

April-15						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Rural Fire 8pm Water Providers EC 5:30pm	2 Notary Seminar 1pm-4pm - Comm Aud Registration Required EDC Noon	3 WC State Address S&CC 1st Friday	4
5	6 Planning Comm 7pm	7 CCI 5:30pm (Cancelled) Library Cultural Series 7pm	8 Municipal Court	9 PAC 5pm CDBG 7pm	10 WC Mayors Moved 05/20 JWC Noon	11 CFC Tree Planting 9am-Lincoln Pk
12	13 CITY COUNCIL 5:30 PM - WORK SESSION (Medical Marijuana) 6:00 PM - WORK SESSION (GIS Assessment) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	14 Red Cross Blood Drive 1pm - 6pm - Comm Aud Library 6:30pm Fire ICS Training 8pm	15 P&R 7am CFC 5:15pm CAO 5pm CWAC 5:30pm	16 CEP Comm 6pm Budget Comm - Info 7:00 pm - Comm Aud	17 If I Were Mayor Submittal Due	18
19 Mollie's Garden Dedication 1pm - Library	20 Chamber Luncheon FGS&CC Bd Mtg 6:30pm Planning Comm 7pm (Cancelled)	21 Farmers Mkt Mtg 5pm-Comm Aud Fernhill Wetlands 5:30pm Oregon Wild, McMenamins	22 Municipal Court PSAC MPAC 5pm (Cancelled)	23 WEA Breakfast Sustainability 6pm	24 LOC Bd Mtg ODF Mtg	25 Police Dept Prescription Drug Turn-In 10am-2pm <i>Kidd out</i>
26	27 CITY COUNCIL 5:30 PM - WORK SESSION (B&C Interviews) 5:45 PM - EXECUTIVE SESSION (Real Property) 6:00 PM - WORK SESSION (Water Rates & SDC) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	28 Daybreak Rotary 5pm - Comm Aud  HLB 7:15pm	29	30 CAO Gala 5:30pm-HB		<i>Kidd out</i>
<i>2015 JPACT Trip to DC</i>						
May-15						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 S&CC 1st Friday	2 ORRC Hagg Lake Run <i>Kidd out</i>
3	4 Planning Comm 7pm	5 CCI 5:30pm	6 Municipal Court Farmers Market 1st Wed Rural Fire 8pm	7 EDC Noon	8	9 City Shred Day 9am-2pm Parking Lot
10	11 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	12 Red Cross Blood Drive 1pm - 6pm - Comm Aud Library 6:30pm	13 WC Gales Ck Rd Bridge 5pm - Gales Ck Fire St Farmers Market MPAC 5pm	14 PAC 5pm	15	16 Sister Cities Plant Sale
17 Community Sundial Dedication 2pm Thatcher Pk	18 Chamber Luncheon FGS&CC Bd Mtg 6:30pm Planning Comm 7pm	19 WC Recycling (25yrs) Luncheon Noon - Walters Arts Hillsboro Fernhill Wetlands 5:30pm Library Cultural Series 7pm	20 Municipal Court P&R 7am WC Mayors CFC 5:15pm CAO 5pm CWAC 5:30pm Farmers Market	21 Budget Comm-1st Mtg 7 pm - Comm Aud	22	23 Sister Cities Plant Sale
24	25 CITY OFFICES CLOSED Memorial Day Ceremony, 12:30pm, Flag Pole	26 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM HLB 7:15pm	27 PSAC MPAC 5pm Tualatin Water & Soil 7pm Farmers Market	28 WEA Breakfast Budget Comm-2nd Mtg 7 pm - Comm Aud Sustainability 6pm	29 Chaucer Tour , 10:30am	30 Sister Cities Plant Sale
31						
June-15						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Municipal Court	2 EDC Noon Employee Breakfast Budget Comm-3rd Mtg 7 pm - Comm Aud	3 S&CC 1st Friday	4 Rose Festival Parade Oregon Mayor's Walk
7	8 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	9 Red Cross Blood Drive 1pm - 6pm - Comm Aud Library 6:30pm	10 Municipal Court Farmers Market MPAC 5pm	11 PAC 5pm CEP Comm Presentations 6pm - Comm Aud	12 JWC Noon TBA WC Mayors	13
<i>Kidd Out</i>						
14 <i>Kidd Returns</i>	15 Chamber Luncheon FGS&CC Bd Mtg 6:30pm Planning Comm 7pm	16 ODF Mtg Fernhill Wetlands 5:30pm	17 P&R 7am CFC 5:15pm CAO 5pm CWAC 5:30pm Farmers Market	18	19 LOC Bd Mtg - Comm Aud	20
21	22 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	23 HLB 7:15pm	24 PSAC MPAC 5pm - No Mtg Farmers Market	25 Sustainability 6pm WEA Breakfast	26	27 Love Rocks Run
28	29	30				

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# FOREST GROVE CITY COUNCIL

## Monday, April 27, 2015

### Meeting Agenda

5:30 PM – Work Session (B&C Interviews)  
5:45 PM – Executive Session (Real Property)  
6:00 PM – Work Session (Water Rates & SDC)  
7:00 PM – Regular Meeting

Community Auditorium  
1915 Main Street  
Forest Grove, OR 97116

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

Ronald C. Thompson  
Elena Uhing  
Malynda H. Wenzl

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  
 Tom Gamble, City Manager  
 Pro Tem

**5:30**

**WORK SESSION: BOARDS, COMMITTEES AND COMMISSIONS INTERVIEWS:**

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).

Paul Downey, Administrative  
 Services Director  
 Tom Gamble, City Manager  
 Pro Tem

**5:45**

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

**In accordance with ORS192.660(2)(E) to deliberate with persons designated by the governing body to negotiate real property transactions.**

**EXECUTIVE SESSIONS ARE CLOSED TO THE PUBLIC.** Representatives of the news media and designated staff may attend Executive Session(s). Representatives of the news media are specifically directed not to report (tape/video record) 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.

Rob Foster, Public Works Director  
 Paul Downey, Administrative  
 Services Director  
 Tom Gamble, City Manager  
 Pro Tem

**6:00**

**WORK SESSION: WATER RATES AND WATER SYSTEM DEVELOPMENT CHARGES UPDATE:**

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. **AWARD PRESENTATIONS:**

- *“If I Were Mayor” 2015 Student Contest Winners*

1. B. **EMPLOYEE RECOGNITION:**

- *Ann Dondero, Youth Services Librarian, Forest Grove Library*

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.

- |   |             |              |  |  |
|---|-------------|--------------|--|--|
|   |             |              |  | <p>3. <b><u>CONSENT AGENDA:</u></b> See Page 5</p> |
|   |             |              |  | <p>4. <b><u>ADDITIONS/DELETIONS:</u></b></p>       |
|   |             |              |  | <p>5. <b><u>PRESENTATIONS:</u></b></p>             |
| <p>Mindy Laird-Garcia, Forestry &amp; Watershed Technician<br/>         Rob Foster, Public Works Director</p>                           | <p>7:10</p> | <p>5. A.</p> | <ul style="list-style-type: none"> <li>• <i>2014 Watershed Timber Harvest Update, Scott Ferguson, Consultant</i></li> </ul>  |  |
| <p>Jon Holan, Community Development Director<br/>         J. F. Schutz, Police Chief<br/>         Tom Gamble, City Manager Pro Tem</p>  | <p>7:25</p> | <p>6.</p>    | <p><b><u>CONTINUE PUBLIC HEARING FROM APRIL 13, 2015: SECOND READING OF ORDINANCE NO. 2015-02 THE CITY OF FOREST GROVE ADOPTION OF AMENDMENTS TO DEVELOPMENT CODE, ARTICLES 3, 8 AND 12, TO ESTABLISH PLACEMENT AND REQUIREMENTS FOR MEDICAL MARIJUANA DISPENSARIES. APPLICANT: CITY OF FOREST GROVE. FILE NO. ZA-15-00267</u></b></p> |  |
| <p>Jon Holan, Community Development Director<br/>         J. F. Schutz, Police Chief<br/>         Tom Gamble, City Manager Pro Tem</p>  | <p>7:30</p> | <p>7.</p>    | <p><b><u>CONTINUE PUBLIC HEARING FROM APRIL 13, 2015: SECOND READING OF ORDINANCE NO. 2015-03 AMENDING CITY CODE CHAPTER 7 BY ADDING NEW CODE SECTION 7.850 THROUGH 7.865 ESTABLISHING OPERATION OF MEDICAL MARIJUANA DISPENSARIES</u></b></p>   |  |
| <p>James Reitz, Senior Planner<br/>         Jon Holan, Community Development Director<br/>         Tom Gamble, City Manager Pro Tem</p> | <p>7:35</p> | <p>8.</p>    | <p><b><u>PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2015-04 ADOPTION OF AMENDMENTS TO DEVELOPMENT CODE, ARTICLES 2, 5, 8 AND 12, TO ADOPT HISTORIC DISTRICT AND HISTORIC LANDMARKS DESIGN GUIDELINES AND STANDARDS. APPLICANT: CITY OF FOREST GROVE. FILE NO. ZNC-15-00084</u></b></p>  |  |
| <p>Paul Downey, Administrative Services Director<br/>         Tom Gamble, City Manager Pro Tem</p>                                      | <p>7:45</p> | <p>9.</p>    | <p><b><u>PUBLIC HEARING AND RESOLUTION NO. 2015-29 SETTING FEES AND CHARGES FOR AQUATIC CENTER, EFFECTIVE JULY 1, 2015, AND REPEALING RESOLUTION NO. 2014-37</u></b></p>   |  |
| <p>Paul Downey, Administrative Services Director<br/>         Tom Gamble, City Manager Pro Tem</p>                                      | <p>7:55</p> | <p>10.</p>   | <p><b><u>RESOLUTION NO. 2015-30 ADOPTING FOREST GROVE SOLID WASTE COMMUNITY ENHANCEMENT PROGRAM ADVISORY COMMITTEE BYLAWS</u></b></p>  |  |

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- |   |      |  |
|---|------|--|
| Colleen Winters, Library Director             | 8:00 | 11. <b><u>DEPARTMENT WORK PLANS FOR FY 2015-16:</u></b>  |
| J. F. Schutz, Police Chief                    |      | <ul style="list-style-type: none"><li>• <i>Library Department</i></li><li>• <i>Police Department</i></li><li>• <i>Engineering/Public Works</i></li><li>• <i>Administrative Services</i></li><li>• <i>Legislative and Executive</i></li></ul> |
| Rob Foster, Public Works Director             |      |  |
| Paul Downey, Administrative Services Director |      |  |
| Tom Gamble, City Manager Pro Tem              |      |  |
| Tom Gamble, City Manager Pro Tem              | 8:30 | 12. <b><u>CITY MANAGER'S REPORT:</u></b>   |
|   | 8:45 | 13. <b><u>COUNCIL COMMUNICATIONS:</u></b>  |
|   | 9:00 | 14. <b><u>ADJOURNMENT:</u></b>   |

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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 (Medical Marijuana Dispensaries) Meeting Minutes of April 13, 2015.
  - B. Approve City Council Work Session (GIS Needs Assessment) Meeting Minutes of April 13, 2015.
  - C. Approve City Council Regular Meeting Minutes of April 13, 2015.
  - D. Accept Community Forestry Commission Meeting Minutes of February 18, 2015.
  - E. Accept Library Commission Meeting Minutes of March 18, 2015.
  - F. Accept Public Arts Commission Meeting Minutes of February 12 and March 12, 2015.
  - G. Accept Planning Commission Meeting Minutes of March 23, 2015.
  - H. Accept Resignation on Parks and Recreation Commission (Mike Olson, At-Large, Term Expiring December 31, 2017).
  - I. Endorse Liquor License Renewal Applications for Year 2015:
    - 1. Stecchino Bistro (Full On-Premises Sales)
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## MEMORANDUM

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

**PROJECT TEAM:** Anna D. Ruggles, CMC, City Recorder  
Thomas E. Gamble, City Manager Pro Tem

**DATE:** April 27, 2015

**SUBJECT:** Interview for Vacancies on Various Boards, Committees,  
and Commissions

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Attached you will find the following items for the Citizen Advisory Boards, Committees, and Commissions interview(s) scheduled for Council Work Session:

- Boards, Committees, Commissions Number of Vacancies;
  - Possible Interview Questions; and
  - Application(s)
- 

**STAFF RECOMMENDATION:**

Conduct an interview of the applicant(s) who expressed interest in serving on Citizen/Student Advisory Boards, Committees and Commissions. Determine new appointment(s). Based on Council's recommendation, resolution(s) making formal appointment will be presented for Council consideration at the next regular Council meeting.

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## 2015 – BOARDS, COMMITTEES & COMMISSIONS VACANCIES

COMMISSION	REQUIREMENTS	# VACANCIES	EXPIRES
BUDGET Meets in April/May	7 – Members 3 – Year Term; All members must live in City per ORS		
COMMITTEE FOR CITIZEN INVOLVEMENT Meets 1 <sup>st</sup> Tuesday, 5:30 pm	7 – Members 4 – Year Term	1 – Vacancy 1 – Vacancy 1 – Student Vacancy	01/31/19 01/31/19 01/31/15
COMMUNITY FORESTRY COMMISSION Meets 3 <sup>rd</sup> Wednesday, 5:15 pm	7 – Members 3 – Year Term 3 members may live outside City – Currently 3	1 – Vacancy 1 – Student Vacancy	12/31/15 12/31/15
ECONOMIC DEVELOPMENT COMMISSION Meets 1 <sup>st</sup> Thursday, Noon	19 – Members 3 – Year Term 6 Public & Non-Profit; 12 Business 1 At-Large	1 – Student Vacancy	12/31/15
HISTORIC LANDMARKS BOARD Meets 4 <sup>th</sup> Tuesday, 7:15 pm	7 – Members 4 – Year Term 2 members may live outside City – Currently 0	1 – Vacancy 1 – Vacancy 1 – Vacancy 1 – Student Vacancy	12/31/16 12/31/16 12/31/18 12/31/15
LIBRARY Meets 2 <sup>nd</sup> Tuesday, 6:30 pm	7 – Members 2 – Year Term	1 – Vacancy 1 – Vacancy 1 – Student Vacancy	12/31/15 12/31/15 12/31/15
PARKS & RECREATION COMMISSION Meets 3 <sup>rd</sup> 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	1 – Vacancy, At –Large 1 – Student Vacancy	12/31/17 12/31/15
PLANNING COMMISSION Meets 1 <sup>st</sup> and 3 <sup>rd</sup> 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 <sup>nd</sup> Thursday, 5:00 pm	9 – Members 3 – Year Term		
PUBLIC SAFETY ADVISORY COMMISSION Meets 4 <sup>th</sup> Wednesday 7:30 am	7 – Members 4 – Year Term 2 members within Rural Fire District – Currently 1 Non-Voting Reps Rural Fire Dist; Chamber; FG School District; and Pacific University	1 – Rural Fire District 1 – Rural Fire District (?) 1 – Student Vacancy	12/31/16 12/31/17 12/31/15
SUSTAINABILITY COMMISSION Meets 4 <sup>th</sup> Thursday 6:00 pm	13 – Members 4 – Year Term 3 At-Large; Voting Reps Clean Water Services; Economic At-Large; Educator; Ethnic/Cultural Affiliation; FG School District; Non-Profit Service; Pacific University; Sustainable Business; 1 Pacific University Student; and 1 – FG High School Student		



CITIZEN ADVISORY BOARDS, COMMITTEES, & COMMISSIONS

RECEIVED (Please complete, sign and BY:)

INTERVIEW April 27, 2015 5:30pm

aruggles@forestgrove-or.gov

NO PRESENT INTEREST

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).

- 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, Public Safety Advisory Commission, Sustainability Commission

NAME: ALDIE HOWARD, RESIDENCE ADDRESS: [REDACTED], MAILING ADDRESS: FOREST GROVE OR, EMPLOYER: SELF EMPLOYED

HOME PHONE: [REDACTED], BUSINESS PHONE: [REDACTED], E-MAIL: [REDACTED], OCCUPATION/PROFESSION: CONSULTANT

Years living in Forest Grove? 50+ Live in City limits? YES How did you hear of this opportunity? AIR WEATHER

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

What ideas do you have for improving "Fair" or "Poor" performance?

Why are you interested in serving on the Advisory Board/Committee/Commission? SINCERE INTEREST IN THE CITY IN WHICH I LIVE

What contributions do you feel you can/will make to the Board/Committee/Commission? LONG EXPERIENCE IN MUNICIPAL GOVERNMENT

What qualifications, skills, or experiences would you bring to the Board/Committee/Commission? MPA, CITY MANAGER POSER, CHIEF PLANNING DIRECTOR

Previous/current appointed or elected offices: F.G. CITY COUNCIL, PLANNING COMMISSION

Previous/current community affiliations or activities: SENIOR CENTER

If not appointed at this time, may we keep your name on file? Yes No Signature: [Signature] Date: 2-4-2015

I have sufficient time to devote to this responsibility and will attend the required meetings if appointed.

(App 01/14)

Aldace N. Howard

"Aldie"

[REDACTED]  
Forest Grove, Oregon  
97116  
[REDACTED]  
[REDACTED]

### **Profile of Qualifications**

**Land use consultant** involved in planning or development issues and preparing applications to local jurisdictions.

**Interim City Administrator** appointed by the Mayor in 2008 to guide the recovery of the city following a devastating flood in the City of Vernonia, Oregon.

**Planning Director** responsible for the orderly development of the community. City of Vernonia, Oregon.

**Land use consultant.** Stuntzner Engineering, Forest Grove, Oregon. Jim Griffith and Associates, Portland, Oregon.

**Purser (Administrative Officer)** onboard Department of the Navy merchant vessels.

**Chairman of the Planning Board and Town Planner.** Belmont, New Hampshire.

**Winery owner.** Belmont, New Hampshire.

**Development Director,** Benton County, Oregon.

**Deputy City Manager. Chief of Police.** Kodiak, Alaska.

**Planning Director.** Tigard, Oregon.

#### **Additional Experiences.**

Board of Directors, Forest Grove. Oregon. Senior/Community Center.

Member of the City Club in Forest Grove, Oregon. Downtown business association.

Member of the Valley Art Association, Forest Grove, Oregon.

Member of Friends of Historic Forest Grove.

Member of the Planning Commission, Forest Grove, Oregon.  
Chamber of Commerce Board of Directors member in Laconia, New Hampshire.  
Member of Chamber of Commerce, Forest Grove, Oregon  
City Councilman, City of Forest Grove, Oregon.  
Fireman, City of Forest Grove, Oregon  
Member of ICMA (International City Managers Association).  
Student-body President, Pacific University, Forest Grove, Oregon.  
QMED United States Coast Guard document holder.  
US Navy. Honorable discharge.

**Education.**

Masters Degree in Public Administration. Portland State University. Portland, Oregon.  
Bachelor of Science Degree. Pacific University. Forest Grove, Oregon.

**References.**

Chuck Kingston, City of Hillsboro Water Department. 971-645-3557  
Dick Kline, past City Administrator in Vernonia, Oregon. 503-357-3546  
Bill Haack, past City Administrator in Vernonia, Oregon. 503-367-7221  
Tim McDonald, President, Tim McDonald Construction. 503-572-8299  
Brian Wilbur, President, Pacific Insurance Partners. 503-544-0945  
Jeff Duyck. Board President, Forest Grove Senior/Community Center 503-341-4289

**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: 5-7minutes are allotted for question and answer time.***

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

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

---

*What are some of your proudest achievements?*

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*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 or a major concern 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 by the public? Such as making an unpopular decision that may go against property owners' desire or that is not supported by your friends and neighbors.*

---

*What ideas do you have that would help Forest Grove become a more sustainable community?*

---

*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 applicant soon thereafter.***



CITIZEN ADVISORY BOARDS, COMMITTEES, & COMMISSIONS

(Please complete, sign and return to:)

RECEIVED FEB 17 2015 RECEIVED FEB 17 2015 BY:

Interview April 27, 2015 5:40pm

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).

- Budget Committee 3-4 times in May
X Committee for Citizen Involvement 3rd Thursday, 5:30pm
Community Forestry Commission 3rd Wednesday, 5:15pm
Economic Development Commission 1st Thursday, Noon
Historic Landmarks Board 4th Tuesday, 7:15pm
Library Commission 2nd Tuesday, 6:30pm
Parks & Recreation Commission 3rd Wednesday, 7am
Planning Commission 1st & 3rd Monday, 7pm
Public Arts Commission 2nd Thursday, 5pm
Public Safety Advisory Commission 4th Wednesday, 7:30am
Sustainability Commission 4th Thursday, 6pm

NAME: Betsy Brower
RESIDENCE ADDRESS:
MAILING ADDRESS: same
EMPLOYER: My Place Tavern

HOME PHONE:
BUSINESS PHONE:
E-MAIL:
OCCUPATION/PROFESSION: Bartender/Cook

Years living in Forest Grove? 8 Live in City limits? Y How did you hear of this opportunity? Stephanie Rose

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

What ideas do you have for improving "Fair" or "Poor" performance? Just getting more people involved would be beneficial to the committee as well as the community.

Why are you interested in serving on the Advisory Board/Committee/Commission? I would love to help out where I can.

What contributions do you feel you can/will make to the Board/Committee/Commission? As a recent graduate from PSU with an advertising degree, I'm hoping that my education can help the committee reach more people and get more people involved.

What qualifications, skills, or experiences would you bring to the Board/Committee/Commission? I have several years of office experience as well as several years of customer service. These skills along with my degree should help the commission as well as the community.

Previous/current appointed or elected offices: N/A

Previous/current community affiliations or activities: Volunteer/Manager at several SOLVE events.

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

Signature: [Handwritten Signature] Date: 1-28-14
I have sufficient time to devote to this responsibility and will attend the required meetings if appointed.

(App 11/13)

**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: 5-7minutes 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 are some of your proudest achievements?*

---

*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 or a major concern 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 by the public? Such as making an unpopular decision that may go against property owners' desire or that is not supported by your friends and neighbors.*

---

*What ideas do you have that would help Forest Grove become a more sustainable community?*

---

*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 applicant soon thereafter.***

April 27, 2015

**STAFF REPORT – WATER REVENUE REQUIREMENTS AND SYSTEM  
DEVELOPMENT CHARGES (SDC) WORK SESSION**

**PROJECT TEAM:** Paul Downey, Administrative Services Director  
Rob Foster, Public Works Director  
Matthew Brown, Senior Management Analyst  
Derek Robbins, Project Engineer  
Tom Gamble, City Manager Pro-Tem

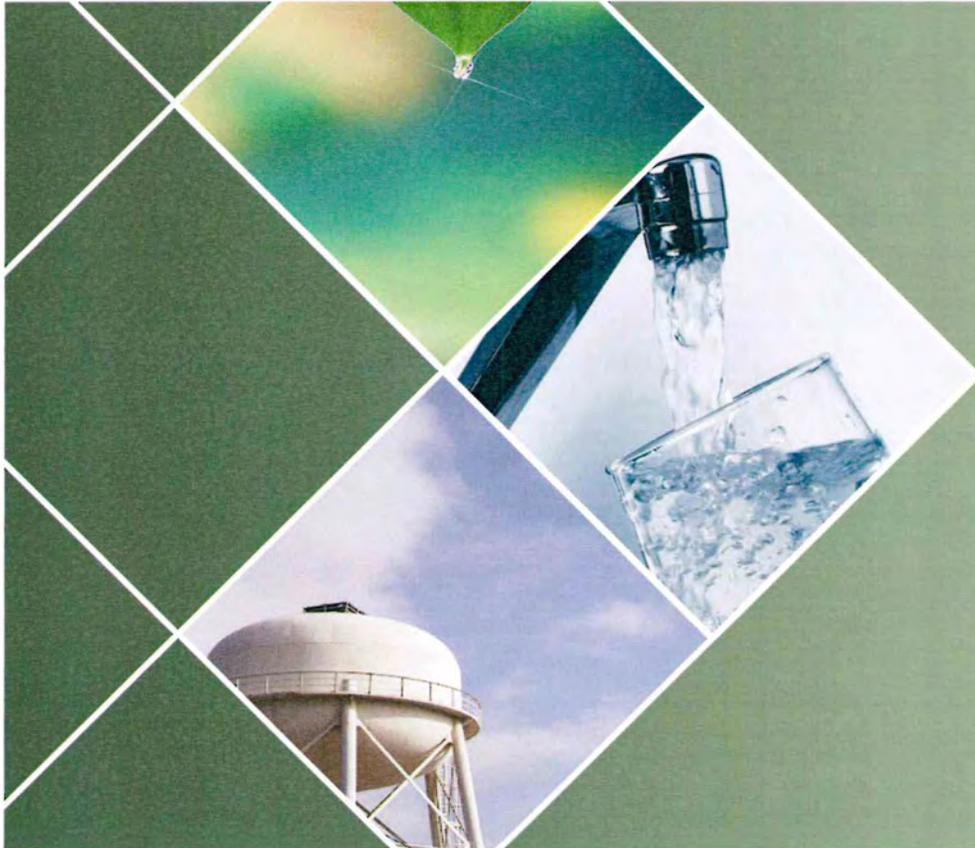
**ISSUE STATEMENT:** City has been increasing water rates annually at eight (8) percent for the past several years. The City's capital needs for infrastructure will be reduced over the next decade from what was originally planned due to two of the Joint Water Commission (JWC) partners developing an alternative water source on the Willamette River. The number and timing of the projects at the JWC has been reduced or delayed significantly over what was originally planned. Staff recommended the City review its water rates and system development charges and hired Financial Consulting Solutions Group (FCSG) to perform the review.

**DISCUSSION:** Staff worked with the consultant to review the projected operating costs, revise the future capital project list, and determine an appropriate amount of fund balance for the Water Fund to maintain for operations and future capital projects. This information was used to project future water rate increases needed and determine if the system development charge needed to be changed. Staff and the consultants are presenting the draft findings tonight. Future rates increases were reviewed with and without issuing debt to pay for capital projects. If no debt is used, the rate increases are forecasted to be about 3.50% for the next several years instead of the 8% that had been previously projected.

**STAFF RECOMMENDATION:** Staff requests guidance on what level of rate increase, if any, to proceed with as of July 1, 2015, and what amount of SDC to establish. If the SDC is increased, it will need to go through the formal process to increase the fee.

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# City of Forest Grove



## Water Revenue Requirement and SDCs

April 27, 2015



# Agenda

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- ◆ **Rates**
  - Background
  - Key Assumptions
  - Rate Scenarios
- ◆ **System Development Charges**
  - Background
  - Citywide Option
  - Area-Specific Surcharge for future David Hill development
- ◆ **Questions**



## **Background: What Should Rates Do?**

- ◆ **Generate sufficient revenues to sustain the utility system**
- ◆ **Charge for services provided**
- ◆ **Recover costs equitably**
- ◆ **Achieve city objectives**
  - Revenue stability
  - Maintain minimum fund balances
    - JWC reserve
    - Operating fund reserve
    - Debt reserve



# Key Assumptions

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- ◆ **Annual cost escalation**
  - General inflation (2%)
  - Customer growth (scenario A growth option from Master Plan)
  - Personnel inflation (5%)
  - Capital outlays (2.73%)
- ◆ **Minimum fund balance**
  - JWC reserve: \$333,250
  - Operating fund reserve: 45 to 60 days of O&M expenditures
  - Debt reserve: 2003 FFCO bond payment
- ◆ **Minimum bond coverage ratio of 1.25**



# Existing Rate Structure

Customer Class	Residential			
Scenario	Fixed Rate	Tier 1 (0-7 Kgal)	Tier 2 (7-15 Kgal)	Tier 3 (15+ Kgal)
3/4" and Less	\$21.29	\$1.71	\$3.47	\$5.04
1"	\$29.98	\$1.71	\$3.47	\$5.04
1.5"	\$44.45	\$1.71	\$3.47	\$5.04
2"	\$57.25	\$1.71	\$3.47	\$5.04

Customer Class	Multifamily		Commercial		Industrial	
Scenario	Fixed Rate	Variable Rate (per Kgal)	Fixed Rate	Variable Rate (per Kgal)	Fixed Rate	Variable Rate (per Kgal)
3/4" and Less	\$16.73	\$2.38	\$20.35	\$2.51	\$18.85	\$2.18
1"	\$23.06	\$2.38	\$26.59	\$2.51	\$28.38	\$2.18
1.5"	\$33.63	\$2.38	\$39.09	\$2.51	\$44.24	\$2.18
2"	\$46.26	\$2.38	\$59.07	\$2.51	\$63.28	\$2.18
3"	\$80.01	\$2.38	\$99.04	\$2.51	\$114.04	\$2.18
4"	\$117.99	\$2.38	\$161.50	\$2.51	\$171.15	\$2.18
6"	\$223.40	\$2.38	\$286.39	\$2.51	\$329.79	\$2.18
8"	\$349.94	\$2.38	\$450.37	\$2.51	\$520.11	\$2.18

Kgal – 1,000 gallons



# Baseline Scenario

- ◆ Consistent annual ~3.5% rate increases
- ◆ Rate increases for large capital expenditures in FY 2025 & 2030
- ◆ All capital projects funded by cash (no debt)

Revenue Requirements	Fiscal Year Ending 6/30:										
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
<b>Revenues</b>											
Rate Revenues Under Existing Rates	\$ 3,725,318	\$ 3,768,481	\$ 3,812,507	\$ 3,857,413	\$ 3,903,218	\$ 3,949,938	\$ 3,981,984	\$ 4,030,346	\$ 4,079,676	\$ 4,129,993	\$ 4,181,316
Non-Rate Revenues	1,318,128	1,304,741	1,304,814	1,304,894	1,304,941	1,305,016	1,305,082	1,305,168	1,305,246	1,305,301	1,303,574
<b>Total Revenues</b>	<b>\$ 5,043,446</b>	<b>\$ 5,073,221</b>	<b>\$ 5,117,320</b>	<b>\$ 5,162,307</b>	<b>\$ 5,208,159</b>	<b>\$ 5,254,954</b>	<b>\$ 5,287,066</b>	<b>\$ 5,335,514</b>	<b>\$ 5,384,923</b>	<b>\$ 5,435,294</b>	<b>\$ 5,484,890</b>
<b>Expenses</b>											
Cash Operating Expenses	\$ 3,612,282	\$ 3,734,728	\$ 3,816,290	\$ 3,901,103	\$ 3,989,324	\$ 4,081,112	\$ 4,175,685	\$ 4,275,080	\$ 4,378,578	\$ 4,486,373	\$ 4,598,673
Existing Debt Service	435,887	433,078	435,132	431,912	433,555	434,924	436,019	436,840	432,387	72,797	72,797
New Debt Service	-	-	-	-	-	-	-	-	-	-	-
Rate Funded CIP	283,017	-	-	-	-	-	-	-	-	-	-
Rate Funded System Reinvestment	-	-	-	-	-	-	-	-	-	-	-
Additions Required to Meet Op. Reserve	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>\$ 4,331,186</b>	<b>\$ 4,167,806</b>	<b>\$ 4,251,421</b>	<b>\$ 4,333,015</b>	<b>\$ 4,422,879</b>	<b>\$ 4,516,036</b>	<b>\$ 4,611,704</b>	<b>\$ 4,711,920</b>	<b>\$ 4,810,965</b>	<b>\$ 4,559,170</b>	<b>\$ 4,671,470</b>
<b>Annual Surplus / (Deficiency)</b>	<b>\$ 712,260</b>	<b>\$ 905,416</b>	<b>\$ 865,899</b>	<b>\$ 829,291</b>	<b>\$ 785,280</b>	<b>\$ 738,918</b>	<b>\$ 675,363</b>	<b>\$ 623,594</b>	<b>\$ 573,958</b>	<b>\$ 876,124</b>	<b>\$ 813,420</b>
Net Revenue from Rate Increases	-	125,302	254,220	390,554	534,702	687,083	844,825	1,014,339	1,193,438	1,382,633	1,582,465
Use of Operating Reserves	-	-	-	-	-	-	-	-	-	-	-
<b>Net Surplus / (Deficiency)</b>	<b>\$ 712,260</b>	<b>\$ 1,030,718</b>	<b>\$ 1,120,119</b>	<b>\$ 1,219,845</b>	<b>\$ 1,319,982</b>	<b>\$ 1,426,001</b>	<b>\$ 1,520,188</b>	<b>\$ 1,637,933</b>	<b>\$ 1,767,395</b>	<b>\$ 2,258,757</b>	<b>\$ 2,395,885</b>
<b>Annual Rate Adjustment</b>	<b>0.00%</b>	<b>3.50%</b>	<b>3.40%</b>								
<b>Cumulative Rate Adjustment</b>	<b>0.00%</b>	<b>3.50%</b>	<b>7.02%</b>	<b>10.66%</b>	<b>14.42%</b>	<b>18.31%</b>	<b>22.33%</b>	<b>26.49%</b>	<b>30.79%</b>	<b>35.24%</b>	<b>39.84%</b>
<b>Base Monthly Bill (SFR 3/4" 7 kgal usage)</b>	<b>\$ 33.26</b>	<b>\$ 34.42</b>	<b>\$ 35.59</b>	<b>\$ 36.80</b>	<b>\$ 38.06</b>	<b>\$ 39.35</b>	<b>\$ 40.69</b>	<b>\$ 42.07</b>	<b>\$ 43.50</b>	<b>\$ 44.98</b>	<b>\$ 46.51</b>
Rate Revenues After Rate Increase	\$ 3,725,318	\$ 3,900,377	\$ 4,080,106	\$ 4,268,522	\$ 4,466,062	\$ 4,673,183	\$ 4,871,274	\$ 5,098,072	\$ 5,335,926	\$ 5,585,396	\$ 5,847,068
Net Cash Flow After Rate Increase	712,260	1,037,312	1,133,499	1,240,401	1,348,125	1,462,163	1,564,652	1,691,319	1,830,208	2,331,527	2,479,172
Coverage After Rate Increases	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a



## Other Scenarios

<b>Alternative Scenarios for Water Rates</b>				
<b>Scenario</b>	<b>Rate increases</b>	<b>Rate increases</b>	<b>Debt Issued Before FY 2024-25</b>	<b>Debt Issued After FY 2024-25</b>
<b>Baseline Scenario (\$750,000 net timber revenue)</b>	3.5%	2.2%	\$283,017	\$11,926,322
<b>Net timber revenue reduced to \$600,000</b>	3.8%	2.4%	\$283,017	\$13,421,329
<b>Additional \$3 million for seismic upgrades</b>	4.0%	2.6%	\$588,838	\$14,451,246
<b>Timber revenue reduced and seismic upgrades</b>	4.3%	2.8%	\$1,214,133	\$15,512,350

Annual rate increases shown are required over several years. Rate increases end fiscal year (FY) 2029-30 similar to the standard model.



## **Debt vs. No Debt**

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### **No Debt**

- + Less long-term cost**
- + Improved flexibility**
- Requires current ratepayers to pay for improvements that will benefit future ratepayers**

### **Debt**

- + Spreads cost recovery over useful life of asset**
- Interest cost**
- Obligates issuer to meet covenants and coverage**

# SDC Background

## Key Characteristics

1. SDCs are one-time charges, not ongoing rates.
2. SDCs are for capital only, in both their calculation and in their use.
3. Properties which are already developed do not pay SDCs unless they “redevelop.”
4. SDCs include both future and existing cost components.
5. SDCs are for general facilities, not “local” facilities.



### Reimbursement Fee

Eligible cost or value of unused capacity in existing facilities



Growth in system capacity demand

### Improvement Fee

Eligible cost of planned capacity-increasing facilities



Growth in system capacity demand

### System Development Charge

**\$** per unit of capacity



# Calculation of SDCs

	Uniform	Area-Specific		
SDC Fee Portion	SDCs	Citywide Charge	Overlay Surcharge	Total Charge in Overlay Area
Reimbursement Fee	\$1,841	\$1,841		\$1,841
Improvement Fee	\$3,604	\$3,178	\$2,710	\$5,888
Compliance Fee	\$33	\$30	\$16	\$46
<b>Total SDC</b>	<b>\$5,478</b>	<b>\$5,049</b>	<b>\$2,726</b>	<b>\$7,775</b>
<b>Current SDC</b>	<b>\$4,707</b>			

## John Ghilarducci

Principal

425.867.1802 ext. 225

Contact FCS GROUP:

**425.867.1802**

**[www.fcsgroup.com](http://www.fcsgroup.com)**



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## MEMORANDUM

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

**PROJECT TEAM:** Beverly Maughan, Executive Assistant  
Tom Gamble, City Manager Pro-Tem

**DATE:** April 27, 2015

**SUBJECT:** Announcement of "If I Were Mayor" Student Contest  
Winners

---

"If I Were Mayor" 2015 Student Contest is sponsored by the Oregon Mayors Association. The contest was advertised through the March utility bill insert, City ad in the News Times, City website and facebook. The information was also sent to the school district for distribution. Applications were due on April 17.

Mayor Truax is pleased to announce that entries were received in two categories. The participants and winners are:

- Poster (grades 4-6):
  - 1<sup>st</sup> Place: Hanna Hepburn
  - 2<sup>nd</sup> Place: Noelle Robison
  - 3<sup>rd</sup> Place: Anna Hansen
- Essay (middle school):
  - 1<sup>st</sup> Place: Tara Kroft
  - 2<sup>nd</sup> Place: Aubryana Corona
  - 3<sup>rd</sup> Place: Morgan VanFleet
- Video/PowerPoint (high school/college): No entries received.

The participants will receive cash prizes from the City of Forest Grove and be recognized in front of the City Council. The winning entries will be submitted to the state level where they will compete against other city winners for the chance of winning a laptop computer. The winners at the state level will be announced during the Oregon Mayors Association Summer Conference on Friday, August 7, 2015, in Cottage Grove, Oregon.

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# CERTIFICATE OF APPRECIATION

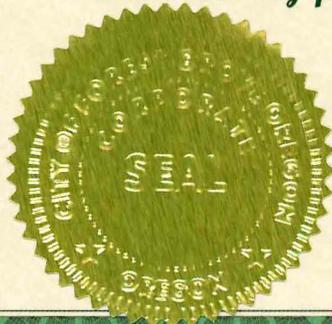
*Awarded to*

*Ann Dandera*

*Youth Services Librarian*

In Recognition of 35 Dedicated Years of Service to the  
City of Forest Grove and Citizens of Forest Grove

*The Forest Grove City Council sincerely thanks you for 35 years of dedicated service  
and is so very proud to have had you as the Forest Grove Youth Services Librarian since 1980.*



city of  
forest  
grove

Peter B. Truax, Mayor  
Forest Grove City Council  
April 27, 2015

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**FOREST GROVE CITY COUNCIL WORK SESSION  
(MEDICAL MARIJUANA DISPENSARIES)  
APRIL 13, 2015 – 5:30 PM  
COMMUNITY AUDITORIUM – CONFERENCE ROOM  
PAGE 1**

*Minutes are unofficial until approved by Council.*

**1. ROLL CALL:**

Mayor Peter Truax called the Work Session to order at 5:30 p.m. **ROLL CALL:**  
**COUNCIL PRESENT:** Thomas Johnston, Council President; Richard Kidd; Victoria Lowe; Ronald Thompson; Elena Uhing; Malynda Wenzl; and Mayor Peter Truax. **STAFF PRESENT:** Thomas Gamble, City Manager Pro Tem; Paul Elsner, City Attorney; Paul Downey, Administrative Services Director; Jon Holan, Community Development Director; Kevin Ellingsburg, Police Captain (in the audience); and Anna Ruggles, City Recorder.

**2. WORK SESSION: MEDICAL MARIJUANA DISPENSARIES**

Holan and Gamble facilitated the work session, noting the purpose of the work session was to review proposed ordinances amending Development Code, Article 3 (Zoning Districts), Article 8 (General Development Standards) and Article 12 (Use Categories and Use Definitions), and amending City Code, by adding new Code Section 7.850 through 7.865, to establish standards and operation of medical marijuana dispensaries. Holan reported the City's moratorium on medical marijuana dispensaries ends May 1, 2015, noting the proposed amendments address zoning and development requirements for medical marijuana dispensaries registered under ORS 475.314. Holan summarized SB1531, which establishes minimum locational criteria for medical marijuana dispensaries, as follows:

- Must be located in commercial, industrial and mixed-use or on agricultural land;
- Must not be located at same address as marijuana grow site;
- Must be outside 1,000 feet from the property lines of schools attended primarily by minors (Attachment 2, areas affected by buffer requirements and does not include Pacific University); and
- Must be outside of 1,000 feet from the property lines of other medical marijuana dispensaries.

Holan reported the first ordinance is proposing Development Code amendments that would allow medical marijuana dispensaries in Community Commercial District, along Pacific/19<sup>th</sup> Avenues couplet both east and west of the Town Center, where such uses may be established consistent with State law provisions; prohibits medical marijuana dispensaries in industrial-zoned lands, consistent with the City's industrial provisions; and prohibits medical marijuana dispensaries in the Town Center District, noting it is unknown at this time the impact of redevelopment in the Town Center and the Town Center is currently

**FOREST GROVE CITY COUNCIL WORK SESSION  
(MEDICAL MARIJUANA DISPENSARIES)  
APRIL 13, 2015 – 5:30 PM  
COMMUNITY AUDITORIUM – CONFERENCE ROOM  
PAGE 2**

enclosed with school buffers. Holan reported the Planning Commission at its meeting also approved prohibiting medical marijuana dispensaries in the Institutional District, because zoning conflicts with State law provisions, noting staff concurs with the Commission's modification. In addition, Holan advised the code amendments prevent the use of drive-through service, requires well-viewed entrances to enhance security, allows security bars and grates if they are integrated in design to maintain the visual integrity of commercial districts while providing security consistent with State laws and regulations for medical marijuana dispensaries. Holan reported the second proposed ordinance is amending City Code, by adding new Code Section 7.850 through 7.865, to establish standards and operation of medical marijuana dispensaries registered under ORS 475.314. Holan summarized the proposed operational standards for medical marijuana dispensaries as follows:

- Must comply with applicable requirements of State laws;
- Must obtain a City business license;
- May not be open to the public between the hours of 10pm and 8am;
- All product must be enclosed in opaque bag or container upon exiting the facility; and
- Must provide secure disposal for marijuana remnants or by-products, including any item with marijuana residue.
- Violations and Penalties: Civil penalty in the amount of not less than \$100 for the first violation, \$500 for the second violation, and \$1,000 for each subsequent violation within a two-year period starting from the issuance of the first notice of violation. Each day constitutes a separate violation. The Enforcement Officer may cite into Municipal Court.

In conclusion of the above-noted work session presentation, Holan advised staff is recommending Council consider adopting both ordinances for first reading at the meeting of April 13, 2015, noting Ordinance No. 2015-02 is proposing to adopting amendments to the Development Code as outlined in Exhibit A and Ordinance No. 2015-03 is proposing to adopting City Code standards and operation of medical marijuana dispensaries as outlined in Exhibit A. Holan explained the Development Code requirements would be administered by the Community Development Director as part of the permit review for a new dispensary.

