

**CITY COUNCIL MONTHLY MEETING CALENDAR**

February-16						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
	Planning Comm 7pm		Municipal Court Metro Equitable Housing Summit-8am Water Providers CB 6:30pm	Red Cross Blood Drive 2pm - 7:30pm - Comm Aud EDC Noon Tigard City Address 6:30pm		
7	<b>CITY COUNCIL</b> 5:30 PM - WORK SESSION (Fire Services) 6:15 PM - WORK SESSION (B&C Interviews) 7:00 PM - REGULAR MEETING 8:00 PM - WORK SESSION (SC Plastic Bag Ban) 8:25 PM - WORK SESSION (Marijuana Regulations) COMMUNITY AUDITORIUM	8	9	10	11	12
		Library 6:30pm	MPAC 5pm Cancelled	Open House Urban Renewal Agency 101 6pm - Community Auditorium		
14	FGS&CC Bd Mtg 6:30pm Planning Comm 7pm	15	16	17	18	19
		Fernhill Wetlands 5:30pm HLB Focus Group 6pm	Municipal Court P&R 7am CFC 5:15pm CAO 5pm CWAC 5:30pm	Open House Urban Renewal Agency 6pm - Community Auditorium Food Film 7:30pm Ford Leadership		Council Goal-Setting Retreat 8:30 am - L&P Aud
21	Chamber Luncheon - <i>State of City Addresses</i> Cities of Forest Grove & Cornelius <b>CITY COUNCIL</b> 5:30 PM - SOLID WASTE CEP MEETING 6:00 PM - URA EXECUTIVE SESSION (Real Property) 7:00 PM - REGULAR COUNCIL MEETING 7:45 pm - URBAN RENEWAL AGENCY MEETING COMMUNITY AUDITORIUM	22	23	24	25	26
		Open House Verboort Roundabouts & Porter Rd Bridge				
28		29				
		HLB 7:15pm	PSAC 7:30am MPAC 5pm	WEA Breakfast Sustainability 6pm	LOC Board Mtg	Ford Leadership

March-16						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
			Municipal Court			
		CCI 5:30pm		EDC Noon	S&CC 1st Friday	
6	Planning Comm 7pm	7	8	9	10	11
		Red Cross Blood Drive 1pm - 6pm - Comm Aud Library 6:30pm	MPAC 5pm	PAC 5pm Ford Leadership		
National League of Cities (NLC) Congressional Conference, Washington, DC				Mayor departs		NLC
13	<b>CITY COUNCIL</b> 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	14	15	16	17	18
		Fernhill Wetlands 5:30pm	Municipal Court P&R 7am CFC 5:15pm CAO 5pm CWAC 5:30pm	Food Film 7:30pm		
20	Chamber Luncheon FGS&CC Bd Mtg 6:30pm Planning Comm 7pm	21	22	23	24	25
		HLB 7:15pm	PSAC 7:30am MPAC 5pm	WEA Breakfast Sustainability 6pm		Chamber Auction 5:30pm
27	<b>CITY COUNCIL</b> 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	28	29	30	31	
						Ford Leadership

Apr-16						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
					S&CC 1st Friday	Meet The Artist Dinner
3	Planning Comm 7pm	4	5	6	7	8
		CCI 5:30pm	Municipal Court	EDC Noon	WC Mayors	
10	<b>CITY COUNCIL</b> 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	11	12	13	14	15
		Red Cross Blood Drive 1pm - 6pm - Comm Aud Library 6:30pm	MPAC 5pm	PAC 5pm		
17	Chamber Luncheon FGS&CC Bd Mtg 6:30pm Planning Comm 7pm	18	19	20	21	22
		Fernhill Wetlands 5:30pm	Municipal Court P&R 7am CFC 5:15pm CAO 5pm CWAC 5:30pm	Food Film 7:30pm	Ford Leadership	Ford Leadership
24	<b>CITY COUNCIL</b> 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	25	26	27	28	29
		HLB 7:15pm	PSAC 7:30am WC Managers' Mtg 1:30pm Comm Aud WCCLS Bd Mtg 1:30pm Comm Aud MPAC 5pm	WEA Breakfast Sustainability 6pm		

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**CITY COUNCIL MEETING AGENDA**

**MONDAY, FEBRUARY 22, 2016**

**5:30 PM – Solid Waste CEP Committee Meeting**  
**6:00 PM – Urban Renewal Agency (URA)**  
**Executive Session (Property)**  
**7:00 PM – Regular Council Meeting**  
**7:45 PM – Urban Renewal Agency (URA) 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, [aruggles@forestgrove-or.gov](mailto:aruggles@forestgrove-or.gov), 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, [aruggles@forestgrove-or.gov](mailto:aruggles@forestgrove-or.gov), 503-992-3235, at least 48 hours prior to the meeting.

Paul Downey, Administrative Services  
Director  
Jesse VanderZanden, City Manager

**5:30**

**SOLID WASTE COMMUNITY ENHANCEMENT PROGRAM ADVISORY COMMITTEE (CEPC) MEETING:**

The City Council will convene in the Community Auditorium 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). (*Refer to separate agenda*)

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Paul Downey, Administrative Services  
Director  
Jon Holan, Community Development  
Dan Riordan, Senior Planner  
Jesse VanderZanden, City Manager

**6:00**

**URBAN RENEWAL AGENCY EXECUTIVE SESSIONS ARE CLOSED TO THE PUBLIC.**

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

The Urban Renewal Agency Board will convene in the Community Auditorium – Conference Room to hold the following executive session(s): **In accordance with ORS 192.660(2)(E)** to deliberate with persons designated by the governing body to negotiate in real property transactions.

Please note: The Urban Renewal Agency Board will adjourn the Executive Session and reconvene into open session immediately following the close of the Regular City Council Meeting at 7:45 p.m. in the Community Auditorium. The actual start time may differ.

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**7:00**

1. **COUNCIL REGULAR MEETING:** Roll Call and Pledge of Allegiance
2. **CITIZEN COMMUNICATIONS:** Anyone wishing to speak to Council on an item not on the agenda may be heard at this time. *Please sign-in before the meeting on the Citizen Communications form posted in the foyer.* In the interest of time, please limit comments to two minutes. Thank you.
3. **CONSENT AGENDA:** See Page 4 & 5
4. **ADDITIONS/DELETIONS:**
5. **PRESENTATIONS:**

Jon Holan, Community Development  
Director

7:05

5. A.
  - *Westside Plan Status and Update*

City Councilors

7:20

6. **CITY COUNCIL COMMUNICATIONS:**

Jesse VanderZanden, City Manager

7:30

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

Peter Truax, Mayor

7:35

8. **MAYOR'S REPORT:**

**7:40**

9. **ADJOURNMENT:**
- 

**7:45**

**URBAN RENEWAL AGENCY MEETING:**

*(Refer to Separate Agenda)*

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 remaining Consent Agenda item(s).
- A. Approve City Council Regular Meeting Minutes of January 25, 2016.
  - B. Approve City Council Work Session (B&C Interviews) Meeting Minutes of February 8, 2016.
  - C. Approve City Council Regular Meeting Minutes of February 8, 2016.
  - D. Accept Economic Development Commission (EDC) Meeting Minutes of October 1, November 5 and December 3, 2015, and January 7, 2016.
  - E. Accept Parks and Recreation Commission Meeting Minutes of January 20, 2016.
  - F. Accept Public Safety Advisory Commission Meeting Minutes of December 9, 2015.
  - G. **RESOLUTION NO. 2016-18 MAKING APPOINTMENT TO LIBRARY COMMISSION (Appoint Elizabeth Beechwood, Term Expiring December 31, 2017).**
  - H. **RESOLUTION NO. 2016-19 MAKING APPOINTMENT TO PARKS AND RECREATION COMMISSION (P&R) (Appointing Mackenzie Johnson-Carey, At-Large, Term Expiring December 31, 2019).**
  - I. **ENDORSE LIQUOR LICENSE RENEWAL APPLICATIONS FOR YEAR 2016:**
    - 1. 7-Eleven #2362-20715C, (Off-Premises Sales)
    - 2. Aramark Educational Services (Limited On-Premises Sales)
    - 3. Ballad Town Billiards (Full On-Premises Sales)
    - 4. Bi-Mart (Off-Premises Sales)
    - 5. Buffet Dynasty (Limited On-Premises Sales)
    - 6. Circle Inn Tavern (Full On-Premises Sales)
    - 7. Cornerstone (Limited On-Premises and Off-Premises Sales)
    - 8. Diamond Palace Restaurant (Full On-Premises Sales)
    - 9. Forest Grove Event Center (Full On-Premises Sales)
    - 10. Forest Grove Senior and Community Center (Limited On-Premises Sales)
    - 11. Forest Grove Sushi (Limited On-Premises Sales)
    - 12. Forest Grove Theater (Limited On-Premises Sales)
    - 13. Forest Grove Tobacco (Off-Premises Sales)
    - 14. Godfather's Pizza/Players Pub (Full On-Premises Sales)
    - 15. Grampy's Deli and Pub (Limited On-Premises Sales and Off-Premises Sales)
    - 16. Half Moon Sports Bar & New Chinese Cuisine (Full On-Premises Sales)
    - 17. Hello Market (Off-Premises Sales)

18. Jade Green Palace Restaurant (Full On-Premises Sales)
  19. La Hacienda (Limited On-Premises Sales)
  20. La Sierra Mexican Restaurant (Full On-Premises Sales)
  21. Maggie's Buns (Limited On-Premises Sales)
  22. Mama Jiah's Market (Off-Premises Sales)
  23. Mandarin China Restaurant (Limited On-Premises Sales)
  24. Mini Mart (Off-Premises Sales)
  25. My Place Tavern(Limited On-Premises Sales)
  26. Phil's 1500 Subs (Limited On-Premises Sales)
  27. Pizza Schmizza (Limited On-Premises Sales)
  28. Plaid Pantry #20 (Off-Premises Sales)
  29. Plaid Pantry #99 (Off-Premises Sales)
  30. Prime Time Restaurant and Sports Bar (Full On-Premises Sales)
  31. Rainbow Lanes (Limited On-Premises Sales)
  32. Safeway Store #0406 (Off-Premises Sales)
  33. Shriji Food Mart / FG Arco (Off-Premises Sales)
  34. Super Mercado La Montana (Off-Premises Sales)
  35. The Kings Head (Full On-Premises Sales)
  36. The Masonic Grand Lodge (Full On-Premises)
  37. Waltz Brewing (Brewery Public House)
-



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**Forest Grove Solid Waste  
Community Enhancement Program Committee**

**CEPC Meeting  
5:30 PM  
Community Auditorium**

**MONDAY, FEBRUARY 22, 2016  
1915 Main Street  
Forest Grove, OR 97116**

Tom Johnston	Katherine Harrington, Co-Chair	Ron Thompson
Richard Kidd	Peter Truax, Co-Chair	Elena Uhing
Victoria Lowe		Malynda Wenzl

All public meetings are open to the public and all persons are permitted to attend any meeting except as otherwise provided by ORS 192. All 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, 503-992-3235, at least 48 hours prior to the meeting.

**A G E N D A**

- 5:30** 1. **CALL TO ORDER:**
- 2. **CITIZEN COMMUNICATIONS:** Anyone wishing to speak on an item not on the agenda may be heard at this time.
- 3. **APPROVAL OF MEETING MINUTES of JUNE 22, 2015**
- 4. **ADDITIONS/DELETIONS**
- 5. **APPROVAL OF 2016-17 CEP PROCESS**
- 6:00** 6. **ADJOURNMENT**

**Next Meeting: April 13, 2016, 6 pm, Community Auditorium  
Presentations by applicants**

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3.

**FOREST GROVE COMMUNITY ENHANCEMENT  
PROGRAM COMMITTEE MEETING  
JUNE 22, 2015 – 6:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 1**

*Minutes not official until approved by the Committee.*

**1. ROLL CALL:**

Co-Chair Peter Truax called the Community Enhancement Program Committee (CEPC) meeting to order at 6:01 p.m. **ROLL CALL:** Co-Chair Kathryn Harrington, Thomas Johnston, Richard Kidd, Victoria Lowe, Ronald Thompson, Elena Uhing, Malynda Wenzl and Co-Chair Peter Truax. **STAFF PRESENT:** Tom Gamble, City Manager Pro-Tem; Paul Downey, Administrative Services Director; and Beverly Maughan, Executive Assistant to City Manager.

**2. CITIZEN COMMUNICATIONS:** None.

**3. APPROVE MINUTES FROM MEETING ON JUNE 11, 2015**

Uhing moved, seconded by Harrington, to approve the minutes as presented. With all those present voting in favor, motion passed unanimously.

**4. DISCUSSION ON ALLOCATION OF FUNDS:**

Downey explained the next step in the process was the Committee recommending funding for individual projects and designating the CEP projects for FY 2015-16. He referred to the worksheet that compiled all the committee members' allocations by project and noted there were still funds available to allocate and that individual committee members could change initial allocations for any project at this time. Wenzl amended her allocations to Downtown Economic Sustainability Through Events/ Training, Youth Football Safety Equipment Update, Collaborative Sustainable Community, and Art Goes to the Park projects. Uhing amended her allocations to the Fire Station Mural, Downtown Economic Sustainability Through Events/Training, and Reusable Bags Initiative projects.

Harrington noted it was her understanding that unallocated funds from the B&C projects could be added to the funding available to the non-profit projects if the projects met the criteria better and she requested clarification of the process. Downey noted in previous cycles the CEP funds available for distribution were split between the two sections and if the projects requested did not require the whole allocation for that section, the committee decided with a motion to move any excess funds to the other section thereby increasing the amount per commissioner available to distribute to those projects. Harrington summarized her decision-making choices and noted that one commission had four individual requests totaling \$30,025 and seemed to take away from other non-profit projects that met the criteria.

It was moved by Kidd, seconded by Lowe, that leftover funds be rolled into next year's fund balance and to approve the amended funding allocation summary as the designated projects for FY 2015-16. **DISCUSSION:** Wenzl noted that she did not support the motion due to the confusion with the process. Johnston recommended, with concurrence from the committee, that a subcommittee be formed to review the process to clear up questions prior to next year's cycle.

