

CITY COUNCIL MONTHLY MEETING CALENDAR

March-10

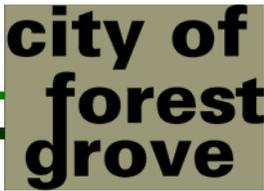
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	CEP Applications Available 1 Planning Comm 7pm	2 CC JOINT WORK SESSION with FG Rural Fire Board 7:00 pm - Fire Hall	3	4 EDC Noon	5	6
7	8 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	9 CCI 4:30pm Library 6:30pm	10	11 PAC 5pm	12	13
14	15	16	17	18	19	20
<i>NLC Conference - Washington, DC (Mayor Truax &amp; Johnston out)</i>						
Daylight Savings	Planning Comm 7pm	Senior Ctr Bd 11:30am	P&R 7am CFC 5:15pm	Fernhill Wetlands 5pm		
21	22 CITY COUNCIL MEETING MOVED TO THE 29TH	23 HLB 6pm	24	25	26	27
28	29 CITY COUNCIL 6:00 PM - WORK SESS (Water MasterPlan) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	30	31 CEP Applications Due			

April-10

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 EDC Noon	2	3
4	5 Planning Comm 7pm	6 Fire Bd 8pm	7 Water Consortium EC 5:30pm	8 PAC 5pm	9 JWC Noon	10
11	12 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	13 CCI 4:30pm Library 6:30pm	14	15 Fernhill Wetlands 5pm	16	17
18	19 Planning Comm 7pm	20 Senior Ctr Bd 11:30am	21 P&R 7am CFC 5:15pm	22 CITY COUNCIL WORK SESSION CEP INTERVIEWS 6:00 PM - COMM AUD	23	24
25	26 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	27 Notary Public Training 1pm-4pm Comm Aud HLB 6pm	28 PSAC 7:30am	29	30 Council CEP Evals Due	

May-10

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Planning Comm 7pm	4 Fire Bd 8pm	5 Water Consortium Bd 7pm	6 EDC Noon	7	8
9	10 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	11 CCI 4:30pm Library 6:30pm	12	13 PAC 5pm	14	15
16	17 Planning Comm 7pm	18 Senior Ctr Bd 11:30am	19 P&R 7am CFC 5:15pm	20 Fernhill Wetlands 5pm	21	22
23	24 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	25 HLB 6pm	26 PSAC 7:30am	27 FIRST BUDGET MEETING 7:00 PM - COMM AUD	28	29
30	31 CITY OFFICES CLOSED HOLIDAY			SECOND BUDGET MEETING 7:00 PM - COMM AUD		



# FOREST GROVE CITY COUNCIL

## Monday, March 8, 2010

7:00 PM – Regular Meeting

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 BeLusko, Jr.  
Thomas L. Johnston  
Victoria J. Lowe

Peter B. Truax, Mayor

Camille Miller  
Ronald C. Thompson  
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.

## A G E N D A

- 7:00 1. **REGULAR MEETING:** Roll Call and Pledge of Allegiance
1. A. **SPECIAL RECOGNITIONS:**
- *Cal Bowersox, Public Works Superintendent*
  - *Skip Mather, Fire Battalion Chief*
1. B. **PROCLAMATIONS:**
- *Women's History Month, 2010*
  - *National Community Development 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 3

4. **ADDITIONS/DELETIONS:**

5. **PRESENTATIONS:**

Jon Holan Community Development Director	7:15	5. A. <ul style="list-style-type: none"> <li>• <i>Committee for Citizen Involvement (CCI) Annual Town Meeting Update, Michael Perrault, CCI Chair</i></li> </ul>
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Tom Gamble Parks and Recreation Director	7:30	5. B. <ul style="list-style-type: none"> <li>• <i>Pacific University Football Update</i></li> </ul>
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Jon Holan Community Development Director  Dan Riordan Senior Planner	7:45	6. <b><u>PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2010-02 ANNEXING CERTAIN TRACT OF LAND INTO THE CITY LIMITS OF FOREST GROVE AND WITHDRAWING THE TRACT FROM WASHINGTON COUNTY ENHANCED LAW ENFORCEMENT DISTRICT, WASHINGTON COUNTY URBAN ROADS MAINTENANCES DISTRICT, AND THE FOREST GROVE FOREST GROVE RURAL FIRE PROTECTION DISTRICT. THE TERRITORY TO BE ANNEXED CONSISTS OF ONE PARCEL, TOTALING 0.22 ACRES, LOCATED AT 2109 WILLAMINA AVENUE. WASHINGTON COUNTY TAX LOT NO. 1N331BB-01300. APPLICANT: THOMAS HARBOLT, MONK LIVING TRUST. FILE NO. ANX-09-01</u></b>
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Michael Sykes City Manager	8:00	7. <b><u>RESOLUTION NO. 2010-25 APPROVING TO RESCHEDULE MONDAY, MARCH 22, 2010, CITY COUNCIL MEETING TO MONDAY, MARCH 29, 2010</u></b>
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Michael Sykes City Manager	8:10	8. <b><u>RESOLUTION NO. 2010-26 ADOPTING CITY COUNCIL GOAL OBJECTIVES FOR FISCAL YEAR 2010-11</u></b>
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Michael Sykes City Manager	8:15	9. <u>DEPARTMENT WORK PLANS FOR 2010-11:</u>
Michael Kinkade Fire Chief		• Fire Department
Kerry Aleshire Police Chief		• Police Department
Jeff King Economic Development Coordinator		• Economic Development
Michael Sykes City Manager	9:00	10. <u>CITY MANAGER'S REPORT:</u>
	9:15	11. <u>COUNCIL COMMUNICATIONS:</u>
	9:30	12. <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 Executive Session (Litigation and Exempt Records) Meeting Minutes of February 22, 2010.
  - B. Approve City Council Work Session (B&C Interview) of February 22, 2010.
  - C. Approve City Council Work Session (Library Commission-Related Update) Meeting Minutes of February 22, 2010.
  - D. Approve City Council Regular Meeting Minutes of February 22, 2010.
  - E. Accept Community Forestry Commission Meeting Minutes of January 20, 2010.
  - F. Accept Historic Landmarks Board Meeting Minutes of January 26, 2010.
  - G. Accept Parks and Recreation Commission Meeting Minutes of January 20, 2010.
  - H. Accept Public Safety Advisory Commission Meeting Minutes of January 27, 2010.
  - I. Library Department Monthly Circulation Statistics Report for February 2010.
  - J. Endorse Liquor License Renewal Applications for Year 2010:
    - McMenamins, 3505 Pacific Avenue (Full On-Premises Sales)

# PROCLAMATION

## WOMEN'S HISTORY MONTH, 2010

**WHEREAS**, American women of every race, class, and ethnic background have made historic contributions to the growth and strength of our Nation in countless recorded and unrecorded ways; and

**WHEREAS**, American women have played and continue to play a critical economic, cultural, and social role in every sphere of the life of the Nation by constituting a significant portion of the labor force working inside and outside of the home; and

**WHEREAS**, American women have played a unique role throughout the history of the Nation by providing the majority of the volunteer labor force of the Nation; and

**WHEREAS**, American women were particularly important in the establishment of early charitable, philanthropic, and cultural institutions in our Nation; and

**WHEREAS**, American women of every race, class, and ethnic background served as early leaders in the forefront of every major progressive social change movement; and

**WHEREAS**, American women have been leaders, not only in securing their own rights of suffrage and equal opportunity, but also in the abolitionist movement, the emancipation movement, the industrial labor movement, the civil rights movement, and other movements, especially the peace movement, which create a more fair and just society for all; and

**WHEREAS**, despite these contributions, the role of American women in history has been consistently overlooked and undervalued, in the literature, teaching and study of American history.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE, OREGON, DOES HEREBY PROCLAIM THE MONTH OF MARCH, 2010, as**

## WOMEN'S HISTORY MONTH

in Forest Grove, Oregon, and calls upon the people of the City of Forest Grove to observe **March as Women's History Month** 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 8<sup>th</sup> day of March, 2010.



Peter B. Truax, Mayor, City of Forest Grove

# PROCLAMATION

## NATIONAL COMMUNITY DEVELOPMENT WEEK April 4 – April 10, 2010

**WHEREAS**, the Community Development Block Grant (CDBG) program was enacted into law by President Gerald Ford, as the centerpiece of the Housing and Community Development Act of 1974; and

**WHEREAS**, the CDBG program has as its primary objective "the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for person of low and moderate income"; and

**WHEREAS**, the CDBG program has considerable flexibility to allow communities to carry out activities that are tailored to their unique affordable housing and neighborhood revitalization needs; and

**WHEREAS**, throughout its 35-year history, the CDBG program has been a partnership among the federal, state, and local governments, business and the non-profit sector which carry out activities that improve the lives and neighborhoods of low and moderate income families; and

**WHEREAS**, the City of Forest Grove, with CDBG funds, since 1979, has provided housing rehabilitation; neighborhood revitalization; addition or expansion of community facilities and shelters; and physical redevelopment; and

**WHEREAS**, funding for CDBG has been reduced in recent years; this reduction in funding has had a profound impact on the City of Forest Grove by eliminating improvement to our roads and infrastructure, and community buildings.

**NOW, THEREFORE, BE IT PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF FOREST GROVE, OREGON**, that it hereby calls on Congress to provide increased formula funding for CDBG in Fiscal Year 2011 and Fiscal Year 2012, and does hereby proclaim the week of APRIL 4 through APRIL 10, 2010, as

## COMMUNITY DEVELOPMENT WEEK

in Forest Grove, Oregon, Washington County, in support of this valued program that has made a tremendous contribution to the viability of the housing stock, neighborhood and infrastructure in Forest Grove, and urges all citizens to join in expressing support for the Community Development Block Grant Program.



**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 8<sup>th</sup> day of March, 2010.

Peter B. Truax, Mayor, City of Forest Grove

**FOREST GROVE CITY COUNCIL EXECUTIVE SESSION  
ORS 192.660(2)(H) LITIGATION  
ORS 192.660(2)(F) EXEMPT RECORDS  
FEBRUARY 22, 2010 – 5:30 P.M.  
COMMUNITY AUDITORIUM – CONFERENCE ROOM  
PAGE 1**

*Minutes are unofficial until approved by Council.*

**1. ROLL CALL:**

Mayor Peter Truax called the Work Session to order at 5:31 p.m. **ROLL CALL:**  
**COUNCIL PRESENT:** Thomas BeLusko, Jr., Thomas Johnston, Victoria Lowe, Camille Miller, Ronald Thompson, Elena Uhing, and Mayor Peter Truax. **STAFF PRESENT:** Michael Sykes, City Manager; Chris Crean, City Attorney (by conference call); Paul Downey, Administrative Services Director; and Anna Ruggles, City Recorder.

**2. EXECUTIVE SESSION:**

The City Council met in Executive Session in accordance with:

ORS 192.660(2)(h) to discuss Council’s legal rights and duties with regard to current litigation or litigation likely to be filed.

ORS 192.660(2)(f) to consider records that are exempt by law from public inspection.

ORS 40.225 relating to lawyer-client privilege.

**3. ADJOURNMENT**

Mayor Truax adjourned the Executive Session at 5:43 p.m.

Respectfully submitted,

\_\_\_\_\_  
Anna D. Ruggles, CMC, City Recorder

**FOREST GROVE CITY COUNCIL WORK SESSION  
(BOARDS, COMMITTEES, AND COMMISSIONS INTERVIEW)  
FEBRUARY 22, 2010 – 5:45 P.M.  
COMMUNITY AUDITORIUM – CONFERENCE ROOM  
PAGE 1**

*Minutes are unofficial until approved by Council.*

**1. ROLL CALL:**

Mayor Peter Truax called the Work Session to order at 5:45 p.m. **ROLL CALL:**  
**COUNCIL PRESENT:** Thomas BeLusko, Jr., Thomas Johnston, Victoria Lowe, Camille Miller, Ronald Thompson, Elena Uhing, and Mayor Peter Truax. **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 position:

- **Mindy Laird-Garcia Community Forestry Commission**

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the above-noted applicant interview. After deliberation, Council collectively made recommendation to appoint Mindy Laird-Garcia to the Community Forestry Commission, term expiring December 31, 2012. A resolution making formal appointment will be considered at the regular Council meeting of February 22, 2010.

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

**3. ADJOURNMENT**

Mayor Truax adjourned the work session at 5:52 p.m.

Respectfully submitted,

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Anna D. Ruggles, CMC, City Recorder



**FOREST GROVE CITY COUNCIL WORK SESSION  
(LIBRARY COMMISSION AND LIBRARY FOUNDATION)  
FEBRUARY 22, 2010 – 6:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 1**

*Minutes are unofficial until approved by Council.*

**1. ROLL CALL:**

Mayor Peter Truax called the Work Session to order at 6:03 p.m. **COUNCIL PRESENT:** Thomas BeLusko, Jr., Victoria Lowe, Thomas Johnston, Camille Miller, Ronald Thompson, Elena Uhing, and Mayor Peter Truax. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Colleen Winters, Library Director; Kari Middleton, Library Volunteer Coordinator; and Anna Ruggles, City Recorder.

Mayor Truax called for introductions from everyone present.

**2. WORK SESSION: LIBRARY COMMISSION-RELATED UPDATE**

Winters facilitated the work session, noting the purpose of the work session was primarily for the purpose of providing information to Council on Library-related matters. Winters introduced Kari Middleton, Library Volunteer Coordinator, who gave an overview of the Library Volunteer Program, including the status of the program; the value to the Library; and the role of the volunteers, noting the program currently has 27 volunteers who serve as assistants and computer class instructors. Next, Winters introduced Nancy Combs, Kathleen Poulsen and Doug Martin, Library Commissioners, who gave a summary of information gathered from the patron satisfaction survey that the Library Commission conducted, noting overall the survey indicated that patrons would like to see a larger collection and expanded hours. In addition, Winters introduced representatives from the Friends of the Library and Forest Grove Library Foundation who were also in attendance and who reported briefly on respective related-matters.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the Library survey and other library-related matters. At the conclusion of the above-noted discussion, Council collectively thanked all the members for their dedication and support of the Forest Grove Library.

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

**FOREST GROVE CITY COUNCIL WORK SESSION  
(LIBRARY COMMISSION AND LIBRARY FOUNDATION)  
FEBRUARY 22, 2010 – 6:00 P.M.  
COMMUNITY AUDITORIUM  
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3. ADJOURNMENT

Mayor Truax adjourned the work session at 7:00 p.m.

Respectfully submitted,

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Anna D. Ruggles, CMC, City Recorder

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
FEBRUARY 22, 2010 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 1**

*Minutes are unofficial until approved by Council.*

**1. ROLL CALL:**

Mayor Peter Truax called the regular City Council meeting to order at 7:08 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL PRESENT:** Thomas BeLusko, Jr., Thomas Johnston, Victoria Lowe, Camille Miller, Ronald Thompson, Elena Uhing, and Mayor Peter Truax. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Susan Cole, Assistant Finance Director; Rob Foster, Public Works Director; Jon Holan, Community Development Director; Janet Lonneker, Light and Power Director; Kerry Aleshire, Police Chief (present in the audience); Colleen Winters, Library Director (present 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 February 8, 2010.
- B. Approve City Council Executive Session (Property and Exempt Records) Meeting Minutes of February 8, 2010.
- C. Approve City Council Regular Meeting Minutes of February 8, 2010.
- D. Approve City Council Retreat Meeting Minutes of February 13, 2010.
- E. Accept Committee for Citizen Involvement Meeting Minutes of November 10 and December 9, 2009.
- F. Accept Economic Development Commission Meeting Minutes of September 3, October 1, November 5, and December 3, 2009.
- G. Accept resubmitted Planning Commission Meeting Minutes of December 7, 2009, and Planning Commission Meeting Minutes of January 19, 2010.
- H. Accept Public Arts Commission Meeting Minutes of January 14, 2010.

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
FEBRUARY 22, 2010 – 7:00 P.M.  
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- I. Community Development Department Monthly Building Activity Informational Report for January 2010.
- J. **RESOLUTION NO. 2010-23 MAKING APPOINTMENT TO COMMUNITY FORESTRY COMMISSION (APPOINT MINDY LAIRD-GARCIA, TERM EXPIRING DECEMBER 31, 2012).**
- K. Endorse Liquor License Renewal Applications for Year 2010:
  - 1. Forest Grove Sushi, 1905 Birch Street (Limited On-Premises Sales and Off-Premises Sales)
  - 2. Forest Grove Tobacco, 3034 Pacific Avenue (Off-Premises Sales)
  - 3. Lucky Market and Deli, 2830 Sunset Drive (Off-Premises Sales)
  - 4. LaSierra Restaurant, 2331 Pacific Avenue (Full On-Premises Sales) ***ADDED TO CONSENT AGENDA***

**MOTION:** Councilor BeLusko, Jr. moved, seconded by Councilor Lowe, to approve the Consent Agenda as amended. **MOTION CARRIED 7-0** by voice vote.

**4. ADDITIONS/DELETIONS:**

Ruggles added Item 3. K. 4. to the Consent Agenda as noted above. Sykes rescheduled Agenda Item 5. B. and added a new Agenda Item 5. B. as noted below.

**5. PRESENTATIONS:**

**5. A. Forest Grove Biomass Feasibility Study:**

Lonneker introduced John Sessions and Kevin Boston who presented a PowerPoint presentation titled "Potential Biomass Fuel for a 25 Megawatt Plant in Forest Grove", noting the City has been evaluating alternative data sources for forest biomass. Sessions and Boston outlined the preliminary data of the biomass resource assessment and transportation analysis, noting the assessment identified all forest and selected agricultural residues on state and private lands between the Cascades and the Oregon Coast and assessed how much wood would be required; potential forest biomass distribution; transportation costs; and evaluated costs of providing biomass to alternate locations for potential partners. In addition, Lonneker presented handouts

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
FEBRUARY 22, 2010 – 7:00 P.M.  
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titled “Map of Forest Ownership; Map of Forest Biomass Distribution; Transportation Network; Procedure for Estimating Transportation Costs; and ISO-Cost Biomass Map for one and possibly more destinations” and outlined the significant key points of the analysis. In addition, Lonneker, Sessions, and Boston addressed Council inquiries and concerns pertaining to harvest operations at the watershed; power supply of a 25 Megawatt plant; and potential grants and incentive programs. Lonneker advised that a 25 Megawatt plant could almost supply sufficient power for Forest Grove; however, Lonneker noted the costs for generating the power would exceed the costs the City currently pays for its power. In conclusion of the above-noted presentation, Sessions and Boston reported the next steps will be to verify the results with the forest industry; estimate mill residue availability and costs; estimate orchard residues and costs; and complete the transportation analysis and deliver report.

**5. B. Annual Town Meeting Report**

The above-noted item was rescheduled to the March 8, 2010, Council meeting.

**5. B. Forest Grove Senior Center Update**

Sykes added the above-noted update to the Council Meeting Agenda. Sykes distributed copies of the Lease Agreement between Forest Grove Senior and Community Center and Impact NW Senior GAP; Forest Grove Senior Community Center Board of Directors Meeting Minutes of May 19, 2009; and Senior GAP Proposed Occupancy Agreement with Forest Grove Senior and Community Center, dated May 15, 2009. Sykes introduced Jeff Duyck, Forest Grove Senior and Community Center Board of Director, who addressed Council inquiries and concerns pertaining to the above-noted lease agreement, noting he supports the above-noted lease agreement. In addition, Sykes advised Council that the current lease agreement, between the City and Forest Grove Senior and Community Center, has not being modified in over 18 years, noting staff is in the process of reexamining the current agreement and proposing to draft a new agreement to bring back to Council for consideration at a later date.

In conclusion of the above-noted discussion, Mayor Truax asked for a motion and vote to accept the Lease Agreement, between Forest Grove Senior and

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
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Community Center and Impact NW Senior GAP, through June 30, 2010.

**MOTION:** Councilor Lowe moved, seconded by Councilor Johnston, to accept the Lease Agreement, between Forest Grove Senior and Community Center and Impact NW Senior GAP, through June 30, 2010. **MOTION CARRIED 7-0 by voice vote.**

**5. C. Sidewalk Improvements Program**

Foster presented a PowerPoint presentation outlining the City's proposed Sidewalk Improvements Program, noting staff surveyed the condition of the existing sidewalks in the entire City and is now seeking Council authorization to proceed with implementing a voluntary participation Sidewalk Improvements Program similar to the model used by the City of Pendleton. Foster explained Pendleton's model allows property owners to participate in a construction contract that is managed by the City, and property owners are given an option to pay in full for the sidewalk improvements or an option to finance with the City at a reasonable interest rate over a period of 10 years. Foster indicated that funding sources for the City have yet to be determined, noting the City's fiscal impact would be approximately \$100,000 to \$200,000, which would be reimbursed over time by the participants of the program. In conclusion, Foster referenced a list showing the general nature, location, and extent of the proposed improvements as well as the land to be assessed for payment, noting the City would place a lien on the property until full payment was received.

**Council Discussion:**

Mayor Truax opened the floor and roundtable discussion ensued as Council members reviewed the surveyed properties. In conclusion of the above discussion, Foster addressed Council inquiries and concerns pertaining to the payment plan options; impact on homeowners' insurance; liens affecting credit scores; property owners' liabilities and responsibilities; economic conditions; and identifying the areas where no sidewalks currently exist.

Hearing no further discussion from the Council, Mayor Truax asked for a motion and vote authorizing staff to proceed as noted below.

**MOTION:** Councilor Miller moved, seconded by Councilor Thompson, to

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authorize staff to proceed with implementing a voluntary participation Sidewalk Improvements Program for the purpose of sidewalk repair.

**ROLL CALL VOTE:** AYES: Councilors BeLusko, Jr., Johnston, Lowe, Miller, Thompson, Uhing, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

**6. ADOPT CITY COUNCIL TEAM AGREEMENT FOR 2010**

**Staff Report:**

Sykes presented a copy of the Council Team Agreement as amended by Council at the Council Retreat, held on February 13, 2010, noting Council collectively agreed to add a note reminding Councilmembers about televised meetings.

**Council Discussion:**

Mayor Truax opened the floor and roundtable discussion ensued as Council members reviewed their amended Council Team Agreement.

Hearing no concerns from the Council, Mayor Truax asked for a motion and roll call vote to adopt the Council Team Agreement for 2010 as amended.

**MOTION:** Councilor Johnston moved, seconded by Councilor Miller, to adopt the Council Team Agreement for 2010 as amended.

**ROLL CALL VOTE:** AYES: Councilors BeLusko, Jr., Johnston, Lowe, Miller, Thompson, Uhing, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

**7. RESOLUTION NO. 2010-24 ADOPTING CITY COUNCIL GOALS FOR FISCAL YEAR 2010-11**

**Staff Report:**

Sykes reported at the Council Retreat, held on February 13, 2010, Council collectively agreed to the adopt the following three key goals for Fiscal Year 2010-11 (Council made no amendments to the current goals):

**GOAL 1        PROMOTE SAFE, LIVABLE, AND SUSTAINABLE  
                  NEIGHBORHOODS AND A PROSPEROUS DYNAMIC, GREEN CITY**

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- GOAL 2      PROMOTE A PRUDENT FINANCIAL PLAN TO MAINTAIN  
EFFECTIVE SERVICE LEVELS OF A FULL-SERVICE CITY**
- GOAL 3      PROMOTE THE INTERESTS AND NEEDS OF FOREST GROVE  
IN REGIONAL AFFAIRS**

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2010-24.

Sykes read Resolution No. 2010-24 by title.

**MOTION:** Councilor Johnston moved, seconded by Councilor Uhing, to approve Resolution No. 2010-24 Adopting City Council Goals for Fiscal Year 2010-11.

**Council Discussion:**

Hearing no concerns from the Council, Mayor Truax asked for a roll call vote on the above motion.

**ROLL CALL VOTE:** AYES: Councilors BeLusko, Jr., Johnston, Lowe, Miller, Thompson, Uhing, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

Council recessed the regular meeting at 9:03 p.m. and reconvened in work session at 9:11 p.m.

**8. WORK SESSION: IDENTIFY, RANK, AND PRIORITIZE CITY COUNCIL GOALS AND OBJECTIVES FOR FISCAL YEAR 2010-11**

**Staff Report:**

Sykes facilitated the work session, noting the purpose of the work session was so Council could complete identifying, ranking, and prioritizing its objectives for each of the key goals identified for Fiscal Year 2010-11. Sykes presented a prioritized list of the objectives Council identified at the Council Retreat, held on February 13, 2010, noting in addition to the 10 new objectives Council identified, Council collectively agreed to carryover 30 of the 2009-10

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objectives that were identified by staff as being on hold, in progress, or ongoing. Sykes reported the intent of asking Council to prioritize their objectives is to know if there are specific objectives that require budget resources in order to be accomplished, noting staff recognizes that not all the objectives can be financially accomplished; however, the objectives provide framework for each department to focus their activities and prioritize resources during budget preparations.

**Council Discussion:**

Mayor Truax opened the floor and roundtable discussion ensued as Councilmembers reviewed the list of objectives identified for Fiscal Year 2010-11. BeLusko suggested shortening the list of objectives, such as deleting the dog park from the list until a permanent location was found, noting some of the objectives are arbitrary and some do not provide clear direction to staff on what Council hopes to accomplish. After brief discussion, the majority of the Councilmembers supported keeping all the objectives on the list. In conclusion of the above-noted discussion, Sykes advised that staff would provide clarification on the status of the objectives that were carried over from the previous year, noting a resolution formally adopting the Council objectives for Fiscal Year 2010-11 would be presented for Council consideration at the next meeting scheduled for March 8, 2010.

**Council recessed the work session 9:34 p.m. and reconvened in regular session at 9:35 p.m.**

**9. 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. In conclusion, Sykes provide updates on various City department-related projects.

**10. COUNCIL COMMUNICATIONS:**

BeLusko reported on the Parks and Recreation Commission meeting and reported the Public Arts Commission is seeking bids for three new public benches, noting the Commission will be dedicating a public bench in Dale Mitcheltree's honor. In conclusion, BeLusko reported on upcoming meetings he was planning to attend.

