

CITY COUNCIL MONTHLY MEETING CALENDAR

May-13

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			Dairy Creek Food Web 6pm - Comm Aud Rural Fire Bd 8pm	EDC Noon Friends of Fernhill 7pm		Meet The Artist 6:30 pm -Magner's FGSC Spring Bazaar
5	6 Planning Comm 7pm	7	Municipal Court MPAC 5pm	9 CCI 5pm PAC 5pm	10	11 CityShred Day 9am-1pm Parking Lot Fernhill Wetlands Planting Event - 9am
12	13 CITY COUNCIL 5:30 PM - WORK SESSION (B&C Interview) 5:45 PM - EXECUTIVE SESSION (Property) 6:15 PM - WORK SESSION (Times Litho) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	14 Library 6:30pm	15 P&R 7am CFC 5:15pm CWAC 5:30pm	16 Fernhill Wetlands 5pm CCI 5:30pm Dairy Creek Food Web 7:30pm	17	18 Open House Neighborhood Watch & Graffiti Task Force 9 am - Comm Aud
19	20 Chamber Luncheon - Noon FGSC Bd Mtg 6:30pm Planning Comm 7pm	21	22 Municipal Court PSAC 7:30am MPAC 5pm Rotary Steak Feed	23 BUDGET COMMITTEE MTG 7pm - Comm Aud WEA Bkft Forum 7:30 am Sustainability 5:30pm	24	25
26	27 CITY OFFICES CLOSED Memorial Day Flag Ceremony 12:30 pm - Flag Pole	28 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM HLB 7:15pm	29	30 BUDGET COMMITTEE MTG 7pm - Comm Aud	31 Deadline Submit App Form For Nyuzen Visit For 2013 Delegation Ford Institute Leadership - Comm Aud	

June-13

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Ford Leadership
2 Red Cross Blood Drive 11am - 4pm Comm Aud	3 Planning Comm 7pm	4	5 RWPC-CTC 1:30pm RWPC-CB 7pm Rural Fire Bd 8pm	6 Employee Bkft-7am Fire Station EDC Noon Friends of Fernhill 7pm BUDGET COMMITTEE MTG 7pm - Comm Aud - TBA	7	8
9	10 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	11 Library 6:30pm	12 Municipal Court MPAC 5pm	13 PAC 5pm	14 JWC Noon - TBA	15
16	17 Chamber Luncheon - Noon FGSC Bd Mtg 6:30pm Planning Comm 7pm	18 ODF Mtg 8am - Comm Aud	19 P&R 7am CFC 5:15pm CWAC 5:30pm	20 Fernhill Wetlands 5pm CCI 5:30pm Dairy Creek Food Web 7:30pm	21	22
23	24 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	25 HLB 7:15pm	26 Municipal Court PSAC 7:30am MPAC 5pm	27 WEA Bkft Forum 7:30 am Sustainability 5:30pm	28	29
30						

July-13

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Planning Commission 7pm	2	3 Rural Fire Bd 8pm	4 CITY OFFICES CLOSED	5	6
7	8 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	9 Library 6:30pm	10 Municipal Court MPAC 5pm	11 EDC Noon PAC 5pm	12 JWC Noon	13
14	15 Chamber Luncheon - Noon FGSC Bd Mtg 6:30pm Planning Comm 7pm	16	17 P&R 7am CFC 5:15pm CWAC 5:30pm	18 Fernhill Wetlands 5pm CCI 5:30pm Dairy Creek Food Web 7:30pm	19	20
21 Rotary Concourse Pacific Univ.	22 NO CITY COUNCIL MEETING	23 HLB 7:15pm	24 Municipal Court PSAC 7:30am MPAC 5pm	25 WEA Bkft Forum 7:30 am Sustainability 5:30pm Oregon Mayors Association Summer Conference - Corvallis	26	27
28	29	30	31			



FOREST GROVE CITY COUNCIL

Monday, May 13, 2013

Meeting Agenda

5:30 PM – Work Session (B&C Interview) Community Auditorium
5:45 PM – Executive Session (Real Property) 1915 Main Street
6:15 PM – Work Session (Times Litho Financing Options) Forest Grove, OR 97116
7:00 PM – Regular Meeting

Forest Grove City Council Meetings are televised live by Tualatin Valley Community Television (TVCTV) Government Access Programming, Ch 30. To obtain the programming schedule, please contact TVCTV at 503.629.8534 or visit <http://www.tvctv.org/government-programming/government-meetings/forest-grove>.

PETER B. TRUAX, MAYOR

Thomas L. Johnston, Council President
Richard G. Kidd III
Victoria J. Lowe

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.

Anna Ruggles
 City Recorder

5:30

WORK SESSION: B&C INTERVIEW

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

EXECUTIVE SESSIONS ARE CLOSED TO THE PUBLIC.

Representatives of the news media and designated staff may attend Executive Sessions. Representatives of the news media are specifically directed not to report on any of the deliberations during the Executive Session, except to state the general subject of the session as previously announced. No Executive Session may be held for the purpose of taking final action or making any final decision.

The City Council will convene in the Community Auditorium – Conference Room to hold the following executive session(s):

Michael Sykes, City Manager
 Tom Gamble, Parks and
 Recreation Director

5:45

In accordance with ORS 192.660(2)(e) to deliberate with persons designated by the governing body to negotiate real property transactions.

Michael Sykes, City Manager
 Paul Downey, Administrative
 Services Director

6:15

WORK SESSION: TIMES LITHO FINANCING OPTIONS

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

7:00

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

1. A. **EMPLOYEE RECOGNITIONS:**

- *Kathy Krieger, Public Works Administrative Assistant*
- *Laurie Maitland, Aquatic Center Lifeguard Instructor*

Rob Foster
 Public Works Director
 Rick Vanderkin
 Public Works Superintendent
 Tom Gamble
 Parks and Recreation Director

7:05

1. B. **PROCLAMATIONS:**

- *National Public Works Week, May 19 – 25, 2013*
- *National Historic Preservation Month, May 2013*
- *EMS Week, May 19 – 25, 2013*

Michael Kinkade, Fire Chief

7:10

1. C. **FIRE DEPARTMENT EMPLOYEE INTRODUCTIONS:**

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 5

4. **ADDITIONS/DELETIONS:**

5. **PRESENTATIONS:**

7:15 5. A. • *Children's Opportunity Fund Initiative of Washington County, Katie Riley, Chair*

Jon Holan, Community
Development Director

7:30 6. **CONTINUE PUBLIC HEARING FROM MEETING OF APRIL 8, 2013 (Postponed at meeting of April 22, 2013):**
SECOND READING OF ORDINANCE NO. 2013-03 AMENDING FOREST GROVE DEVELOPMENT CODE, CHAPTER 10 ZONING TEXT AMENDMENT FILE NO. ZNC-12-01070

Jon Holan, Community
Development Director

7:35 7. **CONTINUE PUBLIC HEARING FROM MEETING OF APRIL 8, 2013 (Postponed at meeting of April 22, 2013):**
SECOND READING OF ORDINANCE NO. 2013-04 AMENDING FOREST GROVE CODE SECTION 3.105, MODIFYING THRESHOLD COST AND ADDING CRITERIA FOR THE INSTALLATION OF SIDEWALKS; AND REPEALING ORDINANCE NO. 1976-27. FILE NO. ZNC-12-01070

Rob Foster
Public Works Director
Susan Cole
Administration Services
Assistant Director
Paul Downey
Administrative Services Director

7:40 8. **PUBLIC HEARING AND FIRST AND SECOND READING OF ORDINANCE NO. 2013-05 SPECIFYING THE ASSESSMENTS TO BE MADE ON PROPERTIES SPECIALLY BENEFITED BY THE CONSTRUCTION OF CERTAIN SIDEWALK IMPROVEMENTS; SETTING SIXTY (60) MONTH AND ONE HUNDRED TWENTY (120) MONTH PERIODS FOR INSTALLMENT PAYMENTS; SETTING THE INSTALLMENT FINANCING RATE AT FOUR AND ONE-QUARTER PERCENT (4.25%) AND SIX AND ONE-HALF PERCENT (6.50%) RESPECTIVELY; DECLARING AN EMERGENCY**

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- | | | |
|---|------|---|
| Mayor Peter Truax | 7:50 | 9. <u>PUBLIC HEARING ADOPTING CITY MANAGER ANNUAL PERFORMANCE EVALUATION STANDARDS AND CRITERIA</u> |
| Jon Holan, Community Development Director | 8:00 | 10. <u>RESOLUTION NO. 2013-28 SUPPORTING THE EXPANDED TRANSIT SERVICE BY RIDE CONNECTION IN THE FOREST GROVE COMMUNITY</u> |
| Paul Downey, Administrative Services Director | 8:10 | 11. <u>DISCUSS AND DETERMINE DISTRIBUTION OF FUNDING FOR COMMUNITY ENHANCEMENT PROGRAM (CEP) PROJECTS FOR FISCAL YEAR 2013-14</u> |
| Michael Sykes, City Manager | 8:20 | 12. <u>CITY MANAGER'S REPORT:</u> |
| | 8:35 | 13. <u>COUNCIL COMMUNICATIONS:</u> |
| | 8:50 | 14. <u>ADJOURNMENT</u> |

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3. **CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the Consent Agenda item(s).
- A. Approve City Council Work Session (CEP Presentations) Meeting Minutes of April 16, 2013.
 - B. Approve City Council Work Session (B&C Interview) Meeting Minutes of April 22, 2013.
 - C. Approve City Council Regular Meeting Minutes of April 22, 2013.
 - D. Accept Community Forestry Commission Meeting Minutes of February 20 and March 20, 2013.
 - E. Accept Historic Landmarks Board Meeting Minutes of March 26, 2013.
 - F. Accept Parks and Recreation Commission Meeting Minutes of March 20, 2013.
 - G. Accept Public Safety Advisory Commission Meeting Minutes of January 23, February 27, and March 27, 2013.
 - H. Community Development Department Monthly Building Activity Informational Report for April 2013.
 - I. Library Department Monthly Circulation Statistics Report for April 2013.
 - J. Accept Resignation on Committee for Citizen Involvement (Susan Aguilar, Term Expiring December 31, 2014)
 - K. **RESOLUTION NO. 2013-27 MAKING APPOINTMENT TO COMMITTEE FOR CITIZEN INVOLVEMENT (APPOINTING DEBBIE PARIERA, TERM EXPIRING DECEMBER 31, 2014).**
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CERTIFICATE OF APPRECIATION

Awarded to

Kathy Krieger

Public Works Administrative Assistant

In Recognition of Dedicated Service to the
City of Forest Grove and Citizens of Forest Grove

The Forest Grove City Council sincerely thanks you for your 34 years of exceptional employment and is so very proud to have had you as the Forest Grove Public Works Administrative Assistant since 1979.



city of
forest
grove

A handwritten signature in blue ink, appearing to read "P. Truax".

Peter B. Truax, Mayor
Forest Grove City Council
May 13, 2013

CERTIFICATE OF APPRECIATION

Awarded to

Laurie Maitland

Aquatic Center Lifeguard Instructor

In Recognition of Dedicated Service to the
City of Forest Grove and Citizens of Forest Grove

The Forest Grove City Council sincerely thanks you for your 33 years of exceptional employment and is so very proud to have had you as the Forest Grove Aquatic Center Lifeguard Instructor since 1980.



city of
forest
grove

Peter B. Truax, Mayor
Forest Grove City Council
May 13, 2013

MEMORANDUM

TO: Mayor Peter Truax and City Councilors

PROJECT TEAM: Anna D. Ruggles, CMC, City Recorder

DATE: May 13, 2013

SUBJECT: Proclamation National Public Works Week

Rob Foster, Public Works Director, and Rick Vanderkin, Public Works Superintendent, will be present at the Council meeting to receive the formal proclamation on behalf of the Public Works Department.

PROCLAMATION



National Public Works Week May 19 – 25, 2013

WHEREAS, the Forest Grove Public Works Department provides a vital public service to the citizens and visitors of the City of Forest Grove; and

WHEREAS, our dedicated public works personnel protect the environment, improve public health and safety, contribute to economic vitality, and enhance the quality of life of our community; and

WHEREAS, our public works personnel design, build, operate, and maintain the transportation system, water infrastructure, sewage system, public buildings, and other structures and facilities that are vital to Forest Grove; and

WHEREAS, these facilities and services could not be provided without the exceptional and dedicated efforts of our public works personnel; and

WHEREAS, it is appropriate to recognize the value and dedication of the Public Works Department by designating May 19 – 25, 2013, as Public Works Week in the City of Forest Grove.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM THE WEEK OF MAY 19 – MAY 25, 2013, AS

National Public Works Week

With the theme, "***Because of Public Works...we are able to have clean water, safe streets and neighborhoods, efficient traffic and safe clean communities***", and we encourage the community to acquaint themselves with the issues involved in providing our public works and to recognize the important contributions that our Public Works Department makes each day to improve our health, safety, comfort, and quality of life.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 13th day of May, 2013.

A handwritten signature in blue ink, appearing to read "Peter B. Truax".

Peter B. Truax, Mayor of Forest Grove

MEMORANDUM

TO: Mayor Peter Truax and City Councilors

PROJECT TEAM: Anna D. Ruggles, CMC, City Recorder

DATE: May 13, 2013

SUBJECT: Proclamation National Historic Preservation Month

Neil Poulsen, Chair of Historic Landmarks Board (HLB), will be present at the Council meeting to receive the formal proclamation on behalf of the HLB.

PROCLAMATION



National Historic Preservation Month May 2013

WHEREAS, the City of Forest Grove Historic Landmarks Board was established September 8, 1980, to provide leadership and expertise on maintaining and retaining the integrity of Forest Grove's distinctive historic neighborhoods and architectural and cultural resources; and

WHEREAS, historic preservation is an effective tool for encouraging economic development, revitalizing neighborhoods, fostering local pride and maintaining community character while enhancing livability; and

WHEREAS, historic preservation is inherently economically, environmentally, and socially sustainable, fostering a culture of reuse and maximizing the life cycle of resources through conservation; and

WHEREAS, it is important to celebrate the role of history in our lives and the contributions made by dedicated individuals in helping to preserve the tangible aspects of the heritage that has shaped the City of Forest Grove and us as a people; and

WHEREAS, "See! Save! Celebrate!" is the theme for National Preservation Month 2013, cosponsored by the City of Forest Grove Historic Landmarks Board and the National Trust for Historic Preservation.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM THE MONTH OF MAY 2013, as:

National Historic Preservation Month

In Forest Grove, Oregon, and calls upon the people to join their fellow citizens across the United States in recognizing and participating in this special observance.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 13th day of May, 2013.

Peter B. Truax, Mayor of Forest Grove



MEMORANDUM

TO: Mayor Peter Truax and City Councilors

PROJECT TEAM: Anna D. Ruggles, CMC, City Recorder

DATE: May 13, 2013

SUBJECT: Proclamation Emergency Medical Services Week

A representative from Metro West Ambulance will be present at the Council meeting to receive the proclamation on behalf of Metro West Ambulance and present the City with a plaque.

PROCLAMATION

**Metro West Ambulance
Emergency Medical Services Week
May 19 – 25, 2013**

WHEREAS, Emergency Medical Services is a vital public service to the community;
and

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

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

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

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

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

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM THE WEEK OF MAY 19 – 25, 2013, as

Emergency Medical Services Week

With the theme, ***“EMS: One Mission One Team”***, and we encourage the community to observe this week with appropriate programs, ceremonies and activities.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 13th day of May, 2013.



Peter B. Truax, Mayor of Forest Grove

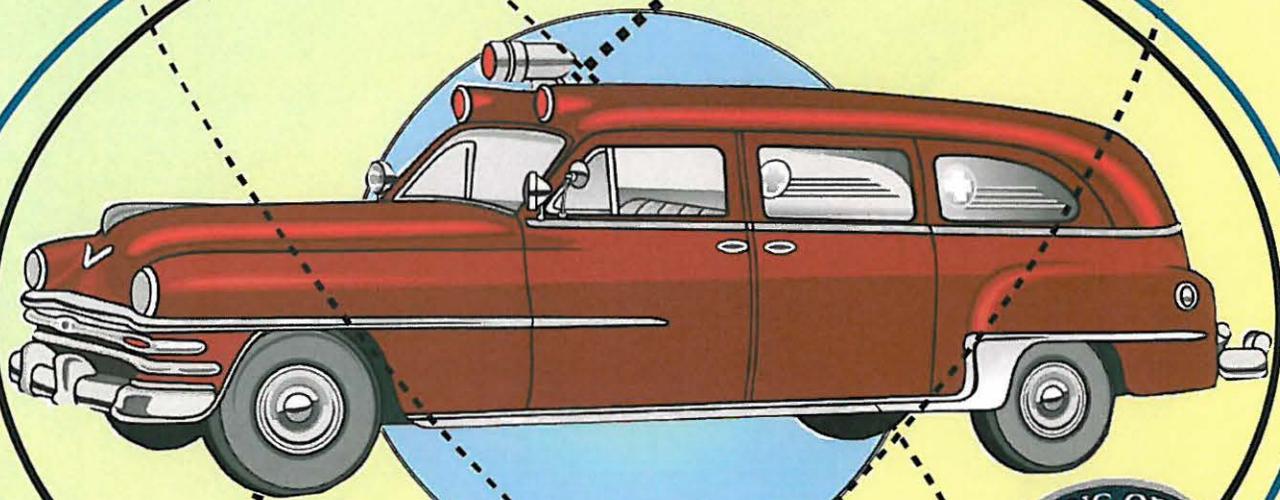


EMS WEEK

BBQ

Please join Metro West Ambulance for
their annual EMS WEEK BBQ for
Thursday May 23, 2013
3.00 p.m. To 7.00 p.m.

5475 NE Dawson Creek Drive, Hillsboro, Oregon



Please RSVP to Stella Rausch-Scott - 503-648-6658 ext 111

2013 – BOARDS, COMMITTEES & COMMISSIONS VACANCY

COMMISSION	REQUIREMENTS	# VACANCIES	TERM EXPIRES
BUDGET Meets in April/May	7-Members 3-Year Term All members must live in City per ORS		
COMMITTEE FOR CITIZEN INVOLVEMENT Meets 3 rd Tuesday 5:30 pm	7-Members 4-Year Term		
COMMUNITY FORESTRY COMMISSION Meets 3 rd Wednesday 5:15 pm	7-Members 3-Year Term 3 members may live outside City – Currently 2	1 – Vacancy 1 – Student Vacancy	12/31/2015 12/31/2013
ECONOMIC DEVELOPMENT COMMISSION Meets 1 st Thursday Noon	19-Members 3-Year Term 6 Public & Non-Profit 12 Business 1 At-Large	1 – Student Vacancy	12/31/2013
HISTORIC LANDMARKS BOARD Meets 4 th Tuesday 7:15 pm	7-Members 4-Year Term 2 members may live outside City – Currently 1	1 – Vacancy 1 – Vacancy 1 – Student Vacancy	12/31/2014 12/31/2016 12/31/2013
LIBRARY Meets 2 nd Tuesday 6:30 pm	7-Members 2-Year Term	1 – Vacancy 1 – Student Vacancy	12/31/2014 12/31/2013
PARKS & RECREATION COMMISSION Meets 3 rd Wednesday 7:00 am	9-Members 4-Year Term 2 members may live outside City – Currently 1 NNW = Forest Glen, Knox Ridge, Thatcher/Loomis; NW = Lincoln, Hazel Sills, Aquatic Center, Talisman; SW = Rogers; SE = Joseph Gale; and NE = Bard and Stites Parks		
PLANNING COMMISSION Meets 1 st and 3 rd Monday 7:00 pm	7-Members 4-Year Term 2 members may live outside City – Currently 1 1 member in real estate for profit – Currently 1 2 members same trade/occupation – Currently none		
PUBLIC ARTS COMMISSION Meets 2 nd Thursday 5:00 pm	9-Members 3-Year Term 3 At-Large Voting Reps Chamber; School Dist; Pacific University; Senior Center; Theater In The Grove; and Valley Art		
PUBLIC SAFETY ADVISORY COMMISSION Meets 4 th Wednesday 7:30 am	7-Members 4-Year Term 2 members within Rural Fire Dist – Currently 1 Non-Voting Reps Rural Fire Dist; Chamber; School Dist; and Pacific University	1 – Citizen At-Large 1 – Rural Fire District 1 – Student Vacancy	12/31/2013 12/31/2016 12/31/2013

Possible Questions for B&C Applicant Interviews:

Please feel free to use any questions and/or information that you wish in order to conduct a successful interview. Please note: 10-minutes are allotted for question and answer time.

If there were one area you've always wanted to improve upon, what would that be?

What can you offer the advisory board on which you would like to serve?

What do you hope to gain from your volunteer experience?

What ideas do you have for increasing citizen involvement in Forest Grove?

