced by exceptionally clean air and water.
- Healthy ecological systems are integrated into the urban setting.

Exhibit B

To Resolution No. 08-????

**Performance Based Growth Management
Guiding Principles**

1. The new growth management approach should be **outcome-oriented**, with the outcomes endorsed through regional commitment to a definition of performance or outcome.
2. Performance or outcome should be defined in a way that is readily measureable and has clear cause-and-effect linkages with policy choices.
3. Strategies should be aligned at the regional, local, state and federal level to support progress toward achieving the outcomes desired for the region and to effectively leverage private investment.
4. The new approach should rely on an integrated set of policy and financial tools, including public investments, land supply decisions, local zoning and other strategies.
5. The new approach should be transparent, allowing for explicit weighing of community values and desired outcomes.
6. A combination of measures will be used to assess progress toward meeting the region's goals and will inform decisions about which policy tools are needed to achieve the desired outcomes.
7. Changes to state statute and administrative rules may be needed to fully implement this approach.
8. The new approach will link performance measures reporting directly with growth management decisions.
9. Measurements should accommodate local aspirations and should support equitable outcomes across the region while also achieving region-wide goals.

DRAFT – 4/7/08

**Metro
Performance Based Growth Management
Guiding Principles**

1. The new growth management approach should be outcome-oriented, with the outcomes endorsed through regional commitment to a definition of performance or outcome.
2. The new approach should be transparent, allowing for explicit weighing of community values and desired outcomes.
3. Performance or outcome should be defined in a way that is readily measurable and has clear cause-and-effect linkages with policy choices.
4. A combination of measures will be used to assess progress toward meeting the region's goals and will inform decisions about which policy tools are needed to achieve the desired outcomes.
5. Measurements should accommodate local aspirations and should support equitable outcomes across the region while also achieving region-wide goals.
6. The new approach will link performance measures reporting directly with growth management decisions.
7. The new approach should rely on an integrated set of policy and financial tools, including public investments, land supply decisions, local zoning and other strategies.
8. Strategies should be aligned at the regional, local, state and federal level to support progress toward achieving the outcomes desired for the region and to effectively leverage private investment.
9. Changes to state statute and administrative rules may be needed to fully implement this approach.

COMPARISON: GROWTH MANAGEMENT SYSTEMS
Current Approach v. Performance-Based Approach

CURRENT SYSTEM	PERFORMANCE-BASED SYSTEM
Focuses on land supply as primary determinant of whether region is achieving its growth management objectives	Evaluates multiple characteristics of great communities against benchmarks to determine urban performance
Driven by state requirements	Designed to support shared local and regional aspirations and to respond to market and other global conditions
Relies primarily on a single tool: management of the urban growth boundary by Metro	Relies on coordinated use of multiple tools, including public investment and local zoning as well as land supply decisions (including urban and rural reserves as well as the UGB itself)
Cyclical (statutory five-year UGB cycle)	Adapts to changing circumstances on a more frequent basis, driven by performance indicators
Focuses on Metro Council land use actions	Involves collaboration with and empowerment of multiple actors, including local governments, school and special districts, and private developers, as well as Metro Council
Focuses on point forecasts of 20-year land need	Recognizes uncertainty of long-range forecasts
Burdened by past experience (must demonstrate future will be different)	Past informs future experience and incorporates relevant information on emerging trends

MEMORANDUM

TO: PLANNING COMMISSION
FROM: JAMES REITZ, SENIOR PLANNER 
SUBJECT: KAREN'S GLENN PRD EXTENSION REQUEST
DATE: 4/10/2008

ISSUE STATEMENT: The applicant received approval for the Karen's Glenn PRD on March 20, 2006. In March 2007 the applicant requested an extension with which to file the final plat. The Planning Commission approved an extension to April 26, 2008. The applicant has now requested a second one-year extension. The Planning Commission may extend an application for up to one year at a time.

RECOMMENDATION: Staff recommends approval of a four-month extension, to August 21, 2008. Staff further recommends that no additional extensions be granted.

BACKGROUND: Zoning Ordinance Section 9.816(1) *Procedure for Review of a Final Plan* requires submittal of the final plan (final plat) within one year of the preliminary plan approval, or "that approval shall become void. The Planning Commission may extend the preliminary plan approval period for up to one year at a time if a request for such extension is received by the Community Development Department prior to expiration of the one-year preliminary plan approval period." The Zoning Ordinance does not define under what criteria an application should be extended or not.

- Karen's Glenn was approved with multiple conditions. Condition #7 was that "All lots not having access to a public street shall be shown on the final plat as a tract for future development." In order for the project to move forward as approved, and to comply with this condition, the applicant would need to secure the right-of-way dedication for Juniper Street. The applicant's extension request states that "We have been diligently pursuing the required Road Dedication. This has been a long and arduous task which we feel confident, will be completed by the end of April 2008." Aside from the applicant's statement, staff has not been presented with any evidence that the dedication is imminent.
- Further extensions could also result in construction of a project that would no longer comply with current City and regional regulations. For instance, Clean Water Services adopted new design and construction standards in 2007 (Resolution and Order 07-20). These standards replace and supersede the standards under which Karen's Glenn was approved (R & O 04-09). These new standards cannot be imposed without amending the ordinance adopting the Karen's Glenn PRD. In

addition, the City is scheduled to adopt a new development code this summer. Many revisions are proposed that differ from the current code that could have an effect on the design of future planned developments.

- The applicant may wish for a longer extension in the hopes of developing the project when the housing market improves. Staff's recommendation for a limited-duration extension is based solely on the fact that the Juniper Street right-of-way has still not been secured (more than two years following the City's approval of the project on March 20, 2006) and new code requirements that would be imposed if the project were submitted today. Two years would seem ample time with which to secure the right-of-way. Additional extensions could also provide the project with a kind of windfall benefit i.e., Karen's Glenn would not have to comply with the same development standards required of projects submitted since 2007, even though they may be under construction at the same time.