**FOREST GROVE COMMUNITY ENHANCEMENT  
PROGRAM COMMITTEE MEETING  
JUNE 22, 2015 – 6:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 2**

**ROLL CALL VOTE: AYES: Johnston, Thompson, Truax, Harrington, Kidd, Uhing, and Lowe. NOES: Wenzl. Motion passed 7 to 1.**

**5. DESIGNATION OF 2015-16 COMMUNITY ENHANCEMENT PROJECTS:**

The following were designated to be 2015-16 CEP projects:

<b>PROJECT</b>	<b>SPONSOR</b>	<b>AMOUNT FUNDED</b>
Sidewalk Chalk Art Festival	Valley Art Association	\$ 3,800
Quality of Life Enrichment for Seniors	Adventures Without Limits	\$ 1,458
Local Tourism Small Business Support & Promotion	FG Chamber of Commerce	\$ 3,625
Fire Station Mural	Western Wash Co Firefighters Assoc	\$ 2,061
Improving Community Garden Infrastructure	FG Community Gardens	\$ 5,069
Farmers Market Support	Forest Grove Farmers Market	\$ 5,250
STEM, College & Career Readiness Initiative	Adelante Mujeres	\$ 3,275
Archival Storage for Old Train Station Collection	Friends of Historic Forest Grove	\$ 1,822
Forest Grove Gleaning Project Pilot	Dairy Creek Community Food Web	\$ 2,171
Landscaping Update for Chamber of Commerce	FG Chamber of Commerce	\$ 656
Commercial Dishwasher Replacement	FG Senior & Community Center	\$ 7,000
Downtown Economic Sustainability Through Events/Training	City Club	\$ 2,200
Building Permits/fees for House #3	West Tuality Habitat For Humanity	\$ 3,400
ReStore Maintenance	West Tuality Habitat For Humanity	\$ 4,175
Youth Football Safety Equipment Update	FG Little Guy Football	\$ 3,328
Promote the Urban Forest	Community Forestry Commission	\$ 3,368
Recreation & Park Brochures	Parks & Recreation Commission	\$ 1,700
Collaborative Sustainable Community	Sustainability Commission	\$ 4,924
Sustainability in Schools	Sustainability Commission	\$ 6,524
Don't Waste Food, Dude!	Sustainability Commission	\$ 3,959
Reusable Bags Initiative	Sustainability Commission	\$ 4,800
HLB Renovation Grant Program	Historic Landmarks Board	\$ 7,524
Arts for a Community	Public Arts Commission	\$ 3,850
Art Goes to the Park	Public Arts Commission	\$ 5,600

Harrington noted that Oregon City's CEP Committee distributes certificates to designated projects and suggested this as something Forest Grove could do as well.

**6. ADJOURNMENT:**

Mayor Truax adjourned the CEPC at 6:49 p.m.

Respectfully submitted,

\_\_\_\_\_  
Beverly Maughan, Executive Assistant to City Manager



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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>5.</u>
FINAL ACTION:	_____

**CEPC STAFF REPORT**

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**TO:** *Community Enhancement Program Committee*

**FROM:** *Jesse VanderZanden, City Manager*

**MEETING DATE:** *February 22, 2016*

**PROJECT TEAM:** *Paul Downey, Director of Administrative Services  
Bev Maughan, Executive Assistant to the City Manager*

**SUBJECT TITLE:** *FY 2016-17 CEP Grant Process*

<b>ACTION REQUESTED:</b>	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Order	<input type="checkbox"/> Resolution	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Informational
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*X all that apply*

**ISSUE STATEMENT:** The FY 2016-17 CEP Grant process is scheduled to begin March 1, 2016, when grant applications are scheduled to be released. The Community Enhancement Program Committee (Committee) needs to approve the program including any proposed changes for the coming year.

**BACKGROUND:** The grant process for last year was the first year using the revised program that had been established by Metro. Most of the process worked well but the Committee felt the need to look at the program to discuss possible changes before the FY 2016-17 process started.

A subcommittee met in January 2016 to discuss last year and to see if any changes should be proposed to the entire Committee for consideration prior to the commencement of the grant process. The subcommittee's recommendations to the entire Committee are: 1) there be more time for the Committee to discuss their funding allocations to the grant requests; and 2) that a City board or commission be limited to two grant requests. For the first item, staff will schedule the meetings so there is more time for Committee discussion. The second item will require a change to the grant program.

If the Committee approves the change limiting a City board or commission to two grant applications, there is a good chance that the total dollar request for those grants will be less than the half of the total funding available. The current program rules say if the proposed projects in one pool does not use the funding available to that pool, then the funds can be reallocated to the other pool. The committee may want to consider changing the word "can" to "will". This will allow staff to move the funding between pools at the beginning of the process so committee members know at the beginning of the allocation process what funds are available to each pool.

Staff will be preparing a budget update so the Committee knows how much funding is available at the meeting at which the applicants present their grants. Staff is going to ask the committee to

approve some of the available CEP funds be used to pay for staff time in FY 2016-17. Metro rules allow up to twenty percent (20%) of funds to be to pay for costs directly associated with administering a solid waste community enhancement program. Based on FY 2015-16 budgeted funding, the City could have kept \$20,948 for administrative costs. Staff does not plan on asking for that much funding for administrative costs.

**FISCAL IMPACT:** The program is self-funded by fees collected at the transfer station. There will be some benefit to the General Fund if funding for administrative costs are retained by the City.

**STAFF RECOMMENDATION:** Staff recommends the FY 2016-17 grant application program be approved with the following modifications from the FY 2015-16 program: 1) that City boards and commissions be limited to the two grant applications; and 2) if the proposed projects in one pool does not use the funding available to that pool, then the funds will be reallocated to the other pool.

**ATTACHMENT(s):**

FY 2016-17 Forest Grove Community Enhancement Program  
FY 2016-17 Community Enhancement Project Application

## **FY 2016-17 FOREST GROVE COMMUNITY ENHANCEMENT PROGRAM**

Projects shall meet one or more of the following goals and the Community Enhancement Program Committee (CEPC) shall give priority to projects that best meet these goals. The project will:

- (a) Improve the appearance or environmental quality of the community.
- (b) Reduce the amount or toxicity of waste.
- (c) Increase reuse and recycling opportunities.
- (d) Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code.
- (e) Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.
- (f) Result in improvement to, or an increase in, recreational areas and programs.
- (g) Result in improvement in safety.
- (h) Benefit youth, seniors, low income persons and/or underserved populations.

### **ELIGIBILITY CRITERIA FOR COMMUNITY ENHANCEMENT PROGRAM PROJECTS**

A community enhancement project must meet the following criteria to be eligible for funding:

- (a) The project must be located within the Forest Grove Urban Growth Boundary or the project must benefit individuals or programs located inside the Forest Grove Urban Growth Boundary.
- (b) The project applicant must be:
  - (1) A non-profit organization, including without limitation a neighborhood association or charitable organization with 501(c)(3) status under the Internal Revenue Service; or
  - (2) A school or institution of higher learning, or
  - (3) A local government, local government advisory committee, department or special district provided that they include documented support from the local government executive officer.
- (c) The project must not be used to replace any other readily available source of federal, state, local or regional funds.
- (d) The project must not promote or inhibit religion.

- (e) The project must not discriminate based on race, ethnicity, age, gender, or sexual orientation.
- (f) If the project is located on private land, the project application must establish a clear public benefit and must document landowner permission at the time of application.
- (g) All applicants must go through the official application, review and approval process established by the CEPC.

Staff will conduct a preliminary review of all grants to determine if the criteria is met and let the Committee know if a project appears to meet all of the criteria. The Committee will have the final decision if a project does or does not meet all criteria.

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### **APPLICATION, REVIEW, AND APPROVAL PROCESS**

Committee will meet to discuss the coming fiscal year grant process and determine if any changes will be made to the program. If changes are approved by the committee, staff will finalize the applications based on the results of the discussion. Applications will include the review criteria and timeline of the process.

The Committee will also determine the estimated amount of grant funding to be awarded in the coming grant cycle. One-quarter of the projected Fund Balance at July 1 of the coming fiscal year will be added to the projected funding from Metro to determine the amount of funding available to be awarded in the coming fiscal year.

A project cannot apply for more than \$8,000 in funding in any grant cycle. A local government advisory committee (City board or commission) cannot submit more than two grant applications.

Staff will make applications available to the public in printed format at City Hall and electronically on the City's website. The application period shall be open for approximately thirty days. Applications must be received by 5:00 p.m. on the closing date to be considered. Applications submitted outside of the grant process will not be accepted.

The committee will hold a work session to hear sponsor presentation of the proposed project. Presentation of the project at this meeting is not required but is highly encouraged.

When evaluating the projects, the committee members will use the goals and criteria of the Community Enhancement Program to evaluate a proposed project, and will also include the following additional factors:

- The amount of matching funds.
- The number of benefiting residents.
- Future costs associated with the project.
- The amount of public support.
- The correlation between the project and the Vision Statement and the City Council's Goals.

Committee members will complete the allocation worksheets that list the amount of funding each committee member is proposing to award to each project. Funds will be allocated by the following process:

The amount of funding estimated to be available will be split equally into two pools. The first pool of funding will be for projects submitted by City boards and commissions; and the second pool of funding will be for projects submitted by all other organizations. Projects submitted by City boards and commissions cannot be for projects that would normally be funded from the City's regular operating budget.

If the proposed projects in one pool does not use the funding available to that pool, then the funds ~~can~~will be reallocated to the other pool.

Committee members will each be given one-eighth of the available funds in each pool to allocate to proposed projects. Each committee member will propose funding allocations with their funds to projects. No committee member can allocate more than one-eighth of any individual project's requested total funding. A project must ultimately receive funding from at least five committee members to be funded. If a project is not funded, a committee member can re-allocate funds to another project.

The funding allocations will be compiled, discussed and approved at a publicly noticed CEPC meeting.

Staff will inform the applicants of the funding awarded, if any, to its project. If full funding is not awarded, staff will ask the applicant if they want the partial award and what effect, if any, the partial award will have on the proposed project. The contract to award the grant funding will include the scope of the project based on the amount of funding awarded. The City Manager will execute all contracts on behalf of the CEPC.

| Approved by the CEPC, on ~~April 16~~February 22, 2015~~2016~~.

A handwritten signature in blue ink, appearing to read "Peter Truax". The signature is written in a cursive style with a vertical line to its left.

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Mayor Peter Truax, Co-Chair

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Metro Councilor Kathryn Harrington, Co-Chair

**2016-17**  
**COMMUNITY ENHANCEMENT PROJECT**  
**APPLICATION INSTRUCTIONS**

The following is the process schedule for the Community Enhancement Projects Grant Program:

- March Applications for project proposals will be available. (Application form is attached)
- March 31 Applications must be completed and returned to City Hall, 1924 Council Street, by 5 pm.
- April 13 CEPC will hold meeting to hear sponsor presentation of proposed project. Meeting will be held in the Community Auditorium, 1915 Main Street. Presentations should be limited to 4 minutes after which the Council will have up to 5 minutes to ask questions.
- April 22 CEPC's completed allocation worksheets due to staff.
- May 9 Allocations of Grant funds approved at CEPC meeting.
- July 1 Contracts for awarded projects will be distributed to Sponsors. Contracts must be executed by September 30, 2016, or grant is forfeited.

**General Instructions**

- Applicants must be from non-profit groups, organizations or City Advisory Committees to be eligible for a grant.
- All projects must be within the City's Urban Growth Boundary to be eligible for funding. Attached is a map with the City's Urban Growth Boundary outlined in black.
- Each project must meet one of eight Metro-approved criteria listed on the CEPC's evaluation (attached).
- **A maximum limit of \$8,000 is being placed on the application for funding for an individual project. A City board or commission is limited to two (2) applications.**
- Projects will be evaluated on how the project enhances sustainability in the City while achieving the values described in the City's Vision Statement and City Council Goals (attached). Sustainability is intended to have a broad definition under this program.
- Each project is evaluated by CEPC members individually and reviewed by the CEPC together to determine funding which may be as fully funded, partly funded, or not funded.
- Sponsors are encouraged to limit question responses to the spaces provided on the application. Additional information may be provided during the presentation of the proposed project. Every question should have a response. If question does not apply to your proposed project, indicate this response in the appropriate space.

Application packets will be available on the website at [www.forestgrove-or.gov](http://www.forestgrove-or.gov) or at City Hall, 1924 Council Street, from 8:00 am to 5:00 pm Monday through Friday. Any questions regarding the application should be directed to Paul Downey, Administrative Services Director, at 503-992-3200.

## CEP - INSTRUCTION SHEET

Page 2

### Applicant Information

Name of non-profit group, organization, or committee should be listed in Sponsor Information. Contact person, phone and address should be provided for notification purposes and in case further information is required. The contact person should be the person who prepared the project proposal, or is able to answer questions about the project. The person signing the proposal should be the person authorized to submit the application.

### Project Information

- A. Project Title, Amount Requested. Sponsor should identify the date the project will begin and when the project will be completed.
- B. Eligibility Criteria: Checkmark all criteria the project meets and explain how.
- C. Project Description: This should be a short description for the proposed program or project **including how the CEP funds will be used.**
- D. Estimate how many residents within the boundary area will benefit, and specify who will benefit if the project is funded. Also complete the information indicating whether or not the project and/or sponsor have received Community Enhancement grant money in past years.
- E. Project Budget: Provide total estimated costs and how these costs were estimated. Breakdown the estimated costs by source. Personnel Services should include employee salaries, salary estimates for in-kind volunteer labor and/or contractual costs. Supplies and services would include any consumable materials and supplies used to complete project or program. Examples include postage and paper products. Capital would include major expenditures greater than \$500. This would include major tools, equipment or furnishings. Compute percent of total budget provided by the sponsor.
- F. List the amounts and sources of the funding for the Sponsor's share of the project and whether the sponsor has secured funding from the other sources. **Reimbursement of project costs incurred prior to July 1, 2016, is not allowed.**
- G. List any on-going operations and/or maintenance costs associated with the project and indicate how these will be funded.
- H. Explain how the project enhances sustainability in the City while achieving the values described in the City's Vision Statement and City Council Goals. Sustainability is intended to have a broad definition under this program.

### Project Management

- A. Provide an outline of the major project tasks and completion dates for the tasks.
- B. Describe prior experience managing similar projects: Provide a description of project, the dollar amount of project and the date the project was completed. Include any prior Community Enhancement Projects.
- C. Explain whether this project is part of a coordinated effort involving other individuals or organizations within the community. Describe how the project activities have been coordinated with other individuals or organizations.
- D. If project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application.

## COMMUNITY ENHANCEMENT PROJECT APPLICATION

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Sponsor: \_\_\_\_\_ Tax ID # \_\_\_\_\_  
 (N/A for City Board or Commission)

Contact Person: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature: \_\_\_\_\_

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### PROJECT INFORMATION

A. Project Title \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_

B. Mark all of the criteria below which your project meets and explain how:

✓	Eligibility Criteria	How project meets this criteria
	Improve the appearance or environmental quality of the community	
	Reduce the amount or toxicity of waste	
	Increase reuse and recycling opportunities	
	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	
	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
	Result in improvement to, or an increase in, recreational areas and programs	
	Result in improvement in safety	
	Benefit youth, seniors, low income persons and/or underserved populations.	

**C. Brief Project Description and Explanation of how the CEP funds will be used:**

**Proposed schedule:** Project Start Date: \_\_\_\_\_ Project Completion Date: \_\_\_\_\_

**D. Estimate how many residents will benefit if this project is funded. \_\_\_\_\_  
Who will benefit if this project is funded?**

<p>Has the sponsor received a Community Enhancement grant for this project in the past? If so, amount received \$ _____</p> <p>Has the sponsor received a Community Enhancement grant for the <u>current year</u>? If so, is the project completed?</p> <p>Please provide a brief summary of services for <u>current year grant</u>, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.</p>
---

**E. PROJECT BUDGET**

**Total Estimated Costs:** \_\_\_\_\_ How were these costs estimated (quotes, catalog, previous projects, etc.)? \_\_\_\_\_

**Breakdown estimated costs by source:**

	<b>CEP</b>	<b>Sponsor</b>	<b>Other #1</b>	<b>Other #2</b>
Personnel Services				
Supplies				
Capital				
Materials				
Other				
Total				

% of Total Budget provided by Sponsor: \_\_\_\_\_%

**F. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**

**G. Will the project be completed with the proposed funding or will future funding be necessary?**

**H. Explain how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals? Sustainability is intended to have a broad definition under this program.**



***Minutes are unofficial until approved by Council.***

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

Mayor Peter Truax called the regular City Council meeting to order at 7:02 p.m. and led the Pledge of Allegiance.

**ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Council President; Richard Kidd; Victoria Lowe; Ronald Thompson; Malynda Wenzl; and Mayor Peter Truax. **COUNCIL ABSENT:** Elena Uhing, excused.

**STAFF PRESENT:** Jesse VanderZanden, City Manager; Chris Crean, City Attorney; Paul Downey, Administrative Services Director; Jon Holan, Community Development Director; Collen Winters, Library Director; Dan Riordan, Senior Planner; Tom Gamble, Parks and Recreation Director; Rob Foster, Public Works Director (in the audience); J. F. Schutz, Police Chief (in the audience); and Anna Ruggles, City Recorder.

**1. A. EMPLOYEE RECOGNITION:**

Mayor Truax and Winters presented a Certificate of Retirement honoring Ann Dondero, Youth Services Librarian, for 36 years of dedicated service to the City, noting Dondero volunteered at the library for 10 years doing Story Time prior to becoming a City employee in 1980. Mayor Truax commended Dondero for her legacy as monthly program coordinator of "Be Enthusiastic About Reading" (B.E.A.R.) Program as well as the many other children's programs that Dondero has coordinated throughout her career as Youth Services Librarian.

**2. CITIZEN COMMUNICATIONS:**

Kathryn Harrington, Metro Council District 4, addressed Council announcing Metro is holding an event for Chehalem Ridge Natural Area to kick-off its master planning project on Wednesday, February 24, 2016, 6pm at Centro Cultural in Cornelius.

Theresa Carter, Birch Street, Forest Grove, addressed Council advocating Council's support on "Free Occupied Burns", Rural Organizing Project (ROP), noting ROP is organizing a protest vigil calling for a Day of Action Across Oregon on Saturday, January 30, 2016, to End Armed Occupation of Malheur.

**3. CONSENT AGENDA:**

Items under the Consent Agenda are considered routine and are 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 remaining Consent Agenda item(s).

- A. Approve Council and Urban Renewal Agency Board Joint Executive Session (Real Property) Meeting Minutes of January 11, 2016.
- B. Approve City Council Regular Meeting Minutes of January 11, 2016.
- C. Accept Library Commission Meeting Minutes of December 9, 2015.
- D. Accept Parks and Recreation Commission Meeting Minutes of December 16, 2015.
- E. Accept Planning Commission Meeting Minutes of December 7, 2015, and January 5, 2016.
- F. Accept Public Arts Commission Meeting Minutes of August 13, September 10, November 12 and December 10, 2015.
- G. Endorse New Liquor License Application (Full On-Premises) for Bites Restaurant, 2014 Main Street (Applicant: Thomas Gilstrap).
- H. Endorse New Liquor License Application (Full On-Premises) for Kama'aina, LLC, 1910 Main Street, Suite A (Applicant: Kevin Yamada).
- I. Accept Resignation on Committee for Citizen Involvement (CCI) (Martha Ochoa, Term Expiring January 31, 2016).
- J. **RESOLUTION NO. 2016-07 MAKING REAPPOINTMENT TO COMMITTEE FOR CITIZEN INVOLVEMENT (CCI) (Reappointing Briana Larios, Student Advisor, Term Expiring January 31, 2017).**

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

**4. ADDITIONS/DELETIONS:**

Mayor Truax announced the work session scheduled as Agenda Item 10., Marijuana Regulations, most likely would be postponed, to which VanderZanden postponed the work session to a date uncertain (refer to Agenda Item 10. below).

**5. PRESENTATIONS:**

**5. A. "Art In The Park" Selection**

Gamble introduced Dana Zurcher, Public Arts Commission (PAC) Chair, and Kathleen Leatham, PAC member, who presented a PowerPoint presentation

displaying three art sculptures: 1) Mobius by Ben Dye; 2) Tower by John Zlystra; and 3) Bird Watching by Matt Babcock. Zurcher outlined the extensive process that PAC underwent in the "Art In The Park" selection acquisition, noting the PAC selected "Mobius Sculpture" to be installed in Lincoln Park.

6. **CONTINUE PUBLIC HEARING FROM JANUARY 11, 2016: SECOND READING OF ORDINANCE NO. 2016-01 AUTHORIZING THE CITY MANAGER TO ENTER INTO A DEVELOPMENT AGREEMENT BETWEEN TOKOLA PROPERTIES AND CITY OF FOREST GROVE FOR FOREST GROVE MIXED-USE PROJECT LOCATED NORTH OF PACIFIC AVENUE AND WEST OF A STREET; FILE NO. 311-15-00022-PLNG**

The first reading of Ordinance No. 2016-01 by title occurred at the Council meeting of January 11, 2016.

**Staff Report:**

Holan and Riordan presented a PowerPoint presentation giving an overview of the purpose of the Development Agreement (as outlined in Exhibit A), noting a Development Agreement is necessary to accommodate project density and other design features necessary to achieve the City's redevelopment objectives for the property, because the Development Code update will not occur until sometime in April 2016. Holan and Riordan advised the Development Agreement does not specify any financial assistance or estimated project costs, noting any expenditure of funds related to the project will be addressed by a Disposition and Development Agreement (DDA) between the City, Urban Renewal Agency and Tokola Properties, Step 2 as noted below. Riordan reported the residential density will exceed what is currently allowed under the City's zoning rules and site plan mitigates potential impacts, i.e., off-street parking, noting no off-street parking is required in the Town Center for any use at this current time. Holan and Riordan reiterated the Planning Commission approved the Development Agreement unanimously with a motion recommending crosswalks for each leg of Pacific Avenue and A Street intersection and a motion to provide future egress from Phase I to B Street. In addition, Holan and Riordan explained the project approval process as outlined below:

- Step 1 is Council's approval of a Development Agreement, which is a quasi-judicial land use decision based on applicable Comprehensive Plan goals and policies; Design Review, which meets applicable design standards and guidelines for Town Center development, i.e., building location site and design of building exterior; and Site Plan Review, which meets applicable zoning requirements not otherwise modified by the Development Agreement.
- Step 2 is Urban Renewal Agency's (URA)'s approval of a Disposition

and Development Agreement (DDA), which staff is negotiating potential public financial assistance to address funding gaps and to make the project feasible. Any expenditure of funds related to the project will be addressed by a DDA between City, URA and Tokola Properties at an URA Board Meeting in February and a Public Hearing will be held as required.

In conclusion of the above-noted staff report, Holan and Riordan advised staff is recommending Council adopt the above-proposed Ordinance approving a Development Agreement between the City and Tokola Properties (Exhibit A), noting this Development Agreement provides exceptions to the site by increasing maximum density from 20 to 55 units per net acre and method for calculating density.

**Questions of Staff:**

In response to Lowe's objection, that criteria heard in executive session was not mentioned during staff's presentation, City Attorney Crean advised that a motion by a majority vote of the Council would be required to disclose executive session discussion, noting if Council passes such a motion, pursuant to law, all confidential executive session discussion must be disclosed in its entirety, to which Council made no motion. In response to Lowe's concerns, Holan advised the developer is accepting Section 8 housing vouchers (as noted below in applicant's rebuttal).

**Public Hearing Continued:**

Mayor Truax continued the Public Hearing from the meeting of January 11, 2016, and explained hearing procedures.

**Written Testimony Received:**

Holan and Riordan distributed copies of written testimony entered into the record at the Council meeting of January 11, 2016, and additional new written testimony received by the deadline date of January 25, 2016, 7:00 p.m. and entered into the record as noted below.

**Opponents:**

Ellen Hastay, Forest Grove, submitted an e-mail to Council dated January 21, 2016, in opposition of using public funds for purpose of luxury housing and advocating need for development that is affordable to a broad spectrum of the City's population and that addresses the pressing need for subsidized housing.

Very Unhappy Resident, submitted an anonymous letter to Council received January 22, 2016, in opposition of market-rate housing and advocating housing need for low-income people.

Andrea Davis, Forest Grove, submitted an e-mail to Council dated January 22, 2016, in opposition of using public funds for purpose of luxury housing and advocating need for affordable housing and this project will not bring higher wage earners into town.

Proponents:

Shirley Gamble, Forest Grove, submitted a letter to Council dated January 20, 2016, in support of the type of housing proposed and retail need and advocating project will provide housing alternative with features not found in Forest Grove for persons who are not ready for assisted living facilities.

Barry Wilson, submitted an e-mail to Council dated January 19, 2016, in support of affordable housing and advocating project will provide housing alternatives with features to meet the needs of retirement age persons who are able to promote discretionary spending in downtown Forest Grove.

Economic Development Commission (EDC), Tim Budelman, EDC Chair, submitted a letter to Council dated January 8, 2016, affirmed that the EDC voted unanimously to strongly support the proposed project with a recommendation to proceed, noting EDC believes the Tokola project will provide long-term investment; sustainable elements; support and catalyze future downtown development; and supports EDC's Strategic Plan and vision for downtown Forest Grove.

No other written testimony was received prior to the published deadline of January 25, 2016, 7:00 p.m.

Staff's Response to Written Comments Received:

Holan and Riordan referenced the PowerPoint presentation, which addressed review criteria regarding calculation of net density (consistent with Comprehensive Plan); play area location and criteria (Development Code does not govern location of play area); parking (94 spaces meets requirements); affordable housing (cannot be a reason for denying a land use application and ORS prohibits "inclusionary zoning", which precludes the City from establishing regulations to set-aside a certain number of units for low or moderate income households) and the Comprehensive Plan includes affordable housing policies; however, the Development Code may not include criteria requiring affordable housing; Forest Grove remains one of the most affordable locations for housing in the Portland region with median rent of \$756 per month; Forest Grove has the highest per-capita number of subsidized affordable housing units of any city in Washington County; and financial participation is not a criteria for the land use application process.

**Declaration of Ex-parte Contacts, Conflicts of Interest, or Abstentions:**

None declared.

**Applicant:**

Dwight Unit, President/Owner of Tokola Properties; Jeff Edinger, Vice President of Tokola Properties; and Eric Gernard and Jim Walker, Studio C Architects, Applicant/Developer Representatives, had nothing to add at this time.

**Proponents:**

Howard Sullivan, Forest Grove/Cornelius Chamber of Commerce Executive Director, voiced the Chamber's support of the Tokola project, pointing out the City has done due diligence in its redevelopment efforts. Sullivan thanked those advocating on homelessness, noting it is a huge problem throughout the state and nation.

Kathryn Harrington, Metro Council District 4, voiced support of the Tokola Properties agreement, pointing out this project will nourish the City; specifically, the downtown heart of the community. Harrington encouraged Council to be expeditious about this project, this opportunity and its redevelopment efforts.

Michael Goff, Forest Grove, voiced support of the project, pointing out there is a high no vacancy rate when seeking apartments and this project fills the needs of affordability and social mobility.

Alma Albrecht, Forest Grove, voiced support of the project, pointing out the senior community needs housing options for those who have worked hard and if the City is going to grow, Forest Grove needs their discretionary spending.

Todd Kelley, Forest Grove, voiced support of the project, pointing out this is an opportunity to revitalize downtown and it is a great start.

James Draznin, Forest Grove, voiced support of the project and provided insight about Hillsboro's success, fear of success and forward thinking, pointing out let's do something different that will strengthen this community.

Rod Fuiten, Forest Grove, former elected official, voiced support of the project, spoke regarding properties that he owns in the downtown areas, and provided insight of Forest Grove's history, which he pointed out was once a bustling small-town. Fuiten noted public-private partnerships have been proven to work and commended former city manager and new city manager for forward thinking and their efforts in trying to regenerate the downtown area. Later

during testimony, Fuiten readdressed Council and voiced concern that when a governing body makes a quasi-judicial land-use decision, it is sitting in the role of a judge and is adjudicating individual rights, noting Council must take action in accordance with law.

Deborah Rogers, Forest Grove, voiced support of the project, pointing out Forest Grove needs something to help raise housing prices and increase real property values.

Matt Stone, Forest Grove business owner, voiced support of the project, noting he is a business owner in Forest Grove and invested in this community. Stone pointed out this project will attract new businesses, newer generation, and a long-term vision; otherwise, downtown will be left behind.

Cherie Savoyed, Forest Grove, voiced support of the project; however, she had concerns regarding parking and suggested building a parking structure.

Anne Newkirk-Niven, Forest Grove, Public Safety Advisory Commission member, provided insight on how small towns have historically changed over time, noting towns need to change; though, that does not mean saying no to other important issues that have been brought up this evening.

No one else testified and no other written comments were received.

**Opponents:**

Linda Ebert, Portland, advocated for homelessness and affordable housing and encouraged Forest Grove to be a leader in addressing homelessness. Ebert noted there is no demand for luxury apartments but there is a great demand for affordable housing.

Theresa Clark, Forest Grove, advocated for affordable housing and voiced concerns pertaining to topography of the site and potential soil contaminations that could cause health-related issues.

Russ Dondero, Forest Grove, submitted a copy of his written testimony, noting he is not speaking against the development per se but simply asking Council to persuade the developer to cast a broader net for the benefit of all residents. Dondero advocated for homelessness and affordable housing and provided insight as a member of the Washington County Homeless Advisory Plan Committee. Later during testimony, Dondero readdressed Council and pointed out that Fuiten was a member of the ad-hoc committee who recommended market-rate housing and then Dondero asked to hear each Councilor's points of view.

Liz Swensen, Hillsboro, Forest Grove United Methodist Church, advocated for homelessness and affordable housing and provided insight about services her church provides for the homeless community.

Eric Canon, Forest Grove, submitted a copy of his written testimony, advocated for homelessness and affordable housing, and provided insight as the Chair of the Interfaith Committee on Homelessness and as a member of the Washington County Homelessness Advisory Plan Committee.

Jack Koran, Forest Grove, advocated for an increase in affordable housing and urged Council to reject the project and seek community input and consider what is best for Forest Grove.

Celeste Goulding, Forest Grove, United Church of Christ, advocated for homelessness and affordable housing and provided insight about services her church provides for the homeless community and urged Council to delay voting until after the Annual Town Meeting.

Victoria Eaton, Forest Grove, addressed Councilmembers' initiatives that they support as elected officials and referenced Council Key Goals 1, 2 and 3. Eaton voiced other concerns as well, noting there is no industry to support new jobs and mentioned that a community space would be amazing. Eaton urged Council to postpone voting for two weeks.

Margaret, unknown last name, Forest Grove, voiced concerns pertaining to the proposed development's lack of sustainability focus and parking. Margaret asked what objective that Lowe pointed out earlier was missing in staff's presentation, noting there appears to be a lack of transparency, to which Riordan referenced staff's PowerPoint presentation and City Attorney Crean explained the concern lies with Council if they want to disclose what was discussed in executive session as it requires a majority vote of the Council, to which Council made no motion.

Megan Eatough, Forest Grove, representing Adelante Mujeres, advocated in support of affordable housing.

Amy Smetana, Forest Grove, Homeplate Youth Services, advocated for more services for homeless youths.

Karin Pfeiffer-Hoyt, Forest Grove, Sustainability Commission member, referenced the Sustainability's Action Plan on social equity and urged Council to reflect on the needs of citizens.