Is there an area in which you think the City may be letting its citizens down? If so, what would that be?

What do you see as a critical need that is currently facing the City?

Do you favor growth or do you feel the City is currently big enough?

How would you respond to an unpopular decision that is strongly criticized? Such as making an unpopular decision that may go against property owners' desire or that is not supported by your friends and neighbors.

Do you have any grant-writing experience? _____

In addition, Mayor, please ask:

Do you have any conflict with the meeting date(s) and time(s) of the advisory board to which you have applied? _____

If we cannot appoint you to your first choice, are there any other advisory boards that interest you? May we keep your application on file? _____

Do you have any questions for us? _____

Note: Once Council renders a decision on the status of the selected appointment(s), the City Recorder will notify immediately thereafter.

INTERVIEW
5/15/13
5:30pm

CITIZEN ADVISORY BOARDS, COMMITTEES & COMMISSIONS

REQUEST FOR APPOINTMENT APPLICATION

Please checkmark the Board on which you would like to serve.
(If interested in multiple boards, please number 1-10 your order of preference):

- | | |
|--|--|
| <input type="checkbox"/> Budget Committee | <input type="checkbox"/> Library Commission |
| <input type="checkbox"/> Committee for Citizen Involvement | <input type="checkbox"/> Parks & Recreation Commission |
| <input type="checkbox"/> Community for Forestry Commission | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Economic Development Commission | <input type="checkbox"/> Public Arts Commission |
| <input checked="" type="checkbox"/> Historic Landmarks Board | <input type="checkbox"/> Public Safety Advisory Commission |

Name: Bryan E. Cortke Home Phone: [REDACTED]
 Residence Address: [REDACTED] Business Phone: [REDACTED]
 Mailing Address: SMA E-mail Address: [REDACTED]
 Employer: self Occupation Profession: business owner

Years lived in Forest Grove? 0 Do you reside within City limits? No How did you hear of this opportunity? Preservation Faire

How would you currently rate the City's performance? Excellent Good Fair Poor

What ideas do you have for improving "Fair" or "Poor" performance? more publicity & advertisement.

Why are you interested in serving on the advisory Board/Committee/Commission? Interest in city history and preservation

What contributions do you feel you can/will make to the Board/Committee/Commission? I'm a contractor with extensive knowledge and experience with old houses.

What qualifications, skills, or experiences would you bring to the Board/Committee/Commission? Knowledge of contractors business habits and aesthetic value in classic architecture

Previous appointed or elected offices: None

Previous/current community affiliations and activities: park maintenance and improvements (church affiliated)

May we keep your name on file if not appointed at this time? YES NO

(10/10)

**FOREST GROVE CITY COUNCIL WORK SESSION
(CEP PRESENTATIONS)
APRIL 16, 2013 – 6:00 P.M.
COMMUNITY AUDITORIUM
PAGE 1**

Minutes are unofficial until approved by the Council.

1. ROLL CALL:

Mayor Truax called the Work Session to order at 6:00 p.m. **ROLL CALL:**
COUNCIL PRESENT: Thomas Johnston, Council President, Richard Kidd, Victoria Lowe, Camille Miller, Ronald Thompson, Elena Uhing, and Mayor Peter Truax. **COUNCIL ABSENT:** None. **STAFF PRESENT:** Paul Downey, Administrative Services Director; and Beverly Maughan, Executive Assistant to City Manager.

2. CITIZEN COMMUNICATIONS: None.

**3. PRESENTATION OF COMMUNITY ENHANCEMENT PROGRAM (CEP)
PROJECT APPLICATIONS FOR FISCAL YEAR 2013-14:**

The following organizations presented their projects to be considered for CEP funds:

PROJECT	SPONSOR
Healthy Meals for Homebound Seniors	Meals on Wheels People by Brent Horn
Sidewalk Chalk Art Festival	Valley Art Association by Roylene Read
Housing Rehab, Repair & Access Modifications	Rebuilding Together * Washington County by Juan Aranda
Automated Irrigation System	FG Senior & Community Center by John Schallberger
Graffiti Abatement Coalition	FG Public Safety Advisory Commission by Mike Bernhardt and Bob Mills
Art Education in Forest Grove	Valley Art Association by Skip Buhler
AT Smith House Trail, Potty & Brochures	Friends of Historic FG by Mary Jo Morelli
Old Glory	FG Firefighters Association by Jeffrey Bade
Valley Art Mural Project	Valley Art Association by Lynne Magner & Dana Zurcher
WESTCO	Community Action Organization by Katherine Galian
Rear View Enhancement	Theatre in the Grove by Jeanna Van Dyke
Youth Basketball Score Clocks & Jerseys	FG Youth Basketball: Did Not Present
Downtown Solar Powered Trash Compactor	FG Sustainability Ad-hoc Committee by John Hayes
Tourism Promotion -- Guide Distribution	FG Chamber of Commerce by Ray Giansante

**FOREST GROVE CITY COUNCIL WORK SESSION
(CEP PRESENTATIONS)
APRIL 16, 2013 – 6:00 P.M.
COMMUNITY AUDITORIUM
PAGE 2**

FG Community Garden -- Sustaining/Maintaining Resources	Community Garden Committee by Ellen Hastay
Mobile Garden Carts -- DCCFW Community Expansion Project	Dairy Creek Community Food Web by Robin Lindsley
Music, Movement and Growing Market Attendance	Adelante Mujeres by Kaely Summers
Early Childhood Education for Latino Immigrants	Adelante Mujeres by Rocael DeLeon & Rosalia Castro
First Wednesday Events/Historic Downtown Brochure	City Club by E.J. Baeza
Information Center	FG Chamber of Commerce by Ray Giansante
Building Permit Fees for Low Income Housing	West Tuality Habitat For Humanity by Mike Malloney
HLB Renovation Grant Program	Historic Landmarks Board: Did Not Present
Art Alive in Forest Grove	Public Arts Commission by Kathleen Leatham & Dana Zurcher

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

4. ADJOURNMENT:

Mayor Truax adjourned the Work Session at 8:15 p.m.

Respectfully submitted,

Beverly Maughan, Executive Assistant to City Manager

**FOREST GROVE CITY COUNCIL WORK SESSION
(BOARDS, COMMITTEES, AND COMMISSIONS INTERVIEW)
APRIL 22, 2013 – 6:30 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 6:40 p.m. **ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Council President; Richard Kidd; 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 (B&C) INTERVIEW

The following applicant was interviewed for the following positions:

- Debbie Pariera – Committee for Citizen Involvement and Planning Commission

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the above-noted interview. After Council deliberation, Council collectively made recommendation to appoint Pariera, if she was interested, to the Historic Landmarks Board, because no vacancies were available on Committee for Citizen Involvement or Planning Commission. A resolution making formal appointment will be considered at the next regular Council Meeting of Monday, May 13, 2013.

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

3. ADJOURNMENT

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

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

30

**FOREST GROVE CITY COUNCIL REGULAR MEETING
APRIL 22, 2013 – 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 to order at 7:02 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Council President; Richard Kidd; 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, Administrative Services Assistant Director; Rob Foster, Public Works Director; Tom Gamble, Parks and Recreation Director; Jon Holan, Community Development Director; Michael Kinkade, Fire Chief; Janie Schutz, Police Chief; Colleen Winters, Library Director; George Cress, Light and Power Director (in the audience); and Anna Ruggles, City Recorder.

1. A. POLICE EMPLOYEE INTRODUCTIONS AND PROMOTIONS:

Chief Schutz administered the Oath of Office to newly promoted Police Captain Kevin Ellingsburg and newly promoted Police Sergeant Michael Hall. Chief Schutz also presented special recognition awards to Police Records Supervisor Lisa Cannon for "Tenacity" and Captain Mike Herb for being the "pyramid base" of the Police Department.

1. B. PROCLAMATION:

Council President Johnston publicly proclaimed the week of May 5 – 12, 2013, as "National Police Week". Police Chief Schutz accepted the proclamation on behalf of the Police Department.

MOMENT OF SILENCE:

Mayor Truax led a moment of silence in remembrance of the Massachusetts Institute of Technology police officer who was killed in the line of duty in the Boston Marathon bombing.

1. C. IF I WERE MAYOR 2013 AWARD PRESENTATION:

Mayor Truax announced the 2013 "If I Were Mayor Contest" winner Bailey Hill, Poster (grades 4 – 6), who attends Forest Hills Lutheran School. Mayor Truax presented Hill with a \$50 cash prize on behalf of the City, noting Hill's entry will be submitted into the Oregon Mayors Association state level competition for a chance to win a laptop

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computer.

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 Executive Session (Litigation) Meeting Minutes of April 8, 2013.
 - B. Approve City Council Work Session (Transit Study) Meeting Minutes of April 8, 2013.
 - C. Approve City Council Regular Meeting Minutes of April 8, 2013.
 - D. Accept Library Commission Meeting Minutes of February 14, 2013.
 - E. Accept Planning Commission Meeting Minutes of February 4, 2013.
 - F. Accept Public Arts Commission Meeting Minutes of February 14, 2013.
 - G. Community Development Department Monthly Building Activity Informational Report for March 2013.
 - H. Endorse New Liquor License Application for Prime Time Enterprises, Inc., 4450 Pacific Avenue (Full On-Premises Sales). (*ITEM REMOVED; REFER BELOW*)
 - I. **RESOLUTION NO. 2013-26 MAKING APPOINTMENT TO PUBLIC SAFETY ADVISORY COMMISSION (APPOINTING GUY STORMS, FOREST GROVE CHAMBER OF COMMERCE, NON-VOTING REPRESENTATIVE.**

MOTION: Councilor Kidd moved, seconded by Councilor Lowe, to approve the Consent Agenda with the exception of Item 3. H.
MOTION CARRIED 7-0 by voice vote.

3. H. **ENDORSE NEW LIQUOR LICENSE APPLICATION FOR PRIME TIME**

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ENTERPRISES, INC., 4450 PACIFIC AVENUE (FULL ON-PREMISES SALES)

Lowe removed the above-noted item from the Consent Agenda, noting she is pleased to see progress and the rebuilding of Prime Time Restaurant, which was destroyed in a fire in 2011.

Hearing no further discussion from the Council, Mayor Truax asked for a motion and vote to approve Consent Agenda Item 3. H. as presented.

MOTION: Councilor Lowe moved, seconded by Councilor Miller, to approve the Consent Agenda Item 3. H. as presented. MOTION CARRIED 7-0 by voice vote.

4. ADDITIONS/DELETIONS:

Sykes deleted from the Council Meeting Agenda earlier an Executive Session (Litigation) scheduled for 6:00 p.m.

5. PRESENTATIONS:

5. A. Forest Grove Watershed Stewardship Management Plan Update:

Foster and Cole presented a PowerPoint presentation highlighting the findings of the Forest Grove Watershed Stewardship Management Plan Update, which was conducted by the Watershed Ad-Hoc Committee. Staff introduced Scott Ferguson, Trout Mountain Forestry, City's Watershed Consultant, who advised and guided the Ad-Hoc Committee through the update process. Staff reported the Ad-Hoc Committee met twice a month from January 2012 through June 2012, and reviewed the 10-year history of the watershed management plan; completed inventory of the watershed; and toured the watershed. Staff reported the draft Plan was posted on the City's Website and Facebook for public review, noting 215 Facebook views were counted. In addition, staff reported the Ad-Hoc Committee met in two joint work sessions with Council to discuss the updates to the Plan, noting the Ad-Hoc Committee made the following recommendations to the Plan:

- No changes to the Plan's management goals.
- Modified zoning of the watershed from three zones (Reserve Areas, Special Management Areas, and Active Management Areas) to two zones (Reserve Areas and Active Management Area).

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- Added Desired Future Conditions (DFC) of the watershed (DFC defines how the two management areas are desired to look and function over time, in terms of ages of trees, species of trees, riparian areas, understory, woody debris, etc.).
- Clarified resource protection (erosion/impacts from roads, water quality, vegetative understory, and soils).
- Modified the annual harvest volumes so it would be controlled by volume and acres (1.7 to 2.25 million board feet annual average; 80 to 130 acres/year thinned; 20 to 25 acres/year of < 5 acre patches or Variable Retention).
- Added annual operational plans and a 10-year forest operations plan.
- Modifications were made for carbon storage (harvest openings 3 acres or greater will retain 15 percent of original stand).
- Added more specific monitoring plans to allow for adaptive management and evaluating the effectiveness of the Plan in achieving goals (carry forward researching minimum flows on Clear Creek, update 2001 plant survey and annual inventory of juvenile fish).

In conclusion of the above-noted presentation, Foster and Cole reported the Ad-Hoc Committee's recommendations have been incorporated into the Draft Watershed Stewardship Management Plan Update, noting staff is planning to bring a proposed resolution for Council consideration and formal adoption of the Watershed Stewardship Management Plan Update.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued as Council discussed with staff, Ferguson, and Ad-Hoc Committee members present, Lou Karabinus and Dallas Boge, the above-noted recommendations made to the Watershed Stewardship Management Plan Update. Staff and Ferguson responded to various inquiries, concerns, and scenarios the Council presented pertaining to the proposed harvest volumes; controlling invasive plant species; biologist's inventory of juvenile fish; certified lumber; fire protection plan; annual operational plans; and future acquisition of land adjacent to the watershed.

Mayor Truax commented that the research and education parts of the Watershed Management Plan, such as log restoration, fish counts,

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measurement of trees, would all contribute to a more sustainable future. In addition, Mayor Traux asked Karabinus and Boge if they would like to comment, to which Karabinus commended Ferguson for his consultation work during the previous 10 years under the current Plan. Boge had no comments, noting he supports the Plan update and recommendations.

Mayor Truax and Council collectively commended the excellent work of staff, Ferguson and Ad-Hoc Committee. In conclusion of the above-noted discussion, Council and staff discussed scheduling an additional work session so Council could have additional opportunity to review the red-lined draft of the Plan before considering formal adoption.

6. PUBLIC HEARING AND SECOND READING OF ORDINANCE NO. 2013-03 AMENDING FOREST GROVE DEVELOPMENT CODE, CHAPTER 10, ZONING TEXT AMENDMENT. FILE NO. ZNC-12-01070

Staff Report:

Holan requested postponing the Public Hearing and second reading of the above-noted Ordinance No. 2013-03 to the next Council meeting of Monday, May 13, 2013, in order to allow time for the City Attorney to complete its legal review of the proposed amendments.

Public Hearing Continuance:

Mayor Truax announced the Public Hearing and Second Reading of Ordinance No. 2013-03 would be continued to the next Council meeting of Monday, May 13, 2013, as requested by staff.

7. PUBLIC HEARING AND SECOND READING OF ORDINANCE NO. 2013-04 AMENDING FOREST GROVE CODE SECTION 3.105, MODIFYING THRESHOLD COST AND ADDING CRITERIA FOR THE INSTALLATION OF SIDEWALKS; AND REPEALING ORDINANCE NO. 1976-27. FILE NO. ZNC-12-01070

Staff Report:

Holan requested postponing the Public Hearing and second reading of the above-noted Ordinance No. 2013-04 to the next Council meeting of Monday, May 13, 2013, in order to allow time for the City Attorney to complete its legal review of the proposed amendments.

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Public Hearing Continuance:

Mayor Truax announced the Public Hearing and Second Reading of Ordinance No. 2013-04 would be continued to the next Council meeting of Monday, May 13, 2013, as requested by staff.

8. **PUBLIC HEARING AND RESOLUTION NO. 2013-25 SETTING FEES AND CHARGES FOR AQUATIC CENTER, EFFECTIVE JULY 1 2013, AND REPEALING RESOLUTION NO. 2012-28**

Staff Report:

Gamble and Downey presented the above-proposed resolution for Council consideration, noting the proposed resolution would increase Aquatic Center fees and charges by four percent (4%), rounded to the nearest increment, effective July 1, 2013. For in-City (18-64) public and fitness swim, the fee would increase from \$4.50 to \$4.75. For in-City (2-17 years); Senior and Disabled Veteran, the fee would increase from \$3.00 to \$3.25. In addition, staff proposed adding a new fee for Lifeguard Challenge of \$50 to recoup costs for providing this test and Mat Rental Fee was dropped because the Aquatic Center is no longer renting mats. In conclusion, Downey noted the fee request at this time is to allow the Aquatic Center the ability to post the new fee schedule in its summer brochure.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2013-25.

Sykes read Resolution No. 2013-25 by title.

MOTION: Council President Johnston moved, seconded by Councilor Kidd, to adopt Resolution No. 2013-25 Setting Fees and Charges for Aquatic Center, Effective July 1 2013, and Repealing Resolution No. 2012-28.

Public Hearing Opened:

Mayor Truax opened the Public Hearing.

Written Testimony Received:

No written testimony was received.

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Proponents:

No one testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

Others:

No one testified and no written comments were received.

Public Hearing Closed:

Mayor Truax closed the Public Hearing.

Council Discussion:

Council President Johnston thanked staff for recognizing the need of keeping the fees low for seniors and disabled veterans.

Mayor Truax suggested staff look at setting the same fee as in-city for out-of-city disabled veterans, to which Gamble concurred taking Mayor Truax's suggestion to the Parks and Recreation Commission for discussion and consideration.

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

9. DEPARTMENT WORK PLANS FOR FISCAL YEAR 2013-14:

Community Development Department:

Holan presented a PowerPoint presentation outlining the Community Development Department's Work Plan for 2013-14 as noted in his staff report. Holan's report focused on Community Development-related work plan, activities and current programs (Periodic Review, Transportation System Plan Update, Urban Renewal Program, Transit Study, and Transit Implementation), new programs (Transportation System Plan Code Amendments, Westside Planning Study, Sustainability Plan, Development Process and Assessment, Historic Design Guidelines, Affordable Housing, Community Gardens, and Permanent Sustainability Committee); ongoing tasks (Planning Commission, Committee for Citizen Involvement, Community Forestry Commission, Historic Landmarks Board and

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Sustainability Committee support, Code Enforcement of noxious vegetation and Development Code compliance, grading permits, erosion control, processing land use permits and building permits, maintaining land use database, counter coverage, tree permits and inspection, street trees, public outreach and GIS maintenance); providing support for other departments (transportation-related projects; Town Center Revitalization, High Capacity Transit, Economic Development and Business License); and participating and monitoring county, regional and state agencies. In addition, Holan reported on other various department-related projects and goals and addressed Council inquiries and comments pertaining affordable housing and various transportation-related projects.

Library Department:

Winters presented a PowerPoint presentation outlining the Library Department's Work Plan for 2013-14 as noted in her staff report. Winters's report focused on library-related work plan, activities and programs; conducting safety and security audit (patrons, staff, building and collections); implementing solutions for recurring security and safety-related issues (police officer walk-throughs); Washington County Cooperative Library Services post RFID evaluation (identify efficiencies and identify benefits to patrons and taxpayers); Library Foundation (Ed Carpenter Art project, finalizing funding strategy, sign contract, partner with Public Arts Commission, reschedule fund-raising events and celebrate installation); and collection development analysis (inventory collection post RFID, consider formats, evaluate usage statistics and reconsider current policy). In addition, Winters reported on other various department-related projects and goals and addressed Council inquiries and comments pertaining to security and safety-related issues and new self-check out system.

Mayor Truax called for Council consensus to suspend Council's 9:00 p.m. curfew rule, to which, Council collectively agreed to continue the meeting.

Fire Department:

Chief Kinkade presented a PowerPoint presentation outlining the Fire Department's Work Plan for 2013-14 as noted in his staff report. Kinkade's report focused on fire-related work plan and action items outlined in the Cornelius/Forest Grove Fire and Rescue Strategic Plan for Fiscal Year 2013-14 (implementation of records management system, various grant applications; apparatus maintenance and equipment

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programs; vehicle replacement program; fire inspection/investigation program; facilities maintenance; pre-incident plans, disaster risk assessments, evaluating accreditation feasibility; various public education programs, and other department/employee-related programs).

Engineering/Public Works Department:

Foster presented a PowerPoint presentation outlining the Engineering, Public Works, and Water Treatment Department's Work Plans for 2013-14 as noted in his staff report. Foster's report focused on transportation-related projects (county road jurisdiction transfer, street maintenance funding study, David Hill Road Extension, Safe Routes to School Grant – B Street sidewalks, crosswalks at Thatcher Road and Gales Creek Road, College Way Open House, Annual Street Overlay Program and Council Creek Regional Trail); water-related projects (large meter replacement program and water transmission line replacement); sewer-related projects (23rd Avenue – Phase I); watershed-related activities (annual timber harvest 2013, update to Watershed Management Plan and request for proposal for forest manager contract); and engineering-related projects (public improvements design review projects and ongoing administrative-related activities, including water/sewer as-built locations, Traffic Control Review Board, sign permits, tourist-orientated signs and rights-of-way permits). In addition, Foster reported on other various department-related projects and goals and addressed Council inquiries and comments pertaining street-related projects, project cost estimates, re-defining the title of College Way Open House to identify overall purpose (i.e., downtown traffic circulation) and providing information to Council on large street improvement projects and maintenance needs of City streets.