ALTERNATIVES: The Planning Commission may:

1. Approve the requested extension for up to one year (a shorter interval is allowable);
or
2. Deny the requested extension; or
3. Continue the matter for further consideration.

ORDINANCE NO. 2008-02

**ORDINANCE AMENDING FOREST GROVE CODE SECTION 3.525
RELATING TO SEGREGATION OF REVENUES
FOR PARKS SYSTEM DEVELOPMENT CHARGE**

WHEREAS, Forest Grove Code Section 3.525, Segregation of Revenues, currently requires that at least 50 percent (50%) of the Parks System Development Charge (SDC) funds collected within each City parks planning district must be used in the district where collected; and

WHEREAS, Oregon Law does not require that SDC revenues be spent within any specific proximity to the development from which the SDC revenues are derived; and

WHEREAS, requiring that Parks SDC revenues be spent based on proximity to collection places restrictions on the use of SDC funds above and beyond those required by Oregon Law; and

WHEREAS, these restrictions hamper City efforts to improve levels of service in areas where parks facilities are less accessible, and require that funds be spent in areas that may already have superior access to parks facilities; and

WHEREAS, this policy also hampers the City's ability to take advantage of unforeseen opportunities that may arise.

NOW, THEREFORE, THE CITY OF FOREST GROVE ORDAINS AS FOLLOWS:

Section 1. Forest Grove Code Section 3.525 is hereby amended to state as follows:

3.525 Segregation of Revenues. All funds derived from the system development charge for park acquisition and development shall be kept in the "Park Acquisition and Development Capital Fund". This fund shall be segregated from other funds of the City and shall be used for no other purpose than the acquisition, design, construction or improvement of park facilities as defined in Code Section 3.505.

Section 2. All former ordinances or portions thereof inconsistent or conflicting with this ordinance or any portions hereof are hereby repealed to the extent of such inconsistency and conflict.

Section 3. This ordinance is effective 30 days following its enactment by the City Council.

PRESENTED AND PASSED the first reading the 28th day of April, 2008.

PASSED the second reading the 12th day of May, 2008.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 12th day of May, 2008.

Richard G. Kidd, Mayor

Date: May 12, 2008

**STAFF REPORT REGARDING GRAFFITI PREVENTION,
PROHIBITION AND REMOVAL ORDINANCE**

PROJECT TEAM: Jeffrey Williams, Interim Police Chief
Michael Sykes, City Manager

ISSUE STATEMENT:

The City of Forest Grove is experiencing frequent and repeated incidents of graffiti placed upon public and private property. The abatement of this graffiti directly promotes the safety and livability of our community. Implementation of a graffiti abatement ordinance facilitates the ability to work collectively with the community to respond to graffiti incidences. The proposed graffiti abatement ordinance has been reviewed by the City Attorney.

BACKGROUND:

In 2006, the Forest Grove Police Department documented 16 instances of property damaged by graffiti. In 2007, there were 66 instances of property damaged by graffiti. In the first three months of 2008, there have been 17 instances of property damaged by graffiti. If this trend continues, we can expect an increase in incidences of graffiti from 2007.

Graffiti is often an indicator of gang-related activity for the purpose of identifying territory. Graffiti is an unsightly nuisance which offends community values and creates the impression of an unsafe community.

Property owners where the graffiti is placed are unwilling victims who are most often cooperative in the prompt removal or covering of the offending marks, insignias and messages. The City wishes to work cooperatively with victims to have the unsightly damage removed and will use its discretion when notifying property owners.

Best practices indicate the prompt removal of graffiti usually does not result in a repeated application of the markings.

The following jurisdictions already have similar ordinances in effect: City of Cornelius, City of Hillsboro, and City of Beaverton.

On 4/28/08, a draft graffiti prevention, prohibition, and removal ordinance was presented at a council work session. During the session, concerns raised included the level of fines, issues of re-victimization, clean-up timelines, and underlying reasons graffiti is

occurring. A request to have the Public Safety Advisory Commission (PSAC) and Economic Development Commission (EDC) review the draft ordinance was proposed.

The draft ordinance was forwarded to all members and liaisons with the PSAC. The draft ordinance was also presented to the EDC during their meeting on 5/1/08. Concerns raised through feedback from both commissions included issues of re-victimization and clean-up timelines.

The draft ordinance was revised to address the concerns voiced at the work session and through feedback from the PSAC and EDC.

The proposed fine for a violation of this ordinance against public property was increased in Section 5.160(3).

Section 5.170 (Other Violations) was changed to refer directly to nuisance abatement procedures already contained in City Code Sections 5.275 through 5.290. This accomplishes consistency in the abatement process.

Section 5.180(1-3) changed timelines for removal to reflect the reasonable period of time property owners may need to respond to graffiti removal, and consistency with timelines referenced in Section 5.170. Implementation of this ordinance through the police department will include public education/outreach efforts designed to reinforce the importance of immediate graffiti removal.

Section 5.180 (5) added language to provide amplifying examples of "alternate resolutions."

The draft graffiti prevention, prohibition, and removal ordinance is one piece of an overall strategy to address the appearance of graffiti and the underlying reasons graffiti occurs.

RECOMMENDATION: Staff recommends City Council consider approving the attached Ordinance adopting the provisions for Graffiti Prevention, Prohibition and Removal.

May 1, 2008

NewsTimes

Legal Ads/Public Notice:

To be published: Wednesday, May 7, 2008

NOTICE OF PUBLIC HEARING

PROPOSED ORDINANCE ADDING FOREST GROVE CODE SECTIONS 5.150 THROUGH 5.180 TO ADOPT PROVISIONS TO ALLOW FOR GRAFFITI PREVENTION, PROHIBITION, AND REMOVAL

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a public hearing on **Monday, May 12, 2008, at 7:00 p.m. or thereafter**, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider adopting an ordinance that would amend the Forest Grove City Code to adopt provisions to allow for graffiti prevention, prohibition, and removal of graffiti. The proposed ordinance, if enacted by the City Council, would take effect on the thirtieth day (30th) after enactment.

