

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
FEBRUARY 9, 2015 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
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***Minutes are unofficial until approved by Council.  
Council approved minutes as presented February 23, 2015.***

**1. ROLL CALL:**

Mayor Peter Truax called the regular City Council meeting to order at 7:02 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL PRESENT:** Victoria Lowe; Ronald Thompson; Elena Uhing; Malynda Wenzl; and Mayor Peter Truax. **COUNCIL ABSENT:** Richard Kidd and Thomas Johnston, Council President, excused. **STAFF PRESENT:** Thomas Gamble, City Manager Pro Tem; Paul Downey, Administrative Services Director; Jon Holan, Community Development Director; Janie Schutz, Police Chief (in the audience); Michael Kinkade, Fire Chief (in the audience); and Anna Ruggles, City Recorder.

**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 Work Session (B&C Interviews) Meeting Minutes of January 26, 2015.
- B. Approve City Council Work Session (Retirement Plan) Meeting Minutes of January 26, 2015.
- C. Approve City Council Regular Meeting Minutes of January 26, 2015.
- D. Accept Historic Landmarks Board Meeting Minutes of December 16, 2014.
- E. Accept Parks and Recreation Commission Meeting Minutes of November 19, 2014.
- F. Accept Planning Commission Meeting Minutes of November 17, 2014.
- G. Accept Resignation on Public Safety Advisory Commission (Chas Hundley, Rural Fire, Term Expiring December 31, 2016).
- H. **Resolution No. 2015-15 Making Appointment to**

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**Committee for Citizen Involvement (CCI) (Appointing David Anderson, Term Expiring January 31, 2016).**

- I. **Resolution No. 2015-16 Making Appointments to Public Safety Advisory Commission (PSAC) (Appointing Anne Newkirk Niven, At-Large, Term Expiring December 31, 2016, and Martin Goldman, At-Large, Term Expiring December 31, 2017).**

**MOTION: Councilor Uhing moved, seconded by Councilor Thompson, to approve the Consent Agenda as presented. ABSENT: Councilors Kidd and Johnston. MOTION CARRIED 5-0 by voice vote.**

**4. ADDITIONS/DELETIONS:** None.

**5. PRESENTATIONS:**

5. A. *Annual Financial Audit Report for Year Ending June 30, 2014*  
Downey introduced Brad Bingenheimer, City Auditor, who presented a PowerPoint presentation outlining the audit process and Financial Audit Report for period ending June 30, 2014, noting he is pleased to report no significant management advisory suggestions were made and no difficulties were encountered while performing and completing the City's audit. Bingenheimer highlighted the City's financial activities and financial position, noting the General Fund reported a fund balance of \$6,189,716, an increase of \$1,951,300 from the prior fiscal year. Bingenheimer explained the increase is due to an \$800,000 transfer from Capital Projects Fund to the purchase of property (Times Litho) paid for by the General Fund in the prior fiscal year and resulting from operations. Other than that transfer, revenues were in excess of the amount estimated due to: 1) property taxes collected and franchise fees received in excess of the amount estimated; and 2) the departments not spending all of their budgeted appropriations in order to increase the carryover available for future years. Bingenheimer highlighted the City's capital assets and long-term debts, noting the City issued no additional debt in Fiscal Year 2014. Bingenheimer highlighted the City's economic factors, noting the City has been able to increase General Fund Balance due to increased property tax revenue and departments spending less than appropriated mostly due to unanticipated vacancies in public safety. Bingenheimer advised the City would need to be diligent to maintain the fund balance while trying to address the increased need for services from growth over

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the next five years and retirement costs will continue to be a challenge as the City addresses potential actuarial changes in the City's Defined Benefit Plan. Bingenheimer noted new single-family home construction continued at a high pace in FY 2013-14 with 99 building permits issued, helping the City's property taxes to increase at a rate greater than the three percent growth in assessed value for existing residential property. Bingenheimer reported the City formed an Urban Renewal District in the downtown area in June 2014, noting the district encompasses 6.6 percent of the City's area and 9.5 percent of the City's taxable assessed value. Bingenheimer advised the effect on the City's future tax revenues is still being determined but loss of taxes from the City's permanent tax rate is expected and will offset some of the additional property taxes from new residential growth, noting the City has not identified any specific projects within the district (City's local option levy is exempt from the Urban Renewal District). In addition, electric and water rates are expected to increase six percent and eight percent per year, respectively, for the next three years as the City continues to address updating aging infrastructure for both of those utilities and adding additional capacity to address future electric and water needs. In conclusion of the above-noted presentation, Bingenheimer addressed various Council inquiries pertaining to the auditor's report, internal control and financial analysis, noting he commends staff for their excellent assistance and outstanding support during the City's audit process.