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
FEBRUARY 22, 2010 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 8**

Johnston reminded Council of the upcoming joint work session with the Forest Grove Rural Fire Protection District Board, which is scheduled for March 2, 2010. In conclusion, Johnston reported on upcoming meetings he was planning to attend.

Lowe reported on upcoming meetings she was planning to attend.

Miller reported the Committee for Citizen Involvement is excited to present its report to Council on the Annual Town Meeting, noting the presentation was rescheduled to the March 8, 2010, Council meeting. In conclusion, Miller reported on various upcoming community-related events.

Thompson reported the Community Forestry Commission held its retreat and set its goals for the year. In addition, Thompson reported on Ride Connection-related matters.

Uhing reported the Historic Landmarks Board changed its meeting time from 7:00 p.m. to 6:00 p.m. In addition, Uhing reported on upcoming meetings she was planning to attend.

Mayor Truax reported on various local, regional, Metro, and Washington County meetings he attended and reported on various upcoming meetings and events he was planning to attend.

**11. ADJOURNMENT:**

Mayor Truax adjourned the meeting at 10:06 p.m.

Respectfully submitted,

---

Anna D. Ruggles, CMC, City Recorder

APPROVED

Community Forestry Commission  
Meeting Minutes  
January 20, 2010



Members in Attendance: David Hunter, Mark Nakajima, Lance Schamberger, Ron Thompson.

Staff in Attendance: Steve Huffman

1. Call to Order and Approval of Minutes. A quorum was present and the meeting was called to order at 5:46 PM by Mark Nakajima. David Hunter made a motion, seconded by Lance Schamberger to approve the December 16, 2009, meeting minutes. The motion passed unanimously.

2. Citizen Communication. There were no citizens in attendance

3. New Business

- (1) Election of Officers for 2010 was postponed until February meeting.
- (2) February Commission Retreat Agenda items selected as follows.
  - a. Neighborwoods
  - b. Long range funding plan
  - c. Membership
  - d. Tree City USA growth award
  - e. Meeting schedule date and times
  - f. Ordinance

4. Project Reports:

(1) Fund Raising – Stephanie  
Arbor Day Celebration was discussed at the Parks and Recreation commission meeting this morning. They are interested as is the FG Education Foundation but due to the short time to the event date suggest that it be planned for April 2011. A smaller Arbor Day fair could be organized for this year perhaps held at Rogers Park

Calendar Project: sample pictures were shown

(2) Neighborwoods – Dale- No Report

(3) Street Tree Inventory – Lance- No Report

(4) Register of Significant Trees – Dan-No Report

(5) City Wood Ornaments – Steve- No Report

(6) Commemorative Trees – Mark- No Report

5. Other Business: Article about how trees reduce home selling time and increase price was discussed.

David Hunter made a motion and Lance seconded to adjourn the meeting at 6:08pm. Passed unanimously.

Respectfully Submitted By : Steve Huffman, Parks Crew Chief.

**Members Present:** George Cushing, Kevin Kamberg, Neil Poulsen, Holly Tsur, Larry Wade, Margie Waltz-Actor  
**Members Excused:** Claude Romig  
**Staff Present:** James Reitz  
**Council Liaison:** Elena Uhing  
**Citizens Present:** Kim Fitzgerald, Jennifer Lynagh

1. **Call to Order:** Poulsen called the meeting to order at 7:00 p.m. **The December 15, 2009 meeting minutes were approved as submitted.**

Larry Wade was introduced as the newest Board member.

2. **Citizen Communication:** Jennifer Lynagh, Associate Planner with the City of McMinnville was introduced. She is working with the newly-revamped McMinnville Historic Landmarks Board and wanted to sit in and see how our Board functioned.

3. **Action Items/Discussion:**

- (a) **Walker's/Naylor's Update Project:** Kim Fitzgerald brought in archived newspaper obituary records from 1870 to 1920; the notebook was very interesting with just typewritten pages of obituary records. One interesting obituary from July 2, 1903 was of a Mrs. Lancaster of Forest Grove, reputed to be the person who suggested the name of "Forest Grove" based on her knowledge of a town in Pennsylvania with that name. Fitzgerald also had knowledge of obituary records completed in 1994 by Joan Schmidlin of Glenwood. It was also mentioned that there may be a volunteer working at the library also doing obituary research starting in the present and working backward. Fitzgerald described for our new members the process for designating a historic district. She also noted that she is continuing with the biographical research for the Walker-Naylor district and was working with Sanborn, Metzger and Wilkes maps of the area.

- (b) **Winter (February) Newsletter:** No report as Romig was not present.

- (c) **Annual Goal Review:** A lot of suggestions were made to remove goals completed and adjust others. Some very good suggestions were put forth for new and better goals. Cushing and Reitz will put together some notes of the ideas suggested and forward them to Poulsen to be presented at the next meeting for formal discussion.

- (d) **Review of Renovation Grant Policies.** The discussion centered on whether to reduce the amount of funding for roofing projects. It was noted that many homes have historically-correct composition shingles and so requiring historically-correct roofing might not entail additional expenses. It was decided to leave the policy as-is for now but to continue to monitor the grant requests for possible action in the future.

- (e) **Commissioner Exchange:** Poulsen began the discussion of the Board's efforts to promote exchanges with other communities. He hadn't had any further contact with Astoria but the Board definitely wanted to continue with that. He also commented that he had mentioned Astoria's commitment to historic preservation at the Board and Commission reception and how historic preservation and tourism has become a major component of Astoria's economy. It was noted that by sharing with other commissions we might get a better understanding of their grant programs, both funding and uses.

- (f) **Election of Officers:** **By unanimous consent, Poulsen and Cushing were re-elected as Chair and Secretary respectively.**

- (g) **Meeting Time:** The meeting time was changed to 6 p.m.

**4. Old Business/New Business:**

- **Council Liaison Update:** Uhing took the opportunity to praise Poulsen and the Board for the presentation made at the Boards and Commissions reception.
- **A. T. Smith House:** Waltz-Actor had no new activity to report.
- **Board and Commission Reception:** Poulsen noted that the presentation went very well. Cushing agreed that it was very good and definitely was one of the better efforts. Poulsen said that the Lions Club has asked if he would be open to doing the presentation at one of their meetings.
- **Staff Update:** Reitz invited everyone to the annual town meeting on Saturday January 30<sup>th</sup>. He also mentioned that the Compton Building at 19<sup>th</sup> Avenue and Main Street had been submitted for review.
- **Design Guidelines:** Poulsen explained that he and Reitz had presented the guidelines to the Planning Commission in a work session. He reported that they were well received. The PC recommended a number of suggestions to improve the document and make it more useful. Poulsen and Reitz will work together to make those revisions and then bring the document back to the Board for review before forwarding it up to the PC for public hearings.
- **Painter's Woods Street Signs:** Cushing offered to write a letter to the Public Works Director requesting the purchase of Historic District street signs for the Painter's Woods district.
- **February 23 Meeting Agenda:** An update on the Walker's/Naylor's nomination, Spring issue newsletter, annual goal setting, Painter's Woods brochure, commission exchange, discussion of the upcoming CEP application, and activity planning for National Historic Preservation Month in May.

**5. Adjournment:** The January 26, 2010 meeting adjourned at 9:07 p.m.

These minutes respectfully submitted by George Cushing, Secretary

APPROVED

36

RECREATION COMMISSION  
MINUTES

Wednesday, January 20, 2010  
7:00 a.m. – Park Shop

1) **ROLL CALL:**

- a) **Commissioners** – Susan Taylor (chair), Duane Anderson, Ralph Brown, Quinn Johnson, Dick Kover, Stephanie Vasquez and Paul Waterstreet.
- b) **Staff** – Tom Gamble, Steve Huffman
- c) **Council Liaison** – Tom BeLusko, Jr.
- d) Tom announced Don Jones resignation from the Recreation Commission. There is now an at large position and a southwest quadrant position open.

2) **CITIZEN COMMUNICATIONS:** None

3) **APPROVAL OF MINUTES:** The minutes of the October 21, 2009 and the November 19, 2009 meetings were approved.

4) **ADDITION/DELETIONS:** None

5) **ELECTION OF OFFICERS:**

- Chairman – Susan Taylor
- Vice Chairman – Paul Waterstreet

6) **OLD BUSINESS:**

a) **Pacific University Football Practice Report**

- i) Committee consisting of Quinn, Susan, Paul, Don and Tom BeLusko met before Christmas to come up with a proposal for community use of the field. Tom presented it to Ken Shuman and he will take it to his staff.
- ii) There is a tentative agreement to let the community use Tom Reynolds field (next to the tennis courts) from September thru November 15, Monday thru Thursday, 5:30 to 7:30 p.m.
- iii) Tentative Cannery Field use: September thru November, Monday thru Thursday, 5:30 to 7:00 p.m. till daylight savings time.
  - (1) If the field is sold the City and Pacific would reopen negotiations for field time at Lincoln Park.
  - (2) Prior to the sale the City would get the opportunity to partner or purchase the field.
  - (3) This would be a two year agreement.
  - (4) Pacific would continue to maintain Cannery Field.
- iv) Turf field use: August 15 thru November 15, Mondays, 5:00 to 8:00 p.m.
- v) Turf or practice field time August 15 thru November 26, Wednesday or Thursday, 5:30 to 7:30 p.m.
- vi) Turf or practice field use August 15 thru November 26, Fridays, 5:30 to 7:00 p.m. when there is no game the next day.

- vii) Still working on the March to May piece. Either Monday and Wednesday or Tuesday and Thursday.
- viii) Pacific will be adding lighting to the practice field.
- ix) Police, fire and engineering have all been involved and the next steps are:
  - (1) Once everything is in place it will be brought to the commission.
  - (2) Public process in front of the City Council.
  - (3) Final field agreement would then be attached to the easement agreement.
- x) Schedule:
  - (1) February - review documents.
  - (2) March – documents to Rec. Comm. for approval.
  - (3) End of March – documents presented at the City Council meeting.
  - (4) May – ready to move forward.
- xi) Drainage work is scheduled.
  - (1) Practice field – May 1 thru June 30.
  - (2) Baseball and softball fields – August 1 thru September 15.

**b) “B” Street Trail Report**

- i) Project is a few weeks from going to bid.
- ii) There is an inventory bridge available that would work for the project.
  - (1) It is 145 feet long and 10 feet wide, with an EPI base instead of concrete, which the consultants say would be better because it is longer and weighs less.
  - (2) Brazilian hardwood with a 25 to 30 year life span.
  - (3) A two week turnaround instead of the eighteen week order on a custom bridge.
  - (4) It would extend 15 feet further onto the banks, which is o.k. with Metro.
  - (5) Flood modeling was done to make sure the construction will not alter the path of the creek. One area of the railroad grade is being removed which would let the water flow naturally into the flood area which would help the flooding on the south end.
  - (6) Asphalt verses gravel on the parking lot. The Council’s goal is to be a “green” city, so the lot will be gravel, 22 spots, with the ADA spots paved.
  - (7) The trail will be paved.

**7) NEW BUSINESS:**

**a) Trail Naming Project**

- i) CCI bullet item.
- ii) Some sections are part of the Intertwine Network.
  - (1) This is the first year the network is in place.
  - (2) Signage will have their logo on it. Metro is having a design contest for the signage.
- iii) Local sections can have their own names.
- iv) Committee will come up with a proposal for naming the sections. Committee members are Quinn, Stephanie, Mike Olson (from the Trail Advisory committee) and Ralph (as the school district representative).

**b) Eagle Scout Project Report**

- i) Since 1997 there have been 32 Eagle Scout projects from tree planting to play equipment completed in Forest Grove. (See attached for a complete list of the projects)
- ii) There have been 10 projects completed in the last 12 months. Three of the ten scouts live outside Forest Grove.
- iii) Steve Huffman is a great connection to the Scouts.

**c) Arbor Day Run**

- i) This is a fundraiser for the Forestry Commission helping to fund tree planting and preservation.
- ii) Typically held the last Saturday of April. They are looking for a group to help organize the run.
- iii) Need to broaden community awareness of their projects.
- iv) Perhaps publish a pamphlet of trees around town, a walking brochure.
- v) Previously the run was a 5K around town with coffee and doughnuts at the end. Donations were used for prizes.
- vi) "Boxer" run is held mostly on residential streets.
- vii) Plan a year out to make the run successful and a tie in with kids is important.
- viii) This will be put on the next agenda.

**d) Ordinance Revision**

- i) There has been a request for no smoking in the skate park area. Other communities ban smoking in public parks.

**8) COMMISSIONER'S REPORTS: None**

**9) STAFF REPORTS:**

**a) Parks Department**

- i) Parks crew is lean right now. One crew member is on the Light and Power tree trimming crew until the end of March.

**b) Aquatics**

- i) Budget meetings begin tonight. The current budget condition of status quo is good enough.
- ii) Town hall meeting is January 30 at 8:30 a.m. in the auditorium.

**10) ANNOUNCEMENT OF NEXT MEETING: The next meeting will be Wednesday, March 17 at 7:00 a.m.**

**10) ADJOURNMENT: The meeting was adjourned at 8:35 a.m.**

**APPROVED**

**PUBLIC SAFETY ADVISORY COMMISSION  
FOREST GROVE FIRE STATION,  
1919 ASH STREET  
January 27, 2010  
PAGE 1 OF 3**

**1. ROLL CALL:**

Chair Russ Redmond called the meeting to order at 7:30 am

**MEMBERS PRESENT:** Bob Mills, Randall Roedl, Russell Redmond, Drue Garrison, Tim Dierickx, and Susan Aguilar

**IAISONS PRESENT:** Tom Johnston

**STAFF PRESENT:** Police Chief Kerry Aleshire, Police Captain Ashbaugh, Fire Chief Michael Kinkade, and Carol Lorenz.

**MEMBERS NOT PRESENT:**

**IAISONS NOT PRESENT:** Bryon Schmildkofer, Matt Pool, Brandon Hundley, Naomi Montelongo, and Ralls Hall

**2. CITIZEN COMMUNICATIONS:**

**3. APPROVAL OF MINUTES: January 27, 2010**

**4. ADDITIONS/DELETIONS:**

**5. ACTION ITEMS/DISCUSSION:**

**New Member:** Introduced Drue Garrison as a new voting member to PSAC

**Elect Chair:** Russ Redmond was nominated as Chair and seconded. Russ Redmond was voted in as Chair for PSAC.

**Sub-Committee:** PSAC requested that we relook at a sub-committee on the March agenda. PSAC also requested a copy of the minutes from the sub-committee.

**6. COMMISSIONER'S REPORTS:**

**7. STAFF REPORT:**

**Police:**

**Police Department Annual Report 2009:** Attached is a copy of the police department annual report that was handed out by Chief Aleshire.

**Homicide:** This was a staged suicide that is being investigated as a homicide. The department has worked long hours on this case.

**2004 Stabbing:** The suspect of our 2004 Lincoln Park stabbing was arrested when he released from the Mental Hospital.

**PUBLIC SAFETY ADVISORY COMMISSION  
FOREST GROVE FIRE STATION,  
1919 ASH STREET  
January 27, 2010  
PAGE 2 OF 3**

**Cell Phone Law:** Due to the new cell phone law the department is looking into getting the officers hands free devices. Both Police and Fire departments will have to budget for this new equipment.

**Citizen Academy:** Around 20 people have signed up for the citizen's academy. This is an eight week course starting February 17<sup>th</sup> on Wednesday nights. Each week will touch on a different subject from Major Crime investigations, Use of Force, Search and Seizure, etc. It was suggested that the class be video taped.

**Review of pre-budget meeting:** Each department is presenting their budget needs to a budget committee.

**Gang Activity:** The department is working on increased gang activity in Forest Grove and has reached out to IGET (Inter-Office Gang Enforcement Team) for additional help.

**Fire:**

**Fire Department Report:** Attached is a copy of the Fire Chief's Monthly Report.

**Discussion on Strategic Planning:** Chief Kinkade requested that he be able to present his SWOT Analysis at the next PSAC meeting. This request was approved by PSAC members.

8. **OLD BUSINESS:**

**Fire:**

**Fire Department Report:** Chief Kinkade provided a copy of the fire departments monthly report for November 2009. See report attached.

**Fire:** The Chief explained that the fire that they responded to in Forest Gale Heights was likely caused by vapors from methanol.

**Police:**

Monthly Department Summary Report was handed out. See attached.

**Training:** Standardized Field Sobriety Test – In service training

**Murder:** The Chief informed PSAC in regards to the call on November 7, 2009 and the impact it has had on our department.

**Graffiti:** Due to an upswing in graffiti there have been Officers assigned to a graffiti detail. This has resulted in a few arrests.

**PSAC:** There are members on the committee that have served their term and will not be looking for reappointment.

**PUBLIC SAFETY ADVISORY COMMISSION  
FOREST GROVE FIRE STATION,  
1919 ASH STREET  
January 27, 2010  
PAGE 3 OF 3**

9. **ANNOUNCEMENT OF NEXT MEETING:** February 24, 2010

10. **ADJOURNMENT:**

Russ Redmond adjourned the meeting at 8:45a.m.

Respectfully submitted by:

Carol Lorenz

**Public Safety Advisory Committee  
Fire Chief's Report  
January 27, 2009**

**Notable Calls and Events**

1. Firefighter slipped coming down some stairs on the scene of a medical incident, fracturing his left lower leg. He will be out-of-service for 10-12 weeks.
2. Confined space rescue with one rescued and one fatality. FGFR attended the funeral for Joseph Dober in honor of his sacrifice to save another.
3. Responded to a residential house fire on 18<sup>th</sup> Street and Ash – fire was started by a faulty computer router, damage was contained to the room of origin. This was one of our historic (1905) houses.
4. Responded to a critical medical call that took the ambulance 15 minutes to arrive, and a non-life threatening medical call (dislocated knee) that we ended up using the fire department rescue to transport to St. Vincent's after 39 minutes without an ambulance. Multiple factors led to this shortage of ambulances including rush-hour traffic, a traffic accident, and a surge in calls throughout Washington County.
5. Lifeflight was utilized three times by FGFR in one week – two MVA's and once for the confined space rescue. Typically we utilize Lifeflight about once a week.
6. Responded to multiple calls due to freezing weather and its effect on many commercial and residential homes (broken pipes with flooding, false alarms, multiple chimney fires).
7. Shop/garage fire on Grimmet Drive (off of Glenwood Lane, behind the Glenwood Store, one of the furthest parts of our district). The first in unit arrived 15 minutes after the dispatch to find the structure fully involved and collapsing with multiple explosions. This was a shop with multiple vehicle (RV, ATV's, pick up truck, tractor) and a 2nd story with a recreational room – rather large. There were several large explosions due to the ammunition, acetylene tanks and other hazards inside. No one was injured and the crews managed to protect the surrounding structures.

**Training**

1. The Department continued its annual in-service on paramedic protocols.
2. Conducted monthly officer's (volunteer and career) training – on-going strategy and tactics training.
3. Conducted live fire training at the MERTS facility in Astoria for B shift career firefighters and volunteers.

**Fire Prevention/Community Risk Reduction**

1. Completed the annual Toy Drive, distributing toys to 170 families and over 600 Forest Grove Children.
2. The FMO did 5 tours for approximately 30 kids + 5 adults per group for a grand total of 150 kids and 25 adults. These were kindergartners from the Harvey Clarke and Gales Creek Elementary Schools who brought in gloves for our toy drive
3. Participated in citywide Holiday parade, followed by Fire Department Christmas party.

4. Completed annual fire inspections of all schools in district.
5. We have issued a pre-citation letter business on Pacific Avenue for failure to service their alarm system after 3 inspections over a 3 year period. They have no service records on their system. They have now corrected the problem.
6. The fire department Twitter account now has 223 followers.
7. Child Safety Seat Inspection clinic held December 30, 2009.

### Projects and Administration

1. Completed annual planning session with Dr. Daya for our emergency medical services division.
2. Met with insurance representatives to learn more about coverage provided to volunteer firefighters. Scheduled presentation for volunteers.
3. Worked on emergency operations plan; completed basic plan, working on hazard annexes. 75% complete.
4. Completed paperwork to get the Rescue licensed as an ambulance through the Oregon Health Division (a requirement if we are going to use it for occasional emergency transport).
5. Completed SAFER grant application.
6. Department participated in planning for Pacific University football games.
7. Department work groups/shifts completed internal accomplishments report and goals for next year.
8. Worked on strategic plan, attending two facilitated programs with George Dunkel (ESCI) at DPSST.
9. Ordered replacement staff vehicle.
10. Finalized planning and specifications for computer at Gales Creek station.
11. Attended OFIA meeting in La Grande and conducted strategic planning meeting.
12. Met with fire prevention staff to discuss reorganization of the division.
13. Received the H1N1 injectable vaccines for the police and fire staff that could not take the inhalation version. Completed immunizations.

### Statistics

Total calls for December 2009:	264 (new record)
City:	225
District:	31
Mutual Aid:	8
Total calls for 2009:	2506 (198 less than last year)

There were 7 chimney fires – 3 in the City and 4 in the District.

We responded to Assisted Living Facilities and 24-hour care homes 61 times.

There were 56 instances of calls that occurred at the same time. 11 of these calls happened on December 9 when we responded to many public assist calls for freezing pipes and alarms malfunctioning.

# Forest Grove Police Department 2009 Annual Report

## Chief's Message

I want to thank you for taking the time to review the Forest Grove Police Department's 2009 Annual Report. In this report you will read about the many accomplishments we in the police department are proud of. I must say that the many accomplishments listed in our annual report could not have come to fruition if it were not for the entire staff of the police department. It is the vision of our staff that sets our core values with a focus on customer service to our community. We look forward to another great year in 2010.

Sincerely,

Kerry P. Aleshire  
Chief of Police



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Forest Grove  
Police Department  
2102 Pacific Avenue  
Forest Grove, OR 97116  
(503) 992-3260—Office  
(503) 629-0111—Dispatch  
(503) 359-3519—Fax

***Forest Grove Police Department  
Core Values***

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***Integrity***

***Professionalism***

***Service***

***Honesty***

***Commitment***

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## **Forest Grove Police Department Mission Statement**

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*The mission of the Forest Grove Police Department is to consistently strive towards making Forest Grove a safe place to live, work, learn, play and visit, and to contribute to the economic prosperity of our community through professional and responsive high-quality law enforcement services to our citizens and visitors.*

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## Forest Grove Police Department Vision Statement

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- *To be the best law enforcement agency in Washington County in terms of professional reputation.*
    - Professional representation on regional investigative teams*
    - Professional working relationships with other law enforcement agencies*
    - Positive working relationships with our stakeholders*
  - *To be a career destination for law enforcement professionals – sworn and civilian.*
    - Be a learning organization promoting professional development*
    - Targeting recruitments consistent with department mission and values*
  - *To be an allied partner agency with regional stakeholders – promoting the interests of Forest Grove in furtherance of city goals.*
    - Policy development and review in concert with city goals*
    - Coordinated training with other law enforcement agencies*
  - *For Forest Grove Police Department employees to be proud of their affiliation with the department, city, and community.*
    - Promoting esprit de corps through employee involvement*
    - Maintaining accountability and responsibility*
    - Rewarding behavior consistent with departmental mission and goals*
  - *To be fully capable of meeting all reasonable investigative, crime prevention, patrol, and traffic needs of the citizenry as growth impacts the community.*
    - Forecasted budgeting reflecting the needs of the community*
    - Stewardship and accountability of all entrusted public funds*
- 
-

## Department Overview

The Forest Grove Police Department serves the community of Forest Grove through law enforcement patrol and investigative services, crime prevention, and community outreach. The department employs 29 sworn officers, including a chief, two captains (division commanders), five sergeants (including one detective sergeant), two detectives, and 19 patrol officers (including one school resource officer). The department also employs two non-sworn part-time community service officers, a support unit supervisor, an evidence technician, and two records specialists. A volunteer chaplain also serves the members of the department and the community.



Officer Swiger - assigned to Transit Police Division at an investigation along the MAX tracks in Hillsboro.

The operations division is the largest component of the department; including all patrol staff and the community service officers. The patrol division is responsible for organizing and planning the primary investigation of all offenses within the jurisdiction of the Forest Grove Police Department. The department has one motor officer primarily responsible for traffic enforcement and investigating motor vehicle crashes. The community service officers coordinate the Neighborhood Watch program, abandoned vehicle program, graffiti tracking, and many other community outreach events. Some personnel from the operations division are members of countywide teams, including the Multi-Agency Traffic Team (MATT) and Crash Analysis Reconstruction Team (CART)

The administrative division is comprised of the investigations staff, support unit supervisor, records staff, and evidence staff. The administrative division is responsible for the investigation of complex criminal investigations, maintenance of all evidence/property, processing of records, training, accreditation, and management of all department grants. Detectives are assigned to the countywide Major Crimes Team (MCT), Tactical Negotiations Team (TNT), Multi-Disciplinary Team (Child Abuse), Elder Abuse, and Planning Authority for Police Officer Deadly Force Encounters. Throughout the year, department personnel participate in specialized and on-going training to maintain proficiency in core competencies and certification. Regular training includes firearms, use of force, defensive tactics, confrontational simulation, first aid/CPR, bloodborne pathogens, emergency vehicle operations, and hazardous materials.

The department administration is comprised of the Chief of Police, Operations Division Commander, Administrative Division Commander, and Support Unit Supervisor. The administration is responsible for budget management, policy development and review, personnel matters, strategic planning, community relations, media relations, labor relations, and special projects.

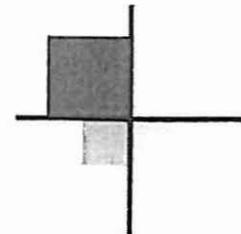


## 2009 Highlights

- ◆ First Annual Citizen's Academy held from February through April 2009 - 15 attendees.



Detective Mike Herb and Detective Sergeant Dean Foster leading a presentation regarding a major criminal investigation.