Administrative Services Department:

Downey presented a PowerPoint presentation outlining the Administrative Services Department's Work Plan for 2013-14 as noted in his staff report. Downey's report focused on finance and budget-related tasks and management-related tasks. In addition, Downey reported on other various department-related projects and goals and addressed Council inquiries and comments pertaining to code enforcement-related issues and updates to the City Code.

10. CITY MANAGER'S REPORT:

City Manager Sykes reported on upcoming meetings and events as noted in the Council calendar and reported on dates of significant events of

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interest as noted in the City Manager's Report. Sykes reminded Council of the upcoming Budget Informational Meeting scheduled for Wednesday, April 24, 2013. Sykes reported the City has hired Johnson Reid to complete the market analysis and redevelopment study for Times Litho project. Sykes commended Department Directors for their work plan presentations, noting he is very impressed with the work of all departments as reflected in their work plans and department updates. Sykes commended Gamble and King for successfully obtaining the Oregon Parks and Recreation grant for B Street trail. Sykes provided an update on the annexation open houses, noting the meetings have been very positive. Sykes noted the City Attorney has until May 6th to prepare a response pertaining to the annexation appeal. In conclusion of the above-noted report, Sykes distributed a copy of his written report, which outlined various meetings he attended and provided updates on various City department-related activities, projects, and other upcoming city/community-wide events.

11. COUNCIL COMMUNICATIONS:

Council President Johnston thanked Police Chief Schutz for conducting the staff promotion introductions earlier in the Council Meeting. Johnston reported attending Bonamici's Town Hall Meeting. In addition, Johnston reported on other matters of interest, upcoming community-related events, and upcoming meetings he was planning to attend.

Kidd announced Historic Landmarks Board is sponsoring its 3rd Annual Preservation Fair, Saturday, April 27, 2013, 9am, 1728 Main Street. Kidd reported attending Bonamici's Town Hall Meeting and reported completing the Police Department's Citizen Academy, noting his participation gave him an opportunity to see first hand the department's proficiency. In addition, Kidd reported on other matters of interest and upcoming meetings he was planning to attend.

Lowe reported attending the Sustainability Summit; joint work session with Parks and Recreation Commission/Community Forestry Commission; and Bonamici's Town Hall Meeting. Lowe briefly reported on Fernhill Wetlands-related activities and upcoming events. In addition, Lowe reported on legislative-related issues, other matters of interest and upcoming meetings she was planning to attend.

Miller reported the Forest Grove Chamber of Commerce is now Forest

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Grove/Cornelius Chamber of Commerce and the Chamber Board has hired Howard Sullivan as the new Executive Director. Miller commended Public Works staff for immediately addressing on her behalf a roadway-related complaint. In addition, Miller reported on upcoming community events and upcoming meetings she was planning to attend.

Thompson reported the Community Forestry Commission held its Arbor Day Tree Planting Event earlier today, Monday, April 22nd, noting it was an excellent event. In addition, Thompson reported on other matters of interest and upcoming meetings he was planning to attend.

Uhing reported attending the Times Litho Ad-Hoc Committee meeting, noting the Committee viewed the property and there is going to be a market analysis done, as well as new signage was posted at the site prohibiting overnight parking. Uhing requested from the City Manager a financial/expense-related report on the Times Litho property. In addition, Uhing reported on other matters of interest and upcoming meetings she was planning to attend.

Mayor Truax announced dates of various upcoming activities and meetings as noted in the Council Calendar, noting Senator Bruce Starr's Town Hall is scheduled for Monday, April 29, 2013, 6:30 pm, Community Auditorium. Mayor Truax reported no quorum was present at the last Committee for Citizen Involvement meeting. Mayor Truax reported attending the Friends of the Library Meet and Greet. In addition, Mayor Truax reported on various local, regional, Metro, and Washington County meetings he attended and reported on various upcoming meetings and community-related events he was planning to attend.

12.

ADJOURNMENT:

Mayor Truax adjourned the meeting at 10:20 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

APPROVED

COMMUNITY FORESTRY COMMISSION
CITY SHOPS – PARKS OFFICE
23rd Avenue
February 20, 2013

1. **ROLL CALL: 5:55 pm**

Members present: Jen Warren, Dale Wiley, David Hunter, Lance Schamberger, Bruce Countryman.

Council Liaison: Ron Thompson.

Members absent: Mindy Laird-Garcia, Mark Nakajama

Staff: Dan Riordan, Steve Huffman

Guest Present: None

The meeting was called to order at 5:57 PM. A quorum was present. Chair Jen Warren presided.

2. **APPROVAL OF MINUTES:**

January minutes were approved. Dale moved and David seconded to approve

3. **CITIZEN COMMUNICATIONS:** None

4. **NEW BUSINESS**

1. Planning Retreat meeting

2. Jen asked what brought each of us to the CFC.

3. Jen then conducted a brainstorming session that generated many good ideas for the CFC and its role in the community going forward. A copy of Jens notes will be included in the meeting packet at the March 20, 2013 meeting

5. **PROJECT REPORTS**

No project reports at this planning meeting.

6. **OTHER BUSINESS**

No other business was presented at this time.

7. **ADJOURNMENT:**

David offered a motion seconded by Lance to adjourn the meeting at 7:15 pm. The motion passed unanimously. Chair Jen Warren adjourned the meeting.

Respectfully submitted,

Dale Wiley
CFC Secretary

APPROVED

COMMUNITY FORESTRY COMMISSION
CITY AUDITORIUM
MAIN STREET, FOREST GROVE, OR
MARCH 20, 2013

1. **ROLL CALL: 5:29 pm**

Members present: Jen Warren, Dale Wiley, David Hunter, Lance Schamberger. Bruce Countryman

Council Liaison: Ron Thompson.

Members absent: Mark Nakajama

Staff: Dan Riordan, Steve Huffman

Guest Present: No guests were present

The meeting was called to order at 5:29 PM. A quorum was present. Chair Jen Warren presided.

2. **APPROVAL OF MINUTES:**

February minutes were approved and corrected. David moved and lance seconded to Approve the minutes.

3. **CITIZEN COMMUNICATIONS:** None

4. **NEW BUSINESS**

1. Tree Planting Specs. David, Dale and Lance will start research and work on possible new tree planting specifications to reflect the CFC desire to move to more sustainable and lower impact tree planting.
2. CFC accepted Mindy's resignation from the CFC.
3. The CFC will have a joint meeting in April with the Parks and Recreation Commission to look at possible collaboration with them on a management plan for Thatcher Woods. Bruce will take the lead for the CFC on a possible Thatcher Woods Management plan.
4. CFC will host and sponsor a tree planting event on Rogers Park on April 22, 2013 at 10 am with 2 classes of students from the Community School. Parks Department will provide tools for digging the holes, planting the trees, hoses for watering in. The mayor and members of the City Council will be invited.

5. **PROJECT REPORTS**

No project reports at this.

6. **OTHER BUSINESS**

No other business was presented at this time.

7. **ADJOURNMENT:**

David offered a motion seconded by Lance to adjourn the meeting at 6:54 pm. The motion passed unanimously. Chair Jen Warren adjourned the meeting.

Respectfully submitted,
Dale Wiley
CFC Secretary

APPROVED

Forest Grove Historic Landmarks Board
Community Auditorium, 1915 Main Street
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3E

Members Present: George Cushing, Neil Poulsen, Holly Tsur, Larry Wade (two vacancies)
Member Excused: Paul Waterstreet
Staff Present: James Reitz
Council Liaison: Richard Kidd was present
Citizens Present: 01 (Kari Bray, Forest Grove *Leader*)

1. **Call to Order:** Poulsen opened the meeting at 7:15 p.m. **The minutes of the February 26, 2013 meeting were approved as submitted.**

2. **Citizen Communication:** None.

3. **Action Items / Discussion:**

A. Spring Issue Newsletter: Tsur reported that the Winter issue had gone to press; Reitz confirmed that it had been mailed out. Wade said it was an excellent issue and Kidd concurred.

Wade said the Spring issue would be about the old train station and a wrap-up of the Preservation Fair. He said that Don Skinner of the FHFG was working on the article and he should have an outline soon with a draft done by end of April.

Earthquake preparedness was selected as the theme for the Summer issue. It was noted that as Earthquake Tech would be an exhibitor at the Preservation Fair they might be persuaded to do an article for the newsletter. Kidd discussed a report prepared a few years ago that surveyed many of our downtown buildings. He noted that although we might be in serious danger of losing many of our historical treasures the report had indicated that there was very little money for seismic retrofits. Poulsen offered to spearhead the issue but he said he would primarily focus on masonry buildings.

Reitz asked if a topic for the Winter issue had been determined, and it was agreed that its theme would be significant buildings in Forest Grove, primarily within the downtown area.

As Tsur had recently taken over as editor of the newsletter from Wade they discussed the computer software program used for the layout. Wade advised that the previous editor had used In Design so he had continued with it. Tsur said she was familiar with Publisher and as the City uses that program she would be switching to it, but she did not intend to change the basic format of the newsletter at this time.

B. Preservation Fair Planning: Cushing said that he was continuing to work on getting exhibitors and had received fairly firm commitments from about ten so far and was working on getting more. He said that the FHFG had requested two tables for the A. T. Smith House and the Old Train Station projects. Tsur said that Mary Jo Morelli might know a painter and Poulsen suggested contacting Clatsop Community College as they have an associate's degree program in historic preservation. Reitz recommended getting a sound system to make the presenters easier to be heard and Cushing agreed to check with Vic's Guitar Cave to see if he had anything available.

Tsur brought in posters to be distributed around town and a list was developed as to where to put them up and who would do each location. Wade thought that to put them up too soon might be counterproductive; Kidd concurred. After discussion it was determined that the optimum date to put them up would be the weekend of April 12. Tsur will prepare a postcard for mailing to historic building owners, for mailing also around the 12th.

Reitz said he would contact the fire station and Cushing said he would contact Tidwell Dental about advertising on their video signs.

Reitz said the paperwork had been submitted to reserve the Central School auditorium. After discussion it was decided to start the set-up at 8 a.m. and have the clean-up completed by 1:30 p.m. He would put up the directional signs. Wade offered to have some kind of sign-in sheet to try and get a count of the people coming in. Tsur offered to prepare a postcard-type comment card for people as they leave.

- C. Preservation Month Planning / Stewart Award Candidates:** Wade reiterated his suggestion made at the last meeting: 1) to the HLB because of the long-term (30+ years) devoted to preserving Forest Grove; or 2) to the City of Forest Grove because of the Community Enhancement Program and the good effect it had had on preservation efforts. After discussion **Cushing/Tsur that the 2013 Stewart Award be presented to the City of Forest Grove for its support of the HLB through the CEP Grants Program. Motion carried unanimously.**

It was suggested that the presentation be done after the City Council awarded the 2013 CEP Grants in order to avoid any appearance of lobbying. Reitz said the annual proclamation of May being National Preservation Month would normally occur at the first May meeting (the 13th this year) and the Stewart Award was usually done at the same time but it could be delayed to the later meeting. It was also noted that the usual format was for the Mayor to give the Stewart Award but because of the unusual situation Poulsen as Chair would present the award to the Council.

Kari Bray was requested to not publish the identity of the recipient until after the presentation.

Kidd suggested a very short slide show of the some of the houses that had been beneficiaries of the grant through the years. Poulsen agreed and will prepare a short presentation.

Poulsen was reminded that the application for the CEP grant was due by Friday, March 29th. He said he would have it ready. Tsur and Wade offered to help if needed. General discussion of the format, submittal requirements and responses followed.

4. Old Business / New Business

- Council Liaison Report: Kidd updated the Board on City business.
- Staff Update: Reitz reported that he had received notice that our SHPO grant request of \$12,800 had been awarded. He'll start working on the request for proposals for both the design guidelines and standards and the website update; these will also be on the next agenda. Tsur and Wade noted that we would soon have access from the City to update the HLB website.
- New Business: Wade said he would not be attending the May, June and September meetings. As we are currently down to just five members and a quorum of four members is required, it was discussed having a phone quorum. Reitz said he would handle whatever notifications are necessary for Wade's participation by phone at the May and June meetings. He also reported that the City was recruiting for all open board and commission seats.

5. Adjournment: The March 26, 2013 meeting adjourned at 9:00 p.m.

These minutes respectfully submitted by George Cushing, Secretary

APPROVED

3F

PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, MARCH 20, 2013
COMMUNITY AUDITORIUM-CONFERENCE ROOM
PAGE 1 OF 2

- 1) **ROLL CALL:**
 - a) **Commissioners** – Ralph Brown, Quinn Johnson, Mike Olson, Brian Seitz, Howard Sullivan, Susan Taylor, Glenn VanBlarcom and Paul Waterstreet.
Absent: Nathan Seable
 - b) **Staff** – Tom Gamble, Steve Huffman, Cindy Donovan

- 2) **CITIZEN COMMUNICATIONS:**

- 3) **APPROVAL OF MINUTES:** The minutes of the February 20, 2013 meeting were approved.

- 4) **ADDITION/DELETIONS:** None

- 5) **OLD BUSINESS:**
 - a) **Budget Discussion: FY 2013-14 Proposals**
 - i) Tom gave a brief overview of the budgets for the Aquatic Center and the Parks Department. Operating costs were bumped up a little as supplies increase in price.
 - (1) Michael and Paul look at where the greatest needs are when all the departments' General Fund decision packages have been submitted.
 - (2) Some items are general fund and others will go in the CIP budget.
 - b) **Aquatics Decision Package**
 - i) Included the Energy Conservation Package, painting the outside of the building and increased staffing.
 - c) **Parks Decision Package**
 - i) Add a staff position.
 - ii) Replace playground equipment at Bard Park.
 - (1) Second oldest park in the City. The structure was installed in 1992 and it is hard to get replacement parts.
 - (2) The fall zone has already been done.
 - (3) Staff would oversee the project but there is an opportunity for a service group to do the actual installation.
 - (4) Some of the structure can be paid for with SDC's.
 - d) **Top Dressing Lincoln Park/Thatcher Park**
 - i) The practice field at Lincoln Park should be top dressed twice, re-seeded and allowed to rest. Track and field is tough on this field.
 - ii) Thatcher should be done once a year.

- e) **Ground Maintenance (Times Litho)**
 - i) There will be a lot of up keep on the outside of this property. We are currently tracking our time. Possibly hire outside contractors to come once or twice a month. This will be submitted as a Decision Package.
- f) **Future priorities:**
 - i) Stites Park – heavy development in that area. Eleven acres – natural areas, active spaces and a restroom.
 - ii) North entrance to Lincoln Park.
 - iii) Permanent site for the dog park.
 - iv) Permanent site for the Community Gardens.
- 6) **NEW BUSINESS:**
 - a) **Park Rental Policy/Rules Discussion**
 - i) We will be working on better guidelines for rentals.
- 7) **COMMISSIONER’S REPORTS:** None
- 8) **STAFF REPORTS:**
 - a) Tom –
 - i) There was a nice article about the Aquatic Center in the NewsTimes.
 - ii) We are now taking credit cards at the pool.
 - iii) The “Big Sky” Track Meet will be held at Lincoln Park May 7 thru May 11.
 - iv) There has been some conversation with the county about certain roads being taken over by the City, such as David Hill Road. There needs to be a crosswalk added, speed limits reduced and self-actuated lights installed.
 - v) Steve – The “truck” is back on the barber pole. (This is the ball at the top).
- 9) **ANNOUNCEMENT OF NEXT MEETING:** The next meeting will be Wednesday, April 17, 2013 at 6:30 p.m.
- 10) **ADJOURNMENT:** The meeting was adjourned at 8:32 a.m.

APPROVED

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PUBLIC SAFETY ADVISORY COMMISSION
Forest Grove Fire Station
1919 Ash Street
January 23, 2013
Page 1 of 3

PSAC approved the minutes as presented March 27, 2013.

1. **ROLL CALL:**

Meeting Called to Order by Chairman Mills at 7:30am.

Members Present:

Robert Mills, Chairman; Mike Bernhardt; Allyn Clark; Drue Garrison, Victoria Johnson, Nathan Seable

Other Non-Voting Representatives Present:

None

Members Absent:

John Rinier, Tim Dierickx.

Liaison Present:

Tom Johnston-Council Liaison

Staff Present:

Police Chief Schutz
Fire Chief Kinkade

2. **CITIZEN COMMUNICATIONS:** None.

3. **APPROVE OF MINUTES:**

Motion passed by unanimous consent to approve minutes of November 28, 2012.

4. **ADDITIONS/DELETIONS:** None

5. **REPORTS AND PRESENTATIONS:**

Police Department Report – Police Chief Schutz

Highlights and Discussion:

Chief Schutz advised that she attended a conference a few weeks ago and among the items discussed was the role of PSAC. Chief Schutz discussed the potential for the PSAC to be involved in the development of a public policy for policing that would include strategic goals that would start with our city manager and city council and would include business partners.

Chief Schutz advised that she does not have a written report for presentation at this meeting.

Chief Schutz provided information about the weekend shooting incident and commended the Forest Gove PD for their professional response and thanked our neighboring jurisdictions for their assistance. Five officers will be on administrative leave while the incident is investigated in accordance with standard procedure. Additionally, the PD held a Neighborhood Watch meeting organized by Mike Bernhardt and PD staff which was attended by over 50 people.

Chief Schutz inquired about the PSAC's mission. Open discussed followed and Chief Kinkade advised that several years ago he had supported that PSAC be dissolved due to ongoing absence of productivity of the PSAC. Chief Kinkade also stated that during the past year the PSAC had been more productive – possibly due to the complete turnover of membership.

Fire Department Report – Fire Chief Kinkade

Chief Kinkade distributed his report to members.

Chairman Mills discussed the non-combat fire fighters and the things they can do in case of an earthquake or flood. Mills asked if a citizen could volunteer in a similar manner with the Police Department and Chief Schutz advised that they could not due to vetting, security and liability reasons.

Council Liaison Report – Councilor Johnston

Councilor Johnston reminded PSAC members of the Town Hall meeting on the upcoming Saturday and advised that although the topic is "Sustainability" that the forum will be as much about budgets as it is about sustainability.

7. **OLD BUSINESS:**

8. **NEW BUSINESS:**

Chairman Mills reviewed the PSAC's initiatives during the past year remarking that among other items, the PSAC had worked hard on the Levy earlier in the year in its advisory role to Council.

Chairman Mills was re-elected to the position with motion made by Bernhardt, second made by Johnson and passing unanimously.

Drue Garrison was re-elected to Vice-Chair with motion made by Bernhardt, second made by Seable and passing unanimously.

9. **ADJOURNMENT:**

Motion to adjourn by Mills, seconded by Garrison, and approved by unanimous consent.

Meeting adjourned at 9:22am.

Next meeting is February 27th, 2013.

Respectfully submitted by:
Victoria Johnson, PSAC Member & Secretary

APPROVED

PSAC approved the minutes as presented March 27, 2013.

1. **ROLL CALL:**

Meeting Called to Order by Chairman Mills at 7:35am.

Members Present:

Robert Mills, Chairman, Nathan Seable & Allyn Clark

Other Non-Voting Representatives Present:

None

Members Absent:

John Rinier, Tim Dierickx, Mike Bernhardt & Drue Garrison

Liaison Present:

Tom Johnston, Council Liaison

Others Present:

Police Chief Schutz, Fire Chief Kinkade, Sharon Cox, Jill Smith & Kari Bray

2. **INTRODUCTIONS**

3. **CITIZEN COMMUNICATIONS**

None

4. **APPROVAL OF MINUTES**

A quorum was not present to approve the minutes.

5. **ADDITIONS/DELETIONS**

None

6. **ACTION ITEMS/DISCUSSION**

None

7. **STAFF'S REPORT**

Police Department – Chief Schutz said that she is not sure exactly what kind of a report the Commission wants from her. She could give the same report that she gives to the Council every 2 weeks. One thing that has been in the paper recently that she will discuss is the recent increase in graffiti. There are quite a few people asking to be involved in a Graffiti Task Force that they will be put together soon. She said the most important thing is to remove it as soon as it is discovered. The Police Department relies on other City Departments as well as the community to report and clean up graffiti. She would like to see an improvement in the City Codes as well as the hiring of a Code Enforcement Officer. They are working with Suzanne Hudson-Rau who is in charge of the Municipal Court and she has begun the process of re-writing some of the codes.

She reported the department has 3 items they would like to accomplish this year. The first is to get continuity within the department – in the last 1 ½ years the entire administrative staff has been replaced. The second is to develop code enforcement and the third is to work on a public policy on policing.