This hearing is open to the public and interested parties are encouraged to attend. A copy of the report and proposed ordinance is available for inspection before the hearing at the City Recorder's Office or by visiting the City's website at www.forestgrove-or.gov. Written comments or testimony may be submitted at the hearing or sent to the attention of the City Recorder's Office, PO Box 326, 1924 Council Street, Forest Grove, OR 97116, prior to the hearing. For further information, please call Anna Ruggles, City Recorder, at 503.992.3235.

Anna D. Ruggles, CMC, City Recorder
City of Forest Grove

To be published May 7, 2008

ORDINANCE NO. 2008-03

ORDINANCE ADOPTING PROVISIONS TO ALLOW FOR GRAFFITI PREVENTION, PROHIBITION, AND REMOVAL, AMENDING FOREST GROVE CODE BY ADDING SECTIONS 5.150 THROUGH 5.180 RELATING TO GRAFFITI PREVENTION, PROHIBITION AND REMOVAL

WHEREAS, the City is experiencing frequent and repeated incidents of graffiti placed upon public and private property; and

WHEREAS, graffiti is often an indicator of gang-related activity for the purpose of identifying territory; and

WHEREAS, graffiti is an unsightly nuisance that offends community values and creates the impression of an unsafe community; and

WHEREAS, the property owner where the graffiti is placed is an unwilling victim that most often is cooperative in the prompt removal or covering of the offending marks, insignias and messages; and

WHEREAS, best practices indicate the prompt removal of the graffiti usually does not result in a repeated application of the markings; and

WHEREAS, the City wishes to work cooperatively with victims to have the unsightly damage removed; and

WHEREAS, the City Council held a duly noticed Public Hearing on the proposed ordinance.

NOW, THEREFORE, THE CITY OF FOREST GROVE ORDAINS AS FOLLOWS:

Section 1. The City Council hereby adopts the graffiti prevention, prohibition, and removal provisions as defined in the attached Exhibit A.

Section 2. That Forest Grove Code Section 5 is amended by adding Sections 5.150 through 5.180, Graffiti Prevention, Prohibition, and Removal as defined in the attached Exhibit A.

Section 3. This ordinance is effective 30 days following its enactment by the City Council.

PRESENTED AND PASSED the first reading the 12th day of May, 2008.

PASSED the second reading the 27th day of May, 2008.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 27th day of May, 2008.

Richard G. Kidd, Mayor

ORDINANCE NO. 2008-03

GRAFFITI PREVENTION, PROHIBITION, AND REMOVAL

Sections:

- 5.150** Purpose and Intent.
- 5.155** Definitions.
- 5.160** Graffiti Prohibited.
- 5.165** Possession of Graffiti Implement Prohibited.
- 5.170** Other Violations.
- 5.175** Community Service.
- 5.180** Graffiti Removal; Notice and Procedures.

5.150 Purpose and Intent: It is the purpose and intent of this Ordinance to provide a procedure for the prevention, prohibition, and removal of graffiti on public and private property in order to promote a safe and livable community and to protect the public health and safety.

5.155 Definitions. As used in this Ordinance, the following words or phrases have the following meanings:

- (1) "Abate" means to remove graffiti from the public view.
- (2) "Aerosol paint container" means any aerosol container adapted or made for spraying paint.
- (3) "Etching device" means a glasscutter, awl or any device capable of scratching or etching the surface of any structure or personal property.
- (4) "Felt tip marker" means an indelible marker or similar implement with a tip which, at its broadest width, is greater than one-fourth inch.
- (5) "Graffiti" means any inscription, word, figure, or design that is marked etched, scratched, drawn, or painted on any surface with paint, ink, chalk, dye or other similar substance, regardless of content, which is visible from premises open to the public, such as public rights of way or other publicly-owned property, and that has been placed upon any real or personal property, such as buildings, fences, and structures, without authorization from the owner, occupant or responsible party.
- (6) "Graffiti implement" means an aerosol paint container, a felt tip marker, an etching device, or a graffiti stick.

(7) "Graffiti nuisance property" means a property upon which graffiti has been placed and such graffiti has been permitted to remain for more than 10 days after the property owner of record or occupant has been issued written notification.

(8) "Graffiti stick" means a device containing a solid form of paint, chalk, wax, epoxy, or other similar substance capable of being applied to a surface by pressure, and upon application, leaving a mark at least one-fourth of an inch wide.

(9) "Manager" means the Forest Grove City Manager or the manager's designee who is responsible for the administration of the graffiti nuisance abatement program under this Ordinance.

(10) "Occupant" means any person, tenant, sub-lessee, successor or assignee that has control over property.

(11) "Owner" means any person, agent, firm or corporation having a legal or equitable interest in a property and includes but not limited to a mortgagor in possession, an occupant, or a person, agent, firm or corporation that owns or exercises control over items of property, such as utility poles, drop boxes, postal collection boxes, and other types of containers.

(12) "Permit" means to knowingly allow, suffer, and acquiesce by a failure, refusal or neglect to abate.

(13) "Premises open to the public" means all public spaces, including but not limited to streets, alleys, sidewalks, parks, rights of way and public open space, and private property onto which the public is regularly invited or permitted to enter for any purpose.

(14) "Property" means any real or personal property, including but not limited to items affixed or appurtenant to real property or premises, house, building, fence, or structure, and items of machinery, drop boxes, waste containers, utility poles and vaults, and post office collection boxes.

(15) "Responsible party" means an owner, an entity or person acting as an agent for an owner by agreement that has authority over the property or is responsible for the property's maintenance or management. There may be more than one party responsible for a particular property.

(16) "Unauthorized" means without consent of the owner, occupant or responsible party.

5.160 Graffiti Prohibited.

(1) It is unlawful and a violation of this Ordinance for any person to place or put by any means, any drawing, inscription, figure, symbol, mark, or any type of graffiti on any public or private property without the consent of the owner, occupant or responsible party of the premises, or upon natural surfaces such as rocks, trees or any surface whatsoever. It is unlawful and a violation of this Ordinance for any person to solicit or command another person to apply graffiti or aid or abet another person in applying graffiti.