- ◆ Continued partnership with Pacific University. March 2009 - conducted highly successful emergency management/planning tabletop exercise.
- ◆ Participated with other county emergency management partners in the 2009 Cascadia Peril tabletop exercise.
- ◆ In April - participated in SKID event at Forest Grove High School in partnership with the Forest Grove School District and Forest Grove Fire & Rescue.
- ◆ Department personnel participated in the 2009 Law Enforcement Officers Memorial Ceremony in Hillsboro in April.
- ◆ Awarded \$3500 Traffic Safety Grant through the Oregon Association of Chief's of Police for seatbelt and DUII enforcement.
- ◆ Participated in the 2009 Children's Fair at Pacific University
- ◆ In May - updated City Ordinance regarding vehicle impounds.

## 2009 Highlights Continued

- ◆ In May department personnel participated in a Scoggins Valley Dam tabletop exercise at Forest Grove Fire & Rescue.
- ◆ In May department personnel participated in a flag raising ceremony in Forest Grove.
- ◆ Officer Jessica Ray and Officer Jenifer Smith graduated from the DPSST Basic Academy in June.



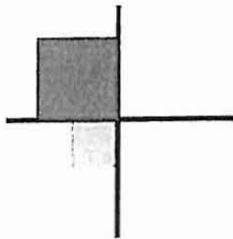
- ◆ In June, Detective Michael Herb and Sergeant Kevin Ellingsburg graduated from the 2nd cohort of the International Public Safety Leadership & Ethics Program at the Oregon Public Safety Academy.



- ◆ In August, Officer Wolf graduated from the Basic Police Course at the Oregon Public Safety Academy.

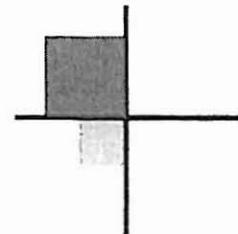
### 2009 Highlights Continued

- ◆ On August 4th, the department hosted a National Night Out community event at Lincoln Park attended by over 1200 people.



### 2009 Highlights Continued

- ◆ On August 12th, department personnel participated in the Tip-A-Cop program at Prime Time Restaurant, raising over \$1500 in support of Special Olympians in Washington County.



- ◆ On 9/11, department personnel participated in a remembrance ceremony.

Tuesday, September 15, 2009

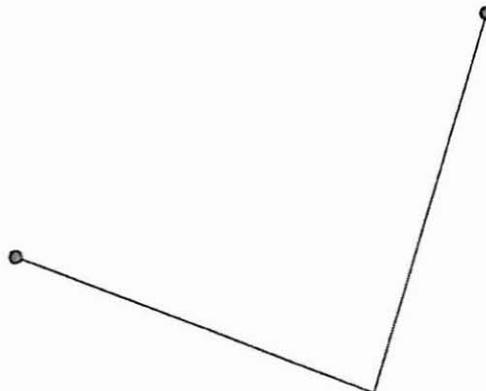
#### A 9/11 remembrance

Forest Grove police officer Jeff Williams plays "Taps" on his trumpet during a brief ceremony of remembrance commemorating the anniversary of the 2001 terrorist attack on the World Trade Center. The ceremony took place Friday morning beneath the city's recently-installed U.S. flag.



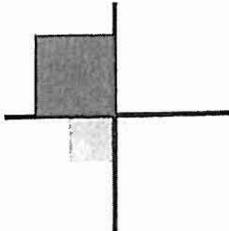
near Pacific and 18th avenues and included hoisting of the ball on the city's 1807 fire engine.

Michael Thompson  
The News



### 2009 Highlights Continued

- ◆ In September, the department completed all FY09 requirements to be National Incident Management System (NIMS) compliant.
- ◆ In October, the department was recognized for continued participation with ASIS.



- ◆ In October, department personnel completed Outdoor Range Training.



- ◆ In October, Officer Troy Maslen received a Looking Beyond the Traffic Ticket Award at the 2009 Oregon Transportation Safety Awards in Hood River.

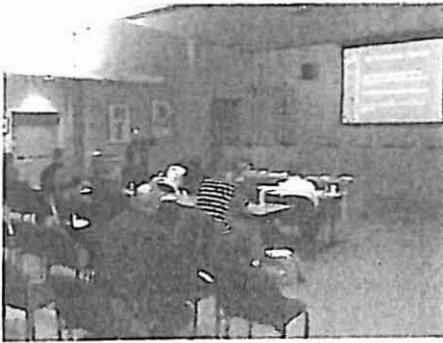


Officer Troy Maslen  
 Forest Grove Police Department  
 Category: Routine Stop  
 During a Memorial Day Traffic Safety Blitz in Washington County, Officer Troy Maslen stopped a vehicle for speeding - 74 MPH in a 55 MPH zone. Officer Maslen detected a strong odor of marijuana. The suspect said that he applied to be a caregiver for medical marijuana patients, but had no documentation in his possession. Two citations were written and 2 freezer bags of marijuana were confiscated that totaled 6.59 ounces.

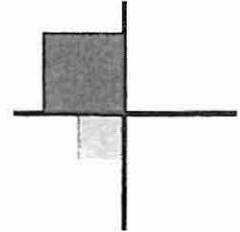


## 2009 Highlights Continued

- ◆ In October, Standardized Field Sobriety Test / Drug Recognition Expert Instructor Detective Mike Herb and Standardized Field Sobriety Test Instructor Jason Moser hosted two sessions of DUII Refresher in cooperation with the Oregon Department of Justice. Attendees were from FGPD, Cornelius PD, OLCC, and the Washington County District Attorney's Office.



- ◆ Personnel from our department and the Cornelius Police Department participated in EVOC early in the month. Department instructors were Officer Hall and Officer Maslen. Instructors from the Milwaukie Police Department, Sandy Police Department, and Lake Oswego Police Department also assisted with this critical training requirement—October.



- ◆ The department continued our partnership with Waste Management's Waste Watch program—attending an appreciation event at the Forest Grove Waste Management facility.

### 2009 Highlights Continued

- ◆ On November 16, Captain Ashbaugh served as Principal for a Day at Joseph Gale Elementary School.

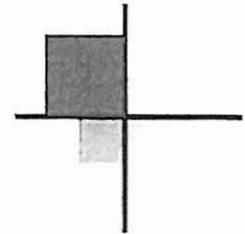
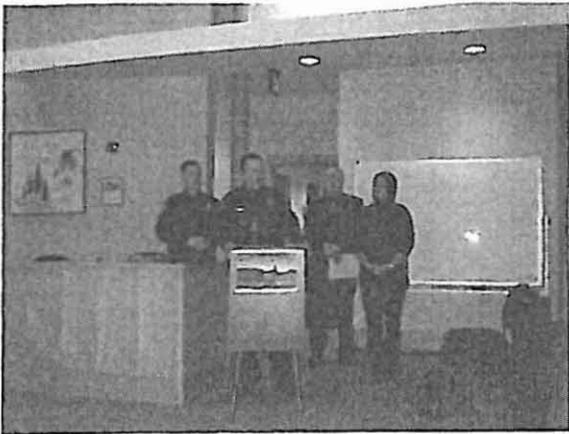


- ◆ In November, Detectives, with assistance from the Washington County Major Crimes Team investigated a homicide—widely reported in the media.
- ◆ Personnel from the department responded to a double-homicide/suicide on the 27th—again widely reported in the media.

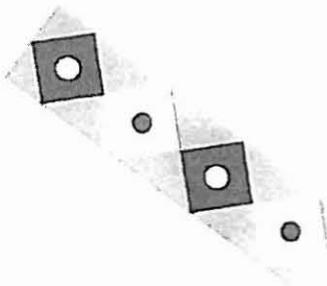
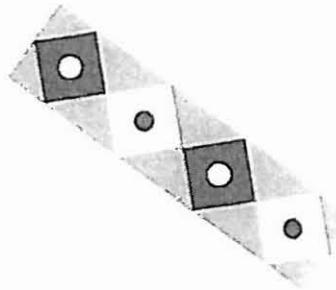


### 2009 Highlights Continued

- ◆ In December, Amy Erickson was welcomed during a City Council Meeting to the department as our newest Police Records Specialist.

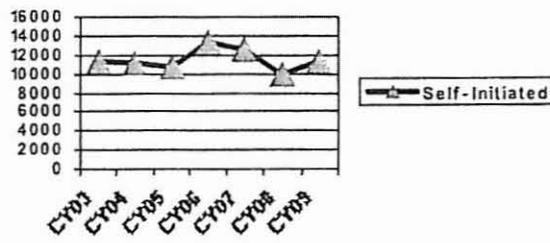


- ◆ Also in December, Matt Smith was assigned to the Detectives Division and Mike Herb was promoted to sergeant. Sergeant Herb was assigned as the detective sergeant after promotion.

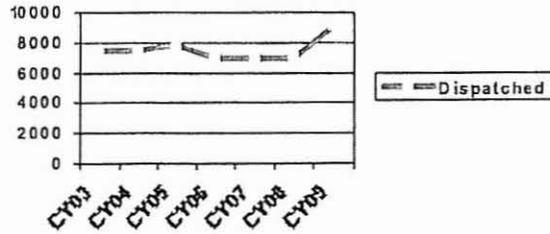


### Historical Perspectives

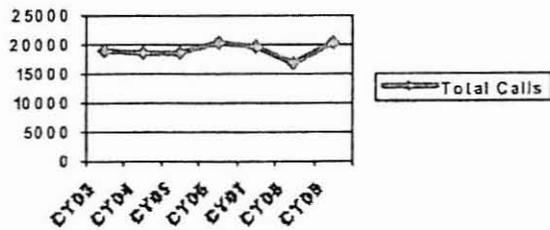
The following graphs provide a visual representation of our total calls, dispatched calls, and self-initiated calls between 2003 and 2009. Data was retrieved from the Washington County Consolidated Communications Agency and Washington County Sheriff's Office computer systems.



CY03:	11442
CY04:	11229
CY05:	10823
CY06:	13372
CY07:	12626
CY08:	9926
CY09:	11403



CY03:	7483
CY04:	7416
CY05:	7858
CY06:	6939
CY07:	6971
CY08:	6981
CY09:	9097



CY03:	18925
CY04:	18645
CY05:	18681
CY06:	20311
CY07:	19597
CY08:	16907
CY09:	20500

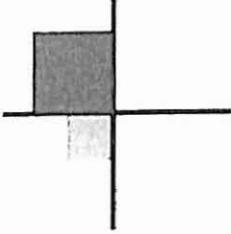
## Department Personnel

Chief Kerry Aleshire

Captain Aaron Ashbaugh  
Captain Jeffrey Williams

Sergeant Michael Arnold  
Sergeant Gregory Dunlap  
Sergeant Kevin Ellingsburg  
Sergeant Robert Farris (Retired)  
Sergeant Dean Foster

Sergeant (Detective) Michael Herb  
Detective Wayne Hart  
Detective Matthew Smith



Officer Stephanie Davies  
Officer Jeffery Fox  
Officer Clarice Gordon  
Officer Scott Griffith  
Officer Michael Hall  
Officer Scott King  
Officer Joe Martino  
Officer Troy Maslen (Motor Officer)  
Officer Charles McCutchen  
Officer Frank McGrew  
Officer Jason Moser  
Officer Thomas Siciliano (School Resource Officer)  
Officer Jenifer Smith  
Officer Michael Smith  
Officer Roy Swiger  
Officer Ernesto Villaraldo  
Officer Ryan Wolf

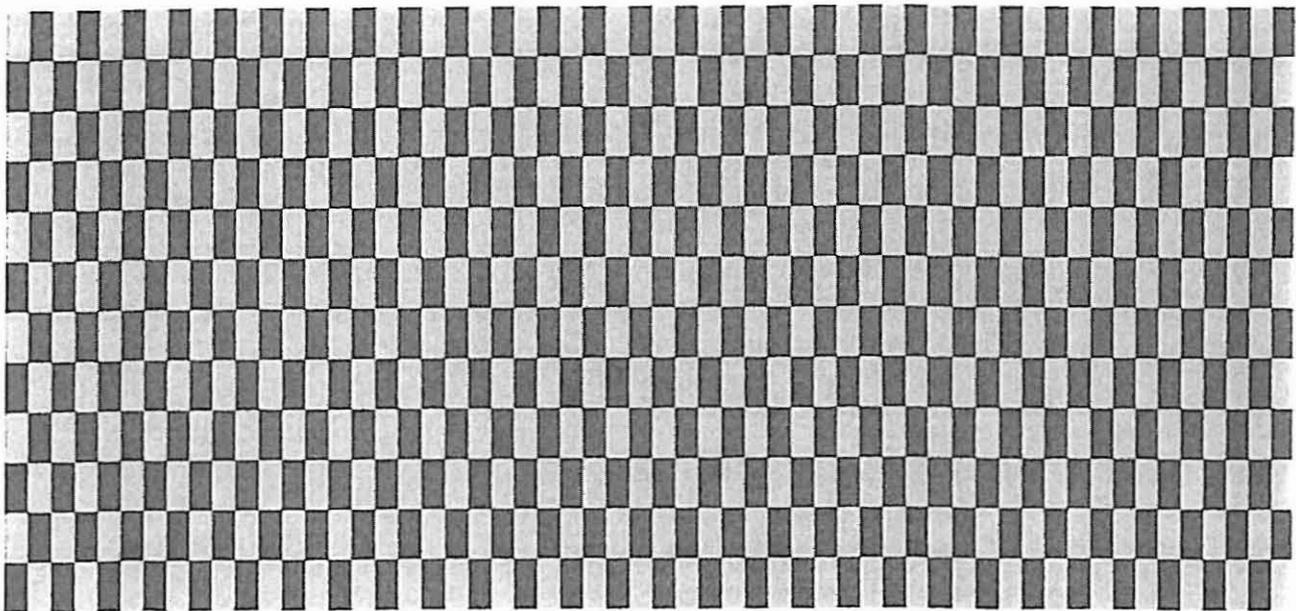
Community Service Officer Sharon Hartung  
Community Service Officer Teresa Kohl

Support Unit Supervisor Mandy Hayes  
Evidence/Property Specialist Allyson Cameron  
Records Specialist Carol Lorenz  
Records Specialist Amy Erickson

Chaplain Dexter Danielson

## 2009 Activity Summary

	<u>2009</u>
Original Reports	3202
Supplemental Reports (Follow-up Investigation)	1408
Criminal Citations/Arrests	1382 (389 Juvenile / 993 Adult)
Traffic Citations	1856
Traffic Written Warnings	978
Motor Vehicle Crash Reports (Total)	135
Parking Citations	333
Items of Evidence/Property Processed	4747
DUI Arrests	67
Officers Assaulted	0
Total Calls Serviced within the City of Forest Grove	21051
Dispatched Calls	9085
Self-Initiated Calls	11966



## Forest Grove Police Department

PO Box 326 Forest Grove OR 97116 (503) 992-3260 Fax (503) 359-3519

### FOR IMMEDIATE RELEASE

Date: January 22, 2009

Contact: Captain Jeffrey Williams

Office: (503) 992-3260

### FOREST GROVE INVESTIGATE STOLEN VEHICLE, ATTEMPT TO ELUDE

Forest Grove – During the late evening hours of January 21, 2009, officers from the Forest Grove Police Department investigated the theft of a motor vehicle from the 3300 Block of Forest Gale Drive. After receiving the vehicle description and possible suspect information, officers searched for the vehicle.

Slightly after 1:30am on January 22, 2009, an officer from the Forest Grove Police Department located the stolen vehicle in the 3300 Block of 15<sup>th</sup> Avenue in Forest Grove. As officers were responding to the area to coordinate the recovery of the vehicle, the suspect entered the vehicle and led officers on a vehicle pursuit which led out of Forest Grove north through the Vancouver area.

Although few other motorists were on the roads at this hour of day, the pursuit was terminated for safety reasons as it returned to Forest Grove on NW Tenthon Road. A short time later, Forest Grove officers located the stolen vehicle on Levine Drive near Hillside Way. A canine unit from the Washington County Sheriff's Office responded to the area and unsuccessfully conducted a track for the suspect.

The investigation is continuing and officers expect to make an arrest in this case.

#

## Forest Grove Police Department

PO Box 326 Forest Grove OR 97116 (503) 992-3260 Fax (503) 359-3519

### FOR IMMEDIATE RELEASE

Date: February 25, 2009

Contact: Captain Aaron Ashbaugh

Office: (503) 992-3260

### FOREST GROVE POLICE TO HOST TRAFFIC ENFORCEMENT DETAIL

Forest Grove – During the week of March 1<sup>st</sup> through March 7<sup>th</sup>, the Forest Grove Police Department will be hosting a Multi-Agency Traffic Team (MATT) detail. MATT members include traffic enforcement officers from the Washington County Sheriff's Office, Cornelius Police Department, Hillsboro Police Department, and Forest Grove Police Department.

The focus of this enforcement detail will be school zones. Motorists are reminded to pay particular attention to their speed and driving habits at all times, but specifically while transiting through school zones.

#

## Forest Grove Police Department

PO Box 225 Forest Grove OR 97116 • (503) 392-3260 • Fax: (503) 392-3519

### FOR IMMEDIATE RELEASE

Date: May 18, 2009

Contact: Captain Aaron Ashbaugh

Office: (503) 392-3260

### FOREST GROVE POLICE ARREST BURGLARY SUSPECT

Forest Grove – On the morning of 5-17, officers from the Forest Grove Police Department were dispatched to a burglary in progress at Joseph Gale School (3130 18<sup>th</sup> Avenue, Forest Grove). Upon their arrival in the area, officers located Christopher M. Robison, 24, from Forest Grove a short distance away. The officers' investigation revealed Mr. Robison caused over \$1,000 damage at the school by throwing rocks through several windows. Mr. Robison was also found in possession of several small food and personal items from inside the school. Damage to the school was estimated at over \$1,300.

Mr. Robison was subsequently lodged at the Washington County Jail on the following charges: Burglary II (Class C Felony), Criminal Mischief I (Class C Felony), and Theft III (Class C Misdemeanor).

Further investigation revealed Mr. Robison was responsible for several other crimes over the past several weeks in Forest Grove.

Mr. Robison was charged with Burglary II and Criminal Mischief II (Class A Misdemeanor) regarding a burglary at St. Bede's Church (1609 Elm Street) reported to the Forest Grove Police on 5-5-09.

Mr. Robison was charged with Criminal Mischief II regarding a broke window at True Hope Christian Church (2505 18<sup>th</sup> Avenue) reported to the Forest Grove Police on 4-30-09.

Mr. Robison was charged with Attempted Burglary II (Class A Misdemeanor) and Criminal Mischief II regarding an attempted burglary at WSC Insurance (2000 Pacific Avenue) reported to the Forest Grove Police on 4-20-09.

Mr. Robison was charged with Burglary II and Theft III regarding a burglary at WSC Insurance reported to the Forest Grove Police on 4-13-09.

Mr. Robison was lodged on all the above listed charges at the Washington County Jail on 5-17-09.

## Forest Grove Police Department

P.O. Box 326 · Forest Grove OR 97116 · (503) 992-3260 · Fax: (503) 559-3519

**FOR IMMEDIATE RELEASE**

Date: June 16, 2009

Contact: Captain Aaron Ashbaugh

Office: (503) 992-3260

### FOREST GROVE POLICE INVESTIGATE AUTO/PEDESTRIAN CRASH

Forest Grove – Shortly after 7:00pm on Monday evening (6/15/09), officers from the Forest Grove Police Department responded to a motor vehicle crash involving a pedestrian near the intersection of Pacific Avenue and Laurel Street.

Upon initial investigation, officers determined a westbound vehicle on Pacific Avenue driven by Timothy Pearson, 18, of Forest Grove struck Robin Gilmore, 53, also of Forest Grove. Gilmore was allegedly crossing Pacific Avenue improperly and outside of a crosswalk.

Officers do not anticipate any charges in this case. Gilmore was transported by helicopter to Emanuel Hospital in Portland, where he was last listed in Stable Condition.

#

## Forest Grove Police Department

P.O. Box 326 · Forest Grove OR 97116 · (503) 992-3260 · Fax: (503) 559-3519

**FOR IMMEDIATE RELEASE**

Date: June 16, 2009

Contact: Captain Aaron Ashbaugh

Office: (503) 992-3260

### FOREST GROVE POLICE INVESTIGATE BEER THEFT / STRONG ARM ROBBERY

Forest Grove – Shortly before 2:00am on Tuesday morning (6/16/09), officers from the Forest Grove Police Department responded to a reported theft of beer at the Plaid Pantry Store located at 2436 19<sup>th</sup> Avenue, Forest Grove.

Upon arrival, officers learned three suspects were involved in the theft and at least one suspect used physical force against the store clerk to commit the theft. After a brief investigation, officers located the three suspects, who were subsequently arrested and charged with crimes related to this incident. Those arrested included one adult and two juvenile subjects.

John Sprayberry, 19, of Forest Grove was charged with Robbery II (Class "B" Felony) and lodged at the Washington County Jail.

A 16 year old Forest Grove boy was also charged with Robbery II was lodged with the Washington County Juvenile Department.

A 17 year old Gaston boy was charged with Theft III and referred to the Yamhill County Juvenile Department.

#

## Forest Grove Police Department

-Press Release-

PO Box 326 Forest Grove OR 97116 (503) 552-3260 Fax (503) 259-3516



### FOR IMMEDIATE RELEASE

Date: November 24, 2008  
 Contact: Captain Jeffrey Williams  
 Office: (503) 552-3260

### Forest Grove Police to Conduct Additional Holiday DUI Patrols

Forest Grove – The Forest Grove Police Department will be conducting extra patrols over the Thanksgiving Day weekend to enhance DUI enforcement efforts. According to the National Highway Traffic Safety Administration (NHTSA), about three in every ten Americans will be involved in an alcohol-related crash at some point in the lives.

During the holiday season, and year-round, take steps to make sure that you and everyone you celebrate with avoid driving under the influence of alcohol. Following these tips from NHTSA can help you stay safe:

- Plan ahead. Always designate a non-drinking driver before any holiday party or celebration begins.
- Take the keys. Do not let a friend drive if they are impaired.
- Be a helpful host. If you're hosting a party this holiday season, remind your guests to plan ahead and designate their sober driver, always offer acohol-free beverages, and make sure all of your guests leave with a sober driver.

#

## Forest Grove Police Department

-Press Release-

PO Box 326 Forest Grove OR 97116 (503) 552-3260 Fax (503) 259-3516



### FOR IMMEDIATE RELEASE

Date: November 24, 2008  
 Contact: Chief Kerry Aleshire  
 Office: (503) 552-3260

Contact: Captain Jeffrey Williams  
 Office: (503) 552-3260

### Forest Grove Police Investigate Homicide

Forest Grove – Joshua David Nicholas, the subject of a well publicized manhunt over the past several days in western Washington County, is a person of interest in a Forest Grove homicide that took place on or about 11/7/08.

On 11/7/08, police were called to the home of 47 year old Lori Fitzgerald in the 2700 block of Sycamore Court in Forest Grove. Officers found Fitzgerald deceased. Investigators initially described Lori Fitzgerald's death as occurring under highly suspicious circumstances. A preliminary investigation determined property, including firearms, was missing from Fitzgerald's home. Investigators established that Nicholas had recently become acquainted with the victim and had reason to believe he was in the home prior to her death. Police are not releasing the manner of death or further details at this time. Investigators expect to make one or more arrests in this case within the week and the investigation is on-going.

This case is being investigated by the Forest Grove Police with assistance from the Washington County Major Crimes Team, the Oregon State Police and Washington County Property Crimes Detectives.

Anyone with information concerning Fitzgerald's death and/or any information about Joshua Davis Nicholas' association with her should call Forest Grove Police Detectives at (503) 552-3260.

#

## Forest Grove Police Department

-Press Release-

PO Box 326 • Forest Grove Or 97116 • (503) 552-3260 • Fax (503) 359-3515



### FOR IMMEDIATE RELEASE

Date: November 27, 2009  
 Contact: Captain Aaron Ashbaugh  
 Office: (503) 922-3280

#### Forest Grove Police Investigate Apparent Murder-Suicide

Forest Grove – At about 8:50pm, officers from the Forest Grove Police Department responded to a reported shooting at a residence in the 2500 Block of 21<sup>st</sup> Avenue in Forest Grove.

Upon their arrival, officers found a deceased adult female and an injured adult male, both with gunshot wounds. The injured adult male was airlifted to OHSU. Officers found possible signs of forced entry into the residence and another adult male deceased from an apparent self-inflicted gunshot wound. Officers recovered the involved firearm. Investigators believe the deceased adult male was the shooter and are not looking for any suspects.

Investigators are attempting to interview family members and are not releasing identities of the involved parties at this time.

This case is being investigated by the Forest Grove Police with assistance from the Washington County Major Crimes Team and Washington County Sheriff's Office.

#

## Forest Grove Police Department

-Press Release-

PO Box 326 • Forest Grove Or 97116 • (503) 552-3260 • Fax (503) 359-3515



### FOR IMMEDIATE RELEASE

Date: December 9, 2009  
 Contact: Captain Aaron R. Ashbaugh  
 Office: 503 922-3270  
 Cell: 971 235-3576

#### FOREST GROVE POLICE TO CONDUCT EXTRA DUII PATROLS

Forest Grove – The Forest Grove Police Department will be conducting extra DUII patrols during the month of December and on New Year's Eve this year. The department reminds citizens to use designated drivers and engage in safe driving habits throughout the season.

It is the goal of the Forest Grove Police Department to keep our citizens safe. DUII related crashes is one of the major killers in Oregon. 136 people lost their lives in acohol-impaired crashes in Oregon in 2008. There is typically an increase in DUII crashes during the holiday season. The Forest Grove Police Department will be adding additional staffing to enhance DUII enforcement.