Fire Department – Chief Kinkade highlighted some of the more important items on his January report. We received a 2 year SAFER grant to fund a Fire Inspector II position. Lt. Chris Woodford has been promoted to a Captain to fill this position and Firefighter Tony Carter has been promoted to a Lieutenant to fill Woodford's vacated position. The Firefighter position has been offered to one of our Volunteer/Interns. The background checks and medical evaluations are being done at this time before a formal announcement is made.

We also have received notification from the Veterans Administration that our Intern program has received their approval. This allows veterans to receive a stipend through their GI Bill to help them offset their living expenses while they are training to become a Firefighter. Lt. Tad Buckingham, Volunteer Recruitment and Retention Coordinator, was instrumental in getting this approved.

Our spring recruit academy has just begun and is going well. This is a series of classes that is held over 2 ½ months to train our new volunteers.

8. **OLD BUSINESS**

Public Safety Survey – This item was tabled. There should be a full report at the next meeting.

Traffic Study - Chairman Mills said that he spent several hours researching

other PSAC's to see what they do. He found that many of them are made up of citizens and most of them are struggling with the same identity problems. One thing that was mentioned many times that they are involved in is their community's traffic review boards. Currently our Engineering Department is in charge of this and there are a few other staff members in attendance as well. He said he thinks that maybe this is something the group could have some input on.

There was discussion regarding the possibility of merging PSAC and the TCRB.

9. NEW BUSINESS

Letter from Allyn Clark – There was discussion about crosswalks, traffic and the future of the PSAC in general. Tom Johnston said that Pacific University has a master plan they are working on that includes University Avenue development. The work on this will be done this summer. Several crosswalks will be added as well as parking, etc.

Chief Schutz asked the group what their mission and plans are.

Chief Kinkade showed the group the PSAC By-laws. The newest members in attendance had never seen this document. Sharon will email the document to the group.

Chairman Mills suggested that they possibly set a work session to discuss the future of the commission.

Chief Kinkade said they should ask themselves "is PSAC necessary in the community"?

Nathan Seable said he thinks it is a viable group once they decide what their goals are.

Chairman Mills reiterated that everyone needs to look at the By-laws and next meeting this discussion will continue.

Future of Volunteer Firefighters – This item was tabled.

10. ADJOURNMENT:

The meeting was adjourned at 8:50 am.

Next meeting is March 27th, 2013.

Recorded & submitted by:

Sharon Cox, Administrative Assistant

APPROVED

PSAC approved the minutes as presented April 24, 2013.

1. ROLL CALL:

Meeting Called to Order by Chairman Mills at 7:30 am.

Members Present:

Robert Mills, Chairman, Allyn Clark, Mike Bernhardt, Drue Garrison & John Rinier

Other Non-Voting Representatives Present:

None

Members Absent:

Tim Dierickx & Nathan Seable

Liaison Present:

Tom Johnston, Council Liaison

Others Present:

Police Chief Janie Schutz, Fire Chief Michael Kinkade, Kevin Ellingsburg, Jill Smith & Kari Bray

2. INTRODUCTIONS

3. CITIZEN COMMUNICATIONS

None

4. APPROVAL OF MINUTES

There was a motion to approve the minutes from the January 23, 2013 meeting.

Motion carried 5 – 0. Dierickx and Seable absent

There was a motion to approve the minutes from the February 27, 2013 meeting.

Motion carried 5-0. Dierickx and Seable absent

5. ADDITIONS/DELETIONS

None

6. **ACTION ITEMS/DISCUSSION**

None

7. **STAFF'S REPORT**

Police Department – Chief Schutz reported the PD will be announcing their new Captain on Friday, March 29th.

Graffiti follow up – Chief Schutz met with school officials in regards to the graffiti issues around town. The school will be a great resource and the department will need their continued cooperation if they find students who may be involved in graffiti.

They have a coalition of 15 – 20 volunteers signed up and there is the possibility of joining up with COPCAB out of Cornelius. They do well with assisting the PD there taking care of graffiti reports and getting it cleaned up.

Fire Department – Chief Kinkade highlighted some of the more important items on his February report. He noted that on the back 2 pages of the report are the fire departments Vision and Mission statements as well as Strategic Goals. Please read these and if you ever have questions, please ask.

The second report is the Annual report. The first 7 pages are highlights of the year, data and graphs. The other pages are copies of the monthly reports for 2012. John Rinier asked about the simultaneous calls. Chief Kinkade said this happens when a unit is dispatched while we are on another call. Our average is 10% of our total call volume. These calls stress the system in terms of the number of staff we have available to respond. We depend on volunteers and mutual aid to help cover these calls.

8. **OLD BUSINESS**

Public Safety Survey – The survey has been posted on the City website. It will be sent to the members for review before discussion.

Graffiti – Mike Bernhardt reported there were 3 items in the Public Safety Survey that citizens felt needed attention - graffiti, speeding and people not

feeling safe in parks and on trails. He said that the PSAC is eligible to apply for CEP grant funds. These funds could be used to purchase needed material & supplies to help with the cleanup of graffiti.

Allyn Clark said it is a good opportunity for PSAC to help secure some funds to help.

John Rinier said he would support asking for the funds and then handing it over to the Police Department to manage it.

Chief Kinkade told them about our chimney brush check out program thinking that people could check out paint brushes, etc.

Chief Schutz said there is no room at the PD to store supplies.

Chairman Mills said he would like to see them apply for the funds and set up a subcommittee to work out the details.

Mike Bernhardt and Allyn Clark volunteered to be on the committee and they will ask Nathan Seable if he would like to also.

Discuss Bylaws & Future of PSAC - tabled for the next meeting

9. NEW BUSINESS

Future of Volunteer Firefighters – tabled for the next meeting

There was discussion regarding the taking of their minutes. It was decided that the Fire Department would supply the recorder and then staff will type them up.

Comments

Councilor Johnston commented that the WCCCA Budget Committee has met and passed their budget. He has been elected Vice-Chairman. They are looking for a couple of people for their Executive Board. They are going to set up a committee to look at how the fees are set.

10. ANNOUNCEMENT OF NEXT MEETING – April 24, 2013 @ 7:30 am

11. ADJOURNMENT:

The meeting was adjourned at 8:57 am.

Recorded & submitted by:
Sharon Cox, Administrative Assistant

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Monthly Building Activity Report

April-13

2012-2013

Category	Period: April-12		Period: April-13	
	# of Permits	Value	# of Permits	Value
Man. Home Setup				
Sing-Family New	8	\$1,793,651	23	\$5,757,343
SFR Addition & Alt/Repair	4	\$26,523	5	\$67,678
Mult. Fam. New/At	2	\$2,833,603	2	\$470,309
Group Care Facility				
Commercial New				
Commerical Addition				
Commercial Alt/Repair	11	\$194,594	3	\$11,750
Industrial New				
Industrial Addition				
Industrial Alt/Repair				
Gov/Pub/Inst (new/add)	3	\$16,871,500		
Signs			2	\$3,500
Grading			2	
Demolitions	1			
Total	29	\$21,719,870	37	\$6,310,580

Fiscal Year-to-Date

2010-2011		2011-2012	
Permits	Value	Permits	Value
210	\$58,063,531	223	\$35,154,112

**FOREST GROVE CITY LIBRARY
CIRCULATION STATISTICS REPORT: APRIL 2013**

(CREDIT CARD LIVE DATE February 20, 2013)

	MAR 2013	FEB 2013	MAR 2012
MONTHLY TRAFFIC			
Eye Count (Daily count of patrons for month)	19,346	17,264	17,792
Number of Days Open to the Public:	24	24	26
New Registrations (New Patron card issued)	132	132	103
CIRCULATION:			
Total Check-outs:	33,833	31,490	35,266
Total Check-ins:	24,353	22,001	25,488
ILLs (Inter-library loans/out of county):	63	100	118
COURIER:			
Intra-library Holds to Forest Grove:	13,081	12,234	13,538
Intra-library Holds from Forest Grove:	10,011	9,428	10,319
PROGRAMS:			
# of Adult Programs	7	5	6
Adult attendance at Adult Programs	103	103	101
Teen attendance at Adult Programs	0	0	NA
Children attendance at Adult Program	2	5	NA
# of Children's Programs	24	19	19
Children's attendance at Children's Programs	280	308	171
Adult attendance at Children's Programs:	182	199	104
Teen attendance at Children's Programs	0	0	NA
# of Community Programs	1	2	NA
Adult attendance at Community Programs	28	16	NA
Children's attendance at Community Programs	0	0	NA
Teen attendance at Community Programs	0	0	NA
# of Teen Programs	0	0	0
Teen attendance at Teen Programs	0	0	0
Adult attendance at Teen Programs	0	0	0
Children's attendance at Teen Programs	0	0	0
# of Early Childhood Discovery Time Programs	6	6	NA
REFERENCE:			
# of Reference Questions	1,375	1,345	NA
SELF CHECK-OUT:			
Self-Check Out Patrons Accepted	2,707	2,492	892
Self-Check-Out Patrons Denied	208	237	279
Self-Check-Out Total Items	10,581	10,269	3,770
Self-Check-Out Items Denied	152	169	45
Self Check-Out Items Renewed	87	54	18
VOLUNTEERS:			
Number of volunteers	49	49	52
Volunteer hours	475	459	529
COMPUTER USE:			
# of sessions	2,604	2,206	2,793
Total user hours	1,592	1,337	1,611
Average session time in minutes	37	36	35

MEMORANDUM

TO: Mayor Peter Truax and City Councilors

PROJECT TEAM: Anna D. Ruggles, CMC, City Recorder
Michael Sykes, City Manager

DATE: May 13, 2013

SUBJECT: Accept Resignation on Committee for Citizen Involvement

Susan Aguilar, Committee for Citizen Involvement, Term Expiring December 31, 2014, has informed staff of her desire to resign from the Committee for Citizen Involvement as per her attached e-mail resignation.

STAFF RECOMMENDATION:

Staff is recommending the City Council accept the above-noted resignation and deem the seat vacant.

From: Susan Aguilar [mailto:]
Sent: Thursday, April 18, 2013 12:46 PM
To: Kottkeyk; Anna Ruggles
Subject: FW: CCI

Hello Kristy and Anna,

I wanted to send an email to you and Anna that I will be resigning from my post as a CCI member. I am refocusing my volunteering efforts in more specific areas, such as serving the homeless and etc. I wish you the best and I do think your efforts and purpose this year are great.

Susan S. Aguilar

CERTIFICATE OF APPRECIATION

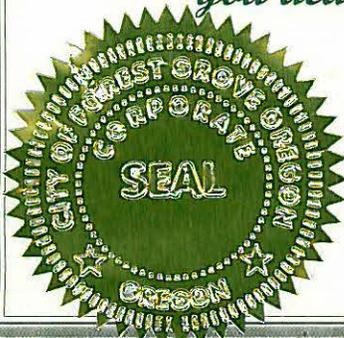
Awarded to

Susan Aguilar

*Committee for Citizen Involvement
2011 – 2013*

In Recognition of Dedicated Service to the
City of Forest Grove and Citizens of Forest Grove

*The Forest Grove City Council sincerely thanks you for the time and effort
you dedicated to the Forest Grove Committee for Citizen Involvement.*



city of
forest
grove

Peter B. Truax, Mayor
Forest Grove City Council
May 13, 2013

MEMORANDUM

TO: Mayor Peter Truax and City Councilors

PROJECT TEAM: Anna D. Ruggles, CMC, City Recorder
Michael Sykes, City Manager

DATE: May 13, 2013

SUBJECT: Appointment to Committee for Citizen Involvement

BACKGROUND:

There currently exists a vacancy on the Committee for Citizen Involvement (CCI), term expiring December 31, 2014.

The Council interviewed Debbie Pariera in Work Session, held Monday, April 22, 2013, and made recommendation to appoint Pariera to the Historic Landmarks Board; however, since that time, a vacancy has occurred due a recent resignation on CCI. Staff has contacted Pariera who has advised staff that she is available and very interested in serving and filling the vacancy on CCI instead.

STAFF RECOMMENDATION:

Staff is recommending the City Council consider approving at the Council meeting of May 13, 2013, a resolution making the above-noted appointment. If Council desires not to make this appointment, Council may reject placing this item on the Consent Agenda and/or discuss separately.

RESOLUTION NO. 2013-27



RESOLUTION MAKING APPOINTMENT
TO THE CITY OF FOREST GROVE
COMMITTEE FOR CITIZEN INVOLVEMENT

WHEREAS, Resolution No. 1991-57 has provided for a Committee for Citizen Involvement; and

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

WHEREAS, there currently exist vacancies on the Committee for Citizen Involvement; and

WHEREAS, the City Council has received applications from citizens desiring to serve on the Committee for Citizen Involvement, and subsequently interviewed citizens making application for service on this Committee.

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

Section 1. That the following person is hereby appointed to the City of Forest Grove Committee for Citizen Involvement for the following term (new appointment noted in **CAPS** and **BOLD**):

<u>Last Name</u>	<u>First Name</u>	<u>Term Expires</u>
Bannister-Lawler	Sebastian	December 31, 2015
Kottkey	Kristy	December 31, 2013
PARIERA	DEBBIE	December 31, 2014
Perrault	Michael	December 31, 2015
Salgado	Marissa	December 31, 2015
Somes	Brenda	December 31, 2015
Sullivan	Howard	December 31, 2014

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

PRESENTED AND PASSED this 13th day of May, 2013.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 13th day of May, 2013.

Peter B. Truax, Mayor



CITIZEN ADVISORY BOARDS, COMMITTEES, &

Interview
4/22/13
@ 5:45pm

(Please complete, sign and date application form and return to:
City of Forest Grove
Attn: Anna Ruggles, City Recorder
1924 Council Street • P. O. Box 326
Forest Grove, OR 97116-0326
Fax • 503.992.3207 Office • 503.992.3235
aruggles@forestgrove-or.gov

Please check the Advisory Board on which you would like to be considered for appointment. If interested in serving on multiple Boards, please list the order of preference (1-10). Terms vary. (Please note: The meeting dates/times are subject to change with advance notice).

Table with 2 columns: Board Name and Meeting Schedule. Rows include Budget Committee, Committee for Citizen Involvement, Community Forestry Commission, Economic Development Commission, Historic Landmarks Board, Library Commission, Parks & Recreation Commission, Planning Commission, Public Arts Commission, and Public Safety Advisory Commission.

NAME: Debbie Pariera
RESIDENCE ADDRESS: [Redacted]
MAILING ADDRESS: Same as above
EMPLOYER: [Redacted]

HOME PHONE: [Redacted]
BUSINESS PHONE: [Redacted]
E-MAIL: [Redacted]
OCCUPATION/PROFESSION: Administrative Assistant

Years living in Forest Grove? 24 years Live in City limits? Yes How did you hear of this opportunity? Website

How would you currently rate City's performance? [] Excellent [] Good [x] Fair [] Poor

What ideas do you have for improving "Fair" or "Poor" performance? REALLY plan out development - assess current and future plans for home building and what the impact would be on infrastructure; make starting a business easier by simplifying the permit process. A nicer park for community events or just where people can gather; walking and bike trails; walk friendly downtown and develop more businesses downtown. Take advantage of the fact that we have 1600+ extra people on a university campus right in the middle of town

Why are you interested in serving on the Advisory Board/Committee/Commission? I am concerned about the impact of what additional houses will have on the current infrastructure of roads and schools. We need more businesses in Forest Grove - small businesses. We need folks spending their money here - not driving to Cornelius, Hillsboro or Streets of Tanasbourne. I'd like to be a part of improving our livability, industry, and sustainability here in our community. What services for the marginalized can we provide-if needed.

What contributions do you feel you can/will make to the Board/Committee/Commission? I'd like to be part of the solution, and a, willing to share ideas and then work to implement them. Mainly, I'd like to understand how things work and do my part to better the town that has provided me with a place to work and pleasure in owning a home, in friends, neighbors and community members.

What qualifications, skills, or experiences would you bring to the Board/Committee/Commission? I have administrative support skills, I can type, some excel, do power point, talk to people. I am good at working independently or in a group. I am willing to do whatever is needed to be done. I have volunteered at my church doing a variety of things- lead music, teach, council work, worked with the college students, currently volunteer for our Family Bridge program and worked to get our church in the network and coordinating the program

Previous/current appointed or elected offices: St. Anthony's Parish Council-previously, Family Bridge Board member-briefly.

Previous/current community affiliations or activities: Family Bridge Church Past Coordinator and current volunteer, worked on the Ben Unger campaign in the fall.

If not appointed at this time, may we keep your name on file? [x] Yes [] No

Signature: Debbie Pariera Date: 4-16-13
I have sufficient time to devote to this responsibility and will attend the required meetings if appointed

(App 12/12)

Memorandum

To: City Council
From: Jon Holan, Community Development Director
Michael Sykes, City Manager
Date: May 13, 2013
Re: Second Reading of Development and Municipal Code Amendments

Attached are two documents incorporating changes provided by the City Attorney's Office and the two amendments identified by the Council at the April 8th meeting. The documents are a revised Exhibit A to Ordinance Number 2013-03 amending the Development Code and revised Ordinance Number 2013-04 amending the Municipal Code.

The Council amendments include the following revisions:

- Additional wording to Section 10.8.710 B.3.d. (Amendment Number 30) to allow treatment of windows for energy or security purposes as follows:
"Windows shall not be reflective, tinted or treated in such a way as to block views into or out of windows unless for energy or security purposes."
- Change the interval for electronic displays (Amendment 32) from three to seven seconds.

The changes received from the City Attorney's Office generally improved clarity and wording and did not change anything substantively. One change beyond a word change involved Amendment 6 pertaining to the City Engineer certification. Originally, staff proposed establishing the certification requirements as a pre-application requirement. The change is to incorporate the certification as part of the application requirements. Effectively, this has no impact from either a process or requirement standpoint.

Regarding Amendment 6, staff also added reference to legal access to Subsection 1 a. to e. (excluding d. which already had the reference) to water, sewer, storm water and electrical power to clarify the intent of the amendment.

STAFF RECOMMENDATION: With these changes, staff recommends the City Council adopt Ordinances 2013-03 and 2013-04.

ORDINANCE NO. 2013-03ORDINANCE AMENDING FOREST GROVE DEVELOPMENT CODE, CHAPTER 10
ZONING TEXT AMENDMENT FILE NO. ZNC-12-01070

WHEREAS, the City of Forest Grove has prepared amendments to the Development and Municipal codes to address subdivision related matters and revisions Pacific University requests amendment to the comprehensive plan map; and

WHEREAS, notice of this request was mailed to Metro, Oregon Department of Transportation (ODOT) and the Department of Land Conservation and Development (DLCD) on December 12, 2012. One comment was received from Metro pertaining to proposed amendments to the General and Light Industrial districts; and

WHEREAS, notice for the Planning Commission hearing of this request was posted in three public places on January 14, 2013, and published in the *News Times* on January 30, 2013 as required by Development Code Section 10.1.710 and written comments were received due to these notices; and

WHEREAS, the Planning Commission held a work session on December 3, 2012, and held the duly-noticed Public Hearing on the proposed zoning text amendment on February 4, 2013; and

WHEREAS, the City Council conducted a work session on March 18, 2013, and held the duly-noticed Public Hearing on the proposed zoning text amendment on April 8, 2013.

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

SECTION 1. The Forest Grove City Council does hereby approve and adopt the City of Forest Grove Development Code text amendments as set forth in the attached Exhibit A.

SECTION 2. The Forest Grove City Council does hereby adopt the reports and analysis in support of this action: Staff Report to Planning Commission, including Findings and Recommendations, dated February 4, 2013, and Staff Memorandums to Council, dated March 18 and April 8, 2013 (Attachment A).

SECTION 3. The Forest Grove City Council does hereby make the following specific findings in support of this decision:

Development Code Section 10.2.630 *Review Criteria* lists two standards to be satisfied to adopt a text amendment:

- A. The text amendment is consistent with relevant goals and policies of the Forest Grove Comprehensive Plan; and

Discussion: Comprehensive Plan residential, commercial, industrial, and historic preservation goals and policies address several of the proposed amendments. Other amendments relate to process or development standards not addressed by the Comprehensive Plan. Relevant goals and policies as follows:

Residential Goal

1. RESIDENTIAL AREAS SHALL BE DEVELOPED IN A SAFE, AESTHETICALLY PLEASING, AND EFFICIENT MANNER.

Finding: The proposal to restrict the use of shipping containers (Amendment 23) promotes residential neighborhoods to be developed in an aesthetically pleasing manner by not allowing industrial type structures in residential areas.

Finding: The proposal to allow parks as permitted uses (Amendment 15) was part of the previously adopted Zoning Ordinance which was consistent with the Comprehensive Plan since it was adopted in concert with the Comprehensive Plan and modified consistent with Plan goals and policies. It also furthers the Residential Goal 1 by facilitating the development of parks as a permitted use while requiring a conditional use permit for more intensive recreational uses. This promotes residential areas to develop in a safe and aesthetically pleasing manner.