(2) A violation of subsection (1) of this section is a violation punishable by a civil penalty of up to \$500. Each wall or object upon which graffiti is placed constitutes a separate violation. Each day on which a violation occurs or continues is a separate violation.

(3) A violation of subsection (1) of this section is a violation punishable by a civil penalty of up to \$1000 if graffiti is placed on public property. Each wall or object upon which graffiti is placed constitutes a separate violation. Each day on which a violation occurs or continues is a separate violation.

5.165 Possession of Graffiti Implement Prohibited.

(1) No person may possess, with the intent to unlawfully apply graffiti on any real or personal property of another, any graffiti implement.

(2) Unlawful possession of a graffiti implement is a violation of this Ordinance punishable by a civil penalty up to \$500. Each day or occurrence on which a violation occurs is a separate violation.

(3) In addition to issuing a citation, a graffiti implement used or possessed in violation of this section may be immediately seized and impounded by the Manager, or manager's designee. The court, upon disposition of the issued citation, will determine whether the instrument will be returned to the defendant or deemed contraband subject to destruction under Oregon law.

5.170 Other Violations.

(1) Any property located in the City that becomes a graffiti nuisance property is in violation of this Ordinance and subject to abatement by the City under Code Sections 5.275, 5.280 and 5.285 and assessment of costs under Code Section 5.290.

(2) Every owner, occupant or responsible party who permits a property to become a graffiti nuisance property is in violation of this Ordinance and subject to any remedy or penalty provided by Code Chapter 5.

5.175 Community Service.

In lieu of a fine under this Ordinance, the court may order the violator to perform community service. The court will make a reasonable effort to require the violator to perform community service that includes removal of graffiti and is expected to have a rehabilitative effect on the violator.

5.180 Graffiti Removal; Notice and Procedures.

(1) The owner, occupant or responsible party of any property within the City shall remove any graffiti from that property within 10 days of the graffiti's appearance or discovery.

(2) Whenever the Manager, or manager's designee, determines that graffiti exists on any property in the City, the Manager, or manager's designee, may give the owner, occupant or responsible written notice of these Code requirements and request for removal of graffiti within 10 days.

(3) Ten days after a written notice if the graffiti still exists on the property, the Manager, or manager's designee, may issue an abatement notice. The owner, occupant or responsible party has 10 days after the date of service of the notice to remove the graffiti.

(4) The notice will be served by addressing the notice to the owner, occupant or responsible party and delivering it by personal service or by mailing it as certified mail. Service may also be accomplished by posting the notice in a clearly visible location on the subject property.

(5) The person served with the notice who is unable to remove, or cause to remove, the graffiti within 10 days due to a hardship may apply to the Manager for an extension of time or alternate resolution such as volunteer or community service clean up. For purposes of this subsection, "hardship" means serious illness or disability, extremely inclement weather that temporarily prevents removal of the graffiti, or other extraordinary circumstance.

(6) If graffiti is not removed within 10 days after service of notice, the Manager, or manager's designee, may issue a citation to the owner, occupant or responsible party, or all of them requiring appearance in Forest Grove Municipal Court.

(7) Failure to remove graffiti as required by this section is a violation punishable by a civil penalty of up to \$500. Each day the graffiti remains after the notice is sent constitutes a separate offense.

(8) The City Manager, or manager's designee, may adopt rules and procedures to implement this Ordinance.

May 12, 2008

**REPORT ON RESOLUTION SETTING AQUATIC CENTER
FEES AND CHARGES**

PROJECT TEAM: Paul Downey, Administrative Services Director
Tom Gamble, Parks and Recreation Director
Michael Sykes, City Manager

ISSUE: Fee increases are normally brought to the City Council in June for adjustments to be effective as of July 1. This has always presented an issue for the Aquatic Center which prepares its summer brochure including fees in May. Staff would like to have the correct fees in the brochure to reduce confusion for the public. Staff is requesting that the Council establish the new Aquatic Center fees now and has prepared a resolution setting fees for Council consideration.

DISCUSSION: During FY 01-02, the City completed a cost-of-service study and the City Council approved fee increases based on that study. City Code Section 2.601 states the licenses, permits, and fees will be adjusted by Council Resolution in July each year. It further states that subsequent adjustments prior to completion of the next required cost-of-service study shall be made in accordance with Section 2.605. That section states that adjustments to fees and charges shall be based on the CPI of the percentage of the wage adjustment for City employees.

With a few exceptions in the non-resident fees, staff has prepared the proposed fee schedule using a general wage and benefits increase of 4%. The fees have been rounded up where necessary to reduce creating change issues. No new fees have been added to this fee schedule. A proposed fee schedule including the percentage change in the fee is attached.

The City Council will be asked to approve increases in the City's other fees at a June 2008 meeting.

RECOMMENDATION: Staff recommends that the City Council approve the attached resolution.



May 1, 2008

NewsTimes

Legal Ads/Public Notice:

To be published: Wednesday, May 7, 2008

**NOTICE OF PUBLIC HEARING
PROPOSED RESOLUTION INCREASING VARIOUS AQUATIC FEES
FOR THE CITY OF FOREST GROVE**

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a public hearing on **Monday, May 12, 2007, at 7:00 p.m. or thereafter**, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider adopting a resolution that would increase various Aquatic fees approximately four percent (4%). The proposed fees would be effective July 1, 2008.

This hearing is open to the public and interested parties are encouraged to attend. A copy of the report and a list of the proposed fees are available for inspection before the hearing at the City Recorder's Office or by visiting the City's website at www.forestgrove-or.gov. Written comments or testimony may be submitted at the hearing or sent to the attention of the City Recorder's Office, P. O. Box 326, 1924 Council Street, Forest Grove, OR 97116, prior to the hearing. For further information, please call Anna Ruggles, City Recorder, at 503.992.3235.