Forest Grove Police Department  
2102 Pacific Avenue  
Forest Grove, OR 97116

Phone: 503-992-3260  
Dispatch: 503-629-0111  
Fax: 503-359-3519

Service, Professionalism, Honesty,  
Commitment, Integrity



December 2009



Thatcher Park

**FOREST GROVE CITY LIBRARY  
CIRCULATION STATISTICS REPORT: FEBRUARY 2010**

31

	JAN 2010	DEC 2009	JAN 2009
<b>MONTHLY TRAFFIC</b>			
Eye Count (Daily count of patrons for month)	16,436	16,847	17,144
Number of Days Open to the Public:	24	23	25
New Registrations (New Patron card issued)	154	101	209
<b>CIRCULATION:</b>			
Total Check-outs:	24,303	26,620	28,267
Total Check-ins:	22,871	21,508	21,680
ILLs (Inter-library loans/out of county):	103	78	129
<b>COURIER:</b>			
Intra-library Holds to Forest Grove:	11,237	10,496	10,051
Intra-library Holds from Forest Grove:	8,104	7,180	7,507
<b>PROGRAMS:</b>			
Adult Programs	1	0	1
Adult Attendance at Adult Programs	10	0	33
Youth Programs (Children and Teens):	17	12	20
Youth Attendance at Children's Programs	369	90	378
Adult Attendance at Children's Programs:	201	75	240
<b>REFERENCE:</b>			
Reference Questions	NA	NA	NA
<b>SELF CHECK-OUT:</b>			
Self-Check Out Patrons Accepted	1,180	1,134	1,062
Self-Check-Out Patrons Denied	140	130	218
Self-Check-Out Total Items	4,416	3,373	3,725
Self-Check-Out Items Denied	41	29	48
Self Check-Out Items Renewed	34	23	24
<b>VOLUNTEERS:</b>			
Number of volunteers	26	24	NA
Volunteer hours	213	212	NA
<b>COMPUTER USE:</b>			
# of sessions	2,834	2,518	3,144
Total user hours	1,754	1,551	1,801
Average session time in minutes	37	37	34



# Memorandum

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**TO:** Mayor Peter Truax and City Councilors

**FROM:** Michael Sykes, City Manager  
Anna D. Ruggles, CMC, City Recorder

**DATE:** March 8, 2010

**SUBJECT:** Endorse Liquor License Renewals for 2010

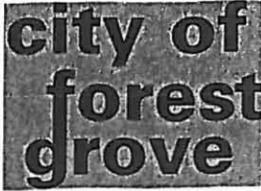
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**BACKGROUND:**

The Oregon Liquor Control Commission (OLCC) has notified the City of the eligible liquor licensees seeking renewal for 2010. ORS 471.166 establishes the process for local governments to make recommendations to the OLCC. The Police Chief has conducted a thorough investigation of the licensee and responsible parties and has made a favorable recommendation to approve the attached liquor license renewals for 2010.

**RECOMMENDATION:**

Staff recommends the City Council endorse the attached liquor license renewals for 2010.



**FOR CITY USE ONLY**  
 (Please return to City Recorder)

The Forest Grove City Council  
 Recommends that license be

Granted  Denied

\$25.00 Liquor License Fee: Paid: \_\_\_\_\_  
 Acct No. 100-21-10-450050 Receipt#: \_\_\_\_\_

**FOREST GROVE POLICE DEPARTMENT**  
**LIQUOR LICENSE RECOMMENDATION**

**NAME OF APPLICANT** Brian McMenamin

**NAME OF BUSINESS:** McMenamins Grand Lodge

**BUSINESS ADDRESS:** 3505 Pacific Avenue, Forest Grove

**TYPE OF LICENSE REQUESTED:**  
*Application is being made for*

<p><b>ACTION:</b></p> <input type="checkbox"/> Change in Application <input type="checkbox"/> New Application <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Temporary <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> <b>FULL ON-PREMISES SALES:</b> F-COM licenses are required to have dining seating. Allows the sale and service of distilled spirits, malt beverages, and wine for consumption on the licensed premises. Also allows licensees who are pre-approved to cater events off the licensed premises.	<input type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b> Allows the sale of malt beverages, wine and cider for consumption on the licensed premises and the sale of kegs of malt beverages for off premises consumption. Also allows licensees who are pre-approved to cater events off the licensed premises.  <input type="checkbox"/> <b>OFF-PREMISES SALES:</b> Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off the licensed premises and allows approved licensees to offer sample tasting of malt beverages, wine and cider.
<input type="checkbox"/> New Business <input type="checkbox"/> Change of Ownership <input type="checkbox"/> Greater Privilege <input type="checkbox"/> Additional Privilege <input type="checkbox"/> Other _____	<input type="checkbox"/> F - CAT Caterer <input type="checkbox"/> F - COM Commercial Establishment <input type="checkbox"/> F - PC Passenger Carrier <input type="checkbox"/> F - CLU Private Club <input type="checkbox"/> F - SE Special Event <input checked="" type="checkbox"/> F - PL Other Public Location	<input type="checkbox"/> Brewery Public House <input type="checkbox"/> Fuel Pumps <input type="checkbox"/> Grower <input type="checkbox"/> Winery <input type="checkbox"/> Other: _____

**APPLICABLE CRIMINAL/DRIVING RECORD:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

Kerry P. Aleshire  
**Kerry Aleshire, Chief of Police**  
 - or Designee

2.26.10  
**Date**

## MEMORANDUM

---

**TO:** Mayor Peter Truax and City Councilors

**PROJECT TEAM:** Jon Holan, Community Development Director

**DATE:** March 8, 2010

**SUBJECT:** CCI Presentation of ATM

---

Michael Perrault, Chair of the Committee for Citizen Involvement (CCI), will be conducting a presentation to Council on March 8, 2010, on the Annual Town Meeting, which was held Saturday, January 30, 2010. Attached are the results of the citizens' evaluations and comments received for Council review.



## What did you take away from today's discussions?

How important it is to be involved in the community you live in.

That Forest Grove needs to work on its business end of the City.

A lot of people showed up to hear the presentations and to share their thoughts and concerns regarding FG's future.

There is good citizen involvement in our town. Need to continue to get more residents involved and get more information out about our events.

The consensus of our table was to keep FG "small".

That Forest Grove needs to grow to make it what we want.

A vision of where FG is going or can go.

That a Balanced Community is desirable, but there's a price to pay.

Goal of establishing sustainability as an identity

Interest in community

That we have a wonderful community to work for

How we market FG: we noticed that the language used on the proposed FG motto is past tense (was born), please reconsider

City has a vision, City needs to do a better job marketing itself (cost of commercial rental vs. others, etc.)

Forest Grove needs to make some serious decisions about its future growth plans in a very timely manner.

We need a town square and more shopping options.

City keeps asking same question; vision committee answered this question and then created an action plan - What happened to that?

We need to be known for something - could we be the "arts center" for Metro PDX? All Arts: music, outdoor, theatre, etc.

Learned what issues face this community, I am a new resident; learned some ways to get involved.

A community that cares very much of the future, much to do, but much going for it (Forest Grove)

There are many issues with many people having specific helpful thoughts to share

Very impressed that the city has this forum. The forum concept is excellent!! People here actually care about the future!!

Good citizen involvement, good ideas, we want a balanced community.

Hope

A different way of looking at our little City.

Forest Grove has many challenges/concerns about how to grow and support itself without losing some important qualities and values

We need more industrial not more residential.

Forest Grove needs more businesses.

The balanced community is more desirable yet will require more work.

That people have a lot of emotion around issues, but they are lacking in the hard facts and the numbers.

\$100 door prize (LOL); new friends!

I'm grateful to be a member of this collaborative process; Forest Grove is a fabulous community

Variety of opinions

We have a balanced community in ideas.

People interested in town procedures

Forest Grove needs a lot of work to get things started to make improvements.

Need for intention and vision in community planning

Understanding of the history of Forest Grove

FG is a great small town worthy of preservation.

Current situation discussed but problems and issues were not really mentioned; would help discussion on how to move forward.

Hope—I hope these issues are not forgotten and a public plan is always available

Majority of us like this community and want a balanced community

There are a lot of new comers like myself. Most of the residents work away from FG.

An interest in participating in urban redevelopment project

## Suggested topics for next year:

Issue of livability in regard to impact of derelict properties and how to better deal with them (Cain property which has been an eyesore for decades)

How can we as a community encourage and support a beautification/clean-up project and long-term awareness of community standards of property/business appearance

Perceived lack of parking in city center (suggest much better signage in city center directing to the 3 lots)

How to build a community

Same—unless these issues have current answers, we will continue to have these issues

Action Plan for making our "Balance" work. How to get more business here.

What are we as a city doing to achieve our mission statement, like attracting new retail commercial business.

Transportation, education and jobs

Transportation and education

To keep FG at "small town" atmosphere!

Push Tri-Met or whoever to get light rail into FG.

A continuation of this - how to continue growing without compromising what makes FG special.

Growth infrastructure

Transportation, community events, street improvements

Sustainable Forest Grove and ways to increase participation of all ages in the life of our community

What are we doing to act on the vision?

Any progress made on the balanced community idea?

Local improvement district for downtown 16 blocks.

Taste of Forest Grove - let restaurants feed us; Wine Tasting - get wineries to give us samples (start later)

Review of progress plan on becoming a more balanced community with opportunities for citizens to make additional suggestions.

Open space for community to voice issues, divide up into which topic they care most about

Building sense of community

Youth engagement

Infrastructure development to match our growth; keeping pace to develop a balanced community

Transportation so new businesses can get products out. Consider hi-rise buildings to limit use of tillable land.

Walking in the Grove.

Becoming micro-green industry friendly

Light rail, gangs

The kind of industry we want to attract - micro business, industry, sustainability type of business

Traffic mitigation for WalMart.

Community strengths to build on.

How to keep our community from losing our sense of community.

Youth - how can we support them as a community.

Housing - how can we provide a continuum: rental—less expensive owner-occupied—higher priced—so on.

Creating successful neighborhoods within Forest Grove and developing communication from neighbor to neighbor and neighborhood to neighborhood.

Future growth as a consequence of WalMart.

Control and planning of town

How to overcome location barriers to economic development

Continue today's issues

Broader coverage - cover transportation, crime, parks, etc.

## Other Comments:

My first visit to public event such as this - positive experience

Thank you

Need to have some wine with meeting.

Take the foot off the "gas pedal" for residential growth, give job growth a chance to catch up. Do not expand residential land until we balance!

Thanks for putting this on - great job!

We are in dire need of a retail shopping center!!

I liked today's meeting.

Could you provide interpreting for non-English speaking people?

Need more diversity. It was good to see some Hispanic representation.

To urge greater emphasis on using City resources for people dealing with poverty and sustainability and care of the earth. Limited ability to be heard on those.

This is a great place to share ideas, but I saw not many members of minorities.

Thank you for this leadership and also for having the info about FG published in both Spanish & English.

How many times are we going to try to re-invent the wheel?

Survey to complete at meeting, take to complete, or option for an online survey. 1.5 hours and did not even get to input.

It would have been helpful to know ahead of time how long the meeting would be and agenda. (Note: marked "Word of Mouth" as how they learned about ATM)

The discussion section could have been facilitated better - needed to go deeper than balanced/bedroom dichotomy.

Always have this meeting every year; it is very important for citizen input and Forest Grove's future.

Will there be resident surveys done on "hot issues" more frequently?

Like many small towns, our youth need more entry-level work opportunities here and a larger variety of those jobs. The need of people to come to the central downtown area via markets or coffee shops is to connect with others. Take notice: We need to strengthen our attractive core: parking on Main can get in the way of foot traffic (look at the markets!). Keep up the First Wednesday activities—add stuff for kids and teens! Covered area(s) for rain issues? Haul in play equipment? In Europe, it's the piazza/plaza that is central to people connecting.

Why does tagging happen in the first place?

Thank you for having forum!!

Thanks CCI for all you do.

Please use recyclable folders - no more plastic! Maggie's Buns was great and local!!

Post city council meetings on You Tube (in segments), send links via email.

I think the question of Bedroom Community or not did not capture the true issues/needs. Everyone agrees that bedroom community is the choice - why go through pros and cons?

There were almost no Hispanic residents. I suggest the City recruit attendees from this part of our community.

Very good information.

Do the various committees come together periodically to compare notes? Going in the same direction?

Thank you for this opportunity.

A comparison of Forest Grove to Sherwood/Tualatin would have helped with perspective.

Mr. Morelli's transportation proposal makes a lot of sense.

City Council: please continue efforts to get derelict properties cleaned up. Thanks for all your efforts as our City Council.

## BEDROOM COMMUNITY

### PROS

- Lower density
- Develop industry
- Good investment on property values
- More jobs at home
- Quality of life issues: close to kids schools, lunch @ home, shop @ home, cleaner environment
- Currently, youth unable to find first job opportunities unless we have more entry level jobs will need commercial/industrial opportunities.
- More local jobs
- More jobs (local)
- Better livability and community
- Perceived as...feels like a smaller community; people know each other; keep your individuality as a city (no Wal-Mart or strip malls)
- More consensus on same values as citizens; focused interest on city issues
- Low crime
- Close-knit community
- Less pollution due to industry
- Good schools if family-oriented residential
- Quality of life: lower crime rates
- Less pollution other than type from autos
- More stability of community values; people who live here more likely to volunteer for local organizations; promote community well-being
- Slower paced giving illusion of peace and an escape from high stress, high tech living.
- Small town, vested interest in community
- Safer, less outside influence
- Development of age-related industry, retirement leisure living
- Quiet, peaceful
- Slower traffic, quieter
- Less congestion, traffic
- Potentially less pollution due to industry
- Low environmental impact
- Multiple types of housing (diversity)
- Perception of better, more stable schools
- Small town feel
- Attract fine dining and arts
- Quiet
- Livability is better
- Build community support
- Sense of community is retained

### CONS

- How to create demand for industry
- Higher taxes
- Light rail—will it expand
- Poor sustainability
- No jobs
- Lost sense of community
- Unbalanced tax base with only one main source
- Fewer employment opportunities for youth
- Doesn't save energy (gas)
- Who pays for development
- Higher stress and associated problems
- No low-income housing
- Higher crime
- People shop on way to work or way home
- Will services adapt to hours citizens are available
- Lack of loyalty and attachment to city
- Urban rural reserve
- Relies on the economies of other communities and the decisions they make
- People spending more time outside of community
- People gone from home during work hours
- Avoid/by passing downtown shops and services
- Fewer retail establishments; you are forced to shop outside city even if you don't want to
- Longer commute
- Lower wage jobs
- Loss of community
- Merge with Portland
- Have to commute out for jobs
- More limited funds to address increased traffic issues
- Less stable funding unless very high end housing
- Potential for strip malls increases
- Finite tax base
- Need a more diverse community
- Neighborhoods are isolated; no interactions across town and within downtown; this is how I see FG now maybe due to the way neighborhoods are laid out?
- FG needs better citizen control of home and property; appearance of interest to own property; neglected property needs more inspection and enforcement

- Not many schools to choose from

#### CONS CONTINUED

- Harder to support retail and variety of shopping sources
- Insufficient tax base to support community services
- Not too much development
- Sherwood grew so fast they had big problems with their strained infrastructure, school population exploded, streets impossible to drive through
- Small amount of financial resources for our City
- Smaller tax base
- Kids(youth) leave area to find jobs
- Less opportunities for entry level jobs if not enough businesses (diverse businesses)
- Fewer opportunities for good restaurants
- Lack of job opportunities
- Lack of opportunities for youth
- If no kids, don't get to know people
- Dying downtown
- Taxes
- No tax base
- Limited services locally
- Don't know neighbor
- Insulated schools not as much diversity
- Existing businesses must look successful (well maintained, etc)
- Difficulty maintaining service
- Decrease diversity
- Not enough businesses
- No community center
- No parking
- Hard to sustain
- They didn't go downtown
- Unaffordable
- Lots of seniors who no longer commute
- Economic base
- Jobs
- Jobs in surrounding cities
- Not enough restaurants
- No dog park
- School district has less revenues
- Being from "old" school thinking, I don't desire to have community turn into commercial area.

## BALANCED COMMUNITY

### PROS

- Workers can afford to live here
- Age and ethnic diversity
- More opportunities
- More diversity
- Spend more time and money in community
- Shorter commutes
- Socially connection
- Allows for greater variety of housing prices
- Appearance of health
- Develop industry
- More diverse tax base
- Healthier community
- Sense of community
- Improved transportation options
- Slow residential growth to match job growth
- Earth friendly
- Better carbon footprint
- Shop near home
- Mixed housing opportunities is part of “balance”
- How to create demand
- How will transportation expand to meet demand
- Better tax base
- The kind of industry that a city recruits will drive the type of community that develops.
- Less need to call for services outside of town
- More stable tax base
- Who pays for development
- Residents who work, play, learn together build a stronger community atmosphere
- Bigger tax base
- Decreased commute
- When you work closer to where you live, you spend more money and time in your town
- More stable revenue
- Less commuting
- Increases potential for alternative business and medical practitioners due to increase in diversity of population.
- Less commuting, energy use, potentially less traffic congestion.
- There are people around at all hours which may reduce crime.
- Interested in keeping population lower – I like “small town”
- Higher wage jobs
- More jobs

### CONS

- Will services adapt to citizens availability (i.e. library, power)
- Need medical specialists and more medical facilities
- Density
- If a city grows too quickly, the feeling that a “small town feel” will get lost in the shuffle. How do you maintain your identity as you grow, i.e. individual coffee shop vs Starbucks; can they both achieve the same sense of community?
- Once land use is set aside, there is no guarantee that a desired industry or company will decide to locate here.
- Living next to an industrial plant
- Traffic
- Lack of community
- Pollution
- If we grow, how will citizen involvement continue?
- Work involved: investments, economic development
- Difficulty in choosing what types of industry should be recruited for the area.
- Need better shopping areas and stores
- Need family restaurants
- Need another food market
- No more small town feel
- Pollution and noise if not careful in what allowed
- Congestion if employees live outside City
- Don’t like living close to industrial areas; want industry outside of town
- More traffic
- Traffic issues increase and cost
- Noise and pollution from wrong types of industrial and commercial
- Quality of life: industrial impacts on air quality and natural resources
- Pollution-free (or reduced) industry
- Depending on type of development, loss of local control to corporations.
- Crime can increase with multi-family dwelling and downtown
- Environmental impacts
- Quality of life: greater resident mobility and lack of commitment to community well being.
- Traffic impact in/out; policing traffic cost

## PROS CONTINUED

- Opportunities for residents' children to stay in community
- Less travel time
- "town" feeling
- Identified community
- Less commute time
- Diverse community
- Better tax base for services
- More jobs available to residents, particularly young people
- More interesting
- Available housing for all income levels
- More diversified housing
- Larger and more varied retail environment
- Tax balance
- More community and cultural events
- Need more power and influence on regional level
- Year-round farmers market, more people to buy market goods
- More local jobs
- More possibility of stable funding
- Education infrastructure issues: difficulty growing school space if we have fast residential growth only
- Built Thatcher Park but not safe access along Thatcher Road for walkers, bikes (first need infrastructure)
- Healthy downtown area (old town), signage to bring people in from Hwy 26 (shop, stay, live here)
- Attracting business is great, but I see the biggest problem is getting locals to utilize them and shop locally. If they don't, the shops will shut down and leave, i.e. UPS store.
- We need a town center
- Stronger tax base; more funding to cover city services
- Community center
- Economic development growth
- Community standards – upkeep, sidewalks
- Live and work closer community
- Increases job balance
- Budget
- Availability of product and services
- More diversity
- Diversity in housing: senior, student, condos, farmworker, affordable subsidized
- Sustainable Forest Grove Branding/Marketing

## CONS CONTINUED:

- Parking need increases
- Removed/secluded mentality
- Crime rate
- Companies have left
- Attracting industrial business, workforce, transportation
- Strong community center base is needed
- More traffic
- More service needs of dept staff.
- Deterioration of green space
- Increase in multi-family housing
- No light rail out here
- Housing price
- Long commute to work
- Revenue from equipment will decrease over time, depreciation
- Population increase, lose small town feel
- Increase in traffic and congestion.

PROS CONTINUED:

- Easier to balance budget; less pressure of residential taxation
- More services
- Maintaining our quality of life
- Provide incentives for “green business”
- Invest in microbusiness, several small, local businesses share the same retail space, reduces footprint, spreads overhead, increases traffic.
- Provide satellite for county services for those most in need (i.e. food stamps, housing)
- Support community arts: community choir, community orchestra.
- Quality of life
- Need more support for local businesses
- Revenue from equipment
- Higher local wages
- PUD
- Better quality of life, slower pace
- Availability for shopping
- Commute
- Travel reduced, light rail, hospital, Pacific University; FG has the foundation

WANTS TO SEE:

Jobs  
Light rail with security  
Keep PUD  
    Energy efficient light bulbs from City  
Local shopping  
    Local products  
    Restaurants  
    Diversity of retail  
More green space  
Decrease population growth  
Security, i.e. gangs, vandalism  
Community involvement  
    Increase sense in security of community  
    Neighborhood watch  
Manage traffic congestion

OTHER COMMENTS:

Communication needs to be clearer. Every group (chamber, Pacific, Rotary, etc.) has its own calendar. Put all the info in one place!

Infrastructure for downtown events

i.e. electricity so we don't have long cords, restrooms because businesses not always kind about letting people use their facility

Very critical to get better info out to entire community about community functions and facilities.

We need the AT Smith House as a museum with Parks and Recreation to provide recreation areas and buildings to hold classes so you don't have to go to Hillsboro. We also need an RV park to bring people out here to take advantage of our town and surrounding area.

Attract tourism around wine and other to bring in money.

Yard debris cleaning system (an integrated system) needed. Drop off location would be nice where they compost if you go over what fits in your cart.

Need:

- 1) recycle system that eliminates yard burning
- 2) communications inter-community, visitors, tourists
- 3) hospitality to new people, visitors
- 4) job base necessary to maintain
- 5) recreational opportunities

## MEMORANDUM

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**TO:** Mayor Peter Truax and City Councilors

**PROJECT TEAM:** Tom Gamble, Parks and Recreation Director  
Michael Sykes, City Manager

**DATE:** March 8, 2010

**SUBJECT:** Pacific University Football Presentation

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Pacific University Football:

Staff will update the City Council on the progress made for allowing Pacific University to practice and play football games at the City's Lincoln Park facilities.

The presentation will review items discussed at the November 23<sup>rd</sup>, 2009, meeting of the City Council. Additionally, it will include progress made by the Parks and Recreation Commission regarding the schedule for Lincoln Park to accommodate.

## Memorandum

**TO:** City Council

**FROM:** Dan Riordan, Senior Planner  
Jon Holan, Community Development Director  
Michael Sykes, City Manager

**DATE:** March 8, 2010

**RE:** Property Owner Initiated Annexation Petition and Zoning Map Amendment  
Affecting 2109 Willamina Avenue

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**REPORT DATE:** February 26, 2010

**HEARING DATE:** March 8, 2010, 2010

**REQUEST:** Annexation and Zoning Map Amendment

**FILE NUMBER:** ANX 09-01/ZC 09-02

**PROPERTY LOCATION:** 2109 Willamina Avenue

**LEGAL DESCRIPTION:** Washington County Tax Lot 1N331BB01300

**APPLICANT:** Thomas Harbolt, Monk Living Trust

**PLAN DESIGNATION:** B-Standard (6.22 dwellings per acre)

**CURRENT ZONE DESIGNATION:** Washington County FD-10 (Future Development)

**PROPOSED ZONE DESIGNATION:** R-7 (6.22 dwellings per acre)

**APPLICABLE STANDARDS:** Consistency with Comprehensive Plan Policies  
Compliance with State Planning Goals  
Compliance with Metro Functional Plan

**REVIEWING STAFF:** Daniel Riordan, Senior Planner

**ISSUE STATEMENT:** Consideration of a petition to annex to the City of Forest Grove initiated by property owner. The territory to be annexed consists of parcels totaling 0.22 acres. The site address is 2109 Willamina Avenue and is more particularly described by Washington County tax map 1N331BB, tax lot 01300. The annexation is being proposed to bring city services to the

property. The property owner also applied for a zone change from Washington County FD-10 to Forest Grove R-7 (Single Family Residential) in order to bring the zoning in conformance with the Forest Grove Comprehensive Plan Map. The comprehensive plan designation that applies to the property is B-Standard (Single Family Residential).

**BACKGROUND:** The legal framework for review of boundary changes in the Portland metropolitan area is established by ORS Chapter 222, ORS 197.763 and Metro Code Chapter 3.09. Additional background on the annexation process is contained in the attached report.

**RECOMMENDATION:** Staff recommends approval of the annexation and proposed zone based on the facts and findings contained in this report.

### **PROPOSAL NO. ANX 09-01 – CITY OF FOREST GROVE – ANNEXATION**

Proposal No. ANX 09-01 was initiated by a consent petition of the property owner. The petition meets the requirements set forth by ORS 22.170(2) – double majority annexation law, and Metro Code 3.09.040(a) – Metro minimum requirements for a petition. The application was submitted to the City of Forest Grove on November 16, 2009 and deemed completed on November 23, 2009. The Council must review the proposal and determine compliance with applicable criteria.

The territory for annexation consists on one parcel totaling 0.22 acres. The subject property has a street address of 2109 Willamina Avenue. More specifically, the territory includes Washington County Map 1N331BB, tax lot 01300. According to Washington Tax Assessor records, the property has an assessed real market value of \$162,770 and a Measure 50 value of \$96,000.

The property had one single family residence which has been razed. The land is generally flat. The area is characterized by larger lot residential development within Washington County. Small lot single family residential development exists to the northwest and directly south of the subject property. There no identified wetlands on the parcel. The subject property does not fall within the Clean Water Service’s area of potential impact. One single family dwelling is proposed for the site.

### **REASONS FOR ANNEXATION**

The annexation is necessary to provide municipal services to the property.

### **CRITERIA FOR DECISION MAKING**

The Legislature has directed Metro to establish criteria for annexations within the Portland regional urban growth boundary. The Metro code states that a final decision shall be based on substantial evidence in the record of the hearing and that a written decision must include findings of fact and provide conclusions from those findings. The Code requires these findings and conclusions to address the following minimum criteria:

1. Consistency with directly applicable provisions in ORS 195 agreements or ORS 195 annexation plans. [ORS agreements are agreements between various service providers about who will provide which services where. The agreements are mandated by ORS 195 but none are currently in place for this area. Annexation plans are timelines for

annexation that may only be done after all required 195 agreements are in place and that must have been voted on by City residents and the residents of the area to be annexed.]