No one else testified and no other written comments were received.

**Others:**

Tom Beck, Forest Grove, Planning Commission Chair, provided insight of the proposed project, noting a \$1.5 million investment by the City is a mistake and spending dollars out of redevelopment is of concern and bad decision-making, pointing out this project will not do everything the City thinks it will do and noted the City needs a really public plaza. In response to Council President Johnston's inquiry about the Planning Commission's unanimous decision, Beck replied the Planning Commission looked at land use, stating his concern is that this is a bad project to put public money into because it is about spending money the agency does not have yet. Later during testimony, Beck readdressed Council and urged Council to take a two-week postponement since the Annual Town Meeting would be held this Saturday.

Kylie Martin, Forest Grove, submitted a copy of her written testimony on behalf of a group of Pacific University students and advocated that some of the project be affordable housing, pointing out she has been using student loans to pay to live on campus because there are few affordable housing options off campus.

MJ Guidetti-Clapshaw, Forest Grove, submitted a copy of her written testimony and urged Council to build a multi-purpose community center on the city-owned property site instead and let development happen on private property as well as encouraged Council to do more to support existing businesses.

Sean Clapshaw, Forest Grove, voiced support, pointing out the project is a good thing for Forest Grove and maybe Phase II will have a community center. Clapshaw announced he is willing to match \$5,000 to get things done (for a community center).

Linda Lewis, Forest Grove, voiced support, pointing out she would like to see people coming to Forest Grove but stressed there is still a need of creating activities to get people involved.

Aldie Howard, Forest Grove, spoke about the history of Forest Grove, urged Council to postpone voting for a month, and instead suggested convening a committee because people do not understand urban renewal.

Matt Stone, Forest Grove, voiced support and urged Council to consider approval of the development plans, noting affordable housing can be considered in other areas of Forest Grove.

No one else testified and no other written comments were received.

**Recess:** Mayor Truax called for a recess at 9:56 p.m. and with consensus from the Council reconvened the meeting at 10:05 p.m.

**Applicant's Rebuttal:**

Dwight Unti, President/Owner of Tokola Properties; Jeff Edinger, Vice President of Tokola Properties; and Eric Gernard and Jim Walker, Studio C Architects, Applicant/Developer Representatives, was given an opportunity for rebuttal, noting Forest Grove is facing a lot of challenges, i.e., affordable housing and homeless, and they recognize this project cannot solve all issues but the key issue is downtown revitalization and seeking improvement and this project is intended to do this. Unti advised it may feel like a rushed process, but it has really been a long deliberating process to get to this point, noting Tokola is invested in the community long term and believes in this community. Unti reaffirmed the project would create jobs as well as ongoing jobs and add 120-140 residents spending discretionary monies on local businesses, noting downtown businesses are not able to sustain themselves, it's a repeating cycle. Unti highlighted design concepts and details of the project, noting the project provides for sustainability, energy conservation measures, such as energy saving appliances and light sensors, and includes a rain garden. In response to testimony heard pertaining to Section 8 housing, Unti made it very clear that they absolute will accept Section 8 Housing Vouchers, noting it is State law and they adhere to State law. In response to testimony heard pertaining to no demand for this type of housing, Unti replied there is a lack of rental housing in all income ranges, pointing out this is the first type of development in Forest Grove and it will offer housing options that do not currently exist. Unti pointed the word "luxury" means high-end amenities that the project will provide, such as a roof top terrace. As far as environmental contamination on the site, Unti replied the site appears clean with no environmental concerns. In conclusion of the above-noted rebuttal, Unti affirmed they have demonstrated compliance with the City's applicable criteria, pointing out there is risk in delaying the process, noting the time to do this development project in Forest Grove is now. In addition, Unti noted Tokola would like to begin construction in 2016 before interest rates increase.

**Public Hearing Closed:**

Mayor Truax closed the Public Hearing.

**Council Discussion:**

Lowe responded to testimony heard, stating she is well known for her sustainability initiatives and the one thing that she demands is citizen voices

and the community's right if using public monies. Lowe thanked everyone who spoke their minds on either side of the issue and announced she encourages citizens to contact her directly who would like to speak to any issue. In addition, Lowe stated using public monies for public-private for-profit development is a moral, ethical line that prevents her from moving forward, noted she has never supported using public monies for public-private development.

**LOWE MOVED TO TABLE/DEFER ORDINANCE NO. 2016-01 FOR TWO WEEKS UNTIL THE ANNUAL TOWN MEETING IS HELD TO ALLOW MORE TIME FOR CITIZEN INPUT. MOTION DIED DUE TO LACK OF A SECOND.**

Wenzl responded to testimony heard, referencing her tallied votes among those that testified as proponents and those that testified in opposition, noting the majority of the opposition heard pertains to affordable housing and the Development Agreement does not contain any financial obligation. In response to Wenzl's inquiry pertaining to parking, Unti replied the 94 parking spaces are onsite parking for residents, noting retail parking is on-street parking and there is parking in the public parking lot located on 21<sup>st</sup> Avenue. In response to Wenzl's inquiry pertaining to the Request for Proposals (RFP) process, Downey replied no responses were received from the RFP, noting the City received a letter of interest for a possible hotel but it was submitted late and was later withdrawn. Downey reported Tokola Properties approached the City and expressed interest in pursuing a mixed-use development and possibly including a hotel at the site, noting over the course of several months, Tokola refined their development concept based on a market analysis and the City's objectives for the property. In addition, Wenzl discouraged changing the topic of the Annual Town Meeting (ATM), noting with the ATM being held this Saturday, it would be unfair to the Committee for Citizen Involvement who has worked extremely hard in preparation for this year's ATM.

Thompson responded to testimony heard, stating he cares significantly about issues of homelessness as well as veterans, disabled and aging citizens in this community. Thompson stated he is in favor of this project primarily because he thinks the City needs more jobs in the downtown area, noting future development will eventually meet the needs for low-income housing and help the homeless as the local economy improves.

Council President Johnston responded to testimony heard, stating parking issues can be taken care of by enforcing parking regulations and building a community center is taxed money, paid for by taxpayers, and has monthly membership fees of up to \$100 per family. Johnston added he wishes the City could build all the things the community needs and wants, but the time to move forward and take action is now. In addition, Johnston voiced concern of using

student loans to pay for housing, pointing out students could rent a three-bedroom house off campus for about the same costs of student housing on campus.

Kidd responded to testimony heard, stating a great deal of the testimony heard pertains to affordable housing and parking is adequate for this particular project. Kidd noted downtown parking has never been a problem within a five block radius. Kidd referenced census data, noting Forest Grove has the highest per-capita number of subsidized affordable housing of any city in Washington County, which ensures there is equity. Kidd noted he has worked endless hours on affordable housing and over 20 years building homes for Habitat for Humanity. Kidd noted this project is an apartment complex that will provide options for senior housing versus high costs of residential living facilities. In addition, Kidd gave a brief overview on the purpose of an urban renewal district, noting redevelopment supports and benefits the whole community. Kidd stated he does not support delaying this project, noting Council must make a quasi-judicial decision because the clock is ticking (120-day rule); otherwise, if the Council fails to make a decision, then this land use application will be approved as submitted by the State whether the City approves or not.

Mayor Truax responded to testimony heard, noting this project is transformative and will get Forest Grove to a place where it will make a difference. Mayor Truax pointed out other statewide concerns, such as mental health services, environmental and economic sustainability and social justice, noting this project will help these and other issues in some small way.

Hearing no further discussion from the Council, Mayor Truax asked for a roll call vote on the motion made at the meeting of January 11, 2016.

VanderZanden read Ordinance No. 2016-01 by title for second reading.

**ROLL CALL VOTE: AYES: Councilors Johnston, Kidd, Thompson, Wenzl, and Mayor Truax. NOES: Councilor Lowe. ABSENT: Councilor Uhing. MOTION CARRIED 5-1.**

7. **PUBLIC HEARING AND ORDER NO. 2016-01 APPROVING DESIGN REVIEW FOR THE FOREST GROVE DOWNTOWN MIXED-USE PROJECT (LOCATED NORTH OF PACIFIC AVENUE AND WEST OF A STREET). FILE NO. 311-15-00022-PLNG**

**Staff Report:**

Holan and Riordan presented the above-proposed order adopting the Design

Review Findings, noting Council has approved the Development Agreement (Agenda Item 6 above) with Tokola Properties for Phase I, a four-story, mixed-use residential apartment and commercial development project comprised of 78-apartment units (including five live-work units), approximately 2,500 square feet of commercial space, 94 parking spaces, and a privately constructed/publicly accessible plaza area comprised of approximately 2,900 square feet on 1.53 acres located north of Pacific Avenue and west of A Street in downtown Forest Grove (former Times Litho property). In conclusion of the above-noted staff report, Holan and Riordan referenced the Design Review Findings as outlined in Exhibit A; Design Plans as shown in Exhibit B; and Conditions of Approval as outlined in Exhibit C, noting the project complies with the applicable criteria and design standards and guidelines for Town Center development, i.e., building location site and design of building exterior.

**Public Hearing Opened:**

Mayor Truax opened the Public Hearing and explained hearing procedures.

**Applicant:**

Dwight Unti, President/Owner of Tokola Properties; Jeff Edinger, Vice President of Tokola Properties; and Eric Gernard and Jim Walker, Studio C Architects, Applicant/Developer Representatives, presented the Design Review and architectural elements of the project, including photographs of the design concept; materials palette; site development areas of Phase I and 2; project detail summary; building area; parking mix; 4<sup>th</sup> level roof terrace; community garden; garden shed; play area; building elevations; and other development specifications, noting the Tokola project is located in the Town Center and reflects a contemporary design with subtle queues reflecting the historic feel of downtown and the height of the proposed building is four stories (approximately 55 feet) with retail storefronts to encourage a lively streetscape.

**Proponents:**

Testimony was heard concurrently with Agenda Item 6 above.

**Opponents:**

Testimony was heard concurrently with Agenda Item 6 above.

**Others:**

Testimony was heard concurrently with Agenda Item 6 above.

No one else testified and no other written comments were received.

**Public Hearing Closed:**

Mayor Truax closed the Public Hearing.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Order No. 2016-01, which resulted in the following motion to amend.

**MOTION TO AMEND:** Councilor Wenzl moved, seconded by Councilor Kidd, to amend Exhibit C to Order No. 2016-01 and 2016-02 by adding a new Condition of Approval No. 37: Applicant shall improve each leg of the Pacific Avenue and A Street Intersection with marked pedestrian crosswalks (meeting Engineering Division requirements).

**Council Discussion:**

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

**ROLL CALL VOTE ON AMENDMENT:** AYES: Councilors Johnston, Kidd, Thompson, Wenzl, and Mayor Truax. NOES: Councilor Lowe. ABSENT: Councilor Uhing. MOTION CARRIED 5-1.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Order No. 2016-01 as amended.

VanderZanden read Order No. 2016-01 by title as amended.

**MOTION:** Councilor Kidd moved, seconded by Councilor Wenzl, to adopt as amended Order No. 2016-01 Approving Design Review for the Forest Grove Downtown Mixed-Use Project (located north of Pacific Avenue and west of A Street). File No. 311-15-00022-PLNG.

**Council Discussion:**

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

**ROLL CALL VOTE:** AYES: Councilors Johnston, Kidd, Thompson, Wenzl, and Mayor Truax. NOES: Councilor Lowe. ABSENT: Councilor Uhing. MOTION CARRIED 5-1.

8. **PUBLIC HEARING AND ORDER NO. 2016-02 APPROVING SITE DEVELOPMENT REVIEW FOR THE FOREST GROVE DOWNTOWN MIXED-USE PROJECT (LOCATED NORTH OF PACIFIC AVENUE AND WEST OF A STREET). FILE NO. 311-15-00022-PLNG**

**Staff Report:**

Holan and Riordan presented the above-proposed order adopting the Site

Development Review Findings, noting Council has approved the Development Agreement (Agenda Item 6) and Design Review (Agenda Item 7) with Tokola Properties for Phase I, a four-story, mixed-use residential apartment and commercial development project comprised of 78-apartment units (including five live-work units), approximately 2,500 square feet of commercial space, 94 parking spaces, and a privately constructed/publicly accessible plaza area comprised of approximately 2,900 square feet on 1.53 acres located north of Pacific Avenue and west of A Street in downtown Forest Grove (former Times Litho property). In conclusion of the above-noted staff report, Holan and Riordan referenced the Site Development Review Findings as outlined in Exhibit A; Design Plans as shown in Exhibit B; and amended Conditions of Approval as outlined in Exhibit C, noting the project complies with the applicable approval criteria, including compatibility with surrounding uses.

**Public Hearing Opened:**

Mayor Truax opened the Public Hearing and explained hearing procedures.

**Applicant:**

Dwight Unti, President/Owner of Tokola Properties; Jeff Edinger, Vice President of Tokola Properties; and Eric Gernard and Jim Walker, Studio C Architects, Applicant/Developer Representatives, presented the Site Development and architectural elements of the project, including photographs of the design concept; materials palette; site development areas of Phase I and 2; project detail summary; building area; parking mix; 4<sup>th</sup> level roof terrace; community garden; garden shed; play area; building elevations; and other development specifications, noting the Tokola project is located in the Forest Grove Town Center and reflects a contemporary design with subtle queues reflecting the historic feel of downtown and the height of the proposed building is four stories (approximately 55 feet) with retail storefronts.

**Proponents:**

Testimony was heard concurrently with Agenda Item 6 above.

**Opponents:**

Testimony was heard concurrently with Agenda Item 6 above.

**Others:**

Testimony was heard concurrently with Agenda Item 6 above.

No one else testified and no other written comments were received.

**Public Hearing Closed:**

Mayor Truax closed the Public Hearing.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Order No. 2016-02.

VanderZanden read Order No. 2016-02 by title.

**MOTION:** Councilor Wenzl moved, seconded by Councilor Thompson, to adopt as amended (Exhibit C) Order No. 2016-02 Approving Site Development Review for the Forest Grove Downtown Mixed-Use Project (Located North of Pacific Avenue and West of A Street). File No. 311-15-00022-PLNG.

**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, Thompson, Wenzl, and Mayor Truax. NOES: Councilor Lowe. ABSENT: Councilor Uhing. MOTION CARRIED 5-1.

9. **RESOLUTION NO. 2016-08 AUTHORIZING CITY MANAGER TO EXECUTE OREGON PUBLIC SERVICE RETIREMENT PLAN COVERAGE AGREEMENT BETWEEN THE CITY OF FOREST GROVE AND THE STATE OF OREGON FOR NEWLY HIRED POLICE OFFICERS AND FIREFIGHTERS TO PARTICIPATE IN THE PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS)**

**Staff Report:**

Downey presented the above-proposed resolution requesting authorization to execute the Oregon Public Service Retirement (PERS) Plan Coverage Agreement between the City and the State of Oregon, effective February 1, 2016 (as outlined in Exhibit A), noting the City Attorney has reviewed the draft agreement. Downey reported Council adopted Resolution No. 2015-75 on October 30, 2015, by which the City announced its intent to participate in PERS for all of its sworn police officers and firefighters hired on or after the effective date of the PERS agreement. Downey noted the Forest Grove Police Association (FGPA) and International Association of Firefighters Local No. 1660 (IAFF) have agreed to put its sworn police officers and firefighters hired on or after the effective date into PERS. Downey gave an overview of the agreement, noting the City has agreed to pay six (6%) percent contribution for the Individual Account Program that is due from members and the City does not intend to participate in the State and Local Government Rate Pool for Tier 1 or Tier 2 members, noting participation will be permanent and is irrevocable

once the coverage agreement goes into effect. In addition, Downey advised the fiscal impact is difficult to determine, noting the initial PERS rate will be 12.65 percent compared to 17.3 percent for the City's current defined contribution rate. In conclusion of the above-noted staff report, Downey reported staff and the City's retirement actuaries plan to meet with Council in March to discuss actuarial changes, which could significantly increase the costs of the City's defined contribution benefit retirement plan.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2016-08.