Anna D. Ruggles, CMC, City Recorder
City of Forest Grove

To be published Wednesday, May 7, 2008

RESOLUTION NO. 2008-32

**RESOLUTION SETTING FEES & CHARGES
FOR AQUATIC CENTER**

WHEREAS, the City Code Section 2.601 requires fees and charges to be adjusted annually in July of each year in accordance with Code Section 2.605; and

WHEREAS, the Aquatic Center Fees and Charges have been previously set by Resolution 2007-27; and

WHEREAS, staff is proposing fee adjustments in accordance with City Code Section 2.605; and

WHEREAS, staff has prepared a resolution with the proposed fees and charges attached as Exhibit 1; and

WHEREAS, a duly noticed Public Hearing was held on May 12, 2008.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. The Aquatic Center Fees and Charges listed on Exhibit 1 of this resolution are hereby adopted effective July 1, 2008.

Section 2. Resolution 2007-27 is hereby repealed upon the effective date of the foregoing Aquatic Center Fees and Charges listed on Exhibit 1 of this resolution.

Section 3. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 12th day of May, 2008.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 12th day of May, 2008.

Richard G. Kidd, Mayor

Forest Grove Fee Schedule

Aquatic Center

Exhibit 1

Adopted Fee - 07/01/06 Proposed Fees - 7/1/08

Public and Fitness Swim

In-City under 2 years	0.00	0.00
In-City 2-17 years and 65 years and over	2.50	2.60
In-City 18-64 years	3.75	3.90
In-City Family	9.00	9.35
Outside-City under 2 years	0.00	0.00
Outside-City 2-17 years and 65 years and over	3.50	3.60
Outside-City 18-64 years	5.45	5.75
Outside-City Family	12.50	13.00

Membership

In-City Family	101.50	105.50
In-City Individual	51.00	53.00
In-City Senior	31.25	32.50
Outside-City Family	138.00	143.50
Outside-City Individual	69.00	71.75
Outside-City Senior	41.25	42.90

Punch Pass (10 visits)

In-City 2-17 years and 65 years and over	21.00	21.75
In-City 18-64 years	31.50	32.75
Outside-City 2-17 years and 65 years and over	28.00	29.00
Outside-City 18-64 years	45.00	47.25

Pacific University

Monthly Fee	875.00	910.00
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Laminating Service

Small Card	0.50	0.50
Large	2.00	2.00

Mat

Rental	1.00	1.00
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Instruction

In-City Member (per session)	25.75	26.75
In-City Non-Member (per session)	38.50	40.00
Non-Member 65 years and older (per session)	31.25	32.50

Instruction

Outside-City Member (per session)	25.75	26.75
Outside-City Non-Member (per session)	51.50	53.50

Pool Rental

1-60 People (per hour)	96.00	100.00
61-100 People (per hour)	108.00	112.00
101-200 People (per hour)	130.00	135.00
Staff/Classroom (per hour)	17.00	17.75
Spray Park Rental (per hour)	17.00	17.75

School District 15

Fee per Employee per Hour	13.65	14.25
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Memorandum

TO: Mayor Kidd and City Councilors

FROM: Anna D. Ruggles, CMC, City Recorder

DATE: May 12, 2008

SUBJECT: Adoption of Standards and Criteria for City Manager
Performance Evaluation

City Charter requires City Council to evaluate the City Manager's performance at least once a year and requires Council to establish the performance evaluation criteria, standards, and policy directives in an open public hearing.

As part of the evaluation process, Council has provided a mechanism for Department Director input with an option to remain confidential. Rob DuValle, Human Resources Manager, has been assigned as the third-party person who will prohibit disclosure of information submitted in confidence as provided by ORS 192.502(4). DuValle will compile the submitted comments into a single document and distribute the results in a sealed envelope to Council for their review. Council will review the compiled responses with the City Manager and the City Manager will present his self-evaluation to Council in an executive session tentatively scheduled for June 9, 2008.

RECOMMENDATION: 1) Council action is needed to adopt this year's evaluation standards and criteria for the City Manager to include the evaluation form and mechanism for Department Director input; 2) Council action is needed to send the attached letter to Department Directors, which has been prepared on behalf of Council; and 3) Attached is a tentative schedule for this year's evaluation process for your review.



May 1, 2008

NewsTimes

Legal Ads/Public Notice:

To be published: Wednesday, May 7, 2008

**NOTICE OF PUBLIC HEARING
ADOPTION OF STANDARDS AND CRITERIA
FOR CITY MANAGER PERFORMANCE EVALUATION**

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a public hearing on **Monday, May 12, 2007, at 7:00 p.m. or thereafter**, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider adopting the standards and criteria for City Manager performance evaluation.

This hearing is open to the public and interested parties are encouraged to attend. A copy of the proposed Performance Evaluation Form for City Manager's performance evaluation is available for inspection before the hearing at the City Recorder's Office or by visiting the City's website at www.forestgrove-or.gov. Written comments or testimony may be submitted at the hearing or sent to the attention of the City Recorder's Office, P. O. Box 326, 1924 Council Street, Forest Grove, OR 97116, prior to the hearing. For further information, please call Anna Ruggles, City Recorder, at 503.992.3235.

Anna D. Ruggles, CMC, City Recorder
City of Forest Grove

To be published Wednesday, May 7, 2008

City Manager Evaluation Process:

- May 12th Public Hearing is held to adopt performance evaluation criteria. If evaluation criteria is approved as presented, 1) a letter on behalf of the Council will be given to all Department Directors requesting comments on City Manager's annual performance; 2) Each Councilmember is given a performance evaluation form to complete; and 3) Council asks City Manager to prepare a self-evaluation.
- May 21st Deadline for Department Directors to submit their comments to third-party person (Rob DuValle, HR Manager).
- May 23rd Compilation of Department Directors comments are submitted in a sealed envelope to Council.
- June 9th Executive Session (unless City Manager requests open hearing) is held to review complied comments and City Manager's self-evaluation.
- June 18th Deadline for Councilmembers to submit their evaluation, signed and dated, and returned to Mayor. Mayor and Council President tabulate and summarize the results of Council evaluations.
- June 23rd Executive Session (unless City Manager requests open hearing) is held to review complied comments and to discuss the performance evaluation with the City Manager.
- June 23rd Return to open session and give a summary of the City Manager's evaluation performance and discussion of compensation; consider First Reading of Resolution Amending City Manager's Compensation Plan and Amending Employment Agreement and Authorizing Compensation.
- July 14th Consider Second Reading of the above Resolution for final adoption.