**Council Discussion:**

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the proposed amendments to the Development Code and proposed City Code standards and operation of medical marijuana dispensaries. Holan, Gamble and

**FOREST GROVE CITY COUNCIL WORK SESSION  
(MEDICAL MARIJUANA DISPENSARIES)  
APRIL 13, 2015 – 5:30 PM  
COMMUNITY AUDITORIUM – CONFERENCE ROOM  
PAGE 3**

Elsner responded to various concerns, inquiries and scenarios Council presented pertaining to placement and requirements for medical marijuana dispensaries; medical marijuana dispensaries defined as medical centers; buffer requirements for schools as established by the State; buffer around daycare centers (similar to Cornelius); zoning requirements established by the State; Town Center expansion; open business hours of operation versus open business hours for the Oregon Liquor Control Commission and pharmacies; medical marijuana dispensaries registered under ORS 475.314; enforcement-related issues and citations issued into Municipal Court for said violations; and perhaps it being beneficial to ask staff to gather feedback from other medical marijuana dispensaries in the Portland area, i.e., operation and security at these dispensaries, to which Mayor Truax advised the proposed ordinances are a starting point, and if issues arise, such issues are subject to review under Home Rule. In conclusion of the above-noted discussion, Council collectively concurred with staff's recommendations to allow medical marijuana dispensaries in specific locations within the Community Commercial District where such uses may be established and the operational standards proposed in the City Code for medical marijuana dispensaries; however, Uhing reiterated, and Lowe concurred, that she would like staff to conduct site visit(s) of medical marijuana dispensaries and provide feedback to Council.

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

**3. ADJOURNMENT**

Mayor Truax adjourned the work session at 6:15 p.m.

Respectfully submitted,

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Anna D. Ruggles, CMC, City Recorder

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**FOREST GROVE CITY COUNCIL WORK SESSION  
(GIS NEEDS ASSESSMENT)  
APRIL 13, 2015 – 6:00 PM  
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 6:24 p.m. **ROLL CALL:**  
**COUNCIL PRESENT:** Thomas Johnston, Council President; Richard Kidd; Victoria Lowe; Ronald Thompson; Elena Uhing; Malynda Wenzl; and Mayor Peter Truax. **STAFF PRESENT:** Thomas Gamble, City Manager Pro Tem; Paul Elsner, City Attorney; Paul Downey, Administrative Services Director; Mike Nolop, IT Manager; Rich Blackmun, Civil Engineer (in the audience); Leo Cortes, Engineering Technician (in the audience); and Anna Ruggles, City Recorder.

**2. WORK SESSION: GIS NEEDS ASSESSMENT**

Nolop, Downey and Gamble facilitated the work session and introduced David Roberts and Erin Hamilton, Resource Data, Inc., who presented a PowerPoint presentation overview of the Geographic Information System (GIS) Needs Assessment Study, noting GIS is the connection between a table of data and features on a map. The consultants reported the initial step in the GIS implementation was to determine the viability and usefulness of GIS technologies to the City and the way the City conducts business. The needs assessment included a questionnaire that was administered for the purpose of gathering information about map-related data and work processes currently in place throughout the various City departments, i.e., Parks and Recreation, Light and Power, Planning, IT, Police, Engineering and Fire, and evaluation of the potential benefits of using GIS was conducted, which resulted in the basis for the application development recommendations. Nolop and consultants gave an overview of the needs assessment results, noting the assessment study revealed the City relies heavily on GIS across various departments, but lacks GIS standards across departments. Nolop noted there are multiple disparate systems making data sharing and conversion difficult; there is no efficient way to share data among departments; and it is costly to produce maps for internal staff and the public. Nolop and consultants reported the needs assessment looked at implementation of software based on the desired system functionality and core GIS application requirements for each department, noting there are three levels of GIS applications: Basic GIS, Intermediate GIS and Advanced GIS. Downey and Nolop added the assessment also evaluated existing staff's ability to successfully meet staffing requirements and identified data management and the City's return on its investment, noting based on the findings of the assessment, staff is recommending the City begin with implementation of Intermediate GIS application and develop into Advanced GIS

**FOREST GROVE CITY COUNCIL WORK SESSION  
(GIS NEEDS ASSESSMENT)  
APRIL 13, 2015 – 6:00 PM  
COMMUNITY AUDITORIUM – CONFERENCE ROOM  
PAGE 2**

application as the demand arises and funding becomes available. In conclusion of the above-noted work session presentation, Downey and Nolop referenced the three-year projected costs, noting based on development of the recommended GIS components, a phased cost estimate was prepared that includes initial development, ongoing operations and maintenance costs should the City implement GIS, noting no additional hardware is necessary; however, currently, the GIS Coordinator is a half-time position and by years two and three staffing would need to increase to a full-time position. Downey and Nolop reported the GIS costs in the first year is estimated at \$99,000 and includes a half-time GIS Coordinator, common data model, data conversion, ESRI software, AutoCAD and system integration. The GIS costs in years two and three are estimated at \$193,500 each year and includes a full-time GIS Coordinator, ESRI software and system integration.

**Council Discussion:**

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the result of the GIS Needs Assessment and whether the City should pursue implementation of GIS software based on the desired system functionality and core GIS application requirements for the City. Nolop, Downey and consultants responded to various concerns, inquiries and scenarios Council presented pertaining to the GIS Needs Assessment and utilizing GIS to improve operating efficiencies, data exchange, data sharing with other intergovernmental agencies; planning and analysis capabilities, IT security, and City's return on its investment, noting the plan in the first year is to implement GIS and focus on developing the system and as the system grows in years two and three, the system will require increasing to a full-time GIS Coordinator position. Nolop added the implementation of a citywide GIS would provide the City with its own powerful set of tools capable of supporting comprehensive planning and data management as well as rapid access to current and accurate digital data among departments as well as outside agencies and the public and eliminating redundancy and potentially decreasing costs to the City. In conclusion of the above-noted discussion, Council collectively concurred with staff that the City should pursue implementing Intermediate GIS and Council collectively voiced support of increasing into Advanced GIS application as soon as possible, to which Downey advised to implement Advanced GIS, it would require two full-time GIS Coordinators at approximately \$100,000 in additional funding each year.

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

**FOREST GROVE CITY COUNCIL WORK SESSION  
(GIS NEEDS ASSESSMENT)  
APRIL 13, 2015 – 6:00 PM  
COMMUNITY AUDITORIUM – CONFERENCE ROOM  
PAGE 3**

3. **ADJOURNMENT**

Mayor Truax adjourned the work session at 7:01 p.m.

Respectfully submitted,

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Anna D. Ruggles, CMC, City Recorder

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**FOREST GROVE CITY COUNCIL REGULAR MEETING  
APRIL 13, 2015 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 1**

*Minutes are unofficial until approved by Council.*

**1. ROLL CALL:**

Mayor Peter Truax called the regular City Council meeting to order at 7:10 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Council President; Richard Kidd; Victoria Lowe; Ronald Thompson; Elena Uhing; Malynda Wenzl; and Mayor Peter Truax. **STAFF PRESENT:** Thomas Gamble, City Manager Pro Tem; Paul Elsner, City Attorney; Paul Downey, Administrative Services Director; Jon Holan, Community Development Director; George Cress, Light and Power Director; Michael Kinkade, Fire Chief; Kevin Ellingsburg, Police Captain; Nick Kelsay, Project Engineer; and Anna Ruggles, City Recorder.

**2. CITIZEN COMMUNICATIONS:** None.

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

- A. Approve City Council Work Session (CIS Public Officials Training Video) Meeting Minutes of March 16, 2015.
- B. Approve City Council Regular Meeting Minutes of March 16, 2015.
- C. Accept Historic Landmarks Board Meeting Minutes of February 24, 2015.
- D. Accept Library Commission Meeting Minutes of February 10, 2015.
- E. Accept Resignation on Library Commission (Dayla Smoland, Term Expiring December 31, 2015)
- F. Accept Resignation on Library Commission (Annelle Hicks, Term Expiring December 31, 2015).
- G. Accept Parks and Recreation Commission Meeting Minutes of February 18, 2015.
- H. Accept Planning Commission Meeting Minutes of February 16, 2015.
- I. Accept Public Safety Advisory Commission Meeting Minutes

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
APRIL 13, 2015 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 2**

of March 4, 2015.

- J. Community Development Department Monthly Building Activity Informational Report for March 2015.
- K. Library Department Quarterly Statistics Informational Report for January, February and March 2015.
- L. Endorse Liquor License Renewal Applications for Year 2015:
  - 1. Little Monkey Deli (Full On-Premises Sales)
  - 2. McMenamins Grand Lodge (Full On-Premises Sales)
  - 3. Tienda La Rosa (Off-Premises Sales)

Prior to asking for a motion to approve the Consent Agenda, Mayor Truax acknowledged Annelle Hicks's service to the Library Commission and the admirable service that Dayla Smoland provided to the Library Commission.

**MOTION: Councilor Uhing moved, seconded by Councilor Kidd, to approve the Consent Agenda as presented. MOTION CARRIED 7-0 by voice vote.**

- 4. **ADDITIONS/DELETIONS:** None.
- 5. **PRESENTATIONS:** None.
- 6. **PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2015-02 OF THE CITY OF FOREST GROVE ADOPTION OF AMENDMENTS TO DEVELOPMENT CODE, ARTICLES 3, 8 AND 12, TO ESTABLISH PLACEMENT AND REQUIREMENTS FOR MEDICAL MARIJUANA DISPENSARIES. APPLICANT: CITY OF FOREST GROVE. FILE NO. ZA-15-00267**

**Staff Report:**

Holan presented the above-proposed ordinance for first reading, noting the proposed ordinance is amending Development Code, Article 3 (Zoning Districts), Article 8 (General Development Standards) and Article 12 (Use Categories and Use Definitions), and proposed Ordinance No. 2015-03 (Agenda Item 7) is amending City Code, by adding new Code Section 7.850 through 7.865, to establish standards and operation of medical marijuana dispensaries. Holan reported the City's moratorium on medical marijuana dispensaries ends May 1, 2015, noting the proposed amendments address zoning and development requirements for medical marijuana dispensaries registered under ORS 475.314. Holan

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summarized SB1531, which establishes minimum locational criteria for medical marijuana dispensaries, as follows:

- Must be located in commercial, industrial and mixed-use or on agricultural land;
- Must not be located at same address as marijuana grow site;
- Must be outside 1,000 feet from the property lines of schools attended primarily by minors (Attachment 2, areas affected by buffer requirements and does not include Pacific University); and
- Must be outside of 1,000 feet from the property lines of other medical marijuana dispensaries.

Holan reported the first ordinance is proposing Development Code amendments that would allow medical marijuana dispensaries in Community Commercial District, along Pacific/19<sup>th</sup> Avenues couplet both east and west of the Town Center, where such uses may be established consistent with State law provisions; prohibits medical marijuana dispensaries in industrial-zoned lands, consistent with the City's industrial provisions; and prohibits medical marijuana dispensaries in the Town Center District, noting it is unknown at this time the impact of redevelopment in the Town Center and the Town Center is currently enclosed with school buffers. Holan reported the Planning Commission at its meeting also approved prohibiting medical marijuana dispensaries in the Institutional District, because zoning conflicts with State law provisions, noting staff concurs with the Commission's modification. In addition, Holan advised the code amendments prevent the use of drive-through service, requires well-viewed entrances to enhance security, allows security bars and grates if they are integrated in design to maintain the visual integrity of commercial districts while providing security consistent with State laws and regulations for medical marijuana dispensaries. Holan explained the Development Code requirements would be administered by the Community Development Director as part of the permit review for a new dispensary. In conclusion of the above-noted staff report, Holan advised staff is recommending Council consider adopting Ordinance No. 2015-02 amending the Development Code as outlined in Exhibit A, noting Ordinance No. 2015-03 (Agenda Item 7) is proposing to adopt City Code standards and operation of medical marijuana dispensaries.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Ordinance No. 2015-02 for first reading.

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Gamble read Ordinance No. 2015-02 by title for first reading.

**Motion To Table/Died:** Uhing moved to Table proposed Ordinance No. 2015-02 until staff could obtain feedback, i.e., security measures, from other medical marijuana dispensaries; however, motion died due to lack of a second and because Holan indicated that he would attempt to arrange a medical marijuana dispensary site visit prior to the next Council meeting of Monday, April 27, 2015, second reading of the ordinance.

**MOTION:** Councilor Uhing moved, seconded by Councilor Lowe, to approve Ordinance No. 2015-02 of the City of Forest Grove Adoption of Amendments to Development Code, Articles 3, 8 and 12, to Establish Placement and Requirements for Medical Marijuana Dispensaries. Applicant: City of Forest Grove. File No. ZA-15-00267. The second reading of Ordinance No. 2015-02 by title and final vote is scheduled to occur at the meeting of Monday, April 27, 2015.

**Public Hearing Opened:**

Mayor Truax opened the Public Hearing and explained hearing procedures.

**Written Testimony Received:**

No written testimony was received prior to the deadline of April 13, 2015, 7:00 p.m.

**Proponents:**

Paul Sansone, Gales Creek, testified as a proponent and urged Council to adopt the proposed ordinance allowing medical marijuana dispensaries to be established locally. Sansone also encouraged the Council to visit dispensaries in Portland to see firsthand the enhanced security at these dispensaries.

No one else 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.

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**Council Discussion:**

In response to Uhing's inquiry pertaining to Institutional zoning area, Holan referenced Attachment 2, map showing zoning designations and school buffers, noting Institutional District applies to medical facilities around Tuality Hospital and this location is enclosed with a school buffer (Joseph Gale Elementary). In addition, Uhing reiterated she would like staff to conduct site visit(s) of medical marijuana dispensaries and provide feedback to Council at the next meeting.

In response to Wenzl's inquiry pertaining to Town Center zoning area, Holan referenced Attachment 2, map showing zoning designations and school buffers, noting the whole Town Center is currently enclosed with school buffers. Holan explained when the Town Center District expands to Elm Street to implement the Comprehensive Plan, it would place 2.5 blocks outside the school buffer area, just north of 19<sup>th</sup> Avenue, between Cedar and Elm Streets.

In response to Mayor Truax's inquiry pertaining to Planning Commission's discussion of a buffer to daycare centers (similar to Cornelius), Holan advised the Planning Commission opted to not include daycare buffers.

Council President Johnston stressed he would like the City to consider including a 1,000-foot buffer to daycare centers (similar to Cornelius), to which Holan indicated daycare centers open and close inconsistently, noting setting a buffer to daycare centers would be difficult for the City to regulate.

Hearing no further discussion from the Council, Mayor Truax recessed the Public Hearing as noted below.

**Public Hearing Recessed:**

Mayor Truax recessed the Public Hearing, noting the second reading of Ordinance No. 2015-02 by title and final vote will occur at the meeting of Monday, April 27, 2015.

7. **PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2015-03 AMENDING CITY CODE CHAPTER 7 BY ADDING NEW CODE SECTION 7.850 THROUGH 7.865 ESTABLISHING OPERATION OF MEDICAL MARIJUANA DISPENSARIES**

**Staff Report:**

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Holan presented the above-proposed ordinance for first reading, noting the ordinance is proposing to amend City Code by adding new Code Section 7.850 through 7.865 to establish standards and operation of medical marijuana dispensaries registered with the Oregon Health Authority under ORS 475.314. Holan summarized the proposed operational standards for medical marijuana dispensaries as follows:

- Must comply with applicable requirements of State laws;
- Must obtain a City business license;
- May not be open to the public between the hours of 10pm and 8am;
- All product must be enclosed in opaque bag or container upon exiting the facility; and
- Must provide secure disposal for marijuana remnants or by-products, including any item with marijuana residue.
- Violations and Penalties: Civil penalty in the amount of not less than \$100 for the first violation, \$500 for the second violation, and \$1,000 for each subsequent violation within a two-year period starting from the issuance of the first notice of violation. Each day constitutes a separate violation. The Enforcement Officer may cite into Municipal Court.

In conclusion of the above-noted staff report, Holan advised staff is recommending Council adopt the proposed City Code amendments as outlined in Exhibit A.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Ordinance No. 2015-03 for first reading.

Gamble read Ordinance No. 2015-03 by title for first reading.

**MOTION: Councilor Kidd moved, seconded by Councilor Uhing, to adopt Ordinance No. 2015-03 Amending City Code Chapter 7 by Adding New Code Section 7.850 through 7.865 Establishing Operation of Medical Marijuana Dispensaries.** The second reading of Ordinance No. 2015-03 by title and final vote is scheduled to occur at the meeting of Monday, April 27, 2015.

**Public Hearing Opened:**

Mayor Truax opened the Public Hearing and explained hearing

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procedures.

**Written Testimony Received:**

No written testimony was received prior to the deadline of April 13, 2015, 7:00 p.m.

**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.

**Council Discussion:**

Hearing no discussion from the Council, Mayor Truax recessed the Public Hearing as noted below.

**Public Hearing Recessed:**

Mayor Truax recessed the Public Hearing, noting the second reading of Ordinance No. 2015-03 by title and final vote will occur at the meeting of Monday, April 27, 2015.

**8. RESOLUTION NO. 2015-24 AUTHORIZING THE MAYOR TO ENDORSE AN INTERGOVERNMENTAL AGREEMENT BETWEEN CITY OF FOREST GROVE AND WASHINGTON COUNTY FOR CONSTRUCTION OF UTILITIES ON DAVID HILL ROAD (WC BCC-15-0181)**

**Staff Report:**

Kelsay presented the above-proposed resolution requesting to authorize the Mayor to endorse an Intergovernmental Agreement (IGA) (Exhibit A) between the City and Washington County, Major Streets and Transportation Improvement Program (MSTIP3d) Funds, for installation of City utilities as part of the construction of David Hill Road, from Forest Grove High School to Highway 47. Kelsay reported the City will be responsible for infrastructure costs pertaining to waterline installation, sanitary sewer installation and electrical facilities installation at a total cost of approximately \$232,000, noting the County will reimburse the City \$125,000 for installation of approximately 40 streetlights as part of MSTIP3d funding. In conclusion of the above-noted staff report, Kelsay

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advised staff is recommending Council adopt the proposed resolution, noting the agreement must be endorsed in order to receive County funding.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2015-24.

Gamble read Resolution No. 2015-24 by title.

**MOTION:** Council President Johnston moved, seconded by Councilor Thompson, to adopt Resolution No. 2015-24 Authorizing the Mayor to Endorse an Intergovernmental Agreement between City of Forest Grove and Washington County for Construction of Utilities on David Hill Road (WC BCC-15-0181).

**Council Discussion:**

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

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

9. **RESOLUTION NO. 2015-25 AUTHORIZING THE MAYOR AND CITY MANAGER PRO TEM TO ENDORSE AMENDMENT NO. 2 TO THE LOCAL AGENCY AGREEMENT BETWEEN CITY OF FOREST GROVE AND THE OREGON DEPARTMENT OF TRANSPORTATION SAFE ROUTES TO SCHOOL PROGRAM GRANT FUNDING FOR HARVEY CLARKE ELEMENTARY ('B' STREET) SIDEWALK PROJECT (CONTRACT NO. 28167)**

**Staff Report:**

Kelsay presented the above-proposed resolution requesting to authorize the Mayor and City Manager Pro Tem to endorse Amendment No. 2 to the Local Agency Agreement (Exhibit A) between City and the Oregon Department of Transportation (ODOT) Safe Routes to School Program Grant Funding for Harvey Clarke Elementary (B Street) Sidewalk Project Contract No. 28167, noting that ODOT has authorized an additional \$35,000 in funding for the project. In conclusion of the above-noted staff report, Kelsay advised staff is recommending Council adopt the proposed

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resolution, noting the agreement must be endorsed in order to receive the increased funding.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2015-25.

Gamble read Resolution No. 2015-25 by title.

**MOTION: Councilor Lowe moved, seconded by Councilor Kidd, to adopt Resolution No. 2015-25 Authorizing the Mayor and City Manager Pro Tem to Endorse Amendment No. 2 to the Local Agency Agreement between City of Forest Grove and the Oregon Department of Transportation Safe Routes to School Program Grant Funding for Harvey Clarke Elementary ('B' Street) Sidewalk Project (Contract No. 28167).**

**Council Discussion:**

In response to Kidd's inquiry pertaining to the City's shared costs, Kelsay explained the City's shared cost for the additional obligation (IGA, Amendment No. 2) is approximately \$65,000, depending on project bids, noting the City's shared cost in the original IGA was \$50,000.

In response to Uhing's inquiry pertaining to total project costs, Kelsay referenced cost breakdown spreadsheet, noting the total estimated project cost is \$531,000, of which the City's total shared costs will be approximately \$115,000, depending on project bids.

Hearing no further discussion from the Council, Mayor Truax asked for a voice vote on the above motion.

**VOICE VOTE: AYES: Councilors Johnston, Kidd, Lowe, Thompson, Uhing, Wenzl, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.**

10. **RESOLUTION NO. 2015-26 AUTHORIZING THE CITY MANAGER PRO TEM TO ENDORSE AN INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN CITY OF FOREST GROVE AND METRO FOR THE COMMUNITY ENHANCEMENT PROGRAM (CEP) AND REPLACING AND SUPERSEDING METRO CONTRACT NO. 901195; AND REPEALING RESOLUTION NO. 1989-35**

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**Staff Report:**

Downey presented the above-proposed resolution requesting to authorize the City Manager Pro Tem to endorse an Intergovernmental Agreement (IGA) (Exhibit A) between the City and Metro for the Community Enhancement Program (CEP), effective July 1, 2015, and terminating June 30, 2020, noting the IGA is replacing Metro's Contract No. 901195, which was signed in 1989. Downey reported staff met in Work Session with Council on February 23, 2015, to review the proposed changes to the IGA, noting the major changes to the IGA include:

- Increased funding at the Forest Grove Transfer Station from \$0.50 to \$1.00 per ton, effective July 1, 2015.
- Revised Committee structure – Council selected the option where Council is the committee who determines funding, along with Metro Councilor District 4, who has chosen to be co-chair and a voting member of the committee.
- Revised Eligibility Criteria for CEP Projects – as listed in Metro Code Section 5.06. Based on discussion with Metro, the City does not expect changes to the type of projects the City has funded.
- Revised Goals for CEP projects – as listed in Metro Code Section 5.06. Allows the committee to adopt additional funding goals.
- Based on discussions with Metro, Metro revised Section 4. G. of the IGA to read: "The City shall ensure funding decisions are made by the majority vote of the committee. Funding for projects or programs sponsored by the city, city advisory committees, departments or special districts shall be approved at the discretion of the committee." This language allows the City to avoid potential issues (funding criteria for city advisory committee projects) that could have arisen from Metro Administrative Rule 6.1.2.4.
- New IGA allows the City to charge up to 20 percent for staff time and costs to administer CEP program.

In conclusion of the above-noted staff report, Downey advised staff is recommending Council adopt the proposed resolution, noting if Council approves the IGA, Council will be asked to adopt a resolution appointing the Solid Waste Community Enhancement Program Advisory Committee, which will then meet to develop committee bylaws and determine any additional allowable criteria for funding eligibility and program goals.

Before proceeding with Council discussion, Mayor Truax asked for a

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motion to adopt Resolution No. 2015-26.

Gamble read Resolution No. 2015-26 by title.

**MOTION: Councilor Kidd moved, seconded by Councilor Uhing, to adopt Resolution No. 2015-26 Authorizing the City Manager Pro Tem to Endorse an Intergovernmental Agreement (IGA) between City of Forest Grove and Metro for the Community Enhancement Program (CEP) and Replacing and Superseding Metro Contract No. 901195; and Repealing Resolution No. 1989-35.**

**Council Discussion:**

In response to Lowe's inquiry pertaining to appointing the committee and program goals, Downey referenced Resolution No. 2015-27 (Agenda Item 11), noting once the committee is established, the committee will meet to review proposed bylaws, funding criteria and program goals.

Hearing no further discussion from the Council, Mayor Truax asked for a voice vote on the above motion.

**VOICE VOTE: AYES: Councilors Johnston, Kidd, Lowe, Thompson, Uhing, Wenzl, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.**

11. **RESOLUTION NO. 2015-27 ESTABLISHING FOREST GROVE SOLID WASTE COMMUNITY ENHANCEMENT PROGRAM (CEP) ADVISORY COMMITTEE AND AMENDING RESOLUTION NO. 2006-10**

**Staff Report:**

Downey presented the above-proposed resolution authorizing to establish the Forest Grove Solid Waste Community Enhancement Program Advisory Committee, noting by adopting Resolution No. 2015-26 (Agenda Item 10), Council must establishing a committee to administer the Community Enhancement Program. Downey reported once the committee is established, the committee is tentatively scheduled to meet on April 16, 2015, 6 pm, to review proposed bylaws, funding criteria and program goals. Downey added once the committee approves the above-noted items, the intent is to bring the items back to Council for the formal adoption process. Downey explained once Council approves the above-noted items, the CEP grant application process will begin May 1, 2015,

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noting this will allow grants and funding to be approved by July 13, 2015. In conclusion of the above-noted staff report, Downey advised staff is recommending Council adopt the proposed resolution, noting Council has determined that the committee will consist of City Council, with Mayor and Metro Councilor District 4 as co-chairs.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2015-27.

Gamble read Resolution No. 2015-27 by title.

**MOTION: Councilor Uhing moved, seconded by Councilor Kidd, to adopt Resolution No. 2015-27 Establishing Forest Grove Solid Waste Community Enhancement Program Advisory Committee and Amending Resolution No. 2006-10.**

**Council Discussion:**

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

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

**12. RESOLUTION NO. 2015-28 ADOPTING FOREST GROVE PUBLIC SAFETY ADVISORY COMMISSION AMENDED BYLAWS AND STRATEGIC PLAN 2015-16; REPEALING RESOLUTION NO. 2011-25**

**Staff Report:**

Fire Chief Kinkade, Police Captain Ellingsburg, Nathan Seable, Public Safety Advisory Commission (PSAC) Chair, and PSAC members who were present, presented the above-proposed resolution requesting to approve the PSAC Bylaws as amended and Strategic Plan 2015-16, noting PSAC is recommending changes to its bylaws to strengthen and improve the commission and is submitting a short-term strategic plan to address immediate needs, which will be followed-up with a development of a long-term strategic plan. In conclusion of the above-noted staff report, Fire Chief Kinkade advised staff is recommending Council adopt the proposed resolution amending PSAC Bylaws as outlined in Exhibit A and approving Strategic Plan 2015-16 as outlined in Exhibit B.

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Council Discussion:

Chief Kinkade and Seable addressed various Council inquiries pertaining to health and safety concerns, National Night Out, Neighborhood Watch, and other-related PSAC responsibilities and event-related activities.

Mayor Truax pointed out that he disagrees with the language in PSAC Bylaws, Section 6. C., Role of Council Liaison to PSAC, to which Seable affirmed that PSAC made no changes to the above-noted section, noting the language is existing boilerplate language. Chief Kinkade and Seable advised they would be willing to reexamine the existing boilerplate language and bring back input from PSAC. In response to Council's concerns, Gamble suggested striking out the word "not" and striking out the last sentence as noted below in the motion to amend. At the conclusion of roundtable discussion, Council made the following motion to amend Resolution No. 2015-28 as noted below.

Gamble read Resolution No. 2015-28 by title as amended.

**MOTION TO AMEND: Council President Johnston moved, seconded by Councilor Wenzl, to approve Resolution No. 2015-28 as amended Adopting Forest Grove Public Safety Advisory Commission amended Bylaws and Strategic Plan 2015-16; Repealing Resolution No. 2011-25. (Amending Exhibit A, PSAC Bylaws, Section 6. C., to read: "Council's liaison role is not to convey the majority and/or the minority PSAC actions and recommendations to the Council. This is the chairperson's responsibility.").**

Council Discussion:

Mayor Truax advised Gamble that he would like all council-appointed advisory boards, committees and commissions to review their existing bylaws and amend boilerplate language if applicable, noting all bylaws should be consistent.

Hearing no further discussion from the Council, Mayor Truax asked for a voice vote on the above-noted motion as amended.

**VOICE VOTE: AYES: Councilors Johnston, Kidd, Lowe, Thompson, Uhing, Wenzl, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.**

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**13. DEPARTMENT WORK PLANS FOR FY 2015-16:**

Light and Power Department:

Cress presented a PowerPoint presentation outlining the Light and Power Department's (L&P) Work Plan for 2015-16 as noted in the staff report. Cress's report focused on the purpose of the L&P Department; Thatcher Junction and Forest Grove substation projects; service to Pacific University; commercial, industrial and residential conservation; replacement of existing street lights with LED lamps; and providing staff support to the Sustainability Commission. In addition, Cress reported on other various department-related action plans and addressed various Council inquiries.

Economic Development:

Cress presented, on behalf of Jeff King, Economic Development Manager, the Economic Development's Work Plan for 2015-16 as noted in the staff report. Cress's report focused on the Economic Development Commission-related projects; business recruitment and retention efforts; promoting tourism and marketing opportunities; downtown development (Times Litho site); small/new business development; pursuing various grant opportunities; assisting with key community events; and collaboration with various committees and county-wide agencies. In addition, Cress reported on other various department-related action plans and addressed various Council inquiries.

Parks and Recreation Department:

Gamble presented a PowerPoint presentation outlining the Parks and Recreation Department's Work Plan for 2015-16 as noted in his staff report. Gamble's report focused on various park-related projects (Parks Master Plan Update, SDC Update, identifying additional community garden areas, studying four-plex softball/baseball complex, trails; future park acquisition, and feasibility study for community center); ongoing Aquatic Center-related programs; developing additional volunteer opportunities, promoting teen activities; promoting youth representative for Parks and Recreation Commission; examining sustainable practices at Aquatic Center; promoting Public Arts Commission-related projects; and other administrative-related projects and goals. In addition, Gamble reported on other various department-related action plans and addressed various Council inquiries.

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Community Development Department:

Holan presented a PowerPoint presentation outlining the Community Development Department's Work Plan for 2015-16 as noted in his staff report. Holan's report focused on pursuing Town Center Plan; planned residential Development Code amendments; updating and completing affordable housing white paper; completing Sustainability Plan white papers; and succession planning with Committee for Citizen Involvement. In addition, Holan reported on other various department-related action plans and addressed various Council inquiries.

Fire Department:

Fire Chief Kinkade presented a PowerPoint presentation outlining the Fire Department's Work Plan for 2015-16 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, including providing highest level of service delivery; maintaining long-term strategic planning; expanding community outreach; developing and maintaining strategic partnerships; and reoccurring annual community-related events. In addition, Kinkade reported on other various department-related action plans and addressed various Council inquiries.

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

Gamble reported on various upcoming activities and meetings as noted in the Council calendar. Gamble added to the calendar the Solid Waste Community Enhancement Program Advisory Committee meeting on April 16, 2015, 6 pm, and reminded Council of the upcoming Informational Budget Committee meeting on April 16, 2015, 7 pm. Gamble reported staff is holding a presentation on the Westside Planning Project on Monday, April 20, 2015, 5:30 pm, in lieu of Planning Commission meeting, noting invitations were mailed to all property owners in the areas of David Hill Road and Purdin Road. Gamble provided an update on Highway 47 Road Safety Audit, noting a work session has been set with stakeholders. Gamble reported the Parks and Recreation Commission plans to meet with Committee for Citizen Involvement to provide an overview of the Parks and Recreation Master Plan update. Gamble reported the first transformer is scheduled for delivery in May for Thatcher Park Substation. In addition, Gamble distributed a copy of his written report, which outlined various meetings he attended and provided updates on various City department-related activities, projects, and upcoming city-wide events.

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**15. COUNCIL COMMUNICATIONS:**

Council President Johnston reported attending the Fire Department Awards Banquet and attending Forest Grove Rural Fire Protection District meeting, noting Dierickx and Schmidlkofer have announced they will not be seeking reelection. In addition, Johnston reported on other matters of interest, upcoming community-related events and upcoming meetings he was planning to attend.

Kidd reported attending Historic Landmarks Board (HLB) meeting, noting HLB has selected a recipient for this year's Eric G. Stewart Award. Kidd reported attending Public Arts Commission (PAC) meeting, noting PAC is waiting for the CEP application process to open, so PAC can submit their CEP grant application. Kidd also reported attending the Fire Department Awards Banquet and attending State of the County Address. Kidd provided an update on Sister Cities-related activities. In addition, Kidd reported on other matters of interest, upcoming community-related events and upcoming meetings he was planning to attend.

Lowe reported she is noticing increases in ridership at the Grovelink bus stop near her home, noting the stop was recently installed. In addition, Lowe reported on other matters of interest, upcoming community-related events and upcoming meetings she was planning to attend.

Thompson reported attending Community Forestry Commission's Arbor Day Tree Planting Event, noting 8-10 people attended this year's event. Thompson reported over 200 surveys have been submitted for the Urban Forestry Management Plan, noting the survey ends on May 1, 2015. Thompson reported the Forest Grove Community Sundial unveiling/dedication ceremony is on Sunday, May 17, 2015, 2 pm, Thatcher Park, and will be sponsored by Cohort 2 of the Ford Institute Leadership Program. In addition, Thompson reported on other matters of interest, upcoming community-related events and upcoming meetings he was planning to attend.

Uhing reported attending Economic Development Commission (EDC) meeting, noting EDC discussed 2015 subcommittee assignments and plastic bag ban. Uhing distributed a copy of her report, pointing out the highlights of her report. Uhing also reported attending the State of the County Address and distributed an article about Washington County Public Affairs Forum. In addition, Uhing reported on matters of interest, upcoming community-related events and upcoming meetings she was

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planning to attend.

Wenzl reported attending Fernhill Wetlands meeting and attending Library Commission meeting, noting Mollie's Garden Dedication is on Sunday, April 19, 2015, 1 pm, Library. Wenzl reported the Library is also celebrating National Library Week, April 12 – April 18, 2015, and encouraged everyone to stop by and thank library staff for their hard work and dedication. Wenzl noted the Committee for Citizen Involvement cancelled its April meeting. In addition, Wenzl reported on other matters of interest, upcoming community-related events and upcoming meetings she was planning to attend.

Mayor Truax announced dates of various upcoming activities and meetings as noted in the Council Calendar. Mayor Truax reported he had the opportunity to speak at the memorial service for Nehalem Mayor Shirley Kalkhoven. Mayor Truax reported attending the State of the County Address and testifying before the House Committee, along with Police Chief Schutz and League of Oregon Cities (LOC) representative, on mental health issues. Mayor Truax distributed a copy of his "Mayor's April Gallimaufry Report", pointing out the highlights of his report. In addition, Mayor Truax's written report highlighted other local, regional, Metro, LOC regional workshops, and Washington County meetings and community-related events he attended during the first part of the month of April and upcoming meetings and events he was planning to attend the remainder of the month of April. In conclusion of the above-noted report, Mayor Truax advised he would like to formalize the role of Council liaison, noting bylaws of all council-appointed advisory boards, committees and commissions need to be consistent. Mayor Truax added as a non-voting Council Liaison, Council may participate when asked, but not barge in, and Council can offer their own opinions and state reasons why, but Council needs to be sure to state that it is their own opinions and not that of the Council as a whole.

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16. **ADJOURNMENT:**

Mayor Truax adjourned the meeting at 9:45 p.m.

Respectfully submitted,

---

Anna D. Ruggles, CMC, City Recorder

APPROVED



**COMMUNITY FORESTRY COMMISSION  
CITY AUDITORIUM  
MAIN STREET, FOREST GROVE, OR  
February 18, 2015**

**Meeting called to order at 5:37:25. President Jen Warren in Chair.**

**Members Present** – Jen Warren, David Hunter, Dale Wiley,  
Bruce Countryman, Lance Schamberger, Mark Nakajima

**Members Absent** –

**Staff Present:** Dan Riordan – Steve Huffman

**Council Liaison:** Ron Thompson

**Meeting Minutes Approval:** Minutes were presented and reviewed corrected. David moved and Bruce seconded for approval of the minutes. Unanimous vote for approval.

**Citizen Communication:** None

**OLD BUSINESS**

URBAN FORESTRY MANAGEMENT PLAN SURVEY - The group reviewed the survey question Bruce prepare and circulated. Lance asked about the survey sample size, Steve said they will contact until they get 400 survey respondents for the Parks Master Plan update. Bruce said the survey will go out it the next utility billing. Dan suggested a Guest Column in the local papers under Jens byline.

**ARBOR DAY / WEEK 2015**

Dale reported the District is fine with the planting event and they offered any assistance they could render. Jen contacted the Community School and they will be participating in the event. **Date is set for April 7<sup>th</sup>.**

Dale will contact EF Nursery about 2 trees to plant and possible assistance with digging the hole with their backhoe. Dale will call for locates.

**Monday March 23** at the City Council meeting Mayor Pete Truax will issue the Mayoral Proclamation for the Arbor Week observances.

Dale will contact the Forest Grove Lions to see about placing the Arbor Week banner at their flower planting bed on Pacific Avenue.

Dan has the Arbor Day Flags. Dale will display 2 at the Habitat ReStore during Arbor Week.

**SPRING TREE CARE WORKSHOP** - Date is set for **April 11<sup>th</sup>** at the north end of Lincoln Park.

**COMMERATIVE TREE PROGRAM –** Mark reported photographs were being taken and that we should see some progress in the next couple of months.

## **NEW BUSINESS**

## **PROJECT REPORTS**

None at this time.

## **NEXT MEETING**

Next meeting will be March 18, 2015 at the Community Auditorium at 5:30 pm.

## **MEETING ADJOURNMENT**

David moved and Lance seconded to adjourn the meeting. Unanimous affirmative vote adjourned the meeting. Meeting was adjourned at 6:27:26 pm.

Respectfully submitted,

Dale Wiley  
CFC Secretary

36

APPROVED

*Library Commission approved minutes as presented on Apr 14, 2015.*

1. **CALLED TO ORDER AND ROLL CALL:**

Pamela Bailey, Chair, called the meeting of the Library Commission to order at 6:30PM on Wed Mar 18, 2015.

**Members Present:** Pamela Bailey, Chair; Kathleen Poulsen, Vice-Chair; Nickie Augustine; Doug Martin; Dayla Skye-Martin; Jon Youngberg, Secretary.

**Members Absent:** None

**Staff:** Colleen Winters, Library Director

**Council Liaison:** Malynda Wenzl (not present)

**Others:** None.

2. **ADDITIONS/DELETIONS:** None.

3. **APPROVE LIBRARY COMMISSION MEETING MINUTES OF (Feb 10, 2015):**

**MOTION:** Doug moved, seconded by Nickie, to approve the Feb 10, 2015 minutes as amended. **MOTION CARRIED** by all.

4. **CITIZEN COMMUNICATIONS:** None.

5. **INFORMATIONAL ITEMS:**

5a. **FOUNDATION REPORT:** Colleen Winters reported about the Library Foundation of Forest Grove:

- a) The Foundation board did not meet in February or March.
- b) Two dedication events for the completed Ed Carpenter art project ("Mollies Garden") are scheduled during April. The first event will be a nice invitation-only dedication event (gala) for project donors on the evening of Sat Apr 18, 2015. The second event will be a ribbon cutting event for the public on Sun Apr 19<sup>th</sup> from 1 to 3pm. Artists Ed Carpenter, Eric Canon, and Greg Kriebel will attend both events. There will be speeches, food, and music.

c) See the Library Foundation of Forest Grove's web site ([www.fglf.org](http://www.fglf.org)).

**5b. FRIENDS REPORT:** Colleen Winters reported about the Friends of the Forest Grove Library:

a) The Friends board will meet next Monday, Mar 23, 2015

b) Dick Ginsburg, who served on both the Friends and Foundation boards for many years, and who created the Forest Grove Conversation series, passed away recently. There will be a public remembrance event May 3.

c) The Spring Used Book Sale will be held during the week of May 11, 2015 in the Rogers Room. Set up for the book sale will occur the week before. There are already a large number of books collected for the next sale. More volunteers are needed to move boxes, set up for the sale, take down tables afterwards, etc.

d) Books removed from the library's shelves by library staff are offered to the Friends for the book sale, adding to the large number of books that need to be processed, chosen, and readied for the used book sale. Some books are being temporarily stored in the Times-Litho building. (that is, lots of books!)

e) Their online book sales had been declining, but a new improved process has been used and now they are selling one book per day, on average. Books that are rare or unusual (i.e. collectible) sell very well.

f) At the Annual Meeting of the Friends Board, to be held on Wed April 8 at 12 noon in the Rogers Room, the past year's efforts of the Friends will be reviewed, and new officers will be elected. Mike Smith is expected to be chosen as the new Friends Board President.

g) This year's "Conversations" event of the Cultural Program series was held at the library Mar 3 from 7 to 9PM, with a student contest, and a major panel discussion with the topic title of "Privacy: Choices, Challenges and Consequences." There are concerns about whether this event will continue next year without the guidance of Dick Ginsburg, and separately about the appropriateness and effects of the student contest on the event and its attendance.

h) The Friends web site is at: [fglibraryfriends.org](http://fglibraryfriends.org).

**5c. COUNCIL LIAISON REPORT :**

a) None

**5d. LIBRARY DIRECTOR'S REPORT:** Colleen Winters reported these items:

- a) National Library Week this year will be the week of Apr 12-18. The Library Commission might want to bring "treats" for library staff either Tues Apr 14 at our next regular meeting, or Wed Apr 15, for 15 employees.
- b) Ashley McDonald hired as part-time Library Assistant. She also works at the Cornelius Library.
- c) Interviewed six candidates for a part-time on-call position. Hired GERALYN Schultz, who also works at the Wilsonville Library.
- d) Ann Dondero celebrates 35 years with the City of Forest Grove this month. She will be honored at the Apr 27, 2015 City Council meeting.
- e) Colleen discussed "on-call library staff". Has been some funds for reference and children's desk staff, a pool of on-call staff. Started in 2014, continuing this year. Recruitment efforts, have hired one person, mentioned above. Provides flexibility in staffing. Hard to recruit on-call staff. Process is difficult. The desirable person wants some "anchor hours" every week, and already works part-time at another library. So, they are not always available on short notice, which was the supposed benefit of on-call staff. So for next year, rethinking the process, and looking for alternatives.
- f) Colleen attended a Retreat for Washington County librarians. A major topic of discussion was how to measure the success of our libraries in other ways other than just simply counting the number of books checked out. Also discussed was the need to build new libraries, hire more staff, and buy more items for collections, etc. Circulation seems to be flat over the county's libraries. For example, when a library visitor asks for help with a new e-book reader, this takes a lot of staff time, but only counts as one reference question. Easy reference questions are now often not asked of library staff, but are handled by library visitors by themselves.
- g) The Beaverton Library asked their staff to visit other county libraries and write up their comments recently. A positive comment made about the Forest Grove City Library was on the large size of the physical library space. Two negative comments were that the size of the library staff was too small for the size of the library, it's collection, and the number of library visitors, and that there was not enough seating for library visitors.

**6. DISCUSSION OF ITEMS:**

**a) Two vacancies on the Library Commission.** Dayla Skye-Martin attended tonight's meeting but said she is moving to another state soon and has resigned from the Library Commission officially.

Annie Hicks has moved to another county for job-related reasons and cannot attend Library Commission meetings any longer. Doug moved that Annie's seat on the Library Commission be declared open and to recommend to the City Council that the position be filled, along with Dayla's position, seconded by Kathleen. **MOTION CARRIED** by all.

**b) "Future of the Forest Grove City Library" planning process** continues.

1) Dates chosen for the two big meetings for our process. (Sep 7 is Labor Day.) The first big meeting that the Community Planning Committee will have is scheduled for Sat Sep 12, and the shorter follow-up meeting could possibly be held Sat Oct 17.

2) Tom Beck has been chosen to be the facilitator for the big 5-hour first meeting of the Community Planning Committee. This is an important choice.

3) Continued discussion of who to invite for the 12 to 18 person Community Planning Committee meetings? Do we need backups for them, or extra invitees just-in-case? Could get in contact with an organization and ask for a representative? Specific people were mentioned. Want people who have some connection to, or interest in, the library. Want to have Committee members chosen by end of May.

4) Jon presented a preliminary list of "Library Service Responses" that could be used during the two big committee meetings.

**7. ANNOUNCEMENT OF NEXT MEETING:**

The next Library Commission meeting will be held on Tues Apr 14, 2015 at 6:30PM in the Rogers Conference Room at the Forest Grove Library.