2. Consistency with directly applicable provisions of urban planning area agreements between annexing entity and a necessary third party.
3. Consistency with directly applicable standards for boundary changes contained in Comprehensive land use plans and public facility plans.
4. Consistency with directly applicable standards for boundary changes contained on the Regional Framework Plan or any functional plans.
5. Whether the proposed boundary change will promote or not interfere with the timely, orderly and economic provision of public facilities and services.
6. If the boundary change is to Metro, determination by Metro Council that territory should be inside the UGB shall be the primary criteria.
7. Consistency with other applicable criteria for the boundary change in question under state and local law.

The Metro Code also includes a second set of ten factors which are considered when: 1) no ORS 195 agreements have been adopted, and 2) a necessary party is contesting the boundary change. Those ten factors are not applicable at this time since no necessary party has contested the proposed annexation.

## **LAND USE PLANNING**

The annexation of territory into Forest Grove is subject to state, regional and local planning requirements. These include: State Land Use Goal 14: Urbanization; the Metro Regional Framework Plan; the urban growth management agreement between Washington County and Forest Grove; and the Forest Grove Comprehensive Plan and various public facility plans.

### State Land Use Planning Goal 14

This annexation is consistent with Goal 14. Goal 14 requires communities, "to provide for an orderly and efficient transition from rural to urban land use." The goal specifies the conversion of urbanizable land to urban uses be based on: orderly, economic provision of public facilities; availability of sufficient land for various uses; LCDC goals or acknowledged comprehensive plan; and encouragement of development within urban areas before conversion of urbanizable areas.

The subject property is located within the Forest Grove portion of the Portland regional urban growth boundary. The territory considered for annexation is located adjacent to the Forest Grove City limits just north of a residential neighborhood. City services are located within the Willamina Avenue right-of-way.

### Regional Framework Plan

The annexation is consistent regional plans. The territory is inside Metro's jurisdictional boundary and inside the regional urban growth boundary. Annexation law requires Metro to adopt criteria for boundary changes and specifically states that those criteria shall include "...compliance with adopted regional growth goals and objectives, functional plans...and the regional framework plan of the district [Metro]." The Regional Framework Plan, which includes the regional urban growth goals and objectives, the Growth Management Functional Plan and

the Regional Transportation Plan were examined and found not to contain specific criteria applicable to boundary changes.

The Metro Code states the decisions on boundary changes should be "...consistent with specific directly applicable standards for criteria for boundary changes contained in comprehensive land use plans, public facility plans..." Therefore, the applicable plans must be examined for "specific directly applicable standards or criteria."

### Washington County Planning

The annexation is consistent with Washington County planning policies. Washington County reviewed its role in service provision in its County 2000 program, The County's financial management plan. The County established a policy of supporting a service delivery system that distinguishes between municipal and countywide services. To achieve tax fairness and expenditure equity in the provision of public services the County's policy is to provide only countywide services with general fund revenues. The County policy favors municipal services being provided by cities or special districts.

The subject territory is designated and zoned FD-10 (Future Development – 10 acre district). According to the Washington County Community Development Code:

"This zoning applies to the unincorporated portions of some city active planning areas where these cities are the only available source of urban services....The FD-10 district provides recognition of the desirability of encouraging and retaining limited interim uses until a need for more intensive urban land use activities develops and such lands are annexed to a city."

Washington County's Urban Growth Management policies require urban development to be accompanied by adequate urban services. The growth management policies define both urban development and necessary urban services. Public sewer, public water and a balanced urban level transportation system are the primary urban services considered.

### Urban Growth Management Agreement

Washington County and the City of Forest Grove jointly prepared and adopted an Urban Planning Area Agreement (UPAA) to coordinate land use activities within the City's planning area. The subject territory is within the area covered by the UPAA. Pertinent portions of the UPAA area as follows:

#### III. Planning Responsibilities

A. The following policies are intended to further clarify the respective planning interests and duties of the City and the County as they relate to the Forest Grove Urban Planning area:

2. The City shall be responsible for comprehensive planning in the incorporated and unincorporated portions of the City's urban planning area, and shall implement the planning process outlined in the City's comprehensive plan. The County shall support the planning process and participate as necessary.

9. Urban development in the urban planning area shall be served with adequate urban services including sewer, water, storm drainage, streets and police and fire protection. The City shall be responsible for the preparation, adoption, and amendment of the public facility plan required by OAR 660-11 within the urban planning area.

10. As required by OAR 660-11-010, the City is identified as the appropriate provider of local water, sanitary sewer, storm sewer and transportation facilities within the urban planning area. Exceptions include facilities provided by other service providers, subject to the terms of any intergovernmental agreement the City may have with other service providers not covered by an intergovernmental agreement; and future facilities that are more appropriately provided by an agency other than the City. The City shall provide urban services consistent with annexation and fiscal policies.

11. The City has developed a transportation plan which addresses the existing and future traffic needs of the urban planning area. The City shall coordinate local transportation plans, proposals and improvements with the County.

13. The City shall monitor and regulate the conversion of vacant and agricultural land to urban uses through extension of water and sewer service, land partitioning and annexations within the urban planning area. Unincorporated urbanizable land shall not be converted to urban development prior to annexation to the City.

### City Planning

The City of Forest Grove has active planning responsibility for the entire area within the regional urban growth boundary surrounding the City. The subject territory is within the urban growth boundary.

The Forest Grove Comprehensive Plan covers the territory to be annexed into the City. The current Comprehensive Plan designation for the territory is B-Standard (6.22 dwelling units per net acre). A concurrent zone change request will occur as part of the annexation petition. However, the City zoning will not apply nor go into effect until the property is actually annexed into the City. The current County zoning designation is FD-10. The proposed City zoning designation is R-7 (6.22 dwellings per net acre).

The Forest Grove Comprehensive Plan includes policies related to annexation. This proposal is consistent with the following policies:

#### Local Urbanization Goals:

1. Land Shall be made available within the urban growth boundary to meet all urban land use needs.
2. Utility services shall be provided incrementally without bypassing large parcels of vacant land to serve peripheral parcels

#### Local Urbanization Policies:

1. All lands within the Urban Growth Boundary shall be assigned priorities for urban development. Priorities shall be based on the City's ability to provide urban services and the orderly and efficient timing of service extensions. The priorities shall be the basis for making decisions on all development proposals and requests for annexation.

2. Provide for an Urban Growth Management Strategy to set forth policies on the urbanization of vacant and agricultural land. The policies should cover the extension of water and sewer service, land partitioning requirements, zoning, and annexations within the urban growth boundary. The strategy shall provide for the orderly and cost-efficient accommodation of anticipated urban growth for the next 10 years.
3. Trunk lines for utilities shall be extended only to service areas which are adjacent to existing development.
4. Sewer and water utilities shall not be extended beyond the City's corporate limits and shall be provided only after annexation.

### Consistency of Proposal With Land Use Planning Requirements

The proposal is consistent with state, regional, and local planning requirements listed in the preceding pages. The proposal meets the requirements of State Land Use Goal 14: Urbanization by providing an orderly transition from rural to urban land use; allowing the efficient provision of public facilities; allowing for future construction of needed housing; and implementing the City's acknowledged comprehensive plan. The proposal promotes the development of residential development as an "Inner Neighborhood" design type as defined by the Metro 2040 Concept Plan and is consistent with Title 1 of the Metro Functional Plan by providing for the expansion of housing.

The City's growth management strategy is represented by the Comprehensive Plan and the proposal is consistent with the goal and policies presented in this document. The property, when developed will extend urban services from areas immediately adjacent to the property or to areas immediately adjacent to the property. These services have capacity to serve the site. Therefore, the annexation of this area appears to be consistent with the intent of Policies 2 and 3. Policy 4 and 5 prohibit the extension of utilities outside the City and only to area which are adjacent to existing development. The following section describes the availability of municipal services and facilities to the subject territory.

### **FACILITIES AND SERVICES**

**Sanitary Sewer.** The site is within the Forest Grove Northeast Service Area identified in the City's Sewer Master Plan. The applicant expects to hook up to the City sewer line after annexation into the City. The Northeast Service Area is served by 8" and 10" gravity sewers discharging directly into the lower Council Creek trunk line. There is an existing 8" PVC sanitary sewer line within the Willamina Street right-of-way adjacent to the subject property. There is a 12" storm sewer line located at the Main Street/Willamina Avenue intersection. In addition, a storm sewer line exists in the Sunset Street right-of-way. The implementation of the Sewer Master Plan for this territory represents a logical extension of sewer service where a nearby service line would be extended to provide service to the site.

Forest Grove is within the service district of Clean Water Services (CWS). CWS is the National Pollution Discharge Elimination System (NPDES) permit holder and operates and maintains wastewater treatment and collection facilities within its boundary. Through intergovernmental agreement between the City and CWS, the City performs some of the operation, maintenance, and administrative functions on a portion of the collection system within the city limits. If

property is not within the CWS district, the applicant must go through an additional annexation process with CWS. The subject property is within the CWS service area.

The City is responsible for billing its customers after service is installed. In addition, the City is responsible for collecting sanitary sewer and storm sewer connection fees. If the City imposes the same connection fees and use charges as Clean Water Services, it simply passes the monies to Clean Water Services. These fees are used to pay for the costs of treatment and transmission of the sewage or storm water. The City may impose higher fees than Clean Water Services charges and retain the difference to offset City costs. At this time Forest Grove does not charge a higher fee. The City imposes system development charges (SDCs) at the time of development of the property.

**Water.** The subject property will be served with municipal water upon annexation. An 8" water line exists within the Willamina Street right-of-way adjacent to the subject property.

The City of Forest Grove water system provides potable water to residential, commercial, industrial, institutional customers. The City's water supply includes the Clear Creek Watershed, Joint Water Commission supply, and water rights in Gales Creek.

City has three pressure zones (Main) lower, Intermediate, and Upper. David Hill pump station serves the upper and intermediate zones. The subject property is located in the Main pressure zone. The City has a 5-million gallon reservoir at the City water treatment plant serving the Main Pressure Zone and the David Hill Reservoir a 1-mg reservoir serving the upper and intermediate pressure zones. City also has 10% ownership of the 20-mg capacity JWC Fern Hill Reservoir. The City's distribution system consists of primarily cast iron and ductile iron; PVC, steel and galvanized iron.

The City's water system has sufficient capacity to serve the subject property.

**Storm Sewer.** The Clean Water Services (CWS) County service district is responsible for storm water management in Washington County. Due to the City's intergovernmental agreement with CWS, adequate storm water facilities meeting CWS standards will be required as part of any development approval.

The City is responsible for billing and collecting storm water connection fees from its customers after the services are installed. CWS establishes the rates for storm sewer services which the City bills to its customers. The City keeps a portion of the fees to pay for the transmission services performed by the City and passes the other portion on to CWS to pay for the treatment and transmission services performed by CWS. The division of the fees is determined by CWS.

CWS assesses system development charges (SDCs) which the City collects when building permits are issued. The City retains a portion of SDC collections. CWS sets the division of the SDC collections between the City and CWS.

**Police Protection.** The territory to be annexed is within the Washington County Enhanced Sheriff's Patrol District which, in addition to the basic level of service, provides 0.94 officers per 1,000 residents. The City may withdraw the territory from the District upon annexation. If the City Council declares the territory withdrawn from the District on the effective date of the

annexation the District's tax levy will no longer apply. Staff is recommending withdrawal because services will be provided by the City.

Upon annexation the City of Forest Grove Police Department would assume responsibility for the property. The Forest Grove Police Department employs 29 sworn officers including a police chief, two captains, five sergeants, two detectives, and 19 patrol officers. The Department also employs two sworn part-time community service officers, a support unit supervisor, an evidence technician, and two records specialists. A volunteer captain also serves the members of the department and the community.

The Police Department has expressed concerns about access to the area and moving in and out of the City limits to respond to calls in the North-Central area of Forest Grove. Regarding access, the Police Department is concerned about the road condition of Willamina Avenue in terms of police response. The irregular city limits boundary in this part of Forest Grove makes it difficult for the police to determine whether the City or County Sherriff's Department have primary jurisdiction when responding to a call. This annexation proposal will help resolve this problem.

**Fire Protection.** The subject property is within the Forest Grove Rural Fire Protection District. The City may withdraw the territory from the District upon annexation. If the City Council declares the territory withdrawn from the District on the effective date of the annexation the District's tax levy will no longer apply. Staff is recommending withdrawal from the District because the City provides the service and adjustments to any debt obligation will be made.

The City Fire Department operates through an intergovernmental agreement between the City of Forest Grove and the Forest Grove Rural Fire Protection District. The City and District shall are capital costs equally. Fire Service is provided from two fire stations. The main station is located in the town center at Ash Street and 19<sup>th</sup> Avenue. The second station is located in the Gales Creek area. The City and District co-own property near the intersection of David Hill Road and Thatcher Road for a possible fire station if development in the area warrants an additional station.

The Fire Department operates with 20.38 FTE positions. Staffing includes one fire chief, two fire division chiefs, three fire captains, three lieutenants, nine firefighters, one administrative assistant, one fire inspector and a part time fire inspector. The Fire Department is equipped with 5-pumpers, 2-water tenders, 1-104' aerial platform truck, 1-rescue, 1-support unit, 5-pick-up trucks and 1-command vehicle.

**Transportation.** The territory to be annexed is located within the boundary of the Washington County Urban Road Maintenance District. The City can withdraw the territory from the District upon annexation to the City. Staff is recommending withdrawal from the district. Willamina Avenue is under Washington County's jurisdiction and only maintained to county road standards. Willamina Avenue is designated as a collector street in the Forest Grove and Washington County Transportation System Plans. Collector streets provide access between residential, commercial and industrial areas and connections to the arterial street system. Willamina Avenue connects Sunset Drive with Gales Creek Road and serves residential uses on both sides of the road. Willamina Avenue is atwo-lane, two-way, 40-foot wide roadway with no sidewalks or bike lanes. Traffic volumes are up to 160 vehicles during the PM peak hour and up to 400 vehicles in the AM peak hour between Sunset Drive and B Street. Bringing the property

into the City would not have any substantial impact because the development of the site would result in 10 additional average daily trips and 1 peak hour trip.

**Parks and Recreation.** The nearest park to the subject site is Lincoln Park. Lincoln Park has undergone significant renovation with improved facilities.

**Other Services.** The City of Forest Grove provides a municipal facility for electric power through the Light and Power Department. In addition, Forest Grove provides library services, land use planning, building review and inspection and general administrative services.

**Withdrawal From Special Districts.** Adoption of the Annexation Ordinance will result in withdrawal of the subject property from the following special districts as allowed by state statute:

- Forest Grove Rural Fire Protection District;
- Washington County Enhanced Law Enforcement District; and
- Urban Roads Maintenance District.

## **PROPOSAL NO. ZC 09-02 – CITY OF FOREST GROVE – ZONING MAP AMENDMENT**

### **General Background**

The City adopted its new Development Code in March 2009. Prior to that date, the City operated under the Zoning Ordinance adopted in 1980. Under the Zoning Ordinance provisions (Section 9.614), property being annexed into the city was automatically rezoned based on the Comprehensive Plan designation. The current Development Code requires a separate rezone hearing process as part of the annexation process. This revision in the process was recommended by the city attorney and is typical in many Oregon communities. This is the first annexation being processed under the new provisions.

### **Proposal Background**

Ms. Nancy Atkinson, for Mr. Thomas P. Harbolt trustee, submitted an annexation petition on behalf of the Monk Living Trust for property located at 2109 Willamina Avenue. The annexation petition was filed on November 18, 2009. A separate zone change application for the subject property was filed with the City of Forest Grove on December 7, 2010. The application for annexation and zone change were deemed complete by Planning Division staff on December 11, 2009.

The City of Forest Grove Development Code (10.2.160) requires the filing of a concurrent zoning map amendment with the annexation petition. The purpose of the zoning map amendment is to bring the zoning of the subject property into conformance with the Forest Grove Comprehensive Plan Map at time of annexation. The annexation petition was submitted to allow for the extension of municipal services, principally sewer service, to the subject property.

Zoning Map amendments are handled through a Type III (Quasi-Judicial) review process under the Forest Grove Development Code. Under the Type III process, zoning map amendments are reviewed by the Planning Commission and approved by City Council. Annexation petitions are reviewed and approved by City Council.

The subject property (Washington County Map and Tax Lot #1N331BB01300) is located north of Willamina Avenue, approximately 500 feet west of the Willamina Avenue/Sunset Drive intersection. The site is approximately 9,583 square feet in area and is characterized by flat terrain. The property was developed with one single family dwelling. The subject property is currently vacant.

Attachment A shows the location of the subject property and immediate vicinity.

As the map indicates, access to the site is from Willamina Avenue a collector street maintained by Washington County. Municipal services are located near the site within the Willamina Street right-of-way.

The area to the north and east of the subject site, along Raymond Street, is in unincorporated Washington County and is characterized by larger lot single family residential development. Areas to the south and west of the subject property are located within the Forest Grove City limits.

### **Comprehensive Plan Map Designation**

The subject property is designated B-Standard on the Forest Grove Comprehensive Plan Map as shown by Attachment B. B-Standard is a single family residential designation with a target density of 6.22 dwellings per net acre. This translates into lot sizes approximately 7,000 square feet in area.

Property to the west and south of the subject site are designated High Density Residential on the Comprehensive Plan Map. Development within the High Density Residential area is characterized by small lot and attached single family residential development. The Comprehensive Plan designations assigned to unincorporated properties provides the basis for assigning zoning designations when property is annexed into the City.

The applicant proposes R-7 zoning for the subject property. The R-7 zoning designation is consistent with the current B-Standard Comprehensive Plan designation.

### **Zoning Designations**

The zoning immediately to the west of the subject property is Washington County FD-10 and Forest Grove RMH (Multiple Family Residential) Attachment C. The FD-10 designation applies to unincorporated areas within the urban growth boundary. The RMH designation applies within the city limits and allows for high density residential development at a target density of 20.28 dwellings per net acre. Attached residential units are the predominant housing type in the RMH zone.

The zoning to the south of the property is RMH (Multiple Family Residential). The zoning to the east of the site is FD-10 and R-7 (Single Family Residential). The R-7 designation applies within the Forest Grove city limits and allows for single family residential development at a target density of 6.22 dwellings per net acre. The zoning to the north of the site is FD-10.

### **Criteria for Decision Making**

The Forest Grove Development Code (10.2.770) establishes criteria for review of zone map amendment applications. Section 10.2.750 of the Development Code states that changes to the Official Zoning Map may be needed over time to implement the Forest Grove Comprehensive

Plan, to assign zoning to recently annexed properties, comply with regional and statewide goals and rules, and to respond to changes in local circumstances and development patterns. This zone change request was made to assign zoning to property proposed for annexation.

The review criteria for a zone change contained in the Forest Grove Development Code include the following:

**Criterion A: The zone change is consistent with the Comprehensive Plan Map. When the comprehensive plan has more than one implementing zone as shown on the table in Article 3, it must be shown the proposed zone is the most appropriate taking into consideration the purposes of each zone and the zoning pattern of the surrounding land.**

The zone change is consistent with the Forest Grove Comprehensive Plan map. The Comprehensive Plan map designates the subject property B-Standard (single family residential) with an average density of 6.22 dwellings per acre. The proposed zone for the subject property is R-7 (single family residential). The R-7 zoning district establishes an average density of 6.22 dwellings per acre. The proposed zone (R-7) is the most appropriate given the Comprehensive Plan designation applicable to the site, the purpose of the zone (single family residential development), and the zoning pattern of the surrounding land (R-7 to the east of the subject property).

A lack of appropriately zoned sites exists in the vicinity of the subject property. Property to the west and south of the subject site is designated High Density Residential. The site is not suitable for high density residential development given the size of the site which is approximately 9,600 square feet in area and the historic use of the property and pattern of development.

**Criterion B: The zone change is consistent with the relevant goals and policies of the Comprehensive Plan, as identified by the Director.**

Based on the nature of the application staff finds that the relevant goals and policies of the Comprehensive Plan include: Citizen Participation; Land Use; Housing; and Urbanization. This determination is based on the rationale for the zone change which is the application of a city zoning designation for property considered for annexation into the city.

**Criterion C: The site is suitable for the proposed zone and there is a lack of appropriately designated alternative sites within the vicinity. The size of the vicinity will be determined on a case-by-case basis since the impacts of a proposed zone and its potential uses vary. The factors to be considered in determining suitability are parcel size and location.**

The site is suitable for the proposed zone. The subject property is designated B-Standard (Single Family Residential) on the Forest Grove Comprehensive Plan Map. The R-7 zoning designation implements the B-Standard Comprehensive Plan Designation. The R-7 zone establishes a target density of 6.22 dwellings per acre with an average lot size of 7,000 square feet. The subject parcel is 0.22 acre (9,583 square feet) in area. Under the R-7 zoning the subject site could accommodate one dwelling unit. One dwelling unit is suitable for this site given the size of the parcel given the historic use of the property (single family dwelling) and pattern of surrounding land uses.

**Criterion D: The proposed zone change is consistent with the adopted Forest Grove Transportation System Plan. Development allowed by the zone change will not**

**substantially impact the functional classification or operation of transportation facilities, or reduce the level of service of transportation facilities below the minimum acceptable level identified in the Transportation System Plan. To ensure proper review and mitigation, a traffic impact study may be required for the proposed zone change if it may impact transportation facilities.**

The subject property is located on Willamina Avenue. Willamina Avenue is a two-lane roadway designated as a collector street in the Forest Grove Transportation System Plan. Collector streets are intended to handle less traffic than arterial streets. Willamina Avenue connects Gales Creek Road to Sunset Drive and serves residential uses on both sides of the road. Willamina Avenue is a 40-foot wide roadway with no sidewalks or bike lanes. The street is maintained by Washington County. Traffic volumes are up to 160 vehicles during the PM peak hour with up to 400 vehicles in the morning peak hour between Sunset Drive and B Street. The higher morning volume is related to high school traffic. In the evening peak hour, school traffic is very small compared to morning hours.

Based on ITE trip generation studies, development of the site as a single family dwelling would generate 1 peak hour trip and 10 trips per day. This level of traffic is consistent with the collector street classification and will not have a significant effect or substantially impact the functional classification or operation of transportation facilities. Furthermore, construction of a single family residence will not reduce the level of service of Willamina Avenue below the minimum acceptable level identified in the Transportation System Plan. Given the type of development anticipated (one single family dwelling) the amendment meets the criterion and a traffic impact study is not required.

**Criterion E: Public facilities and services for water supply, sanitary waste disposal, stormwater disposal, and police and fire protection are capable of supporting uses allowed by the zone. Adequacy of services is based on the projected service demands of the site and the ability of the public services to accommodate those demands.**

The subject site is planned for single family residential development on the Forest Grove Comprehensive Plan. The R-7 zone implements the B-Standard Comprehensive Plan single family residential designation. Public facilities and services for water supply, sanitary waste disposal, storm water disposal, and police and fire protection have been planned in this area and are capable of supporting the single family residential use allowed by the R-7 zone. Sewer service is provided within the Willamina Street right-of-way.

The projected service demand of the subject site is one single family residential house. The average household size in Forest Grove is 2.6 persons. Therefore, this zone change could result in a service demand of 2 to 3 additional persons. The Forest Grove Waster and Sewer Master Plans indicate there is sufficient capacity to serve this projected service demand. The Forest Grove Police and Fire Departments already serve nearby development located within the city limits. Police and fire protection services are capable of supporting anticipated development.

**Criterion F: Establishment of a zone district is not subject to the meeting of conditions.**

The application of the R-7 district to this property will not be subject to conditions. The city zoning will only apply when the property is annexed into the Forest Grove city limits.

## **Metro Functional Plan Requirements**

The proposed zone change is consistent with the Metro Functional Plan. The Metro Functional Plan implements the Metro Regional Framework Plan (Region 2040 Growth Concept). The Functional Plan is divided into various Titles addressing specific policy areas. Titles applicable to this request include Title 1 (Requirements for Housing and Employment Accommodation); Title 7 (Housing Choice); and Title 8 (Compliance Procedures).

### **Title 1**

One goal of the Framework Plan is the efficient use of land. Title 1 promotes the efficient use of land within the urban growth boundary by increasing the capacity of land to accommodate housing and employment.

The proposed Zoning Map Amendment meets the intent of Title 1 by promoting the efficient use of land within the urban growth boundary. Rezoning the property to R-7 will allow for the construction of a single family residential structure on a vacant parcel within the urban growth boundary.

### **Title 7**

Cities within the Metro region must ensure that their comprehensive plans and implementing ordinances, including the Zoning Map, include strategies to ensure a diverse range of housing types within their jurisdictional boundaries.

The proposed zoning map amendment will increase the supply of housing within the urban growth boundary. The subject property is currently vacant.

### **Title 8**

Title 8 requires that amendments to comprehensive plans and implementing ordinances comply with Metro Functional Plan.

The proposed zoning map amendment complies with the Metro Functional Plan for the reasons stated above.

## **Statewide Land Use Planning Goals**

The proposed zone change is consistent with applicable Statewide Land Use Planning Goals. Applicable goals include: Goal 1: Citizen Involvement; Goal 2: Land Use Planning; Goal 10: Housing; Goal 11: Public Facilities and Services; Goal 12: Transportation; and Goal 14: Urbanization.

**Goal 1: Citizen Involvement. To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.**

Opportunity for citizen involvement occurred during development of the Forest Grove Comprehensive Plan. The Comprehensive Plan establishes the policy framework for land use decisions within the Forest Grove portion of the Portland regional urban growth boundary. Opportunity for citizen involvement was provided through the zone change public hearing process. Public notices are published in the Forest Grove News Times and mailed to property

owners within 300 feet of the subject property. In addition, the property is posted with a public hearing announcement.

**Goal 2: Land Use Planning. To establish a land use planning process and policy framework as a basis for all decision and actions related to the use of land and to assure an adequate factual base for decision and actions.**

The Forest Grove Comprehensive Plan and Development Code establish the policy and process framework for land use decisions within the City of Forest Grove. The Forest Grove Development Code includes the criteria for evaluating zone changes.

**Goal 10: Housing. To provide for the housing needs of the citizens of the state.**

The R-7 zone is intended for development of housing at a target density of 6.22 dwelling units per acre. Detached single family housing is the most common housing type in the R-7 zone. Accessory dwelling units, duplexes, and attached housing types are also permitted subject to the density limitations of the zone. A limited range of compatible non-residential uses such as parks and schools are also permitted or allowed with conditional use approval.