Memorandum

TO: Department Directors

CC: Michael Sykes, City Manager

FROM: Mayor Kidd and City Council

DATE: May 12, 2008

SUBJECT: Performance Evaluation for City Manager

City Council approved the City Manager's evaluation performance standards and criteria, and as part of the evaluation, the Council agreed to seek Department Director input. The Council's goal is to establish a thoughtful and considered process that also expedites the City Manager's evaluation. The Council recognizes the importance of giving Department Directors an option to remain confidential. To achieve this, comments will be returned to a third-party person chosen by the Council. The third party will remove the name of the evaluator unless the evaluator waives the promise of confidentiality. The third party will compile the submitted comments into a single document and distribute the results in a sealed envelope to Council for their review. The Council will review the submitted comments with the City Manager in a special executive session. No action or decision will be made in the executive session. The Council will come out of executive session tentatively scheduled for June 23, 2008, and give a summary of the City Manager's evaluation performance.

Rob DuValle, Human Resources Manager, has been assigned as the third-party person who will keep your name confidential unless you waive this promise of confidentiality. Information submitted in confidence is exempt from public disclosure under ORS 192.502(4).

The Council encourages you to submit written comments; your participation is completely voluntary and is not required by law. **We ask that your written comments, for the evaluation period of July 1, 2007, through current date, be submitted no later than May 21, 2008, directly to Rob DuValle, Human Resources Manager.** Please do not include your name in your written comments if you wish to remain anonymous.

Thank you for your sincere consideration of the above request.

CITY MANAGER PERFORMANCE REVIEW (REV1)

Instructions:

This evaluation has two parts. Part I involves an evaluation of the past performance of the City Manager during the evaluation period of **July 1, 2007, to June 30, 2008**. Part II concerns your expectations and goals for the City Manager during the coming year. In evaluating the Manager's past performance, you will be asked to rate that conduct according to the following categories:

- (1) NI = Needs Improvement
- (2) M = Meets Standards
- (3) E = Exceeds Standards
- NO = Not observed

Following each performance standard, please provide any appropriate comments in that area.

Part I. Performance Standards

1 Personal Traits / Professionalism

NI	M	E	NO

Positive attitude, self-motivating; self-confident; creative; uses common sense; professional and personal integrity; emotional stability; takes initiative; receptive to new ideas and changes; maturity in relations with others; prepares quality products; willingness to seek personal growth and development; takes consistent position with different audiences; adherence to high professional ethical standards; exercises diplomacy; demonstrates high personal integrity.

Comments:

2. City Council Relationships

NI	M	E	NO

Effectively implements policies and programs approved by City Council; reporting to City Council is timely, clear, concise, and thorough; accepts direction or instructions in a positive manner; effectively aids the City Council in establishing long-range goals; keeps Council informed of current plans and activities of administration and new development; sensitive to and perceptive of Council needs and desires; maintains a relationship of trust with each Council member and the Mayor; available to members of the Council; properly orients new Council members.

Comments:

3. Technical Knowledge and Use

NI	M	E	NO

General overall knowledge of city operations and responsibilities; willing and able to learn; keeps current on professional issues, trends, techniques, and methods of operation; keeps current on legislation, funding opportunities and regulations; administrative knowledge (budget, personnel and purchasing rules and regulations); knowledge of city developments in public policy.

Comments:

4. Communication

NI	M	E	NO

Ability to write in an understandable, accurate, concise, complete, timely, and positive manner; ability to speak in an understandable, accurate concise, complete, timely and positive manner; keeps City Council informed; agenda preparation; good verbal presentations to City Council and public; effective communication of City Council's position to public; provides City Council with adequate information to make decisions; handles confidential matters appropriately; listens well.

Comments:

5. Problem Solving and Decision Making:

NI	M	E	NO

Anticipates problems; identifies problems, issues and concerns; ability to analyze problems (to honestly identify and assess alternatives); develops and recommends creative, innovative and realistic solutions and implements and refines such solutions; considers alternatives and available facts before making decisions; resolves problems at lowest possible level (takes responsibility for decisions); gets affected parties involved in problem solving; reaches timely decisions; flexibility and receptiveness to suggestions; resolves problems under strained and unpleasant conditions; achieves goals set by or in conjunction with City Council; consults with Council when appropriate.

Comments:

6. External Relations

NI	M	E	NO

Projects positive public image; effectively handles citizens complaints and inquiries; educates public on city problems, programs and operations; keeps commitments to the public; maintains contact/liaison with community groups; maintains effective intergovernmental relations; maintains effective relations with media representatives.

Comments:

7. Fiscal Management

NI	M	E	NO

Prepares realistic annual budgets; seeks efficiency, economy and effectiveness in all programs; controls expenditures in accordance with approved budgets; keeps City Council informed about revenues and expenditures, actual and projected; is cost effective; assures that Budget Committee is well informed of short and long-term City financial status; involves Council adequately in fiscal affairs.

Comments:

8. Personnel Management & Supervision

NI	M	E	NO

Maintains adequate levels of supervisions and internal control and communication; employees are given necessary guidance regarding responsibilities and tasks; follow-up is initiated to properly account for employee activities; disciplinary matters and corrective actions are appropriate and applied in a timely fashion. Management atmosphere encourages professional growth; encourages initiative and creativity; allows subordinates to grow professionally.