**8. ADJOURNMENT:**

Hearing no further business, Chair Bailey adjourned the meeting at 8PM.

Minutes respectfully submitted by:

Jon Youngberg, Library Commission Secretary

APPROVED

3A

**CALL TO ORDER:**

Chairman Beck called the meeting to order at 7:01 p.m.

**Planning Commission Present:** Tom Beck, Carolyn Hymes, Sebastian B. Lawler, Lisa Nakajima, Dale Smith, Phil Ruder and Hugo Rojas.

**Staff Present:** Jon Holan, Community Development Director; Chris Crean, City Attorney; Marcia Phillips, Planning Commission Coordinator.

**1. PUBLIC MEETING:**

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

**2.2 PUBLIC HEARING:**

**A. Amend Forest Grove Development Code Articles 3, 8 and 12 to establish requirements and definitions for Medical Marijuana Dispensaries.**

Chairman Beck opened the public hearing and called for the staff report.

Mr. Holan stated that the Oregon Legislature enacted House Bill 3460 in 2013, which directs that persons who operate or are employed by a registered medical marijuana facility will enjoy immunity from state prosecution for delivery, possession and production of marijuana. He explained that last year the City adopted a moratorium on medical marijuana facilities until May 1, 2015, and the hearing being held tonight is to pass along a recommendation to the City Council and give them enough time to hold a public hearing.

Mr. Holan explained that the proposed approach regarding medical marijuana facilities is to classify them as a medical center. He said this is the only listed use category on the use tables in the Development Code that reflects the medical aspect of the dispensaries. He said there are two aspects to the proposed code amendment of medical marijuana dispensaries, location and initial requirements for these facilities and ongoing operation requirements. Holan said the location and initial requirements for medical marijuana facilities or dispensaries is a land use determination and is proposed to be addressed within the Development Code. He said the amendments in the Development Code affect three articles, Article 3 (Zoning Districts, Article 8 (General Development Standards) and Article 12 (Use Categories and Use Definitions). Holan explained that enforcement of ongoing operations is proposed for the Municipal Code and will be the responsibility of the Police Department.

Mr. Holan stated that the State established proposes the following buffers: dispensaries cannot be located on a grow site, it must be 1,000 feet from another medical marijuana facility, it must be 1,000 feet from public schools (Pacific University not included). He said Washington County requires that distances between dispensaries be 2,000 feet rather than the 1,000 feet required by state law, and Cornelius established buffer areas around day care facilities. He said the Commission may wish to consider more restrictive provisions.

Commissioner Nakajima commented that it would be appropriate to say a "licensed" daycare if the Commission considers this provision. She said medical marijuana centers

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

March 23, 2015-7:00 P.M.

PAGE 2 of 4

should have their own category.

Mr. Crean explained that it is more seamless to add it to an existing category.

Commissioner Nakajima stated that it is legal in Oregon, and not at the federal level, but they will not prosecute. She said this is ground breaking, and should have its own category.

Chairman Beck said it seems it is not much of an issue since it is in the Development Code somewhere. He said he would side with Commissioner Nakajima, and look to the future when marijuana will be legalized for recreational use and these medical facilities will become just dispensaries.

Mr. Crean pointed out that because a prescription is needed, it is not a retail business yet. Crean explained that six months from now the Commission can shift it to another category instead of having a whole category go away.

Commissioner Nakajima said she withdrew her comments.

The Commission agreed medical marijuana facilities should be put in the medical facilities category.

Mr. Holan said staff recommends prohibiting medical marijuana centers in the town center, as did Hillsboro. He explained that medical centers are prohibited in the industrial areas. Holan stated that Article 8 is the most complex part of the amendment. He said Article 8 has to do with hours of operation, entrances and security. Holan said sales are on a cash basis, so large sums of cash will be on site, so the facility needs to be well lit and not visually obscured. He explained that it needs to be a permanent facility and must comply with design standards – no drive-throughs. Holan said there must be proper disposal of product to avoid “dumpster diving”. In summary, Mr. Holan stated that staff recommends approval of the proposal and that the Planning Commission’s recommendation be forwarded to the City Council.

**COMMISSION DISCUSSION:**

In response to a question from Commissioner Lawler about the map showing the buffer areas, Mr. Holan stated that staff is not sure how the State will view a property that is half in and half out of the buffer area. He explained that it is their decision.

Commissioner Lawler commented that the Commission is dealing with cultural stigmas.

Chairman Beck responded by saying that he finds the whole anxiety over medical marijuana is overstated. He explained that these people are doing this for medical reasons, such as cancer, so he sees no reason to ban it from the town center.

Chairman Beck said he liked the hours as stated.

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

March 23, 2015-7:00 P.M.      **PAGE 3 of 4**

Commissioner Nakajima said she would like to see a closing time of 8pm instead of 10pm, which would be more consistent with retail hours.

Commissioner Hymes said 9pm would be appropriate.

Chairman Beck said he would agree to 9pm or 10pm.

Commissioner Lawler said people with odd working hours could still get their medicine if the facility were open until 10pm.

Commissioner Nakajima said she would like to see a buffer around licensed daycare facilities. She explained that if the City is protecting school kids, it should also protect daycare kids.

Commissioner Ruder stated that daycare kids are always around Mom and Dad. He explained that school kids walk themselves home and are more vulnerable.

Mr. Holan showed the Commission a map including daycare buffers, and explained that it would reduce the allowed area by about one third.

Chairman Beck polled each Commissioner, and it was decided there would be no daycare buffers.

Chairman Beck polled each Commissioner and it was decided the facilities should be open between 8am and 10pm.

Mr. Crean made the comment that in allowing medical marijuana centers in the town center it is harder to get them out once they are in.

Chairman Beck polled each Commissioner and it was decided the centers should not be allowed in the town center.

**PUBLIC COMMENT:**

**Dillon Pilorget, Reporter for the Forest Grove Leader.** Mr. Pilorget said he just wanted to inform the Commission that Cornelius has approved a 1,000 foot buffer around state licensed daycare facilities.

Commissioner Lawler made a motion to recommend approval to amend the Forest Grove Development Code Articles 3, 8 and 12 to establish requirements and definitions for Medical Marijuana Dispensaries with one change which would move the facilities out of the institutional zone. Commissioner Smith seconded. Motion passed 7-0.

**2.3 ACTION ITEMS:** None.

**2.4 WORK SESSION ITEMS:** None.

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

March 23, 2015-7:00 P.M.

**PAGE 4 of 4**

**3.0 BUSINESS MEETING:**

**3.1 APPROVAL OF MINUTES:** Commissioner Ruder made a motion to approve the minutes from the February 16, 2015 meeting. Commissioner Rojas seconded. Motion passed 7-0.

**3.2 REPORTS FROM COMMISSIONERS/SUBCOMMITTEES:** None.

**3.3 DIRECTOR'S REPORT:**

Mr. Holan stated that the April 6<sup>th</sup> meeting will be about the Historic District Guidelines with a report from Pacific University on the University Ave. improvements (Pacific University is wanting comments and concerns from the Commission). Holan said the April 20<sup>th</sup> meeting will be about the Planned Residential Development on Plum Lane. He explained that this is a co-habitation development, and there will be on site sanitation due to distance to sanitary.

Chairman Beck said he will be gone for the April meeting.

**3.4 ANNOUNCEMENT OF NEXT MEETING:** Next meeting will be held on April 6, 2015, at 7pm.

**3.5 ADJOURNMENT:** The meeting was adjourned at 8:04pm.

Respectfully submitted by:  
Marcia Phillips  
Assistant Recorder

APPROVED

35

**Minutes approved by the PAC on March 12, 2015.**

**1) CALL TO ORDER:** Kathleen Leatham called the meeting to order at 5:10 PM.  
**PRESENT:** Kathleen Leatham, Pat Truax, Dana Zurcher, Linda Taylor, Dana Lommen, Emily Lux, Helvi Smith, Yasmine Weil-Pourfard. **Staff Liaison:** Colleen Winters.  
**Guest:** Renee Willer, Representative of Frontier Communications  
**Absent:** Laura Frye, Kathy Broom and Richard Kidd.

**2) CITIZEN COMMUNICATION:** N/A

**3) APPROVAL OF PAC MEETING MINUTES:** A change to the wording of the minutes to include the proper protocol description for accepting or declining donations of art was agreed upon. Minutes were approved pending revision.

**4) ADDITIONS/DELETIONS:**

- **Addition** of presentation by Renee Willer, Frontier Communications representative, to discuss an upcoming grant application open to Forest Grove titled “America’s Best Communities.”
- **Deletions** of Walking Brochure project and Mollie’s Garden Gala updates.

**5) BUSINESS:**

**A. Donation of Artwork-**Susan Munger’s piece offered to the library was declined. At this time, the library is attempting to streamline its collection for consistency. The seasonal theme may not appropriately fit within this streamlining process. Susan previously stated that she would be open to her donation being offered to a different city department.

**B. Set Retreat Agenda-**Goals, Current CEP Grant, Proposed CEP Grant application, Launch of Brochure, Repair/Relocation of Foster bench, Map of possible public art locations, determining our focus/“pinpoint goal” moving forward.

**C. America’s Best Communities Competition-**Renee Willer, representative from Frontier Communications, presented a grant application outline designed to support small community revitalization. Frontier would like to work in conjunction with the Public Arts Commission, City Council, and additional community representatives to include a Forest Grove proposal. Applications are due March 25, 2015. Fifty (50) quarter-finalists will be awarded \$35,000 (with \$15,000 required to be matched by the applying communities).

Fifteen (15) semi-finalists will present at an America's Best Communities event, eight (8) of which will be awarded an additional \$100,000. The competition concludes in 2017, with the top three prizes awarded being \$3 million, \$2 million and \$1 million, respectively. At this time, there have been roughly 200 applications received.

**Next Steps:**

- Come up with a framework/vision
- Invite collaborators/partners
- Set up another meeting with framework and vision as the primary focus. The meeting will be held next Thursday, Feb. 19, in the library at 5pm.

**D. Updates:**

- Financial Report: No change. The Commission discussed further advertising/solicitation of CEP mini grant proposals.
- Fire Station Mural: Emily Lux is meeting with Chief Kinkade RE: next steps on Saturday, February 28.

**6) COMMISSIONERS COMMENTS:**

- **Dana Lommen**-Theatre in the Grove's *Spitfire Grill* is scheduled to open in three weeks.

**7) STAFF COMMUNICATIONS:**

- **Colleen Winters**: The annual Books and Buns fundraiser held Thursday, February 5 raised \$2,100 for the Library Foundation. The Barbershop Quartet event in the library brought in 39 audience members. The next program is an annual Town Hall meeting about privacy.

**8) ADJOURNMENT:** The meeting adjourned at 6:25 p.m.

- The next meeting will be March 12, 2015, in the Rogers Room at the Library.

Respectfully Submitted by Emily Lux

APPROVED

**Minutes approved by the PAC on April 9, 2015.**

**PRESENT:** Dana Zurcher, Linda Taylor, Dana Lommen, Emily Lux, Helvi Smith, Laura Frye, Kathy Broom

**Guest(s):** Chief Kinkade, City Manager Tom Gamble

**Absent:** Richard Kidd, Kathleen Leatham, Pat Truax, Staff liaison Colleen Winters, Youth Rep. Yasmine Weil-Pourfard.

1) **CALL TO ORDER:** Dana Zurcher called the meeting to order at 5pm.

2) **CITIZEN COMMUNICATION:** N/A

3) **APPROVAL OF PAC MEETING MINUTES:** Motion to approve last month's minutes by Emily Lux, seconded by Dana Lommen. Motion accepted.

4) **ADDITIONS/DELETIONS:**

• **Addition(s):**

1. Fire Station mural update: Emily Lux
2. Public Art: Helvi Smith
3. Wonder Wagon Budget/First Wednesday: Linda Taylor
4. Andrew Carson Kinetic Sculpture: Linda Taylor

• **Deletion(s):**

1. Mollie's Garden Gala update
2. Retreat follow-up
3. Walking Brochure update

5) **BUSINESS:**

1. Fire Station mural update: Emily met with Chief Kinkade to present the tiered budget proposal for the Fire Station mural. Chief Kinkade chose option 3, which involves panels to be installed onto the building as opposed to painting directly onto a resurfaced wall. Chief Kinkade requested to have a grant proposal submitted through the Public Arts Commission, and is also exploring additional funding possibilities. Mock-ups of the proposed artwork are due by mid to late April. Historic photographs were shared by Kinkade to generate ideas.

2. Public Art: Helvi presented an idea to request builders of large structures within the city (such as an apartment complex), to include 1% of their budget to fund public art. As

the population of Forest Grove expands, this could generate significant income for future acquisitions.

3. Wonder Wagon Budget/First Wednesday: Linda Taylor-Murals on the side of the Wonder Wagon (book and art mobile), and supplies necessary for execution were discussed. A corporate discount on tempera paint is being explored. A total budget of \$366.25 will include booth rental and labor, plus supplies. \$271.25 will be taken from last year's CEP grant, with the remaining \$95 to be proposed in next year's CEP grant. A motion was made by Laura Frye to approve, seconded by Helvi Smith. Motion accepted.

4. Andrew Carson Kinetic Sculpture: Linda spoke with Andrew, who agreed to sell kinetic sculpture (12', 16' and 20' size options) at 2012 prices. He currently has a 16' sculpture in stock to consider for future acquisition. Tom Gamble presented a map outlining potential spaces for public art installation based on city-owned property locations.

**5. Updates:**

- Financial Report: No change.

**6) COMMISSIONERS COMMENTS:**

- **Dana Lommen**-This weekend is the final performance for Theatre in the Groves *Spitfire Grill*.

**7) STAFF COMMUNICATIONS:** N/A

**8) ADJOURNMENT:** The meeting was adjourned at 5:41 by Dana Zurcher.

- The next meeting will be April 9, 2015, in the Rogers Room at the Library.

Respectfully Submitted by Emily Lux

## Memorandum

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**To:** Mayor Truax and City Councilors  
**From:** Anna D. Ruggles, City Recorder  
**Subject:** Accept Resignation on Parks and Recreation Commission  
**Date:** April 27, 2015

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**BACKGROUND:**

Mike Olson, Parks and Recreation Commission, At-Large, Term Expiring December 31, 2017, has informed staff of his resignation as per his attached e-mail.

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**STAFF RECOMMENDATION:**

Staff recommends Council accept the above resignation and deem the seat vacant.

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**From:** Michael N. Olson [REDACTED]  
**Sent:** Thursday, April 16, 2015 10:44 AM  
**To:** Tom Gamble  
**Cc:** Anna Ruggles  
**Subject:** p and r

Tom

I've been meaning to stop by, but haven't had a chance. Between my business, building upkeep, having 2 empty offices in the building, home, family and a few other things, I just no longer have any time for Parks and Rec. I've missed a couple of meetings lately and at last night's CAC meeting I realized I had very little to contribute to the process which isn't fair to all those who are very vested in it. Somehow I let it slip by that I reuped in December, thought I was on my last year, but I can't make it to 2017. The CAC is a very important process and someone is needed who has more time than me. I'm sure you will be able to find a replacement that can contribute more than I can at this time. Enjoyed my time on the commission, but need to take care of all the other stuff going on and try and catch up.

Thanks.

Mike Olson

Olson's Bicycles  
Cole Carter Building | 1904 Elm St Suite 1 | Forest Grove OR 97116  
503-359-4010 | [REDACTED]

# CERTIFICATE OF APPRECIATION

*Awarded to*

*Michael Olson*

*Parks and Recreation Commission*

*2010 – 2015*

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 Parks and Recreation Commission.*



city of  
forest  
grove

Peter B. Truax, Mayor  
Forest Grove City Council  
April 27, 2015

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## Memorandum

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**To:** Mayor Truax and City Councilors

**From:** Anna D. Ruggles, CMC, City Recorder  
Janie Schutz, Police Chief  
Tom Gamble, City Manager Pro Tem

**Subject:** Endorse Liquor License Renewal Applications for Year 2015

**Date:** April 27, 2015

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### **BACKGROUND:**

The Oregon Liquor Control Commission (OLCC) has notified the City of the eligible liquor licenses seeking renewal for 2015. ORS 471.166 establishes the process for local government to make recommendation to the OLCC concerning the suitability of the liquor license renewals.

Pursuant to City Code 7.805, any person or business requesting City Council endorsement for a liquor license must submit to a criminal background check and must obtain or have a valid City business license in accordance with City Code. The Police Chief has conducted a thorough investigation of the licensee and responsible parties and has made a favorable recommendation to approve the attached liquor license application renewals for 2015, along with one of the following recommendations:

- **Forward with Approval** ~ no legal basis for denial.
- **Forward with Approval**, supporting documentation attached, pursuant to this Memorandum. A criminal record exists; however, the record does not contain valid basis for denial as provided by Oregon liquor laws (i.e., felony drug or alcohol-related convictions). (Dissemination of criminal record checks is prohibited by State law and is exempted from public disclosure).
- **Reject Application**, supporting Memorandum required ~ the Police Chief has substantial evidence and opposition that warrants a Public Hearing before the City Council to hear testimony and to be used in the City's decision-making process.

### **STAFF RECOMMENDATION:**

Staff recommends the City Council endorse the attached liquor license application renewal(s) for 2015. The City's endorsement will be submitted to OLCC for final determination.



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

The City of Forest Grove  
Recommends that license be

Granted  Denied

\$100.00 Original App Fee: Paid: \_\_\_\_\_

\$ 75.00 Change App Fee:

\$ 35.00 Renewal or Temp App Fee

\$ 20.25 Special Event

Acct No. 100-21-10-450050 Receipt#: \_\_\_\_\_

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

**NAME OF APPLICANT/BUSINESS:** Stecchino Bistro

**APPLICANT/BUSINESS ADDRESS:** 2014 Main Street – Forest Grove

**LIQUOR LICENSE NO:** 197604

**CITY BUSINESS LICENSE:** BL-

**TYPE OF LICENSE REQUESTED:**

*Application is being made for*

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

**APPLICABLE CRIMINAL/DRIVING RECORD:**

NONE

SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)

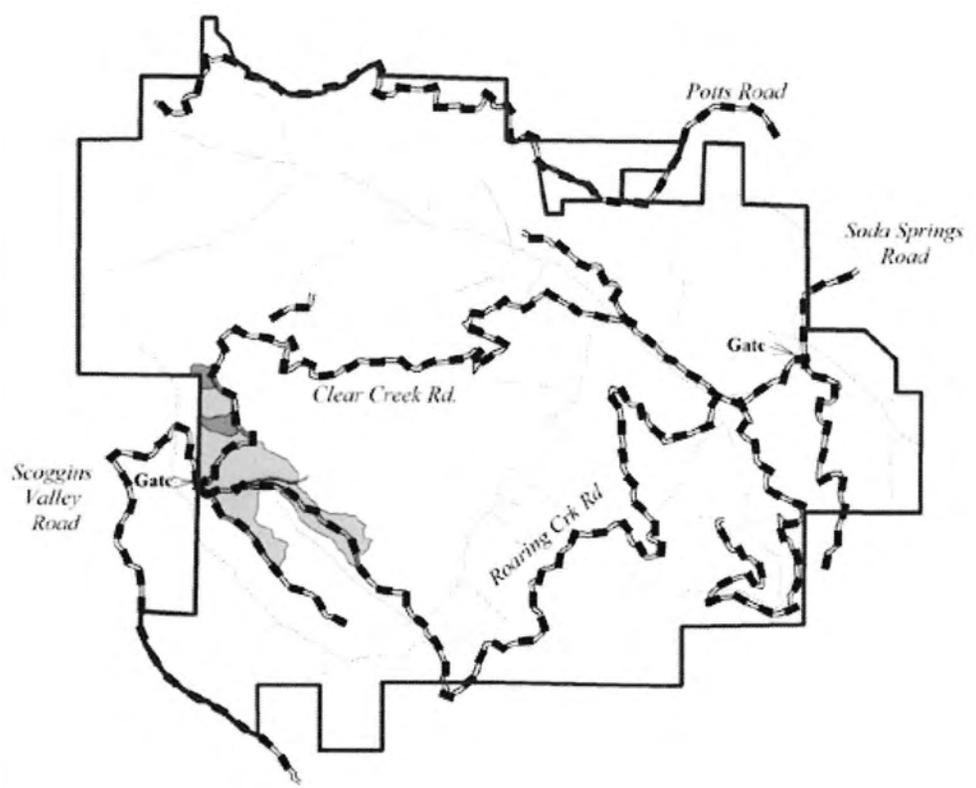
*Janie Schutz*  
**Janie Schutz, Chief of Police**  
- or Designee

4/13/15  
**Date**

# FOREST GROVE WATERSHED UPDATE - 2015

- 2014 Harvest Results
- 2015 Harvest Planning
- Deep Creek Road Project
- Wildlife Surveys
- Noxious Weed Treatment
- Hillside Planting

# Forest Grove Watershed 2014 Harvest Location



Scale = 1 : 0.55 (In : Mile)



# THINNING



# PATCH WITH RETENTION



# 2014 HARVEST RESULTS

- Projected Harvest: 1,500,000 board feet
- Actual Harvest: 1,424,000 board feet
  
- Total Log Sales: \$929,717
- Net Income: \$627,715 (68%)

# Forest Grove Watershed

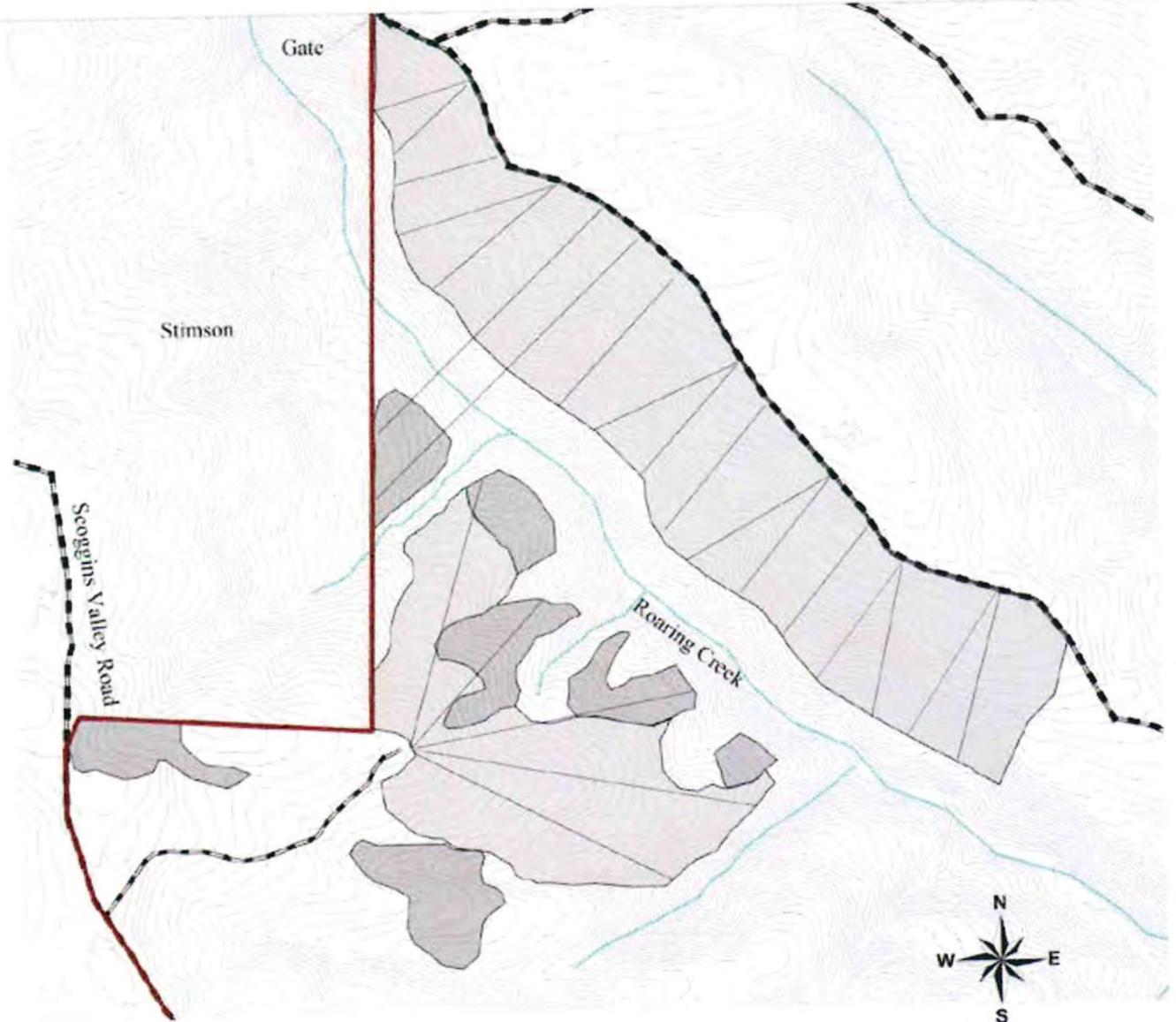
## 2015 Harvest Areas

Secs 22 & 27, T1N, R5W

-  Watershed Boundary
-  Rocked Roads
-  Streams
-  Construct and Rock Road
-  Yarding Corridors
- STANDS**
-  'Fir Thinning'
-  'Patch Cut'
- Contours 10' (from Lidar)



Scale = 1 : 400.00 (in : Feet)



# 2015 HARVEST PLAN

- Thin 70 Acres
- Patch Cut 16 Acres
- 54 of the 86 Total Acres Will Require Cable Logging



# ROOM TO GROW

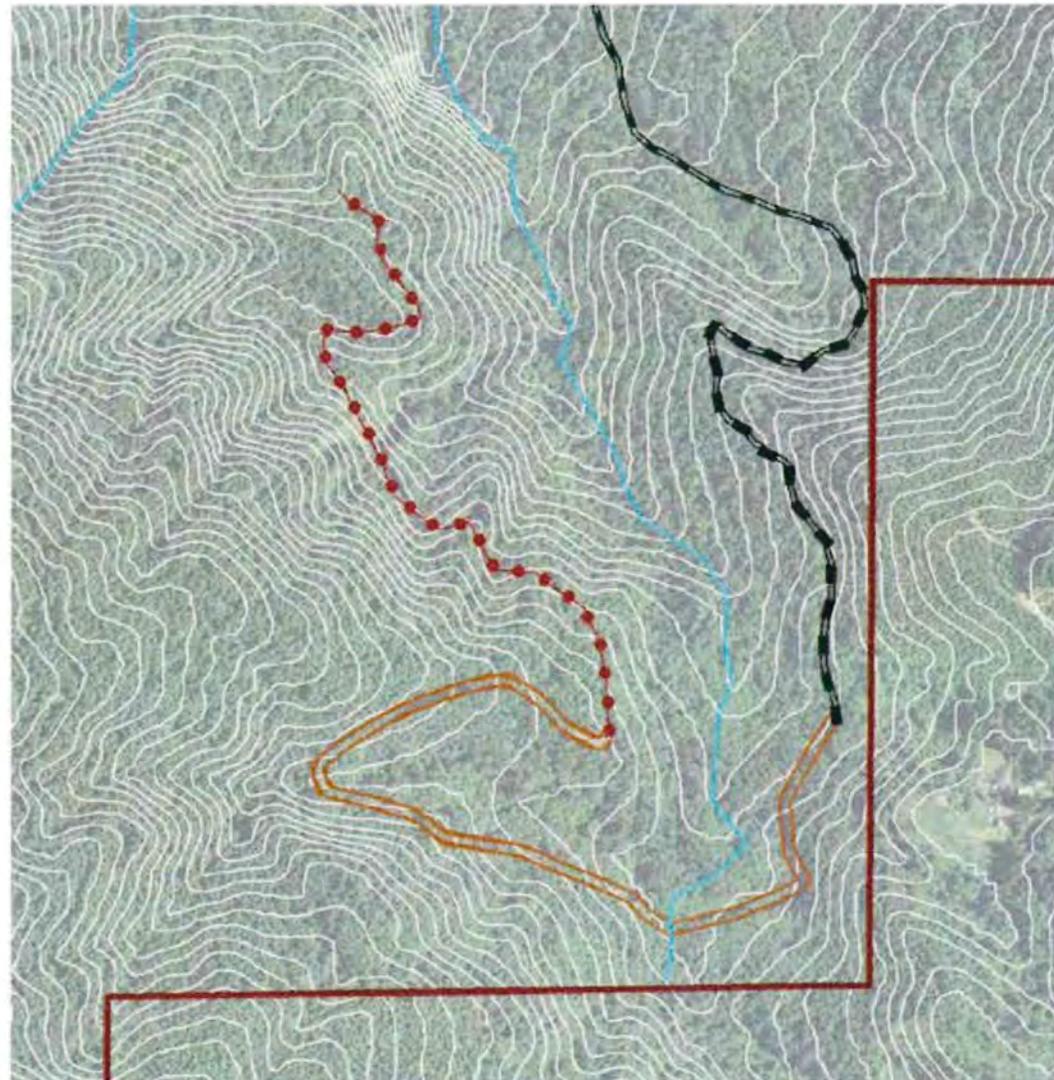


# PATCH WITH RETENTION AND DOWN WOOD FOR HABITAT



# Deep Creek Road Project

-  **Watershed Boundary**
- STREAMS(by Type)**
- 'Medium Creek'**
-  **Deep Creek Roads**
-  **Deep Creek Road**
-  **Road Improvements**
-  **Road Decommission**
- Topographic Countours (20')**
-  **2009 Aerial Photo**



Scale = 1 : 600.00 (In : US Feet)



# DEEP CREEK ROAD PROJECT

- Decommission 2,800 feet of Road
  - *Area of High Risk*
  - *Not Necessary for Management*
- Improve 3,700 feet of Road
  - *Replace Culverts*
  - *Improve Drainage*
  - *Rebuild Roadbed*

# WILDLIFE SURVEYS

- Kingfisher Ecological is Conducting Owl Surveys
- One Full Night Survey has been Completed
- Five Additional Surveys will be Completed This Year
- Results of First Night Survey: *No Spotted Owls – One Barred Owl Identified*



# WILDLIFE SURVEYS

- Carex Group is Conducting Rare Plant Surveys
- One Visit has been Completed
- Two Additional Visits in May and June This Year
- Results of First Visit: *No Rare Plants Found*



# NOXIOUS WEED TREATMENT

- Cutting and Piling of Scotch Broom on Coyote Ridge Spur



# HILLSIDE STABILIZATION PLANTING

- Planting of 500 Alder Trees on Clear Creek



THE END



**Date: April 27, 2015**

## **Update on Medical Marijuana Dispensaries**

**PROJECT TEAM:** Jon Holan, Community Development Director  
Janie Schutz, Police Chief  
Thomas E. Gamble, City Manager Pro Tem

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**ISSUE STATEMENT:** At the work session held on April 13<sup>th</sup> on medical marijuana dispensaries, two questions came up as follows:

1. Does the Forest Grove School District's Transition House located on the southeast corner of 22<sup>nd</sup> Avenue and Cedar Street qualify as requiring a buffer?
2. What type of template is considered in Portland based on operators of dispensaries in the Portland area?

**RESPONSE:** In seeking responses to the second answer, staff arranged a tour of a medical marijuana dispensary, Collective Awakenings, in Portland. Councilors Tom Johnston and Victoria Lowe, Police Sargent Mike Hall and Sargent Scott King and Community Development Director Jon Holan met with Erin Kennedy from the Oregon Health Authority and owners Alex Pavich and Aligra Rainy. There is a lobby area in the dispensary where anyone can enter but only those with a medical card can enter a secured area where products can be obtained. It was a clean and well lighted dispensary which appeared well managed. The operation handles about 80 transactions per day on average. They have about 26 to 27 security cameras which exceeds the state standard.

The group spent almost two hours discussing various aspects of marijuana. One point of clarification is that it is the Oregon Health Authority and not OLCC that regulates medical marijuana facilities. Staff understands that OLCC will be responsible for controlling recreational marijuana. (As a note, OLCC has until 1/1/16 to establish regulations, will **accept** applications for businesses to sell marijuana on 1/4/16 and will start to issue licenses to sell marijuana in the first half of 2016.) Much of the discussion was about the variations in marijuana, controlling the over-sale of medical marijuana and the various approaches for selling recreational marijuana.

Regarding the two questions, the following is the response for each question:



Question 1: Erin Kennedy, Compliance Specialist with the Oregon Health Authority, indicated four initial factors for determining qualification of a school:

- Does it have regular attendees and is role taken;
- Does it serve numbered grades (i.e. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> etc. grades);
- Does the facility have a faculty; and
- Does the facility have a curriculum?

After speaking with Brad Bafaro, Special Education Director for the District, the facility does meet all of these factors. This information was forwarded to the Ms. Kennedy at the state and provided Mr. Bafaro's contact information to confirm the information and ask any further questions the State may have. The State added a 1000 foot buffer around this facility. Thus, the map indicating qualified areas has been updated to include the 1000 foot buffer area around the Transition House and is at the end of this report.

The implication is that the future Town Center expansion area under discussion will be reduced and the shopping center on Cedar and Pacific Avenue would not be available for a marijuana dispensary due to the presence of the school facility.

Question 2: Staff reviewed the proposed regulations for Council considerations with both Erin Kennedy of the State and Alex Pavich and Aligra Rainy, proprietors of Collective Awakenings. Mr. Pavich has operated this marijuana dispensary for 4 ½ years and was one of the first dispensary in the Portland area. Based on discussions with both:

Development Code Amendments:

- A. Compliance with State Law – no comment
- B. Hours of operation – Mr. Pavich indicated that there are no set hours of operation for marijuana dispensaries and can be for a limited time period to 24 hours. Collective Awakenings is opened from 10 am to 8 pm. Mr. Pavich indicated these hours of operation were set both for the safety of the customers and the employees. It should be mentioned that this is one of the more active (in terms of transactions) dispensaries in the Portland area.
- C. Well lit entrances visible from public rights-of-way – Mr. Pavich understood and agreed with the purpose of this requirement. There was no concern with the lighting provision but was concerned about the visibility requirement since many parking areas in Portland are behind buildings. Staff believes that the visibility requirement should not be onerous in Forest Grove.



- D. Facility in a permanent building and no outdoor storage – Ms. Kennedy that State Health Authority requirements mandate it being in the permanent facility. Regarding outdoor storage, see response to Item G below.
- E. Compliance with Design Standards – There was no discussion of these requirements.
- F. Drive-through prohibition - As noted in the staff report to the Planning Commission, the State Health Authority prohibits drive-throughs.
- G. Secure disposal for marijuana remnants – Both Ms. Kennedy and Mr. Pavich had comments on this requirement. Mr. Pavich, while wondering about such a regulation, related that when starting their dispensary, they experienced persons raiding their dumpster, looking for product and leaving trash spread out over the area. They addressed this by keeping such refuse inside until pick-up occurs.

Ms. Kennedy questioned the provision since marijuana can be rendered impotent after immersion in water or rubbing alcohol. As a result, staff recommendation is to revise Subsection G in proposed Section 10.8.1100 as follows:

“G. The dispensary must provide secure disposal or render impotent marijuana remnants or by-products or items with marijuana residue of any kind.” (underlined is the additional proposed wording)

City Code – comments on City Code amendments are similar except for proposed Section 7.852 D, products be in an opaque bag or container. This is currently a State requirement and could be considered redundant except that its inclusion would allow Forest Grove Police local authority to regulate. Regarding Section 7.852 E, it should be revised similar to the proposed Development Code change identified above:

“E. A medical marijuana dispensary must provide secure disposal or render impotent ~~for~~ marijuana remnants or by-products, including any item with marijuana residue.” (underlined is the proposed additional wording and ~~strikeout~~ is proposed wording to delete.)





**ORDINANCE NO. 2015-02**

**ORDINANCE OF THE CITY OF FOREST GROVE  
ADOPTION OF AMENDMENTS TO DEVELOPMENT CODE, ARTICLES  
3, 8 AND 12, TO ESTABLISH PLACEMENT AND REQUIREMENTS FOR  
MEDICAL MARIJUANA DISPENSARIES, FILE NO. ZA-15-00267**

**WHEREAS**, the Oregon Legislature enacted House Bill 3460 (2013), which requires the Oregon Health Authority to develop and implement a process to register medical marijuana facilities;

**WHEREAS**, Section 2 of House Bill 3460 (2013) that established the medical marijuana registration system has been codified as ORS 475.314;

**WHEREAS**, House Bill 3460 (2013) directed that persons who operate or are employed by a registered medical marijuana facility would enjoy immunity from state prosecution for delivery, possession and production of marijuana, and that immunity provision was later codified as ORS 475.309 (1)(b),

**WHEREAS**, the Oregon Legislature enacted Senate Bill 1531 (2014) which affirmatively afforded Oregon cities the ability to impose a moratorium on medical marijuana dispensaries to locate within their boundaries until May 1, 2015;

**WHEREAS**, the City Council adopted Ordinance Number 2014-04 on April 28, 2014, to establish a moratorium for marijuana dispensaries until May 1, 2015;

**WHEREAS**, the City has prepared proposed amendments to the Development Code pertaining to the placement and requirements for medical marijuana dispensaries; and

**WHEREAS**, the Planning Commission held Public Hearing on the proposed amendments to the Development Code on March 23, 2015; and

**WHEREAS**, the Planning Commission adopted Planning Commission Decision Number 15-01 recommending approval of the proposed amendments with one change to prohibit medical marijuana dispensaries in the Institutional zone district since it is not authorized by state law; and

**WHEREAS**, the City Council held a duly-noticed Public Hearing on the proposed ordinance on April 13 and continued the hearing on April 27, 2015.

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

**Section 1.** The City Council of the City of Forest Grove hereby adopts text amendments to the Development Code, Articles 3, 8 and 12, as shown on Exhibit A.

**Section 2.** The City Council hereby adopts the Planning Commission's staff report dated March 16, 2015.

**Section 3.** The City Council hereby finds that the proposed amendments are consistent with and meet the provisions of Development Code Section 10.2.630 *Review Criteria* pertaining to Zoning Text amendments:

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

Finding: Applicable Comprehensive Plan Goals and Policies is Health Services Goal 1, which states:

"Provide opportunities through City land use and development policy to ensure the health service needs of the entire community are met locally."

The proposed amendment would establish land use and development requirements to allow medical marijuana facilities in the community. There are specific locations within the Community Commercial zone district where such uses may be established. The proposed development requirements establish reasonable requirements given the nature of medical marijuana dispensaries handling a controlled substance and assure the applicable City design standards are maintained. Thus, health service needs related to medical marijuana would be allowed to be provided locally by this amendment and is consistent with the Comprehensive Plan Health Services Goal 1.

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 do not specifically address dispensaries. They are therefore not applicable to this text amendment.

However, the proposed amendment is consistent with and relies on State laws and regulations for medical marijuana facilities. The proposed amendments references and uses the locational requirements established by state law by limiting their location within the Community Commercial District. Consistent with the City's industrial provisions, these facilities are not allowed in the industrial zoned lands. In addition, they are not allowed in the Town Center districts because their impact is unknown at this time and may impact the redevelopment of the Town Center area. Further, the proposed amendment: prevents the use of drive-through service which is consistent with State directives, requires well viewed entrances to enhance security and allows security bars and grates if they are integrated in design to maintain the visual integrity of commercial districts while providing security.

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

**PRESENTED AND PASSED** the first reading this 13<sup>th</sup> day of April, 2015.

**PASSED** the second reading this 27<sup>th</sup> day of April, 2015.

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Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 27<sup>th</sup> day of April, 2015.

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Peter B. Truax, Mayor

**Ordinance No. 2015-02**  
**Exhibit A**

**Proposed Amendments to the Development Code  
for Medical Marijuana Dispensaries**

**Article 3 Proposed Amendments:**

1. Amend Table 3-8 to add new footnote to Medical Centers that allows medical marijuana dispensaries at certain locations consistent with state statutes and references proposed requirements in Article 8 for those facilities.

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

<b>USE CATEGORY</b>	<b>INST</b>
<b><u>RESIDENTIAL</u></b>	
Household Living	N
Group Living	N
Transitional Housing	C
Home Occupation	N
Bed and Breakfast	N
<b><u>CIVIC / INSTITUTIONAL</u></b>	
Basic Utilities	P
Major Utility Transmission Facilities	C
Colleges	C
Community Recreation	P/C <sup>[1]</sup>
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
<b><u>COMMERCIAL</u></b>	
Commercial Lodging	L <sup>[2]</sup>
Eating and Drinking Establishments	N <sup>[3]</sup>
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 <sup>[4]</sup>
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
<b>INDUSTRIAL</b>	
Industrial Services	N
Manufacturing and Production:	
- Light Industrial	N
- General Industrial	N
Call Centers	N
Railroad Yards	N
Research and Development	C
Warehouse / Freight Movement	N
Waste – Related	C
Wholesale Sales	N
Water Treatment Plants and Government Corporation Yards	C
<b>OTHER</b>	
Agriculture / Horticulture	C
Cemeteries	C
Detention Facilities	C
Mining	N
Wireless Communication Facilities	L <sup>[4 5]</sup>
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 and require a Type II process. Recreation centers and other 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.
- [3] All uses listed as *N = Not Permitted* may be allowed if it is demonstrated by the applicant that these are traditionally permitted as part of the institution and are incidental and accessory to the primary use.
- [4] ~~Medical marijuana dispensaries must be located consistent with the requirements of ORS 475.314 and comply with the provisions of Section 10.8.1100 of this code. Medical marijuana dispensaries are prohibited.~~

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

## COMMERCIAL ZONES

- Amend Table 3-10 to add new footnote to Medical Centers in the Community Commercial District that allows medical marijuana dispensaries at certain locations consistent with state statutes and references proposed requirements in Article 8 for those facilities.

TABLE 3-10 Commercial Zones Use Table

USE CATEGORY	NC	CC
<u>RESIDENTIAL</u>		
Household Living	L <sup>[1]</sup>	L <sup>[2]</sup>
Group Living	N	P
Transitional Housing	N	C
Home Occupation	L <sup>[3]</sup>	L <sup>[3]</sup>
Bed and Breakfast	L <sup>[4]</sup>	P
<u>CIVIC / INSTITUTIONAL</u>		
Basic Utilities	P	P
Major Utility Transmission Facilities	C	C
Colleges	N	C
Community Recreation	N	P
Cultural Institutions	P	P
Day Care	P	P
Emergency Services	C	C
Postal Services	C	P
Religious Institutions	C	P
Schools	C	C
Social/ Fraternal Clubs / Lodges	C	P
<u>COMMERCIAL</u>		
Commercial Lodging	N	L <sup>[5]</sup>
Eating and Drinking Establishments	L <sup>[6]</sup>	P
Entertainment – Oriented:		
- Major Event Entertainment	N	N
- Outdoor Entertainment	N	N
- Indoor Entertainment	N	P
General Retail:		
- Sales – Oriented	P	P
- Personal Services	P	P
- Repair – Oriented	P	P
- Bulk Sales	N	P
- Outdoor Sales	L <sup>[7]</sup>	L <sup>[7]</sup>
- Animal – Related	N	P
Medical Centers	N	P-L <sup>[8]</sup>
Motor Vehicle Related:	N	L <sup>[8,9]</sup>

- Motor Vehicles Sale / Rental		
COMMERCIAL (continued)	NC	CC
- Motor Vehicle Servicing / Repair	N	P
- Motor Vehicle Fuel Sales	P <sup>[9 10]</sup>	P
Non-Accessory Parking	N	P
Office	P	P
Self-Service Storage	N	C
<b>INDUSTRIAL</b>		
Industrial Services	N	N
Manufacturing and Production:		
- Light Industrial	N	C <sup>[10 11]</sup>
- General Industrial	N	N
Railroad Yards	N	N
Research and Development	N	N
Warehouse / Freight Movement	N	N
Waste – Related	N	N
Wholesale Sales	N	N
<b>OTHER</b>		
Agriculture / Horticulture	L <sup>[12 13]</sup>	L <sup>[12 13]</sup>
Cemeteries	N	N
Detention Facilities	N	N
Mining	N	N
Wireless Communication Facilities	L <sup>[14 12]</sup>	L <sup>[14 12]</sup>

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

Footnotes:

- [1] Residential units are permitted in conjunction with a mixed-use development in the NC zone, at a minimum density of 3.48 and a maximum density of 4.35 dwelling units/net acre.
- [2] Residential units are permitted as a stand-alone use or as part of a mixed-use development in the CC zone, at a minimum density of 16.22 units/net acre and a maximum density of 20.28 units/net acre. Stand-alone residential projects shall have a minimum density of 16.22 units/net acre. There is no minimum density requirement when residential units are constructed over first floor commercial uses.
- [3] Home occupations permitted as an accessory use to residential development, subject to compliance with the home occupation standards in Article 7.
- [4] Bed & breakfast inn limited to three (3) guest rooms in the NC zone, subject to compliance with the bed & breakfast inn standards in Article 7.
- [5] Recreational Vehicle Parks require obtaining a conditional use permit and compliance with the requirements of Section 10.5.500 et. seq. All other commercial lodging uses are permitted.
- [6] Restaurants are permitted in the NC zone (drive-through service is prohibited).
- [7] Outdoor sales in the NC zone are limited to plants and produce. Outdoor sales areas in the CC zone must be set back at least ten (10) feet from street lot lines and lot lines abutting residential zones and the setback area must be landscaped.