Mayor Truax called a recess of the regular Council meeting at 7:24 pm so Council could convene into Joint Work Session with Planning Commission and Historic Landmarks Board as noted below.

**6. JOINT WORK SESSION: HISTORIC DISTRICT DESIGN GUIDELINES AND DEVELOPMENT STANDARD:**

Mayor Truax called the Joint Work Session with Council, Planning Commission and Historic Landmarks Board to order at 7:32 p.m.

**COUNCIL PRESENT:** Victoria Lowe; Ronald Thompson; Elena Uhing; Malynda Wenzl; and Mayor Peter Truax. **COUNCIL ABSENT:** Richard Kidd and Thomas Johnston, Council President, excused. **PLANNING COMMISSION PRESENT:** Carolyn Hymes; Sebastian Lawler; Lisa Nakajima; Hugo Rojas; Dale Smith; and Tom Beck, Planning Commission Chair (Absent: Phil Ruder). **HISTORIC LANDMARKS BOARD PRESENT:** Jennifer Brent, George Cushing; Kaylene Toews; Holly Tsur; and Neil Poulsen, Historic Landmarks Board Chair. **STAFF PRESENT:**

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Thomas Gamble, City Manager Pro Tem; Jon Holan, Community Development Director; James Reitz, Senior Planner; and Anna Ruggles, City Recorder.

**Staff Report:**

Holan and Reitz facilitated the joint work session, noting the purpose of the joint work session was to allow the Historic Landmarks Board (HLB) an opportunity to review and seek input from Council and Planning Commission on the draft Historic Design Guidelines and Historic Design Standards (Development Code Section 10.5.200-10.5.220). Reitz reported the HLB received a grant and contracted the services of Robert Dortignacq, Architect, who worked with HLB in drafting the historic design guidelines and standards. Reitz introduced Robert Dortignacq, Architect, who provided an overall summary of the draft historic design guidelines and standards. Reitz reported HLB conducted an extensive public outreach to solicit comments on the draft historic design guidelines and standards, noting HLB's Summer Newsletter (mailed to about 300 people) was devoted to historic design guidelines and standards and the draft documents were posted on the City's website and postcards were mailed to all property owners within all of the three historic districts (Clark, Painter's Wood and Walker-Naylor) and owners of designated historic sites not located within any district (approximately 500 in total). In conclusion of the above-noted staff report, Holan and Reitz referenced the design guidelines, noting the guide provides design guidelines for the Town Center, Commercial Corridor and multi-family residential projects. The design standards are proposing to amend various Development Code sections, including portions of Design Review (Section 10.2.000); Historic Landmarks (Section 10.5.200); Building Design and Development Standards (Section 10.8.700); and Definitions (Section 10.12.210).

**Discussion:**

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the proposed historic design guidelines and standards. Holan and Reitz, as well as Dortignacq and HLB members, responded to various concerns, inquiries and scenarios presented pertaining to designated landmarks, new construction, site plans and exterior architectural-related details, noting 84 landmarks are currently designated by the City and are subject to design review. Reitz advised if the historic guidelines and standards are adopted by Council, the review process would expand to a total of 285 historic contributing structures across the three historic districts, plus 33 of the 84 landmarks that are not located within a district,