Comments:

Part II. Future Expectations

1. What changes, if any, should the City Manager make in the performance of his/her job?

2. What objectives should the City Council set for the City Manager for the coming year?

Concur
 Non-concur
 Minority Report

Richard G. Kidd, Mayor _____
Date

Concur
 Non-concur
 Minority Report

Thomas L. Johnston, Councilor _____
Date

Concur
 Non-concur
 Minority Report

Victoria J. Lowe, Councilor _____
Date

Concur
 Non-concur
 Minority Report

Camille Miller, Councilor _____
Date

Concur
 Non-concur
 Minority Report

Ron Thompson, Councilor _____
Date

Concur
 Non-concur
 Minority Report

Peter Truax, Councilor _____
Date

Concur
 Non-concur
 Minority Report

Elena Uhing, Councilor _____
Date

Non-Concur may submit minority report.

Memorandum

TO: Mayor Kidd and City Councilors

FROM: Michael Sykes, City Manager

DATE: May 12, 2008

SUBJECT: Consider Appointing Council Liaison to the Forest Grove Senior Center Board

The Forest Grove Senior Center Board of Directors has asked the City Council to consider appointing one of its members to act as a liaison representative to the Senior Center Board (refer to the attached board minutes). The purpose of the liaison appointment is to provide improved coordination and communication between the City and the Senior Center.

RECOMMENDATION: Staff recommends that City Council consider adopting the attached resolution and appoint one of its members to act as a liaison representative to the Forest Grove Senior Center Board.

April 15, 2008
Forest Grove Senior Center
Board of Directors Meeting

Jeff Hoyt called the meeting to order.

In attendance: Jeff Hoyt, Bob Epler, Geoff Johnston, Lorrie Hutchins, Spencer King

Guests in attendance Lisa Neves, Don Breen
Special Guest: Beth Rehm Washington County Department of Aging and Disability

Welcomed Guests- Guest Beth Rehm gave an overview of what services they provide

- A
- 1) Affordable Housing
 - 2) Transportation Outreach
 - 3) Educating Legislators
 - 4) Sharing Thoughts
 - 5) Visiting Local Seniors

Their next meeting is April 24th and is published in the advisory

Bob Epler made a motion to approve Board Meeting minutes from April 3, 2008, Geoff Johnston seconded and motion carried.

Geoff Johnston presented the Treasurer's Report

Geoff Johnston will contact investment representative who handles The Allen Trust for The Senior Center about coming out to visit and go over the trust with him

Motion made by Bob Epler to send boat title to purchaser, seconded by Spencer King, motion carried.

Don Breen gave update on Michael Harrison Concert and on Golf Tournament. Fliers for Golf Tournament will be ready by Monday April 21, 2008.

Lisa Neves proposed Senior Center to have ongoing classes and will bring information to next meeting.

Board Members discussed if anyone had any names of possible candidate for board members. Will bring names to next meeting.

Geoff Johnston did not have any estimates yet on outside bookkeeping services but should have those by the end of the week.

Jeff Hoyt is waiting to hear from the City of Forest Grove on name change and a possible City Council Member being appointed as a liaison between the City and Forest Grove Senior Center.



Change of Board Meeting for month of May will be 11:45 am May 20th at the Forest Grove Senior Center.

Mayors Ball discussed, nothing new at this point, still scheduled to be held Saturday September 6th 2008 in Hillsboro.

Meeting Adjourned

RESOLUTION NO. 2008-33

**RESOLUTION APPOINTING CITY COUNCIL LIAISON
TO FOREST GROVE SENIOR CENTER BOARD**

WHEREAS, the Forest Grove Senior Center Board of Directors desires the City Council to appoint one of its members to act as a liaison representative to the Senior Center Board; and

WHEREAS, the purpose of the liaison appointment is to provide improved coordination and communication between the City and the Senior Center.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE CITY COUNCIL AS FOLLOWS:

Section 1. That Councilor _____ is hereby appointed as the Council Liaison to the Forest Grove Senior Center Board.

Section 2. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 12th day of May, 2008.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 12th day of May, 2008.

Richard G. Kidd, Mayor

May 12, 2008

**REPORT ON EXTENDING THE ENTERPRISE ZONE
TO THE CITY OF CORNELIUS**

PROJECT TEAM:

Jeffrey King, Economic Development Coordinator

Michael Sykes, City Manager

ISSUE STATEMENT

The City of Cornelius has asked that Forest Grove consider extending the Forest Grove Enterprise Zone to Cornelius for purposes of encouraging economic growth. For this to occur, the City Councils of both communities would need to pass a joint resolution. A request for an amended enterprise zone boundary would then need to be submitted to the Oregon Economic and Community Development Department for final approval.

BACKGROUND:

The City of Forest Grove established an enterprise zone in late spring of 2006. The intent of the enterprise zone is to provide property tax incentives to encourage economic investment and job creation in Forest Grove that might not otherwise occur. The program supports new companies locating to Forest Grove as well as expansion of existing facilities. The program provides 100% property tax exemptions on new investment only. Land and existing buildings are not exempt. The exemption incentives last for 3-5 years. There are several eligibility qualifications. First, a company must invest a minimum of \$50,000 and increase their total employment by 10%. Second, only certain businesses are eligible. They are: manufacturing, processing plants, distribution centers, maintenance facilities, warehouses and certain call centers where 90% of activity is beyond the local call area. The Forest Grove zone also includes the hotel/motel/destination resort option to support the growth of tourism. Lastly, a business must pay 150% of minimum wage to qualify for the three year zone and match the average Washington County wage of \$48,129 to qualify for the four or five year exemption.

When Forest Grove first submitted their application to the State in March of 2006, the state director of the program encouraged a joint application with the City of Cornelius. However, Cornelius was not able to participate at that time due to internal issues. The City is now ready to participate and had formally asked Forest Grove to extend the enterprise zone boundary. There are a number of enterprise zones in Oregon that have multiple local government jurisdictions (including counties) within one zone. Within the Portland metro area there is a joint enterprise zone in Clackamas County-City of Milwaukie and two in Columbia County.