Commercial Goals

2. ENCOURAGE THE OPPORTUNITY FOR REVITALIZATION OF THE CENTRAL BUSINESS DISTRICT.

Finding: Amendment 17 to allow office above the first floor in Town Center Core District and personal uses in the Town Center Supports support Commercial Goal 2 creating opportunities for these two uses. This in turn facilitates the revitalization of the Central Business District by expanding the location of these uses consistent with the adopted purpose statement for each district (as explained in the staff report).

4. ENCOURAGE DEVELOPMENT OF NEIGHBORHOOD CONVENIENCE CENTERS AS NEEDED IN OUTLYING AREAS OF THE CITY TO SERVE EXISTING AND FUTURE RESIDENTIAL DEVELOPMENT.

Finding: Amendment 16 would allow the sale of liquor in the Neighborhood Commercial District. Restaurants, in staff's opinion, are considered part of a neighborhood convenience activity and service usually frequented by residents in the area. It is not unusual to find such activity in a commercial neighborhood area. Pubs also promote the neighborhood by providing a place for residents to interact and improve the connectedness in the area. In both types of uses, the sale and serving of liquor, particularly beer and wine, are a typical part of the operation and helps economically sustain that operation. Thus, staff concludes that allowing the serving of liquor promotes Commercial Goal 4.

Industrial Policy

6. Provide for specific industrial activities as permitted uses in designated industrial districts, restricting retail and office uses to those directly accessory to the main industrial use of a site.

Finding: Amendment 18 pertains to allowing sales of manufactured products on-site and expanding the allowance of office uses for any industrial activity which are either located or not located on any site. The sale of on-site manufactured goods is consistent with Industrial Policy 6 since it would maintain the restriction of retail to that directly accessory to the main industrial use of the site. This is achieved by the limitation of selling only of product manufactured by the company using the property and restricting the size of the retail operation to a maximum of 5,000 square feet or not more than 40% of the floor area.

Finding: The proposal to generally allow offices in industrial buildings is not consistent with Industrial Policy 6. However, it is found that current economic conditions have resulted in inefficient use of empty industrial facilities. About 38 percent of the industrial buildings in the General and Light Industrial districts are vacant. In addition, there have been opportunities to utilize some of these spaces but was precluded due to the provisions of the code. This proposed amendment is intended to provide additional flexibility in utilizing these underused facilities. It is found that this economic limitation outweighs the policy limitation. Further, the intent of the policy is maintained by the amendment by limiting the amount of the area of a building devoted to office use to assure that the primary use of the facility as industrial is still achieved.

Historic Preservation Goal

1. PRESERVE AND ENHANCE AREAS, SITES AND STRUCTURES OF HISTORIC OR CULTURAL SIGNIFICANCE TO THE FOREST GROVE AREA.

Finding: Amendment 15 would establish a limitation to prohibit manufactured homes within historic districts. By such a limitation, it would help preserve the character of the three historic districts in the community by not allowing structures that are clearly not part of the era that the three historic districts reflect. Thus, the amendment promotes the preservation of historically significant areas.

- B. The text amendment is consistent with relevant statewide and regional planning goals, programs and rules.

Finding: Statewide and regional planning goals, programs and rules generally do not apply to most of the proposed code amendments. The one exception is Amendment 18 which pertains to allowing sales of manufactured products on-site and expanding the allowance of office uses to uses which are not related to industrial use. Because both of these proposed changes establish area limitations to assure the facility is maintained or available for industrial use, Regional Title 4 requirements are met.

SECTION 4. This ordinance is effective 30 days following its enactment by the City Council.

PRESENTED AND PASSED the first reading the 8th day of April, 2013.

POSTPONED the second reading this April 22, 2013.

PASSED the second reading this 13th day of May, 2013.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 13th day of May, 2013.

Peter B. Truax, Mayor

Ordinance No. 2013-03
Exhibit A
2013 Code Update

The following are 33 proposed amendments to the Development Code with one amendment affecting the Municipal Code. The first 14 amendments implement the subdivision review analysis to address issues raised by the Subdivision Analysis and lawsuit. The remaining amendments have been identified by Community Development and Engineering staff. The amendments were reviewed by the Plans Review Board (staff) on September 19, 2012 and the Planning Commission at a work session held on December 3, 2012.

Each amendment is prefaced by a brief description.

Proposed Amendments to Implement Subdivision Review Analysis

Development Code – Article 1

- 1. Amend 10.1.130 to add new subsection E to prohibit issuance of land use permit for construction of a structure until all services are available. Also amend Section 10.1.130 E (or new F) and add new subsection G to resolve time limit conflicts in the Code for tentative maps, establish separate criteria for time extensions and establish a time limit for final maps.***

10.1.130 WHEN LAND USE PERMITS ARE REQUIRED

Land use permits are required when a development or lot line adjustment as defined by this Code is proposed unless exempted under specific provision. However, exempt activities and developments may be subject to other applicable provisions of the Code. When a land use permit is required, then:

- A. No person shall initiate a development until a land use permit has been approved.
- B. The City shall not issue any other permit for the development until the land use permit has been approved. Concurrent review of building permit applications and other applications related to the land use permit are allowed under the following conditions:

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1. Final approval of building and other permits are not allowed without land use permit approval; and
 2. The applicant acknowledges the risk that a land use permit may be denied, the land use permit could change, and/or the outcome of the land use permit could alter other permit requirements.
- C. A land use permit shall not be approved for the division, improvement, or use of land that has been divided or otherwise developed in violation of this Code unless the violation is corrected prior to or concurrent with issuance of a land use permit.
- D. No action may be taken in reliance upon a decision approving a land use permit until all applicable appeal periods have expired or while an appeal to a City review body is pending.
- E. A land use or building permit that would allow for the construction of a structure shall not be issued unless all applicable and needed services including vehicular access, power, sewerage, domestic and fire water supply and storm water drainage are available to the site where the structure is to be built. This provision does not apply to permits for a structure that does not require such services (such as a storage shed).
- F. All land use permits, with the exception of a subdivision, expire one year from the date of issuance unless:
1. Substantial construction or operation of the development has begun within that time and has continued toward final completion; or
 2. Development is proceeding in accordance with an approved phasing plan; or
 3. A written extension is granted by the Director under the Type I review process.
- G. A subdivision is subject to the following time limits:
1. The Tentative Plat for a subdivision expires two years after the date of approval unless:
 - a. Application for final plat has been filed with the City; or

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b. A time extension is approved pursuant to Section 10.1.135;
or

c. The Tentative Plat has been approved with a phasing plan
consistent with the provisions of Section 10.6.005 D.

2. The Final Plat for a subdivision shall be recorded within one year
after the plat has been submitted to the City.

2. Amend Section 10.1.135 to make appropriate reference changes.

10.1.135 EXTENSION OF LAND USE PERMIT

The Director, at the applicant's request, may extend a land use permit under the Type I review process. Requests for extension must be filed with the Director prior to the expiration date of the original approval or subsequent extension. No single extension of time shall exceed a one (1)-year period. Extensions shall not be approved where the effect of the extension would violate any provisions of this Code or any amendments made following the effective expiration date. In addition, the Director may require a new application for a permit if conditions on the site or adjacent property have changed substantially since the original permit approval. Except for a land division, in no instance shall the extension(s) exceed a total of two (2) years from the effective date of project approval. For a land division, the time extension for a tentative map shall not exceed four (4) years from the effective date of project approval. Final maps are not eligible for time extensions. Extensions shall not modify the original decision. A land use permit shall expire at the end of the time extension period unless the provisions of Section 10.1.130.E F.1. or 2. are met or Section 10.1.130 G.1 for subdivisions.

3. Amend Section 10.1.310 to clarify that the applicant can reasonably accomplish conditions of approval.

10.1.310 CONDITIONS OF APPROVAL

All review bodies have the authority to impose reasonable conditions of approval to ensure that all applicable approval criteria are, or can be, met. Conditions shall only be imposed where the applicant has the ability to comply without depending upon the actions of other parties that are not associated with the project unless agreements with the other parties are in place prior to submittal. This requirement excludes a review or approval required by a public agency. Failure

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to comply with any condition of approval shall be grounds for revocation of the permit(s) and grounds for instituting code enforcement proceedings.

Article 6

4. Amend Section 10.6.005 A to recognize that final plats are not a land use decision and add new subsection G. to require the presence of services to a lot before a building permit will be issued.

A. Relationship to State Law. ORS Chapter 92 governs all land divisions. State law permits the City to develop its own procedures and review criteria for land divisions. However, because the state law limits the City's discretion in land divisions, users of this Code are encouraged to review ORS 92 to be aware of all state requirements applicable to land divisions. Pursuant to ORS 197.015(10)(b)(G), a City decision to approve or not approve a final plat is not a land use decision.

G. A building permit for the construction of a structure shall not be issued unless all applicable and needed services including vehicular access, power, sewerage, domestic and fire water supply and storm water drainage are available to the lot or parcel where the structure is to be built. This provision does not apply to permits for a structure that does not require such services (such as a storage shed).

5. Amend Section 10.6.005 D to extend phasing from 5 to 8 years and to require dedication of public rights-of-way for significant streets at the first phase.

D. Phased Subdivision.

1. The review body may authorize a time schedule for platting a subdivision in phases. Each phase may be for a period of time in excess of one (1) year, but the total time period for all phases shall not be more than ~~five (5)~~ eight (8) years without resubmission of the tentative plan. Each phase so platted and developed shall conform to the applicable requirements of this Code.

2. For a phased project, the right-of-way for streets within the development that provide connectivity to arterials or collectors

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outside the project site shall be dedicated with the first phase of the project.

6. Add new Subsection 10.6.105 D. to require City Engineer certification of services as part of the application submittal.

D. An application for a subdivision within the City of Forest Grove must include a certification from the City Engineer and Light and Power Director for electricity as follows:

1. Certification from the City Engineer and Light and Power Director on forms provided by the City that the following are available to the site:

a. Municipal water with legal access to the site and sufficient volume and pressure to serve the proposed development.

b. Sanitary sewer with legal access to the site and sufficient treatment plant capacity and line capacity to serve the proposed development.

c. Storm sewer with legal access to the site and sufficient line capacity to adequately provide the necessary drainage.

d. Road access with available public right-of-way and capacity to serve the proposed development.

e. Electrical power with legal access to the site and sufficient capacity to serve the development.

2. The City Engineer or Light and Power Director may require such information from the applicant as deemed necessary to make a determination whether to issue the certifications described in Subsection 1 above.

3. When any of the certifications described in Subsection 1 above cannot be made because the utilities lack sufficient capacity or line availability to the property boundary, the City Engineer, or the Light and Power Department for electricity, shall state on the form, based on information provided by the applicant, whether the utilities could be provided by the extension or replacement of existing lines or construction of pumping stations, transformers or other facilities

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needed to provide capacity. If offsite improvements are required, the applicant shall be responsible for constructing or installing any such improvements.

4. The application shall include a written statement from the applicant that the applicant understands that development of the site will not be authorized until utilities are available and that the City cannot provide a time schedule for their availability.
 5. The City will not accept or review an application when certification under Subsection 1 above cannot be given due to a lack of legal access to extend the services to the site through offsite easements or rights-of-way for any service identified in Subsection 1 above.
- 7. Amend Section 10.6.105 C to include in the narrative a discussion of how project complies with approval criteria and clarify that statement of improvements to be constructed and installed include both on-site and off-site improvements.**

C. Narrative. A written statement shall include:

1. Proposed uses and development objectives;
2. Statement of on-site and off-site improvements to be constructed or installed, and date of their anticipated completion and availability of off-site rights-of-way and/or easements to the site to allow extension of off-site improvements to the site. Improvements includeing:
 - a. Domestic water supply;
 - b. Sewage disposal, storm drainage, and flood control;
 - c. Pedestrian, bicycle and vehicular access;
 - e d. Maintenance of common areas, if proposed; and
 - d e. Landscaping.
3. General description of intentions concerning timing, installation and maintenance responsibilities, and assurances for all public and non-public improvements and facilities, such as irrigation, private roads and drives, landscape, and open space, water quality and stormwater detention facilities and sensitive land buffers;

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4. General data not included on the tentative plat such as:
 - a. Total number and type of dwelling units;
 - b. Lot sizes;
 - c. Proposed lot coverage of buildings and structures where known;
 - d. Densities per net acre;
 - e. Total amount of open space (lands not designated for buildings or vehicle parking and maneuvering areas); and
 - f. Total amount of nonresidential construction.
5. Any proposed Conditions, Covenants and Restrictions (CC&Rs)
6. How the proposed project meets the each of the approval criteria.

8. Amend Section 10.6.110 to require the applicant's ability to meet the approval criteria on their own and clarify the approval criteria includes availability of services both to and within the development:

Type II approval of a tentative subdivision plat will be granted if the Director finds that the applicant has met or can meet all of the following criteria without reliance on other parties not associated with the subject development unless agreements with such other parties are in place prior to project approval to the satisfaction of the Director:

- A. The tentative subdivision plat complies with all applicable requirements for submittal.
- B. The subdivision plat complies with all applicable standards and design requirements of this Code.
- C. Any special features of the site (such as topography, floodplains, wetlands, vegetation, historic sites) have been adequately considered and addressed in the design of the tentative plat.
- D. All lots shall be suitable for their intended use. No parcel shall be of such size or design as to be detrimental to the health, safety, or sanitary needs of the occupants of such lot or subdivision.

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- E. Development of any remainder of property under the same ownership can be accomplished in accordance with this Code.
- F. Adjoining land can be developed or is provided access that will allow its development in accordance with this Code.
- G. The proposed street plan provides safe, convenient and direct options for pedestrian, bicycle and vehicular circulation.
- H. Adequate public facilities are available to and within the site, including sufficient legal access, or can be provided by the applicant to serve the proposed subdivision.
- I. Protection and assurance of access to incident solar radiation and/or wind as defined by ORS 92.044 for potential electrical generation or mechanical application.

9. Amend Section 10.6.120 to add new subsection Q. to place signature line on the final plat map for City Engineer verifying legal descriptions for all easements and rights-of-way public improvements and to verify that all required public improvements have either been installed to the satisfaction of the City or adequate guarantees have been provided to assure installation of the improvements at a future date.

- P. A signature lines for the Forest Grove Community Development Director and City Engineer.
- Q. A signature line for City Engineer verifying all easements and rights-of-way for public improvements and verifying that all required public improvements have either been installed to City standards or have been guaranteed for installation to the satisfaction of the City Engineer.

10. Amend Section 10.6.145 C of the Final Plat Review Criteria to require either installation or guarantee of installation prior to final map approval.

- C. All public facilities serving the subdivision are fully improved and adequate, or full improvement of such public facilities ~~can be provided or~~ are guaranteed prior to issuance of any permit for development of any lot in the subdivision approval of the final plat map.

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11. Amend Section 10.6.150 to be consistent with Section 10.6.145 and to specify types of guarantees which are acceptable.

10.6.150 INSTALLATION OF REQUIRED IMPROVEMENTS

Before the approval of the City Engineer is obtained, the applicant shall enter into an agreement with the City Engineer for the construction of all required public and private improvements and shall either install required improvements, guarantee the installation of improvements through an acceptable form of surety or have gained approval to form an improvement district for installation of improvements required with the tentative plat approval. Acceptable form of surety includes only one of the following: corporate surety bond, cash deposit, cash in escrow, or other form acceptable to the Finance Director. This condition is required for acceptance and approval of the final subdivision plat. Procedures for required improvements are more fully described in Article 8.

12. Amend Section 10.6.160 to establish time limits for final plats.

10.6.160 FINAL PLAT TIME LIMITS, APPROVAL AND RECORDING

When all required signatures have been obtained on the final subdivision plat, the applicant shall record the subdivision plat and any required covenants with the County Recorder. Consistent with Section 10.1.130 G.2., recordation shall occur within one year after the plat has been submitted to the City.

Article 8

13. Amend Section 10.8.610 E to incorporate street requirements from the Transportation System Plan and provide for half-street improvements.

- E. Minimum Rights-Of-Way and Street Widths. Unless otherwise indicated on an approved street plan, or as needed to continue an existing improved street, street right-of-way and roadway widths shall not be less than the minimum width described below. Where a range is indicated, the width shall be determined by the appropriate decision-making authority based upon anticipated average daily traffic (ADT) on the new street segment. ~~(The City Council may adopt by resolution, design standards for street construction and other public improvements. The design standards will provide guidance for determining improvement requirements within the specified ranges.)~~ These

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are presented in Table 8-8.

1. The appropriate decision-making body shall make its decision about desired right-of-way width and pavement width of the various street types within the subdivision or development after consideration of the following:
 - a. The type design and location of the road as set forth in the ~~Comprehensive Plan Transportation Chapter~~ Functional Street Classification Transportation System Plan. Standards for specific streets identified in the Transportation System Plan shall apply;
 - b. Anticipated traffic generation;
 - c. On-street parking needs;
 - d. Sidewalk and bikeway requirements;
 - e. Requirements for placement of utilities;
 - f. Street lighting;
 - g. Drainage and slope impacts;
 - h. Street tree location;
 - i. Planting and landscape areas;
 - j. Safety and comfort for motorists, bicyclists, and pedestrians;
 - k. Access needs for emergency vehicles.

**Table 8-8
Street Standards**

Street Classification	Minimum R.O.W. Width	Minimum Roadway Width
Major <u>Principal</u> Arterial	90-96 feet	52-64 feet
Minor Arterial	66 feet	40 feet
Residential Collector	66 feet	40 feet
Local Industrial	66 feet	40 feet
Local Street	58 feet	32 feet
Local Street	54 feet	28 feet [1]
Local Street	50 feet	24 feet [2]
Local Street	50 feet [3]	15 feet [4]
Neighborhood Route	54 feet	28 feet [7]
Cul-de-sac	58 feet	32 feet
Circular end of cul-de-sac	55 feet (radius)	42 feet (radius)
Cul-de-sac	50 feet	24 feet [5]
Circular end of Cul-de-	40 feet (radius)	34 feet (radius) [6]

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sac		
Alley	15 feet	12 feet
Half Street [8]	35 feet	24 feet

Table 8-8 Footnotes:

- [1] These streets shall not exceed 330 feet in length for any one segment. Each end of the segment shall connect to an existing or planned street with a minimum roadway width of 32 feet. Fire hydrants shall be placed at one-third intervals along the street segment. Driveways shall be placed in a manner to provide queuing space to allow for adequate traffic passage including emergency vehicles.
- [2] These streets shall not exceed 330 feet in length for any one segment or the length needed to traverse a wetland or natural resource area. Each end of the segment shall connect to an existing or planned street with a minimum roadway width of 32 feet. Fire hydrants shall be placed at one-third intervals along the street segment. On-street parking is permitted on one side only.
- [3] Street right-of-way may be reduced if approved by the City Engineer to preserve natural features, crossing a wetland or natural resource area or where construction of a full-width street would result in excessive cut-and-fill due to existing topography.
- [4] One-way traffic only; no on-street parking permitted. One-way streets may be permitted only to preserve natural features or where the construction of a full-width street would result in excessive cut-and-fill due to existing topography, as determined by the City Engineer.
- [5] No on-street parking permitted.
- [6] Sidewalks permitted adjacent to curb.
- [7] On-street parking permitted on one side only.
- [8] Half street improvements apply where a new development requires the installation of a new street or extension of an existing street on the boundary of the development project in order to provide access to that development. The standard identified in the table is based on two 12 foot travel lanes and no parking shall be allowed on either side of the street. The developer may have the option to widen the street to 16 foot lane widths in one or both directions. Where a lane width is 16 feet, on-street parking is allowed for that lane. Such widening does not change sidewalk and landscape parking strip requirements.

Other Proposed Code Amendments

Municipal Code

14. Amend Section 3.105 to update threshold cost and add criteria when sidewalk installation is required.

(See Ordinance amending Municipal Code)

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3.105 Sidewalk Construction Required.

(1) The owner of any property not having sidewalks shall agree to install and pay for sidewalks to be constructed in accordance with the specifications contained in Section 3.110 as a condition to the issuance of a building permit for a new structure, to expand the square footage of the main structure by at least 10 percent, or to expand the number of bedrooms when the permit valuation is more than \$3,000 \$10,000, except as provided in subsection (2). The structure for which the permit is issued shall not be occupied until the sidewalks have been constructed.

(2) The construction of sidewalks required in subsection (1) may be deferred upon execution by the property owner of a binding agreement in favor of the City requiring future sidewalk construction by, and at the expense of, the property owner and the owner's successors in interest. The agreement shall be in a form satisfactory to the City Manager or the manager's designee. This subsection is applicable only when one or more of the following conditions is found to exist by the City Engineer:

(a) Construction of sidewalks is not feasible due to limiting physical conditions.