- [8] Cleaning, sales and repair of motor vehicles and light equipment is permitted outright in the CC zone; sales and rental of heavy vehicles and farm equipment and/or storage of recreational vehicles and boats permitted with conditional use approval.
- [9] Automobile service station in the NC zone is limited to fuel sales and incidental repair service.
- [10] As a conditional use pursuant to Section 10.2.200 et. seq., light industrial uses limited within a building no larger than 5,000 square feet in size with no visible emissions or odor outside the building, and with the added criteria that such use does not detract from the commercial viability of the area.
- [11] Medical marijuana dispensaries must be located consistent with the requirements of ORS 475.314 and comply with the provisions of Section 10.8.1100 of this code.
- ~~[12]~~ [12] Wireless communication facilities are regulated by the standards in Article 7.
- ~~[13]~~ [13] Domesticated fowl are allowed in conjunction with existing single-family uses and 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.

## TOWN CENTER ZONES

3. Amend Table 3-12 to add new footnote to Medical Centers that allows medical marijuana dispensaries at certain locations consistent with state statutes and references proposed requirements in Article 8 for those facilities.

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

USE CATEGORY	TC-Core	TC-Transition	TC-Support
<u>RESIDENTIAL</u>			
Household Living	L <sup>[1]</sup>	L <sup>[1]</sup>	L <sup>[1]</sup>
Group Living	P <sup>[1]</sup>	P	P
Transitional Housing	N	C	C
Home Occupation	L <sup>[2]</sup>	L <sup>[2]</sup>	L <sup>[2]</sup>
Bed and Breakfast	C <sup>[2]</sup>	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

<u>COMMERCIAL</u>			
Commercial Lodging	L <sup>[3]</sup>	L <sup>[3]</sup>	L <sup>[3]</sup>
Eating and Drinking Establishments	P <sup>[4]</sup>	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	P
- Repair – Oriented	P	P	P
- Bulk Sales	L <sup>[5]</sup>	L <sup>[5]</sup>	L <sup>[5]</sup>
- Outdoor Sales	N	N	N
- Animal – Related	N	N	N
Medical Centers	N	C <sup>[6]</sup>	C <sup>[6]</sup>
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 <sup>[3]</sup>	P	P
Self-Service Storage	N	N	N

<u>INDUSTRIAL</u>			
Industrial Services	N	N	N
Manufacturing and Production:			
- Light Industrial	N	C	C
- General Industrial	N	N	N
Call Centers	L <sup>[6 7][7 8]</sup>	L <sup>[6 7]</sup>	L <sup>[6 7]</sup>
Railroad Yards	N	N	N
Research and 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 <sup>[8 9]</sup>	L <sup>[8 9]</sup>	L <sup>[8 9]</sup>
Information	L <sup>[9 10][40 11]</sup>	L <sup>[9 10]</sup>	L <sup>[9 10]</sup>

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 2<sup>nd</sup> 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] Offices 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] Medical marijuana dispensaries are prohibited.
- [6 7] 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 8] Call Centers shall not be allowed on the ground floor in the TC-Core Zone District.
- [8 9] Wireless communication facilities are regulated by the standards in Article 7.
- [9 10] Permitted where there are no off premise impacts.
- [40 11] Information business is not allowed on the ground floor in the TC-Core Zone District.

## Article 8 Proposed Amendment:

4. Add new section 10.8.1100 to establish design standards and operational requirements for medical marijuana facilities.

### MEDICAL MARIJUANA DISPENSARIES

#### 10.8.1100 MEDICAL MARIJUANA DISPENSARIES

A medical marijuana dispensary shall comply with the following design standards and operational requirements in addition to all other applicable City requirements:

- A. The application shall demonstrate compliance with the locational requirements of State law and must maintain State certification at all times.
- B. A medical marijuana dispensary may not be open to the public between the hours of 10:00 p.m. and 8:00 a.m.
- C. Entrances and off-street parking areas for the medical marijuana facility shall be well-lit and not visually obscured from public view/right-of-way.
- D. The facility must be located in a permanent building and may not locate in a trailer, cargo container, or motor vehicle. Outdoor storage of merchandise, raw materials, or other material associated with the facility is prohibited.
- E. Any modification to the site or the exterior of a building housing the facility must be consistent with the Design Standards of Section 10.8.700 et. seq. Security bars or grates on windows and doors are prohibited unless integrated into the design.
- F. The dispensary may not have facilities for drive-up use.
- G. The dispensary must provide for secure disposal of marijuana remnants or by-products, or items with marijuana residue of any kind.

## Article 12 Proposed Amendments:

5. Amend Section 10.12.130 E to add medical marijuana dispensaries to the Medical Center use category.

### USE CATEGORIES

#### 10.12.130 COMMERCIAL USE CATEGORY

The commercial use category includes uses involved in the distribution, sale and/or rental of goods and the provision of services other than those classified in the Civic Use Category.

- E. Medical Centers: Facilities providing inpatient, outpatient and emergency and related ancillary services to the sick and infirm. Usually developed in campus setting. Accessory

uses may include diagnostic and treatment facilities, laboratories, surgical suites, kitchen/food service facilities, laundry, housekeeping and maintenance facilities, administrative offices and parking. Medical centers may also include free-standing offices for hospital-based and/or private practice physicians and other allied health care professionals; these medical office buildings are regulated as Offices (see Section 10.12.025 H, Offices). A medical center also includes a marijuana dispensary, either as part of a medical center campus or as a stand-alone facility.

6. **Add new subsection 10.12.210 M6 to establish definition for medical marijuana dispensaries.**

#### **10.12.210 MEANING OF SPECIFIC WORDS AND TERMS**

As used in this Code, the following words and phrases shall mean:

M6 Medical Marijuana Dispensary. A facility for selling marijuana and marijuana-related products to medical marijuana card holders and that is registered with the Oregon Health Authority under ORS 475.314.

**ORDINANCE NO. 2015-03**

**ORDINANCE AMENDING FOREST CITY CODE CHAPTER 7  
BY ADDING NEW CODE SECTION 7.850 THROUGH 7.865 ESTABLISHING  
OPERATION OF MEDICAL MARIJUANA DISPENSARIES**

**WHEREAS**, the Oregon Legislature enacted House Bill 3460 (2013), which requires the Oregon Health Authority to develop and implement a process to register medical marijuana facilities;

**WHEREAS**, Section 2 of House Bill 3460 (2013) that established the medical marijuana registration system has been codified as ORS 475.314;

**WHEREAS**, House Bill 3460 (2013) directed that persons who operate or are employed by a registered medical marijuana facility would enjoy immunity from state prosecution for delivery, possession and production of marijuana, and that immunity provision was later codified as ORS 475.309 (1)(b),

**WHEREAS**, the Oregon Legislature enacted Senate Bill 1531 (2014) which affirmatively afforded Oregon cities the ability to impose a moratorium on medical marijuana dispensaries to locate within their boundaries until May 1, 2015;

**WHEREAS**, the City Council adopted Ordinance Number 2014-04 on April 28, 2014, to establish a moratorium for marijuana dispensaries until May 1, 2015;

**WHEREAS**, the City has prepared proposed amendments to City Code pertaining to the placement and requirements for medical marijuana dispensaries; and

**WHEREAS**, the City Council held a duly-noticed Public Hearing on the proposed amendments on April 13 and continued the hearing on April 27, 2015.

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

**Section 1.** Forest Grove City Council hereby adopts amendments to Forest Grove Code Chapter 7 by adding new Code Section 7.850 – 7.865, titled “Medical Marijuana Dispensaries”, and new Code Section 7.865, titled “Violations and Penalties”, as set forth in the attached Exhibit A.

**Section 2.** The City Council hereby finds that the proposed amendments are necessary to assure adequate public protection and are consistent with state requirements for the operation of liquor stores based on the hours opened to the public and requirement for the use of opaque bags, and requires facilities to be operated consistent with state requirements for medical marijuana dispensaries.

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

**PRESENTED AND PASSED** the first reading this 13<sup>th</sup> day of April, 2015.

**PASSED** the second reading this 27<sup>th</sup> day of April, 2015.

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Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 27<sup>th</sup> day of April, 2015.

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Peter B. Truax, Mayor

ORDINANCE NO. 2015-03

EXHIBIT A

FOREST GROVE CODE

AMENDING CHAPTER 7, BUSINESS

ADDING NEW CODE SECTION 7.850 – 7.865

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**MEDICAL MARIJUANA DISPENSARIES**

**7.850 Statement of Purpose.**

The purpose of Code Section 7.850 to 7.865 is to promote the public health, safety and general welfare by establishing standards for the operation of medical marijuana dispensaries in the City of Forest Grove.

**7.855 Definitions.**

Medical Marijuana Dispensary. A facility for selling marijuana and marijuana-related products to medical marijuana card holders and which is registered with the Oregon Health Authority under ORS 475.314 (2013).

**7.860 License Requirements.**

- A. A medical marijuana dispensary must comply with all applicable requirements of State law.
- B. A medical marijuana dispensary must obtain a City Business License pursuant to Code Sections 7.000 to 7.070 prior to opening.
- C. A medical marijuana dispensary may not be open to the public between the hours of 10:00 p.m. and 8:00 a.m.
- D. All products and paraphernalia must be enclosed in an opaque bag or container upon exiting the facility.
- E. A medical marijuana dispensary must provide secure disposal for marijuana remnants or by-products, including any item with marijuana residue.

**7.865 Violations and Penalties.**

- A. Notwithstanding the provisions of Code Section 7.070, a person who commits, permits, assists in or attempts a violation of any provision of Section 7.850 – 7.860 is subject to a civil penalty in the amount of not less than \$100 for the first violation, \$500 for the second violation, and \$1,000 for each subsequent violation within a two (2) year period starting from the issuance of the first notice of violation.
- B. Each day during which any provision of Code Section 7.850 – 7.860 is violated constitutes a separate offense.
- C. The Enforcement Officer may cite into Municipal Court for the violations.

Underline is new language.

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Date: April 27, 2015

## STAFF REPORT AND ORDINANCE TO ADOPT HISTORIC DESIGN GUIDELINES AND STANDARDS

**PROJECT TEAM:** James Reitz, Senior Planner  
Jon Holan, Community Development Director  
Thomas E. Gamble, City Manager Pro Tem

**ISSUE STATEMENT:** This is a request to amend Development Code Article 2 *Land Use Reviews*, Article 5 *Historic Landmarks*, Article 8 *General Development Standards*, and Article 12 *Definitions* to adopt clear and objective design standards for exterior alteration projects and new construction in the Clark, Painter's Woods and Walker-Naylor historic districts, and for specific historic landmarks located outside of those districts; and to amend the Design Guideline Handbook to adopt a new Section V Historic District Design Guidelines to provide an alternative, discretionary review process for the same applications.

Attached for review are the Planning Commission Decision and Findings; Planning Commission staff report with exhibits; and the proposed ordinance to amend the Development Code and Design Guidelines Handbook to incorporate the Historic Design Standards and Historic Design Guidelines.

**BACKGROUND:** Under Oregon State Planning Goal 5, local governments are encouraged to adopt programs designed to protect historic resources. The City has made a strong commitment to the preservation of its historic resources, designating 84 buildings as local landmarks and supporting the creation of three National Register Historic Districts. However, the Historic Landmarks Board (HLB) has noticed with increasing concern that the districts are being threatened by the introduction of new homes or remodeling projects whose scale, design and materials do not reflect the historic period of each district. The HLB concluded that the existing review guidelines needed to be strengthened, expanded and codified in order to provide both more specificity for work proposed on landmarks, and also to provide a set of criteria for new structures proposed in the historic districts designated (for more complete background, please see pp. 2-6 of the Planning Commission staff report).

To try and address these concerns, the City contracted with architect Robert Dortignacq to prepare both design guidelines and design standards. They would apply to the following types of projects (see Planning Commission staff report pp. 6-7 for more specifics):

- New development (entirely new buildings) in a historic district; and
- Alterations, remodels, renovations or relocations of a historic landmark; and

- Alterations, remodels, renovations or relocations of a historic contributing building. (See proposed DC Section 10.12.210 H1 for definitions of historic contributing, historic landmark, non-contributing building, and related terms); and
- Additions to non-contributing buildings. Massing, proportions, elevation, setbacks and siting all can have a tremendous impact on whether an addition (or a new building) fits in with its neighbors. Proposed projects would be examined for compliance with sections on Building and Addition Placement and Orientation, Spacing and Setbacks, Building Height and Width, etc. to ensure that the scale of the additions would remain compatible with the neighborhood.

The Board employed an extensive outreach effort to inform the public about the drafting of the guidelines and standards, and to solicit comments. The Board's Summer 2014 newsletter was devoted to design issues, including an article about these guidelines and standards, and an article about how similar guidelines have been implemented in Astoria. In the fall, the HLB launched a month-long public comment period with a guest commentary in the *Forest Grove News Times* on October 1, 2014 (see Planning Commission staff report Exhibit C). The draft documents were posted to the City's website, and postcards were mailed to all property owners in all three districts, and the owners of designated historic sites not located in any district (approximately 500 in total). This postcard described where the documents could be viewed, and requested the public's comments. The public comment period extended through the entire month of October 2014. A follow-up postcard was mailed two weeks into the period as a reminder. As a result of this outreach, eight property owners responded with comments and questions. The comments received and the Board's responses are attached as Planning Commission staff report Exhibit D.

On February 9, 2015 the City Council held a joint work session with the Planning Commission and Historic Landmarks Board. The purpose of the work session was to review the proposal with all three bodies, solicit comments, and respond to questions. Staff reported on the history of the proposals, what they contained, and how they would be applied in specific instances. Following the presentation, a general discussion ensued (the minutes of the work session are attached as Planning Commission staff report Exhibit E). At the conclusion of the discussion "... the group collectively concurred submitting the design guidelines and standards to the Planning Commission for review and consideration and having the Planning Commission submit its recommendation to the Council for consideration and final decision-making."

The Planning Commission public hearing was held on April 6, 2015. Only three people were in the audience at that time, and two of them testified in favor of the proposal (all three were current or past HLB members – Holly Tsur, Jennifer Brent and Neil Poulsen). No one spoke in opposition.

At the close of the public hearing, Commissioner Ruder commented that he agreed that the flavor of the historic districts needed to be protected, but that in some instances, a contemporary home would be a welcome addition.

Commissioner Nakajima thought that the lack of an audience at the hearing suggested that the public was in favor of the proposal, and that guidelines would be a good start to preserving these neighborhoods. Commissioner Rojas concurred, and commented that the guidelines and standards would be an important tool in that effort.

Commissioner Ruder then asked how the HLB had applied the existing rules; does it vary from area to area to take neighborhood context into account? HLB Chair Tsur replied that the HLB had not – to date – had such specific design guidelines to follow. Neil Poulsen (ex-HLB chair) followed up, noting that the guidelines refer to buildings on the block face as the primary reference to be used to assess how project proposals would fit into the neighborhood.

Commissioner Lawler noted that once a historic home is gone, it cannot be brought back. For him it is less about how attractive a house is, and more about preserving the uniqueness of our historic districts.

Commissioner Smith thought that the HLB had done a good job of putting the design guidelines and standards package together. No further discussion ensued. The Commission then voted unanimously to recommend adoption of the guidelines and standards as written.

As of the writing of this memo, no further public comments have been received.

**FISCAL IMPACT:** There is no fiscal impact to the City.

**STAFF RECOMMENDATION:** Staff recommends City Council adopt the attached ordinance as recommended by the Planning Commission. Staff concurs with the Planning Commission's recommendation.

**NOTICE OF PUBLIC HEARING  
PROPOSED ORDINANCE ADOPTING AMENDMENTS  
TO DEVELOPMENT CODE RELATING TO  
HISTORIC LANDMARKS DESIGN GUIDELINES**

**NOTICE IS HEREBY GIVEN** that the Forest Grove City Council will hold a Public Hearing on **Monday, April 27, 2015, at 7:00 p.m.** or thereafter, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider a proposed ordinance adopting:

**PROPOSAL:** Amendments to Development Code Article 2 *Land Use Reviews*, Article 5 *Historic Landmarks*, Article 8 *General Development Standards*, and Article 12 *Definitions* to adopt clear and objective design standards for exterior alteration projects and new construction in the Clark, Painter's Woods and Walker-Naylor historic districts, and for specific historic landmarks located outside of those districts; and Amending the Design Guideline Handbook to adopt a new Section V Historic District Design Guidelines to provide an alternative (discretionary) review process for the same applications.

The proposed guidelines and standards may be viewed on the Historic Landmarks Board page of the City's website at [www.forestgrove-or.gov](http://www.forestgrove-or.gov).

**Applicant:** City of Forest Grove

**File Number:** ZNC-15-00084

**Criteria:** Before the City Council approves of these amendments, it shall determine that the proposal meets the following requirements:

- A. The text amendment is consistent with the relevant goals and policies of the Forest Grove Comprehensive Plan; and
- B. The text amendment is consistent with relevant statewide and regional planning goals, programs and rules.

The proposed ordinance, if enacted by the Forest Grove City Council, would take effect on the thirtieth day (30<sup>th</sup>) after enactment unless an emergency is declared. At this time and place, all persons will be given a reasonable opportunity to give testimony about this proposal. If an issue is not raised in the hearing (by person or by letter) or if the issue is not explained in sufficient detail to allow the City Council to respond to the issue, then that issue cannot be used for an appeal to the Land Use Board of Appeals. If additional documents or evidence are provided in support of the application, any party shall be entitled to a continuance of the hearing. Unless there is a continuance, if a participant so requests before the conclusion of the initial evidentiary hearing, the record shall remain open for at least seven (7) days after the hearing. A copy of the report and proposed ordinances are available for inspection before the hearing at the City Recorder's Office or by visiting the City's website at [www.forestgrove-or.gov](http://www.forestgrove-or.gov). Written comments or testimony may be submitted at the hearing or e-mailed to City Recorder's Office, [aruggles@forestgrove-or.gov](mailto:aruggles@forestgrove-or.gov), or sent to P. O. Box 326, 1924 Council Street, Forest Grove, OR 97116, prior to the hearing. For further information pertaining to this proposal, please contact Community Development Department 1924 Council Street, 503.992.3224, 9am-5pm, Senior Planner James Reitz, (503) 992-3233, [jreitz@forestgrove-or.gov](mailto:jreitz@forestgrove-or.gov).

Anna D. Ruggles, CMC, City Recorder

**Published in NewsTimes ~ April 22, 2015**



**ORDINANCE NO. 2015-04**

**ORDINANCE ADOPTION OF AMENDMENTS TO DEVELOPMENT CODE,  
ARTICLES 2, 5, 8 AND 12, TO ADOPT HISTORIC DISTRICT AND HISTORIC  
LANDMARKS DESIGN GUIDELINES AND STANDARDS;  
FILE NO. ZNC-15-00084**

**WHEREAS**, the City of Forest Grove has three historic districts (Clark, Painter's Woods and Walker-Naylor) as well as designated Historic Landmarks located outside of those districts; and

**WHEREAS**, properties in historic districts have a higher values than comparable properties in undesignated neighborhoods; and

**WHEREAS**, sales values for homes located in historic districts increase at a faster rate than they do for similar homes that do not have a historic designation; and

**WHEREAS**, design guidelines and standards can protect the character and integrity of Forest Grove's historic neighborhoods and properties by ensuring that their unique visual qualities are protected from inappropriate alterations that would reduce their sense of history, cultural importance, and value; and

**WHEREAS**, design guidelines and standards can assist owners in maintaining and enhancing the appearance of their property, help maintain property values, and improve the livability of older neighborhoods; and

**WHEREAS**, design guidelines and standards allow everyone's property to be protected from the adverse economic impact by inappropriate construction, remodeling and demolition; and

**WHEREAS**, design guidelines and standards can provide property owners and the Historic Landmarks Board with guidance for the preservation, restoration, rehabilitation and maintenance of historic landmarks, and new construction within Forest Grove's historic districts; and

**WHEREAS**, the design guidelines and standards are based on the Secretary of the Interior's Standards for Rehabilitation; and

**WHEREAS**, while changes to buildings are often inevitable, they are not necessarily negative, and these guidelines and standards will help provide assurance to property owners that review will be based on clear standards; and

**WHEREAS**, notice of this request was mailed to property owners and residents in the Clark, Painter's Woods and Walker-Naylor historic districts and the Historic Landmarks located outside the districts on March 16, 2015 and published in the *News Times* on April 1, 2015 as required by Development Code Section 10.1.710; and

**WHEREAS**, the Planning Commission held a duly-noticed Public Hearing on the proposed amendments on April 6, 2015, and unanimously recommended their adoption; and

**WHEREAS**, the City Council held a duly-noticed Public Hearing on the proposed ordinance on April 27 and continued the hearing on May 11, 2015.

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

**Section 1:** The City Council of the City of Forest Grove does hereby adopts the amendments to Development Code Article 2 *Land Use Reviews*, Article 5 *Historic Landmarks*, Article 8 *General Development Standards*, and Article 12 *Definitions* to adopt clear and objective design standards as shown in Exhibit A for exterior alteration projects and new construction in the Clark, Painter’s Woods and Walker-Naylor historic districts, and for specific Historic Landmarks located outside of those districts; and adopts the amendments to the Design Guideline Handbook as shown in Exhibit B to provide an alternative (discretionary) review process for the same applications, making 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

Finding: Comprehensive Plan goals and policies address historic preservation as follows:

*Community Sustainability Goals*

- 1. *Support the function and identity of neighborhoods by encouraging communication, strengthening community bonds, local participation and interaction, and enhancing sense of place through design.*
  
- 10. *Promote the preservation and reuse of historic resources, including buildings, structures, sites, neighborhood districts and cultural landscapes to assist in the retention of local, regional and national history and heritage, reinforcement of community character, and conservation of material resources.*

Finding: *Community Sustainability Goal #1* would be supported by the adoption of historic district design guidelines and standards as they would reinforce the unique sense of place of each district by maintaining their respective historic character and appearance.

Finding: *Community Sustainability Goal #10* would be supported by the adoption of historic district design guidelines and standards by promoting the preservation of historic resources and neighborhood districts. Promoting the retention of the existing historic features would help preserve local history and heritage.

Finding: *Community Sustainability Goal #10* would be supported by the adoption of historic district design guidelines and standards by promoting the preservation of historic resources. Historic preservation is the essence of sustainability, because the emphasis is always on the conservation of material resources through the repairing of existing historic materials and the continued use of historic structures.

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

Finding: No regional (Metro) planning goals, programs or rules have been developed to address or regulate historic resources.

Finding: Statewide Planning Goal 5 addresses historic resources as follows:

*L.C.D.C. Goal 5 – To preserve open space and protect natural and scenic resource. Programs shall be provided that will (1) Ensure open space, (2) Protect scenic and historic areas and natural resources for future generations, and (3) Promote healthy and visually attractive environments in harmony with the natural landscape character. The location, quality and quantity of the following resources shall be inventoried:*

- a. Land need or desirable for open space;*
- b. Mineral and aggregate resources;*
- c. Energy sources;*
- d. Fish and wildlife areas and habitats;*
- e. Ecologically and scientifically significant natural areas, including desert areas;*
- f. Outstanding scenic views and sites;*
- g. Water areas, wetlands, watersheds and groundwater resources;*
- h. Wilderness areas;*
- i. Historic areas, site, structures and objects;*
- j. Cultural areas;*
- k. Potential and approved Oregon recreation trails;*
- l. Potential and approved Federal and Wild and Scenic Waterways and State Scenic Waterways.*

*Where no conflicting uses for such resources have been identified, such resources shall be managed so as to preserve their original character. Where conflicting uses have been identified, the economic, social, environmental and energy consequences of the conflicting uses shall be determined and programs developed to achieve the goal.*

Finding: LCDC Goal 5 would be supported by the adoption of historic district design guidelines and standards because the guidelines and standards would be used to preserve the original character of Forest Grove's historic areas from inappropriate construction, remodeling and demolitions.

Finding: LCDC Goal 5 would be supported by the adoption of historic district design guidelines and standards because historic preservation is the essence of sustainability, with its emphasis on the conservation of material resources through the repairing of existing historic materials and the continued use of historic structures.

Finding: LCDC Goal 5 would be supported by the adoption of historic district design guidelines and standards because they would promote a stronger economy by assisting owners in maintaining and enhancing the appearance of their property, thereby helping to maintain property values.

**Section 2:** The City Council hereby adopts the Planning Commission's staff report dated March 27, 2015.

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

**PRESENTED AND PASSED** the first reading this 27<sup>th</sup> day of April, 2015.

**PASSED** the second reading this 11<sup>th</sup> day of May, 2015.

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Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 11<sup>th</sup> day of May, 2015.

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Peter B. Truax, Mayor

**Exhibit A**

**Ordinance No. 2015-04**

**Amendments to the Forest Grove Development Code**

## DESIGN REVIEW

### 10.2.020 ASSIGNMENT OF REVIEW AUTHORITY

Land use reviews are assigned to the review bodies stated below.

- A. Community Development Director. The Community Development Director (Director) has the authority to consider all land use reviews that are subject to Type I and Type II review procedures. The Director may delegate review and decision-making authority to planning staff.
- B. Planning Commission. The Planning Commission serves as the highest commission or board within the City of Forest Grove with respect to the review of land use permits. Where consideration of a landmark or significant tree registration or removal is part of another land use permit or legislative action requiring Planning Commission review, the consideration of the registration or removal shall be assigned to the Planning Commission as part of its public hearing process with recommendation from the Historic Landmarks Board or Community Forestry Commission. The Commission has the authority to consider land use reviews subject to Type III procedures. The Planning Commission also reviews Type IV legislative land use reviews and makes a recommendation to the City Council for a final decision.
- C. Hearings Officer. (Description omitted).
- D. Historic Landmarks Board. Generally, the Historic Landmarks Board will consider matters related to historic resources. In some applications, the Historic Landmarks Board makes a recommendation for a final decision by the Planning Commission or City Council. The following land use reviews are assigned to the Historic Landmarks Board for at least an initial recommendation.
  - 1. Landmark designations, and the removal of landmark designations;
  - 2. Demolition review of landmarks and historic contributing buildings; and
  - 3. Review of proposed work affecting the exterior of landmarks;
  - 4. New development in a historic district;
  - 5. Alterations, remodels, renovations or relocations of a historic landmark; and
  - 6. Alterations, remodels, renovations or relocations of a historic contributing building.
- E. Community Forestry Commission. (Description omitted).
- F. Public Arts Commission. (Description omitted).
- G. City Council. The City Council is responsible for final decisions on plan amendments and zone changes and all land use reviews subject to Type IV procedures. All appeals of land use reviews subject to Type II and Type III procedures are also assigned to the City Council.

### 10.2.030 CONCURRENT REVIEWS

### 10.2.300 PURPOSE

**10.2.310      APPLICABILITY**

Design review is required for the following:

- A. New single-family attached developments;
- B. New multi-unit developments;
- C. New commercial development;
- D. Alterations, remodels, or renovations of commercial development in the Town Center and Neighborhood Commercial zones which result in additional floor area of more than 400 square feet; ~~and~~
- E. Alterations, remodels, or renovations of commercial development in all other Commercial zones which result in additional floor area of more than 1,000 square feet;
- F. New development in a historic district;
- G. Alterations, remodels, renovations or relocations of a historic landmark; and
- H. Alterations, remodels, renovations or relocations of a historic contributing building.

**10.2.320      OVERVIEW OF PROCESS**

**10.2.330      PROCEDURE**

**10.2.340      SUBMITTAL REQUIREMENTS**

**10.2.350      REVIEW CRITERIA**

Projects subject to design review by the Director (Type II) or the Design Review Commission (Type III) shall be evaluated based on the following:

- A. The development standards of the applicable zoning district and any overlay district;
- B. The general development standards of Article 8.
- C. Departures from code requirements may be permitted as part of a Track 2 Design Review Process, when the following criteria are met:
  - 1. The design guidelines contained in the applicable section of the “Design Guideline Handbook” are adequately addressed.
  - 2. The applicant demonstrates that the overall development would result in a development that better meets the intent of the design guidelines than a design that simply meets the Code.

## HISTORIC LANDMARKS

### 10.5.200 PURPOSE

### 10.5.205 HISTORIC LANDMARKS BOARD

### 10.5.210 HISTORIC OR CULTURAL LANDMARK DESIGNATION

### 10.5.220 PROCEDURE FOR REVIEW OF PROPOSED WORK AFFECTING THE EXTERIOR OF LANDMARKS

For the purposes of this section, “historic landmark” or “landmark” is construed to include “historic contributing building” as defined in Section 10.12.210 H1. These standards apply to:

- Structures listed on the *Forest Grove Register of Historic and Cultural Landmarks*, whether or not they are located within a district;
- Historic contributing structures within a district;
- Non-contributing structures within a district; and
- New development within a district.

Prior to the commencement of work on the exterior of a landmark (including repairs, maintenance, alterations, improvements, reconstruction and/or expansion affecting the exterior appearance of the landmark), an application describing the proposed work shall be submitted to the Community Development Department for review. The application shall include plans and specifications describing proposed materials and methods in sufficient detail to illustrate the finished results.

For landmarks within a district, the design intent is to maintain or better the overall integrity of the district. For new development or non-contributing buildings there is a similar intent, particularly if the development would displace an existing landmark.

The standards in this section apply to the exterior rehabilitation of buildings within a historic district. Situations include existing historic contributing buildings, additions, or new development within a district, and to individually-listed historic landmarks located outside of a district. Certain provisions apply to all properties.

Two-Track Procedure: Pursuant to Section 10.2.350, designs or portions of a project not meeting, or those requesting an exception to the Standards [Track 1] shall be reviewed under the Guidelines [Track 2] as described in Design Guidelines Handbook Section V *Historic District Design Guidelines*.

- A. Exempt Activities. Replacement of deteriorated materials in kind, repainting, installation of gutters and leaders, ~~and~~ installation of removable storm windows, and demolition of non-contributing buildings shall be considered allowable without assessment of visual impact.
- B. ~~No Visual Change~~— Director Review. When the proposed work activities are not exempt under A. above, the Director shall review the application and plans.

(Text to be deleted is ~~struck through~~; text to be added is underlined) – Page 3 of 13

Where the proposed work is of such a nature that a building permit is required, the Building Official shall withhold issuance of a building permit for the proposed work pending review and approval by the Director. The Director may require additional plans and application materials beyond those required for issuance of a building permit. If review results in a determination that the work would ~~not result in visual change~~, comply with the standards of Section 10.5.220 D. below, the Director shall provide the applicant with written approval for the work to proceed.

C. Visual Change— HLB Review

1. Where review of the application results in a determination that the work would ~~result in visual change~~ not comply with the standards of Section 10.5.220 D. below, the application shall be forwarded to the HLB for review and action subject to Type III procedures. Other design elements requiring HLB review include:

- a. Relocations or repositionings of a landmark or a historic contributing building pursuant to Section 10.5.225;
- b. Demolition of a landmark or historic contributing building pursuant to Section 10.5.225;
- c. Removal of chimneys from a landmark or historic contributing building;  
and
- d. New exterior stairs (except those connected to ground-floor entries).

2. Where the proposed work is of such a nature that a building permit is required, the Building Official shall withhold issuance of a building permit for the proposed work pending review and approval by the HLB. The Board may require additional plans and application materials beyond those required for issuance of a building permit.

3. After reviewing plans and materials, the HLB shall approve, approve with conditions, or reject the proposal subject to Type III notice procedures and timelines.

D. Review Guidelines Design Standards

In acting on an application submitted pursuant to this section for work affecting the exterior of a landmark or construction of a new building within a district, the Director ~~or HLB~~ shall approve the proposal if findings are made demonstrating compliance with that the following guidelines-standards are met:

1. General Review Standards

1. a. Every reasonable effort shall be made to provide a compatible use for the property that requires minimal alteration of the structure, or to use the property for its originally intended purpose.

- ~~2.~~ b. The distinguishing original qualities or character of the structure shall not be destroyed. The removal or alteration of historic material or distinctive architectural features shall be avoided when possible.
- ~~3.~~ c. All structures shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.
- ~~4.~~ d. Changes that may have taken place in the history and development of the structure shall be recognized and respected.
- ~~5.~~ e. Distinctive stylistic features or examples of skilled craftsmanship that characterize the structure shall be treated with sensibility.
- ~~6.~~ f. Deteriorated architectural features shall be repaired if practicable; if not, they should be replaced in kind. Where replacement of features is proposed, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
- ~~7.~~ g. Surface cleaning, if any, of structures shall be undertaken with the least damaging means. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
- ~~8.~~ h. Every reasonable effort shall be made to protect and preserve archeological landmarks affected by, or adjacent to the landmark.
- ~~9.~~ i. A design for alterations and additions to the structure shall not be discouraged when such alterations and additions do not destroy significant historical, architectural, or cultural material, and such design is compatible with the size, scale, color, material and character of the property, neighborhood, and environment.
- ~~10.~~ j. Wherever possible, new additions or alterations to structures shall be done in such a manner that, if such additions or alterations were removed in the future, the essential form and integrity of the structure would not be impaired.
- ~~11.~~ k. Attempts to improve or enhance the exterior appearance of a landmark by installing decorative features, such as shutters, shall be avoided unless it can be established that the feature existed on the landmark at its inception.

2. Building and Addition Placement and Orientation

- a. Locate the primary building side and entry of the building to face the public way. This side is typically parallel to the street. Maintain an orientation similar to that of the neighboring historic buildings.
- b. Additions are not allowed on the primary side of a historic building.
- c. New structures or additions are not allowed in the front yard.

3. Spacing and Setbacks

- a. Maintain and preserve the front yard setback as determined by historic buildings within the block face. Existing non-complying historic and non-contributing buildings may remain and may be repaired but not enlarged.
- b. Maintain the average side yard setbacks as determined by historic buildings on the block face. Reduced side yards may be permitted pursuant to Section 10.2.120.

4. Building Design

a. Height

- i. Height Limit at Eave or Parapet: The height from grade at the building line to the predominant roof eave that exists for historic buildings on the block face up to a maximum of 25 feet. Historic non-contributing buildings may be used if there are no historic contributing buildings on the block face.
- ii. Height Limit at Ridge: The height from grade at the building line to the main roof ridge that exists for historic buildings on the block face up to 10 feet above the allowable eave height.
- iii. The maximum number of above grade stories is 2½.
- iv. The height or number of stories of the front portion of historic buildings may not be increased.
- v. The ground floor of a historic building may be raised no more than 3 feet from its existing height.
- vi. The maximum height from grade at the building line to the main level for new development is 4 feet.
- vii. Basements are allowed for all buildings. The site may not be substantially re-graded for basement use.

b. Width

- i. The width of a new building front may not vary more or less than 20% from the range that exists for historic buildings on the block.
- ii. The front width of historic buildings may not be increased more than 10%.

c. Shape

- i. The overall primary building shape and that of additions must be representative of existing historic buildings on the block face
- ii. Additions to historic buildings shall be designed to be secondary to the main building.

- iii. Oblique, skewed and non-orthogonal front walls are not allowed on the primary building.
  - iv. Rounded walls or porches are allowed on secondary sides or additions.
- d. Roof
- i. Roof forms for the main structure, additions and wings where visible are to be gabled or hipped. Shed roofs are not allowed for the main building portion. Parapets and non-visible roofs are not allowed for the main roof unless represented by historic buildings on the block. Other roof forms such as gambrel, clipped gable or clipped hip may be allowed upon review.
  - ii. Roof shape shall be consistent with other historic buildings on the block in style, configuration and pitch.
  - iii. Roofs shall have a minimum 12-inch overhang or the average eave width of historic buildings on the block face.
  - iv. Gable roofs shall have matching roof slopes.
  - v. Porches or bays may have lower sloped roofs than that of the main roof. These roofs may be gabled, hipped, shed or more complex. Shallow stepped gable roofs: a maximum of two are allowed.
  - vi. The roof shape and slope of the main portion on historic buildings as visible shall not be changed.
  - vii. Roofing types not allowed where visible: Sheet metal, clay, concrete or metal tile, single-ply types.
  - viii. Gutters and Downspouts:
    - Types allowed: painted sheet metal, copper.
    - Types not allowed: vinyl or plastic, except as a downspout receiver hub visible for a maximum of 12 inches above grade.
- e. Dormers and Roof Features
- i. Dormers on all buildings shall match the existing building style, shape and relative proportion. Dormers shall intersect the main roof below the main ridge.
  - ii. New dormers are not allowed on a front-sloping roof of historic buildings.
  - iii. A maximum of two dormers are allowed on the front of new development.
  - iv. The total area for all dormers on a particular slope is limited to 33% for gable-roofed dormers and 50% for shed-roofed dormers.
  - v. New decorative roof feature additions such as cupolas, towers, crestings, and railings are not allowed.

- vi. Chimneys on historic buildings: Retain and repair above the roofline.
- vii. Skylights are not allowed on the front sloping roof or on a visible side.
- viii. Solar panels, satellite dishes, and mechanical equipment are not allowed on the roof or walls of the front building portion. This includes the front and sides extending back 10 feet.

f. Porches

- i. New porches shall comply with the above requirements for spacing, setback, building form, shape, and roofs.
- ii. New front porches shall have access to the front street.
- iii. New porches on all buildings are to match the existing building style, shape and relative proportion.
- iv. Porches on historic buildings shall not be removed or relocated.
- v. New development (including accessory dwelling units) shall incorporate a porch or architecturally-defined entry for each main level unit unless sharing an existing porch or entry. The minimum porch dimensions are four feet by four feet and sixteen square feet per dwelling unit.
- vi. Porches shall have roofs and are to be integrated with the building and finished accordingly. They shall be consistent with the main building's style. Front porches and roofs shall serve the main level and be one-story in height.
- vii. Raised front and visible side porches require finished enclosures or skirting below their walk structure consistent with the main building style.
- viii. Front porches on historic buildings may not be enclosed.
- ix. Side porches serving the main or basement level are allowable. They are to be secondary but consistent in style and detail with the front porch.
- x. Porches above the main level on the front of the building are not allowed unless existing elsewhere on historic buildings on the block face.
- xi. New exterior stairs are allowed for ground floor entrances only.
- xii. Raised decks visible from the street are not allowed.
- xiii. Materials Not Allowed:
  - Exposed Structure: steel stair members, steel and concrete types of stairs.
  - Enclosure Members: cable, glass, or vinyl.
  - Roofing: metal roofs.

g. Front, Side and Rear Building Elevations

- i. The front façade orientation and access for historic buildings shall be maintained. The major defining features including entry, porches, roofline, bays and dormers shall be retained on the front and visible sides of historically contributing buildings.
  - ii. The front façade orientation and access for new buildings shall be consistent with historic building examples on the block.
  - iii. Front Façade: New buildings shall avoid very flat, wide and tall front and visible side walls with minimal relief and level parapets. The front shall create relief by a limited use of projections and recesses such as a porch, bay, wing, or the roof slope.
  - iv. Openings: New buildings shall have windows on the front and visible sides of habitable rooms at each level. Each room shall have a minimum of one window.
  - v. Rear Elevation: Unless specifically denoted as significant, the rear and non-visible side elevations of historic buildings may be altered. Those alterations must be consistent with the overall building design and use products and materials noted as acceptable in the Standards.
- h. Outbuildings and Garages
- i. New garages and accessory buildings shall be historically consistent with the primary building in style, size, materials, and roof.
  - ii. Replacement garages: Retain and repair over replacement for both structure and materials.
  - iii. Location and Orientation: Where an alley exists, locate the garage for alley access. Garages and outbuildings shall be located in the rear. Garages may be located in the side yard or may be attached if recessed behind the primary building face by a minimum of six feet and if meeting the side yard setback and spacing requirements.
  - iv. Garage Doors: Total width is limited to 1/3 of the primary building face width if facing a street. Height is limited to eight feet. Construction, style and materials shall be consistent with the main building. A maximum of one double garage door or two single doors facing the street is allowed per 50 feet of lot width. There is no width constraint if the garage faces an alley.
  - v. Carports and Breezeways: Carports are allowed where consistent with the building style and age. Breezeways may be used for connection to garages, carports or outbuildings. Design of these structures must be consistent with the primary building in style, size, construction, materials and detail.
  - vi. Materials and Types Not Allowed: Flush, open grate-mesh, and mostly glass garage doors.

- i. Exterior Siding and Decorative Architectural Details
  - i. Historic buildings and landmarks shall retain and repair existing siding, architectural features, and details.
  - ii. Replacement siding, moldings, and other decorative architectural details shall match the material, pattern, detail and dimension of either the existing or the original siding or material.
  - iii. Front and visible sides of new buildings shall have the following minimum wall trim: window and door casings, top of wall to roof overhang on gable sides.
  - iv. Siding Patterns Allowed: A maximum of three wood siding or shingle patterns and types; may also have one type of masonry or plaster.
  - v. Siding, decorative architectural details and exposed materials that are not allowed:
    - Aluminum or metal; vinyl; scored plywood; sheet siding.
    - Alternative engineered siding not matching original profiles.
    - Plastic, foam or polymer trim.
    - Cultured stone or synthetic masonry.
    - Use of stains and clear finishes is acceptable only for doors and sidelights, and utility structures.
    - Mill or clear finish aluminum or stainless steel is not allowed as an exposed finish
  - vi. Removal of non-historic features or reconstruction of historic features, with documentation, is allowed on historic buildings and landmarks.
- j. Doors and Windows
  - i. Original openings on visible sides of historic buildings shall be retained.
  - ii. New main and upper level window or door openings on front or visible sides of historic buildings are not allowed.
  - iii. New basement windows or doors are allowed on side walls.
  - iv. New window types and materials not allowed at front-facing or visible sides: sliding glass units, glass block, vinyl, fiberglass, between glass grids, commercial-type windows.
  - v. New or replacement windows and doors on historic buildings shall match the style, configuration, dimensions, and materials of existing or originals. Not Allowed: Window shapes other than rectangular.

- vi. Retain and repair existing historic window and door parts and trim. Wholesale replacement of windows or sash in good condition on historic buildings is not allowed.
- vii. New or replacement windows and doors on historic buildings shall match the style, configuration, dimensions, and materials of existing or originals.
- viii. Storm windows are acceptable on interior or exterior. If on the exterior they shall match the window shape, style, basic configuration, and shall be a comparable color. Exterior storm doors are allowed.
- ix. Windows and doors on new buildings shall be appropriate to the style of the building and as found on historic buildings the block face. This includes their design, materials, pattern, grouping, and configuration.