The proposed Zoning Map Amendment meets the intent of Goal 10 by promoting the efficient use of land within the urban growth boundary. Rezoning the property to R-7 will allow for the construction of a single family residential structure on a vacant parcel within the urban growth boundary.

**Goal 11: Public Facilities and Services. To plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development.**

Annexation of the subject property will allow for the extension of a municipal sewer line to serve the subject property. A sewer line exists within the Willamina Street right-of-way adjacent to the property.

**Goal 12: Transportation. To provide and encourage a safe, convenient, and economic transportation system.**

The proposed R-7 allows for single family residential development. The subject site was previously developed with a single family residence. The site is now vacant. Subsequent to annexation into the City and rezoned the property will likely be redeveloped at a density of 6.22 dwelling units per acre. This translates to one dwelling unit on the site. As discussed above, anticipated development will not have a significant effect on the transportation facility namely Willamina Avenue.

**Goal 14: Urbanization. To provide for an orderly and efficient transition from rural to urban land use, to accommodate urban population and urban employment inside urban growth boundaries, to ensure efficient use of land, and to provide for livable communities.**

The Urban Planning Area Agreement (UPAA) between Forest Grove and Washington County establishes the process for an orderly and efficient transition from rural to urban land use within the urban growth boundary. The UPAA gives Forest Grove planning responsibilities for unincorporated land within the Forest Grove portion of the Portland regional urban growth boundary. The annexation process promotes the orderly transition since municipal service

cannot be extended until land is annexed into the City. The annexation process requires a zone change. In this case the zone change is from Washington County FD-10 to Forest Grove R-7.

### **Comprehensive Plan Compliance**

The proposed zoning map amendment complies with the Forest Grove Comprehensive Plan. If approved, the zoning map amendment will apply a zoning designation (R-7) that is consistent with and implements the B-Standard Comprehensive Plan designation.

### **Citizen Participation Goals and Policies**

The zoning map amendment is consistent with Comprehensive Plan citizen participation goals and policies.

The Comprehensive Plan encourage and facilitate citizen involvement and inter-agency coordination in the development, implementation and updating of the comprehensive plan. Opportunities for citizen involvement are provided through the public hearing process. Public hearings are held with the Planning Commission and City Council. Notice of the public hearing is provided to property owners within 300 feet of the subject property, posted at the property, published in the Forest Grove News Times and posted at City Hall, Library, and at least one other location in the City. Notice was also sent to the Oregon Department of Land Conservation and Development. In addition, the proposal was discussed with Metro.

### **Land Use Goals and Policies**

The zoning map amendment is consistent with Comprehensive Plan land use goals and policies. The land use chapter of the Comprehensive Plan establishes land use map designations for all land use categories based on the findings goals and policies in the Comprehensive Plan. The Forest Grove Development Code implements this provision of the Comprehensive Plan. Article 3 of the Development Code establishes permitted uses for land use designations. The proposed zone designation for the subject property is R-7. The R-7 zone is a single family residential zone providing opportunities for construction of needed housing identified by the Comprehensive Plan.

### **Housing Goals and Policies**

The Housing Chapter of the Comprehensive Plan establishes policies for supply of housing. In particular, the Plan calls for an adequate supply of new housing to avoid shortages and adverse impacts on price, rents, and choice of housing. Zoning property for urban residential development, in combination with the annexation process, expands the supply of land for construction of new housing exists within the Forest Grove portion of the Portland regional urban growth boundary. As result this zone change application meets the intent of the housing goal contained in the Forest Grove Comprehensive Plan.

The plan also calls for establishing minimum density standards in all zones allowing residential development. The Forest Grove Development Code implements this provision of the Comprehensive Plan. The Development Code establishes minimum density standards for all zoning districts. The minimum density of the R-7 zone is 4.98 dwellings per net acre.

### **Legal Notice (Annexation and Zone Change)**

Changes to the Zoning Map are classified as a Type III (Quasi-Judicial) land use decision. Notice of the public hearing on Type III applications are provided in accordance with the

provisions of ORS 197 .763 and Section 10.1.610 of the Forest Grove Development Code. Notice must be published in a newspaper of general circulation at least five days before the public hearing. Notice of the public hearing for this request was provided to the Hillsboro Argus for publication on February 12 in advance of the Planning Commission public hearing on the zone change request. Legal notice for the annexation petition and zone change request was published in the Forest Grove News Times on February 24 and March 3, 2010.

In addition to the published notice a notice must be posted in three conspicuous places in the City at least twenty days before the public hearing. Notices were placed in the Forest Grove City Hall, Forest Grove Community Auditorium and Forest Grove Library.

Notice of the hearing must also be sent by mail at least twenty days before the public hearing to interested parties including the applicant and all property owners within 300 feet of the boundaries of the subject property. Notice of the zone change request was sent by mail to interested parties on January 25, 2010. Notice of the Planning Commission action and City Council public hearing was mailed to property owners on February 16, 2010.

Finally the subject property must be posted with a notice of application. The property was posted with the required notice on January 26, 2010 in advance of the Planning Commission hearing and February 18, 2010 in advance of the City Council hearing.

### **Conclusion**

Based on the staff analysis the proposed zone change from Washington County FD-10 to Forest Grove R-7 at 2109 Willamina Avenue meets the review criteria contained in Forest Grove Development Code and policies contained in Forest Grove Comprehensive Plan, Metro Urban Growth Management Functional Plan, and the Oregon Statewide Land Use Planning Goals.

The Planning Commission considered the zoning map amendment on February 15, 2010. The Commission adopted a motion recommending approval of the amendment. A copy of the Planning Commission Action mailed to affected parties is included with this staff report as Attachment D.

Based on the staff analysis the proposed annexation meets the review criteria for annexations as described in this report. The proposed annexation also meets the requirements of Metro Code Chapter 3.09 governing local boundary changes. In addition, the proposed annexation meets the provisions of Oregon Revised Chapter 268 including requirements for legal notification.

### **Alternatives**

City Council has the following alternatives:

1. Recommend approval of the annexation and zoning map amendment as proposed;
2. Deny the annexation and zoning map amendment as proposed; or
3. Continue the matter for further consideration.

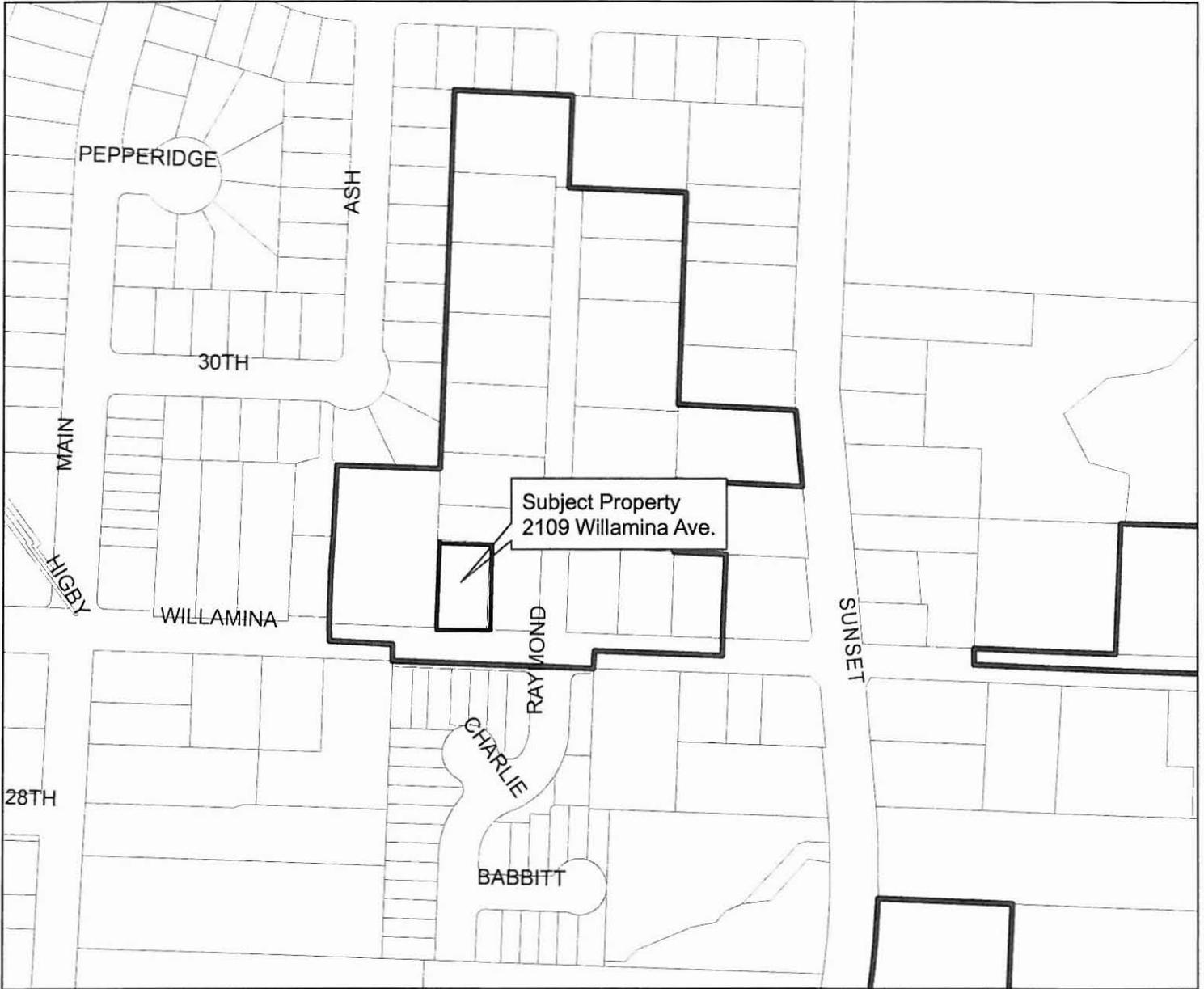
**Recommendation.**

Staff recommends approval of ANX 09-01 and ZC 09-02 based on the staff study and the facts and findings included in the attached ordinance. Staff further recommends that City Council withdraw the territory from the Forest Grove Rural Fire Protection District, the Washington County Enhanced Law Enforcement District and the Urban Roads Maintenance District as allowed by state statute.

**Attachments**

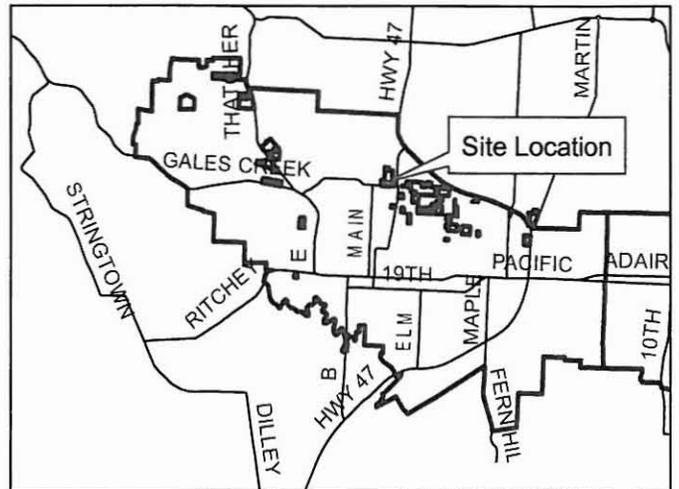
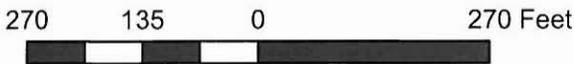
- A. Vicinity Map
- B. Comprehensive Plan Map
- C. Zoning Map
- D. Notice of Planning Commission Action

ANX 09-01  
ZC 09-02  
1N331BB01300



# Legend

- City Limit Line
- arterial
- Incorporated Area



# 2109 Willamina Ave Comprehensive Plan Designations



## Comprehensive Plan Designations

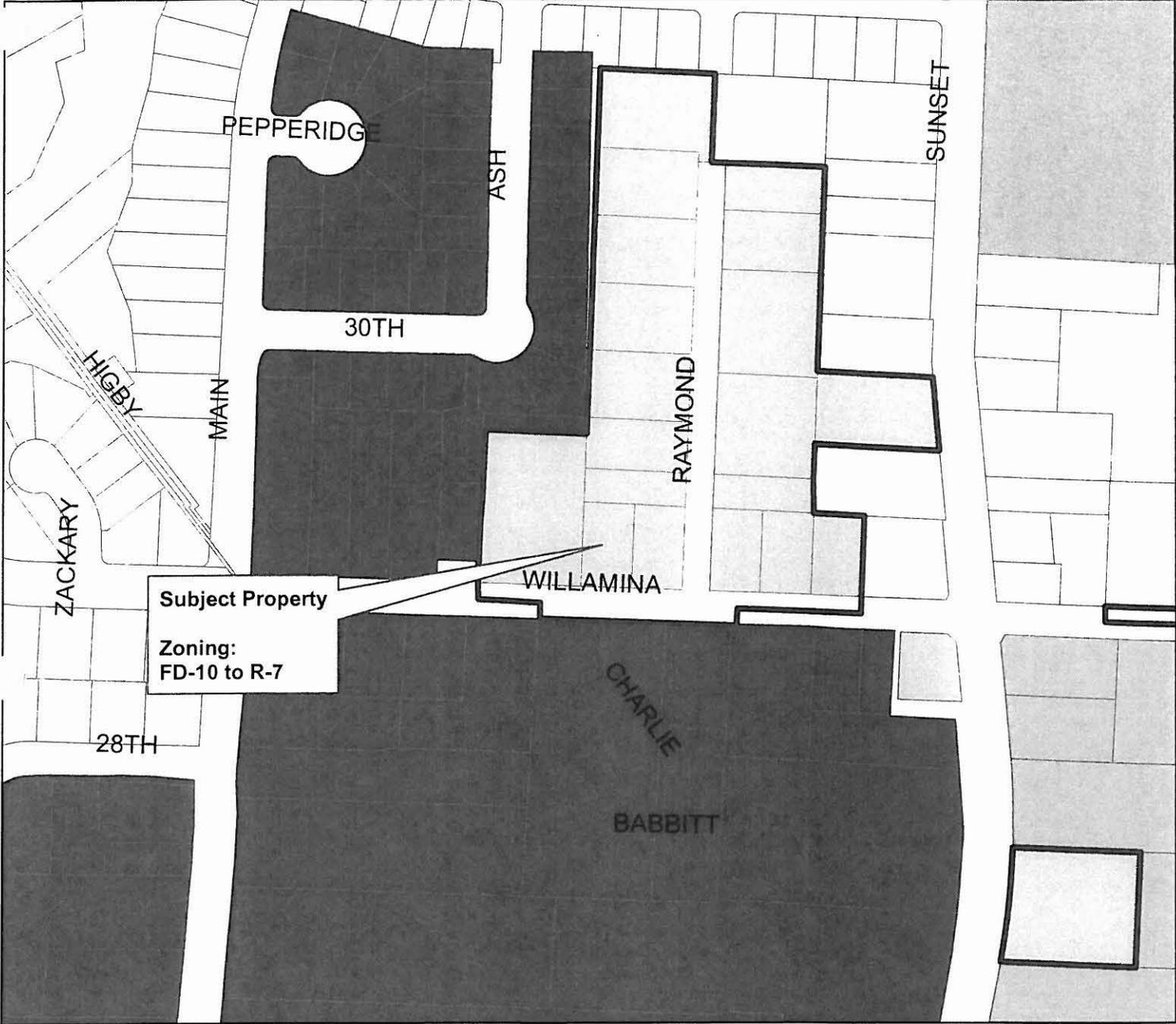
### COMP\_PLAN

- A-Medium
- B-C
- B-Standard
- Commercial Neighborhood
- High Density Residential
- Light Industrial
- Medium Density Residential

N

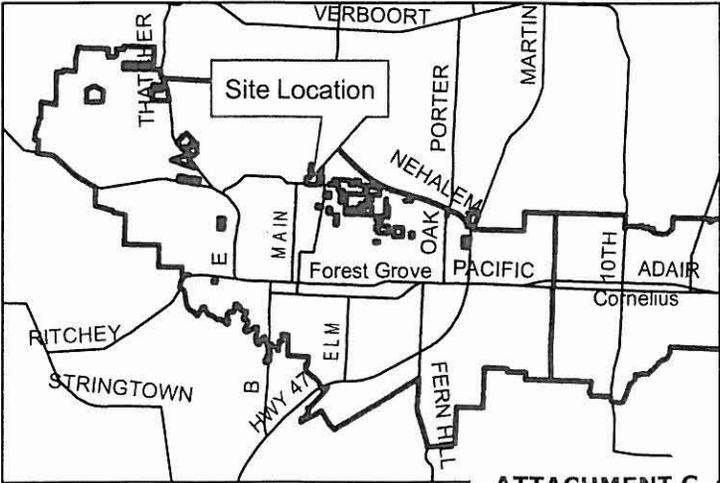


# 2109 Willamina Avenue Zoning Designations



### Zoning Designations

- CN
- FD-10
- LI
- R-10
- R-5
- R-7
- RMH
- RML
- City Limits





## NOTICE OF PLANNING COMMISSION ACTION

TO: Affected Parties

FROM: Jon Holan, Community Development Director

DATE: February 16, 2010

RE: Zone Change for Property Located at 2109 Willamina Avenue

Please know that on February 15, 2010 the Forest Grove Planning Commission approved a motion recommending a zoning map amendment for property located at 2109 Willamina Avenue. The property is more particularly described by Washington County Tax Assessor Map and Tax Lot 1N331BB01300. The property is approximately 9,583 square feet in area.

The zoning of the property will change from Washington County Future Development 10 acre minimum (FD-10) to City of Forest Grove Single Family Residential R-7 (6.22 dwelling units per acre) upon annexation into the Forest Grove city limits. The proposed use of the property is one single family dwelling.

The Forest Grove City Council will consider the zoning amendment and annexation of the subject property during a public hearing on **Monday, March 8, 2010. The public hearing will occur at 7:00 PM at the Forest Grove Community Auditorium (1915 Main Street).** A copy of the staff report for the City Council hearing will be available for review at the Forest Grove City Hall (1924 Council Street) by Monday, March 1, 2010.

You are receiving this notice because you are considered an affected party to the zoning map amendment and annexation. The City Council decision will be considered the final local action on this matter.

Please call Dan Riordan, Senior Planner at (503) 992-3226 if you have any questions.

## NOTICE OF HEARING: FOREST GROVE PLANNING COMMISSION

A PUBLIC HEARING will be held before the Forest Grove Planning Commission to review the following:

**Proposal:** Zoning Map Amendment to redesignate one parcel from Washington County FD-10 to Forest Grove R-7 upon annexation to the City of Forest Grove.  
**Location:** 2109 Willamina Avenue (Washington County tax lot 1N331BB01300)  
**Applicant:** Monk Living Trust

*Zoning Map Amendment Criteria:*

1. The zone change is consistent with the comprehensive plan map.
2. The zone change is consistent with relevant goals and policies of the Comprehensive Plan, as identified by the Community Development Director.
3. The site is suitable for the proposed zone and there is lack of appropriately designated alternative sites within the vicinity. The size of the vicinity will be determined on a case-by-case basis since the impacts of a proposed zone and its potential uses vary. The factors to be considered in determining suitability are parcel size and location.
4. The zone change is consistent with the adopted Transportation System Plan. Development allowed by the zone change will not substantially impact the functional classification or operation of transportation facilities, or reduce the level of service of transportation facilities below the minimum acceptable level identified in the Transportation System Plan. To ensure proper review and mitigation, a traffic impact study may be required for the proposed zone change if it may impact transportation facilities.
5. Public facilities and services for water supply, sanitary waste disposal, stormwater disposal, and police and fire protection are capable of supporting uses allowed by the zone. Adequacy of services is based on the projected service demands of the site and the ability of the public services to accommodate those demands.
6. The establishment of a zone districts is not subject to the meeting of conditions.

**This Public Hearing will take place before the Forest Grove Planning Commission on Monday, February 15, 2010, at 7:00 P.M. in the Community Auditorium, 1915 Main Street, in Forest Grove.** At this time and place all persons will be given reasonable opportunity to give testimony about this proposal. If an issue is not raised in the hearing (by person or by letter) or if the issue is not explained in sufficient detail to allow the City Council to respond to the issue, then that issue cannot be used for an appeal to the Land Use Board of Appeals. If additional documents or evidence are provided in support of the application, any party shall be entitled to a continuance of the hearing. Unless there is a continuance, if a participant so requests before the conclusion of the initial evidentiary hearing, the record shall remain open for at least seven days after the hearing. Information pertaining to this request may be obtained from Daniel Riordan, Senior Planner, at the Community Development Department, PO Box 326, 1924 Council Street, (403) 992-3226 between 8 A.M. and 5 P.M., E-mail: [drordan@forestgrove-or.gov](mailto:drordan@forestgrove-or.gov). The staff report will be available seven days prior to the hearing; copies will be available at cost.

Anna D. Ruggles, CMC, City Recorder

To be published on February 10, 2010

**NewsTimes**

**Legal Ads/Public Notice:**

**Publish: Wednesday, February 24 and March 3, 2010**

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**NOTICE OF PUBLIC HEARING  
City of Forest Grove  
Proposed Annexation**

**NOTICE IS HEREBY GIVEN** that the Forest Grove City Council will hold a Public Hearing on **Monday, March 8, 2010, at 7:00 p.m. or thereafter**, in the Community Auditorium, 1915 Main Street, to consider a boundary change annexation proposal. This hearing is open to the public and interested parties are encouraged to attend.

**PROPOSAL ANX 09-01 – ANNEXATION TO THE CITY OF FOREST GROVE** of a parcel, 0.22 acres (9,583 square feet) in land area, located at 2109 Willamina Avenue, more particularly: Map and Tax Lot Number 1N331BB01300, Washington County, Oregon.

The purpose of this annexation is to make city services available and to facilitate future development. Upon annexation, the territory will be rezoned from FD-10 (County) to R-7 (Single-Family Residential). Applicable criteria for annexations are found in the Metro Code (Section 3.090.050) and the City's Comprehensive Plan.

Failure to raise an issue in the hearing, in person or by letter, and failure to provide statements or evidence sufficient to afford the City Council an opportunity to respond to the issue precludes appeal to the Oregon Land Use Board of Appeals on that issue.

The staff report will be available for inspection at no cost 15 days before the hearing. A copy of all documents and evidence, relied upon by the applicant, and the applicable criteria are available for inspection at no costs and will be provided at reasonable cost. Information pertaining to this request may be obtained from Daniel Riordan, Senior Planner, Community Development Department, PO Box 326, 1924 Council Street, Forest Grove, 503.992.3226 or by e-mail: [driordan@forestgrove-or.gov](mailto:driordan@forestgrove-or.gov).

Anna D. Ruggles, CMC, City Recorder

To be published: February 24 and March 3, 2010

ORDINANCE NO. 2010-02

ORDINANCE ANNEXING A CERTAIN TRACT OF LAND INTO THE CITY LIMITS OF FOREST GROVE AND WITHDRAWING THE TRACT FROM WASHINGTON COUNTY ENHANCED LAW ENFORCEMENT DISTRICT, WASHINGTON COUNTY URBAN ROADS MAINTENANCE DISTRICT AND THE FOREST GROVE RURAL FIRE PROTECTION DISTRICT; FILE NO. ANX 09-01

**FOREST GROVE MAKES THE FOLLOWING FINDINGS:**

**WHEREAS**, the City received a complete annexation petition from the property owner of a certain tract of land depicted on the attached map (Attachment B) and described in Attachment A of this ordinance, requesting that their property be annexed to the city limits of Forest Grove; and

**WHEREAS**, the tract of land is contiguous to the City and can be served by City services; and

**WHEREAS**, there are no electors in the territory proposed to be annexed; and

**WHEREAS**, the City received consent from the owner of more than half the land of the territory proposed to be annexed, before the date of the Public Hearing, as required by ORS 222.170(2); and

**WHEREAS**, the City Council dispenses with submitting the question of the proposed annexation to the electors of the City for their approval or rejection; and

**WHEREAS**, the tract of land lies within the boundary of the Washington County Enhanced Law Enforcement District; and

**WHEREAS**, the tract of land within the boundary of the Washington County Urban Roads Maintenance District; and

**WHEREAS**, the annexation complies with the requirements of the Urban Planning Area Agreement between the City of Forest Grove and Washington County; and

**WHEREAS**, the tract of land lies within the boundary of the Forest Grove Rural Fire Protection District; and

**WHEREAS**, notice of the City Council hearing was published in the *Forest Grove News-Times* on February 24, 2010, and March 3, 2010; and

**WHEREAS**, the City Council held a public hearing on this Ordinance on March 8, 2010, and March 29, 2010; and

**WHEREAS**, the City mailed and posted notice of the public hearing as required by law; and

**WHEREAS**, a report was prepared as required by law, and the City Council having considered the report and testimony at the public hearing, does hereby favor the annexation of the subject tract of land and withdrawal from the districts based on findings and conclusions attached hereto as Attachment C; and

**WHEREAS**, the annexation and withdrawals are not contested by any necessary party.

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

**Section 1.** The tract of land, described in Attachment A and depicted on the attached map (Attachment B), is declared to be annexed to the City of Forest Grove, Oregon.

**Section 2.** The tract of land annexed by this Ordinance and described in Section 1 are withdrawn from Washington County Enhanced Law Enforcement District, Washington County Urban Roads Maintenance District and the Forest Grove Rural Fire Protection District.

**Section 3.** The findings and conclusions attached as Attachment C are hereby adopted. The City Recorder shall immediately file a certified copy of this Ordinance with Metro and other agencies as required by Metro Code Chapter 3.09.050(g) and ORS 222.005. The annexation and withdrawals shall become effective upon filing of the annexation records with the Secretary of State as provided by ORS 222.180.

**Section 4.** This ordinance shall be effective 30 days following its enactment by the City Council.

**PRESENTED AND PASSED** the first reading the 8<sup>th</sup> day of March, 2010.

**PASSED** the second reading the 29<sup>th</sup> day of March, 2010.

\_\_\_\_\_  
Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 29<sup>th</sup> day of March, 2010.