VanderZanden read Resolution No. 2016-08 by title.

**MOTION: Councilor Lowe moved, seconded by Councilor Thompson, to adopt Resolution No. 2016-08 Authorizing City Manager to Execute Oregon Public Service Retirement Plan Coverage Agreement between the City of Forest Grove and the State of Oregon for Newly Hired Police Officers and Firefighters to Participate in the Public Employees Retirement System (PERS).**

**Council Discussion:**

In response to Kidd's inquiry pertaining to mandatory compliance, Downey affirmed both unions understand and agree the election to participate in PERS is irrevocable.

Hearing no further 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, Wenzl, and Mayor Truax. NOES: None. ABSENT: Councilor Uhing. MOTION CARRIED 6-0.**

**10. WORK SESSION: MARIJUANA REGULATIONS**

Due to time, VanderZanden postponed the above-noted work session to a date uncertain.

**11. CITY COUNCIL COMMUNICATIONS:**

Due to time, Mayor Truax postponed Council Communications to the next Council meeting of February 8, 2016.

**12. CITY MANAGER'S REPORT:**

Due to time, Mayor Truax postponed City Manager's Report to the next Council meeting of February 8, 2016.

13. **MAYOR'S REPORT:**

Due to time, Mayor Truax postponed Mayor's Report to the next Council meeting of February 8, 2016.

14. **ADJOURNMENT:**

Mayor Truax adjourned the regular meeting at 11:05 p.m.

Respectfully submitted,

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Anna D. Ruggles, CMC, City Recorder

**Minutes are unofficial until approved by Council.**

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

Mayor Peter Truax called the Work Session to order at 6:17 p.m.

**CALL: COUNCIL PRESENT:** Thomas Johnston, Council President; Richard Kidd; Victoria Lowe; Ronald Thompson; Malynda Wenzl; and Mayor Peter Truax.  
**COUNCIL ABSENT:** Elena Uhing, excused.

**STAFF PRESENT:** Jesse VanderZanden, City Manager; Anna Ruggles, City Recorder; and Colleen Winters, Library Director (in the audience).

**2. WORK SESSION: BOARDS, COMMITTEES, AND COMMISSIONS (B&C) INTERVIEWS**

The following applicants were interviewed for the following B&C positions:

- **Mackenzie Carey – Parks and Recreation Commission, Term Expiring December 31, 2019.**
- **Elizabeth Beechwood – Library Commission, Term Expiring December 31, 2017.**
- Victoria Eaton was interviewed for a position on the Library Commission; however, there was no vacancy with the appointment noted above. Pending acceptance to Committee for Citizen Involvement or another B&C with a vacancy, to which Eaton declined. Eaton’s application will remain on file.

In addition, Lowe advised the Sustainability Commission’s representative for Clean Water Services has not attended meetings regularly, noting the Commission is considering amending this position to an at-large position so the seat can be filled, to which Lowe was informed about the process that the Commission should undergo in making this recommendation to Council.

After Council deliberation, Council collectively made recommendation to make the above-noted appointments as shown in **bold**. Resolutions making formal appointments will be considered at the next regular Council meeting of February 22, 2016.

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

3. **ADJOURNMENT:**  
Mayor Truax adjourned the regular meeting at 6:56 p.m.

Respectfully submitted,

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Anna D. Ruggles, CMC, City Recorder

**Minutes are unofficial until approved by Council.**

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

Mayor Peter Truax called the regular City Council meeting to order at 7:05 p.m. and led the Pledge of Allegiance.

**ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Council President; Richard Kidd; Victoria Lowe; Ronald Thompson; Malynda Wenzl; and Mayor Peter Truax. **COUNCIL ABSENT:** Elena Uhing, excused.

**STAFF PRESENT:** Jesse VanderZanden, City Manager; George Cress, Light and Power Director; Paul Downey, Administrative Services Director; Rob Foster, Public Works Director; Michael Kinkade, Fire Chief; Derek Robbins, Project Engineer; and Anna Ruggles, City Recorder.

2. **CITIZEN COMMUNICATIONS:** None.

3. **CONSENT AGENDA:**

Items under the Consent Agenda are considered routine and are 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 remaining Consent Agenda item(s).

- A. Approve City Council Work Session (B&C Interviews) Meeting Minutes of January 25, 2016.
- B. Approve City Council Work Session (Not-For-Profit Contribution) Meeting Minutes of January 25, 2016.
- C. Accept Historic Landmarks Board Meeting Minutes of December 15, 2015.
- D. Community Development Monthly Building Activity Report for January 2016.
- E. Library Quarterly Statistics Report for FY 2015-16 (Nov–Dec 2015).
- F. **Endorse New Liquor License Application (Full On-Premises Sale) for New Chinese Cuisine, 1927 Main Street (Applicant: Weiming Chen).**

- G. RESOLUTION NO. 2016-09 MAKING APPOINTMENT TO COMMITTEE FOR CITIZEN INVOLVEMENT (Appointing MJ Guidetti-Clapshaw, Term Expiring January 31, 2020).
- H. RESOLUTION NO. 2016-10 MAKING APPOINTMENT TO COMMUNITY FORESTRY COMMISSION (Appointing Michael Howell, Term Expiring December 31, 2016).
- I. RESOLUTION NO. 2016-11 MAKING APPOINTMENT TO HISTORIC LANDMARKS BOARD (Appointing Larissa Whalen Garfias, Term Expiring December 31, 2016).
- J. RESOLUTION NO. 2016-12 MAKING APPOINTMENT TO LIBRARY COMMISSION (Appointing Jane Burch-Pesses, Term Expiring December 31, 2017).
- K. RESOLUTION NO. 2016-13 MAKING APPOINTMENT TO PARKS AND RECREATION COMMISSION (Appointing Kenneth Cobleigh, SW, Term Expiring December 31, 2017).
- L. RESOLUTION NO. 2016-14 MAKING APPOINTMENTS TO PUBLIC SAFETY ADVISORY COMMISSION (Appointing Karen Hessen, At-Large, Term Expiring December 31, 2017, and Thomas Epler, Rural Fire District, Term Expiring December 31, 2017).

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

4. ADDITIONS/DELETIONS: None.

5. PRESENTATIONS:

5. A. Utility Meter Retro-Fit Program

Cress and Foster presented a PowerPoint presentation displaying photographs of the City's new Encoder Receiver Transmitter (ERT) electric meters, noting ERT meters allow electric and water use be read automatically with a handheld meter reading console from the street instead of physically approaching each meter and entering usage manually. Cress and Foster reported about 9,000 (95 percent completed) of 9,300 electric meters and about 5,627 (90 percent completed) of 6,254 water meters are now radio-read meters. Cress and Foster gave an overview of the benefits, myths and facts about radio-read meters, noting radio-read meters are one-way communicators and emit very low levels of radiation, similar to that of a baby monitor, and is one-tenth of the exposure limit set by the Federal Communications Commission. In conclusion of the above-noted staff presentation, Cress explained how to read solar

meters, noting it requires one meter for measuring solar ray and one meter for electricity usage.

5. B. Washington County Emergency Communications System Bond Measure  
Fire Chief Kinkade introduced Rod Rice, Washington County Administrator, and Kelly Dutra, Washington County Consolidated Communications Agency (WCCCA) Director, who presented a PowerPoint presentation outlining the proposed Washington County General Obligation Bonds for County Emergency Communications and Response Facilities, noting Washington County has worked with WCCCA and its member agencies to propose a bond measure for voter consideration at the Primary Election on May 17, 2016. Rice and Dutra reported the bond measure, if voter-approved, would pay for \$77 million in capital improvements costs for 9-1-1 communications system, emergency response facilities and improve disaster response, noting the projected levy rate is not expected to exceed eight cents (\$0.08) per \$1,000 of assessed value (estimated \$20 in the first year) and would be paid over a period of less than 21 years, starting Fiscal Year 2016-17 and ending Fiscal Year 2036-37. In addition, Rice and Dutra highlighted the project goals, expenditure plan, member agencies who use the emergency communications system, which includes Forest Grove, and major components of the proposed bond measure as outlined below:
- Convert existing 9-1-1 system to current technology;
  - Improve countywide radio coverage by installing more towers;
  - Strengthen facilities to withstand emergencies, i.e., earthquakes and storms;
  - Expand the 9-1-1 dispatch center and expand or add other county emergency response facilities; and
  - Replace approximately 3,000 analog radios currently used by first responders countywide.

In conclusion of the above-noted presentation, Rice and Dutra asked for Council support of the proposed bond measure for voter consideration at the Primary Election on May 17, 2016.

6. **RESOLUTION NO. 2016-15 OF THE FOREST GROVE CITY COUNCIL SUPPORTING WASHINGTON COUNTY'S ISSUANCE OF GENERAL OBLIGATION BONDS TO PAY FOR \$77 MILLION IN CAPITAL COSTS FOR EMERGENCY AND 9-1-1 EQUIPMENT AND FACILITIES**

**Staff Report:**

Mayor Truax presented the above-proposed resolution requesting City Council

support of Washington County's issuance of General Obligation Bonds to pay for \$77 million in capital costs for emergency and 9-1-1 equipment and facilities, noting Washington County has worked with WCCCA and its member agencies to propose a bond measure for voter consideration at the Primary Election on May 17, 2016.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2016-15.

VanderZanden read Resolution No. 2016-15 by title.

**MOTION: Councilor Kidd moved, seconded by Council President Johnston, to adopt Resolution No. 2016-15 of the Forest Grove City Council Supporting Washington County's Issuance of General Obligation Bonds to Pay for \$77 Million in Capital Costs for Emergency and 9-1-1 Equipment and Facilities.**

**Council Discussion:**

Rice and Dutra addressed various Council inquiries pertaining to the capital improvement plans, data breach and/or other threats to the 9-1-1 system.

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

**VOICE VOTE: AYES: Councilors Johnston, Kidd, Lowe, Thompson, Wenzl, and Mayor Truax. NOES: None. ABSENT: Councilor Uhing. MOTION CARRIED 6-0.**

7. **RESOLUTION NO. 2016-16 AUTHORIZING THE MAYOR AND CITY MANAGER TO ENDORSE THE LOCAL AGENCY AGREEMENT BETWEEN THE CITY OF FOREST GROVE AND THE OREGON DEPARTMENT OF TRANSPORTATION FOR OR8/OR47 INTERSECTION IMPROVEMENTS; CONTRACT NO. 31034**

**Staff Report:**

Robbins and Foster presented the above-proposed resolution authorizing the Mayor and City Manager to endorse an Intergovernmental Agreement (IGA) between the City of Forest Grove and Oregon Department of Transportation (ODOT) for disbursement of funds for the next phase of Highway 8/Highway 47 (Pacific Avenue and Quince Street) intersection improvements as outlined in Exhibit A, Contract No. 31034. Foster and Robbins advised in 2012, the City

was awarded Regional Flexible Grant Funds (Resolution No. 2012-65, IGA 28768, and Resolution No. 2015-32, IGA 30523) for the intersection improvements, noting this phase of the project is to construct a westbound right-turn lane on Highway 8 and a southbound right-turn lane on Highway 47. Robbins reported the estimated total project cost is \$4,171,381, of which \$2,341,382 was awarded by Multimodal Transportation Enhance Program (MTEP) and local match-funding requirement for the entire project includes \$200,000 allocated in the Street Fund. In addition, Washington County's Major Streets Transportation Improvement Program (MSTIP) will disperse \$318,000 for match funding as noted in Agenda Item 8.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2016-16.

VanderZanden read Resolution No. 2016-16 by title.

**MOTION: Council President Johnston moved, seconded by Councilor Thompson, to adopt Resolution No. 2016-16 Authorizing the Mayor and City Manager to Endorse the Local Agency Agreement between the City of Forest Grove and the Oregon Department of Transportation for OR8/OR47 Intersection Improvements; Contract No. 31034.**

**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, Wenzl, and Mayor Truax. NOES: None. ABSENT: Councilor Uhing.  
MOTION CARRIED 6-0.**

**8. RESOLUTION NO. 2016-17 AUTHORIZING THE MAYOR TO ENDORSE INTERGOVERNMENTAL AGREEMENT BETWEEN CITY OF FOREST GROVE AND WASHINGTON COUNTY FOR THE OR8/OR47 INTERSECTION IMPROVEMENT PROJECT; NO. 100206 MSTIP OPPORTUNITY FUND**

**Staff Report:**

Robbins and Foster presented the above-proposed resolution authorizing the Mayor to endorse an Intergovernmental Agreement (IGA) between the City of Forest Grove and Washington County for disbursement of funds for Highway 8/Highway 47 (Pacific Avenue and Quince Street) intersection improvements

as outlined in Exhibit A, Contract No. 100206, Washington County's Major Streets Transportation Improvement Program (MSTIP) Opportunity Fund.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2016-17.

VanderZanden read Resolution No. 2016-17 by title.

**MOTION:** Council President Johnston moved, seconded by Councilor Thompson, to adopt Resolution No. 2016-17 Authorizing the Mayor to Endorse Intergovernmental Agreement between City of Forest Grove and Washington County for the OR8/OR47 Intersection Improvement Project; No. 100206 MSTIP Opportunity Fund.

**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, Wenzl, and Mayor Truax. NOES: None. ABSENT: Councilor Uhing.  
**MOTION CARRIED 6-0.**

**Recess:** Mayor Truax called for a recess at 7:40 p.m. and Council reconvened in work session at 7:50 p.m.

**9. WORK SESSION: SUSTAINABILITY COMMISSION'S PLASTIC BAG BAN UPDATE**

Mayor Truax called the work session to order at 7:50 p.m.