Not allowed: window shapes other than rectangular, vertically asymmetric, individual window division or configuration.

- x. Glazing on visible building sides and front shall be clear. Reflective or tinted glass or films are not allowed; decorative or stained glass replacement is excepted. Obscure glass is allowed at bathrooms.
- xi. Doors and Sidelights: New decorative or stained glass is allowed.
- xii. New door types not allowed: Flush metal doors, metal and glass storefront or commercial-type doors.

k. Foundations

- i. On historic buildings: Repairs and replacements shall match the original foundation appearance, materials and height at visible faces. A new foundation may have a veneer matching the original masonry but installed over structural concrete, concrete block unit [CMU], or steel.
- ii. Retain or repair existing porch and entry steps, and foundation openings including windows, doors, and vents on historic buildings.
- iii. New or replaced foundations and footings shall meet current structural and seismic requirements.
- iv. Original solid masonry foundations may have non-visible concrete or metal support.
- v. Visible foundations for new buildings shall match the range of visible heights of historic buildings on the block face and may be CMU or concrete.
- vi. Below grade or otherwise hidden foundations, piers and footings may be concrete or other materials.

## **BUILDING DESIGN AND DEVELOPMENT STANDARDS**

### **10.8.700 PURPOSE**

This section provides standards for new buildings constructed in the city to help provide compatibility with surrounding neighborhoods and ensure that safe, functional working and living environments are created.

### **10.8.705 APPLICABILITY**

The standards in this section apply to all multi-unit residential and commercial projects, ~~and~~ all projects within Town Center districts, historic landmarks, and new development within a historic district.

### **10.8.710 STANDARDS**

- A. Building Design Standards for Multi-Unit Development**
- B. Building Design Standards for Commercial Development**
- C. Building Design Standards within Town Center Districts**
- D. Building Design Standards for Institutional Development not within the Institutional Zone**
- E. Building Design Standards for Historic Landmarks and within Historic Districts**

All historic landmarks and new development within a historic district are subject to the design standards found in Section 10.5.220.

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## **DEFINITIONS**

### **10.12.200 MEANING OF WORDS GENERALLY**

### **10.12.205 MEANING OF COMMON WORDS**

### **10.12.210 MEANING OF SPECIFIC WORDS AND TERMS**

#### **H1. Historic Landmarks-Related Definitions.**

- a. Basement: A level that is below grade where the mid-height from its floor to its ceiling is below grade for a minimum of 50% of its perimeter.
- b. Block Face: The historic contributing buildings on the particular block face and on the same side of the street as the applicant property; may use historic non-contributing buildings for reference if there are no historic-contributing buildings.
- c. Building Line: The line where the building or structure intersects grade. At open walls, the eave line shall be used.
- d. Building Parts:
  - Main Portion: The central building mass.
  - Front Portion: The front section of the building; extends back one room, or ten feet from the front wall.

(Text to be deleted is ~~struck through~~; text to be added is underlined) – Page 12 of 13

- Wings: A subsidiary and extension portion of the building; at least one room in size.
- e. Bay: A partial room projection. It may extend to grade, the floor level, or may be raised, and may also have its own roof.
- f. Demolition: The removal of 50% or more of a landmark or historic contributing building, based on its assessed value.
- g. Historic Contributing Building: Any building, structure, object or site within the boundaries of a historic district which reflects the significance of the district as a whole due to historic associations, historic architectural qualities, or archeological features.
- h. Historic Landmark: Any structure, archeological site, prehistoric site, or historic site on the Forest Grove Register of Historic and Cultural Landmarks (Historic Register) as designated by the City Council.
- i. Historic Landmarks Board. The Historic Landmarks Board of the City of Forest Grove or any subcommittee thereof.
- j. Integrity: The historic, character-defining physical features that convey a building, object, site or structure's significance as part of a district.
- k. Non-Contributing Building. Any building, structure, object or site within the boundaries of a historic district that do not add to the qualities, associations, or values of the district because they were not present during the district's period of significance or because they no longer possess historic integrity due to alterations, additions, or other changes.
- l. Oblique, Non-Orthogonal, Skewed Front Walls: Front walls that are not parallel to or at a 90-degree angle to their side walls.
- m. Primary Building Side: The most architecturally significant side, typically the front and the side that faces the street and that typically has the main entry.
- n. Secondary Building Side(s): Non-primary side(s).
- o. Visible Sides or Portions: Portions of the building that are visible from the adjacent street(s) or public way.

See other building terms in the Appendix of the Design Guidelines Handbook *Section V Historic District Design Guidelines.*

**Exhibit B**

**Ordinance No. 2015-04**

**Amendments to the Forest Grove Design Guideline Handbook**

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# **Focus Area Section V**

## **Historic District Design Guidelines**



*City of Forest Grove, Oregon*  
*Historic Landmarks Board*

## **Acknowledgements**

These Forest Grove Historic Districts Design Guidelines were originally developed by Michelle Dennis and members of the Historic Landmarks Board. They have been updated and reformatted into the Historic Design Review Handbook along with the new Development Code Standards by the Office of Robert Dortignacq, Architect in cooperation with the City of Forest Grove between October, 2013 and July, 2014.

The ordinance to adopt the Guidelines and Standards was approved by the City Council, Ordinance No. 2015- \_\_\_\_\_ on \_\_\_\_\_, 2015.

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## FOCUS AREA 5 – HISTORIC DISTRICT DESIGN GUIDELINES

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### Introduction

These Historic District Design Guidelines have been developed to provide property owners and the Historic Landmarks Board with guidance for the preservation, restoration, rehabilitation and maintenance of historic landmarks, and new construction within Forest Grove’s historic districts. They are based on the Secretary of the Interior’s Standards for Rehabilitation.

Retention and restoration of significant architectural features, appropriate use of materials, and sensitive new design help preserve and improve the integrity of individual buildings, and the district as a whole. In this regard, the following collective actions help ensure long-term historic district success.

- Maintain the architectural design, pattern, and details of the original construction and site.
- Maintain the original building materials and use original construction methods.
- Administer new construction that’s historically representative of the structure or the district.

### Guidelines and Standards

In the interest of flexibility, the strategy adopted by Forest Grove to accomplish the above integrates both guidelines and standards:

*Development Standards:* Clear, objective, and verifiable requirements provided in the code that protect Forest Grove’s architectural heritage. These standards establish a baseline for design, which works in conjunction with other requirements of the Development Code.

*Design Guidelines:* Recognizing that no set of standards can be perfect, the guidelines provide guidance on how construction might deviate from the standards, and yet still accomplish the goal of protecting our architectural heritage. All projects must meet the development standards. But, projects would be permitted to deviate from the standards in some ways, if it is demonstrated that the related design guidelines have been addressed, and that deviations would result in a higher quality development.

In practice, this strategy engenders a two-track procedure. Designs or portions of a project not meeting, or those requesting an exception to the Standards [Track 1] shall be reviewed under the Design Guidelines [Track 2]. Correspondingly, a two-column approach has been adopted in the body of this document.

Labeled “Track 1, Development Standards”, the right-hand column assumes that a project meets all the requirements set forth in the Design Standards (Development Code (DC) Section 10.5.220: Procedure for Review of Proposed Work Affecting the Exterior of Landmarks). The body of this column presents a summary of the development standards that apply to the particular section, plus illustrative photos. (For the actual wording of the design standards, see Section 10.5.220 cited above.)

## FOCUS AREA 5 – HISTORIC DISTRICT DESIGN GUIDELINES

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Labeled “Track 2, Design Guidelines”, the left-hand column gives the guidelines and illustrative photos that provide information on how a project might deviate from the development standards that are summarized in the right-hand column. Projects that elect to follow Track 2 (versus Track 1) must receive Historic Landmarks Board approval.

### **Applicability**

The development standards in this section apply to the exterior rehabilitation of buildings within one of the historic districts. Situations include existing historic contributing buildings, additions or new development, and to individually listed historic resources outside of the districts. Certain provisions apply to all properties.

The development standards themselves make recommendations that can be applied to many different resource types, including buildings, sites, structures, objects, and districts. There are additional considerations that may affect preservation or rehabilitation projects, including land use and building codes.

Before undertaking any exterior work on historic resources, Section 10.5.200 et. seq. *Historic Landmarks* should be followed. These design guidelines are consistent with the City’s ordinances.

Please note that those properties receiving tax benefits through the Oregon Special Assessment Program are subject to stricter standards for historic compatibility and require approval from the State Historic Preservation Office.

Properties within the historic districts may be eligible for benefits if qualifications are met, including the City’s Historic Preservation Renovation Grants (a matching grant program). Information about Renovation Grants is available on the City’s website ([www.forestgrove-or.gov](http://www.forestgrove-or.gov)).

**History of Building Types in Forest Grove:**

Because the districts developed over several years in conjunction with the overall growth and development of Forest Grove, they not only represent the broad spectrum of community residents, they also represent a wide range of architectural styles and trends, including local variations. In general, houses built for the working class were smaller and less elaborate than houses built for the middle and upper classes. Merchants and professionals were more inclined and better able to afford elaborate houses designed by architects and constructed with the finest materials.

Architectural styles and their variants built in Forest Grove during the nineteenth and twentieth centuries are indicated in Table 1.

**Table 1. Forest Grove Architectural Styles and Variants**

<b>Century</b>	<b>Architectural Style</b>	<b>Variants</b>
19 <sup>th</sup>	Second Empire Victorian	
	Italianate Victorian	
	Stick Victorian	
	Queen Anne Victorian	Queen Anne Eastlake Cottage Free Classic
	Vernacular <sup>1</sup>	Gable-Front Gable-Front with Wing American Farmhouse
20 <sup>th</sup>	Early Colonial Revival	Most commonly Dutch Colonial Revival Greek Revival Classic Revival
	Bungalow	Craftsman Colonial
	American Foursquare	Craftsman Colonial
	20 <sup>th</sup> Century Revival	Tudor French Eclectic Colonial Cape Cod
	Post-1940	Minimal Traditional
	War-Era Cottage	
	Ranch	
	Vernacular*	Pyramidal Cottage Hipped Roof Cottage Eave-less Tract Houses

<sup>1</sup> The term, *vernacular architecture*, refers to buildings made by common, local builders in an informal way, rather than by architects using design methodologies. During construction, locally available resources and traditions are used to address local needs and circumstances. Vernacular architecture tends to evolve over time to reflect the environmental, cultural, and historical context in which it exists.

## FOCUS AREA 5 – HISTORIC DISTRICT DESIGN GUIDELINES

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These images depict actual homes located in Forest Grove<sup>2</sup>.



Greek Revival



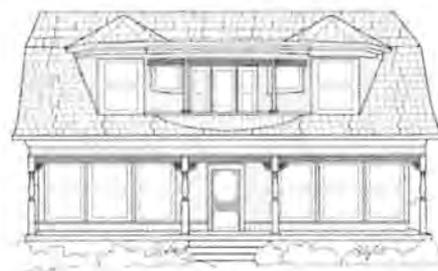
American Farmhouse



Stick Victorian



Classic Revival



Dutch Colonial



Craftsman/Bungalow



Queen Anne Victorian

Wood was the most commonly used building material in the historic districts. Most of the historic buildings are of wood-framed construction with some form of wood siding. Windows, doors, and architectural ornamentations were wooden. Many of the early homes in Forest Grove had only rudimentary foundations; but over time, this changed. Currently, almost all historic buildings sit on either poured concrete or concrete block foundations; however, some foundations are composed of concrete and stone or concrete and brick. Many early roofs in Forest Grove were built using wood shingles, with composition roofing introduced in the early 1900s. There are a number of examples of historically significant houses, both in and outside of the districts, built using the “Taylor Process Hollow Wall Concrete Construction” patented method developed in the 1920s. This construction utilized a concrete double wall with an air space. Most of these structures are clad with stucco but have wood-framed roofing systems.

<sup>2</sup> Illustrations courtesy of The Friends of Historic Forest Grove; 2005; *Historic Homes of Forest Grove Coloring Book*; Pgs. 4, 8, 16, 18, 20, 24, 26.

## FOCUS AREA 5 – HISTORIC DISTRICT DESIGN GUIDELINES

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There are historically significant non-residential buildings located in each of the historic districts. Central School, located in the Clark District, is an excellent example of the 20<sup>th</sup> Century Period Revival style of architecture with Tudor style elements. Typical of schools built in the 1930s, Central School is of brick construction. Historic churches in the districts display the typical Gothic Revival elements, most commonly in the arched windows. The original portions of these churches were often constructed of wood, although later additions include materials such as brick and stucco.

Among the architects and builders who contributed to the development of Forest Grove were Harley McDonald, William Borchardt, E.M. Jerome, F.M. Starrett, Francis Large, John Taylor, Moore and Loynes, and Higgins and Biederman.

### DEFINITIONS AND EXPLANATIONS USED IN THE GUIDELINES

**Basement:** A level that is below grade where the mid height from its floor to its ceiling is below grade for a minimum of 50% of its perimeter.

**Block Face** refers to historic contributing buildings on the particular block face and on the same side of the street as the applicant property; may use historic non-contributing houses if there are no historic contributing buildings.

**Building Line:** The line where the building or structure intersects grade. At open walls, the eave line shall be used.

**Building Parts - Main Portion** refers to the central building mass.

- **Front Portion:** The front section of the building; extends back one room, or ten feet from the front wall.
- **Wings** refers to a subsidiary and extension portion of the building; at least one room in size.
- **Bay** refers to a room projection. It may extend to grade, the floor level or may be raised. It may have its own roof.

**Historic Buildings:** Means historic contributing buildings unless noted otherwise.

**Oblique, Non-Orthogonal, Skewed Front Walls:** Front walls that are not parallel or at a 90 degree angle to their side walls.

**Primary Building Side:** The most architecturally significant side, typically the front and the side that faces the street, and that typically has the main entry

**Secondary Building Side(s):** Non primary side(s).

**Visible Sides or Portions:** Portions of the building visible from the adjacent street(s) or public way.

For other building terms see the Appendix of the Design Review Handbook.

## FOCUS AREA 5 – HISTORIC DISTRICT DESIGN GUIDELINES

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### BUILDING AND ADDITION PLACEMENT

**Intent:** Maintain the open space and block defining qualities of the historic districts.

The Building and Addition Placement section includes the following guidelines:

- Orientation
- Spacing
- Setbacks

## FOCUS AREA 5 – HISTORIC DISTRICT DESIGN GUIDELINES

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### BUILDING AND ADDITION PLACEMENT

**Guideline:** Preserve the historic open space qualities, setbacks and building orientation determined by the historic buildings of the district.

**Description:** Although there is not a uniform setback or spacing of houses in Forest Grove’s historic districts, buildings are usually set back from the street on the lot with a relatively sizable front yard, which includes a wide parkway between street and sidewalk. Buildings in a residential district are generally located on lots so that open space exists between them. Lot widths and building widths vary, but there is generally a repetitive pattern of buildings and open space created by side yards and driveways between buildings.

#### Track 2 Design Guidelines

##### Recommended

- Orientation: Locate and position new buildings similar to the historic buildings on the block face.
- Orient the building front towards the street. Building entries should be at the front of the building facing and accessing the street.
- Position additions at the rear of the building, if possible. Occasionally a side ell may be an appropriate addition. New structures and additions are not recommended on the front façade.
- Moving or repositioning a historic building or structure may affect its historic significance and needs to be reviewed carefully.
- Spacing: Maintain the pattern of buildings set apart by open spaces between them as established historically in the district and block face.
- Removal of non-historic additions is encouraged, as is reconstruction of missing historic features and additions with proper documentation.
- Maintain public parking strips, sidewalks, and street trees as appropriate for the block face.
- Setbacks: Maintain consistency in the historic pattern of setbacks and building spacing throughout each block. Front setbacks should be yards, perhaps with driveways along the sides of the buildings.
- New construction setbacks for all buildings should match those of the surrounding historic buildings.
- The front setback should be a yard, not a parking area.

#### Track 1 Development Standards

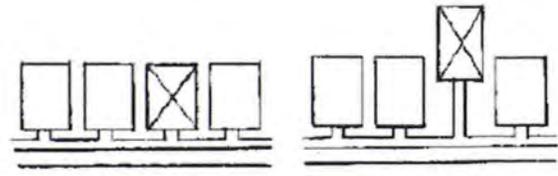
##### Related Code Standards

- Orientation: Locate the primary building side and entry of the building to face the public way. This side is typically parallel to the street. Maintain a similar orientation of the neighboring historic buildings.
- Additions are not allowed onto the primary side of a historic building.
- New structures or additions are not allowed in the front yard.
- Existing historic buildings or structures may not be moved or repositioned without Guideline review. See Section 10.5.225.
- Spacing: Maintain the existing front and side spacing and building placement determined by historic buildings within the block face.
- Removal of non-historic features or reconstruction of historic features, with documentation, is allowed on historic buildings. See Section 10.5.220(i)(vi).
- Maintain parkways and sidewalk alignment for the block face. See Section 10.8.620.
- Setbacks: Maintain and preserve the front yard setback as determined by historic buildings within the block face. Existing non-complying historic as well as non-historic structures may remain and may be repaired but not enlarged.
- Maintain average side yard setbacks as determined by historic buildings on the block face.
- Accessory Dwelling Units [ADU]: Either attached or detached: the side yard is governed by Section 10.3.130 Table 3-7.

**FOCUS AREA 5 – HISTORIC DISTRICT DESIGN GUIDELINES**



Typical Spacing and Setback Found in the Districts



DO THIS

DON'T DO THIS

New construction set back or brought forward from the street in ways that cause misalignment disrupts the rhythm of the historic development pattern. New construction that maintains the existing setbacks fits better into the historic streetscape.



Mixed Home Sizes as Found in the Districts  
Note Orientation to Street and Parkway



New Construction in the District that Maintains  
Historic Setback, Spacing, and Orientation Qualities



An Example of 2 Story Residences in the District  
Illustrating the Historic Spacing and Openness  
Qualities



Mixed Shapes, Sizes and Styles in the Districts  
Displaying the Historic Spacing and Orientation  
Qualities

### BUILDING DESIGN

**Intent:** The intent of the Building Design Guidelines section is to preserve the unique historic contributing qualities of the historic districts. For existing historic buildings, the particular interest is to provide direction for sustaining those resources as they require maintenance, and alterations. The intent for non-historic buildings and new development is to provide guidance for the design of their new construction and alterations such that the end result does not deter or diminish the overall historic qualities of the historic districts.

A compatible new building or addition should complement the existing pattern of the historic district. This involves designing buildings that use an architectural style that is similar to its neighbors. Historical photographs can help in this regard. Occasionally, a property owner wishes to increase the living space within an existing building. In fact, a number of historic buildings in Forest Grove have had additions constructed.

The Building Design section includes the following guidelines:

- Height
- Width
- Shape
- Roofs, Dormers and Roof Features
- Porches
- Front, Side and Rear Elevations
- Outbuildings and Garages
- Exterior Siding and Decorative Architectural Details
- Doors and Windows
- Foundations

## FOCUS AREA 5 – HISTORIC DISTRICT DESIGN GUIDELINES

### BUILDING SIZE, SCALE AND COMPATIBILITY

**Guideline:** The existing historic buildings sizes, scale and shapes in the district should be evaluated and respected when considering modifications, additions, or when constructing new buildings.

**Description:** Buildings in the historic districts are generally one, one-and-a-half, or two stories in height, as are the churches and Central School.

#### Track 2 Design Guidelines

##### Recommended

- Maintain elements that define the existing size, scale, relationship to the ground and site, shape, and architectural styles of historic buildings in the district.
- Additional floors are generally not appropriate. Attempt to gain additional floor space through the use of additions to the rear or side of the building, or by the addition of appropriate dormers on the roof to create additional space on the attic level.
- The size and scale of new buildings should be consistent with surrounding buildings in the district.
- Any additions should be compatible with the original building design and architectural style.
- Except in limited locations, very large buildings (such as mansions or large apartment complexes) are inappropriate in the district. Larger buildings should generally be located at corners, and smaller buildings should generally be located in the mid-block.
- No addition should overwhelm the scale of the building.
- The additional space should be compatible in design, but distinguishable from, the original building. Compatible materials and construction techniques should be used.
- Additions should be made so that if the addition ever were to be removed, there is minimal damage to the original structure.
- The site shall not be significantly re-graded or altered for the purpose of gaining additional stories or building size.



1 Story    1 ½ Story    2 Stories    1 Story-Basement

#### Track 1 Development Standards

##### Related Code Standards

##### Height

- Height Limit at Eave or Parapet: The height from grade at the building line to the predominant roof eave that exists for historic buildings on the block face up to a maximum of 25 feet. Historic non-contributing buildings may be used if there are no historic contributing buildings on the block face.
- Height Limit at Ridge: The height from grade at the building line to the main roof ridge that exists for historic buildings on the block face up to 10 feet above the allowable eave height.
- The maximum number of above grade stories is 2½.
- The height or number of stories of the front portion of historic buildings may not be increased.
- Historic buildings may be raised no more than 3 feet from their existing height.
- The maximum height from grade at the building line to the main level for new buildings is 4 feet.
- Basements are allowed for all buildings. The site may not be substantially re-graded for basement use.

##### Width

- The width of a new building front may not vary more or less than 20% from the range that exists for historic buildings on the block.
- The front width of historic buildings may not be increased more than 10%.

##### Shape

- The overall primary building shape and that of additions must be representative of existing historic buildings on the block face.
- Additions to historic buildings shall be designed to be secondary to the main building.
- Oblique, skewed and non-orthogonal front walls are not allowed on the primary building.
- Rounded walls or porches are allowed for secondary walls or additions.

## FOCUS AREA 5 – HISTORIC DISTRICT DESIGN GUIDELINES

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Example of a Single-Story Cottage Raised 3 Feet to Allow Lower Level Improvements; the Historic Relationship to the Ground is Retained



Example of a Single-Story Cottage Turned into a Tall, Skinny Structure Resulting in the Loss of its Historic Relationship to the Ground



An Example of an Appropriate New Home Illustrating Acceptable Size, Scale, Spacing, and Roof, Dormer, Windows and Details



An Example of Substantial Site Re-grading To Create a new Lower Level. The Modifications Result in a Denser Urban Fabric with the Loss of Yard and Plantings



An Example of an Appropriate New Home - Note Trim, Roof Forms, Porch Detail and Garage Entry From Side Drive



An Example of an Appropriate New Home - Note Trim and Roof Forms, Porch Detail and Entry Approach From the Street

## FOCUS AREA 5 – HISTORIC DISTRICT DESIGN GUIDELINES

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### ROOFS, DORMERS AND ROOF FEATURES

**Guideline:** Preserve and respect the original roof shape and characteristics of historic buildings.

**Description:** Utilize the existing roof shapes and qualities of the historic buildings as a guide for alterations and new work. Roof forms vary in shape and pitch. Most are of moderate pitch, although there are examples of steeply pitched and shallow roofs. The majority of roofs are gabled or hipped, although there are also examples of gambrel roofs and clipped gable (or jerkinhead) roofs.

#### Track 2 Design Guidelines

##### Recommended

- The repair and alteration of roofs should match the original shape and pitch. Generally, the same roof pitch should be used for additions.
- The same roof type and material should be used for additions.
- The roof form of new buildings should be compatible with that of neighborhood buildings.
- Distinctive decorative features, such as dormers, character defining chimneys, and exposed rafter tails, should be retained. New dormers generally should have the same character as the existing roof (for example a gabled dormer on a gabled roof) and should be designed in proportion to the roof area and other windows in the house.
- Dormers that did not exist historically should be kept to the rear of the house and out of view from the public right-of-way whenever possible.
- Do not install roof features that never existed or that create a false historical appearance. This may include cupolas, cresting, or ornate and corbelled chimneys. Skylights, roof vents, new chimneys and flues, mechanical systems and roof decks should be as inconspicuous as possible from the public right-of-way.
- Restoration of missing historic features with proper documentation is encouraged.
- When feasible, roof materials should be repaired or replaced in kind. Match the original patterns, textures and materials when possible. When repair or replacement of an original material is not possible, the use of composition shingles is acceptable.
- Inappropriate roofing materials include metal, tile, concrete, and vinyl. These materials should be avoided unless there is clear evidence that they were used when the building was constructed.

#### Track 1 Development Standards

##### Related Code Standards

##### Roofs

- Roof forms for the main structure, additions and wings where visible are to be gabled or hipped. Shed roofs are not allowed for the main building portion. Parapets and non-visible roofs are not allowed for the main roof unless represented by historic buildings on the block.
- Roof shape shall be consistent with other historic buildings on the block in style, configuration and pitch.
- Roofs shall have a minimum of 12" overhang or the average of historic buildings on the block face.
- Gable roofs shall have matching roof slopes.
- Porches or bays may have lower sloped roofs than that of the main roof. These roofs may be gabled, hipped, shed or more complex.
- Shallow stepped gable roofs: a maximum of 2 are allowed.
- The roof shape and slope of the main portion on historic buildings as visible shall not be changed.
- Roofing types Not Allowed where visible: Sheet metal, clay, concrete or metal tile, single ply types.
- Gutters and Downspouts:
  - Types allowed: painted sheet metal, copper.
  - Types not allowed: vinyl, plastic except as a downspout receiver hub visible for a maximum of 12" above grade.

## FOCUS AREA 5 – HISTORIC DISTRICT DESIGN GUIDELINES

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Example of a New Building with Complying Roof and Window Shapes, Trim, Siding  
Note: The Project Would Not Meet the Street Orientation Guidelines or Standards



Example of a Non-Complying Roof Shape, General Lack of Trim and Type of Siding



Example Illustrating Simplified, Yet Interesting Secondary Side and Rear Elevations



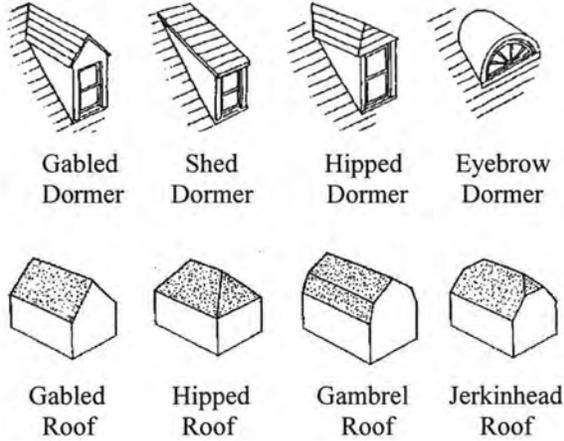
Example of a Historically Inappropriately-Shaped Building, Roof and Windows



Example Illustrating Appropriate Dormers and Main Roof on a New Home



Example of Non-Complying Shed Roof Shapes, and Sheet Metal Roofing Materials



**Dormers and Roof Features**

- Dormers on all buildings are to match the existing building style, shape and relative proportion. Dormers shall intersect the main roof below the main ridge.
- New dormers are not allowed on a front sloping roof of historic buildings.
- A maximum of 2 dormers are allowed on the front of new buildings.
- The total area for all dormers on a particular slope is limited to 33% for gable roofed dormers and 50% for shed roofed dormers.
- New decorative roof feature additions such as cupolas, towers, crestings, railings are not allowed.
- Chimneys on historic buildings: Retain and repair above the roofline.
- Skylights are not allowed on the front sloping roof.
- Solar panels, satellite dishes, mechanical equipment, are not allowed on the roof or walls of the front building portion. This includes the front and sides extending back 10 feet.



Examples of Complying Historic Dormers

Examples of Excessive and Out-of-Scale Dormers

## FOCUS AREA 5 – HISTORIC DISTRICT DESIGN GUIDELINES

### PORCHES

**Guideline:** Preserve the front porch and entry of historic buildings. Utilize those existing historic front porches as a design clue for new construction.

**Description:** A front porch is a characteristic feature of many historic homes, serving as the transition from the street to the interior of the house, and providing outdoor living space as well as protection from the weather. The front porch designates the front and primary entry for the house.

#### Track 2 Design Guidelines

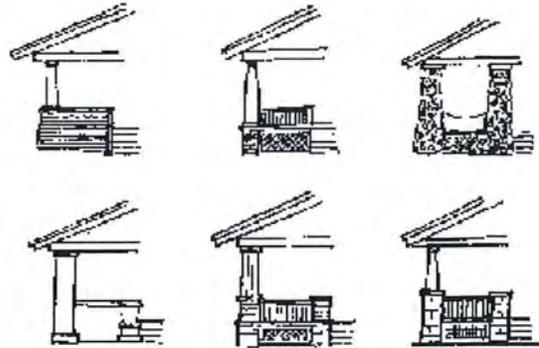
##### Recommended

- Avoid removing original porches and their distinctive features, such as posts, railings, and stairs; or replacing them with incompatible porches that destroy or cover up character-defining features of the house.
- Repair porch elements whenever possible. If repair is not possible, replacement of materials should be in kind and original design and details should be retained.
- Porches should not be enclosed unless the railings, detail, and open quality of the porch are carefully preserved.
- When trying to replicate a historic porch that has been removed, base the replacement design on historic photographs and historical research and documentation. If no photographs or written descriptive evidence are available, use a period design that is suitable for the style of architecture, replicating trim details and siding materials of the house.
- Porch repairs and replacements should conform to current building codes related to railing height, spindle spacing, step spacing, etc.
- The use of porches should be compatible with that of surrounding historic buildings, and consistent with the building's architecture. If the nearby houses have porches, consider designing the new building with a porch that is compatible in style and scale, or if the nearby houses are of a vintage where porches were not included, the new building should be designed without a front porch, or with one that is modest and does not draw attention to itself or defines the main entry otherwise.
- Porches on new buildings shall respect the style, character of existing historic buildings on the block face. Upper level porches may be allowed if represented on the block face.
- New porches, stairs and components shall integrate with and match the style, materials and finishes of the building.

#### Track 1 Development Standards

##### Related Code Standards

- New porches shall comply with the above requirements for spacing, setback, building form, shape, and roofs.
- New front porches must have front street access.
- New porches on all buildings are to match the existing building style, shape and proportion.
- Porches on historic buildings shall not be removed or relocated.
- New houses and accessory dwelling units [ADUs] shall incorporate a porch or architecturally defined entry for each main level unit unless sharing an existing porch or entry. The minimum porch dimensions are four feet by four feet and sixteen square feet per dwelling unit.
- Porches shall have roofs and are to be integrated with the building and finished accordingly. They shall be consistent with the main building's style.
- Front porches and roofs shall serve the main level and be one story in height.
- Raised front and visible side porches require finished enclosures or skirting below their walk structure consistent with the main building style.
- Front porches on historic buildings may not be enclosed.
- Side porches serving the main or basement level are allowable. They are to be secondary but consistent in style and detail with the front porch.
- Porches above the main level on the front of the building are not allowed unless existing elsewhere on historic buildings on the block face.
- New exterior stairs are allowed for ground floor entrances only.
- Raised decks visible from the street are not allowed.
- Materials Not Allowed:
  - Exposed Structure: steel stair members, steel and concrete types of stairs.
  - Enclosure Members: cable, glass, or vinyl.
  - Roofing: metal roofs.
  - See Decorative Architectural Detail Section.



Typical Bungalow Porches



Porch enclosure (Above) preserves the original details and characteristics of the historic porch (Above Top).



Example of a Well-Maintained Historic Porch



Examples of Non-Complying Porches

## FOCUS AREA 5 – HISTORIC DISTRICT DESIGN GUIDELINES

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### DISTINCTION BETWEEN FRONT, SIDE AND REAR ELEVATIONS

**Guideline:** Preserve the defining qualities the front elevation with minimal alterations.

**Description:** The front elevations of buildings in the historic districts are generally considered the main facades. They are sometimes distinguished from the side and rear elevations by the use of more elaborate architectural detail and ornamentation.

#### Track 2 Design Guidelines

##### *Recommended*

- Maintain the front facade orientation to the street or corner unless historic orientation was different.
- Original features of each elevation (such as porches, balconies, bay windows, and trim details) should be retained and rehabilitated.
- Additions to buildings should be located on the rear and side elevations. Note: The Front Portion includes the first ten feet of the sides.
- Additions and alterations on historic buildings shall be historically appropriate and consistent and shall use representative products and materials.
- The design of new buildings or alterations to non-historic or historic non-contributing buildings shall not worsen the integrity of the block face or historic district.
- Avoid creating a false historical appearance that is incompatible with the style of the building. Rehabilitation should be based on sound pictorial or documented evidence.



#### Track 1 Development Standards

##### *Related Code Standards*

- The front façade orientation and access for historic buildings shall be maintained. The major defining features including entry, porches, roofline, bays and dormers shall be retained on the front and visible sides of historically contributing buildings.
- The front façade orientation and access for new buildings shall be consistent with historic building examples on the block.
- Front Façade: New buildings shall avoid very flat, wide and tall front and visible side walls with minimal relief and level parapets. The front shall create relief by a limited use of projections and recesses such as a porch, bay, wing, or the roof slope.
- Openings: New buildings shall have windows on the front and visible sides of habitable spaces at each level. Each such space shall have a minimum of one window.
- Rear Elevation: Unless specifically noted as significant, the rear and not visible side elevations of historic buildings may be altered. Those alterations must be consistent with the overall building design and use products and materials noted as acceptable in the Standards.

## FOCUS AREA 5 – HISTORIC DISTRICT DESIGN GUIDELINES

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### OUTBUILDINGS AND GARAGES

**Guideline:** Garages and outbuildings are important, but secondary, structures for the historic building.

**Description:** Garages and outbuildings should not be overlooked as important components of historic properties. There are a number of historic garages in Forest Grove. Alterations or additions to these buildings should follow these guidelines.

#### Track 2 Design Guidelines

##### Recommended

- Whenever possible, original garages or outbuildings should be retained or restored, and maintained rather than replaced.
- Whenever possible, retain and repair historic materials, or replace them in kind.
- If replacing a historic garage, use photographic documentation to guide the design for the replacement. Early garages were often designed to match the house; replacement of such garages should take such design and materials usage into account.
- If constructing a new garage for a historic property, the size and scale of the garage should be compatible with the historic house for which it is being constructed. The shape and pitch of the garage roof and siding materials should match that of the house.
- The key element in garage design is the door. Repair original garage doors whenever possible. If replacement is necessary, avoid overhead roll doors (unless the garage is recent enough to have an overhead roll door originally). Consider using typical early garage doors, which are often side-hinged, paneled bi-folds with the top third glazed. It is possible to construct side-hinged, bi-fold doors that can be activated with a garage door opener.
- Houses built after World War II might have had a carport rather than a garage. As with garages, these should be designed to be compatible with the historic house.

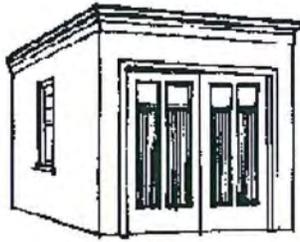
#### Track 1 Development Standards

##### Related Code Standards

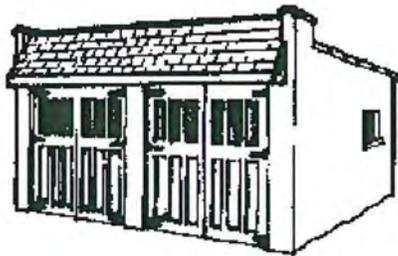
- New garages and accessory buildings shall be historically consistent with the primary building in style, size, materials, and roof.
- Replacement garages: Retain and repair over replacement for both structure and materials.
- Location and Orientation: Where an alley exists, locate the garage for alley access. Garages and outbuildings shall be located in the rear where possible. Garages may be located in the side yard or may be attached if recessed behind the primary building face by a minimum of six feet and if meeting the side yard setback and spacing requirements.
- Garage Doors: Total width is limited to  $\frac{1}{3}$  of the primary building face width if facing a street. Height is limited to eight feet. Construction, style and materials shall be consistent with the main building. A maximum of one double garage door or two single doors facing the street is allowed per 50 feet of lot width. No width constraint if facing the alley.
- Carports and Breezeways: Carports are allowed where consistent with the building style and age. Breezeways may be used for connection to garages, carports or outbuildings. Design of these structures must be consistent with the primary building in style, size, construction, materials, detail and color.
- Gazebos and Pergolas are not allowed on the front or in the front yard. See Section 10.7.020.
- Materials and Types Not Allowed: Flush, open grate-mesh, and mostly glass garage doors.



Hipped Roof Garage



Shed Roof Garage



Two-car Garage With Shed Roof



Examples of Appropriate, Well-Crafted New Detached Garages Styled and Built to Integrate With Their Homes



An Inappropriate Mostly Glass Garage Door

**EXTERIOR SIDING AND DECORATIVE ARCHITECTURAL DETAILS**

## FOCUS AREA 5 – HISTORIC DISTRICT DESIGN GUIDELINES

**Guideline:** Preserve and maintain historic siding and decorative architectural details and utilize new matching materials for repairs and additions.

**Description:** Wood was the predominant building material used for historic properties. It was abundant, cheap, and easily worked to produce siding, moldings, decorative features and finishes. Other materials that were occasionally used include brick, concrete, stone, and stucco. It is important to identify and protect character-defining features such as siding types, window and door moldings, cornices, and brackets.

### Track 2 Design Guidelines

#### Recommended

- Whenever possible, original siding and details should be retained or restored, and maintained rather than replaced. If replacing siding materials is necessary, match the siding type, material, and reveal as closely as possible. Do not substitute one type of siding for another (for example, do not use heavy shakes to replace wood shingles; do not use flush-mounted shiplap to replace clapboards; use consistently-sized reveals).
- Siding materials used on new buildings should be consistent with the predominant materials used on other buildings in the district. It is preferable to use wood siding; vinyl and aluminum sidings are not encouraged in historic neighborhoods.
- Use decorative detailing responsibly and locate it at the eaves, windows, and door heads, and porches. Do not attempt to create a false historic appearance.
- Avoid using destructive surface preparation such as propane or butane torches, sandblasting, and high pressure water blasting, as these methods can damage the siding and trim materials.
- Observe current laws for lead-based paint removal.
- Inappropriate materials include T1-11 or scored plywood, vinyl, plastic, and metal. If replacement of moldings and decorative features is necessary, match the materials, details, and workmanship as closely as possible.

### Track 1 Development Standards

#### Related Code Standards

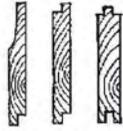
- Historic buildings shall retain and repair existing siding, architectural features, and details.
- Replacement siding, moldings, and other decorative architectural details shall match the material, pattern, detail and dimension of either existing or original.
- Front and visible sides of new buildings shall have the following minimum wall trim: window and door casings, top of wall to roof overhang on gable sides.
- Siding Patterns Allowed: A maximum of 3 wood siding or shingle patterns and types, may also have 1 type of masonry or plaster.
- Surface Preparation: Coating preparation shall avoid damage to historic materials. Sandblasting masonry or wood is not allowed. Note: Pressure washing can damage materials if performed with high pressure, narrow water tip, or insufficient spray distance.
- Siding, decorative architectural details and exposed materials that are not allowed:
  - Aluminum or metal; vinyl; scored plywood or sheet siding;
  - Alternative engineered siding not matching original profiles;
  - Plastic, foam or polymer trim,
  - Cultured stone, synthetic masonry.
- Finishes:
  - Use of stains and clear finishes is acceptable only for doors and sidelights, and utility structures.
  - Mill or clear finish aluminum or stainless steel is not allowed as an exposed finish.

**FOCUS AREA 5 – HISTORIC DISTRICT DESIGN GUIDELINES**

**BEVELED SIDING    FLUSH-MOUNTED SIDING**



Rabbited (left),  
Clapboard (center)  
Weatherboard (right)

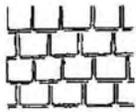


Droplap (left)  
Shiplap (center)  
Tongue and Groove (right)

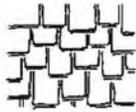


Example of an Inappropriate Siding Revision

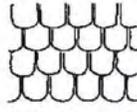
**WOOD SHINGLE SIDING**



Coursed



Staggered



Fishscale



Wood Molding of Many Shapes are Available Either in Stock, as Salvage Materials, or as Specially Fabricated



Example of a Front Porch and Stair Appropriately Modified to Meet Current Building Codes For Handrails



An Example of New Construction With Inappropriate Materials and Finishes

## FOCUS AREA 5 – HISTORIC DISTRICT DESIGN GUIDELINES

### DOORS AND WINDOWS

**Guideline:** Preserve and maintain historic doors and windows, and utilize their design as a cue for new work.

**Description:** Windows and doors provide access, light, and ventilation. Their design and arrangement is often a primary decorative feature in a historic building. The majority of historic windows in Forest Grove are double-hung wood sash, although there are examples of several other styles of windows. Historically, doors were also made of wood.

#### Track 2 Design Guidelines

##### Recommended

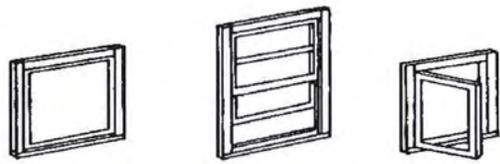
- Original window and door openings should be retained.
- Original decorative details should be preserved.
- Repair wooden doors, windows, sashes, frames, and trim whenever possible. If repair is not possible, replacements should match the original details in design, configuration, and materials (i.e., wood, glass, and hardware).
- Avoid removing a historic window and blocking the opening or replacing it with a new window that conveys a completely different appearance.
- If storm windows are desired, consider those that can be installed on the interior of the windows. If exterior storms are necessary, select storm window materials compatible with the age of the house (wooden storm windows are appropriate for homes constructed prior to 1945, while aluminum storm windows became popular for homes constructed after 1945).
- Window restorations should follow fire safety and building codes.
- New windows added in basement and attic remodels must meet building codes related to adequate egress and ingress while attempting to retain historical accuracy; but building codes take precedence.
- The relationship of width to height of windows and doors should be consistent with the dominant pattern set by the surrounding historic buildings, as should the rhythm of walls to openings.

#### Track 1 Development Standards

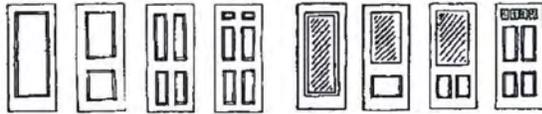
##### Related Code Standards

- Original openings on visible sides of historic buildings shall be retained.
- New main and upper level window or door openings on front or visible sides of historic buildings are not allowed.
- New basement windows or doors are allowed on side walls.
- Retain and repair existing historic window and door parts and trim if possible. Wholesale replacement of windows or sash of otherwise windows in good condition on historic buildings is not allowed.
- New or replacement windows and doors on historic buildings shall match the style, configuration, dimensions, and materials of existing or originals.
- Storm windows are acceptable on interior or exterior. At the exterior they shall match the window shape, style, basic configuration, and shall be a comparable color. Storm doors are allowed.
- Windows and doors on new buildings shall be appropriate to the style of the building and as found on historic buildings on the block face. This includes their design, materials, pattern, grouping, and configuration. Not allowed: Vertically asymmetric, individual window division or configuration.
- New window types and materials not allowed: At front facing or visible sides: Sliding glass units, glass block, vinyl, fiber glass, between glass grids, commercial type windows.
- Glazing on visible building sides and front shall be clear. Reflective or tinted glass or films are not allowed; decorative or stained glass replacement is excepted. Obscure glass is allowed at bathrooms.
- Doors and Sidelights: New decorative or stained glass is allowed.
- New door types not allowed: Flush metal doors, metal and glass storefront or commercial type doors.