(b) All property within 300 feet on each side of the side lot lines of the property for which the building permit is issued is fully developed and none of the fully developed properties have sidewalks.

(c) The property is located on 24th Avenue between Quince and Yew Streets or Yew Street north of the Burlington Northern Railroad tracks (Forest Grove Industrial Park).

Article 3

15. Amend Tables 3-2 of Section 10.3.120, Use Regulations for Residential Zones and 3-8 of Section 10.3.210, Use Regulations for Institutional Zones to allow parks as permitted use but retain conditional use for community centers. Also amend Table 3-2 to prohibit manufactured homes within national historic districts.

**TABLE 3-2
Residential Zones: Use Table**

USE CATEGORY	SR	R-10	R-7	R-5	RML	RMH
<u>RESIDENTIAL</u>						
Household Living	P	P	P	P	P	P
Group Living	<u>L</u> ^[1]					

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Transitional Housing	N	N	N	N	C	C
Home Occupation	<u>L</u> ^[2]					
Bed & Breakfast	<u>L</u> ^[3]					
HOUSING TYPES						
Single Units, Detached	P	P	P	P	P	<u>L</u> ^[4]
Single Units, Attached	<u>L</u> ^[5]	<u>L</u> ^[5]	<u>L</u> ^[5]	<u>L</u> ^[5]	P	P
Accessory Units	<u>L</u> ^[6]					
Duplexes	<u>L</u> ^[5]	<u>L</u> ^[5]	<u>L</u> ^[5]	<u>L</u> ^[5]	P	P
Manufactured Homes	<u>L</u> ^[7]					
Manufactured Home Park	N	C	C	C	C	C
Multi-Family Units	N	N	N	N	P	P
CIVIC / INSTITUTIONAL						
Basic Utilities	P	P	P	P	P	P
Major Utility Transmission Facilities	C	C	C	C	C	C
Colleges	C	C	C	C	C	C
Community Recreation	<u>P/C</u> ^[8]					
Cultural Institutions	C	C	C	C	C	C
Day Care	<u>L</u> ^[8 9]					
Emergency Services	C	C	C	C	C	C
Postal Services	N	N	N	N	N	N
Religious Institutions	C	C	C	C	C	C
Schools	C	C	C	C	C	C
Social/ Fraternal Clubs / Lodges	N	N	N	N	N	C

USE CATEGORY	SR	R-10	R-7	R-5	RML	RMH
COMMERCIAL						
Commercial Lodging	N	N	N	N	N	N
Eating & Drinking Establishments	N	N	N	N	N	N
Entertainment – Oriented:						
- Major Event Entertainment	N	N	N	N	N	N
- Outdoor Entertainment	N	N	N	N	N	N
- Indoor Entertainment	N	N	N	N	N	N
General Retail:						
- Sales – Oriented	N	<u>C</u> ^[9 10]				
- Personal Services	N	N	N	N	N	N
- Repair – Oriented	N	N	N	N	N	N
- Bulk Sales	N	N	N	N	N	N
- Outdoor Sales	N	N	N	N	N	N
- Animal – Related	N	N	N	N	N	N
Medical Centers	N	N	N	N	N	N
Motor Vehicle Related:	N	N	N	N	N	N

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- Motor Vehicles Sale / Rental						
- Motor Vehicle Servicing / Repair	N	N	N	N	N	N
- Motor Vehicle Fuel Sales	N	N	N	N	N	N
INDUSTRIAL						
Industrial Services	N	N	N	N	N	N
Manufacturing & Production:						
- Light Industrial	N	N	N	N	N	N
- General Industrial	N	N	N	N	N	N
Call Centers	N	N	N	N	N	N
Railroad Yards	N	N	N	N	N	N
Research & Development	N	N	N	N	N	N
Warehouse / Freight Movement	N	N	N	N	N	N
Waste – Related	N	N	N	N	N	N
Wholesale Sales	N	N	N	N	N	N
OTHER						
Agriculture / Horticulture	L ^[10] [11] [12]	L ^[10] [11] [12]]	L ^[10] [11] [12]]	L ^[10] [11] [12]	L ^[10] [11] [12]]	N
Cemeteries	P	P	P	P	N	N
Detention Facilities	N	N	N	N	N	N
Mining	N	N	N	N	N	N
Wireless Communication Facilities	L ^[12] [13]	L ^[12] [13]	L ^[12] [13]	L ^[12] [13]	L ^[12] [13]	L ^[12] [13]
Self-Service Storage	N	N	N	N	N	N
Information Centers	N	N	N	N	N	N
Non-Accessory Parking	N	N	N	N	N	N
Office	N	N	N	N	N	N

P=Permitted L = Limited C = Conditional Use N = Not Permitted

Table Footnotes:

- [1] Group living with five (5) or fewer residents permitted by right; group living with six (6) or more residents requires conditional use approval.
- [2] Home occupation permitted as an accessory use in all residential zones, subject to compliance with the home occupation standards in Article 7.
- [3] Bed & Breakfast Inn limited to three (3) guest rooms in the SR, R-10, R-7, R-5 and RML zones and twenty-seven (27) guest rooms in the RMH zone, subject to compliance with the Bed & Breakfast Inn standards in Article 7.

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- [4] To preserve RMH land for development of multi-family housing, new detached single-family units (including manufactured homes) shall only be allowed on existing lots of record smaller than 5,000 square feet.
- [5] For subdivision of twenty (20) or more lots, eight percent (8%) of the lots may be developed as duplex or single family attached lots. An increase of up to maximum of twenty percent (20%) may be approved by the Director if the criteria in Section 10.3.130 E. are adequately addressed.
- [6] Accessory dwelling units are allowed in conjunction with a single-family dwelling in any residential zone, subject to compliance with the accessory dwelling unit standards in Article 7.
- [7] Manufactured homes on individual lots are permitted except within national historic districts, subject to compliance with the standards in Article 7. Manufactured homes are prohibited within a national historic district.
- [8] Community recreation facilities including trails, parks, playgrounds and open space are permitted uses require a Type II process. Recreation centers and other more-intensive facilities used by organized team sports require a Conditional Use Permit.
- [9] A day care facility (care of up to twelve (12) children) is permitted in all residential zones. A day care institution (care of more than twelve (12) children) requires approval of a conditional use permit in all residential zones.
- [10] A neighborhood store, limited to a size of 2,000 square feet, is permitted with approval of a conditional use permit. Stores must be located along a collector street.
- [11] Agriculture uses such as truck farming and horticulture are permitted. Commercial agriculture uses and buildings and the keeping of livestock and poultry (other than ordinary household pets, and domesticated fowl as identified in footnote (11) are not permitted).
- [12] Domesticated fowl are allowed in single-family residences primarily for personal use. Domesticated fowl are allowed subject to these conditions.
- (a) Up to 4 adult fowl over 6 months of age may be kept on any lot with a minimum area of 5,000 square feet. One additional adult fowl shall be permitted for each 2,000 square feet of additional lot area, up to a maximum of 12 fowl.
 - (b) No roosters shall be permitted.
 - (c) Animal waste matter shall not be allowed to accumulate.
 - (d) All animal food shall be stored in metal or other rodent-proof containers.
 - (e) Fencing shall be designed and constructed to confine all animals to the owner's property.
 - (f) All structures that house fowl shall be located at least 20 feet from all residences (except the animal owner's).
 - (g) All structures that house fowl shall be located at least 5 feet from any side or rear property line.

Underlined means text proposed to be added.

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[13] Wireless communication facilities are regulated by the standards in Article 7.

**TABLE 3-8
Institution Zone: Use Table**

USE CATEGORY	INST
<u>RESIDENTIAL</u>	
Household Living	N
Group Living	N
Transitional Housing	C
Home Occupation	N
Bed & Breakfast	N
<u>CIVIC / INSTITUTIONAL</u>	
Basic Utilities	P
Major utility transmission facilities	C
Colleges	C
Community Recreation	P/C ^[1]
Cultural Institutions	C
Day Care	C
Emergency Services	C
Postal Services	C
Religious Institutions	C
Schools	C
Social/ Fraternal Clubs / Lodges	N
Government Offices	P
<u>COMMERCIAL</u>	
Commercial Lodging	L ^[1 2]
Eating & Drinking Establishments	N ^[2 3]
Entertainment – Oriented:	
- Major Event Entertainment	N
- Outdoor Entertainment	N
- Indoor Entertainment	N
General Retail:	
- Sales – Orientated	N
- Personal Services	N
- Repair – Oriented	N
- Bulk Sales	N
- Outdoor Sales	N
- Animal – Related	N
Medical Centers	C

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Motor Vehicle Related:	
- Motor Vehicles Sale / Rental	N
- Motor Vehicle Servicing / Repair	N
- Motor Vehicle Fuel Sales	N
Non-Accessory Parking	N
Office	C
Self-Service Storage	N

<u>INDUSTRIAL</u>	
Industrial Services	N
Manufacturing & Production:	
- Light Industrial	N
- General Industrial	N
Call Centers	N
Railroad Yards	N
Research & Development	C
Warehouse / Freight Movement	N
Waste – Related	C
Wholesale Sales	N
Water Treatment Plants and Government Corporation Yards	C
<u>OTHER</u>	
Agriculture / Horticulture	C
Cemeteries	C
Detention Facilities	C
Mining	N
Wireless Communication Facilities	L ^[3 4]
Information	N

P=Permitted L=Limited C=Conditional Use N=Not Permitted

Footnotes:

- [1] Community recreation facilities including trails, parks, playgrounds and open space are permitted uses require a Type II process. Recreation centers and other more intensive facilities used by organized team sports require a Conditional Use Permit.
- [2] Limited to Recreational Vehicle Parks subject to obtaining a conditional use permit and compliance with the requirements of Section 10.5.500 et. seq.

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[3] All uses listed *N = Not Permitted* may be allowed if it is demonstrated by applicant that these are traditionally permitted as part of the institution and are incidental and accessory to the primary use.

[4] Wireless communication facilities are regulated by the standards in Article 7.

16. Amend Footnote 6 in Table 3-10 in Section 10.3.320 Use Regulations in Commercial Zones to allow the serving of liquor in the Neighborhood Commercial Zone.

[6] Restaurants are permitted in the NC zone (drive-through service and establishments serving alcohol are is prohibited).

17. Amend the Town Center Core requirements to allow office above the first floor and to allow personal services in the Town Center Support district.

**TABLE 3-12
Town Center Zones: Use Table**

USE CATEGORY	TC-Core	TC-Transition	TC-Support
<u>RESIDENTIAL</u> Household Living	L ^[1]	L ^[1]	L ^[1]
Group Living	P ^[1]	P	P
Transitional Housing	N	C	C
Home Occupation	L ^[2]	L ^[2]	L ^[2]
Bed & Breakfast	C ^[2]	P	P
<u>CIVIC / INSTITUTIONAL</u> Basic Utilities	P	P	P
Major utility transmission facilities	C	C	C
Colleges	C	C	C
Community Recreation	N	P	P
Cultural Institutions	P	P	P
Day Care	P	P	P
Emergency Services	C	C	C
Postal Services	C	P	P
Religious Institutions	C	P	P
Schools	C	C	C
Social/ Fraternal Clubs / Lodges	C	P	P

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<u>COMMERCIAL</u>			
Commercial Lodging	L ^[3]	L ^[3]	L ^[3]
Eating & Drinking Establishments	p ^[4]	P	P
Entertainment – Oriented:			
- Major Event Entertainment	N	N	C
- Outdoor Entertainment	N	N	N
- Indoor Entertainment	P	P	P
General Retail:			
- Sales – Oriented	P	P	P
- Personal Services	P	P	N <u>P</u>
- Repair – Oriented	P	P	P
- Bulk Sales	L ^[5]	L ^[5]	L ^[5]
- Outdoor Sales	N	N	N
- Animal – Related	N	N	N
Medical Centers	N	C	C
Motor Vehicle Related:			
- Motor Vehicles Sale / Rental	N	N	N
- Motor Vehicle Servicing / Repair	N	N	N
- Motor Vehicle Fuel Sales	N	N	N
Non-Accessory Parking	N	C	C
Office	L ^[3]	P	P
Self-Service Storage	N	N	N

<u>INDUSTRIAL</u>			
Industrial Services	N	N	N
Manufacturing & Production:			
- Light Industrial	N	C	C
- General Industrial	N	N	N
Call Centers	L ^{[6][7]}	L ^[6]	L ^[6]
Railroad Yards	N	N	N
Research & Development	N	N	P
Warehouse / Freight Movement	N	N	N
Waste – Related	N	N	N
Wholesale Sales	N	N	N
<u>OTHER</u>			
Agriculture / Horticulture	N	N	N
Cemeteries	N	N	N
Detention Facilities	N	N	N
Mining	N	N	N
Wireless Communication Facilities	L ^[8]	L ^[8]	L ^[8]

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Information	L ^{[9][10]}	L ^[9]	L ^[9]
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P=Permitted L=Limited C=Conditional Use N=Not Permitted

Footnotes:

- [1] New dwellings in the TCC zone are only permitted on or above the 2nd floor. There are no minimum density requirements when housing is part of a mixed-use building. In the TCT and TCS zones new dwellings are permitted as “stand-alone” developments or as part of mixed-use developments, but must meet density requirements.
- [2] Home occupations are permitted as an accessory use to residential uses, subject to compliance with the home occupation standards in Article 7.
- [3] Only permitted as part of a ground-floor retail or personal service use or as a stand-alone use above the first floor in the TC-Core zone. Recreational vehicle parks are prohibited in all districts.
- [4] Drive through service is prohibited from restaurants in the TC-Core and TC-Transition zones.
- [5] Bulk sales stores with ground floor building footprint small than 10,000 square feet are permitted. All merchandise must be enclosed within a building. All other bulk sales are prohibited.
- [6] Permitted where there are no off premise impacts and no product is transported from the site. Centers with any offsite impacts or transport products from the site are to be located in either Light or General Industrial districts.
- [7] Call Centers shall not be allowed on the ground floor in the TC-Core Zone District.
- [8] Wireless communication facilities are regulated by the standards in Article 7.
- [9] Permitted where there are no off premise impacts.
- [10] Information business is not allowed on the ground floor in the TC-Core Zone District.

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18. Amend Table 3-14 in Section 10.3.520 Use Regulations in Industrial Zones to allow manufactures to provide an area to sell products on-site and to allow office space for non-industrial user of a building.

**TABLE 3-14
Industrial Zones: Use Table**

USE CATEGORY	LI	GI
<u>RESIDENTIAL</u>	L ^[1]	L ^[1]
Household Living	N	N
Group Living	N	N
Transitional Housing	N	N
Home Occupation	N	N
Bed & Breakfast	N	N
<u>CIVIC / INSTITUTIONAL</u>		
Basic Utilities	P	P
Major utility transmission facilities	C	C
Colleges	N	N
Community Recreation	N	N
Cultural Institutions	N	N
Day Care	L ^[2]	L ^[2]
Emergency Services	C	C
Postal Services	C	N
Religious Institutions	N	N
Schools	L ^[3]	L ^[3]
Social/ Fraternal Clubs / Lodges	N	N

USE CATEGORY	LI	GI
<u>COMMERCIAL</u>		
Commercial Lodging	N	N
Eating & Drinking Establishments	L ^[4]	L ^[4]
Entertainment – Oriented:		
- Major Event Entertainment	N	N
- Outdoor Entertainment	N	N
- Indoor Entertainment	N	N
General Retail:		
- Sales – Orientated	N	L ^[4]
- Personal Services	N	N

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- Repair – Oriented	N	N
- Bulk Sales	N	N
- Outdoor Sales	N	N
- Animal - Related	N	N

Medical Centers	N	N
Motor Vehicle Related:		
- Motor Vehicles Sale / Rental	N	N
- Motor Vehicle Servicing / Repair	N	N
- Motor Vehicle Fuel Sales	N	N
Non-Accessory Parking	N	N
Office	L ^[5]	L ^[5]
Self-Service Storage	N	P
<u>INDUSTRIAL</u>		
Industrial Services	L ^[6]	P
Manufacturing & Production:		
- Light Industrial	p ^[7]	p ^[7]
- General Industrial	N	P
Call Centers	P	P
Railroad Yards	N	P
Research & Development	P	P
Warehouse / Freight Movement	P	P
Waste – Related	C	C
Wholesale Sales	p ^[7]	p ^[7]
<u>OTHER</u>		
Agriculture / Horticulture	p ^[7]	p ^[7]
Cemeteries	N	N
Detention Facilities	C	P
Mining	N	C
Wireless Communication Facilities	L ^[7 8]	L ^[7 8]
Information	P	P

P=Permitted L=Limited C=Conditional Use N=Not Permitted

Table 3-6 Footnotes:

- [1] One (1) dwelling is permitted for a watchman employed on the premises.
- [2] On-site day care for employees is permitted in the LI and GI zones. Conditional use permit approval is required for a day care facility that is intended to serve more than on-site employees.

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- [3] Educational uses for high school or college level programs governed by ORS Chapter 300 et. seq. comprising no more than 20% of the floor space of a building owned by a governmental agency shall be permitted provided that the following are met: (1) the use is separated from all industrial activities located on the site; (2) the use is located totally within a building; and (3) hours of operation are limited from 7:00 a.m. to 7:00 p.m.
- [4] Supportive retail or commercial use, such as convenience store, coffee shop, deli or business service, up to 3,000 square feet per use, permitted if the Director finds that it primarily serves the needs of the people working or living in the industrial area (drive-through prohibited). Employee cafeterias are permitted as an accessory uses.
- [5] In the LI zone, up to 50% and in the GI zone, up to 20% of the total floor area of the development may consist of executive and administrative offices if the development, in its entirety, is traded sector or other industrial use, for a singular use that relate to the industrial use of the property. Stand-alone offices in association with uses allowed in the LI but are at other locations are allowed in that district. Multiple tenant office buildings are prohibited.
- [6] Industrial services in the LI zone must take place within an enclosed building.
- [7] Industrial users may have up to 5,000 square feet but no more than 40 percent of the total floor area of the operation devoted to selling of product the company manufactures.
- [8] Wireless communication facilities are regulated by the standards in Article 7.

19. Amend Institutional Zone to add Subsection D to Section 10.3.220 to reference development standards in Article 8.

D. Institutional uses shall comply with the development standards in Article 8 as well as other any other applicable standards in this Code.

Article 5

20. Amend Section 10.5.145 B.3. to change mitigation time for improper tree removal from one year to 180 days.

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3. Mitigation shall be completed within ~~one (1) year~~ 180 days. The Director may extend the time for up to 60 days due to extenuating circumstances (such as hot weather).

21. Amend Subsection 10.5.300 A. to make consistent with Table 3-2 the zones where manufactured parks are allowed.

- A. To accommodate manufactured dwelling parks in the R-10, R-7, R-5, and RML and RMH zoning districts subject to conditional use review and site development plan approval.

Article 6

22. To comply with State and Washington County requirements, amend Section 10.6.040 to inform an applicant that the document to be recorded for a lot line adjustment must be a deed and comply with ORS Chapter 92.

10.6.040 RECORDING REQUIREMENTS

Upon the Director's approval of the proposed lot line adjustment, the applicant shall record the lot line adjustment with Washington County and submit a copy of the recorded ~~survey map~~ document to the City, to be incorporated into the record. The recorded document shall convey property by deed and comply with the requirements of ORS Chapter 92. The ~~survey map~~ document shall be recorded prior to the issuance of any building permits on the re-configured lots.

Approval of the lot line adjustment is evidenced by the signature of the Director or his designee, together with the date of approval. If the documents effectuating the lot line adjustment as approved are not properly prepared, executed and recorded with Washington County within six (6) months following approval, the adjustment shall be null and void. Approval shall not be reinstated without a new application.

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Article 7

23. Amend Section 10.7.020 to add new subsection F. to prohibit shipping containers or similar structures to be used as accessory structures in residential zones.

10.7.020 STANDARDS

Accessory structures shall comply with all requirements for the principal building, except where specifically modified by this Code, and shall comply with the following limitations:

- A. Accessory structures are limited to a maximum ground floor area of 720 square feet;
- B. Accessory structures shall not be located in any required front yard;
- C. Accessory structures shall not be located closer than five (5) feet to any side or rear property line;
- D. Detached accessory structures shall not be located within six (6) feet of the principal building or other accessory building on the same lot;
- E. Any accessory structure attached to the principal building must comply with all setbacks for the principal building (attached means wall-to-wall or any permanent roof attachment such as a breezeway);
- F. Portable metal structures that require no assembly, such as shipping containers, are prohibited in residential zones beyond 60 days; and
- F G. No accessory structure shall encroach upon or interfere with the use of adjoining property or public right-of-way, including but not limited to streets, alleys, and public and/or private easements.