**Staff Report:**

Holan introduced Jon Hayes and Elaine Cole, Sustainability Commission members, who presented an update on the Sustainability Commission's education and public outreach efforts on a proposed ordinance that would prohibit single-use plastic carryout bags at retail establishments, city facilities and city-sponsored events and require businesses to collect a pass-through charge of five-cents from customers for providing paper bags. Hayes and Cole reported the Commission published several newspaper articles; published articles on City's website; took public comment at Farmers' Market; held a public forum with collaboration with Committee for Citizen Involvement; enlisted help from Chamber to reach local businesses; met with Economic Development Commission; applied and was awarded a Community

Enhancement Program grant for purchasing reusable bags; and held other numerous speaking engagements. Hayes and Cole advised a majority of the individuals and businesses supported a ban on plastic bags; however, there was controversy over imposing a five-cent charge for providing a paper bag. Consequently, the Commission voted unanimously to recommend an amendment so businesses with 10 or fewer full-time-equivalent (FTE) employees are given the option, but not be required, to collect the pass-through charge of five cents from customers for providing paper bags. Hayes and Cole indicated the Commission felt strongly that large businesses with 10 or more FTE employees be required to collect the pass-through charge of five cents as an incentive to use reusable bags. In conclusion of the above-noted work session report, Hayes and Cole added they believe the Commission has done due diligence in its education and public outreach efforts and, at this time, is submitting a proposed ordinance for Council consideration with an amendment that businesses with 10 or fewer FTE employees are given the option, but not be required, to collect the pass-through charge of five cents from customers for providing paper bags.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the Sustainability Commission's education and public outreach efforts on a proposed ordinance that would prohibit single-use plastic carryout bags at retail establishments, city facilities and city-sponsored events, with an amendment that businesses with 10 or fewer FTE employees are given the option, but not be required, to collect the pass-through charge of five cents from customers for providing paper bags and requiring large businesses with 10 or more FTE employees to collect the pass-through charge of five cents from customers for providing paper bags. In response to Council President Johnston's inquiry pertaining to the citywide survey, Holan noted the results were not readily available. Cole added she believes the City received four email responses. In response to Council President Johnston's inquiry pertaining to restaurants and food providers, Holan replied restaurants and other food providers could continue providing plastic carryout bags as these types of establishments are exempted. Wenzl voiced concern of equity between businesses, having the pass-through charge of five cents optional based on number of FTE employees. Kidd voiced concern of requiring any business to collect the pass-through charge of five cents and instead supported making the pass-through charge optional for all businesses. Thompson voiced concern of banning plastic bags entirely for persons who do not drive and/or who use public transportation, noting it is much easier hooking a plastic bag to a mobility device and carrying plastic bags while walking. Mayor Truax provided insight

about Seattle's ordinance, noting he believes certain businesses are exempted. In conclusion of the above-noted Council discussion, Council collectively voiced consensus to ask staff to bring forth the proposed ordinance for a Council Public Hearing and consideration at a later date.

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

**Recess:** Mayor Truax adjourned the work session and called for a recess at 8:09 p.m. and Council reconvened in work session at 8:10 p.m.

**10. WORK SESSION: MARIJUANA REGULATIONS**

Mayor Truax called the work session to order at 8:10 p.m.

**Staff Report:**

Holan reported at the Council work sessions held on September 14 and November 9, 2015, Council gave direction that marijuana-related facilities not be banned but be properly placed within the community; not allow regulated marijuana activities in residential districts; and allow dispensaries and retail outlets in both the Town Center zone districts as well as Community Commercial zoning districts. Holan added based on Council work sessions and staff research, staff has prepared a set of potential Development Code amendments and possible options for Council consideration, noting staff is requesting Council direction in four areas:

1. Location (distance requirements):  
Proposing to apply spacing requirements for dispensaries (State law is 1,000' separation between dispensaries) to commercial retail and/or reducing distance and applying spacing requirements to other marijuana-related activities, i.e., requiring a 100' setback from residential districts for processing and grow activities as part of odor control.
2. Development Requirements:  
Proposing to apply existing marijuana dispensaries Development Code requirements to other marijuana-related activities.
3. Operational Requirements:  
Proposing to apply existing medical marijuana dispensaries City Code requirements to commercial retail facilities, wholesale, processors, grow sites and all marijuana-related facilities.
4. Sales tax:  
Modifying (Ordinance No. 2014-09) existing City Code sales tax from 10 percent to three percent (State law capped sales tax to three percent), exempting taxes on medical marijuana and imposing taxes on recreation

marijuana, which State law requires submitting an ordinance for voter approval before the City can impose a sales tax.

In addition, Holan referenced a matrix showing regulations established by other Washington County jurisdictions.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the proposed code amendments and options outlined in the staff report. Holan addressed various Council concerns, inquiries, and scenarios posed by Council pertaining to the proposed code amendments and applying buffers of 100', 500' or 1,000' from schools and setback requirements from residential districts for processing and grow activities. Holan noted State law requires both medical dispensaries and retail outlets be 1,000' from schools and medical dispensaries be 1000' from each other, which is measured as site-to-site distance. In conclusion of the above-noted work session discussion, Council collectively voiced consensus to ask staff to prepare a map showing the zoning districts as well as applying buffers of 100', 500', and 1000' for Council's review at a later date.

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

**Recess:** Mayor Truax adjourned the work session and called for a recess at 8:51 p.m. and Council reconvened in regular meeting at 8:52 p.m.

**11. CITY COUNCIL COMMUNICATIONS:**

Council President Johnston reported on Forest Grove Rural Fire Protection District-related meeting. Johnston reported on Parks and Recreation Commission-related meeting and activities. In addition, Johnston reported on other matters of interest and upcoming meetings he was planning to attend.

Kidd reported on Historic Landmarks Board-related meeting and activities. In addition, Kidd reported on other matters of interest and upcoming meetings he was planning to attend.

Lowe reported on Joint Water Commission-related meeting and water treatment facility-related activities, noting Forest Grove is participating in the retrofit portion of the project. In addition, Lowe reported on other matters of interest and upcoming meetings she was planning to attend.

Thompson reported on Community Forestry Commission-related meeting and activities. In addition, Thompson reported on other matters of interest and upcoming meetings he was planning to attend.

Uhing was absent.

Wenzl gave a recap of this year's Annual Town Meeting, "*Future and Fate of Forest Grove – A Complete Community*", hosted by the Committee for Citizen Involvement, held on Saturday, January 30, 2016, noting approximately 60 people attended. In addition, Wenzl reported on other matters of interest and upcoming meetings she was planning to attend.

**12. CITY MANAGER'S REPORT:**

VanderZanden reported on upcoming meetings and events as noted in the Council calendar and City Manager's Report. VanderZanden reported he was recently appointed to the League of Oregon Cities Community Development Policy Committee. VanderZanden noted due to major leaks, staff is getting quotes to replace the whole roof at the Forest Grove Senior and Community Center, excluding the addition. In addition, VanderZanden referenced the City Manager's Report, which was emailed to Council in advance and outlined various upcoming Council-related meetings; upcoming Council-related agenda; updates on department-related activities and projects, including Administrative Services, Parks and Aquatics, Police, Library, Light and Power, Economic Development, Community Development, and Engineering and Public Works; and other upcoming citywide calendar events.

**13. MAYOR'S REPORT:**

Mayor Truax announced dates of various upcoming activities, events and meetings as noted in the Council Calendar. Mayor Truax announced dates of importance, noting Council Goal-Setting Retreat is Saturday, February 20, 2016, 8:30 a.m., Light and Power Conference Room, and Forest Grove/Cornelius State of the City Addresses are Monday, February 22, 2016, Noon, Chamber Luncheon, Community Auditorium. In addition, Mayor Truax reported on other various local, regional, Metro, and Washington County meetings he attended, upcoming community-related events, and upcoming meetings he was planning to attend.

14. **ADJOURNMENT:**

Mayor Truax adjourned the regular meeting at 9:20 p.m.

Respectfully submitted,

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Anna D. Ruggles, CMC, City Recorder

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APPROVED

Meeting Minutes

**ATTENDEES:** Tim Budelman, Chair; Hope Kramer, Vice Chair; Kelly Marks; Don Jones; Mark Nakajima; Howard Sullivan; Guy Storms; John Hayes; James Draznin; Lois Hornberger

**CITY STAFF:** Jeffrey King, ED Coordinator; Cassi Bergstrom, Admin Specialist; Jesse Vanderzanden, City Manager

**ALSO ATTENDING:** Mayor Peter Truax; Sabrina Van Artsdalen and Jesse Aronson, Worksystems Inc.; Barbie Williams, Worksource Center; Justina Williamson, PCC

1. **CALL TO ORDER:**

The meeting was called to order at 12:15 p.m. by EDC Chair Tim Budelman.

2. **CITIZEN COMMUNICATION:**

None.

3. **APPROVAL OF SEPTEMBER 10, 2015 SUMMARY MINUTES:**

Ms. Marks moved to accept the meeting minutes as presented. Mr. Draznin seconded. The minutes passed unanimously.

4. **ADDITIONS/DELETIONS & STAFF SUMMARY:**

Mr. King updated the board with the following:

City Council has formally adopted the ED Strategic Plan. This will be the Economic Development guiding document through 2018.

The city has completed an Enterprise Zone Application with Lieb Foods, the food processor is doing a \$2.5 million dollar expansion that will create more jobs.

Staff is assisting two industrial land sites, one for 38 acres and another for 20 acres, to annex to City and to be considered for state industrial site certification program. State programs are being utilized.

In marketing, Portland Business Journal has digital and print advertising in place to promote Forest Grove economic development. Examples are included in the packet. The city will also look into OPB and other avenues to market the city.

Regarding the 4 downtown restaurants, work and progress continue.

The three leaves logo of the city has been used for some time. In order to develop more consistency and a clearer message, the city is looking to bring to the city council the logo to be adopted for use on letterhead, envelopes, etc.

Another issue discussed was the small business workshop. A date needs to be set for the workshop aimed toward marketing, business startup, and counseling. Last workshop was done February 1<sup>st</sup>, 2012. The city discussed with small businesses that the first of the year is when businesses get revved up again. Mr. Budelman stated that a lot of retailers gear up for Christmas mid-November and how that would work with their schedules. Mr. King will get more feedback from more potential panelists.

Ms. Uhing included in the packet her comments on city issues.

Information was handed out on the Oregon Business Summit. Issues such as PERS, education reform and workforce issues are discussed. If interested in attending, please let Mr. King know.

**5. BUSINESS:**

**A. McMENAMIN'S -HOST UPDATE:**

None.

**B. FOREST GROVE CHAMBER OF COMMERCE UPDATE:**

Howard Sullivan updated the board on the following:

The 51<sup>st</sup> Annual Corn Roast happened on September 19th at Pacific University, and they sold out of 2,800 pounds of corn. The Lions Run had record numbers, chalk art had over 500 squares reserved, the University had a home football game, and the weather was beautiful.

Next Dimension Bakery has a ribbon cutting on October 15<sup>th</sup>.

The Forest Grove Leader had an article in the newspaper about the post office. Mr. Sullivan received a telephone call from a gentleman in Kentucky named Tom Coe. Mr. Coe is a post office remodeler, and was seeking out commercial builders. His credentials were checked as working for the USPS, and something might be happening with the post office in the next couple months.

Panda Express in Cornelius set records on the West Coast for weeks/months earnings.

Mr. Budelman stated that the post office was still in receivership. Mr. Sullivan answered that stuff is happening to make it better. Mr. Truax went on to say that the post office was to go up for auction yesterday. The post office lease supersedes anything else that the new owner would want to do with the building.

The city manager provided an update on the Times Litho project. Mr. Vanderzanden stated that the council did pass a resolution on Monday night, and currently in negotiations. Weekly meetings are happening and the project is continuing forward.

**C. FOCUS ON WORKFORCE/TALENT DEVELOPMENT RESOURCES:**

Mr. King started the discussion by Forest Grove used to have a workforce center but due to budget cuts the center had to shut down. Since then programs have changed and Mr. King invited individuals with knowledge of workforce to discuss with the board resources available.

Sabrina Van Artsdalen introduced herself, and stated that this is like coming home because she was the manager who opened the Forest Grove workforce center. Now Ms. Van Artsdalen works at Worksystems, Inc. Worksystems is the workforce investment board for Multnomah and Washington County, and Ms. Van Artsdalen oversees and invests in the public workforce system. Most funds are targeted toward manufacturing, technology, and healthcare. This doesn't mean that funds aren't provided for other things. In speaking with Mr. King, there is a large workforce in food processing. The needs would need to be established to provide trainings for such employees. There are lots of long term care facilities in Forest Grove, and if interested in connecting and training with them please let Ms. Van Artsdalen know.

Mr. Jesse Aronson from Worksystems, Inc gave a presentation on the manufacturing workforce plan. The plan looks at the broad common issues with workforce factors, and comes up with strategies to make an impact. The number one challenge is the fact that not enough young people pursue a manufacturing career. There are a lot of image problems with the industry. Exposing young people to manufacturing includes company tours, internships, job shadowing, etc. National Manufacturing Day is happening tomorrow to give company tours to area high school students.

Skilling up and preparing workers now is beneficial for everyone. Certified Production Technician Credential is supported and is a national certification. Community Colleges have been set up to train this credential. Over the summer, a course wrapped up and 16-17 graduates were swept up by manufacturing companies. Courses are continually held throughout the year.

Also available is the Oregon Employee Training Assistance fund that strengthens the existing manufacturing work force. This is funded with a grant that will reimburse up to \$400 for the training of the employees.

Worksystems, Inc is at the end period of the manufacturing plan, and is in the process of update the design and looking at if the critical challenges are still relevant. Industry drives that conversation, and the next industry panel meeting in November 5<sup>th</sup>. Forest Grove area manufacturers are welcome to be a part of the conversation.

Lastly, another grant recently received is for ReBoot NW. Ms. Van Artsdalen stated that the flyer being handed out was just received today, so the contact information has not been entered in yet. Mr. Aronson continued on, stating this is a Department of Labor competitive training grant applied for last summer. The goal is to train one thousand people who are long term unemployed or veterans. This is a big grant to take advantage of, and a lot of work based placed training. Business participation is important, and currently looking for companies to host, be guest speakers, and allow internships. On the job training also has a lot of funding over the next two years. It is a wage offset/reimbursement for training that a company provides to someone whole on the job. It is a great way to get people back to work, support businesses, and acquire worker skills.

Ms. Van Artsdalen mentioned that Worksystems, Inc has also partnered with Treehouse, an online coding class, last fall. Worksystems, Inc purchased 10,000 seats, and only 4-5,000 seats have been filled. This is completely free, and you learn coding at your own pace. The people coming out of this program are getting good paying jobs. A flyer was passed around showing the benefits of the program. Mr. Aronson stated that all the grants and initiatives are all implemented through Worksource.

Ms. Barbie Williams introduced herself as the Regional Manufacturing Specialist with Worksource Center. There are reps with the center that work with each individual employer's needs. The goal is to work with the employers by actually going there and touring the facility so that way it is known that when they post a listing, exactly what they are looking for. Duties have changed, and hiring needs are thoroughly examined nowadays to connect them with the right people. Facts were given and put together by a Workforce analyst for Cornelius/Forest Grove demographics specifically:

- In 2013, there were 20,447 people twenty five years and older who had less than a high school diploma. That is about 20% without a high school diploma, 27% had a high school diploma, and 20% had a bachelor's degree and above.

- Manufacturing, healthcare, and retail trade represented 53% of the employment.
- The top three manufacturing sectors are food, wood products, and computer and electronic products.
- Manufacturing is the main economic strength with 22% density of employment, compared to 12% for the state, and 13% for the Portland metro area.
- All industries pay average annual wages well below metro and state levels. Wages are 21% below the state level, and 31% below the Portland metro area. Some could be due to the education level.

Mr. King asked a question about enhanced screening recruitment. Ms. Williams stated that enhanced recruitments are going through the Worksource Center, and they sort out where resumes should go. The focus is to work with the employers and do special recruitments to meet their employment needs. Mr. King asked if businesses looking to recruit should call her. Ms. Williams answered yes, and she will direct them.