# FOCUS AREA 5 – HISTORIC DISTRICT DESIGN GUIDELINES



Fixed Pane Window      Double-hung or Single hung Sash      Casement Window



Examples of Historic Paneled Exterior Doors



Example of Non-Complying Window, With a Vertically Asymmetric Division



Example of a Traditionally-Styled Wood Screen Door



Exterior Wood Storm Windows Provide Protection for Historic Wood Window Glazing, Sash and Parts



Good Example of Traditionally-Styled Wood Windows for New Construction



Well-Crafted Matching Wood Window Replacement Inappropriate Siding and Trim Replacement

## FOCUS AREA 5 – HISTORIC DISTRICT DESIGN GUIDELINES

### FOUNDATIONS

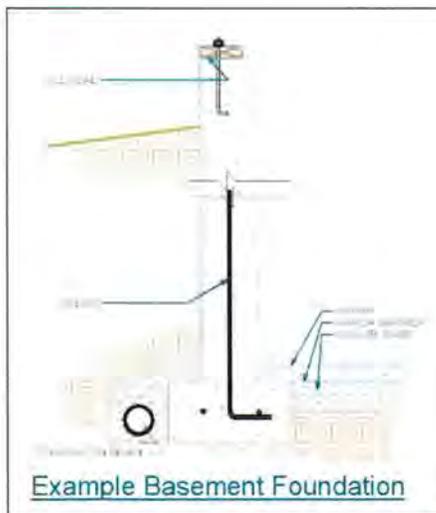
**Guideline:** Maintain the exterior visible quality of historic foundations while ensuring their structural integrity.

**Description:** The majority of foundations are concrete, either poured reinforced structural concrete or concrete block. There are a small number of examples where the foundations include brick and/or stone.

#### Track 2 Design Guidelines

##### Recommended

- When possible, the appearance of the original foundation should be retained. Changes to foundations should match or be compatible with original foundations in height and use of materials.
- Porch steps, access doors and windows, and vents are features that may be considered part of a foundation. Care should be taken to retain these features when repairing or replacing foundations.
- If a foundation is replaced, attempt to create the same look on the exterior surface.
- Foundation work is generally dangerous and should be done by a professional.
- New or repaired foundations should be designed by a professional and should consider drainage, earthquake anchors, all required safety features, and insulation.
- Foundations should be constructed of concrete and according to building code.



#### Track 1 Development Standards

##### Related Code Standards

- On historic buildings: Repairs and replacements to match original foundation appearance, materials and height at visible faces.
- Retain or repair existing porch and entry steps, and foundation openings including windows, doors, and vents on historic buildings.
- New or replaced foundations and footings shall meet current structural and seismic requirements.
- Original solid masonry foundations may have non visible concrete or metal support.
- New foundations at original solid masonry may have a matching veneer over structural concrete, concrete block unit [CMU], or steel.
- Visible foundations at new infill buildings to match the range of visible heights of historic buildings on the block face and may be concrete block units or concrete.
- Below grade or otherwise hidden foundations, piers and footings may be concrete or other materials.



Example of an Inexpensive Brick Pier Reinforcement to be Covered With Wood Skirting on Completion

## GLOSSARY

**Arch** – a construction technique and structural member, usually curved and often made of masonry. They are composed of individual wedge-shaped pieces that span an opening and support the weight above by resolving vertical pressure into horizontal or diagonal thrust.

**Apron** – a plain or decorative piece of trim found directly below the sill of a window.

**Architrave** – the lowest part of an entablature, or the molded frame above a door or window opening.

**Asymmetrical** – a building with an exterior appearance that is not symmetrical or balanced. Any arrangement of building elements including doors, windows or porches that are offset to one side is asymmetrical.

**Balcony** – a platform projecting from the wall or window of a building, usually enclosed by a railing.

**Baluster** – any of the small posts that support the upper rail of a railing, as in a stair-case or balcony.

**Balustrade** – the entire railing system including a top rail and its balusters, and sometimes a bottom rail.

**Bargeboard** – an ornamental board, sometimes jigsaw cut, that serves as trim and is attached to the overhanging raking ends of a gabled roof; sometimes called a verge-board.

**Battered pier and post** – a tapered pier and post that is thicker at the base than at the top.

**Bay** – a regularly repeated spatial element defined by beams or ribs and their supports.

**Bay window** – a projecting bay with windows that forms an extension of the interior space. On the outside, it extends to the ground level, in contrast to an oriel window, which projects from the wall plane above ground level.

**Beltcourse (or Stringcourse)** – a horizontal course or masonry or wood on the exterior of a building that usually corresponds with the level of an interior floor.

**Beveled siding** – siding tapered or beveled so that its upper edge is thinner than its lower; it is lapped in laying to cover the horizontal joint between two adjoining pieces; also called clapboards.

**Board-and-batten siding** – vertical siding made up of alternative wide and thin boards where the thin boards cover the joints between the wide boards.

## FOCUS AREA 5 – HISTORIC DISTRICT DESIGN GUIDELINES

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**Brackets (or Braces)** – projecting elements, sometimes carved or decorated, that support or appear to support a projecting eave or lintel.

**Casement window** – a window that is hinged on the side and opens inward or outward.

**Chamfered post** – a post exhibiting a beveled edge which may be either a flat surface, a grooved surface, or a more elaborately molded surface.

**Chimney pot** – a decorative masonry element placed at the top of a chimney, common on Queen Anne and Tudor Revival buildings.

**Clapboards** – siding that consists of narrow, horizontal, overlapping wooden boards that are tapered or beveled so that the upper edge is thinner than its lower; the reveal (the exposed area of each board not overlapped by another board) is usually three to six inches.

**Column** – a vertical shaft or pillar usually circular in section that supports, or appears to support a capital, load beam or architrave.

**Corbel** – a projection from a masonry wall or chimney, sometimes supporting a load and sometimes for decorative effect.

**Corner board** – a board that is used as trim on the external corner of a wood-framed structure and against which the ends of the siding are usually fitted.

**Cornice** – the exterior trim of a structure at the meeting of the roof and wall; usually consists of bed molding, soffit, fascia, and crown molding.

**Course** – in masonry, a layer of bricks or stones running horizontally in a wall.

**Cresting** – decorative grillwork or trim applied to the ridge crest of a roof; common on Queen Anne style buildings.

**Cross-gabled roof** – a roof that has two intersecting gables where one is the main axis or ridge of the house and the other is perpendicular to the main ridge.

**Dentil molding** – a molding composed of small rectangular blocks run in a row.

**Dormer** – a structure containing a vertical window (or windows) that projects through a pitched roof.

**Double-hung sash window** – a window with two or more sashes; it can be opened by sliding the bottom portion up or the top portion down, and is usually weighted within the frame to make lifting easier.

## FOCUS AREA 5 – HISTORIC DISTRICT DESIGN GUIDELINES

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**Droplap siding** – a type of horizontal board siding that is overlapped and the profile often includes a rounded “channel” along the top edge of the board; sometimes referred to as channel siding.

**Eave** – the part of the roof that overhangs the walls of a building.

**Entablature** – above columns or pilasters, a three-part horizontal section of a classical order, consisting of the cornice at the top, the frieze in the middle, and the architrave on the bottom.

**Façade** – the face or front of a building.

**Fanlight** – a window, often semicircular, over a door with radiating muntins suggesting a fan.

**Fascia board** – a flat board horizontally located at the top of an exterior wall, directly beneath the eaves.

**Flashing** – pieces of noncorrosive metal used around wall and roof junctions and angles as a means of preventing leaks.

**Frieze** – the middle division of an entablature, below the cornice.

**Gable** – the vertical triangular portion of the end of a building having a double-sloping roof, usually with the base of the triangle sitting at the level of the eaves, and the apex at the ridge of the roof; the term sometimes refers to the entire end wall.

**Gabled roof** – a roof form have an inverted “V”-shaped roof at one or both ends.

**Gambrel roof** – a roof having two pitches on each sloped side, typical of Dutch Colonial Revival architecture.

**Gingerbread** – highly decorative woodwork with cut-out ornamentation, made with a jigsaw or scroll saw.

**Half-timbering** – in late medieval architecture, a type of construction in which the heavy timber framework is exposed, and the spaces between the timbers are filled with wattle-and-daub, plaster, or brickwork. The effect of half-timbering was imitated primarily in the Tudor Revival styles of the 20<sup>th</sup> Century.

**Hipped roof** – a roof that slopes upward on all four sides.

**Hood molding** – a decorative molding over a window or door frame, commonly found on Italianate style buildings.

**Horizontal lapped board siding** – a term used to describe siding material that consists of wooden boards that are applied horizontally and are overlapped; used in a generic sense when it cannot be determined easily if the boards are beveled clapboards.

## FOCUS AREA 5 – HISTORIC DISTRICT DESIGN GUIDELINES

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**Infill** – construction of new buildings on empty lots between existing structures.

**Jerkinhead roof** – a gabled roof truncated or clipped at the apex; also called a clipped gable roof. They are common in bungalows and Tudor Revival style architecture.

**Leaded glass** – small panes of glass, either clear or colored, that are held together in place by strips of lead called cames.

**Lintel** – a horizontal beam over an opening in a wall that carries the weight of the structure above.

**Mansard roof** – a roof with two slopes where the lower slope is nearly vertical and often concave or convex in profile. Common in Second Empire style architecture.

**Massing** – the overall group of forms that comprise the physical bulk and weight of a three-dimensional building or space.

**Molding** – a decorative band or strip with a constant profile or section generally used in cornices and as trim around window and door openings. It provides a contoured transition from one surface to another or produces a rectangular or curved profile to a flat surface.

**Mullion** – the vertical member of a window or door that divides and supports panes or panels in a series.

**Muntin** – one of the members, vertical or horizontal, that divides and supports the panes of glass in a window.

**Oriel window** – a window bay that projects from the building beginning above the ground level.

**Palladian window** – a window divided into three parts: a large arched central window flanked by two smaller rectangular windows. They are common to Italianate and Colonial Revival-style architecture.

**Parapet** – a wall that extends above the roof line.

**Pediment** – a low triangular gable end, often found in classical architecture.

**Pent roof** – a small sloping roof, the upper end of which butts against a wall of a house, usually above the first-floor windows.

**Pier** – a stout, vertical, structural support, often made of masonry; common supports for porch posts on Craftsman bungalows.

**Pilaster** – a pier or pillar (or vertical portion of) attached to the wall of a building, often with a capital and base.

## FOCUS AREA 5 – HISTORIC DISTRICT DESIGN GUIDELINES

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**Pitch** – the degree of slope or inclination of a roof.

**Porch** – a covered entrance or semi-enclosed space either projecting from the facade of a building or recessed into the facade beneath the main portion of the building’s roof.

**Portico** – a porch or covered walkway consisting of a roof supported by columns.

**Post** – a vertical support member of a building; square, rectangular or boxed posts commonly support porch roofs of Craftsman bungalows, while turned posts are commonly found on Queen Anne style houses.

**Purlins** – horizontal members in the roof frame that run on the top of or beneath the rafters.

**Quoins** – cornerstones of a building, raising the entire height of the wall, and distinguished from the main wall construction material by size, texture, or conspicuous joining. In masonry construction, they reinforce the corners; in wood construction, they do not bear any load, are made of wood, and imitate the effect of stone or brick for decorative purposes.

**Rafters (and rafter tails)** – the sloping wooden roof-frame members that extend from the ridge to the eaves and establish the pitch of the roof. In Craftsman and bungalow-style buildings, the ends of these, called “rafter tails,” are often left exposed rather than boxed in by a soffit.

**Reveal** – Part of a jamb, window, or door opening that is visible between the outer all surface and the window or door frame.

**Ribbon coursing** – a method of applying wood shingles as siding where the courses of shingles alternate between a wide and narrow reveal.

**Ribbon window** – a continuous horizontal row or band of windows separated only by mullions. Used to some degree in Craftsman style buildings, but they also appear in early modern styles.

**Rustication** – masonry characterized by smooth or roughly textured block faces and strongly emphasized recessed joints.

**Sash** – window framework that may be fixed or moveable. If moveable, it may slide, as in a double-hung window; or it may pivot, as in a casement window.

**Scale** – the relative size of objects or elements to one another, making sure they work together and that one does not outweigh another.

**Setback** – the distance between the street or sidewalk and the front edge of a building.

**Shakes** – hand-cut wood shingles that are heavier than shingles; usually not tapered as are shingles, with more irregular, rough surfaces than shingles. Used for roofing materials on some contemporary styles of houses.

**Shed roof** – a roof consisting of one inclined plane.

**Shingles** – thin rectangular pieces of wood or other materials used in overlapping rows as a means of covering walls or roofs; the base of the shingles can be cut in a variety of shapes to give the shingles surface a distinctive pattern.

**Shiplap siding** – a type of horizontal board siding that is rabbited so as to be flush-mounted, tight surface on the exterior wall; occasionally the edges of the boards are beveled and when placed together the joint creates a small “V” groove.

**Sidelight** – a framed window on either side of a door or window.

**Siding (also called Sheathing)** – the material that covers the exterior surface of a buildings walls; may include horizontally lapped boards such as clapboards, weatherboard, shiplap or droplap; vertical boards such as board-and-batten; shingles such as cedar shingles, decoratively shaped wood shingles, and asbestos cement shingles.

**Sill** – the lowest horizontal member in a frame or opening of a window or door; also the lowest horizontal member in a framed wall or partition.

**Skirting** – siding or latticework applied below the water table molding on a building; sometimes applied only beneath the decking of the porch.

**Soffit** – the underside of the eaves on a building, particularly the boards enclosing the eaves and covering the rafter tails.

**Spalling** – the cracking or flaking of particles from a surface; occasionally occurs in masonry walls where moisture is a problem.

**Stucco** – a material, usually composed of cement, sand and lime, applied to a surface to form a hard, uniform covering that may be either smooth or textured.

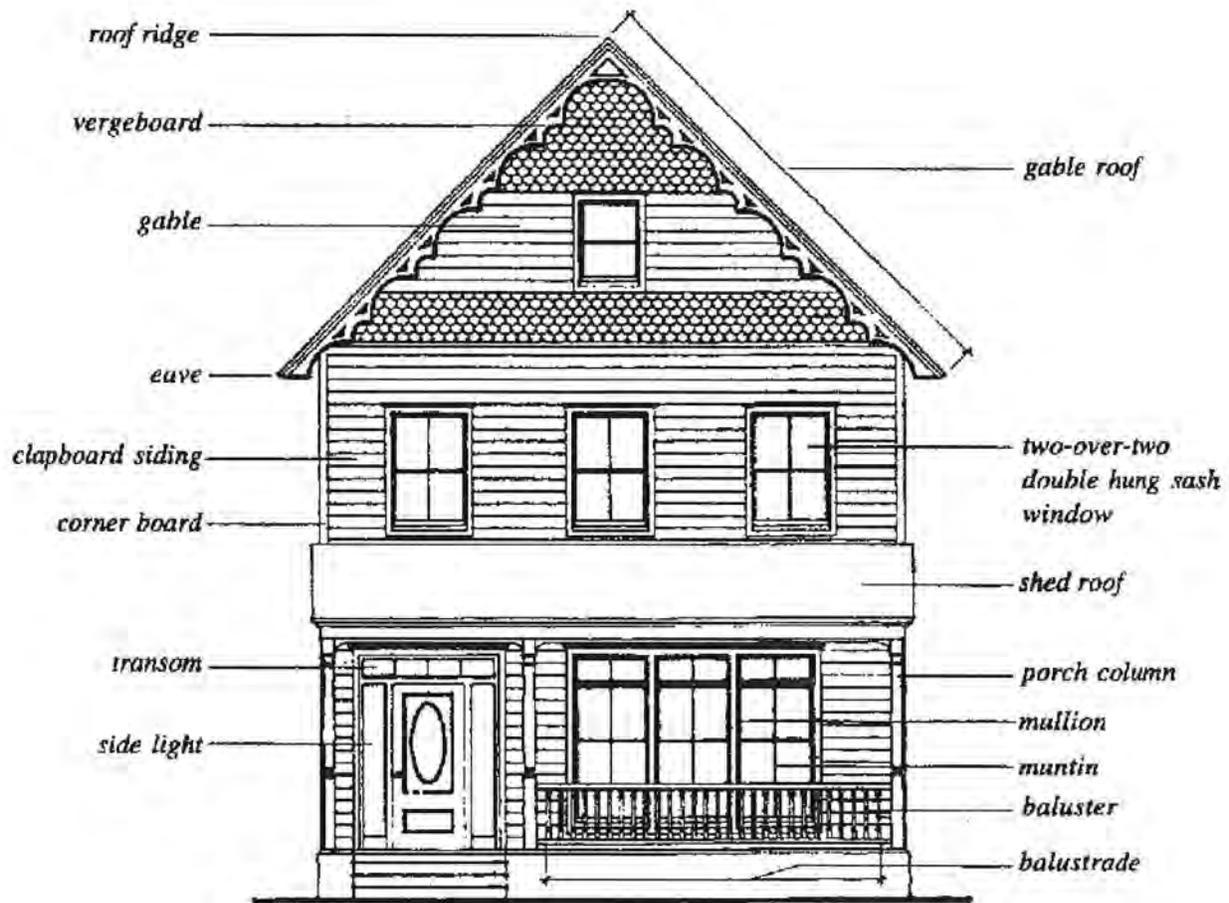
**Surrounds** – the molded trim around a door or window.

**Symmetry** – refers to a balanced overall exterior appearance of a building. The porch, door, windows and other features on the front facade of a building are arranged in such a manner that if the building was divided down the center, each side would mirror the other.

**Tongue-and-groove** – a type of board milled to create a recessed groove along one side and a corresponding flange along the other side that lock together when two or more boards are placed side-by-side. Tongue-and-groove boards were commonly used for flooring and siding.

**Transom windows** – a window or series of windows above a door or large window.

**Veranda** – a covered porch or balcony, which wraps around at least one corner of the house.



**Vergeboard** – an ornamental board, sometimes jigsaw cut, that serves as trim and is attached to the overhanging eaves of a gable roof; sometimes called a bargeboard.

**Water table** – a projecting ledge, molding, or string course just beneath the siding of a building, designed to throw off rainwater; it usually divides the foundation of a building from the first floor.

**Weatherboard siding** – a horizontal lapped board siding where the boards are not tapered, but are of even width.



# Development Code Text Amendment Staff Report and Recommendation

Community Development Department, Planning Division

**REPORT DATE:** March 27, 2015

**HEARING DATE:** April 6, 2015

**REQUEST:** Amend various sections of the Development Code (Articles 1, 2, 5, 8 and 12) to adopt design standards for historic districts and designated historic landmarks.  
Amend the Design Guideline Handbook to include a new Section V Historic District Design Guidelines for the same districts and designated historic landmarks.

**FILE NUMBER:** ZNC-15-00084

**PROPERTY LOCATIONS:** Properties located in the Clark, Painter's Woods and Walker-Naylor historic districts and specific designated historic landmarks

**LEGAL DESCRIPTION:** Not applicable

**APPLICANT:** City of Forest Grove, PO Box 326, Forest Grove, Oregon 97116

**APPLICABLE STANDARDS AND CRITERIA:** City of Forest Grove Code:  
 10.1.700 et. seq. *Legislative Land Use Decision*  
 10.2.020 *Design Review*  
 10.2.600 et. seq. *Development Code Text Amendment*  
 10.5.200 et. seq. *Historic Landmarks*  
 10.8.700 et. seq. *Building Design and Development Standards*  
 10.12.210 *Definitions – Meaning of Specific Words and Terms*

**REVIEWING STAFF:** James Reitz, AICP, Senior Planner

**RECOMMENDATION:** Staff recommends approval of the amendments

## I. HISTORIC LANDMARKS - BACKGROUND

Under Oregon State Planning Goal 5, local governments are encouraged to adopt programs designed to protect historic resources. The City has made a strong commitment to the preservation of its historic resources, designating 84 buildings as local landmarks and supporting the creation of three National Register Historic Districts. However, the Historic Landmarks Board (HLB) has noticed with increasing concern that the districts are being threatened by the introduction of new homes or remodeling projects whose scale, design and materials do not reflect the historic period of each district. The HLB concluded that the existing review guidelines needed to be strengthened, expanded and codified in order to provide both more specificity for work proposed on landmarks, and also to provide a set of criteria for new structures proposed in the historic districts designated. As noted in the Design Guideline Handbook:

*The design review process recognizes that there are a variety of ways new development could accomplish design objectives. The purpose of the design review process is to provide flexibility and creativity in new development while meeting city requirements and helping projects to achieve community character objectives.*

*The design review process is established by the city's Development Code....The locations and types of projects have a particular significance and impact on the city and thus deserve the special attention that the design review process brings to them.*

The Development Code establishes the criteria and procedure for landmark designation, the criteria and procedure for exterior work proposed on a designated landmark, and procedures to demolish, relocate, or remove a landmark from designation. Virtually all projects proposed for the exterior of a landmark requires the Board's review and approval. The only exceptions are replacing materials in-kind, repainting, installation of gutters and downspouts, and installation of removable storm windows (see DC Section 10.5.220(A)). While staff can also review and approve projects that result in "no visual change" staff can't recall any such project ever being proposed, as all to date have resulted in a visual change of some sort.

In acting on an application for work affecting the exterior of a landmark, the HLB has to consider how the application complies with the *Review Guidelines* of DC Section 10.2.220(D). Eleven criteria are listed, addressing not only alterations and additions but also preservation of existing architectural features, surface cleaning, and archeological protection. The current criteria are based largely on the Secretary of the Interior's Standards for Rehabilitation. These criteria are not necessarily "clear and objective" as they contain phrases like "every reasonable effort shall be made" and "stylistic features ... shall be treated with sensibility." Absent a set of clear and objective criteria that would allow staff to perform reviews, the Development Code requires that the HLB enforce these provisions. As such, the Board has to exercise its judgment as to how well an application complies with the intent of the criteria.

The eleven criteria have proven to be so general as to offer the Board little actual direction. Further complicating matters is the fact that Board members generally have little or no design expertise. To compensate, staff attempts to provide additional guidance by informing the Board of best practices. For instance, Criterion #9 notes that a design for alterations or additions "shall not be discouraged" if the design is "compatible" with the character of the property. If, for example, an applicant proposed to use vinyl siding on a project, the staff report would note that, while the criteria are silent on the issue, vinyl siding would not be appropriate because that material was not available during the historic period.

Forest Grove now has three historic districts: Clark, Painter's Woods and Walker-Naylor. It should be noted that all three are National Register Historic Districts, which is an honorary designation bestowed by the National Park Service. Because national districts are honorary,

there are no Federal limitations or regulations imposed on a property as a result of being located within a district.

As noted above, the districts are subject to the introduction of new homes or remodeling projects whose scale, design and materials do not reflect the historic period of each district. To address this threat, the HLB worked to develop guidelines and standards to provide both more specificity for work proposed on designated landmarks, and also to provide a set of criteria for new structures proposed in the historic districts.

Two homes built in the Walker-Naylor neighborhood exemplify this concern. One was a replacement for a historic home that burned so extensively that it had to be demolished, while the other was a new home constructed on a vacant lot.

The replacement home (below) is of a scale considerably larger than the home it replaced, and is also considerably larger than its neighbors. The only criterion that applied in this instance was the usual setback requirements for new construction. The new home is both taller and more massive than its neighbors, but is still in compliance with Development Code standards.





The home built on the vacant lot fits in scale-wise (above - center), but is not of an architecture or orientation representative of those homes built during the historic period. Those homes (like the two above that bracket the home in the center) have the entry facing the street, with a porch. Due to the relatively narrow width of the lot, the new home was turned so that the entry faces a side property line. The street-side elevation has no porch. This home too was permitted because it met the setback standards stipulated in the Development Code. The only additional criterion to be satisfied was the *Street Connection and Visual Surveillance Standard* (DC Section 10.8.880(C)). Because this home has two bedroom windows facing the street, this standard was satisfied.

Another on-going concern of the Board is the introduction of materials that were not available during the historic period of the districts, particularly vinyl siding and windows. Much like the aluminum siding industry of the 1950s, vinyl has been effectively marketed as a “maintenance free” and “energy efficient” product (although it is neither). As a result, homes in the districts have been re-sided with vinyl, and wood sash windows replaced with vinyl windows.

To try and address these concerns, the City (using grant funds awarded by the State Historic Preservation Office) contracted with architect Robert Dortignacq to prepare both design guidelines and design standards. They would apply to the following types of projects:

- New development (entirely new buildings) in a historic district; and
- Alterations, remodels, renovations or relocations of a historic landmark; and
- Alterations, remodels, renovations or relocations of a historic contributing building. (See proposed DC Section 10.12.210 H1 for definitions of historic contributing, historic landmark, non-contributing building, and related terms); and
- Additions to non-contributing buildings. Massing, proportions, elevation, setbacks and siting all can have a tremendous impact on whether an addition (or a new building) fits in with its neighbors. Proposed projects would be examined for compliance with sections on Building and Addition Placement and Orientation, Spacing and Setbacks, Building Height and Width, etc. to ensure that the scale of the additions would remain compatible with the neighborhood.

Regardless of a building's category (landmark, historic contributing, non-contributing, or new construction), the design intent would be to maintain or better the overall integrity of the building or the district.

If adopted, applicants would have a choice of options for review of their projects. If the proposed project met the clear and objective standards, staff could approve the application. This option is not available to applicants at present since, as noted above, staff can approve projects only if there is "no visual change". Adoption of clear and objective standards would allow applications to be reviewed under a Type II process, a.k.a. a limited land use decision. This is a decision that "involves the exercise of limited interpretation and discretion in evaluating approval criteria, where approval or denial is based on discretionary standards that regulate the physical characteristics of an outright use. The review typically focuses on what form the use will take or how it will look." (DC Section 10.1.500)

If the proposed design would not meet the standards, the Board would review the project based on the design guidelines. This is the same approach already used in the Development Code and Design Guidelines for multi-family residential and commercial structures.

At present, only the 84 landmarks designated by City ordinance are subject to design review. Adoption of these standards and guidelines would expand that number to a total of 285 historic contributing structures across the three historic districts, plus the 33 of the 84 landmarks noted above that are not located within one of the districts. An additional 197 non-contributing buildings would also be subject to some review (for additions, as described above). Furthermore, new construction (such as a new house on a vacant lot) would also be reviewed to ensure its compatibility with the neighborhood. While infrequent, new homes in the districts often generate the greatest number of comments from neighbors.

## **PUBLIC OUTREACH**

The Board employed an extensive outreach effort to inform the public about the drafting of the guidelines and standards, and to solicit comments. The Board's Summer 2014 newsletter (mailed to about 300 people, and posted on the Board's webpage) was devoted to design issues, including an article about these guidelines and standards, and an article about how similar guidelines have been implemented in Astoria.

In the fall, the HLB launched a month-long public comment period with a guest commentary in the *Forest Grove News Times* on October 1, 2014 (see Exhibit C). The draft documents were posted to the City's website, and postcards were mailed to all property owners in all three districts, and the owners of designated historic sites not located in any district (approximately 500 in total). This postcard described where the documents could be viewed, and requested the public's comments. The Board requested responses to these open-ended questions:

- Do you live in a historic district? If so, which one?
- What do you like about the design standards and guidelines?
- What do you not like about the design standards and guidelines?
- What would you like to see changed in the design standards and guidelines?
- Is there anything else you would like to add?

The public comment period extended through the entire month of October 2014. A follow-up postcard was mailed two weeks into the period as a reminder. As a result of this outreach, eight property owners responded with comments and questions. The comments received and the Board's responses are attached as Exhibit D.

## CITY COUNCIL WORK SESSION

On February 9, 2015 the City Council held a joint work session with the Planning Commission and Historic Landmarks Board. The purpose of the work session was to review the proposal with all three bodies, solicit comments, and respond to questions. Staff reported on the history of the proposals, what they contained, and how they would be applied in specific instances. Following the presentation, a general discussion ensued (the minutes of the work session are attached as Exhibit E). At the conclusion of the discussion "... the group collectively concurred submitting the design guidelines and standards to the Planning Commission for review and consideration and having the Planning Commission submit its recommendation to the Council for consideration and final decision-making."

On March 16, 2015 public notice for this proposal was mailed to property owners and residents within all three historic districts, and the owners and residents of the historic landmarks located outside of the districts. Notice was also provided to the Plans Review Board and published in the *News Times*. Notice was also provided to Metro and the Department of Land Conservation and Development (DLCD) on January 27, 2015. Staff also provided drafts of the standards and guidelines to SHPO staff while they were being developed, and their suggestions have been incorporated into the documents. As of the writing of this report, no comments have been received from the public or outside agencies.

Development Code Section 10.1.725 *Decision Authority* authorizes the Planning Commission to act on a request for a text amendment after holding a public hearing. The Commission shall then make a recommendation to the City Council to approve, approve with modifications, or deny the application.

## II. PROPOSAL DESCRIPTION AND ANALYSIS

The proposed ordinance would significantly revise the Development Code for the review of historic landmarks, as follows:

- A. Article 2 Section 10.2.310 would be amended to ensure new development in historic districts undergoes a review process. Proposed exterior alterations, remodels, renovations and relocations of historic landmarks and historic contributing buildings within the historic districts would also be subject to review.
- B. Article 5 Section 10.5.220 would be amended to apply the existing two-track design review process to historic landmarks and new construction. Staff could review and approve projects demonstrating compliance with Track 1 Development Standards, while all other projects would undergo HLB review through a Track 2 Design Guidelines process.
- C. Article 5 Section 10.5.220 would be amended to include an expanded list of Design Standards, including criteria for building and addition placement and orientation, spacing and setbacks, and building design (height, width, shape, roof, dormers and roof features, porches, building elevations, outbuildings and garages, exterior siding, doors and windows, and foundations).
- D. Article 8 Section 10.8.705 stipulates what kind of development has to undergo design review, and lists specific design criteria for each use (multi-unit housing, commercial development, development in the Town Center, and institutional development). The proposed amendment would "tie" this section to the standards and criteria listed in Section 10.5.220.
- E. Article 12 Section 10.12.210 would be amended to define specific building and historic-related words and terms.

- F. The Design Guideline Handbook would be amended to include a new Section V Historic District Design Guidelines. These guidelines would be used for all exterior alteration projects and new construction that could not be approved using the Track 1 Development Standards described above. Whereas staff would review all applications that would meet the clear and objective standards listed in Article 5, project applications that would not comply with those standards would be reviewed by the Historic Landmarks Board, using the design guidelines.

### III. APPROVAL CRITERIA AND FINDINGS

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

Finding: Comprehensive Plan goals and policies address historic preservation as follows:

#### *Community Sustainability Goals*

1. *Support the function and identity of neighborhoods by encouraging communication, strengthening community bonds, local participation and interaction, and enhancing sense of place through design.*
  
10. *Promote the preservation and reuse of historic resources, including buildings, structures, sites, neighborhood districts and cultural landscapes to assist in the retention of local, regional and national history and heritage, reinforcement of community character, and conservation of material resources.*

Finding: *Community Sustainability Goal #1* would be supported by the adoption of historic district design guidelines and standards because they would reinforce each district's unique identity and sense of place by maintaining their historic character and appearance.

Finding: *Community Sustainability Goal #10* would be supported by the adoption of historic district design guidelines and standards by promoting the preservation of historic resources and neighborhood districts. Promoting the retention of the existing historic features would help preserve local history and heritage.

Finding: *Community Sustainability Goal #10* would be supported by the adoption of historic district design guidelines and standards by promoting the preservation of historic resources. Historic preservation is the essence of sustainability, because the emphasis is always on the conservation of material resources through the repairing of existing historic materials and the continued use of historic structures.

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

Finding: No regional (Metro) planning goals, programs or rules have been developed to address or regulate historic resources. Regional planning goals, programs or rules do not apply.

Finding: Statewide Planning Goal 5 addresses historic resources as follows:

*L.C.D.C. Goal 5 – To preserve open space and protect natural and scenic resource. Programs shall be provided that will (1) Ensure open space, (2) Protect scenic and historic areas and natural resources for future generations, and (3) Promote healthy and visually attractive environments in harmony with the natural landscape character. The location, quality and quantity of the following resources shall be inventoried:*

- a. Land need or desirable for open space;*
- b. Mineral and aggregate resources;*
- c. Energy sources;*
- d. Fish and wildlife areas and habitats;*
- e. Ecologically and scientifically significant natural areas, including desert areas;*
- f. Outstanding scenic views and sites;*
- g. Water areas, wetlands, watersheds and groundwater resources;*
- h. Wilderness areas;*
- i. Historic areas, site, structures and objects;*
- j. Cultural areas;*
- k. Potential and approved Oregon recreation trails;*
- l. Potential and approved Federal and Wild and Scenic Waterways and State Scenic Waterways.*

*Where no conflicting uses for such resources have been identified, such resources shall be managed so as to preserve their original character. Where conflicting uses have been identified, the economic, social, environmental and energy consequences of the conflicting uses shall be determined and programs developed to achieve the goal.*

Finding: LCDC Goal 5 would be supported by the adoption of historic district design guidelines and standards because the guidelines and standards would be used to preserve the original character of Forest Grove's historic areas from inappropriate construction, remodeling and demolitions.

Finding: LCDC Goal 5 would be supported by the adoption of historic district design guidelines and standards because historic preservation is the essence of sustainability, with its emphasis on the conservation of material resources through the repairing of existing historic materials and the continued use of historic structures.

Finding: LCDC Goal 5 would be supported by the adoption of historic district design guidelines and standards because they would promote a stronger economy by assisting owners in maintaining and enhancing the appearance of their property, thereby helping to maintain property values.

#### IV. ALTERNATIVES

The Planning Commission may:

1. Recommend that the City Council adopt the amendments as written; or
2. Recommend approval of the amendments with modifications; or
3. Recommend that the proposal not be adopted; or
4. Continue deliberations to a date certain.

## V. RECOMMENDATION

Based on the findings above, staff recommends approval of the proposal, with any amendments found appropriate by the Planning Commission.

## VI. LIST OF EXHIBITS

The following exhibits were received, marked, and entered into the record as evidence for this application at the time this staff report was written. Exhibits received after the date of this report will be marked beginning with the next consecutive letter and will be entered into the record at the time the public hearing is opened, prior to oral testimony.

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|------------------|--|
| <b>Exhibit A</b> | Proposed Ordinance Exhibit to Amend Development Code Article 2 <i>Design Review</i> , Article 5 <i>Historic Landmarks</i> , Article 8 <i>Building Design and Development Standards</i> , and Article 12 <i>Definitions</i> |
| <b>Exhibit B</b> | Proposed Design Guideline Handbook Section V <i>Historic District Design Guidelines</i>  |
| <b>Exhibit C</b> | <i>News Times</i> Guest Commentary by Holly Tsur, HLB Officer  |
| <b>Exhibit D</b> | Public Comments Received and HLB Responses   |
| <b>Exhibit E</b> | Excerpt of the joint City Council, Planning Commission and Historic Landmarks Board work session minutes of February 9, 2015   |

**Planning Commission Findings and Decision Number 2015-02  
To Recommend Approval of the Historic Design Guidelines and Standards  
ZNC-15-00084**

**WHEREAS**, Forest Grove has three National Register Historic Districts and additional Historic Landmarks located outside of the districts; and

**WHEREAS**, the districts are subject to the introduction of new homes or remodeling projects whose scale, design and materials do not reflect the historic period of each district; and

**WHEREAS**, the Historic Landmarks Board has worked to develop guidelines and standards to provide both more specificity for work proposed on designated landmarks, and also to provide a set of criteria for new structures proposed in the historic districts; and

**WHEREAS**, design guidelines and standards can protect the character and integrity of Forest Grove's historic neighborhoods and properties by ensuring that their unique visual qualities are protected from inappropriate alterations and new construction that would reduce their sense of history, cultural importance, and value; and

**WHEREAS**, on March 16, 2015 notice of this proposal was mailed to property owners and residents within the Clark, Painter's Woods and Walker-Naylor historic districts, and the owners and residents of historic landmarks located outside of the districts, as required by Development Code Section 10.1.610. Notice was also published in the *News Times* on April 1, 2015; and

**WHEREAS**, the Planning Commission held the duly-noticed public hearing on the proposal on April 6, 2015.

(A) The City of Forest Grove Planning Commission does hereby unanimously recommend approval of the proposed amendments to Development Code Article 2 *Land Use Reviews*, Article 5 *Historic Landmarks*, Article 8 *General Development Standards*, and Article 12 *Definitions* to adopt clear and objective design standards for exterior alteration projects and new construction in the Clark, Painter's Woods and Walker-Naylor historic districts, and for specific Historic Landmarks located outside of those districts; and further recommends approval of the amendments to the Design Guideline Handbook to provide an alternative (discretionary) review process for the same applications, as shown in the attached exhibits, making the following specific findings in support of Development Code Section 10.2.630 *Review Criteria* that 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

Finding: Comprehensive Plan goals and policies address historic preservation as follows:

*Community Sustainability Goals*

1. *Support the function and identity of neighborhoods by encouraging communication, strengthening community bonds, local participation and interaction, and enhancing sense of place through design.*

10. *Promote the preservation and reuse of historic resources, including buildings, structures, sites, neighborhood districts and cultural landscapes to assist in the retention of local, regional and national history and heritage, reinforcement of community character, and conservation of material resources.*

Finding: *Community Sustainability Goal #1* would be supported by the adoption of historic district design guidelines and standards as they would reinforce the unique sense of place of each district by maintaining their respective historic character and appearance.

Finding: *Community Sustainability Goal #10* would be supported by the adoption of historic district design guidelines and standards by promoting the preservation of historic resources and neighborhood districts. Promoting the retention of the existing historic features would help preserve local history and heritage.

Finding: *Community Sustainability Goal #10* would be supported by the adoption of historic district design guidelines and standards by promoting the preservation of historic resources. Historic preservation is the essence of sustainability, because the emphasis is always on the conservation of material resources through the repairing of existing historic materials and the continued use of historic structures.

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

Finding: No regional (Metro) planning goals, programs or rules have been developed to address or regulate historic resources.

Finding: Statewide Planning Goal 5 addresses historic resources as follows:

*L.C.D.C. Goal 5 – To preserve open space and protect natural and scenic resource. Programs shall be provided that will (1) Ensure open space, (2) Protect scenic and historic areas and natural resources for future generations, and (3) Promote healthy and visually attractive environments in harmony with the natural landscape character. The location, quality and quantity of the following resources shall be inventoried:*

- a. *Land need or desirable for open space;*
- b. *Mineral and aggregate resources;*
- c. *Energy sources;*
- d. *Fish and wildlife areas and habitats;*
- e. *Ecologically and scientifically significant natural areas, including desert areas;*
- f. *Outstanding scenic views and sites;*
- g. *Water areas, wetlands, watersheds and groundwater resources;*
- h. *Wilderness areas;*
- i. *Historic areas, site, structures and objects;*
- j. *Cultural areas;*
- k. *Potential and approved Oregon recreation trails;*
- l. *Potential and approved Federal and Wild and Scenic Waterways and State Scenic Waterways.*

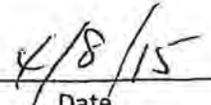
*Where no conflicting uses for such resources have been identified, such resources shall be managed so as to preserve their original character. Where conflicting uses have been identified, the economic, social, environmental and energy consequences of the conflicting uses shall be determined and programs developed to achieve the goal.*

Finding: LCDC Goal 5 would be supported by the adoption of historic district design guidelines and standards because the guidelines and standards would be used to preserve the original character of Forest Grove's historic areas from inappropriate construction, remodeling and demolitions.

Finding: LCDC Goal 5 would be supported by the adoption of historic district design guidelines and standards because historic preservation is the essence of sustainability, with its emphasis on the conservation of material resources through the repairing of existing historic materials and the continued use of historic structures.

Finding: LCDC Goal 5 would be supported by the adoption of historic district design guidelines and standards because they would promote a stronger economy by assisting owners in maintaining and enhancing the appearance of their property, thereby helping to maintain property values.

  
\_\_\_\_\_  
TOM BECK, Chair

  
\_\_\_\_\_  
Date

# COMMENTARY

EXHIBIT C

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## Is Forest Grove's priority historic preservation, urban growth ... or both?

### GUEST COMMENTARY

Holly Tsur

In today's busy digital age, people flip from one app to the next and zip from one appointment to the other. But in Forest Grove, if you take a slow stroll through our three national historic districts, you can literally touch the history that surrounds you.

Sit back and sip lemonade on the wrap-around porch of a 1905 Queen Anne Victorian known to locals as the "Green Gables House" in the Clark District. In the Walker-Naylor District, imagine parking your buggy in front of the Old Stagecoach Stop, an 1858 two-story built in grand classical revival style. Or study the intricate pattern of shingles that runs along the huge gable overhangs of a 1921 Craftsman Bungalow in Painter's Woods. In an instant, you'll see how Forest Grove's past blends harmoniously with the present. But will these irreplaceable historic treasures remain a part of our future?

Like many small Oregon towns, Forest Grove sits at the crossroads of a rich pioneer heritage and a bright urban future. Will we choose one direction over the other? Or better yet, can we travel both ways?

By 2050, Washington County's population will nearly double, according to the Oregon Office of Economic Analysis. And with that explosive growth comes the need for more housing. But without clear and well-considered guidelines and standards for remodels and new construction within our historic districts, we risk irrevocable

structures and fragmenting our historic neighborhoods with insensitive infill.

The Forest Grove Historic Landmarks Board has set out to protect and preserve our historic districts, while setting fair and equitable expectations for development.



TSUR

We contracted architectural consultants, Dortignacq Architecture, a firm known for its successful design standards adopted by historic towns such as Oregon City. Together, we've drafted design standards and guidelines that provide comprehensive direction to builders, remodelers and property owners.

The design standards consist of verifiable, objective requirements that protect our districts. Recognizing that some circumstances may warrant deviations, the design guidelines provide flexible guidance on how, with approval of Forest Grove's Planning Department, construction may vary from the standards.

We need your feedback to ensure these documents fully address our community's historic preservation needs. Based on your input, we'll prepare revisions for consider-

ation and city council. Once approved, the final edition will be incorporated into Forest Grove's development codes and design guidelines handbook.

We invite you to review the standards and guidelines at [forestgrove-or.gov/city-hall/citizen-boards-commissions/historic-landmarks-board](http://forestgrove-or.gov/city-hall/citizen-boards-commissions/historic-landmarks-board). Please submit your remarks to James Reitz, senior planner, city of Forest Grove by email at [jreitz@forestgrove-or.gov](mailto:jreitz@forestgrove-or.gov); by mail at P.O. Box 326, Forest Grove, OR 97116-0326; or in person at 1924 Council Street by Oct. 15.

Together we can support well-nurtured historic districts that provide an attractive and lucrative market for historically representative restorations and harmonious infill development, boosting business for local contractors. Historic property owners will realize higher appreciation and resale values resulting from well-maintained and historically sensitive buildings. And with an even stronger historic identity, Forest Grove will emerge as a more attractive destination; a place where people come in larger numbers — not only to enjoy farm fresh produce and world-class pinot — but to vacation, shop and set down roots. With clear and well-considered historic guidelines and standards in place, we can help ensure preservation of Forest Grove's rich historic heritage while providing room for a bright urban future.