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24. Amend Table 7-1 of Section 10.7.310 to allow wireless towers in the Institutional Zone.

TABLE 7-1: WIRELESS FACILITY TYPES AND REVIEW PROCEDURES

ANTENNA OR SUPPORT STRUCTURE	ZONE				
	R	<u>Inst</u>	C	TC	I
Antenna attached to existing structures (i.e., buildings, towers, grain elevators, or other structures)	AA	<u>AA</u>	AA	AA	AA
Monopoles – maximum height of 35 feet	CU	<u>AA</u>	AA	CU	AA
Monopoles – 36 feet to 70 feet in height	NP	<u>NP</u>	CU	CU	AA
Monopoles – greater than 70 feet	NP	<u>NP</u>	CU	NP	AA

Footnotes:

- R: Residential Zones
 C: Commercial Zones
 TC: Town Center Zones
 I: Industrial Zones
Inst: Institutional Zone
- AA: Administrative Action – Type I Process
 CU: Conditional Use Permit – Type III Process
 NP: Not Permitted

Article 8

25. Amend Section 10.8.130 A and B to include the Institutional Zone and uses.

10.8.130 WIDTHS AND LOCATIONS OF DRIVEWAYS AND CURB CUTS

- A. Minimum Driveway Widths at the street right-of-way line shall be fifteen (15) feet for institutional, commercial, industrial, and multi-family residential uses, and ten (10) feet for single-family and two-family residential uses.

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- B. Maximum Driveway Widths at the street right-of-way line shall be as follows:
1. 24 feet in residential zones
 2. 36 feet in institutional, town center or commercial zones
 3. 40 feet in industrial zones

26. Amend Section 10.8.420 to add a new subsection D. to address landscape requirements in the Institutional Zone.

10.8.420 LANDSCAPING REQUIREMENTS BY ZONE

- A. Landscaping Required In The Neighborhood Commercial Zone. All required yards (exclusive of accessways and other permitted intrusions) adjacent to a public or private street shall be landscaped.
- B. Landscaping Required In The Community Commercial Zones. A landscaped strip at least ten (10) feet in width shall be provided abutting any property line facing a street. The landscape strip shall be appropriately landscaped with ground cover, planted berm, shrubbery and/or trees.
- C. Landscaping Required In The Town Center Zones. All new commercial and residential developments in the Town Center Zones shall landscape no less than 5% of the lot area using appropriate native plant materials and/or architectural features such as benches, planters, and water fountains which are suitable and supportive of the downtown commercial environment. Jointly improved landscaped areas are encouraged to facilitate continuity of landscape design within the Town Center.
- D. Landscaping Required in The Institutional Zone. Landscaping shall be in context with the use and surrounding zones. For institutional uses that consist of primarily open space, such as a park or playground, the landscaped area shall be defined by the site plan and include a landscaped strip at least ten (10) feet in width abutting any property line facing a street. For institutional uses in which the site is primarily devoted to non-open space, the landscaping requirements shall match the zone district immediately adjacent to the use. Where there are no landscaping requirements for the adjoining zone, the landscaping requirements shall meet the requirements of subsection B (Community Commercial) above.

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Ø E. 75% Coverage. At least 75% of the required landscaped area shall be planted with any suitable combination of trees, shrubs, or evergreen ground cover. The required 75% coverage shall be based on the size of the plant material within a specified time as follows:

1. Trees – within five (5) years from the date of final inspection by the Building Official.
2. Shrubs – within two (2) years from the date of final inspection by the building Official.
3. Ground covers – at the time of final inspection by the Building Official.

E F. 25% Architectural Features. Landscaped areas as required by this article may include architectural features or artificial ground covers such as sculptures, benches, masonry or stone walls, fences, rock groupings, bark dust, decorative hard paving and gravel areas, interspersed with planting areas. The exposed area developed with such features shall not exceed 25 percent of the required landscaped area. Artificial plants are prohibited in any required landscaped area.

27. Amend Table 8-2 in Section 10.8.425 D. to address the institutional zone. Also revise footnote reference.

**TABLE 8-2: BUFFER MATRIX
PROPOSED USE**

EXISTING/ABUTTING USE	Single Units, Detached; Manufactured Units	Attached Single Units and Multifamily, 1-5 Units; Duplexes	Attached Single Units and Multifamily, 5+ Units	Commercial and Institutional Zones (NC, CC, INST)	Town Center Zones (TCC, TCS, TCT)	Industrial Zones (LI, GI)
Detached Single Units; Manufactured Units	--	A	C	D	C	E
Attached Single Units and Multifamily, 1-5	A	--	B	D	C	E

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Units, Duplexes						
Attached Single Units and Multifamily, 5+ Units	A	A	--	D	C	E
Commercial Zones (NC, CC)	C	C	C	--	A	D
Town Center Zones (TCC, TCS, TCT)	C	C	C	A	--	D
Industrial Zones (LI, GI)	D	D	D	B	A	--

Note: See Table 8-2 3 for alternative combinations for meeting these screening requirements.

28. Amend Section 10.8.505 A to include parking requirements for institutional zones.

- A. New Construction. At the time of the erection of a new structure within any residential, commercial, institutional and industrial zoning district, off-street vehicle parking shall be provided in accordance with this section. Uses in the Town Center zones are exempt for the requirement to provide off-street parking.

29. Amend Section 10.8.510 E to require on-site parking lot connections as well as offsite.

- E. Parking Area Connections. In order to eliminate the need to use public streets for movements between commercial or industrial properties, parking areas shall be designed to connect with parking areas within a project site and on adjacent properties unless not feasible. Access easements between properties shall be required where necessary to provide for parking area connections.

30. Amend Commercial Design Standards (Section 10.8.710 B.) to revise numbering, to clarify ground floor window requirements to apply to the predominant street for corner lots (10.8.710 B.3.a. on design elements), to revise sloped roof requirement for commercial buildings adjacent residential uses (10.8.710 B.4.b. on

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compatibility) and add new subsection D. for building design standards for institutional uses.

B. Building Design Standards for Commercial Development

1. Building Orientation

- a. Design and construct buildings so that at least one façade is within sixty (60) feet of a dedicated public street right-of-way line.
- b. Design and construct a minimum of one primary building entrance for each building ground floor use or tenant along a public right-of-way or internal roadway built to City public street engineering standards.

2. Massing and Form

- a. Provide changes in the depth of the façade plane in excess of two (2) feet for all building walls more than 75 feet in length.
- b. Maximum length of building facades shall be 200 feet.
- c. Roofline heights must be varied a minimum of 2 feet for building facades greater than 75 feet in length.
- d. Provide vertical partitioning of facades by using columns, pilasters and other vertical elements a minimum of every twenty-five (25) feet.
- e. Articulation of building fronts through changes in depth or building relief (e.g. windows, doors, cornices, columns, change in materials) shall occur a minimum of every fifteen (15) feet in the horizontal or vertical dimensions

3. Design Elements

- a. Every building elevation adjacent to a street with a horizontal dimension of more that 100 feet shall have a building entrance.

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- b. Building facades adjacent to sidewalks or pedestrian connections must include weather protection canopies or awnings along at least 75% of the length of the ground floor façade.
- c. Incorporate a minimum of 50% transparency/window openings on the ground floor facades of buildings that are 5,000 square feet or less, or 20% transparency/window openings for buildings greater than 5,000 square feet facing the public right-of-way. For a building that faces two streets, the requirement shall apply to the predominate street or as determined by the Director where both streets are considered similar.
- d. Windows shall not be reflective, tinted or treated in such a way as to block views into or out of windows unless for energy or security purposes.
- e. Windows must be recessed a minimum of 4 inches from building facades.
- f. Materials such as synthetic stucco (EIFS, Dryvit, etc.) are prohibited at ground floor.
- g. Vinyl cladding of building façade is prohibited at ground floor.

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3 4. Compatibility

- a. Any building or portion of a building that is less than 50 feet from existing residential dwellings must not be higher than 15 feet above the top of the roofline of the nearest existing dwelling.
- b. When adjacent to existing residential development, all commercial structures with floor areas less than 20,000 square feet of total building area must ~~have sloped roofs~~ provide a gabled element to the parapet or roof.

4 5. Safety

- a. Security gates or bars on windows or doors are prohibited along ground floors of commercial buildings, excluding loading and storage areas.
- b. Motion activated security lighting is prohibited along building facades that front onto public rights-of-way.
- c. Public access shall be provided to all commercial uses that provide plazas, squares, or courts intended for food, beverage or entertainment uses.
- d. Parking lots or roadways shall not be gated or secured excluding loading and storage areas or residential parking areas.

D. Building Design Standards for Institutional Development not within the Institutional Zone.

- 1. Building Orientation: Shall comply with standards for commercial development contained in subsection B. 1. above.
- 2. Massing and Form: Shall comply with the standards for commercial development contained in subsection B.2. above.
- 3. Design Elements: Shall comply with standards for commercial development contained in subsection B.3. with the exception of subsection B.3.b.

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4. Town Center Districts: Building design for institutional uses within the Town Center districts are subject to the applicable requirements of subsection C. above. Standards pertaining to retail storefronts and commercial and residential entries shall not apply unless the institutional use is similar to commercial or residential use.
5. Exceptions: The building design standards do not apply to buildings less than 500 square feet.
6. Building design within an Institutional Zone: shall comply with the requirements of Section 10.8.885.

31. Amend Section 10.8.755 by adding subsection E. to address lighting standards for institutional uses.

- E. Lighting Standards for Institutional Development: Lighting standards for commercial development in subsection D above shall apply to institutional uses.

32. Amend Subsection 10.8.830 G.4 to reduce electronic display intervals from 20 to 7 seconds.

1. Electronic display background color tones, lettering, logos, pictures, illustrations, symbols, and any other electronic graphic or video display shall not change at intervals of less than ~~twenty (20)~~ seven (7) seconds.

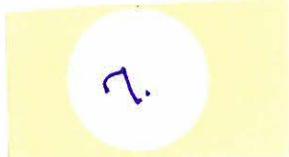
33. Amend Subsection 10.8.905 F.3. to reduce frontage requirements for flag lots from 20 to 15 feet when the flag is only serving one parcel.

3. Frontage. Each lot and parcel shall have a minimum frontage on a public street of at least twenty (20) feet with two exceptions:
 - a. ~~_____~~, ~~except that a~~ A lot or parcel on the radius of a curved street or on the circular end of a cul-de-sac shall have frontage of not less than thirty (30) feet upon the abutting street right-of-way measured on the arc.
 - b. Where a flag lot is proposed and the access strip is serving only one lot, the frontage shall not be less than fifteen (15) feet.

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ORDINANCE NO. 2013-04

ORDINANCE AMENDING FOREST GROVE CODE SECTION 3.105, MODIFYING THRESHOLD COST AND ADDING CRITERIA FOR THE INSTALLATION OF SIDEWALKS; AND REPEALING ORDINANCE NO. 1976-27

WHEREAS, the current sidewalk installation requirements were established in their present form by the adoption of Ordinance No. 1976-27 on October 11, 1976; and

WHEREAS, the threshold cost for improvements of \$3,000 has remain unchanged and in current cost is approximately \$10,000; and

WHEREAS, the need for sidewalks is predicated on increasing the use or activity on the property; and

WHEREAS, notice of the City Council hearing on this ordinance was published in the *News Times* on April 3, 2013; and

WHEREAS, the City Council held a duly-noticed Public Hearing on the proposed ordinance on April 8, 2013.

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

SECTION 1. The City of Forest Grove City Council hereby approves and adopts the amendments to Forest Grove Code Section 3.105 (Attached as Exhibit A).

SECTION 2. The City Council makes the following finding in support of this action:

Municipal Code Section 1.040, Amendment and Repeal of Code Sections, is administrative in nature and does not provide any additional approval criteria, the proposed amendment to Section 3.105 is an amendment to the existing code and is consistent with the provisions of Section 1.040.

SECTION 3. Ordinance No. 1976-27 is hereby repealed.

SECTION 4. This ordinance is effective 30 days following its enactment by the City Council.

PRESENTED AND PASSED the first reading this 8th day of April, 2013.

POSTPONED the second reading this April 22, 2013.

PASSED the second reading this 13th day of May, 2013.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 13th day of May, 2013.

Peter B. Truax, Mayor

Exhibit A

Amendment to Section 3.105 of the Municipal Code

3.105 Sidewalk Construction Required.

(1) The owner of any property not having sidewalks shall agree to install and pay for sidewalks to be constructed in accordance with the specifications contained in Section 3.110 as a condition to the issuance of a building permit for a new structure, to expand the square footage of the main structure by at least 10 percent, or to expand the number of bedrooms when the permit valuation is more than ~~\$3,000~~ \$10,000, except as provided in subsection (2). The structure for which the permit is issued shall not be occupied until the sidewalks have been constructed.

(2) The construction of sidewalks required in subsection (1) may be deferred upon execution by the property owner of a binding agreement in favor of the City requiring future sidewalk construction by, and at the expense of, the property owner and the owner's successors in interest. The agreement shall be in a form satisfactory to the City Manager or the manager's designee. This subsection is applicable only when one or more of the following conditions is found to exist by the City Engineer:

(a) Construction of sidewalks is not feasible due to limiting physical conditions.

(b) All property within 300 feet on each side of the side lot lines of the property for which the building permit is issued is fully developed and none of the fully developed properties have sidewalks.

(c) The property is located on 24th Avenue between Quince and Yew Streets or Yew Street north of the Burlington Northern Railroad tracks (Forest Grove Industrial Park).



May 13, 2013

**SIDEWALK IMPROVEMENT PROGRAM
ORDINANCE SPECIFYING THE ASSESSMENTS TO BE MADE ON PROPERTIES
SPECIALLY BENEFITED BY THE CONSTRUCTION OF CERTAIN SIDEWALK
IMPROVEMENTS; SETTING SIXTY (60) MONTH AND ONE HUNDRED TWENTY (120)
MONTH PERIODS FOR INSTALLMENT PAYMENTS; SETTING THE INSTALLMENT
FINANCING RATE AT FOUR AND ONE-QUARTER PERCENT (4.25%) AND SIX AND
ONE-HALF PERCENT (6.50%) RESPECTIVELY; DECLARING AN EMERGENCY**

PROJECT TEAM: Rob Foster, Director of Public Works
Susan Cole, Assistant Director of Administrative Services
Paul Downey, Director of Administrative Services
Michael Sykes, City Manager

ISSUE STATEMENT: Assess benefitting properties for the cost of improving sidewalks abutting those properties.

BACKGROUND: In August of 2010, via resolution 2010-66, the City Council created a City-wide, voluntary, improvement district to facilitate the repair of sidewalks. The City is now into the third year of this program. The sidewalk repairs for this third round began in January, 2013, and are now complete. Once the assessments are placed on the properties via the attached ordinance, the City will then bill the property owners.

The sidewalk program began with the City identifying 751 sidewalk segments in need of repair, at an estimated value of approximately \$2.3 million. Property owners are responsible for repairing sidewalks that abut their property, and are liable for any damages that may occur as a result of a broken or damaged sidewalk. To encourage property owners to repair their sidewalks, the City embarked upon a voluntary sidewalk local improvement district program, whereby the City chooses a contractor and manages the project to repair multiple sidewalk segments each cycle, and property owners pay the City back for the repairs, either at once, or over five or ten years. Below is a table depicting the count of property owners that have participated to date, and the dollar value of the sidewalk repairs:

Sidewalk Program Year	Property Count	Dollar value
2010	74	\$ 108,472.27
2011	46	\$ 87,134.83
2012	15	\$ 68,383.83
	135	\$ 263,990.92

As can be seen in the table above, interest has waned. The City proposes to re-evaluate the program in the coming months, by updating the initial sidewalk assessment report to check off those repaired and evaluating if new sidewalk segments need to be added, as well as re-thinking the advertising and marketing of the program.

FISCAL IMPACT: The sidewalk repairs for the 2012 cycle amounted to \$68,383.33. Because some property owners have chosen to pay the City back over time, some of the assessments include interest, increasing the total amount assessed by the City to \$72,066.40. The attached ordinance allows the City to collect repayment from those property owners that have benefited from the completed sidewalk repairs.

One City park is included in this round, Talisman Park. Funding for this Park's sidewalk is from the Parks Acquisition and Development Fund, also known as the Parks SDC Fund.

STAFF RECOMMENDATION: Staff recommends Council adopt the attached Ordinance as an emergency so staff can assess those properties that benefitted from sidewalk repairs.



NewsTimes

Legal Ads/Public Notice:

To be published: Wednesday, May 1, 2013

**NOTICE OF PUBLIC HEARING
City of Forest Grove, Oregon
City-Wide Voluntary Sidewalk Local Improvement District
Notice of Proposed Final Assessment**

As required by the terms of Forest Grove Municipal Code Section 3.440, notice is hereby given that a hearing is to be held on **Monday, May 13, 2013, at 7:00 p.m. or thereafter**, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider adopting a proposed ordinance concerning the proposed final assessments for the City-Wide Voluntary Sidewalk Local Improvement District (LID).

The proposed final assessments for each affected lot are as follows:

<u>Property Owner</u>	<u>Tax Lot Number</u>	<u>Amount of Proposed Final</u>
SMITH DENNIS L AND	1S306BD10900	\$ 468.60
WALKER AMY E	1N331BC05000	\$ 213.00
OGLESBY DONALD LEWIS	1S306AC03001	\$ 3,793.59
HAMMELL PATRICK & ANGELA &	1N435AD02300	\$ 426.00
STANLEY CHRISTOPHER B &	1S306BD14400	\$ 1,499.52
ROBINSON JOHN & LYNDELL	1S306BD07600	\$ 11,227.19
JAMES AND CECILE DOYLE	1S306AB10800	\$ 621.96
JENSEN COLLEEN & JOHN E	1S306BA10901	\$ 8,890.02
HACKENBERG PHILLIP E &	1S306AB09400	\$ 2,172.60
THATCHER JEFFREY D	1N330CD01300	\$ 426.00
TIMMONS DOUGLAS W & TERRI L	1N426CD00500	\$ 2,612.06
SOCIETY OF THE SISTERS/HOLY NAMES	1S306AB12900	\$ 724.20
REUTER FARM OWNERS ASSOCIATION	1N435AC08400	\$ 1,026.66
TODD-TIFFANY, GEORGIA C TRUST 1998	1N435AD13200	\$ 213.00
CITY OF FOREST GROVE	1N436BD03700	\$ 37,752.00
		\$ 72,066.40

The calculation of the proposed final assessment(s) was made consistent with the methodology adopted by the Forest Grove City Council at its meeting of August 23, 2010. That methodology and allocation scheme is available for public inspection at Forest Grove City Hall.

Owners of property within the LID who have objections to the proposed final assessment must present those objections in writing and set out the reason(s) for the objections with specificity. Those written objections must be received by 7:00 p.m. on May 13, 2013, prior to the Council's hearing on the proposed final assessments.

In the event a property owner elects not to pay the final assessment in whole within thirty (30) days after City Council certifies the final assessments, property owners will be offered the chance to make monthly installment payments on the assessment over a period of sixty (60) months or one hundred twenty (120) months, provided the affected property owner has timely completed an installment application.

It is currently anticipated that the interest rates on the installment plans will be 4.25% and 6.50% respectively.

A copy of the report and proposed ordinance is also available for inspection prior to the hearing at the City Recorder's Office or by visiting the City's website at www.forestgrove-or.gov. Questions concerning this notice and its contents should be directed to the attention of the City Recorder's Office, P. O. Box 326, 1924 Council Street, Forest Grove, OR 97116, prior to the hearing. For further information, please call Anna Ruggles, City Recorder, 503.992.3235, or e-mail aruggles@forestgrove-or.gov.

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

To be published May 1, 2013



FIRST & SECOND READING – DECLARING AN EMERGENCY

ORDINANCE NO. 2013-05

ORDINANCE SPECIFYING THE ASSESSMENTS TO BE MADE ON PROPERTIES SPECIALLY BENEFITED BY THE CONSTRUCTION OF CERTAIN SIDEWALK IMPROVEMENTS; SETTING SIXTY (60) MONTH AND ONE HUNDRED TWENTY (120) MONTH PERIODS FOR INSTALLMENT PAYMENTS; SETTING THE INSTALLMENT FINANCING RATE AT FOUR AND ONE-QUARTER PERCENT (4.25%) AND SIX AND ONE-HALF PERCENT (6.50%) RESPECTIVELY; DECLARING AN EMERGENCY

WHEREAS, the City Council, by its adoption of Resolution No. 2010-66 on August 23, 2010, created the City-Wide Voluntary Sidewalk Local Improvement District (LID) for the purpose of repair and rehabilitation of sidewalks throughout the City. Those property owners who voluntarily consent to sidewalk repairs and assessments shall be assessed a share of the costs associated with said repair and rehabilitation;

WHEREAS, the City Council, through the adoption of Resolution No. 2011-36 on May 23, 2011, set the repayment terms for payment of assessments for sidewalk improvements under the LID;

WHEREAS, the City Council has now received an assessment report from the Public Works Director and the share of the costs attributable to the Local Improvement District has been set by the Report to be \$72,066.40;

WHEREAS, the City Recorder has, consistent with FGMC 3.440, sent notice to each affected property owner the necessary information and has received zero timely objections to the assessments; and

WHEREAS, the City Council has held a duly-noticed Public Hearing on May 13, 2013, and reviewed the objections timely received by the City Recorder and has determined that the methodology adopted by the terms of Resolution 2011-36 was a fair, just and appropriate approach to determine the assessments.