The extended enterprise zone to Cornelius would operate with exactly the same regulations and requirements. The proposed zone in Cornelius would cover their industrial and employment zoned land including the hotel/motel option. Cornelius would enter into an administrative agreement with Forest Grove to pay for application amendment preparation and overall zone management, including project application processing. Forest Grove would not market or actively promote Cornelius sites. Cornelius City Council would need to approve all four and five year enterprise zone applicants but not three year ones.

In considering this proposal there are pros and cons. Some of these are outlined below:

PRO

- Would increase overall interest and awareness in Western Washington County as a place to locate.
- Help build alliances with Cornelius when support needed for regional issues such as land use and transportation.
- Provides another option to keep companies and jobs in local area as opposed to relocating elsewhere such as Washington State or Gresham.
- Forest Grove would still retain overall competitive advantages such as cheaper electricity, cheaper water, more amenities and staff to put together a deal, follow-up with leads and provide attention to business requests.

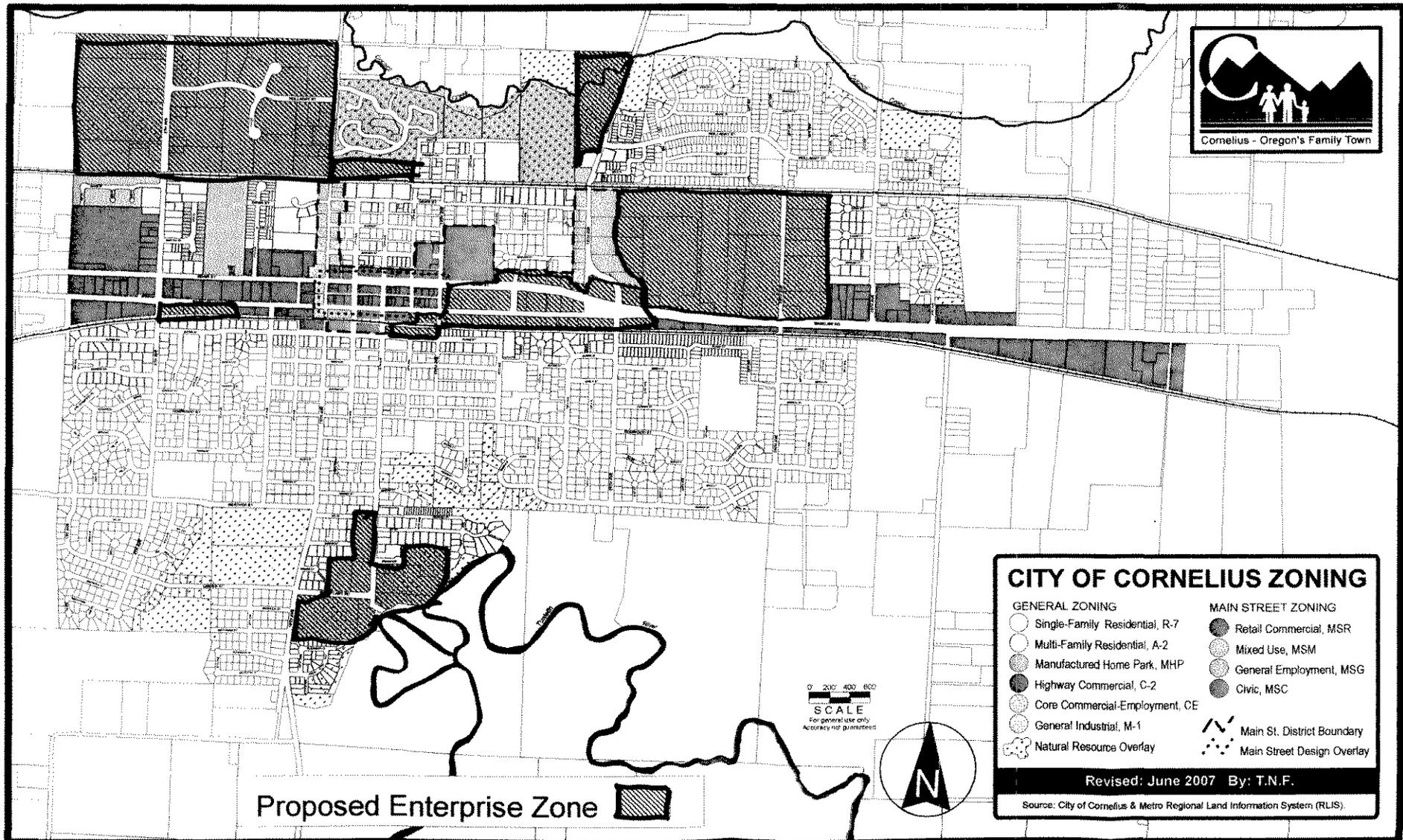
CON

- Forest Grove could lose a prospect to Cornelius.

RECOMMENDATION:

The likelihood of losing an existing business or prospect due to the added incentive of an enterprise zone is slim. Often Forest Grove is competing with Hillsboro, Gresham, southern Washington State, elsewhere in Oregon or even out of state.

Staff recommends that City Council consider approving a joint resolution to extend the enterprise zone to the City of Cornelius. This resolution would be submitted to Council for consideration at a later date.



CITY OF CORNELIUS ZONING

GENERAL ZONING	MAIN STREET ZONING
○ Single-Family Residential, R-7	● Retail Commercial, MSR
○ Multi-Family Residential, A-2	● Mixed Use, MSM
○ Manufactured Home Park, MHP	● General Employment, MSG
○ Highway Commercial, C-2	● Civic, MSC
○ Core Commercial-Employment, CE	
○ General Industrial, M-1	▬ Main St. District Boundary
○ Natural Resource Overlay	⋯ Main Street Design Overlay

Revised: June 2007 By: T.N.F.
 Source: City of Cornelius & Metro Regional Land Information System (RLIS)

Proposed Enterprise Zone 

0 200' 400' 600'
 SCALE
 For general use only
 Accuracy not guaranteed