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and an additional 197 non-contributing buildings would be subject to some review and any new construction would be subject to review to ensure its compatibility with the neighborhood. Reitz explained how the adopted design guidelines and design standards would apply as part of the application design review process, noting if the proposed project complies with clear and objective design standards, the application will be reviewed by staff and would be subject to a Type II design review process. If an alteration is proposed to affect the exterior of a designated landmark or historic contributing structure in the City's three historic districts and/or new construction within a district, the application will be forwarded to HLB for review and would be subject to a Type III design review process. Reitz noted if staff or HLB denies an application, the applicant can appeal Type II and Type III design reviews to the Council. In addition, Reitz displayed photographs showing examples of new development in historic districts and renovations of historic contributing structures, i.e., preserving historic open space qualities, setbacks, building orientations, dormers and roof features, porches, outbuildings and garages, doors and windows, foundations and exterior siding and decorative architectural details that deter or diminish the overall historic qualities of the historic district. Reitz also addressed various inquiries pertaining to lot size, consolidating lots and various types of scenarios that would require a Type III design review by the HLB.

In conclusion of the above-noted discussion, the group collectively concurred submitting the design guidelines and standards to the Planning Commission for review and consideration and having the Planning Commission submit its recommendation to the Council for consideration and final decision-making. Hearing no further discussion from the group, Mayor Truax adjourned the joint work session.

**Mayor Truax adjourned the Joint Work Session at 8:50 p.m. and reconvened the regular meeting at 8:57 p.m.**

**7. CITY MANAGER PRO TEM'S REPORT:**

Gamble reported on upcoming events as noted in the Council calendar. Gamble reminded Council of their Goal-Setting Retreat, which will be held Saturday, February 21, 2015, starting at 8:30 am, Light and Power Conference Room. Gamble provided a brief update on the City Manager's selection process, noting the ad-hoc committee met and created the City Manager Candidate Hiring Profile, which will be presented at the next regular Council meeting for Council consideration. In addition, Gamble

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distributed a copy of his written report, which outlined various meetings he attended and provided updates on various City department-related activities, projects, and upcoming city-wide events.

**8. COUNCIL COMMUNICATIONS:**

Council President Johnston was absent.

Kidd was absent.

Lowe reported attending the Regional Water Providers Consortium meeting, noting dues are up 2.3 percent. In addition, Lowe reported on other water-related matters of interest and upcoming meetings she was planning to attend.

Thompson reported attending the Transportation Funding Committee meeting, noting Grovelink is one project that has been submitted and is being used as a model presentation. In addition, Thompson reported on other matters of interest and upcoming meetings he was planning to attend.

Uhing reported she was unable to attend the last Economic Development Commission and reported attending meetings in Salem. In addition, Uhing reported on other matters of interest and upcoming meetings she was planning to attend.

Wenzl reported attending the Committee for Citizen Involvement (CCI) meeting, noting CCI hosted the ATM on January 31, 2015, which was well attended, with approximately 60 people in attendance. Wentz reported Sebastian Bawler, CCI Chair, has been appointed as a voting member on the Washington County Participation Organization. Wentz noted CCI is assisting the Community Forestry Commission to get the Urban Forestry Management Resource Plan Survey out to citizens, i.e., getting the survey on the City's website and utility bill insert. In addition, Wenzl reported on other community-related events and upcoming meetings she was planning to attend.

Mayor Truax announced dates of various upcoming activities and meetings as noted in the Council Calendar. Mayor Truax asked Councilmembers if they have any items for inclusion in the Council Retreat agenda, please submit to Gamble or Ruggles so the agenda can be finalized. Mayor Truax reported on the Annual Town Meeting and

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commended CCI and staff for conducting a well-organized event. Mayor Truax reminded Council about City Day at the Capitol on Thursday, February 26, 2015. Mayor distributed a report titled "Washington County Economic Indicators, pointing out Unemployment Rate; Employment Growth; Labor Trends; Wages; Employment Services Growth; Residential Building Permits; and Tri-County Economic and Demographic Indicators. Mayor Truax also distributed a copy of his "Mayor's February Gallimaufry Report", pointing out the highlights of his report. In addition, Mayor Truax's written report highlighted other local, regional, Metro, and Washington County meetings and community-related events he attend, noting he will be attending the National League of Congressional Cities Conference in Washington, DC, from March 7 – 11, 2015.

**9. ADJOURNMENT:**

Mayor Truax adjourned the meeting at 9:30 p.m.

Respectfully submitted,



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Anna D. Ruggles, CMC, City Recorder