\_\_\_\_\_  
Peter B. Truax, Mayor

The following described tract of land situated in the Northwest quarter of Section 31, Township 1 North, Range 3 West of the Willamette Meridian, in the County of Washington and State of Oregon, more particularly described as follows:

Beginning at a point in the center of County Road No. 646 (Willamina Avenue), said point being South 388.4 feet and West 347.0 feet from the Southeast corner of the Benjamin H Catching Donation Land Claim; running thence West along the center of said county road 115 feet to the point of beginning of the tract herein conveyed; running thence North 150 feet; thence West 75 feet; thence South 175 feet to a point on the South line of said County Road, thence East 75 feet; thence North 25 feet to the point of beginning.

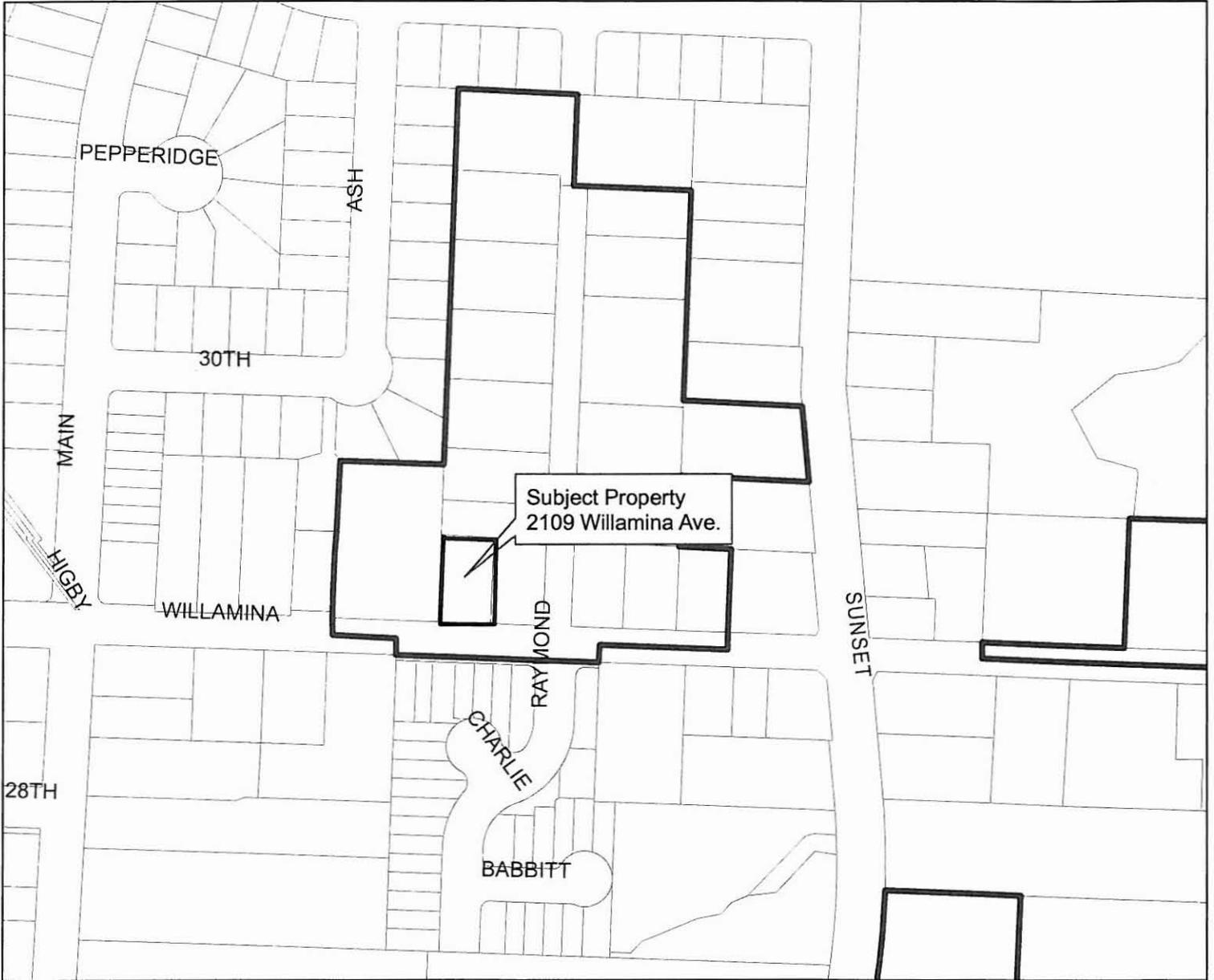
**ANNEXATION CERTIFIED**

BY   *HL*  

NOV 09 2009

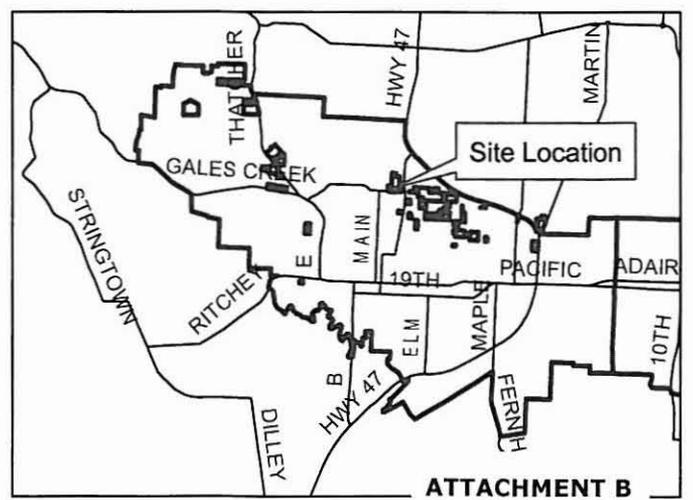
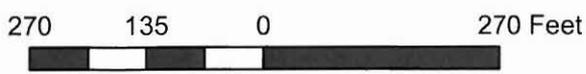
WASHINGTON COUNTY A & T  
CARTOGRAPHY

ANX 09-01  
ZC 09-02  
1N331BB01300



### Legend

- City Limit Line
- arterial
- Incorporated Area



economic provision of public facilities; availability of sufficient land for various uses; Department of Land Conservation and Development goals or the acknowledged comprehensive plan; and encouragement of development within urban areas before conversion to urbanizable areas.

Regional Framework Plan: This territory is inside Metro's jurisdictional boundary and inside the regional urban growth boundary (UGB). The law that requires Metro to adopt criteria for boundary changes specifically states that those criteria shall include "...compliance with adopted regional urban growth goals and objectives, functional plans... and the regional framework plan of the district [Metro]." The Regional Framework Plan, which includes the Regional Urban Growth Goals and Objectives, the Growth Management Functional Plan and the Regional Transportation Plan were examined and found not to contain specific criteria applicable to boundary changes.

6. The annexation is consistent with Washington County planning policies. The Metro Code states that the Council's decision on this boundary change should be "...consistent with specific directly applicable standards or criteria for boundary changes contained in comprehensive land use plans, public facility plans..." Thus, the applicable plans must be examined for "specific directly applicable standards or criteria."

The territory is designated and zoned FD-10 (Future Development – 10 acre district).

Washington County's Urban Growth Management policies require urban development to be accompanied by adequate urban services. The growth management policies define both urban development and necessary urban services. Public sewer, public water and a balanced urban level transportation system are the primary urban services considered.

The subject territory is within the area covered by an Urban Planning Area Agreement (UPAA), jointly prepared and adopted by Washington County and the City of Forest Grove. The annexation is consistent with the UPAA and its purpose is to coordinate land use actions within the City's planning area.

7. The City of Forest Grove has active planning responsibility for the entire area within the regional urban growth boundary surrounding the City. This territory is within the boundary.

The City Comprehensive Plan covers the territory to be annexed. The current Comprehensive Plan designation for the territory is B-Standard (Single Family Residential with a target density of 6.22 dwellings per net acre). The standards contained in the Forest Grove Development Code requires that an applicant initiate a change pursuant to Section 10.2.750. Section 10.2.770(A) stipulates that the zone change be consistent with the Comprehensive Plan Map. The zoning of the property will change upon annexation from the current Washington County zone of FD-10 to the City designation of R-7 (single family residential with a target density of 6.22 dwellings per net acre).

The City's Comprehensive Plan policies were reviewed for policies related to annexation. The following policies are pertinent:

#### Local Urbanization Goals:

Goal 1: Land shall be made available within the urban growth boundary to meet all urban land use needs

Goal 2: Utility service shall be provided incrementally without bypassing large parcels of vacant land to serve peripheral parcels

#### Local Urbanization Policies:

Policy 1: All lands within the urban growth boundary shall be assigned priorities for urban development. Priorities shall be based on the City's ability to provide urban services and the orderly and efficient timing of service extensions. These priorities shall be the basis for making decisions on all development proposals and requests for annexation.

Policy 2: Provide for an urban growth management strategy to set forth policies on the urbanization of vacant and agricultural land. These policies should cover the extension of water and sewer service, land partitioning requirements, zoning, and annexations within the urban growth boundary. The strategy shall provide for the orderly and cost-efficient accommodation of anticipated growth for the next ten years.

Policy 3: Trunk lines for utilities shall be extended only to service areas which are adjacent to existing development.

Policy 4: Sewer and water utilities shall not be extended beyond the City's corporate limits and shall be provided only after annexation.

Urbanization Policy 2 calls for the City to designate priority areas for urban development. The City has not established a prioritization system for urban development. Similarly, Urbanization Policy 3 calls for the City to develop urban growth management policies. The City's growth management strategy is represented by the Comprehensive Plan. The territory will develop consistent with the Comprehensive Plan. Necessary urban services are available with adequate capacity to serve the property. This is consistent with intent of Policy 2 and 3. Policy 4 prohibits the extension of utilities outside the City and only to areas which are adjacent to existing development.

8. The subject property falls within the Northeast service area of the City's Sewer Master Plan. An existing sewer line runs within the Willamina Avenue right-of-way. The applicant expects to connect to the sewer line. Implementation of the Sewer Master Plan for this territory represents a logical extension of sewer service where a nearby service line would be extended to provide service to the site.
9. The property will be served with City water upon annexation. The City has adequate capacity to serve the site.
10. The subject property is within the Clean Water Service's (CWS) service boundary. CWS is responsible for storm water management in Washington County. Any development will be contingent upon obtaining annexation to CWS service district. Due to the City's Intergovernmental Agreement with CWS, adequate storm facilities meeting CWS standards will be required as part of any development approval.
11. The territory to be annexed is within the Washington County Enhanced Sheriff's Patrol District, which in addition to the basic County-wide level of protection provides

0.94 officers per 1,000 populations. The City may withdraw the territory from the District upon annexation. If the City declares the territory withdrawn from the district on the effective date of the annexation the District's tax levy will no longer apply. Upon annexation the City of Forest Grove Police Department would assume responsibility for the property.

12. The territory is within the boundary of the Forest Grove Rural Fire Protection District. The City may withdraw the territory from the District upon annexation. If the City declares the territory withdrawn from the District on the effective date of the annexation the District's tax levy would no longer apply.
13. The territory to be annexed is within the boundary of the Washington County Urban Road Maintenance District. The City can withdraw the territory from the District upon annexation to the City.
14. The City park nearest to the subject property is Lincoln Park. Lincoln Park has recently been renovated with improved facilities.
15. The City of Forest Grove provides a municipal utility for electrical power through its City Light and Power Department. Forest Grove also provides library services, land use planning, zoning, building, and general administrative services.

## REASONS FOR DECISION

Based on the Findings, City Council determined:

1. The Metro Code (3.09.050(d) (3)) calls for consistency between the City's decision and any "specifically directly applicable standards or criteria for boundary changes contained in comprehensive plans, public facility plans..." The Council has reviewed both the Washington County Comprehensive Plan which currently applies to the subject property and City of Forest Grove Comprehensive Plan which will apply upon annexation. The Washington County Comprehensive Plan does not contain any criteria directly applicable to annexations. The County 2000 Program suggests the County supports all urban lands annexing to cities.

The Forest Grove Comprehensive Plan states in Urbanization Policy 5 that sewer and water utilities may not be extended to lands outside the city limits and may only be provided after annexation. Thus, the plan anticipates that all lands within the City's urban planning area will be urbanized by first annexing to the City and then extending urban services to annexed areas.

Several policies within the Comprehensive Plan contain criteria indirectly applicable to annexation decisions. Local Urbanization Goals 1 and 2 and Policies 2 through 4 suggest lands should only be annexed if:

- A. The City can provide adequate urban services in an orderly and efficient manner;
- B. that anticipated growth is accommodated in an orderly and efficient manner; and
- C. Growth should be adjacent to existing development.

Annexation is consistent with the intent of Policies 2 and 3.

Based on the preceding facts, Council concludes that the annexation is consistent with the applicable plans and policies.

2. Metro Code 3.09.050(d) (1) requires findings made by the Council to address consistency with applicable provisions of urban service agreements or annexation plans adopted pursuant to ORS Chapter 195. There are no such plans or agreements in place affecting the City of Forest Grove. Therefore, the Council finds that there are no inconsistencies between these plans and agreements and this annexation.

3. The Metro Code also calls for consistency between the annexation and urban planning area agreements. As stated in Finding 7, the Forest Grove-Washington County UPAA specifically states that the County assumes unincorporated areas within the Forest Grove portion of the regional urban growth boundary will be served by the City. Therefore, the Council finds the annexation to be consistent with the UPAA.

4. The Metro code requires consistency between the annexation and the Regional Framework Plan or any functional plan. Since there are no directly applicable criteria for boundary changes found in the Regional Framework Plan, Urban Growth Management Functional Plan or the Regional Transportation Plan the Council concludes the annexation is not inconsistent with this criterion.

5. Metro Code 3.090.050(e) (3) stipulates that annexations must not interfere with the timely, orderly and economic provision of public services and facilities. The subject property will accommodate approximately one dwelling at a density of 6.22 dwellings per net acre. The subject property will accommodate approximately one dwelling at a target density of 6.22 dwellings per net acre. The Council finds the City's services will be adequate to serve the annexed territory and potential demand for services. Furthermore, the Council finds the timely provision of services will not be negatively affected by the annexation. Based on the preceding findings the boundary change promotes the timely, orderly and economic provision of services.

6. The City has the authority to specify in its annexation ordinance the territory will be simultaneously withdrawn from the Washington County Enhanced Law Enforcement District, Washington County Urban Roads Maintenance District and the Forest Grove Rural Fire Protection District. The services provided by these districts and provided by the City using City resources. To prevent the subject property from being taxed by both the special districts and the City, the territory will be simultaneously withdrawn from the districts.

March 8, 2010

**REPORT AND RESOLUTION REQUESTING TO RESCHEDULE  
THE MARCH 22, 2010, CITY COUNCIL MEETING TO MONDAY, MARCH 29, 2010**

**Project Team: Michael Sykes, City Manager  
Anna D. Ruggles, CMC, City Recorder**

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**BACKGROUND:**

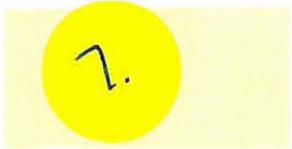
Section III(1) of the Forest Grove City Council Rules and Procedures requires the Council to designate by resolution the meeting dates of the Council. Council adopted Resolution No. 2010-01 setting Council meeting dates for 2010.

**DISCUSSION:**

Management staff is seeking City Council approval to reschedule the March 22, 2010, regular City Council meeting to Monday, March 29, 2010, due to spring break and Councilmembers and management staff who are unavailable that week.

**RECOMMENDATION:**

Management staff is requesting that City Council consider adopting the attached resolution approving to reschedule the March 22, 2010, regular City Council meeting to Monday, March 29, 2010.



**RESOLUTION NO. 2010-25**

**RESOLUTION APPROVING TO RESCHEDULE THE MARCH 22, 2010,  
CITY COUNCIL MEETING TO MONDAY, MARCH 29, 2010**

**WHEREAS**, Section III(1) of the Forest Grove City Council Rules and Procedures requires the Council to designate by resolution the meeting dates of the Council; and

**WHEREAS**, Council adopted Resolution No. 2010-01 setting Council meeting dates for 2010; and

**WHEREAS**, the Council desires to reschedule the March 22, 2010, regular City Council meeting to Monday, March 29, 2010, due to spring break and Councilmembers and management staff who are unavailable.

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

**Section 1.** The Forest Grove City Council hereby approves rescheduling the regular City Council meeting for Monday, March 22, 2010, to be held on Monday, March 29, 2010.

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

**PRESENTED AND PASSED** this 8<sup>th</sup> day of March, 2010.

\_\_\_\_\_  
Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 8<sup>th</sup> day of March, 2010.

\_\_\_\_\_  
Peter B. Truax, Mayor

March 8, 2010

**REPORT AND RESOLUTION ADOPTING CITY COUNCIL GOAL OBJECTIVES  
FOR FISCAL YEAR JULY 1, 2010, THROUGH JUNE 30, 2011**

**Project Team: Michael J. Sykes, City Manager  
Department Directors  
Anna D. Ruggles, CMC, City Recorder**

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**BACKGROUND:**

Pursuant to City Council Rules of Procedure, Section 16, the City Council must set its goals annually. The goals shall include *Short-Term Goals and Objectives* that the Council plans to complete within the next 12-months and *Long-Term Goals and Objectives* that the Council plans to work on during their term of office and/or future goals and objectives that may take longer to complete. The *Goals and Objectives* that Council sets annually help guide City administration and departments as they plan for the upcoming budget year.

**DISCUSSION:**

The City Council adopted three key Council Goals for Fiscal Year 2010-11 pursuant to Resolution No. 2010-24. City Council and management staff met in Council Goal Setting Work Sessions on February 13 and February 22, 2010, to discuss goal objectives for Fiscal Year 2010-11. This year, City Council established a Work Plan with 10 new objectives (shown in bold) to be addressed and carried over 29 pending objectives from the previous year. The City Council ranked these objectives in the order that they believed were the most important. The objectives were grouped within one of the three key City Council Goals.

**Department Work Plans:**

Upon adoption of the City Council Goal Objectives for Fiscal Year 2010-11, Department Directors will be asked to incorporate the priority Council goals/objectives into their 12-month work plans. It is recognized that not all of the objectives can be financially accomplished in the upcoming budget year; however, this will provide a framework for each department to focus their activities and prioritize resources during budget preparations. In some cases, funds may be available; in other cases, this will help guide efforts to find resources, such as grants. Department Directors will be presenting their finalized department work plans to Council at the meetings scheduled for March 8, March 29, and April 12, 2010.

**RECOMMENDATION:**

Management staff is requesting that City Council approve the attached resolution adopting the City Council Goal Objectives for Fiscal Year 2010-11.



**RESOLUTION NO. 2010-26**

**RESOLUTION OF THE CITY OF FOREST GROVE CITY COUNCIL  
ADOPTING CITY COUNCIL GOAL OBJECTIVES FOR FISCAL YEAR 2010-11**

**WHEREAS**, the City Council adopted three key Council Goals for Fiscal Year 2010-11 pursuant to Resolution No. 2010-24; and

**WHEREAS**, the City Council and Management Team met in Council Goal Setting Work Sessions on February 13 and February 22, 2010, to discuss goal objectives for Fiscal Year 2010-11; and

**WHEREAS**, the City Council has identified, ranked, and prioritized the City Council Goal Objectives for Fiscal Year 2010-11 as attached in Exhibit A.

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

Section 1. That the City of Forest Grove City Council hereby adopts the City Council Goal Objectives for Fiscal Year 2010-11 as attached in Exhibit A.

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

**PRESENTED AND PASSED** this 8<sup>th</sup> day of March, 2010.

\_\_\_\_\_  
Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 8<sup>th</sup> day of March, 2010.

\_\_\_\_\_  
Peter B. Truax, Mayor

## 2010-11 CITY COUNCIL GOALS AND OBJECTIVES

Exhibit A

Each year, the City Council determines its goals and objectives for the coming year. These goals and objectives are adopted by City Council and becomes the City's Work Plan and guide for City Council and City staff as they move forward throughout the year. This year, City Council established a Work Plan with 10 new objectives (shown in bold) to be addressed and carried over 29 pending objectives from the previous year. The City Council ranked these objectives in the order that they believed were the most important. The objectives are grouped within one of the three key City Council Goals. The City Manager has assigned each of the Council goal objectives accordingly. The City Council Goals and Objectives for Fiscal Year 2010-11 are as follows:

<b>GOAL 1</b>				
<b>PROMOTE SAFE, LIVABLE, AND SUSTAINABLE NEIGHBORHOODS AND A PROSPEROUS DYNAMIC, GREEN CITY</b>				
		<b>Council Pts Rec'd:</b>	<b>Assigned:</b>	<b>Action Status:</b>
1.	Preserve existing neighborhoods through code enforcement	33	Aleshire/Holan	In Progress/Promoting
2.	Continue pressure for new Post Office or Retail Store; alternative dropsites	32	Sykes	Ongoing/Promoting
3.	Complete Transportation System Plan	30	Foster/Holan	In Progress
4.	Complete Periodic Review	29	Holan	Budgetary/In Progress
5.	Examine installing sidewalks near schools and bus #57 stop	29	Foster	
6.	Maintain a livable community through an emphasis on graffiti enforcement and crime prevention	28	Holan	In Progress/Promoting
7.	Continue pressure for David Hill connection	27	Foster/Holan	On Hold
8.	<b>Examine methods to enhance pedestrian/safe routes to Thatcher Park</b>	27	Foster/Gamble/Holan	
9.	<b>Increase public relations and marketing to better communicate City services and accomplishments (Develop Public Communications Strategy Plan)</b>	26	Sykes/Maughan	
10.	<b>Pursue holding a Council Meeting at School District</b>	26	Sykes/Ruggles	
11.	Pursue acquiring grant monies for Fernhill Wetlands (Shelter & Restrooms)	25	Gamble/King	In Progress Resources Needed
12.	Pursue acquiring grant monies for Trails Master Plan	25	Gamble/King	Budgetary/On Hold

**2010-11 CITY COUNCIL  
GOALS AND OBJECTIVES**

Exhibit A

<b>GOAL 1 (Continued)</b>				
<b>PROMOTE SAFE, LIVABLE, AND SUSTAINABLE NEIGHBORHOODS AND A PROSPEROUS DYNAMIC, GREEN CITY</b>				
		<b>Council Pts Rec'd:</b>	<b>Assigned:</b>	<b>Action Status:</b>
13.	Pursue completion of Emerald Necklace	25	Gamble	Budgetary/In Progress
14.	Continue pressure for Light Rail; high capacity transit	24	Foster/Holan	In Progress
15.	<b>Pursue Electric Charging Stations</b>	23	Lonneker	
16.	<b>Reevaluate Watershed Master Plan &amp; Logging Agreement</b>	23	Foster/Downey	
17.	Evaluate Biomass; alternative energy sources	23	Lonneker	Budgetary/In Progress
18.	Encourage support of FG Senior and Community Center	23	Sykes	In Progress/Review
19.	Coordinate efforts for promoting Public Art	22	Winters/Gamble	In Progress
20.	Facility Master Plan (develop financing plan and land acquisition proposals; finalize recommendations)	21	Master Facility Committee	Budgetary/Review
21.	<b>Pursue adoption of local Shopping Cart Ordinance (SB533); draft proposed ordinance</b>	20	Holan	
22.	<b>Improve Council/Citizen Outreach (table at Farmers' Market)</b>	19	Holan/Sykes	
23.	<b>Identify area(s) for a possible permanent Dog Park</b>	18	Gamble	In Progress
24.	Evaluate Town Center Plaza (Mayor's Institute Model) (Part of Periodic Review)	17	Holan/Downey	On Hold
25.	Survey banning backyard burning; draft proposed ordinance	17	Kinkade	Pending
26.	<b>Explore feasibility of developing trails in the Watershed</b>	16	Foster/Gamble	

**2010-11 CITY COUNCIL  
GOALS AND OBJECTIVES**

Exhibit A

<b>GOAL 2</b>				
<b>PROMOTE A PRUDENT FINANCIAL PLAN TO MAINTAIN EFFECTIVE SERVICE LEVELS OF A FULL-SERVICE CITY</b>				
		<b>Council Pts Rec'd:</b>	<b>Assigned:</b>	<b>Action Status:</b>
27.	Prepare a balanced budget	35	All	Ongoing
28.	Actively pursue acquiring grants	35	All	Ongoing
29.	Protect Reserves	33	All	Ongoing
30.	Three-Year Budget Projections	32	All	Ongoing
31.	Support business retention and promote recruitment efforts (tourism)	28	Sykes/King	Budgetary/In Progress
32.	Develop an Annexation Plan for islands (offer incentives)	26	Holan	Budgetary/On Hold
33.	Implement Sidewalk Improvements Program (LID)	23	Foster/Downey	In Progress

**2010-11 CITY COUNCIL  
GOALS AND OBJECTIVES**

Exhibit A

<b>GOAL 3</b>				
<b>PROMOTE THE INTERESTS AND NEEDS OF FOREST GROVE IN REGIONAL AFFAIRS</b>				
		<b>Council Pts Rec'd:</b>	<b>Assigned:</b>	<b>Action Status:</b>
34.	Promote Tourism Opportunities (Wineries, Fernhill, local events)	29	King	Ongoing/Promoting
35.	Support Legislative Agenda Local/State; WC Forum	29	Sykes	Joint Sessions Held
36.	Promote Tourism hub (promotion of branding logo and external marketing efforts)	28	King	Ongoing/Promoting
37.	Support Regional Partnerships	26	All	Ongoing/Promoting
38.	Support Metro Ag/Urban/Parks	20	Holan/Gamble	Ongoing/Promoting
39.	Explore Nat'l League of Cities (NLC) Membership	18	Sykes/Maughan	

## DEPARTMENT PRESENTATIONS MARCH 8, 2010

Each year, City Council determines its goals and objectives for the coming year. These goals and objectives are adopted by City Council and become the City's Work Plan and guide for City Council and City staff as they move forward throughout the year. This year, City Council established a Work Plan with 10 new objectives to be addressed and carried over 30 pending objectives from the previous year. The following Departments will be presenting their 12-Month Department Work Plan as follows:

- Fire Department
- Police Department
- Economic Development

# DEPARTMENT WORK PLAN

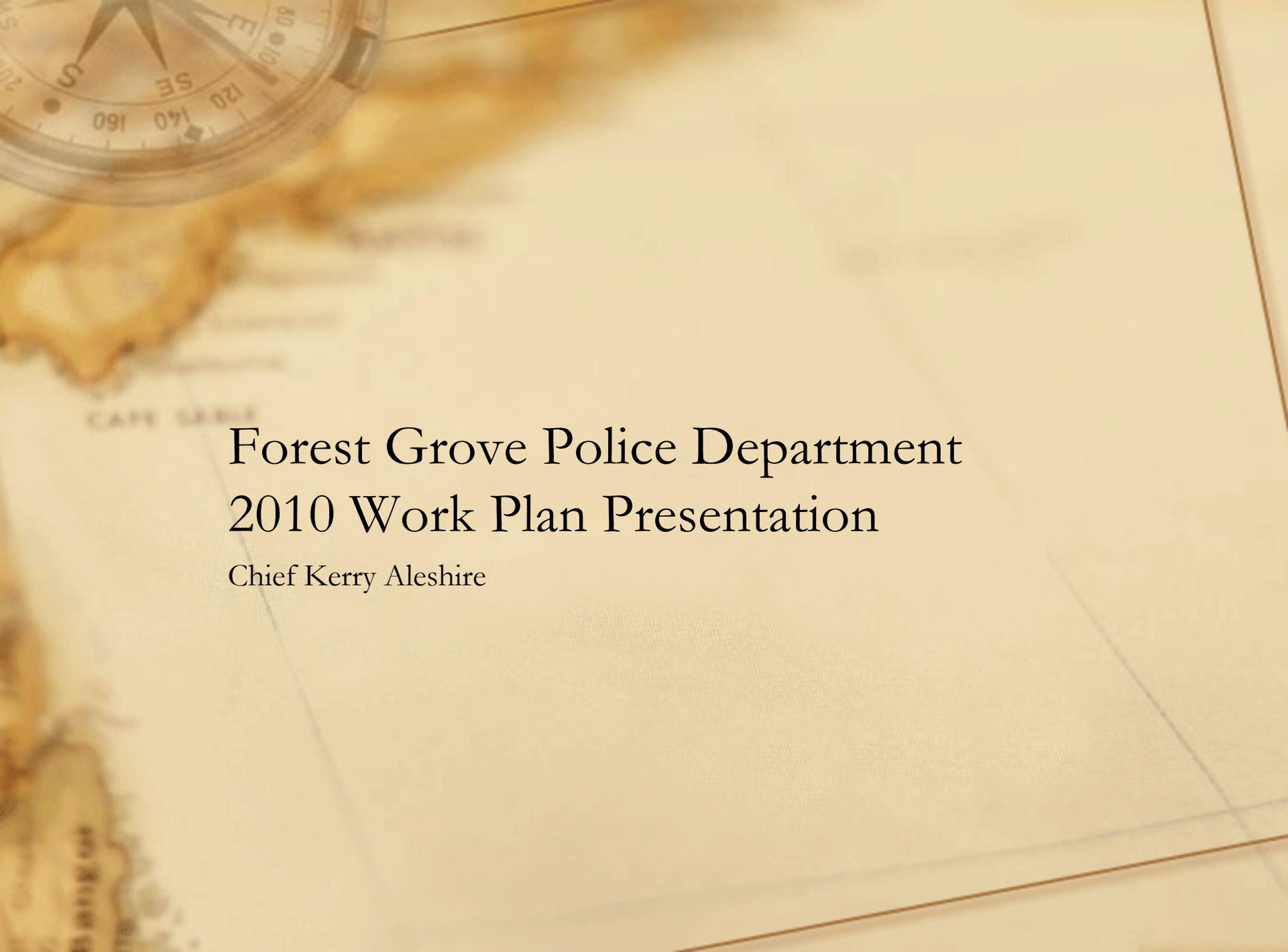
## FIRE DEPARTMENT

# Forest Grove Fire and Rescue Annual Work Plan Fiscal Year 2010-11

ID	Projects, Tasks, Programs	Start	Program Notes	2010								2011							
				May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
1	Strategic Plan	06/02/2010	On-going fire department strategic plan	Strategic Plan															
2	CFSAI Accreditation	01/01/2010	Commission on Fire Service Accreditation International	CFSAI Accreditation															
3	Grant preparator/submission	06/07/2010	Includes AFG Fire Prevention, SAFER and Safety grant	Grant preparation/submission															
4	ISO Rating Preparator	05/15/2010	Sets fire insurance rates for city, current rating 4	ISO Rating Preparation															
5	Budget preparator	12/01/2010	Annual budget preparator	Budget preparator															
6	Medical surveillance/fitness programs	06/04/2010	National Fire Protection Administration standards	Medical surveillance/fitness programs															
7	Emergency ops plan improvement	05/07/2010	Coordinate with Washington County EOP	Emergency ops plan improvement															
8	Community Risk Reduction Program	05/08/2010	Includes Child safety seat, fire safety, cadet, CPR, etc.	Community Risk Reduction Program															
9	Fire Prevention Week	08/16/2010	Annual Open House in October	Fire Prevention Week															
10	Fire Inspection program	05/10/2010	On-going business inspection program	Fire Inspection program															
11	Quarterly vehicle extrication training	05/07/2010	Firefighter vehicle extrication training - quarterly	Quarterly vehicle extrication training															
12	Regional disaster exercise	01/19/2011	Participate in State/County disaster exercises, NIMS	Regional disaster exercise															
13	EMS Week	04/26/2011	Annual EMS public education and prevention week	EMS Week															
14	EMS training	05/14/2010	On-going EMS training for new protocol, meds, refresher	EMS training															
15	Fall volunteer academy	09/10/2010	New volunteer training academy	Fall volunteer academy															
16	Spring volunteer academy	01/14/2011	New volunteer training academy	Spring volunteer academy															
17	Structural Suppression Training	05/12/2010	On going training in commercial/residential fire suppression.	Structural Suppression Training															
18	Annual wildland training/prep	01/02/2011	Includes mandatory training, equipment prep, public ed	Annual wildland training/prep															
19	Cold Weather Training/Prep	10/15/2010	Training, equipment prep, chimney safety public ed	Cold Weather Training/Prep															
20	Intern Recruitment	08/01/2010	Recruit from local community colleges to expand program	Intern Recruitment															
21	Officer development program	05/26/2010	Career and officer volunteer development program.	Officer development program															
22	Promotional testing process	06/01/2010	Create criteria for career and volunteer promotional testing	Promotional testing process															
23	Hose Testing	08/14/2010	Mandatory testing to meet NFPA standards	Hose Testing															
24	Tender purchase/in-service	10/01/2010	Replacement for Tender 4	Tender purchase/in-service															
25	Volunteer dorm remodel	07/01/2010	Increased space for expanded inter./resident volunteers	Volunteer dorm remodel															

DEPARTMENT WORK PLAN

POLICE DEPARTMENT



# Forest Grove Police Department 2010 Work Plan Presentation

Chief Kerry Aleshire



## Review of 2009 Activities and Highlights



# 2009 Snapshot

- 3,202 Original Reports
- 1,408 Supplemental Reports
- 1,382 Arrests
  - 389 Juvenile
  - 993 Adults
- 1,856 Traffic Citations
- 21,051 Total Calls
  - 11,966 Self-Initiated
  - 9,085 Dispatched



# 2009 Highlights



- 1<sup>st</sup> Citizen's Academy
- National Night Out @ Lincoln Park
- Supported local Special Olympics through \$1500 fundraiser.
- Troy Maslen received statewide "Looking Beyond the Ticket" Award.

# 2009 Highlights Continued

- Achieved NIMS compliance.
- Hosted regional DUII training.
- Hosted regional EVOC training.
- On-going investigation of Homicide Case.



# Staffing

- The goal of the Forest Grove Police Department is to meet all emerging criminal justice and public safety needs of the community through full staffing.
- The transjurisdictional nature of criminal activity requires collaboration between law enforcement agencies, NGOs, and other government entities.
- A new officer without any prior law enforcement experience requires about eight months of training prior to being released for full law enforcement duties. Probationary employment is not complete for 18 months.
- Staffing plans must consider both operational requirements, training requirements, and other factors such as sick leave and field training

	April 2010	May 2010	June 2010	July 2010	August 2010	September 2010	October 2010	November 2010	December 2010	January 2011	February 2011	March 2011	April 2011	May 2011	June 2011
Staffing	Complete Hiring of Positions 27, 28	Field Training and Evaluation Program / DPSST Basic Police Academy							Probationary Period						

# Reserve Program

- Be a group of volunteers dedicated, committed, and trained to serve their community in a policing capacity.
- An opportunity for reserve officers to consider a fulltime career in policing.
- An opportunity for reserve officers to maximize their civilian skill sets in a policing environment.
- An opportunity for community members to serve as reserve officers while retaining their regular employment.

	April 2010	May 2010	June 2010	July 2010	August 2010	September 2010	October 2010	November 2010	December 2010	January 2011	February 2011	March 2011	April 2011	May 2011	June 2011
Reserve Program	Hiring Process: Screening, Background, Medical, Psych.			Reserve Academy / Field Training Program Level One Reserve Officers											

# DUII and Seat Belt Grants

- Continue participation in Three Flags Seat Belt Grant Program.
- Continue and increase participation in DUII and High-Visibility Enforcement DUII saturation patrols.
- Work collaboratively with other regional law enforcement agencies during patrols.
- Engage the media with patrol efforts.

	April 2010	May 2010 June 2010	July 2010 August 2010	September 2010	October 2010	November 2010 December 2010	January 2011	February 2011	March 2011	April 2011	May 2011 June 2011
DUII/Seat Belt Grant		DUII Saturation	DUII Saturation	Seatbelt Blitz		Seatbelt Blitz	DUII Saturation		Seatbelt Blitz	Grant Solicitation for FY 10/11 (approx)	DUII Saturation

# Lexipol (Policy Management System)

- Continue relationship with Lexipol to reduce risk exposure of police department and city.
- Continue with timely legal updates to reduce risk exposure.
- Continue Department Advisory Committee to engage all level of organization regarding policy issues, revisions, and requirements.

April 2010

May 2010

June 2010

July 2010

August 2010

September 2010

October 2010

November 2010

December 2010

January 2011

February 2011

March 2011

April 2011

May 2011

June 2011

# Work with PSAC

- **Continue monthly meeting – provide updates and forum for public feedback regarding department operations and activities.**
- **Find opportunities for individual PSAC Commissioners to participate in department activities and events.**

	April 2010	May 2010	June 2010	July 2010	August 2010	September 2010	October 2010	November 2010	December 2010	January 2011	February 2011	March 2011	April 2011	May 2011	June 2011
Work with Public Safety Commission (PSAC)	Continue Monthly Meetings														

# Department Training

- Continued mandated training as required by DPSST and other regulatory agencies.
  - Use of Force, HAZMAT, Bloodborne Pathogens
- Continued management/leadership/supervisory training (professional development) in furtherance of DPSST certification.
- Focus on areas of specialized training for staff (i.e. crash investigations, abuse investigations, emerging high-tech crimes).

	April 2010	May 2010	June 2010	July 2010	August 2010	September 2010	October 2010	November 2010	December 2010	January 2011	February 2011	March 2011	April 2011	May 2011	June 2011
Department Training	HAZMAT			EVOC	Range	Confrontation Simulation / Defensive Tactics / Firearms				First Aid	Bloodborne Pathogens	HAZMAT			

# Community Outreach

- Continue annual Citizen's Academy – currently in session.
- Find increased opportunities to connect with diverse segments of community.
- Continue hosting annual National Night Out Event.
- Continue participation in other community events (i.e. Cornroast, Farmer's Market, Concours, etc).
- Continue to foster relationship with FGSD.

	April 2010	May 2010	June 2010	July 2010	August 2010	September 2010	October 2010	November 2010	December 2010	January 2011	February 2011	March 2011	April 2011	May 2011	June 2011
Community Outreach	2nd Citizens Academy	On-Line Reporting	LETR - Special Olympics	Concours	National Night Out	Corn Roast			Light Parade	Annual Town Meeting	Third Citizen's Academy				LETR - Special Olympics

# Emergency Planning

- **Coordinate with FGF&R for May 2010 Windstorm TTX and EOC Demonstration Drill.**
- **Periodic review of Emergency Operations Plan.**

	April 2010	May 2010	June 2010	July 2010	August 2010	September 2010	October 2010	November 2010	December 2010	January 2011	February 2011	March 2011	April 2011	May 2011	June 2011
Emergency Planning	On-Going Review of Police Department Emergency Management Operations Plan and Annexes														

# Canine Program

- Continue to explore creative funding opportunities.
- Continue policy research and development.

	April 2010	May 2010	June 2010	July 2010	August 2010	September 2010	October 2010	November 2010	December 2010	January 2011	February 2011	March 2011	April 2011	May 2011	June 2011
K9 Program	Continue to Pursue Funding Opportunities / Policy Development														

# NIMS Compliance Maintenance

- **Ensure operations and event management is in compliance with NIMS requirements.**
- **Ensure compliance with FY10 NIMS requirements once published.**
- **Require baseline training of new personnel in NIMS Incident Command System.**

April 2010

May 2010

June 2010

July 2010

August 2010

September 2010

October 2010

November 2010

December 2010

January 2011

February 2011

March 2011

April 2011

May 2011

June 2011

# Community Service Officer Projects

- **Continue promotion and management of Neighborhood Watch Program.**
- **Code Enforcement**
  - **Parking**
  - **Graffiti (tracking and enforcement)**
  - **Abandoned Vehicles**
- **Station Tours**
- **Public Speaking Engagements**
- **Public Outreach Events**

April 2010

May 2010

June 2010

July 2010

August 2010

September 2010

October 2010

November 2010

December 2010

January 2011

February 2011

March 2011

April 2011

May 2011

June 2011

# School Resource Officer

- Full time located at Forest Grove High School.
- Continued support of all district locations in the City of Forest Grove.
- Continued/increased support in youth-related programs.
- Continuity of contact during non-school times (i.e. breaks, Summer).
- Engaged in regional safe schools planning and ad hoc committees.

	April 2010	May 2010	June 2010	July 2010	August 2010	September 2010	October 2010	November 2010	December 2010	January 2011	February 2011	March 2011	April 2011	May 2011	June 2011
School Resource Officer	School Year			Continuity of Contact / (i.e. Boys & Girls Club)			School Year								

# Budgeting

- **On-going stewardship of public monies assigned to police department.**
- **Periodic review and forecasting of budgetary needs and trends.**
- **On-going development of FY11/12 budget and beyond.**

	April 2010	May 2010	June 2010	July 2010	August 2010	September 2010	October 2010	November 2010	December 2010	January 2011	February 2011	March 2011	April 2011	May 2011	June 2011
Budgeting	FY 10/11 Budget Process									FY 11/12 Budget Process					

# Crime Mapping

- Explore crime analysis opportunities.
- Explore possibility of crime mapping resource for both internal and external customers.

April 2010

May 2010

June 2010

July 2010

August 2010

September 2010

October 2010

November 2010

December 2010

January 2011

February 2011

March 2011

April 2011

May 2011

June 2011

# Grant Research

- Explore crime prevention grant opportunities with FGSD.
- Bulletproof vest grants.
- Reserve program grant management.
- FY10/11 Homeland Security Grant Program.
- DUII/HVE and traffic related grant programs.

	April 2010	May 2010	June 2010	July 2010	August 2010	September 2010	October 2010	November 2010	December 2010	January 2011	February 2011	March 2011	April 2011	May 2011	June 2011
Grant Research	Research Various Grant Opportunities: Collaborate with FGSD; AEDs; Mental Health; Video														

# City Ordinance Review

- **Complete staff report regarding criminal forfeiture ordinance. Develop policy and guidelines.**
- **Complete staff report regarding loudspeaker ordinance.**
- **On-going review of parking ordinances with municipal court.**

	April 2010	May 2010	June 2010	July 2010	August 2010	September 2010	October 2010	November 2010	December 2010	January 2011	February 2011	March 2011	April 2011	May 2011	June 2011
City Ordinance Review	City Ordinance Review: Parking Ordinance; Loudspeaker Ordinance; Criminal Forfeiture														

# City Ordinance Enforcement

- Collaborate with other city departments regarding cross-departmental code violations.
- Respond to 100% of code violation complaints.
- When appropriate, create public education campaigns to complement code enforcement efforts.

	April 2010	May 2010	June 2010	July 2010	August 2010	September 2010	October 2010	November 2010	December 2010	January 2011	February 2011	March 2011	April 2011	May 2011	June 2011
City Ordinance Enforcement	Conduct targeted ordinance enforcement in concert with public education outreach as appropriate / Collaborate with other City Departments														

# Evidence Management

- **Analysis of evidence storage needs.**
- **Continued participation with regional evidence management organizations.**
- **Ensure compliance with current best practices regarding evidence management.**
- **Increase field use of evidence technician; complete training related to crime scene management.**

	April 2010	May 2010	June 2010	July 2010	August 2010	September 2010	October 2010	November 2010	December 2010	January 2011	February 2011	March 2011	April 2011	May 2011	June 2011
Evidence Management	Space and Security Assessment (Evidence Best Practices)					Incorporation of Best Practices (Policy, Operations, Facilities)									

# PPDS Migration Plan

- **Completion of PPDS Migration Plan.**
- **Increase efficiency of records management system.**
- **Increase interoperability of information sharing between regional law enforcement partners.**

	April 2010	May 2010	June 2010	July 2010	August 2010	September 2010	October 2010	November 2010	December 2010	January 2011	February 2011	March 2011	April 2011	May 2011	June 2011
Records Management	PPDS Staff Report / Migration Plan / Migration														



	April 2010	May 2010	June 2010	July 2010	August 2010	September 2010	October 2010	November 2010	December 2010	January 2011	February 2011	March 2011	April 2011	May 2011	June 2011	
DEPARTMENTS / PROJECTS																
Staffing	Complete Hiring of Positions 27, 28	Field Training and Evaluation Program / DPSST Basic Police Academy								Probationary Period						
Reserve Program	Hiring Process: Screening, Background, Medical, Psych.			Reserve Academy / Field Training Program Level One Reserve Officers												
DUII/Seat Belt Grant		DUII Saturation		DUII Saturation		Seatbelt Blitz		Seatbelt Blitz	DUII Saturation		Seatbelt Blitz	Grant Solicitation for FY 10/11 (approx)	DUII Saturation			
Lexipol	On-Going Review of Lexipol Policies / Daily Training Bulletins / Department Advisory Committee Quarterly Meetings															
Work with Public Safety Commission (PSAC)	Continue Monthly Meetings															
Department Training	HAZMAT			EVOG	Range	Confrontation Simulation / Defensive Tactics / Firearms					First Aid	Bloodborne Pathogens	HAZMAT			
Community Outreach	2nd Citizens Academy	On-Line Reporting	LETR - Special Olympics	Concours	National Night Out	Corn Roast			Light Parade	Annual Town Meeting	Third Citizen's Academy				LETR - Special Olympics	
Emergency Planning	On-Going Review of Police Department Emergency Management Operations Plan and Annexes															
K9 Program	Continue to Pursue Funding Opportunities								Policy Development		Officer Selection / Purchasing					
NIMS Compliance Maintenance	On-Going Review of NIMS Compliance Standards / Conduct Operations in compliance with NIMS guidelines / FY10 NIMSCAST Entries															
Community Service Officer Projects	Neighborhood Watch Meetings - New Group Development / Enforcement of Code Violations (Discarded/Abandoned Vehicles) / Management of Gafffill Tracking / Station Tours / Public Speaking Engagements / Volunteer Coordination / Community Outreach Events															
School Resource Officer	School Year			Continuity of Contact / (i.e. Boys & Girls Club)				School Year								
Budgeting	FY 10/11 Budget Process											FY 11/12 Budget Process				
Crime Mapping	Research Crime-Mapping Opportunities / Grant Funding / Crime Analysis Applications															
Grant Research	Research Various Grant Opportunities; Collaborate with FGSD; AEDs; Mental Health; Video															
City Ordinance Review	City Ordinance Review: Parking Ordinance; Loudspeaker Ordinance; Criminal Forfeiture															
City Ordinance Enforcement	Conduct targeted ordinance enforcement in concert with public education outreach as appropriate / Collaborate with other City Departments															
Evidence Management	Space and Security Assessment (Evidence Best Practices)			Incorporation of Best Practices (Policy, Operations, Facilities)												
Records Management	PPDS Staff Report / Migration Plan / Migration															
Disability Registry	Program Release / Implementation															



# Questions

DEPARTMENT WORK PLAN  
ECONOMIC DEVELOPMENT

<b>15 month Economic Development Workplan &amp; Timeline 4.1.10– 6.30.11</b>		
<b>Task Name</b>	<b>Begin</b>	<b>Complete</b>
<b>2010-2011 City Council Goals</b>		
<b>Goal 1: Fernhill Wetlands Shelter/Restrooms- Develop Project and apply for Grant</b>	underway	6/11
<b>Goal 1: Trails Master Plan –Develop Project and apply for Grants</b>	TBD	TBD
<b>Goal 1: Workforce Employment &amp; Training Center- In Forest Grove –Strategies to sustain</b>	underway	On-going
<b>Goal 1: Economic Development Marketing Plan</b>	On-going	On-going
<b>Goal 2 : Promote Business Retention and Recruitment</b>	underway	On-going
<b>Goal 3: Tourism Opportunities/Hub</b>	underway	On-going

<b>Category: Priority Goal</b>		
Support Economic Development Commission; Implement top 5 priorities: Industrial recruitment information; Attract Commercial/Industrial; Industrial Business Retention; Small and New Business Support; Tourism Branding & Marketing	April 2010	6/2011
<b>Category: Business Projects</b>	<b>{Council</b>	<b>Goal}</b>
Re-develop Chevrolet location	Summer 2010	6/2011
OLD Trapper-on- site expansion	5/2010	11/2010
Recruit Fine Dining Restaurant –Downtown Location,	underway	6/2010
McMenamins Grand Lodge Expansion, Phased Pending due to recession	pending	pending
Benz Spring –Relocation to Forest Grove.	underway	10/2010
<b>Category : Industrial Recruitment/ Retention</b>	<b>{Council</b>	<b>Goal}</b>
Industrial/Commercial Business Recruitment: Respond to business leads, advertising, market vacant and greenfield sites. Case follow-up.	ongoing	ongoing
Retention: Existing Business Outreach and Visitation. Provide technical assistance as needed. Establish supportive relationship	ongoing	ongoing
Work with City Departments, others to maintain supportive business climate.	ongoing	ongoing

<b>Category : Downtown Revitalization/Commercial Corridor</b>		
Recruit Family Restaurant to Forest Grove	underway	On-going
Redevelopment of Main St./19 <sup>th</sup> Ave corner block-Main Street Business Center	underway	Fall 2010
Develop marketing strategies to recruit/target new retailers into downtown, more diversified retail services	07/10	ongoing
Market and development "Albertsons and Haggens site. Provide project assistance to developers	underway	ongoing
First Wednesday Event support	underway	ongoing
Urban Renewal District Feasibility. Work with Community Development.	July 2010	On-going
<b>Category: Tourism &amp; Branding</b>	<b>{Council</b>	<b>Goal}</b>
Tourism Implementation: Establish and maintain Tourism Council	underway	6/2011
Work to implement branding strategy; trademark, logo use agreement, photos, roll-out, message development on websites and brochures, educate Tourism business. Use in all event marketing	underway	On-going
Assist and Promote "Forest Grove Uncorked" Wine event , First Wednesday, and Holiday Light parade.	underway	06/2011
Develop and Maintain Annual Forest Grove Events Calendar. Place on Website.	Update ongoing	2/ 2011
<b>Category: Small Business</b>		
Participate with region in "economic gardening" small grant application for small business assistance	underway	6/2010
Develop Entrepreneurial/new business development: resource contacts and guide to starting a business in FG	underway	12/10
Small Business Roundtable & Brainstorming Meetings; Develop business retention plan with current strategies.	Underway	On-going
Develop "Forest Grove Fresh". Identify and promote area fresh produce –U-pick farms, farms stands, farmers market and CSA farm subscriptions	5/10	Summer 2010
<b>Category: Workforce Development &amp; Training</b>	<b>{Council</b>	<b>Goal}</b>
Assist in long-term strategies to sustain Forest Grove Workforce & Training Center. Develop partnerships with PCC, School District, Pacific University, private businesses and others	4/2010	6/2011
Explore opportunities to expand services such as small business training, coordinate with high school on trades; additional training programs	4/2010	6/2011

<b>Category: Marketing &amp; Tools</b>	<b>{Council</b>	<b>Goal}</b>
Marketing materials sent to Brokers, periodically	underway	06/011
Maintain Economic Development & Visitors section of city web Site; Add EDD, branding information	ongoing	ongoing
Maintain Industrial/Commercial Vacant Land Inventory Lists, Develop In-depth site profiles	ongoing	ongoing
Marketing Business Recruitment: targeted marketing mailings, advertising if funded, and networking.	7/10	ongoing
Attend site selector conference	ongoing	ongoing
<b>Category: Grant Writing</b>	<b>{Council</b>	<b>Goal}</b>
Develop Fernhill Wetlands Restroom/Shelter Project. Seek grant funds from OPRD or Metro	underway	4/2010 or 2011
Seek federal stimulus funds	On-going	6/2011
Seek grant funds for trail development.	Summer 010	4/2011
Apply to WCVA for Wayfinding signs grant	4/2010	6/2011
CDBG grant applications for Workforce/Business Development Center; infrastructure, as eligible	6/09	11/10
Assist Chamber, City and City Club with WCVA and/or CEP funds for economic development activities.	ongoing	4/2010
<b>Category: Special Projects/Other</b>		
Develop "wayfinders" gateway and wayfinding sign improvements network. Apply to WCVA for grant	underway	6/2011
Identify Infrastructure improvement needs. Get on CIP. Coordinate with master plan	underway	ongoing
Promote Forest Grove and build support though Portland Regional Partners for Economic Development	ongoing	ongoing