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

Section 1. The City Council has determined that the total cost noted above (\$72,066.40) for the construction of the improvements is to be borne by the properties specially and peculiarly benefited thereby.

Section 2. The final assessment for each property is as shown on the Assessment Roll attached hereto as Exhibit A. The assessments are spread consistent with the methodology approved by Council Resolution 2011-36.

Section 3. For those property owners who chose payment option 1B of Council Resolution 2011-36, the installment period shall be sixty (60) months at an interest rate of

four and one-quarter percent (4.25%) with the first payment due by the 1st of July with payments thereafter due and payable on the 1st of each month for a period of fifty-nine (59) months, with no pre-payment penalty.

Section 4. For those property owners who chose payment option 1C of Council Resolution 2011-36, the installment period shall be one hundred twenty (120) months at an interest rate of six and one-half percent (6.50%) with the first payment due by the 1st of July with payments thereafter due and payable on the 1st of each month for a period of one hundred nineteen (119) months, with no pre-payment penalty.

Section 5. Payments become delinquent if not received by the due date according to the payment option selected.

Section 6. Property owners whose payments become delinquent shall pay a penalty of ten dollars (\$10.00) per every thirty (30) day period payments are or remain delinquent.

Section 7. The assessments paid over the times described in Sections 3 and 4 above shall be listed in the City's lien docket and if unpaid (together with accrued and unpaid interest and penalties) are a lien in favor of the City as set out in ORS 223.230.

Section 8. Liens shall be adjusted for penalties assessed for delinquent payments.

Section 9. Within ten (10) days of the adoption of this ordinance, the City Recorder shall send notice of assessment to each property owner shown on the Assessment Roll and publish notice of the assessment in the newspaper in accordance with FGMC 3.450.

Section 10. So that the assessments can be timely filed with the County, the City Council hereby declares that an emergency exists, and this ordinance is and shall be effective from and after its passage by the Council.

PRESENTED AND PASSED the first reading this 13th day of May, 2013.

PASSED the second reading this 13th day of May, 2013.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 13th day of May, 2013.

Peter B. Truax, Mayor

Exhibit A
Sidewalk Assessment Roll

Sidewalk Completion Report

Tax Lot ID	Address	Property Owner	Assessment
1S306BD10900	1606 ASH ST	SMITH DENNIS L AND	\$ 468.60
1N331BC05000	1940 WILLAMINA AVE	WALKER AMY E	\$ 213.00
1S306AC03001	1623 DOUGLAS ST	OGLESBY DONALD LEWIS	\$ 3,793.59
1N435AD02300	2722 BALLAD WAY	HAMMELL PATRICK & ANGELA &	\$ 426.00
1S306BD14400	2303 15TH AVE	STANLEY CHRISTOPHER B &	\$ 1,499.52
1S306BD07600	2338 17TH AVE	ROBINSON JOHN & LYNDELL	\$ 11,227.19
1S306AB10800	2517 18TH AVE	JAMES AND CECILE DOYLE	\$ 621.96
1S306BA10901	1804 DOUGLAS ST	JENSEN COLLEEN & JOHN E	\$ 8,890.02
1S306AB09400	1803 FILBERT ST	HACKENBERG PHILLIP E &	\$ 2,172.60
1N330CD01300	3254 BARNET ST	THATCHER JEFFREY D	\$ 426.00
1N426CD00500	3261 VALLEY CREST WAY	TIMMONS DOUGLAS W & TERRI L	\$ 2,612.06
1S306AB12900	2527 PACIFIC AVE	SOCIETY OF THE SISTERS/HOLY NAMES	\$ 724.20
1N435AC08400	WILLAMINA AVE - COMMON AREA	REUTER FARM OWNERS ASSOCIATION	\$ 1,026.66
1N435AD13200	2724 HARVEST COURT	TODD-TIFFANY, GEORGIA C TRUST 1998	\$ 213.00
1N436BD03700	TALISMAN PARK	CITY OF FOREST GROVE	\$ 37,752.00
			\$ 72,066.40

MEMORANDUM

TO: Mayor Peter Truax and City Councilors

FROM: Anna D. Ruggles, CMC, City Recorder

DATE: May 13, 2012

SUBJECT: Public Hearing: Adopt Standards and Criteria for City Manager Performance Evaluation

ISSUE: Pursuant to City Manager's Employment Agreement, Section 6, the City Council must evaluate the City Manager's annual performance, and establish the criteria for evaluation in accordance with Public Meeting Laws. A Public Hearing Notice was published in the *NewsTimes* on Wednesday, May 8, 2013.

BACKGROUND: The purpose of this report is to approve the following attachments: 1) City Manager Performance Evaluation Form; 2) Tentative target dates for completing the City Manager's performance evaluation appraisal (refer to Attachment); and 3) Memorandum to Department Directors.

The City Manager's Performance Evaluation process is as follows:

1. City Manager is directed to prepare a self-evaluation.
2. Department Directors are asked to submit input with an option to remain confidential. Council has named the City Attorney, as third-party person, who will prohibit disclosure of information submitted in confidence as provided by ORS 192.502(4).
3. City Attorney compiles submitted comments into a single document and distributes results in a sealed envelope directly to Council.
4. Council reviews compiled responses with City Manager in Executive Session.
5. Each Councilmember submits an evaluation form to Mayor.
6. Mayor and Council President tabulate and summarize results of Council evaluations and present performance appraisal to City Manager in Executive Session.

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



NewsTimes

Legal Ads/Public Notice:

To be published: Wednesday, May 8, 2012

NOTICE OF PUBLIC HEARING

ADOPTION OF CITY MANAGER PERFORMANCE EVALUATION CRITERIA AND STANDARDS

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a Public Hearing on **Monday, May 13, 2013, at 7:00 p.m. or thereafter**, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider adopting the criteria and standards for City Manager performance evaluation.

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

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

To be published May 8, 2013

2013 City Manager Evaluation Process:

- ☑ Monday, May 13th **Public Hearing to adopt City Manager performance evaluation criteria.** If approved: 1) a letter on behalf of the Council will be given to all Department Directors requesting comments on City Manager's annual performance; 2) Each Councilmember is given a performance evaluation form to complete; and 3) Council asks City Manager to prepare a self-evaluation.
- ☑ Wed, May 22nd Deadline for **Department Directors to submit comments** to third-party person (City Attorney).
- ☑ Friday, May 24th Deadline for **City Attorney (third-party) to submit directly to Council compilation of Department Directors comments** in a sealed envelope.
- ☑ Tuesday, May 28th **First Executive Session** (unless City Manager requests open hearing) is held to present **City Manager's Self-Evaluation.**
- ☑ Tuesday, June 4th **Deadline for Councilmembers to submit individual evaluation forms, signed and dated, and returned to Mayor. Mayor and Council President tabulate and summarize the results of Council evaluations.**
- ☑ Monday, June 10th **Second Executive Session** (unless City Manager requests open hearing) is held to **review comments and discuss performance appraisal with City Manager.**
- ☑ Monday, June 24th **Third Executive Session** (unless City Manager requests open hearing) if necessary is held to **finalize performance appraisal with the City Manager.**

Return to open meeting to give a summary of the City Manager's annual performance appraisal; discuss compensation; **consider adopting Resolution Amending/Setting City Manager's Compensation Plan, Amending Employment Agreement** and Authorizing Compensation for Fiscal Year 2013-14.

Memorandum

TO: All Department Directors

CC: Michael Sykes, City Manager
City Attorney

FROM: Mayor Peter Truax and City Councilors

DATE: May 13, 2013

SUBJECT: City Manager Annual Performance Evaluation Input

The City Council approved the City Manager's evaluation performance standards and criteria, and as part of the evaluation process, the Council is seeking Department Director input on the performance appraisal of the City Manager for the evaluation period of July 1, 2012, through current. The Council's goal is to establish a thoughtful and considered process that also expedites the City Manager's evaluation. The Council recognizes the importance of giving Department Directors an option to remain confidential. To achieve this, the Council has named City Attorney, as a third-party person, who will keep your name confidential upon your request. The City Attorney will remove the name of the evaluator, unless the evaluator waives the promise of confidentiality. Information submitted in confidence is exempt from public disclosure under ORS 192.502(4).

The Council encourages you to submit your input **no later than Wednesday, May 22, 2013**, directly to City Attorney, preferably by e-mail at: [Paul Elsner \[Paul@gov-law.com\]](mailto:Paul.Elsner@gov-law.com). If submitting comments by e-mail and you wish to remain anonymous, please advise the City Attorney of your desire to remain anonymous.

The City Attorney will compile the submitted comments into a single document and distribute the results in a sealed envelope to Council **no later than Friday, May 24, 2013**. The Council will review comments with City Manager in executive session tentatively scheduled for June 10, 2013.

Thank you for your sincere consideration of the above request.

CITY MANAGER PERFORMANCE REVIEW

Instructions:

This evaluation has two parts. Part I involves an evaluation of the annual performance of the City Manager during the evaluation period of **July 1, 2012, to June 30, 2013**. Part II concerns your expectations and goals for the City Manager during the coming year. In evaluating the Manager's past performance, you are asked to rate that conduct according to the following categories:

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

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

Part I. Performance Standards

1. Personal Traits / Professionalism

NI	M	E	NO

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

Comments:

2. City Council Relationships

NI	M	E	NO

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

Comments:

3. Technical Knowledge and Use

NI	M	E	NO

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

Comments:

4. Problem Solving and Decision Making:

NI	M	E	NO

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

Comments:

5. External Relations

NI	M	E	NO

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

Comments:

6. Fiscal Management

NI	M	E	NO

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

Comments:

7. Personnel Management & Supervision

NI	M	E	NO

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

Comments:

Part II. Future Expectations

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

- Concur
- Non-concur
- Minority Report

Peter B. Truax, Mayor

Date

- Concur
- Non-concur
- Minority Report

Thomas L. Johnston, Council President

Date

- Concur
- Non-concur
- Minority Report

Richard G. Kidd III, Councilor

Date

- Concur
- Non-concur
- Minority Report

Victoria J. Lowe, Councilor

Date

- Concur
- Non-concur
- Minority Report

Camille Miller, Councilor

Date

- Concur
- Non-concur
- Minority Report

Ronald C. Thompson, Councilor

Date

- Concur
- Non-concur
- Minority Report

Elena Uhing, Councilor

Date

Non-Concur may submit minority report.

Memorandum

To: City Council

From: Jon Holan, Community Development Director
Michael Sykes, City Manager

Date: May 13, 2013

Re: Adoption of Resolution in Support of Expanded Transit Service in Forest Grove by Ride Connection

Request: Staff is requesting the City Council to adopt the attached resolution in support of expanded general use transit service in Forest Grove.

Background: The City of Forest Grove has been promoting the expansion of transit service over the past several years. The City requested TriMet to expand the Line 57 service to the High School in 2008 and conducted a local transit study in 2009. Recently, the City allocated \$30,000 to conduct a transit study this current fiscal year.

During the completion of the current study, Ride Connection was approached by TriMet to seek funding for providing general transit service in Forest Grove. Ride Connection was successful obtaining the following three grants:

- | | | |
|--------|--|----------------------------|
| • JARC | Operation costs for one year | \$121,000 for Forest Grove |
| • 5310 | Operation costs for two years | \$121,000 per year |
| • 5310 | Bus Equipment (two 14 passenger buses) | \$134,450 |

The JARC grant has a 50 percent match and the 5310 has a 10.27% match requirement. TriMet is funding the local match for the operational grants. The City of Forest Grove will fund the match for the purchase of the buses through the use of Transportation Impact Fees (City match will be \$13,808).

Ride Connection will administer and operate the service. The service will be a deviated fixed route operation as recommended by the recent Transit Study prepared by Nelson-Nygaard. Attached is the recommended route developed by the consultant that will be further refined by a travel behavior survey conducted by Ride Connection. Ride Connection is exploring the possibility for users to call the drivers directly to arrange pickups where there is a deviation. Operations are planned from 6 am to 7 pm Monday through Friday with 30 minute pick up during the peak hours.

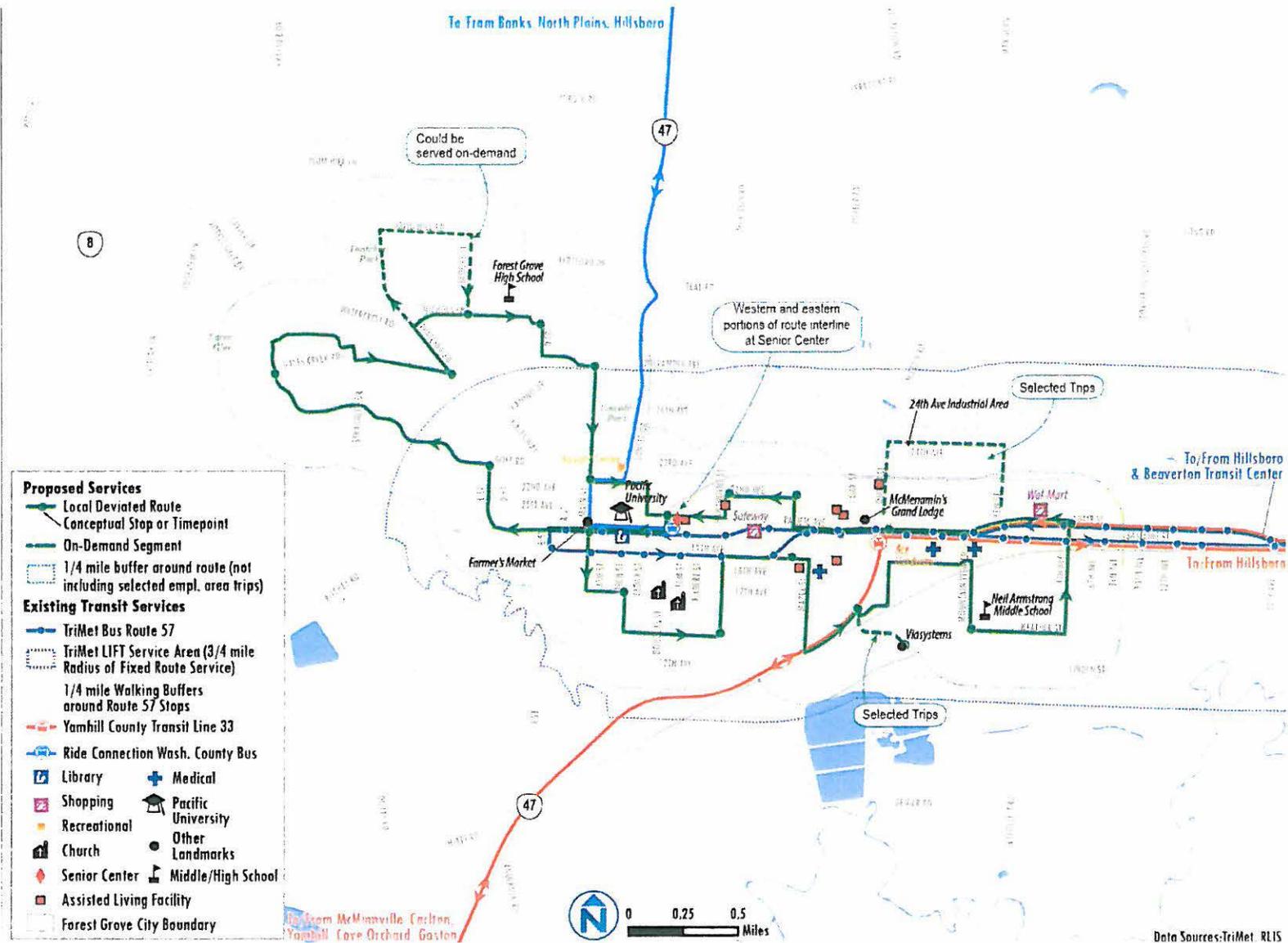
The City will provide maintenance service on the buses. The grants include up to \$3000 per year per vehicle for maintenance. The City's costs for maintenance will be reimbursable (minus the 10.27% match requirement which equals a maximum of about \$678 per year for both vehicles). Since the buses are new, this will be mainly in the form of oil changes and other minor warrantee service. The vehicles will be equipped with lifts and bike racks. Ride Connection has vendors that will provide the servicing on the lift equipment.

The City will also provide other facilities. This would include bus stop signs and shelters where appropriate (perhaps at the High School for initial operations). It is anticipated that office space and parking would be provided at the Senior Center but that is yet to be finalized.

The next step is to complete the travel behavior survey and publicity. The survey will be prepared by Ride Connection and will be focusing on community participation in June (although the survey is currently on the City and Ride Connection websites.) The survey (as well as the Transit Study being completed by Nelson-Nygaard) will help Ride Connection develop a route and the location of stops.

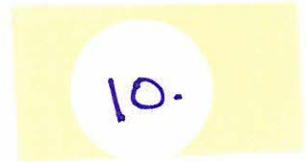
Staff from both the City and Ride Connection will be working on publicity efforts during the summer months (which will continue through the year). Anticipated start date will be either the week of August 18th or 25th.

Staff Recommendation: Staff recommends the City Council adopt the attached resolution.



Consultant Proposed Route

RESOLUTION NO. 2013-28



**RESOLUTION SUPPORTING THE EXPANDED TRANSIT SERVICE
BY RIDE CONNECTION IN THE FOREST GROVE COMMUNITY**

WHEREAS, the Forest Grove community has been served by Tri-Met's Line 57 service for many years; and

WHEREAS, the Forest Grove community has demonstrated over time the use of transit service as evidenced by the high ridership of persons boarding and departing in Forest Grove; and

WHEREAS, Ride Connection has provided reliable service for elderly and disabled citizens in the community for many years; and

WHEREAS, the Line 57 service only provides transit service for a small portion of the community; and

WHEREAS, over the past several years, the City of Forest Grove has sought an expansion of transit service in the community; and

WHEREAS, transit service has been shown to significantly promote the reduction in greenhouse gas emissions; and

WHEREAS, Ride Connection has obtained federal and state grants for the purchase of two buses and operating funds for up to two years to provide general transit service throughout the community as a supplement to the Tri-Met service.

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

Section 1. That the City Council of the City of Forest Grove does hereby support the operation of expanded transit service in the community by Ride Connection.

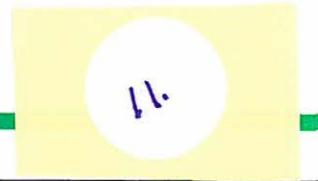
Section 2. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 13th day of May, 2013.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 13th day of May, 2013.

Peter A. Truax, Mayor



MEMORANDUM

TO: City Council

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

DATE: May 13, 2013

SUBJECT: CEP Distribution of Funding

The City Council heard the presentations from the applicants for the CEP Grant awards on April 16, 2013. Councilors have submitted their individual allocations and all projects met the requirement that funding be received from at least four councilors.

The next step is a discussion during which the City Council will recommend the funding for individual projects for consideration at the public hearing scheduled for May 28, 2013. A funding worksheet by councilor has been prepared and is attached to this memorandum.

Two councilors still have funds available to allocate. Any funds that remain unallocated after the funding process is completed will be added to the overall funds that will be available for allocation in the next fiscal year. An individual councilor can change his/her initial allocation for any project at this time.

Anna Ruggles

CEP
5/13/13

From: Neil Poulsen [nkpoulsen@yahoo.com]
Sent: Wednesday, May 01, 2013 9:22 AM
To: Anna Ruggles
Cc: James Reitz; Richard Kidd Email
Subject: Note to Council: Regarding 2013 CEP Grants

Anna,

Would you mind distributing the following note to the City Council?

Thanks,
Neil

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TO THE CITY COUNCIL:

I wish to express my apology for not being present at the Forest Grove City Council Meeting, when the CEP Grant Applications were considered. I've had many responsibilities of late in my personal and professional life, and I simply missed being there.

With that said, the Historic Landmarks Board appreciates the City Council's willingness to still consider our application. I hope that my absence hasn't jeopardized such an excellent program that has demonstrated success in the past, and that can continue to demonstrate success into the future.

Neil Poulsen, Chair
Historic Landmarks Board

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