Ms. Van Artsdalen went on to explain current changes in the workforce center. They have taken business service staff out of the workforce centers so they can focus on the business needs instead of being distracted by the needs of the public walking in. Business representatives in Multnomah, Clackamas, and Washington County are now in Tualatin focusing on one industry for each person. There is a more focus on the employer and time to take care of the business, so the needs are met. Ms. Williams agreed that this makes everything more consistent with unbelievable energy to get employers the correct matches.

Mr. King asked about the point of contact issue. When working with an employer, who should Mr. King have them contact? Mr. Williams stated that they just completed a handout with all the industry representatives listed on it, and she will email it to Mr. King. Ms. Van Artsdalen inserted that Worksystems is working on having one phone number to contact to make things easy.

Mr. King went on to ask if the Employee Assistance Fund goes through Ms. Williams? Mr. Aronson stated that you follow the link on the Employee Assistance Fund, but Worksystems can find the right grant for employees to apply for. Mr. King stated there are a variety of programs, and would like to more direct referrals. Ms. Williams summarized what employers she cares for versus the employers Mr. Aronson works with. Ms. Van Artsdalen will email Mr. King the workforce directory information so he can have the referrals he needs. Ms. Marks stated that PCC partners with programs in the small business training creating a great collaboration.

**6. COUNCIL COMMUNICATIONS:**

Mr. Truax gave the update on Council Communications:

Mr. Truax wants to express the appreciation from the City Council on the work done by the EDC on the Strategic Plan. Now the plan will come off the paper and onto the streets.

On September 9<sup>th</sup> in Portland Metro Headquarters, IMPACT (Metro Policy Advisory Committee to Metro Council) board advised the council to adopt/accept recommendations of the chief operating officer for the current iteration of the UGB and UG report. Two recommendations by Martha Bennett that were of significance: One being that there will be no expansion of the UGB in the current period, the other being the re-convenience of the study into the next cycle of adjustment of proposed expansion/adjustment of the UGB in 2016. This is "IF" the urban and rural reserves issues in Clackamas/Multnomah Counties are resolved, which the chances are they will not be immediately resolved. The board would like the expansion to begin now, period, regardless of what happens in Clackamas/Multnomah County. Discussion in Clackamas County has gone into politics, bleeding into land use/planning and transportation. They use the Sellwood Bridge the most, but refuse to fund the bridge because it is in Multnomah County when it is actually a regional problem. The issue becomes that if that doesn't get resolved, then we wait until it is figured out. The board is no longer willing to wait, will plow ahead and move on. There is an IMPACT meeting on October 14<sup>th</sup> that may change things.

Greater Portland Inc (GPI) had their Economic Summit at the Portland Art Museum a week ago. It is concerning that GPI gets more muscle in making sure we are truly a regional force.

Community Action Organization has their empowerment breakfast on October 13<sup>th</sup> from 7:30-11am at the NW Event Center. This is part of the 50<sup>th</sup> anniversary of the Community Action Organization.

The Governor Volunteer Awards will be October 12<sup>th</sup> from 11:30-1:30pm. One person and one organization from Forest Grove will be receiving awards.

Mr. Budelman asked about IMPACT and how things are landscaped out between the cities and counties for urban renewal reserves, will that change? Mr. Truax answered that the membership of IMPACT needs to be more streamlined, and he got some pushback from the board. As a mayor, he is representing 22,000 people but only one vote, but others in there are one vote based on their one opinion. The mayors ought to have a little more say in the game because they are representing more people.

City Manager Jesse Vanderzanden gave an update:

The League of Oregon Cities had a conference that Mr. Vanderzanden was in attendance last week, along with mayor and some councilors. Three of the councilors went on a tour on urban renewal development hosted by the city of Redmond. They got into a lot of specifics of urban renewal and it was very educational. Also, the mayor represented the city of Forest Grove exceptionally with his speech at dinner that night.

Mr. King added that Greater Portland 2020 plan in the packet was well done. At the last meeting it was talked about inviting Pacific University business school to the next meeting, and they will be able to attend future meetings. Also would like to add one of the business students as a board member.

Ms. Hornberger made comment about last meetings minutes as being one sided. Discussion was made on what brings students downtown. Examples of businesses that attract the students were given. The minutes are public and it is concerning that this will cause constraints against Pacific University. We need to embrace each other.

Mr. Budelman made the comment that it gives the board the opportunity to ask the question if they are doing a good job within the community of reaching out. Mr. Truax stated there is an opportunity on both sides to do a better job. It is a cycle; kids came downtown when there was an attraction, then there was a phase when the "well was poisoned". The community doesn't get, at times, about the diversity of that campus. The college kids schedule is so much different than the real world. Ms. Hornberger and Mr. Truax both agreed that student leaders need to be involved in discussions. Mr. Vanderzanden stated that Mr. King and he have a meeting with the University involving the discussion of tourism. It's time to involve the university in the discussions.

**7. STAFF & BOARD MEMBER COMMUNICATIONS:**

Ms. Marks stated lastly that the Cultural Coalition of Washington County is looking for board members. They meet 4-5 times a year and grant money.

**8. ANNOUNCEMENT OF NEXT MEETING:**

Mr. Budelman announced that the next meeting of the EDC will be on Thursday, November 5 at 12:00 noon in the Alice Inkley Room at McMenamin's Grand Lodge.

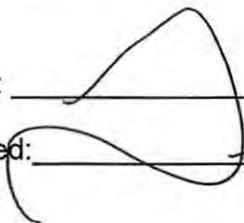
**9. ADJOURNMENT:**

Ms. Hornberger moved a motion to adjourn the meeting, Mr. Nakajima seconded. The meeting was adjourned at 1:39 p.m.

Respectfully submitted by: Cassi Bergstrom

**ECONOMIC DEVELOPMENT COMMISSION**  
**THURSDAY October 1, 2015**  
**McMENAMIN'S GRAND LODGE – ALICE INKELY ROOM**  
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Approved by the Forest Grove Economic Development Commission:

Date:  11-5-15 \_\_\_\_\_

Signed: \_\_\_\_\_  
EDC Chair

APPROVED

Meeting Minutes

**ATTENDEES:** Tim Budelman, Chair; Hope Kramer, Vice Chair; Brian Wilbur; Don Jones; Kelly Marks; Lois Hornberger; Howard Sullivan; Bruce McVean; John Hayes; Javier Urenda; Dick Stenson;

**CITY STAFF:** Jeffrey King, ED Program Manager; Cassi Bergstrom, Admin Specialist; George Cress, L&P Director

**ALSO ATTENDING:** City Councilor Elena Uhing; Michael Miller, Director-Pacific University Center for Global Business Studies; J. Andy Soria, Director of Pacific University Berglund Center; Sally Deck, Executive Director of Pacific University's Innovation Academy, Jane Burch Pesses

1. **CALL TO ORDER:**

The meeting was called to order at 12:12 p.m. by EDC Chair Tim Budelman.

2. **CITIZEN COMMUNICATION:**

None.

3. **APPROVAL OF OCTOBER 1, 2015 SUMMARY MINUTES:**

Mr. Sullivan noted that 28,000 pounds of corn was written in the minutes, and the actual amount was 2,800 pounds. A revision to the minutes was noted. Ms. Kramer moved to accept the meeting minutes as revised. Mr. McVean seconded. The minutes passed unanimously.

4. **ADDITIONS/DELETIONS & STAFF SUMMARY:**

Mr. King updated the board with the following:

An interesting lead request has developed for a brewery in need of 500,000 gallons of water a day. The brewery is looking for un-fluoridated water, which is an issue but may be a possibility.

A conceptual of the Times Litho site was passed around.

There have been a couple of changes downtown. Next Dimension Bakery opened up, along with two more restaurants opening up soon: Thai House II and Miget's Island Grill.

An ad for the City of Forest Grove has been published in the Portland Business Journal. The city will also have an ad in the Travel Oregon annual guide.. Events around Forest Grove have been having record attendance.

**ECONOMIC DEVELOPMENT COMMISSION**  
**THURSDAY November 5, 2015**  
**McMENAMIN'S GRAND LODGE – ALICE INKELY ROOM**  
**PAGE 2**

Regarding tourism, the city should be getting a directory draft completed soon of the different amenities in the area. Ms. Marks asked if this is like the visitor's association directory, and Mr. King responded that it will be very similar.

Mr. King has talked to Waltz Brewing and they are looking to expand, along with a dental office looking to upgrade. A small business purchased the old army building on 24<sup>th</sup> and is starting to do improvements. The city is running out of industrial building space, but the Haley Hayworth site will have broader business industrial zoning which will include office space. This direction was supported by the planning commission. Progress is being made with another 20 acre site on NW Martin being brought into the City and marketed as industrial. The Westside Planning effort continues to make progress in making more residential/commercial sites.

Ms. Kramer asked if the rendition of the Times Litho was created by the city or the developer. Mr. King responded that the developer (Tokola Properties) is the one who created the concept.

**5. BUSINESS:**

**A. McMENAMIN'S -HOST UPDATE:**

None.

**B. FOREST GROVE CHAMBER OF COMMERCE UPDATE:**

Howard Sullivan updated the board on the following:

Valley Art "49 Years of Perfection" will be going on November 7-22 honoring Valley Art. The Chamber Night will be held November 12 from 5-7 p.m.

The Chamber will be hosting a "finding the prevailing wind/which way the financial wind is blowing" on November 19<sup>th</sup> at no cost, and lunch is provided from 12 -1 p.m.

The tree lighting will be at the Chamber on November 27 at 6 p.m., and Santa will be at the FG Senior Community Center. Currently doing a wine raffle, tickets are \$5 apiece. First place gets 50 bottles of wine.

Next Chamber luncheon is on November 16<sup>th</sup> at Prime Time at noon. PCC and Community Action will be there.

**C. CITY ADOPTION OF OFFICIAL LOGO:**

Mr. King started the discussion by stating that back in 2006 there was a logo developed with three leaves and the tagline of "A place where businesses and families thrive". The city's economic development department has been using it for a while, and it is beginning to be used more informally by different City departments.

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Working with the mayor and council, city staff would like to make this a more formal logo to be used throughout the city.

Ms. Uhing began by saying that the process of the logo started in 2006, and currently there are 9 different logos being used sporadically throughout the city. It is time to bring all those logos together and use something that reflects Forest Grove as a whole. The three leaves and tagline "A place where businesses and families thrive" has been very popular and gives the city a modern edge and established presence. What needs to happen next is to have the ED commission draft a letter to the councilmembers in support of the logo. On November 23 the logo design will be presented to the council, and will hope the council will say to go forward so the logo can be trademarked and protected. The idea is for all the departments will be using the logo, creating a unity of the city. The financial cost is estimated at \$5,000 for stationary and related items, and a \$320 cost for actual trademarking. All printing can eventually done in-house, which will be reducing the cost of printing the letterhead through a print shop like what is being done currently,

Mr. Budelman asked if the exhibits, one with tagline, one without are both being proposed. Ms. Uhing went on to say that she will be proposing the logo with the tagline underneath. Mr. King clarified that both exhibits will probably be trademarked. Ms. Uhing stated that the tourism logo (Forest Grove-Home of the Pinot) should not be diminished, since it took a lot of work and time as well. This new logo will be branded on city, police, and fire vehicles. Mr. Wilbur commented that he was part of the tourism logo, and a lot of money/time was spent for it not to be used at all. It is a shame. Ms. Uhing stated that it still will be used by the tourism group as a gateway to the wine industry, and agrees that it was a lot of human investment. There was a lot of concern of that image, and if it truly reflected the value of who Forest Grove was as a community. Ms. Kramer stated that discussions have been made in the group about the tourism logo, and it was hard to get everyone behind it. Ms. Uhing thought that the consultant hired didn't get Forest Grove, and it led away from the destiny. Mr. Jones gave the consultant credit for catching onto really cool information, and he was very thorough. Even with that, Mr. Jones supports this new logo. Mr. King went on to say that the logo that has been used for years (green racing stripes and special font), the city recorder can't find if that was approved by city council. Ms. Uhing stated that she came on 13 years ago, and there was no discussion on making the green racing stripes a formal city logo. Mr. Cress commented that in the Light & Power conference room, the ceiling had the city green stripes and that was built back in the 1960's.

Ms. Uhing asked the EDC if they agree to draft a letter to the council in approval of the new city logo. **Mr. Jones moved a motion to recommend approval and trademark of the logo presented in the packet and proposing a letter of**

**support. Ms. Kramer seconded. All in favor.** Mr. Budelman volunteered to draft the letter in support.

Mr. Budelman went on to say that looking at the logo being supported, it looks as something that will support all the businesses as a whole.

**D. PACIFIC UNIVERSITY, COLLEGE OF BUSINESS:**

Mr. Budelman introduced Michael Miller, Director of the Center for Global Business Studies. Mr. Miller started by saying the college of business started in June 2013, and since then graduate programs have been started and three centers/academies. Ms. Sally Deck, Executive Director of the Innovation Academy, stated that Pacific University has had business education for over 70 years. It was decided there should be a college of business, and that fit very well with what the University already had. When the college of business was created, it was decided that there needed to be an enterprise arm of the college that could house everything but the undergraduate program. The Innovation Academy was created and houses the centers and the two graduate programs. The Master of Science and Finance is a 10 month, very specific program looking just at finance. The MBA is a 15 month program. The first students went through the program in 2014, and two cohorts are under way. It is a full time program with a part time format, being that a lot of work is done online and on their own. Most students are fully employed, and the graduate programs have had a lot of success.

In addition to the graduate programs, the university also has non-degree programs that are just getting launched. The past weekend a workshop was held in Portland, and focused on innovation specifically. A number of former and current Nike executives as well as entrepreneurs were connected with. The intention is to offer an a la carte education that there seems to be a high demand for. There has been a handful of businesses with an interest in having Pacific University professors along with grad students come in and teach business to employees. The hope is as the college grows, the outreach continues. Mr. Miller stated that there have been some pretty decent sized classes. Ms. Deck agreed and said that the numbers have been great. There hasn't been much competition with the MSF degree, so the demand is very distinct. Mr. King asked if this non-degree program is evolving, and Ms. Deck said yes. The university is working towards having it online. Participants of the non-degree workshop have been primarily students and prospective students. There is a continued demand for entrepreneurship type approach as well.

Andy Soria, Director of the Berglund Center, spoke on the funds used to promote innovation. The university students hold competitions based on the most creative ideas, not based on how much the cost will be. This opens the door for people to think outside the box. Once the idea is complete, it is presented to a panel of judges.

The response was very positive and ended with 5 projects to incubate. By not worrying about the financials, it forces the business students to come up with creative ways to develop a business plan such as crowdfunding. The invent-o-thon competition will be held in February/March of next year, and the competition is looking for local judges.

Mr. Cress mentioned the Team Oregon food processing conventions, and how that could benefit business students to attend. Mr. Soria stated that if there is a business problem that needs solved, to please contact him so he can involve his students in finding a solution.

Mr. Miller stated that the Center for Global Business Studies is trying to connect students with internships and hands on experience. New relationships with local companies and government bodies is needed to get the students involved. There are 90 undergrad students, 30 grad students and 20 minor students looking to get involved in business and internship opportunities. The university business students are making connections in Forest Grove but would like to make more.