**PDF PAGE 187**  
Holly Tsur is co-chair of the Forest Grove

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Design Guidelines and Standards Public Input	
<b>Responses</b>	
<b>What do you like about the Design Guidelines and Standards?</b>	
I like... that we have to keep the exterior of the house historic looking with using historic period materials. I also like the homeowners have freedom on the inside of the house to remodel the home to standard building codes.	
I would say... I generally agree with most of the standards and design things listed.	
I am in favor of guidelines because they help the community and the individual that wants to remodel. The guidelines would help create a uniform city design.	
I think the standards and guidelines are fair and a good plan.	
The document is quite well crafted. There is nothing irrelevant or lacking. What an amazing amount of work this represents! There is one thing I especially like. Well, two things: Having the design guidelines and development standards in adjacent columns is not only helpful but also visually appealing. The other thing I like are the visuals: excellent photos and illustrations with appropriate captions. On the whole, the document is quite an accomplishment.	
It does add value to the town and the properties, and will keep Forest Grove cute. Any city can have unattractiveness- it takes effort to make things nice.	
I like that they preserve the historic nature of our neighborhoods, and include enough detail to ensure that standards are met.	
They are reasonable and maintain the historic integrity and character of Forest Grove.	
<b>What do you dislike?</b>	
What I dislike, is nothing. I love how the homes in old town look, and I love the neighborhood as well.	
All in all, I dislike such standards as it becomes a tool for the city to come down on specific property owners akin to the current issues with using the IRS to go after political groups they don't like.	
It may be difficult to find affordable contractors to do any rehab work to the standards and guidelines recommended.	
I would offer only one suggestion, though, and that is to place subcategories directly across from each other, e.g., under Focus Area 5, design guidelines Additions across from development standards Additions, design guidelines Setbacks across from development standards Setbacks, etc.	
Nothing.	
No issues with them.	
<b>CONCERNS</b>	
<b>Comment or Questions</b>	<b>Response</b>
Place subcategories directly across from each other.	This would add clarity. Formatting will be completed before final adoption.
Difficult to find affordable contractors.	This is not a guideline or code issue. The City has list of local contractors, but cannot make recommendations. Applicants may also review City files for the names of contractors that have done work on historic structures.

Paint color is mentioned in the Guidelines on page 3 and nowhere else.	Pending Planning Commission review, this reference will be removed. The Historic Landmarks Board opted to not try to regulate paint colors because other historic communities do not; because people should be able to choose what colors to paint their homes; and because if paint color was restricted it could cause a backlash against the entire program.
Homes converted to duplexes.	Allowed uses are regulated by Development Code Section 10.3.120; this is not a design guideline issue.
Steel and concrete are great construction materials.	Non-historic materials such as these would be exceptions and would need to be reviewed and approved by the Historic Landmarks Board following Track 2 (design guideline) procedures.
Concrete is a great material and can be tinted, stamped, and other techniques (used) to create nice-looking properties.	Same response as above.
Wrought iron was used in many of the (historic) periods.	Same response as above.
To disallow vinyl would limit repairs and new construction since many things are made of plastic and vinyl in place of older wooden trim.	Same response as above.
Siding not allowed: Plastic or polymer trim.	Same response as above.
Setbacks - Your description does not cover corner lots at all. No guidance as to double setbacks or one street versus the other.	Setbacks are regulated by Development Code Section 10.3.130; this is not a design guideline issue.
If I were to upgrade the place with new windows and siding, what other issues would I have to address?	The Historic Landmarks Board has no authority to require other restorations. Any project that requires a building permit may trigger additional Building Code compliance issues. Any non-historic material or architectural feature that might be proposed would be an exception and would need to be reviewed and approved by the Historic Landmarks Board following Track 2 (design guideline) procedures.
If I wanted to add gingerbread to the buildings while replacing windows or siding, would it then trigger other issues such as height?	A non-historic material or architectural feature would be an exception and would need to be reviewed and approved by the Historic Landmarks Board following Track 2 (design guideline) procedures. Building height in all zones is regulated by the Development Code.
Do you plan to have a Planning Commission?	The Historic Landmarks Board would be the reviewing body, with appeals to the City Council.

<p>What if I wanted to replace the existing building completely?</p>	<p>Development Code Section 10.5.225 provides for a demolition delay of up to 180 days. If the applicant has not withdrawn the demolition application by then, demolition of the landmark would be allowed to proceed. Any replacement structure would be reviewed against the design guidelines and standards.</p>
<p>Will it take several tens of thousands of dollars to go before this board with no guarantee of an outcome?</p>	<p>Standard City site review fees would apply. For instance, a residential addition would be charged \$74.30 plus standard building permit fees.</p>
<p>Will you have a planning department and building department that have different objectives?</p>	<p>Each department has a code to enforce and does coordinate to ensure they don't conflict with one another.</p>
<p>How much will all this cost or add to construction costs?</p>	<p>Site review fees would be as above. The costs to comply with specific code requirements are impossible to forecast, as each project is unique.</p>
<p>We replaced wooden steps to our front porch with cement steps years ago; would they meet standards listed in the document?</p>	<p>Work permitted before adoption of the guidelines would not be required to change, but new work would need to be reviewed under the new provisions. Exceptions may be allowed with approval of the Historic Landmarks Board (and in compliance with the building code).</p>
<p>It's hard to predict if what a homeowner would like to do would be in conflict with these documents. How would those differences be rectified if/when they occur?</p>	<p>An applicant should consult with staff before an application is filed. Staff will identify potential issues and offer alternatives as to how they can be addressed. If the applicant wishes to vary from the design standards, the Historic Landmarks Board would have to review the project based on the design guidelines, which offer greater design flexibility.</p>
<p>Include the business community in our outreach. Specifically, Rotary, Chamber, and Realtors.</p>	<p>The Historic Landmarks Board chair met with:</p> <ul style="list-style-type: none"> <li>· Chamber of Commerce Director Howard Sullivan supports the project. A formal presentation will be made to the Chamber in April 2015 (the earliest date available).</li> <li>· Local Realtor Katya Duncan. She too supports the project, and indicated that once adopted, she'll include the guidelines and standards in every packet that she distributes to new owners of historic homes.</li> </ul> <p>The Board chair also contacted the Daybreak Rotary meeting coordinator, but a presentation was not done as they had no time left this year. Another attempt will be made Spring 2015. Further outreach to local realtors will also be attempted at that time.</p>
<p>Update the introduction to the guidelines to something more appropriate to the need of providing standards and guidelines versus having stand-alone voluntary guidelines.</p>	<p>The introduction to the guidelines has been revised by the Board to better explain the relationship between the guidelines and the development standards.</p>

Change the name of the "themes" mentioned in the original guidelines introduction to something more active.

"Themes" have been retitled by the Board as "collective actions" in the updated introduction.

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

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

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

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

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

City Recorder.

**Staff Report:**

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

**Discussion:**

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the proposed historic design guidelines and standards. Holan and Reitz, as well as Dortignacq and HLB members, responded to various concerns, inquiries and scenarios presented pertaining to designated landmarks, new construction, site plans and exterior architectural-related details, noting 84 landmarks are currently designated by the City and are subject to design review. Reitz advised if the historic guidelines and standards are adopted by Council, the review process would expand to a total of 285 historic contributing structures across the three historic districts, plus 33 of the 84 landmarks that are not located within a district, and an additional 197 non-contributing buildings would be subject to some review and any new construction would be subject to review to ensure its

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

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

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

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

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

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April 27, 2015

## REPORT ON RESOLUTION SETTING AQUATIC CENTER FEES AND CHARGES

**PROJECT TEAM:** Paul Downey, Administrative Services Director  
Tom Gamble, City Manager Pro-Tem

**ISSUE:** Fee increases are normally brought to the City Council in June for adjustments to be effective as of July 1. Changes in Aquatic Center fees are presented prior to other fee increases so the Aquatic Center can include the revised fees in its summer brochure which is printed in May. Having the correct fees in the brochure reduces confusion for the public. Staff is requesting that the Council establish the new Aquatic Center fees now and has prepared a resolution setting fees for Council consideration.

**DISCUSSION:** City Code Section 2.605 says subsequent fee adjustments prior to completion of the next required cost-of-service study shall be based on the CPI of the percentage of the wage adjustment for City employees.

Staff has prepared the proposed fee schedule using general personnel and other costs increases of 3.0%. The fees have been rounded up or down where necessary to reduce creating change issues.

The City Council will be asked to approve increases in the City's other fees at a June 2015 Council meeting.

**FISCAL IMPACT:** A 3.0% increase in all fees would mean approximately \$10,500 in additional revenue in FY 2015-16.

**STAFF RECOMMENDATION:** Staff recommends the City Council approve the attached resolution.

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

**NOTICE IS HEREBY GIVEN** that the Forest Grove City Council will hold a Public Hearing on **Monday, April 27, 2015, at 7:00 p.m.** or thereafter, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider adopting a resolution that would increase various Aquatic fees by three (3%) percent or slightly higher for the City of Forest Grove. The proposed fees would be effective upon approval by the City Council and shall become effective July 1, 2015.

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

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

**Published NewsTimes ~ Wednesday, April 22, 2015**



**RESOLUTION NO. 2015-29**

**RESOLUTION SETTING FEES & CHARGES FOR AQUATIC CENTER  
EFFECTIVE JULY 1, 2015, AND REPEALING RESOLUTION 2014-37**

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

**WHEREAS**, the Aquatic Center Fees and Charges have been previously set by Resolution 2014-37; and

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

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

**WHEREAS**, a duly-noticed Public Hearing was held on April 27, 2015.

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

**Section 1.** The Aquatic Center Fees and Charges listed on Exhibit 1 of this resolution are hereby adopted, effective July 1, 2015.

**Section 2.** Resolution 2014-37 is hereby repealed upon the effective date of the foregoing Aquatic Center Fees and Charges listed on Exhibit 1 of this resolution.

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

**PRESENTED AND PASSED** this 27<sup>th</sup> day of April, 2015.

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

**APPROVED** by the Mayor this 27<sup>th</sup> day of April, 2015.

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

# Forest Grove Fee Schedule Aquatic Center Exhibit 1

Adopted Fees - 7/1/14      Adopted Fees - 7/1/15

Public and Fitness Swim		
In-City under 2 years	0.00	0.00
In-City 2-17 years; Senior or Disabled Veteran	3.35	3.50
In-City 18-64 years	4.90	5.00
In-City Family	11.40	11.75
Outside-City under 2 years	0.00	0.00
Outside-City 2-17 years; Senior or Disabled Veteran	4.40	4.50
Outside-City 18-64 years	7.00	7.25
Outside-City Family	16.00	16.50
Drop-in Aerobic Fee	6.75	7.00
Membership		
In-City Family	129.50	133.50
In-City Individual	65.50	67.50
In-City Senior/ Disabled Veteran	39.85	41.00
Outside-City Family	176.25	181.50
Outside-City Individual	88.25	91.00
Outside-City Senior/ Disabled Veteran	52.70	54.25
Punch Pass (10 visits)		
In-City 2-17 years; Senior or Disabled Veteran	27.00	27.85
In-City 18-64 years	39.85	41.00
Outside-City 2-17 years; Senior or Disabled Veteran	35.80	36.90
Outside-City 18-64 years	58.25	60.00
Pacific University		
Monthly Fee	1,200.00	1,236.00
Laminating Service		
Small Card	0.75	0.75
Large	2.25	2.25
Instruction		
In-City Member (per session)	34.00	35.00
In-City Non-Member (per session)	50.50	52.00
Non-Member Senior and Disabled Veteran (per session)	39.85	41.00
Instruction		
Outside-City Member (per session)	34.00	35.00
Outside-City Non-Member (per session)	66.75	68.75
Lifeguard Training		
Member	143.00	147.50
In-City Non-Member	176.00	181.25
Out-of City	208.50	214.75
Lifeguard Challenge	85.00	87.50
Pool Rental		
1-60 People (per hour)	122.50	126.00
61-100 People (per hour)	143.50	148.00
101-200 People (per hour)	167.00	172.00
Staff/Classroom (per hour)	22.25	23.00
Spray Park Rental (per hour)	60.00	62.00
School District 15		
Fee per Employee per Hour	17.60	18.15

\* Senior is defined as a person 65 years or older.

April 27, 2015

**STAFF REPORT AND RESOLUTION ADOPTING THE FOREST GROVE  
SOLID WASTE COMMUNITY ENHANCEMENT PROGRAM  
ADVISORY COMMITTEE BYLAWS**

**PROJECT TEAM:**

Paul Downey, Administrative Services Director  
Peter Truax, CEPC Co-Chair  
Kathryn Harrington, CEPC Co-Chair  
Tom Gamble, City Manager Pro-Tem

**ISSUE STATEMENT:**

The Forest Grove Community Enhancement Program Committee has been established by City Council. The Forest Grove CEPC has approved a set of bylaws governing this body. Council is requested to formally adopt the Forest Grove Community Enhancement Program Committee Bylaws.

**BACKGROUND:**

In 2014, Metro reviewed its program and adopted Ordinance 14-1344 which made changes to the CEP. As part of complying with the ordinance, the City appointed an advisory committee to administer the program. A meeting of the committee was held April 16, 2015, at which time proposed bylaws were adopted.

**FISCAL IMPACT:**

There is no fiscal impact.

**STAFF RECOMMENDATION:**

Staff recommends the City Council consider approving the attached resolution formally adopting the Forest Grove Community Enhancement Program Committee Bylaws.



**RESOLUTION NO. 2015-30**

**RESOLUTION ADOPTING THE FOREST GROVE  
SOLID WASTE COMMUNITY ENHANCEMENT  
PROGRAM ADVISORY COMMITTEE BYLAWS**

**WHEREAS**, pursuant to Resolution No. 2015-27, the City Council established the Forest Grove Solid Waste Community Enhancement Program Advisory Committee, working title as Community Enhancement Program Committee (CEPC), to administer the Community Enhancement Program funded by the Metro fee at the Forest Grove Transfer Station; and

**WHEREAS**, the City Council has appointed the Council and the Metro Councilor for District 4 to serve on the CEPC; and

**WHEREAS**, the CEPC has proposed Bylaws for the regulation of the Committee's business and responsibilities, which were unanimously recommended for adoption by the Committee at their meeting of April 16, 2015.

**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 hereby adopts the Forest Grove Community Enhancement Program Committee Bylaws attached as Exhibit A.

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

**PRESENTED AND PASSED** this 27<sup>th</sup> day April, 2015.

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

**APPROVED** by the Mayor this 27<sup>th</sup> day of April, 2015.

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

# **Forest Grove Solid Waste Community Enhancement**

## **Program Advisory Committee**

### **BYLAWS**

#### **ARTICLE I – NAME**

Forest Grove Solid Waste Community Enhancement Program Advisory Committee. Working title shall be Community Enhancement Program Committee (CEPC).

#### **ARTICLE II – AUTHORIZATION**

Established by resolution by the Forest Grove City Council, Resolution No. 2015-27 on April 13, 2015, and by Intergovernmental Agreement with Metro, Contract No. 933295.

#### **ARTICLE III – PURPOSE**

- A. Administer the Community Enhancement Program funded by the Metro fee at the Forest Grove Transfer Station.

#### **ARTICLE IV – RESPONSIBILITIES/OBJECTIVES**

- A. Establishment of the enhancement area boundary.
- B. Creation of committee bylaws
- C. Development of a process for soliciting and selecting community enhancement projects.
- D. Compliance with the eligibility criteria set forth in Metro's Solid Waste Community Enhancement Program Section 5.06.070 and the goals set forth in Section 5.06.080 and creation of additional criteria and goals where needed.
- E. Annually review enhancement program revenue estimates provided by Metro staff and propose how these funds will be allocated for the upcoming fiscal year or funding cycle.
- F. Presentation of an annual report to the Metro and City Council on all projects approved for funding.
- G. Maintenance of complete and accurate records related to the administration of the program, submitted to Metro annually.

## ARTICLE V – ORGANIZATION AND STRUCTURE

### Section 1. Membership

- A. Membership of the Forest Grove CEPC shall consist of the seven City Councilors and the Metro Councilor whose district includes the City if the Metro Councilor chooses to be a committee member. If the Metro Councilor decided not to be a member of the CEPC, the City Council will be the committee.

### Section 2. Officers

- A. The Mayor and the Metro Councilor will be co-chairs of the CEPC if the Metro Councilor chooses to serve as co-chair.
- B. The duties and powers of the officers of the Forest Grove Community Enhancement Program Committee shall be as follows:

#### Chair or Co-Chairs

- Preside at all meetings of the Committee
  - Development of a written agenda in sufficient time to allow for distribution to Committee prior to any regular meeting.
  - Call special meetings of the Committee in accordance with the bylaws;
  - See that all actions of the Committee are properly taken;
- C. The City of Forest Grove will provide all administrative support to the CEPC to include:
- Keep summary minutes of all meetings;
  - Give or serve all notices required by law or required in the CEPC Bylaws;
  - Prepare the agenda of all meetings of the CEPC;
  - Be custodian of CEPC records;

## ARTICLE VI - MEETING PROCEDURES AND QUORUM

- A. The CEPC shall hold meetings as needed to administer the program as determined by the Chair or Co-Chairs. Members will be reminded by in writing or electronic means such as email at least five (5) days prior to the scheduled meetings. The notice will include the date, time, location and agenda for the meeting. Summary minutes shall be taken for all meetings and shall be available for viewing by anyone, on request. Minutes are to be distributed to all members and others expressing an interest in receiving them.

- B. CEPC Meetings shall be publicized in accordance with the Oregon public meetings law.
- C. A majority of current membership entitled to vote shall constitute a quorum for the transaction of business.
- D. Robert's Rules of Order shall guide the CEPC in all cases not otherwise provided for in these rules. All final determination of procedure shall be the responsibility of the Chair or Co-Chairs.
- E. All members of the CEPC shall be voting members of the committee. In the case of a tie vote, the motion fails.
- F. A report of the CEPC activities shall be made to City Council and Metro annually.

#### **ARTICLE VII - AMENDING BYLAWS**

Amendments to these bylaws may be recommended at a meeting of the CEPC called for that purpose, provided that written or electronic notice such as email has been sent to each member at least fourteen (14) days before the meeting. The notice shall state the amendments that are proposed to be made in the bylaws. Only a change that has been specified in the notice shall become effective upon the affirmative vote of a majority of CEPC board members and is subject to the approval by City Council.

#### **ARTICLE VIII - APPROVALS**

The above bylaws for the Forest Grove Community Enhancement Program Committee have been duly considered and reviewed, and are hereby recommended for adoption by the Forest Grove City Council this 16<sup>th</sup> day of April, 2015.

Signed: \_\_\_\_\_  
Peter Truax, Co-Chair

Signed: \_\_\_\_\_  
Kathryn Harrington, Co-Chair

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# **LIBRARY DEPARTMENT**

## **WORK PLAN**

**FY 2015-16**

# Forest Grove City Library

Department Work Plan  
FY 2015-16



# Usage Statistics

- Use statistics 2013-2014 (from 2014 Oregon State Library Report)
  - 383,207 items checked out
  - 16,340 e-book items checked out
  - 14,730 reference questions answered
  - 27,014 number of public internet use sessions
  - 46,081 number of public wireless sessions
  - 165,175 persons came into the library
  - 133,063 items borrowed for Forest Grove patrons
  - 114,522 Forest Grove items shipped to other libraries
  - 13,276 registered borrowers
  - 74 volunteers working 3,611 hours

# Complete Library Strategic Planning Process

- Start Date: Already Underway
- Develop timeline: 9/12 and 10/17
- Create Steering Committee
- Identify facilitator: Tom Beck
- Identify staff roles and responsibilities
- Conduct Inventory of Library Collection
- Triage and implement plan; develop budget priorities

# Develop and implement COOP plan

- Start Date: Already underway
- Staff training
- Design plan esp. staff roles and responsibilities
- Implement plan

# Actively participate in development of 2015 WCCCL levy

- Start Date: Already in progress
- Decision re: increase in amount of levy
- Decision re: distribution to member libraries
- Completion Date: May, 2015

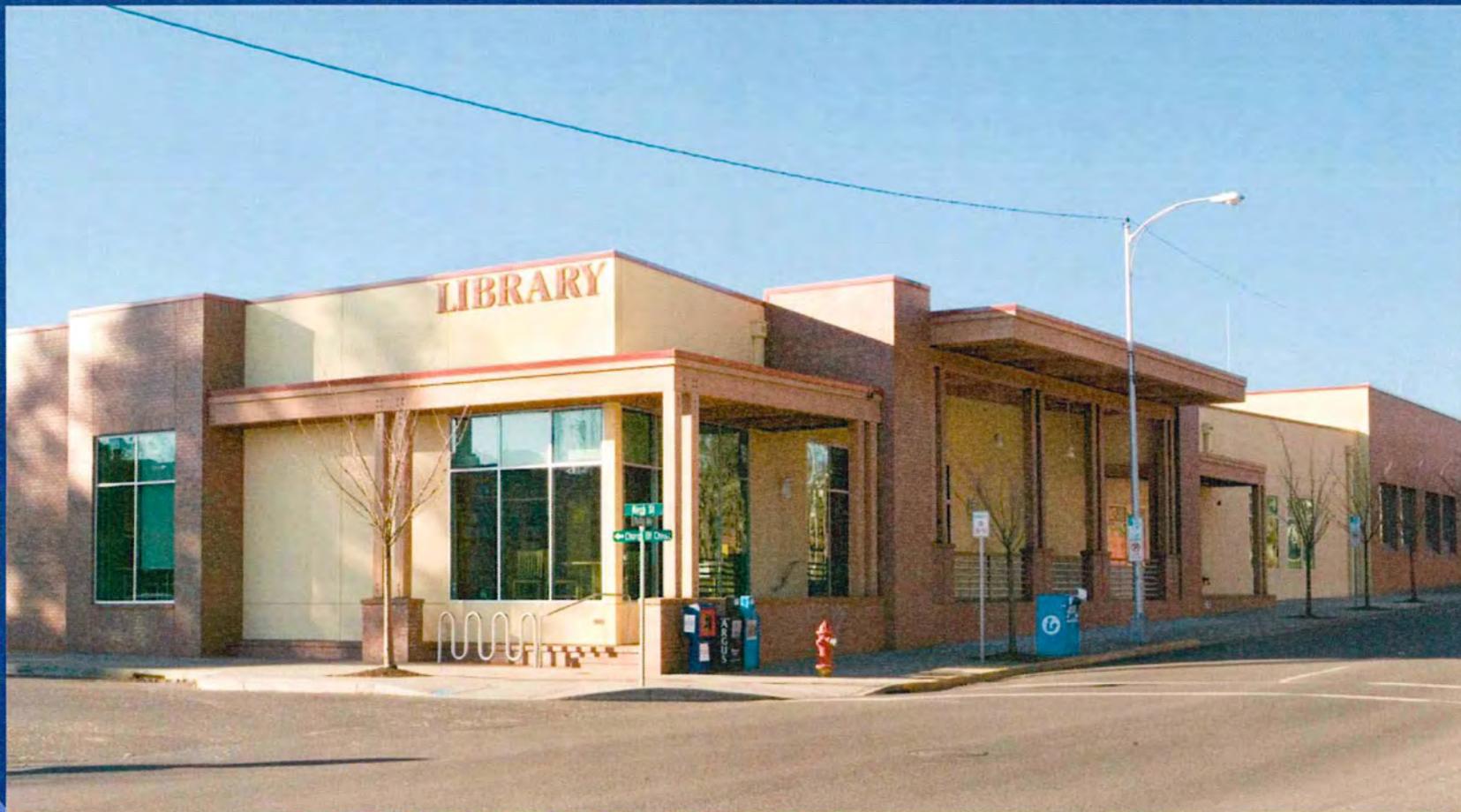
# Unfinished Business

- Rogers Room purchases and policy
- Children's Area: purchases and policy
- History Room: purchases and policy
- Diaper changing station
- Adult Fiction furnishings
- Post RFID evaluation
- Safety and Security : policies, procedures, training

## Maintain the quality of the department's staff and working environment via:

- Staff training and continuing education
- Recognition and celebration of staff and volunteers
- Attention to facility repair and maintenance





**POLICE DEPARTMENT**

**WORK PLAN**

**FY 2015-16**

The logo consists of a vertical black line intersecting a horizontal black line. To the left of the intersection, there are three overlapping squares: a blue one at the top, a red one to the left, and a yellow one at the bottom.

***Forest Grove Police  
Department***

---

**2015-2016 Work Plan**

**Chief Janie Schutz**



## *Foundational Activities*

- Patrol Activities – Response to criminal activities and other events
- Investigative Activities – Detectives
- Administrative Activities – Management of Department Resources
- Evidence/Property Management-Branching into Grant Writing
- Records Management-RegJIN



# **Community Outreach**



## **Council Goal 1**

**Promote Safe, Livable and Sustainable Neighborhoods  
and a Prosperous Dynamic, Green City.**

- **Working to strengthen and sustain the old and the new formats for Neighborhood Watch**
- **Continued support and resources to our Code Enforcement Program**
- **Partnering with PSAC in bring a new format to National Night Out**
- **Citizen's Academy**
- **Coffee with a Cop**
- **Virtual Ride-Along**

# Administration



## Council Goal 2

**Promote a Prudent Financial Plan to Maintain Effective Service Levels of a Full-Service City.**

- **Continued work with the City for a Police Department Facility Implementation Plan**
- **Staffing to meet the call load and community expectations for Forest Grove residents**
- **Work toward the establishment of a Strategic Planning Process**
- **Training Management / Professional Development – Succession Planning Process**
- **Meeting Equipment and Technology Needs for the Future**
- **Grant Management and Research**

# Training



## Council Goal 3

Promote the Interests and Needs of Forest Grove in Local, State, and National Affairs.

- **Firearms and Defensive Tactics**
- **Active Shooter Training**
- **First Aid/CPR**
- **Bloodborne Pathogens**
- **Hazardous Materials**
- **Emergency Vehicle Operations**
- **Mental Health Training and Awareness**
- **Leadership/Management/Supervision**
- **Lexipol Policy Training**

# Collaboration

## Council Goal 3

Promote the Interests and Needs of Forest Grove in Local, State, and National Affairs.



- **Work with the League of Oregon Cities to help provide insight into mental health crises and its ties to poverty and homelessness**
- **Mental Health Training and Awareness for police officers**
- **OACP Board Membership- Governor's Appt. to State Committee**
- **Chair of Law Enforcement Executive Council – Washington County**
- **Major Crimes Team / Child Abuse MDT / Elder Abuse MDT**
- **IGET- Possibility of a Future Gang Liaison Position**
- **School Resource Officer**
- **Work with City Club, Rotary, Lions, Elks, etc.**

# Questions



# DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2015-16

## Department Work Plan and City Council Goal Objectives

This Action Plan Worksheet is intended as a tool for planning and monitoring how management staff will achieve its department work plan and the goal objectives set by City Council. Management staff will complete an Action Plan (Part I) at the beginning of each year after setting its department work plan and Council sets its goal objectives. Management staff will update the Action Plan (Part II) at the end of each calendar year to track the accomplishment of its department work plan task and the Council goal objective. The Action Plan accomplishments will be used as a tool for reporting at the Boards, Committees, and Commissions Reception, Annual State of the City Address, and City Manager end-of-year update to Council.

<b>Department(s) Assigned:</b>	Police Department
<b>Lead Person(s) Assigned:</b>	Chief Janie Schutz
<b>List Goal Objective # (as shown on the spreadsheet):</b>	Goal 1
<b>Describe Objective/Project (title as shown on the spreadsheet):</b>	Community Outreach – The Old and New Formats for Neighborhood Watch

### PART I: ACTION PLAN *(Start of Year)*

#### 1. Background or history of the objective/project:

The department has an on-going community outreach program in recognition of the critical relationship between the community and the department.

#### 2. Current status of the objective/project:

- The police department is taking a significant step in community outreach in revamping of the Neighborhood Watch (NW) program to include the traditional face to face meetings of neighbors and the new social media concept called Nextdoor.
- While the program has existed for years, the agency now has a dedicated staff member with greater accountability to program success and more time to devote to related tasks.

#### 3. List strategic steps/actions that will be necessary to accomplish this objective/project:

- Map out the City into new neighborhood boundaries.
- Set-up meetings with existing NW Captains and insure their continued interest and commitment to their positions.
- Utilize current NW groups and/or active participants in seeking their input and assistance in educating new NW groups and participants.
- Utilize new social media tools such as [www.nextdoor.com](http://www.nextdoor.com) for implementation of better communication and information sharing amongst NW participants.
- Contact residences within established NW boundaries and solicit interest in being participants in a NW program. Referrals to boundary Captains to be made at that time along with a brochure offered to each resident.
- Maintain a quarterly newsletter which will be disseminated to NW Captains and participants providing crime trends and helpful tips on livability and safety.

**4. List potential barriers or challenges:**

- As events grow in size and complexity, they may require additional resources.
- Operational and training requirements may conflict with community outreach events, requiring a reassessment and deployment of department resources.

**5. Estimated Cost(s):**

\$500-\$800 a year for postage and other small equipment

**6. How will you determine when objective/project is completed and how will you measure if successful?**

Success in the NW program will be measured by feedback of NW participants, the number of activities/events planned and by the number of groups and participants that join NW.

**Timeframe to Complete:**

1-3 years

3-5 years

5-10 years +

Ongoing

**PART II: ACCOMPLISHMENT** *(End of Year)*

**7. Describe in detail accomplishment of the objective/project:**

# DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2015-16

## Department Work Plan and City Council Goal Objectives

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<b>Department(s) Assigned:</b>	Police
<b>Lead Person(s)/Organization(s):</b>	Chief Janie Schutz and Capt. Kevin Ellingsburg
<b>List Goal Number Assigned:</b>	Council Goal 2
<b>Describe Objective/Project:</b>	Police Department Facility Implementation

### PART I: ACTION PLAN *(Start of Year)*

**1. Background or history of the objective/project:**

The current police department consists of a 12,868 sq. foot building, built in 1978 with Federal grant monies. The facility currently houses a staff of 34 employees and the collective work stations that are associated with the same. Along with the needed work spaces; to include locker rooms, break area, storage space, etc., the current department also houses a secure evidence room that has recently been updated within the past two years. All available space is being utilized within the police department at this time.

In November 2009 the City of Forest Grove did a Master Facility Plan that examined what a new police facility would need to include. This plan incorporates allowing for future growth and is currently written for a 22,000 sq. foot facility.

**2. Current status of the objective/project:**

The City has started a process to appropriately address the facility needs of the Police Department. They have hired McKenzie Architecture and Engineering who are well versed in the planning and building of public safety buildings. As of this point in time, McKenzie has already submitted an initial Facility Review and will continue in refining exactly what the needs are of the department.

**3. List strategic steps/actions that will be necessary to accomplish this objective/project:**

- Determine when funding will become available to build an appropriate timeline of events to take place for an actual building to begin.
- Work closely with McKenzie Engineering, City officials, and Police Department administrators on the priorities of all regarding space and technology upgrades.
- Advise PSAC regarding the project for support and guidance.
- Produce a document outlining the proposal, estimated costs, time for acquisition and construction as well as funding opportunities and options.
- Determine if the City should build a facility annex, remodel the existing facility or build a new facility.
- Determine if any State or Federal grant funding is available.
- Receive City and Council support for the project.

**4. List potential barriers or challenges:**

1. Lack of funding

**5. Estimated Cost(s):**

Initial contract with McKenzie Engineering approximately \$40K.

**6. How will you determine when objective/project is completed and how will you measure if successful?**

This project would be successful if, by the end of the 2015-2016 fiscal year the Police Department is able to produce a comprehensive plan detailing the options, requirement and funding concerns. This plan would include an overview of the current status of the facility as well as what elements would be included in an upgraded or new facility.

**Timeframe to Complete:**

1-3 years

3-5 years

5-10 years +

Ongoing

**PART II: ACCOMPLISHMENT** *(End of Year)*

**7. Describe in detail accomplishment of the objective/project:**

# DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2015-16

## Department Work Plan and City Council Goal Objectives

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<b>Department(s) Assigned:</b>	Police Department
<b>Lead Person(s) Assigned:</b>	Chief Janie Schutz
<b>List Goal Objective # (as shown on the spreadsheet):</b>	Goal 2
<b>Describe Objective/Project (title as shown on the spreadsheet):</b>	Continue with a strong presence in relation to Code Enforcement in the Forest Grove.

### PART I: ACTION PLAN *(Start of Year)*

#### 1. Background or history of the objective/project:

Code Enforcement works in partnership with the citizens of Forest Grove to promote and maintain a safe and desirable living and working environment. We help maintain and improve the quality of our community by enforcing laws and codes targeted to solve specific problems within the community.

#### 2. Current status of the objective/project:

The City of Forest Grove hired a full-time Code Enforcement officer approximately one year ago this past January. There was a learning curve which was alleviated to point by our department developing and implementing a Code Enforcement/Community Service Officer training manual, which has been very effective.

Typically, our Code Enforcement Officer will visit the site where a violation has been reported usually within 24- 48 hours of the City receiving the complaint. The Officer will evaluate the situation, possibly take pictures, and determine whether a violation has occurred. If a violation has occurred, Code Enforcement staff will begin the compliance process.

#### 3. List strategic steps/actions that will be necessary to accomplish this objective/project:

Have staff that is properly trained and motivated to work in the area of Code Enforcement.  
Be prepared to send to training as necessary for one to become versed in the City's municipal codes and ordinances.  
Treat all violations as important to attend to.  
Enlist the assistance of the patrol staff as necessary to ensure compliance of our citizens and the safety of our Code Enforcement officer, as this is a non-sworn position.  
Work with the City's Legal Counsel and City Recorder to ensure that various ordinances are updated as needed.  
Be prepared to receive criticism and complaints from certain members of the populace.

#### 4. List potential barriers or challenges:

There are numerous code violations throughout the city and proper time management will be essential. There is the potential that the City will incur costs as the procedures for code enforcement are properly carried out.

**5. Estimated Cost(s):**

The cost of one full-time non-sworn employee along with residue costs of proper enforcement.

**6. How will you determine when objective/project is completed and how will you measure if successful?**

Will should be able to chart the number and type of citizen complaints in regards to code violations and watch to see if complaints go down, and even if complaints do not go down, are our citizens satisfied with the service they see from our Code Enforcement officer.

**Timeframe to Complete:**

1-3 years

3-5 years

5-10 years +

Ongoing

**PART II: ACCOMPLISHMENT *(End of Year)***

**7. Describe in detail accomplishment of the objective/project:**

# DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2015-16

## Department Work Plan and City Council Goal Objectives

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<b>Department(s) Assigned:</b>	Police Department
<b>Lead Person(s) Assigned:</b>	Chief Janie Schutz
<b>List Goal Objective # (as shown on the spreadsheet):</b>	Goal 3
<b>Describe Objective/Project (title as shown on the spreadsheet):</b>	Promote Interests/Training in the areas of Poverty, Homelessness, and Mental Health.

### PART I: ACTION PLAN *(Start of Year)*

**1. Background or history of the objective/project:**

In Forest Grove, police serviced 23,514 calls in 2013. Of those, 63 percent were self-initiated and 37 percent were 911 or non-emergency calls. While it is challenging to precisely say how many of these calls involved the mentally ill, estimates put it at 30%-40%. To say this has reached levels that are epidemic still underscores the real impact to first responders. Twenty years ago, calls involving the mentally ill were more of an anomaly. An officer would typically respond to such a call on a monthly basis. Fast forward to today, officers are dealing with these calls daily. Increases in personnel over the years have failed to adequately cover staffing levels in proportion with the increase in these calls. Even a single Peace Officer Hold or "POH" on an individual demonstrating a risk to themselves or others takes a police officer off the street for 1-2 hours. When this forces staffing go below established limits, officer and community safety is compromised with the reduced staffing. The problem is that matters involving a POH are far too common. Since January 2014, police have accompanied over 60 people to the hospital on such a hold which also involves ambulance transport. A POH also requires a detailed report that further impacts the time needed for other community law enforcement duties.

When a person doesn't meet the criteria for a hold but is still acting out, police often solve the problem with an arrest, typically for charges like disorderly conduct, criminal mischief and criminal trespass. As a result, local jails are increasingly becoming the unfortunate holding place for the mentally ill.

All this is in part due to the deinstitutionalization of the state mental health system. While the closure of state institutions resulted in the release of many who shouldn't have been locked up; it's also left countless others struggling to get by and often falling through the cracks with very limited available outpatient options.

**2. Current status of the objective/project:**

The Oregon State Legislature is in the process of dealing with a myriad of bills dealing with the questions of mental health, poverty, and homelessness. In a culture where the state has in the past condoned the deinstitutionalization of the state mental health system, it will be incumbent on them to determine how to provide the resources necessary to assist those in our population who have been less fortunate.

**3. List strategic steps/actions that will be necessary to accomplish this objective/project:**

Stay current with local and state legislators in order to understand how the various bills before them will affect the lives of those in Forest Grove.

Assist with our knowledge of calls and call types to determine what resources would best be suited to our area and to determine how to bring those resources here.

Support law enforcement training in the areas of community conscious policing which in turn will aid police in their understanding of the issues and their support on how to try to curb an ever-growing problem.

Do things one day at a time and one step at a time. Be prepared to assist individuals as necessary to secure their safety. Look to enlist the help of the faith-based community and local community organizations for their ideas, manpower, and ultimately their possible financial resources.

Encourage the hiring of more Mental Health case workers.

**4. List potential barriers or challenges:**

Oregon has a long history of being very concerned for the individual rights of a person. If a person chooses to not take their medicine, or they want to live in a tent, then there possibly will be no outlets to provide them appropriate resources.

Financial commitment to help find food and shelter for people.

**5. Estimated Cost(s):**

As a state, the costs are in the millions to try in erect a program to assist those in need and to monitor that the resources are being used for what they were intended to be used for.

As a community, the costs many times are unseen and unreported due to some of the thefts, trespasses, etc. that come with a high level of transient population.

**6. How will you determine when objective/project is completed and how will you measure if successful?**

Work at monitoring the legislative process to determine if the civil commitment process is working.

Track the training that our officers have each year in dealing with the problems listed.

Educate the public and city officials as to the level of the problem for the City of Forest Grove.

**Timeframe to Complete:**

1–3 years

3–5 years

5–10 years +

Ongoing

**PART II: ACCOMPLISHMENT (End of Year)**

**7. Describe in detail accomplishment of the objective/project:**

**ENGINEERING /  
PUBLIC WORKS  
DEPARTMENT**

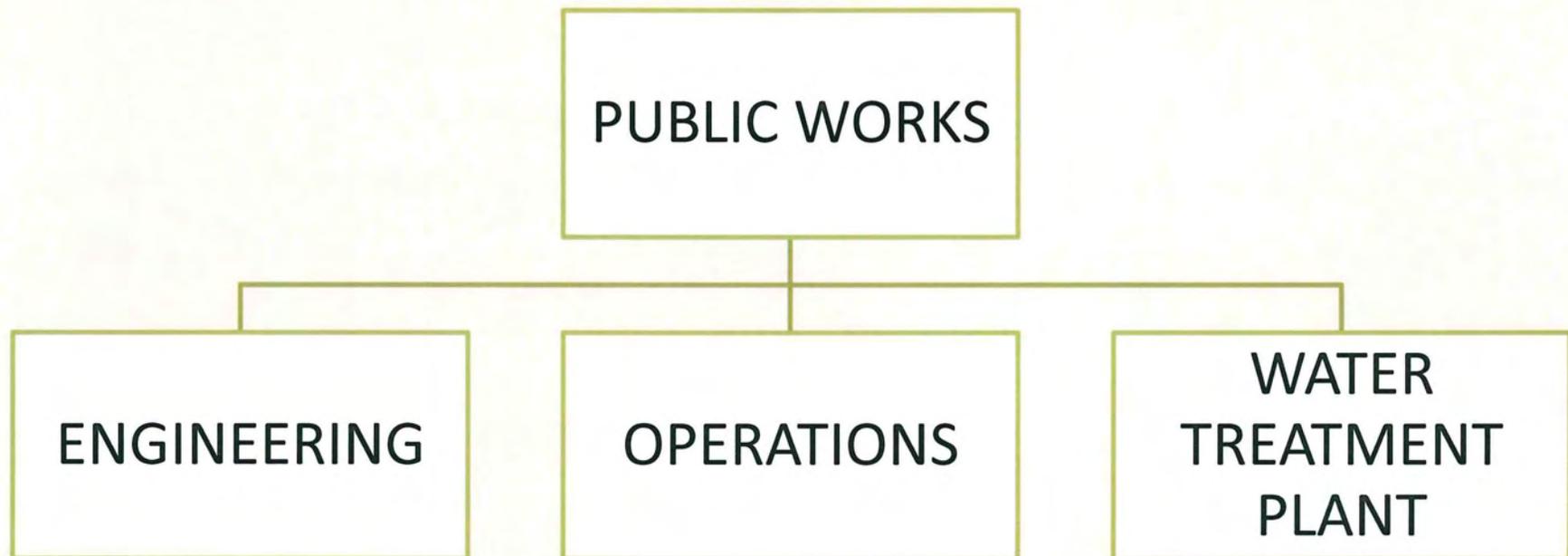
**WORK PLAN**

**FY 2015-16**



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# DIVISION



# PUBLIC WORKS 18-MONTH WORK PLAN – 2015/2016

1. B STREET SIDEWALKS - SRTS
2. DAVID HILL ROAD EXTENSION TO HIGHWAY 47
3. FIRWOOD LANE NEW SEWER & STORM DRAINAGE
4. 26<sup>TH</sup> AVENUE REIMBURSEMENT DISTRICT
5. 19<sup>TH</sup> AVENUE EXTENSION – GALES CREEK TERRACE
6. 23<sup>RD</sup> AVENUE I&I PROJECT – CWS
7. RSA – HIGHWAY 47 SOUTH BYPASS

# B STREET SIDEWALKS

- Grant Project - Safe Routes to School Program
- Construction Bidding - May
- Construction Anticipated – Summer 2015
- Project Cost Detail:

Original Grant Funds (ODOT)	\$350,000
Original City Match	\$50,000
Additional Grant Funds (ODOT)	\$31,000
Additional Grant Funds (SBPP) - Amendment No. 2	\$35,000
Additional City Match Obligation	\$65,000
Total Estimated Project Cost	\$531,000





# DAVID HILL ROAD EXTENSION

- The David Hill Road project is part of the Major Streets and Transportation Improvement Program (MSTIP 3d) and as such is approved and funded. The City desires to install public utilities as part of this project as follows: new waterline, sanitary sewer line, and electrical facilities.
- City will be responsible for infrastructure costs for waterline installation, sanitary sewer installation, and electrical facilities installation (*not including illumination*) at a total cost of approximately \$232,000.00.



# FIRWOOD LANE SANITARY SEWER

- The homes Firwood are on septic systems and it would benefit the City and the residents if they were connected to the sewer system.
- The City received a CBDG to help construct and install a sanitary sewer system.
- The grant will cover \$240,000 of the construction costs.
- The total project cost is \$565,000.

<b>Task Item</b>	<b>CDBG Share</b>	<b>Match Share</b>	<b>Comments</b>
<b>SEWER PIPE AND LATERAL CONSTRUCTION</b>	\$115,000	\$135,000	Match from City Sewer SDC Fund
<b>PROPERTY OWNER PLUMBING 25 PROPERTIES</b>	\$125,000	0	Allowance of \$5,000 per Property
<b>PROPERTY OWNER SDC CHARGE \$5,000 PER PROPERTY</b>	0	\$125,000	SDC can be Financed over 10 years
<b>ENGINEERING/DESIGN</b>	0	\$35,000	In-kind City staff
<b>ROAD OVERLAY</b>	0	\$20,000	From County to City
<b>PROJECT MANAGEMENT AND ADMINISTRATION</b>	0	\$10000	In-kind City staff
<b>TOTAL</b>	\$240,000	\$325,000*	*Plus small amount for grant management

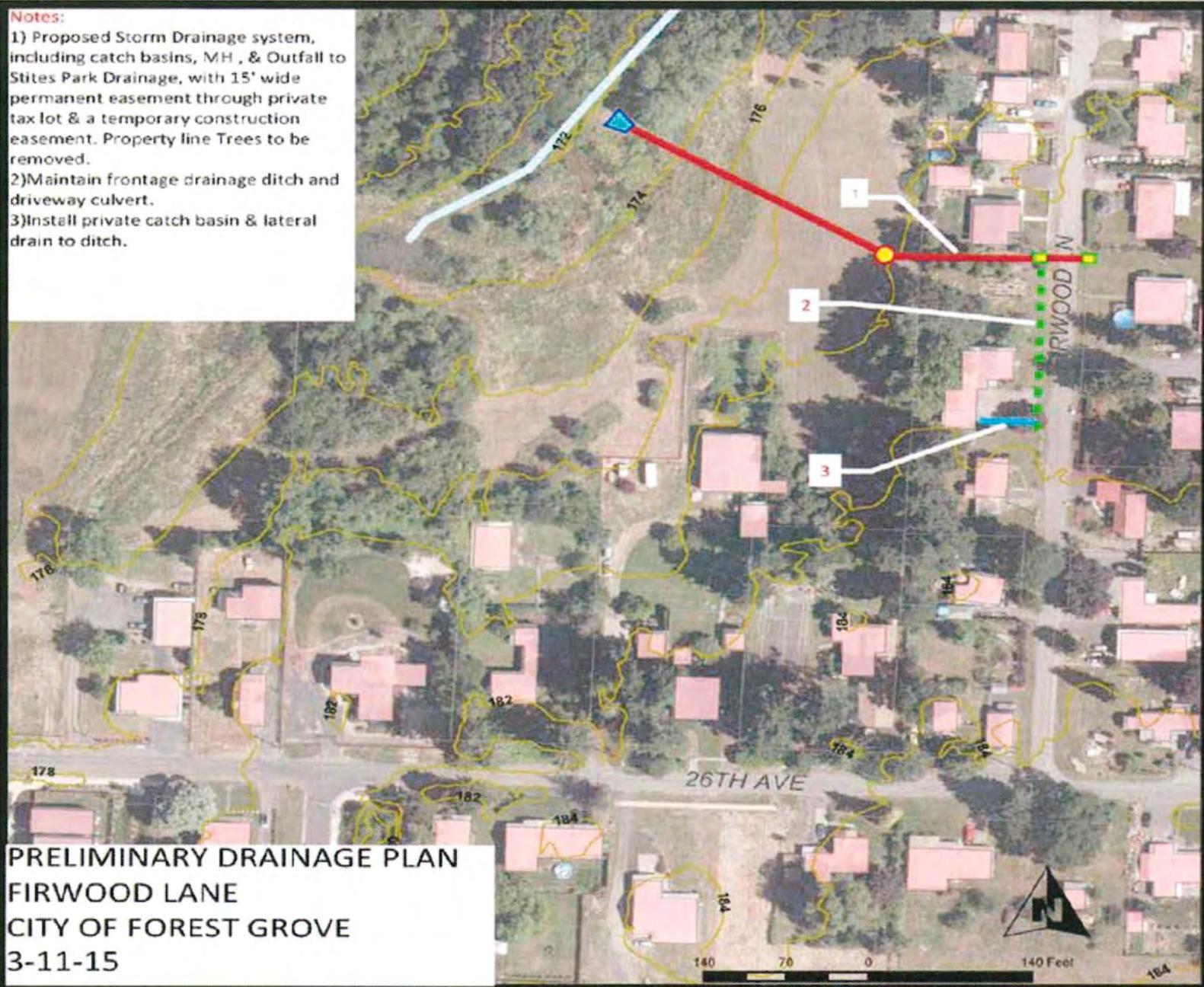


# FIRWOOD LANE STORM DRAINAGE

- Firwood Lane is a residential street with runoff currently flowing southwest to the north end where a private drainage system is collecting stormwater and directing it further northwest to the Stites Park Drainage System.
- The proposed storm drainage plan is displayed next.

**Notes:**

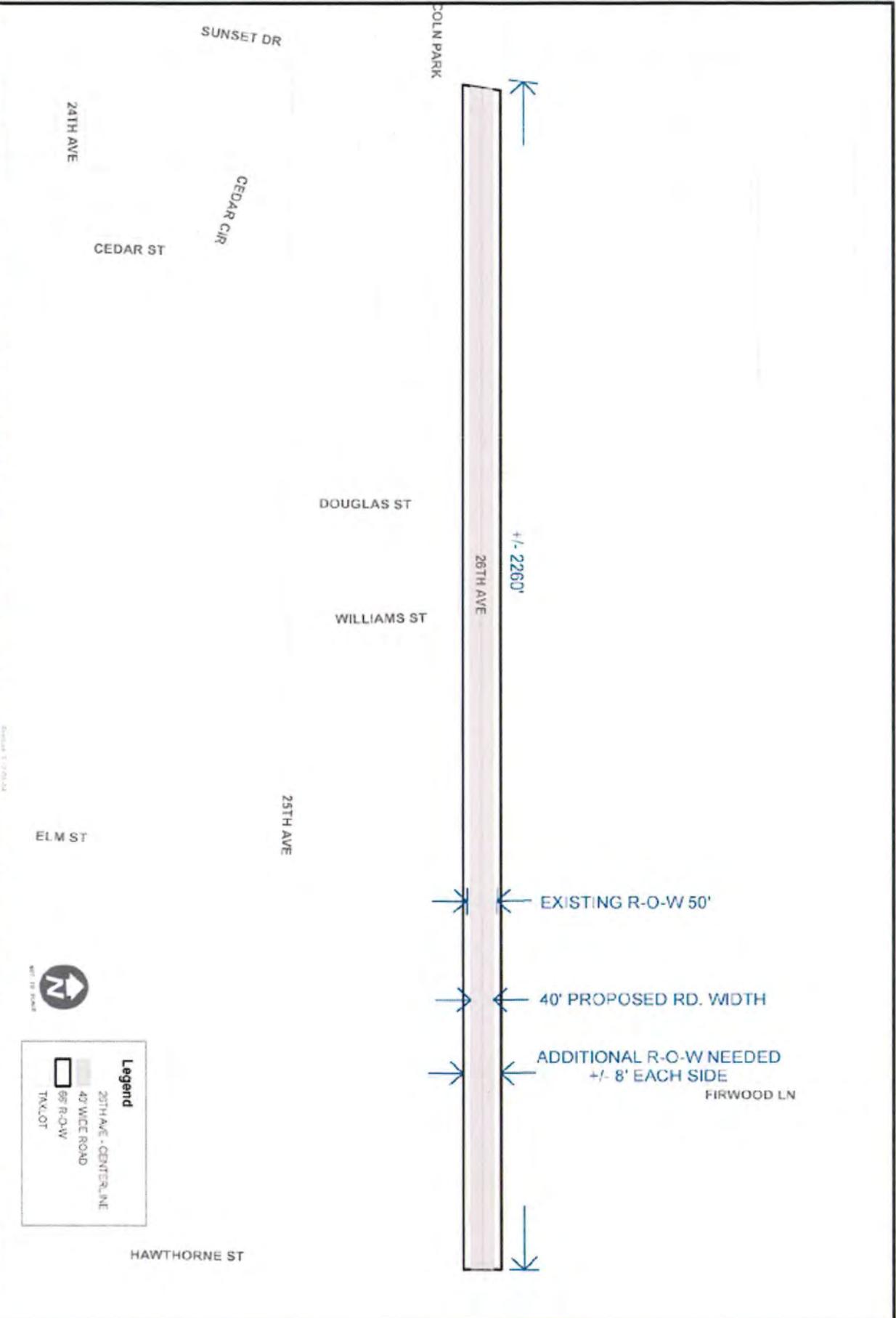
- 1) Proposed Storm Drainage system, including catch basins, MH, & Outfall to Stites Park Drainage, with 15' wide permanent easement through private tax lot & a temporary construction easement. Property line Trees to be removed.
- 2) Maintain frontage drainage ditch and driveway culvert.
- 3) Install private catch basin & lateral drain to ditch.



# 26<sup>th</sup> AVENUE REIMBURSEMENT DISTRICT

- Feedback provided from Open House resulted in a need for full street improvements including storm drainage and sanitary sewer system.
- The design work has been estimated at \$330,000 with total construction around \$3M.
- Citizens are willing to participate in a long term payment plan for some improvements.

CITY OF FOREST GROVE - 26TH AVE PROPOSED CONSTRUCTION





City of

# 19<sup>TH</sup> AVENUE EXTENSION

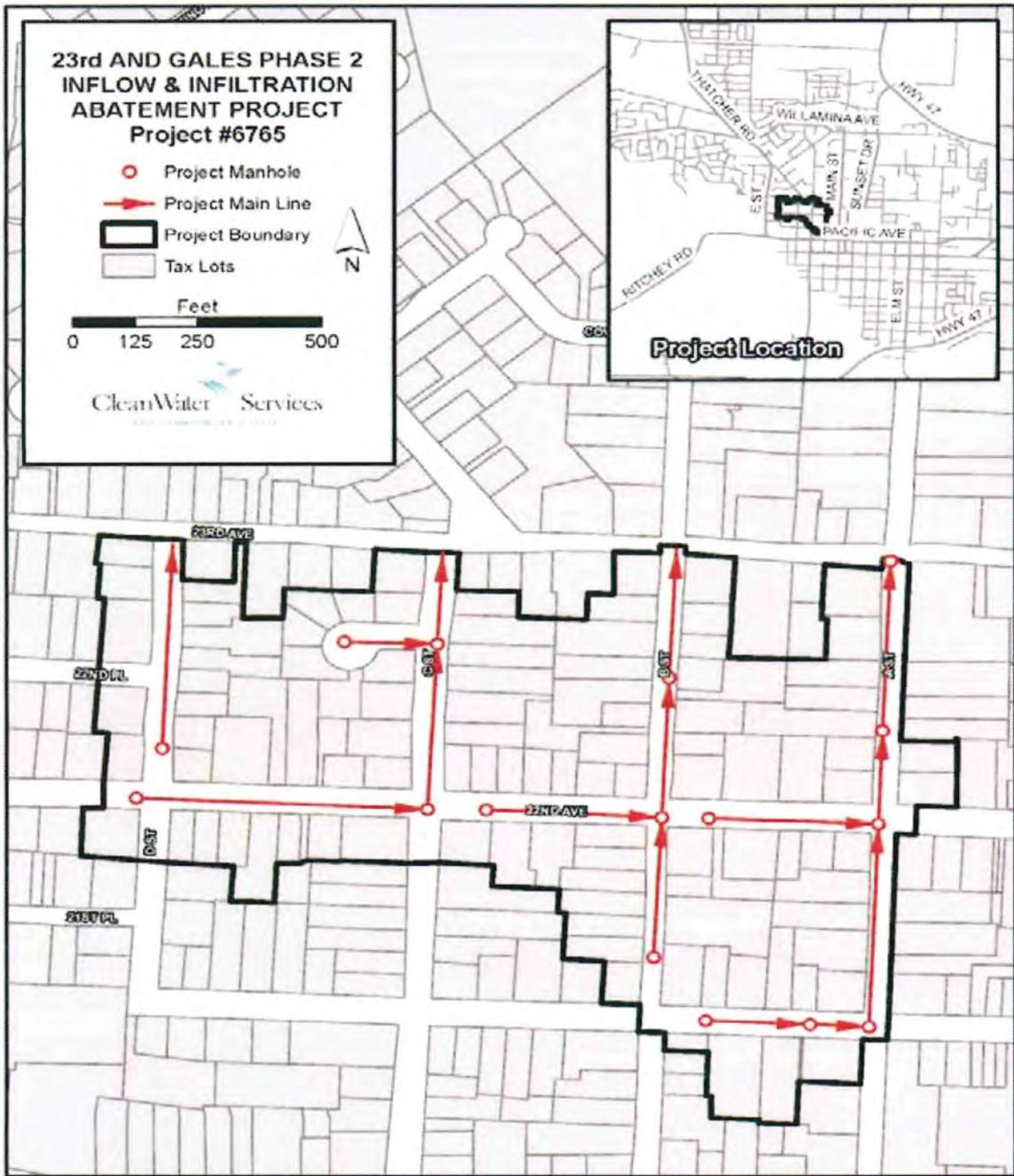
- This project is dependent on Gales Creek Terrace subdivision submittal.
- 19<sup>th</sup> Avenue looking west and east from D Street.



# 23<sup>RD</sup> AVENUE I&I PROJECT

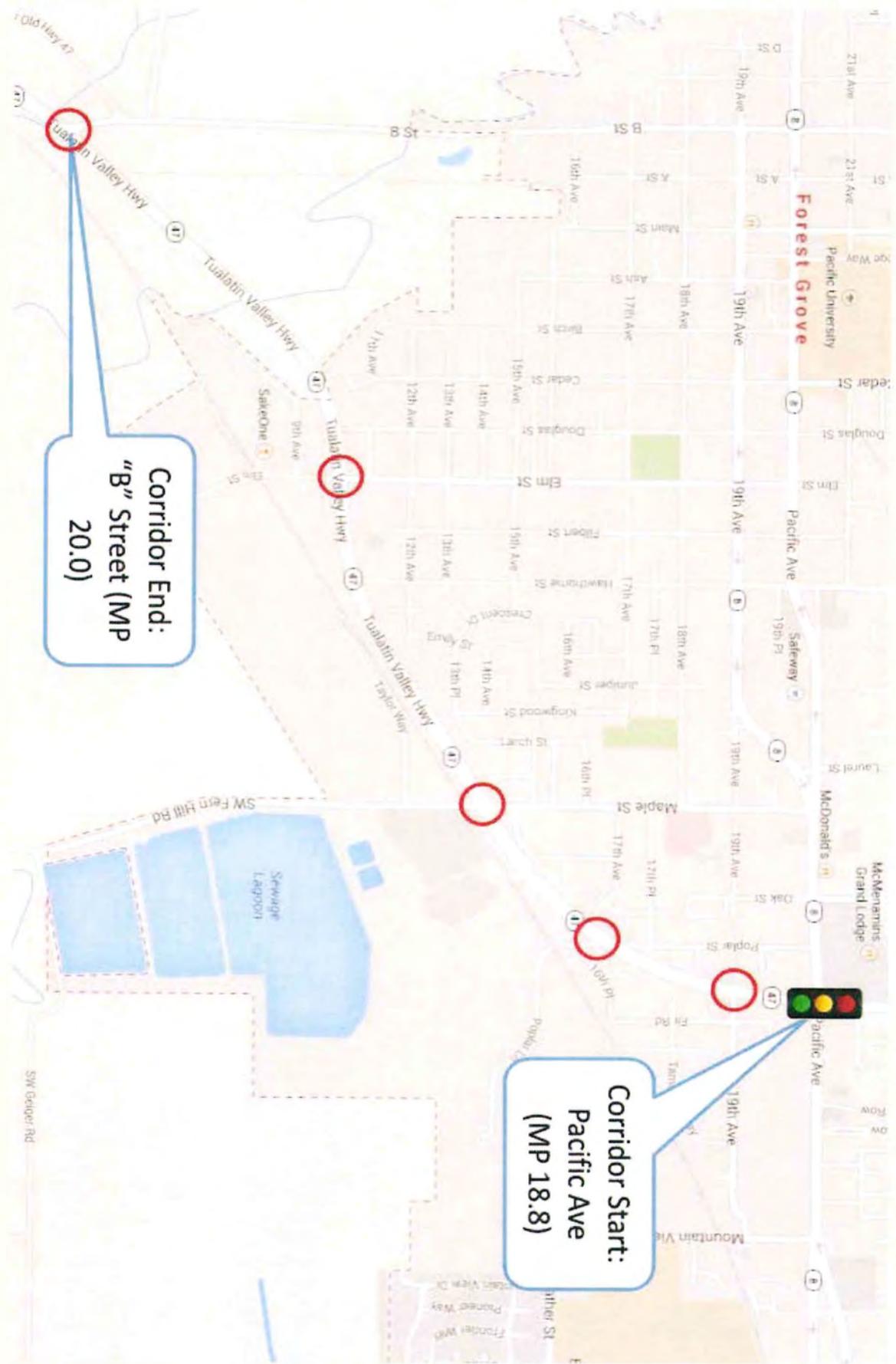
## PHASE TWO

- Coordinate sanitary sewer rehab project with Operations and Clean Water Services.
- Phase two consists of work south of 23<sup>rd</sup> Avenue including 22<sup>nd</sup> Avenue between A Street and D Street.
- The mainline and laterals (up to 5ft of house) will be replaced.
- The project starts in May and will last for approximately 8 weeks.



# HIGHWAY 47 / FERN HILL

- A work session is set for May 5 with all the key stakeholder's.
- The work session will include in-depth review of the recent Road Safety Audit that was completed last November.
- The Audit was conducted by the following team members: ODOT Region 1 & 4, Kittelson & Associates, Washington & Clackamas County, and City staff.



**Corridor End:  
"B" Street (MP  
20.0)**

**Corridor Start:  
Pacific Ave  
(MP 18.8)**

# THE END



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# DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2015-16

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<b>Department(s) Assigned:</b>	Engineering; Economic Development
<b>Lead Person(s) Assigned:</b>	Rob Foster
<b>List Goal Objective # (as shown on the spreadsheet):</b>	Goal 8
<b>Describe Objective/Project (title as shown on the spreadsheet):</b>	Grovelink Transit Bus Stops – (grants for benches)

### PART I: ACTION PLAN *(Start of Year)*

#### 1. Background or history of the objective/project:

The Grovelink Bus service has been in operation for approximately two years. The route through town has been established and is not likely to change. Signage for the stops have been installed at all the bus stops, however benches do not exist. It is anticipated that this service will continue for several years.

#### 2. Current status of the objective/project:

The bus route has been established and signage has been installed at each stop. There are no benches at any of the stops. Staff anticipates applying for grant money to pay for benches at the bus stops

City staff applied for a Metro grant through the Regional Travel Options program. These Travel Options grants are designed to fund projects that improve air quality and increase mobility via biking, walking, ride sharing, telecommuting and public transit. A total of \$2.1 million in federal transportation funding is available to government agencies and nonprofit organizations across the region. Metro will fund projects that improve air quality, improve health, and reduce drive-alone trips and auto traffic.

Every two years, the RTO program elicits project proposals. Projects are scored and ranked against criteria which carry out the goals and objectives of the 2012-2017 RTO strategic plans. Projects must be in the urbanized areas of Clackamas, Multnomah and Washington counties. Grants are funded on a two-year cycle primarily by the U.S. Department of Transportation. The minimum grant size is \$50,000. The application was filed in December 2014 and grant awards will be announced in March 2015. Funding will be available in July 2015 with the projects completed by 2017.

**3. List strategic steps/actions that will be necessary to accomplish this objective/project:**

1. Identify which stops are busiest and survey riders
2. Determine if benches are needed and if there is sufficient ROW for installation
3. Determine funding source and amount of funds available
4. Install improvements

*Note: CCI has discussed the idea of holding a public meeting to get feedback. If this happens then this input will be used in the decisions.*

**4. List potential barriers or challenges:**

1. Funding from grants
2. Adequate ROW

**5. Estimated Cost(s):**

Benches - \$750

**6. How will you determine when objective/project is completed and how will you measure if successful?**

1. Survey bus riders and measure satisfaction

**Timeframe to Complete:**

X	1-3 years	3-5 years	5-10 years +	Ongoing
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**PART II: ACCOMPLISHMENT (End of Year)**

**7. Describe in detail accomplishment of the objective/project:**

# DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2015-16

## Department Work Plan and City Council Goal Objectives

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<b>Department(s) Assigned:</b>	Public Works/Engineering
<b>Lead Person(s) Assigned:</b>	Rob Foster
<b>List Goal Objective # (as shown on the spreadsheet):</b>	Objective 9
<b>Describe Objective/Project (title as shown on the spreadsheet):</b>	Local Improvement Districts (LID)

### PART I: ACTION PLAN *(Start of Year)*

#### 1. Background or history of the objective/project:

Results from a citizen open house event and surveys during a 2013 annexation process provided feedback on what citizens around 26<sup>th</sup> Avenue and Willamina Avenue would like to see improved and their level of interest in funding improvements in these areas.

During the open house, staff reviewed the basic information on what improvements are needed in each of these newly annexed areas and what resources are available. Based on the feedback during the meetings and results from citizen survey, the participants want to see improvements to a full collector street standard with sidewalks including storm drainage and sanitary sewer on 26<sup>th</sup> Avenue. Citizens would be willing to consider participation in a long term payment plan such as a Local Improvement District. Project design work would include:

- Improve 26th Avenue (Hawthorne to Sunset - 2300LF) to a collector street standard
- Improve Willamina Avenue (Sunset to Main - 1100LF) to a collector street standard (includes storm drainage improvements)
- Sewer and storm drainage is needed on 26th Avenue between Hawthorne and Elm (950FT)
- Sewer on Willamina Avenue between Raymond and Sunset (400LF)

The Engineering Department has completed a preliminary cost estimate for this project. No other work has been completed.

#### 2. Current status of the objective/project:

City Engineering staff have been working on a schematic drawing of the project and cost estimate. These are preliminary documents and are very rough estimate of the project. They will be used to develop a scope of work for contract documents.

**3. List strategic steps/actions that will be necessary to accomplish this objective/project:**

- 1) Obtain City Council authorization to proceed.
- 2) Notify property owners in proposed district.
- 3) Design project and estimate cost.
- 4) Notify property owners of specific assessments.
- 5) Obtain Council approval to proceed.
- 6) Construction and assessment.

**4. List potential barriers or challenges:**

The primary barrier will be the specific assessment to the benefiting property owners. The project probably will not proceed if opposition to the assessment is significant.

**5. Estimated Cost(s):**

Rough estimates put the cost of 26<sup>th</sup> Avenue from Hawthorne Street to Sunset Drive at \$2.6M.

**6. How will you determine when objective/project is completed and how will you measure if successful?**

Success will easily determine if the roadway is improved and pedestrian access is available off the roadway pavement.

**Timeframe to Complete:**

X	1-3 years	3-5 years	5-10 years +	Ongoing
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**PART II: ACCOMPLISHMENT** *(End of Year)*

**7. Describe in detail accomplishment of the objective/project:**

# DEPARTMENT ACTION PLAN WORKSHEET – ONGOING

FISCAL YEAR 2014-15

## Department Work Plan and City Council Goal Objectives

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<b>Department(s) Assigned:</b>	Public Works, Community Development, and Economic Development
<b>Lead Person(s)/Organization(s):</b>	Rob Foster, Jon Holan, Jeff King
<b>List Goal Number Assigned:</b>	Goal 1 (4)
<b>Describe Objective/Project:</b>	Continue Downtown Revitalization Efforts (Identify Town Center Plaza and Downtown Corridor Traffic Flow)

### PART I: ACTION PLAN *(Start of Year)*

**1. Background or history of the objective/project:**

In 2009, the City responded to a request from Pacific University to convert College Way to a one-way southbound street. The City, in addition, included Council Street since it functioned with College Way for downtown circulation, and at the time was designated as one-way northbound. The two roads were converted to one-way southbound and College Way then added diagonal parking on the east side of the street.

The Public Safety Advisory Committee (PSAC) would like to review the possibility of reversing the one-way direction to northbound. This could possibly improve the response time from the Fire Station to Sunset Drive.

Currently, College Way and Council Street are one-way, southbound, streets.

To address the Council's goal the City's Engineering Department engaged the services of a traffic engineering firm Kittelson & Associates to study of the potential impact to emergency vehicles. The Kittelson & Associates memorandum dated October 5, 2012 addresses these issues and assessed the impacts of converting both College and Council Street to one-way northbound. It evaluated traffic operations on the adjacent transportation system (at 13 key intersections) as well as the potential impacts associated with emergency access. It also looked at theoretical travel times for three possible routes from the Ash Street Fire Station to Sunset Drive. In addition study evaluated pedestrian circulation, and vehicular access and circulation within the downtown area. The Kittelson study concludes by recommending that the traffic direction on College Way remain southbound given that no significant improvements can be provided by other options. In addition improvements can be made to the existing Cedar Street route.

The findings from the study were presented to three key stakeholders (Public Safety Advisory Committee, Economic Development Commission, and the Rural Fire Board) as well as Pacific University. A workshop was held with the City Council on October 22, 2013.

The consensus of Council was to support existing patterns. A future open house is scheduled but staff is unclear of desired outcome. Further Council direction is requested.

**2. Current status of the objective/project:**

Kittelson & Associates is currently preparing a traffic study report from recent observations performed by their staff.

**3. List strategic steps/actions that will be necessary to accomplish this objective/project:**

1. Form Ad-Hoc Committee to review the request and make recommendations to the Manager and Council (PSAC, Pacific University, City Club, Chamber of Commerce, City's TCRB)
2. Hire employee traffic consultant to update original traffic study to determine impact of surrounding street

network.

3. Receive recommendation(s) from Ad-Hoc Committee.
4. Prepare Staff Report and recommendation(s) to City Council.
5. Council decision on travel direction on College Way.
6. Make necessary changes from Council decision.

**4. List potential barriers or challenges:**

- The users of the street system each have a separate and different need and expectation for travel. It may be difficult to get a clear consensus.
- The flow of traffic in the downtown area and economic benefit to businesses is greatly influenced by the direction of travel on College Way and Council Street.
- The direction of travel on College Way will influence traffic patterns and volumes on the surrounding streets and intersections. This can either increase or decrease safety at intersections.
- The Forest Grove Fire Station is located at the corner of 19th and Ash St. and when they are required to respond to the Sunset Drive area they currently have two options, Main Street, or Cedar Street. The PSAC has indicated that the response time might be shortened if College Way was made available for north bound traffic.

**5. Estimated Cost(s):**

Traffic Study - \$40,000

Conversion of signal and traffic control devices - \$50,000

**6. How will you determine when objective/project is completed and how will you measure if successful?**

- The planned Ad Hoc committee has not been formed yet.
- Internal staff discussions have continued on the details needed to proceed.
- A map of the downtown area and key intersections has been prepared.
- A meeting was held on site with the traffic consultant to review the elements needed in a study.
- Traffic consultant is developing a scope of services contract for a traffic flow study with cost proposal.
- Community Development Department began a Downtown Planning Project which is funded through Metro's Transit Oriented Development program. This project will look at the vitality of businesses in the downtown area and will include traffic access. Initial thought by staff was to coordinate this work with the traffic study however the schedule for the Downtown Planning Project is longer and there is desire to conclude the traffic flow study soon.
- A meeting with the Public Safety Advisory Committee is planned to review their concerns about the current one-way.

**Timeframe to Complete:**

1-3 years

3-5 years

5-10 years +

x

Ongoing

**PART II: ACCOMPLISHMENT (End of Year)**

**7. Describe in detail accomplishment of the objective/project:**

# DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2014-15

## Department Work Plan and City Council Goal Objectives

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<b>Department(s) Assigned:</b>	Public Works
<b>Lead Person(s)/Organization(s):</b>	Rob Foster/Nick Kelsay
<b>List Goal Number Assigned:</b>	Department Goal
<b>Describe Objective/Project:</b>	19 <sup>th</sup> Avenue Extension

### PART I: ACTION PLAN *(Start of Year)*

#### 1. Background or history of the objective/project:

The City's Transportation System Plan identifies the extension of 19th Avenue from 'B' Street west to connect with 'E' Street at the intersection of 'E' Street and Pacific Avenue as a necessary improvement needed to alleviate sub-par level of service at the intersection of 'B' Street and 19th Avenue as further development occurs to the west.

There is interest in development of the Gales Creek Terrace area west of 'B' Street and south of Pacific Avenue. The full build-out of this development will put additional strain on the 'B' Street and 19th Avenue intersection. 19th Avenue is currently sufficiently improved from 'B' Street to 'C' Street but unimproved from 'C' Street through to 'E' Street. With this new residential development it is important to improve 19<sup>th</sup> Avenue from C Street to D Street as a collector road to provide adequate access. This will complete the first portion of 19<sup>th</sup> Avenue as listed in the TSP. The remaining connection to E Street will occur sometime in the future when that property redevelops.

In addition it is anticipated that ultimately 300 new homes could be built in the Gales Creek area. The traffic from these homes most likely will generate the Signal Warrants for a signal light at 19<sup>th</sup> Avenue and B Street. When the warrants are met the City can make the intersection improvements with the TDT funds generated from the development.

The Engineering Department has completed a cost estimate for construction of this project. It is scheduled to coincide with the Gales Creek Terrace Development project. Staff is waiting to receive confirmation of the development schedule.

#### 2. Current status of the objective/project:

As of April 2014 Gales Creek Terrace is in the development permit stage of the City approval process with an incomplete application. It is anticipated that this application will go through the City's Planned Development process in the fall of 2014.

The first two phases of Gales Creek Terrace will include 100 single family homes and will utilize 19<sup>th</sup> Ave. from C Street to D Street for access. The City is considering completing this section with transportation funds collected from the development (TDT).

**3. List strategic steps/actions that will be necessary to accomplish this objective/project:**

1. Gales Creek Terrace receives development approval from the City.
2. Phase (I) 50 are constructed and utilize 18<sup>th</sup> Avenue and D Street for access.
3. City receives TDT money from development.
4. City Engineering Department begins design of collector road.
5. ROW acquisition
6. Road construction completed with TDT funds.

**4. List potential barriers or challenges:**

ROW acquisition between 'C' Street and 'D' Street, a house currently sits in the path of the future roadway.  
Funding.

**5. Estimated Cost(s):**

The engineering estimate for the collector road from C Street to D Street is approximately \$800,000. This does not include ROW acquisition or signal light costs.

**6. How will you determine when objective/project is completed and how will you measure if successful?**

Ribbon cutting.

**Timeframe to Complete:**

X	1–3 years	x	3–5 years	5–10 years +	Ongoing
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**PART II: ACCOMPLISHMENT** *(End of Year)*

**7. Describe in detail accomplishment of the objective/project:**

# DEPARTMENT ACTION PLAN WORKSHEET – ONGOING

FISCAL YEAR 2014-15

## Department Work Plan and City Council Goal Objectives

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<b>Department(s) Assigned:</b>	Public Works
<b>Lead Person(s)/Organization(s):</b>	Rob Foster/Nick Kelsay
<b>List Goal Number Assigned:</b>	Goal 1 (12)
<b>Describe Objective/Project:</b>	David Hill Road Extension to Hwy 47 Intersection

### PART I: ACTION PLAN *(Start of Year)*

**1. Background or history of the objective/project:** The City's Transportation Master Plan (TSP) identifies David Hill Road as a thoroughfare connector between Thatcher Road and Highway 47. Seen as a primary improvement to access to State Highway 47, and reduce traffic on County Purdin Road, this project will serve traffic from the north and west section of Forest Grove. Two sections of this road have been completed to date. The first section from Thatcher Road to Brooke Street was constructed by adjacent development. The section was just recently completed as a joint project between The City and Washington County. This section extended through a wetland area and to the east edge of the School District property. There is approximately 1,500 feet remaining that needs to be improved in order to make the connection with Highway 47. This last section follows a line which is in the City's northern urban growth boundary. Existing today along this line is a 40 foot wide County right of way. The property to the south is zoned single family residential and is required to dedicate additional right of way. It is anticipated that the urban growth boundary will expand to the north and at such time that land will also dedicate additional right of way. The final right of way width for David Hill Road is expected to be 70 feet which is consistent with the sections already constructed.

#### *Project History*

City staff supported the Mayor's efforts to include David Hill Rd. on the County's Major Street and Transportation Improvement Program (MSTIP). Through the Washington County Coordinating Committee (WCCC) the City was able to have David Hill Rd. added to the list of projects that will be funded in the next five year cycle. Currently David Hill Rd. is scheduled for construction in year 2018 with design work starting in 2016. This roadway connection to Hwy 47 will provide access to the highway for the north section of town and is necessary for the development of that area. Staff, the City Manager, and the Mayor are working with Washington County to look for ways the project can be constructed earlier than 2018.

Washington County DLUT has started preliminary engineering for the project with anticipation of construction starting in 2018. If funding is available before that – there is a chance the project could be advanced. The proposed residential development, Silverstone, is adjacent to this location and could help move the project forward sooner.

Washington County has retained the services of CH2MHill to provide preliminary design work on the section of David Hill Road from Hwy 47 to the west near the Brooke Street connection. CH2MHill has completed the 30% design plans per the County Contract. Construction was slated for 2018 but has since been fast tracked to correspond with improvements to the Purdin Road/Hwy 47 intersection improvements tentatively scheduled for late 2016/2017. City staff working with Washington County and Venture Properties (Silverstone Developer)

to insure required infrastructure (*i.e. water, power, and sewer*) is installed as part of the project. Project Open House was held the evening of December 11, 2014 with 72 people attending.

**2. Current status of the objective/project:**

Currently there exists a gravel drive serving a single residential home. The David Hill Road extension is identified in the City's Transportation System Plan and is in the list of projects identified as financially constrained in other words reasonably likely to be funded.

**3. List strategic steps/actions that will be necessary to accomplish this objective/project:**

1. Obtain funding
2. IGA with County
3. Meet with neighboring property owners to review proposed design.
4. Design
5. Right of Way acquisition
6. ODOT approval
7. Construction will depend both on the MSTIP funding schedule and ODOT approval of the intersection design at Hwy 47. It could be as soon as 2015 or as late as 2018.
8. Ribbon Cutting

**4. List potential barriers or challenges:**

Two potential barriers exist, first right of way acquisition. Additional right of way is need along the south side and also additional right of way is needed at the intersection with Highway 47. The second potential barrier is the ODOT approval to expand the intersection at Highway 47.

**5. Estimated Cost(s):**

The estimated cost identified in the City's TSP is \$7.1 M. Funded through the County MSTIP program.

**6. How will you determine when objective/project is completed and how will you measure if successful?**

Ribbon cutting.

**Timeframe to Complete:**

X	1-3 years	3-5 years	5-10 years +	Ongoing
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**PART II: ACCOMPLISHMENT (End of Year)**

**7. Describe in detail accomplishment of the objective/project:**

# DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2015-16

## Department Work Plan and City Council Goal Objectives

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<b>Department(s) Assigned:</b>	Community Development; Engineering
<b>Lead Person(s) Assigned:</b>	Jon Holan, Rob Foster
<b>List Goal Objective # (as shown on the spreadsheet):</b>	Ongoing/Long-Term Objective 12
<b>Describe Objective/Project (title as shown on the spreadsheet):</b>	Transportation – Highway 47

### PART I: ACTION PLAN *(Start of Year)*

**1. Background or history of the objective/project:**

Highway 47 south from OR8 to B Street is a long stretch of highway with high speeds and dangerous intersections. Staff has been working for several years to improve safety by slowing speeds and improve traffic control systems at the intersections. Recent attempts to reduce speed at Fern Hill Road have been dumped by the State Speed Review Board. Following that discussion the City and ODOT facilitated a Road Safety Audit (RSA). This audit produced a report that listed low, medium and high cost improvements.

**2. Current status of the objective/project:**

The Road Safety Audit is completed and a work session with Council and important stakeholders have been set for May 5.

**3. List strategic steps/actions that will be necessary to accomplish this objective/project:**

- 1) Identify the best improvements.
- 2) Obtain funding for improvements.
- 3) Design and construct.

**4. List potential barriers or challenges:**

This effort to improve safety along Highway 47 involves many elements. Each element has the potential to be a barrier. Selecting the best safety improvement may not have consensus. Funding the improvements could also be a barrier.

**5. Estimated Cost(s):**

Cost estimates have not been determined. However, they could range from \$10,000 in pavement markings to \$7.0M intersection signalization.

**6. How will you determine when objective/project is completed and how will you measure if successful?**  
Crash rates at the Fern Hill Road intersection have been high. A reduction in these rates will be a huge success.

**Timeframe to Complete:**

1–3 years

3–5 years

X

5–10 years +

Ongoing

**PART II: ACCOMPLISHMENT** *(End of Year)*

**7. Describe in detail accomplishment of the objective/project:**

# DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2015-16

## Department Work Plan and City Council Goal Objectives

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<b>Department(s) Assigned:</b>	Water Treatment Plant; Engineering
<b>Lead Person(s) Assigned:</b>	Rob Foster
<b>List Goal Objective # (as shown on the spreadsheet):</b>	Ongoing/Long-Term Goal 11
<b>Describe Objective/Project (title as shown on the spreadsheet):</b>	Conduct 5-YR Water Treatment Plant Upgrade Plan

### PART I: ACTION PLAN *(Start of Year)*

#### 1. Background or history of the objective/project:

Forest Grove has critical City-owned water infrastructure including treatment plant systems and storage reservoirs that were designed and constructed in as late as 1940's. The City relies on two main water supply pipes, one from City watershed and the other from the Joint Water Commission system. These key water infrastructures serve a majority of the municipal water supply to the City and are an essential link in the water system to supply water for fire suppression. They are also critical in the aftermath of a natural disaster. The City is subject to natural disasters including landslides, liquefaction, and earthquakes.

The purpose of this water system study is to ensure the safe provision of water following a natural disaster event. This purpose can be realized through the following goals:

- Providing adequate post-disaster water supply throughout service area,
- Reducing disaster damage to facilities,
- Ensuring minimum level system functionality and rapid system recovery,

Within these goals reside the characteristics of resilience: reduced failure probability, reduced consequences from failures, and reduced time to recovery. A consultant will provide the City with an integrated approach to develop a water system that can perform adequately following a disaster. This information will also help the City coordinate and make decisions on other projects including:

- Joint Water Commission improvements and expansion decisions.
- City reservoir expansion improvement needs.

#### 2. Current status of the objective/project:

This study is in preliminary approval phase. Both cost and schedule are not known.

### 3. List strategic steps/actions that will be necessary to accomplish this objective/project:

1. Identify study scope and cost
2. Identify how study will be funded
3. Identify when funds will be available
4. Develop schedule
5. Select professional consultant through RFP process
6. Complete study

City staff has done some initial investigation into how a water system vulnerability analysis should be structured. It recommended by consultants to perform an analysis of City water system reliability and resiliency. The following draft scope example needs to be developed further including Rob, Paul, and Rich.

- ✓ Identify critical infrastructure with a high consequence of failure, critical water users, and recommended improvements to create a resilient “backbone” of storage and transmission infrastructure that has the capability to move water throughout the City during and after a large seismic event. Develop a network that establishes the key transmission system backbone, followed by a smaller transmission/distribution grid within that, and then by a smaller distribution grid within that, creating a resilient pipeline system that can be phased in over time by the City.
- ✓ Perform a seismic assessment of the City’s critical infrastructure and recommend mitigation strategies to address any deficiencies. Incorporate previous seismic assessments of City facilities and improvements that have been completed. This task is not intended to include detailed structural assessments and seismic loading analyses, but such analyses shall be included in the recommendations if warranted.
- ✓ Identify and evaluate levels of service that the City can provide under different scenarios (normal operations vs. emergency situations).
- ✓ Develop an emergency water supply plan for hospitals and other critical customers. Goal is to have at least two ways to supply critical customers such as hospitals.
- ✓ Identify critical infrastructure within areas of steep slopes, geohazards, and other vulnerable areas and recommend mitigation strategies. Evaluate seismic hazard mapping prepared by DOGAMI and/or others and create a geohazards GIS map layer for the City that identifies different types of geohazards and different seismic response zones related expected seismic events. The intent is to be able to use this to be able to select an appropriate level of pipe installation standard for the different types of geohazards, seismic response zones, and criticality of the pipe.
- ✓ Evaluate potential for emergency water supplies to and from neighboring water providers including potential capacity and HGL of connection points.
- ✓ Establish policies for installing seismic valves, other isolation valves within the transmission and distribution systems, and appurtenances to accommodate emergency water distribution at storage facilities.
- ✓ Identify key storage reservoir locations (other than existing storage reservoir locations) within City based critical need following a seismic event (e.g. at Hospitals, at the City Headquarters, etc...). Identify strategies to provide storage at these locations.
- ✓ Detailed evaluation of specific pipelines or other water-related infrastructure. For example, how the reservoir at the water treatment plant will respond to seismic events.

### 4. List potential barriers or challenges:

1. Funding source
2. Cost prohibitive

**5. Estimated Cost(s):**

Study: \$200,000. (a similar vulnerability study was done for the JWC in 2008)

**6. How will you determine when objective/project is completed and how will you measure if successful?**

1. City's water system can perform adequately following a disaster
2. Providing adequate post-disaster water supply throughout service area
3. Reducing disaster damage to facilities
4. Ensuring minimum level system functionality and rapid system recovery

**Timeframe to Complete:**

1-3 years

3-5 years

X 5-10 years +

Ongoing

**PART II: ACCOMPLISHMENT (End of Year)**

**7. Describe in detail accomplishment of the objective/project:**

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**ADMINISTRATIVE SERVICES  
DEPARTMENT**

**WORK PLAN**

**FY 2015-16**

# Administrative Services FY 2015-16 Major Work Tasks

Paul Downey, Director  
Brenda Camilli, HR Manager  
Michael Nolop, IT Manager

# Finance/Budget Major Tasks

- \* Complete review of EDEN software and determine replacement options. If to be replaced, select replacement option.
- \* Complete debt issuance for purchase of substation transformers
- \* Complete written financial policies including updating purchasing policies and submit for Council approval.
- \* Ongoing activities
  - \* Preparation of annual budget
  - \* Annual financial audit by independent auditors
  - \* Long-term Financial Planning

# Management Major Tasks

- \* With L&E, develop process to define what it means for Forest Grove to be a full-service City.
- \* Complete research on implementing on-line utility billing
- \* Complete Police Facility review
- \* Times Litho property redevelopment
- \* Code updates – Chapter 5 and Utility Billing
- \* Review updating Waste Management Franchise

# Human Resources Major Tasks

- \* Complete negotiations for Police and Firefighters Associations
- \* IBEW contract negotiations
- \* Non-represented salary survey
- \* Review health benefit plans with representatives from employee groups
- \* Complete revision of employee handbook and distribute to staff
- \* Revise City Safety Program Policies/Manual
- \* Continue implementing HR Record Management Program
- \* Ongoing activities
  - \* City-wide employee and manager training
  - \* Continue to expand volunteer opportunities

# IT Major Tasks

- \* GIS data conversion and implementation of City-wide GIS program
- \* Automate, streamline, and document IT processes
- \* Organize server/data rooms for efficiency
- \* Ensure Criminal Justice Information Systems (CJIS) compliance /prepare for CJIS audit in April 2016
- \* Complete disaster recovery site
- \* Research, plan, and test thin client system to replace desktop PCs

**LEGISLATIVE AND EXECUTIVE  
DEPARTMENT**

**WORK PLAN**

**FY 2015-16**



# **2015-16 WORK PLAN LEGISLATIVE & EXECUTIVE**

City Council Meeting Presentation

APRIL 27, 2015

Tom Gamble, City Manager Pro-Tem

# SUCCESSION PLANNING

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# YOUTH REPRESENTATION

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# COUNCIL VISIBILITY

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- Ensure excellent communications for Community and Council meetings and events. Website and media.
- Plan for attendance at various and numerous events.

# FULL-SERVICE CITY DEFINITION

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- Determine community standards and expectations of “full service”.
  - Provide method(s) for gathering data and input.
  - Determine/review departmental current service level standards and priorities
  - Evaluate existing standards.
  - Consider budget impacts.

# LOCAL OPERATING LEVY

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- Review and update five year projections.
- Evaluate services levels based on “full service city” definition.
- Determine change in conditions and priorities from past levy amount.
- Recommend future levy amount based on data from full service city study.

# QUALITY OF LIFE

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- Work with regional partnerships and local interests on sustainable practice initiatives.
- Support Parks, Trail and Open Space Master Plan and Community Center Study

# LOCAL, STATE, REGIONAL, NATIONAL PARTICIPATION

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- Support and be involved in Legislative Agenda and Priorities at all levels

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