Ms. Deck added that master students benefit from an international and global experience. In June, a third of the students will travel to Germany for site visits to experience manufacturing. There are international students though that don't get to leave the country, so the need for local business experience is necessary. Mr. Miller and Mr. Soria spoke on the relationship between Pacific University and Costa Rica University and the study abroad business courses going on.

Ms. Uhing stated that an invite to the council for judging will be welcome. Ms. Kramer brought up the interest in having a university business person to be on the EDC committee. Mr. Miller agreed and will promote a grad student in the EDC. Ms. Uhing went on to say that this is a great opportunity to have student advisors within the different city committees. A student's voice is welcome.

**E. SMALL BUSINESS RESOURCES:**

Mr. King spoke regarding the small businesses resources. A press release will be sent out regarding small business programs available in Forest Grove and a small business reform event is being planned. Working with Adelante in getting the information out in Spanish as well.

**6. COUNCIL COMMUNICATIONS:**

Ms. Uhing gave dates, times and updates on the various events, projects, and meetings going on locally.

**7. STAFF & BOARD MEMBER COMMUNICATIONS:**

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Mr. King stated the next meeting will involve planning for next year's budget. Second, Mr. King introduced Jane Burch- Pesses who will be speaking to the EDC board in the future about business co-operatives.

Mr. King reminded the board of elections coming up for EDC chair and vice chair.

**8. ANNOUNCEMENT OF NEXT MEETING:**

Mr. Budelman announced that the next meeting of the EDC will be on Thursday, December 3 at 12:00 noon in the Alice Inkley Room at McMenemy's Grand Lodge.

**9. ADJOURNMENT:**

Ms. Hornberger moved a motion to adjourn the meeting, Mr. Jones seconded. The meeting was adjourned at 1:44 p.m.

Respectfully submitted by: Cassi Bergstrom

Approved by the Forest Grove Economic Development Commission:

Date: 12-3-15

Signed: [Signature]  
EDC Chair

APPROVED

Meeting Minutes

**ATTENDEES:** Hope Kramer, Vice Chair; Brian Wilbur; Kelly Marks; Lois Hornberger; Jennifer Prickett; Mark Nakajima; Howard Sullivan; Guy Storms; Bruce McVean; John Hayes; Javier Urenda; Dick Stenson

**CITY STAFF:** Jeffrey King, ED Program Manager; Cassi Bergstrom, Admin Specialist; George Cress, L&P Director; Jesse Vanderzanden, City Manager

**ALSO ATTENDING:** Peter Truax, Mayor; Christina Piatt, McMEnamin's; Jane Burch Pesses, Phoenix Acupuncture

1. **CALL TO ORDER:**

The meeting was called to order at 12:10 p.m. by EDC Vice Chair Hope Kramer.

2. **CITIZEN COMMUNICATION:**

None.

3. **APPROVAL OF NOVEMBER 5, 2015 SUMMARY MINUTES:**

Mr. Wilbur moved to accept the meeting minutes as presented. Mr. McVean seconded. The minutes passed unanimously.

4. **ADDITIONS/DELETIONS & STAFF SUMMARY:**

Mr. King updated the board with the following:

The city has been working with the Henningson Cold Storage site on 24<sup>th</sup> Ave. Old Trapper is looking to expand on the industrial site that is approximately 12 acres.

The city also has another lead for the Matsushita site.

Lieb Foods continues to grow. They have a customer who is wanting to use freight, so the city is trying to see if that line can be revived.

Mr. Vanderzanden gave an update on the Times Litho site. The developer has submitted a land use application to the city, and will be presented to the Planning Commission on December 7<sup>th</sup>. It will then be presented to the city council in the near future. Mayor Truax added that the rental rate will make the project very attractive.

Mr. King continued with his update, stating that the old Albertson's site has been purchased. The buyer is doing their due diligence on the site.

The Rice Property is now owned by the dentist. The dentist has teamed up with a developer to create opportunity for a mixed use building.

Thai House 2 and Miget's Grill have opened. A Hawaiian/Japanese dinner house will be opening up at the 1910 Main Street site. Waltz Brewery is looking to expand. The grocery store concept is also moving forward, but it may be a challenge because it will be a costly project.

Another group is looking to create a restaurant on 21<sup>st</sup> at the old garden center.

Ruralite is on the verge of being purchased for offices, plus the back warehouse space.

Two other properties (Hayworth and Evers property) are proceeding with annexed into the City . The Evers property will be zoned general industrial and the Haworth will be a new zoning designation called business-industrial . Both may end up applying for the state industrial site certification program.

This coming weekend will kick off the 'Holiday in the Grove', and being promoted through tourism.

**5. BUSINESS:**

**A. McMENAMIN'S -HOST UPDATE:**

Jennifer Prickett, McMenamin's manager, gave an update. December has been very busy including breakfast with Santa and a wreath making class. There are a lot of catered events for holiday parties, and carolers have visited the lodge. December 18<sup>th</sup> is the Star Wars opening, so that will be busy. Also looking to advertise more heavily the breakfast menu that is available 7 days a week. Mr. King inquired about the movies. Ms. Prickett stated it is hit or miss. They are also adding 18 rooms after the first of the year.

**B. FOREST GROVE CHAMBER OF COMMERCE UPDATE:**

Howard Sullivan updated the board on the following:

The tree lighting went great, compliments to the city fire department and Light & Power.

There is a ribbon cutting at the new Farmers Insurance location.

On December 17<sup>th</sup> from 4-6pm there will be a meet and greet for the new restaurant at 1910 Main St.

There will be a bell ringing on Main Street with the city manager, mayor, and police chief to kick off the 'Holiday in the Grove' on December 5<sup>th</sup>. There are 47 entries for the parade and a lot of things going on. Still have the wine raffle going on, so buy your raffle tickets. The winner will be drawn on December 21<sup>st</sup>, and will receive 50 bottles of wine.

Mr. Hayes, member of the Sustainability Commission, gave an update on the plastic bag ban proposal. They have been speaking to local businesses, and people really do not want to see the 5 cent charge charged to the smaller businesses. They will now recommend to the city council that any businesses with 10 or fewer full time employees within the city of Forest Grove the option to charge the 5 cents.

**C. SMALL BUSINESS-JANE BURCH PESSES, OWNER, PHOENIX ACUPUNCTURE:**

Vice Chair Kramer introduced small business owner of Phoenix Acupuncture, Jane Burch Pesses. Ms. Pesses passed out a hand out on co-operatives and gave the definition and explanation of the background of co-ops, in particular the Cleveland Model. The Cleveland Model is the definition of co-operative Ms. Pesses views as most beneficial to the Forest Grove community. It helps Forest Grove become more sustainable as a small community by making the "anchor institutions" a co-operative business and not so dependent on large corporations.

Ms. Pesses, in her research, spoke with the Northwest Co-operative Development Center and learned that a co-op can be funded by rural development grants. Mayor Truax made the point that Forest Grove is classified as urban, but sometimes able to make the argument that they are rural. More research needs to be done to see how co-operatives can benefit Forest Grove. Ms. Hornberger made the statement that this could be a great opportunity for a Pacific University senior capstone study. Mr. Urenda stated that it starts with educating small businesses and informing them that co-op is an option. Ms. Kramer asked if the Northwest Co-operative Development Center in Washington is the closest one to us. Ms. Pesses stated it was, and that there is a federal office as well.

**D. ECONOMIC DEVELOPMENT MARKETING:**

Mr. King gave an overview of the Forest Grove Economic Development Marketing Summary that was handed out to the board. Public Information category in the budget is the biggest line item for marketing. Forest Grove advertises through Portland Business Journal and OPB, mainly. Mr. King is looking for feedback on broader trends and what might be missing.

City Website is an important marketing tool, and operates on several different fronts such as industrial development, small business startups, and tourism. Other marketing strategies were explained to the EDC board by Mr. King.

On the tourism side, Mr. King went over the examples of what the city uses to market. Travel Oregon guide is an effective tourism tool. Currently, a 'Savor Forest Grove' website is currently under construction along with a map guide and directory tear sheet to guide tourism for wineries, dining, farm stands, etc.

**E. 2016-2017 ECONOMIC DEVELOPMENT BUDGET:**

Mr. King went over the budget numbers for 2016-17 with the EDC board and how the public information money is being utilized. The total budget for Economic Development for the fiscal year is \$57,500. This includes business expense, public information, publications, memberships, training/conferences, travel and professional services.

The city is looking to the future for CEP programs and applications. An example is a district transformation grant for storefront façade, and could possibly be worked with in the small business subcommittee.

Mr. King turned it over to the board for discussion on the budget as well as marketing. Mr. Urenda asked if information and resources are available for the Spanish speaking community and how they can better market themselves. Mr. King stated there is some, but not much. The 'Starting a Business' brochure is in Spanish.

Mr. King discussed the need to update the standard two page economic development flyer. It was originally completed in 2007. Mr. Storms stated that the brochure needs to be updated quite a bit. Vice Chair Kramer made the comment that there should be less detail on the marketing brochures so it can be updated more often. Mr. Cress stated a marketing group be created to update the brochures. Discussion continued on how often and what should be updated within the brochure. Mr. Vanderzanden stated that there will be a further discussion on the strategies involved to update the brochures. Mr. Wilbur made comment that the Realtor Tour was a very successful tool for marketing, and the board agreed that it should be done again.

Mayor Truax and Ms. Hornberger discussed the Oregon Governor's Tourism Conference and how it created a network of people interested in tourism and inserted Forest Grove in the mix. The 2016 conference will be held April 24-26 in Pendelton, and Mayor Truax recommended more people to go there. Mr. King stated he goes every year, but will seek to get a few more people to go.

**6. COUNCIL COMMUNICATIONS:**

Mayor Truax gave an update on the following:

The council has adopted the resolution for the three leaf logo to be trademarked for use by the city. They appreciated the EDC board's letter of support.

A labor agreement was ratified with the Forest Grove paid firefighters associated.

A discussion of highway 47 and highway 8 was held, and will continue in regards to improvement of that intersection.

Ground breaking for the roundabout on highway 47 at Purdin/Verboort will begin in March or April, and hoping to have it completed by November 2016.

There was a joint work session with the library commission in regards to the levy that passed by vote. Public Safety levy was also passed.

Portland State University released figures of the population for this year, and Forest Grove has grown by 1.6%, which is above average for the state.

**7. STAFF & BOARD MEMBER COMMUNICATIONS:**

None.

**8. ANNOUNCEMENT OF NEXT MEETING:**

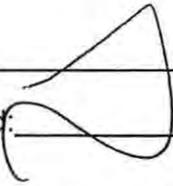
Vice Chair Kramer announced that the next meeting of the EDC will be on Thursday, January 14th at 12:00 noon in the Alice Inkley Room at McMenamin's Grand Lodge.

**9. ADJOURNMENT:**

Vice Chair Kramer adjourned the meeting at 1:36 p.m.

Respectfully submitted by: Cassi Bergstrom

Approved by the Forest Grove Economic Development Commission:

Date:  January 14, 2016 \_\_\_\_\_

Signed: \_\_\_\_\_  
EDC Chair

APPROV

Meeting Minutes

**ATTENDEES:** Tim Budelman, Chair; Hope Kramer, Vice Chair; Don Jones; Kelly Marks; Lois Hornberger; Mark Nakajima; Howard Sullivan; Guy Storms; Bruce McVean; John Hayes; Javier Urenda; Steve Krautscheid; James Draznin

**CITY STAFF:** Jeffrey King, ED Program Manager; Cassi Bergstrom, Admin Specialist; George Cress, L&P Director; Jesse Vanderzanden, City Manager; Jon Holan, Community Development Director; Paul Downey, Admin Services Director; Brandi Walstead, Program Specialist

**ALSO ATTENDING:** Todd Kelley, Edward Jones Rep; Jim Walker, Studio C Architecture; Dwight Unti, Tokola Properties

1. **CALL TO ORDER:**

The meeting was called to order at 12:13 p.m. by EDC Chair Tim Budelman.

2. **CITIZEN COMMUNICATION:**

None.

3. **APPROVAL OF DECEMBER 3, 2015 SUMMARY MINUTES:**

Mr. Hayes moved to accept the meeting minutes as presented. Mr. McVean seconded. The minutes passed unanimously.

4. **ADDITIONS/DELETIONS & STAFF SUMMARY:**

None.

5. **BUSINESS:**

A. **McMENAMIN'S -HOST UPDATE:**

None.

B. **FOREST GROVE CHAMBER OF COMMERCE UPDATE:**

Howard Sullivan updated the board on the following:

The holiday decorations around town have been taken down thanks to Light & Power.

There are 19 new chamber members this year.

First meeting regarding the Visitor's Guide was yesterday, and 16 new pages of glossy will be added. This year 8,000 copies will be printed, up from 6,000 last year.

Board of Directors at the Chamber have voted Mr. Sullivan in as the Executive Director for the upcoming year.

**C. APPROVAL OF 2016 MEETING SCHEDULE:**

Mr. King presented the 2016 meeting schedule. No changes were requested. *Ms. Kramer moved the motion to adopt the 2016 meeting schedule as presented. Mr. Draznin seconded. The motion passed unanimously.*

**D. PRESENTATION: TOKOLA PROPERTIES – TIMES LITHO SITE:**

Mr. Vanderzanden gave a quick background of the Times Litho Site that is proposed to be developed by Tokola Properties. A Land Use Application has been submitted to the city and has gone through Planning Commission. First reading with the City Council on the development agreement will happen on Monday, January 11<sup>th</sup>.

Mr. Dwight Unti, President of Tokola Properties, began his presentation on the property and their ideas. Mr. Unti described who Tokola Properties is as a company, describing them as locally based, long term investor. Tokola Properties chose Forest Grove because of their charming Main Street district and it presents a great opportunity for urban, vertical development. Revitalization is important in Forest Grove downtown district.

This project has 78 total units, adding approximately 120-140 residents to downtown. This will attract new retail services and boost spending at local merchants. There are no comparable properties within the Forest Grove district area, and will set a new benchmark for raising rent levels. As construction progresses, this will provide a visual for the community to see that catalytic impact it will have on downtown.

Mr. Vanderzanden and Mr. King stated that there have already been business inquiries and the project hasn't broken ground yet. Mr. Vanderzanden went on to say that an economic impact study is being performed.

Jim Walker, with Studio C Architecture, gave a presentation on the design and architecture of the proposed building. Mr. Walker stated they are a small architecture firm purposefully in order to make their projects more personalized. The design of the proposed building is really based on Economic Development, Sustainability, and Urbanization Policy goals in the 2014 Comprehensive Plan. There are 2 phases on the property, and currently proposed is phase one. Mr. Walker went over the site plan for the property, and the available portions for retail.

Mr. Walker went over the different amenities of the building, with an emphasis on the bike room and the rain garden, explaining how it mitigates storm water. Mr. Unti reiterated how beneficial and visual the rain garden is for public education. Mr.

Walker also described the community garden and play structure area. A green roof will also help with storm water mitigation and help in eliminating heat from the asphalt. Sustainable design is focused on visual items to educate the public. Mr. Unti mentioned that the density of 78 units on the site makes it the most sustainable.

Vice Chair Kramer inquired about lead certified building. Mr. Unti stated that measures are implemented in conserving energy. Mr. Walker went on to say that their firm has been lead accredited on energy since 2002.

Mr. Walker went on to explain how the firm referenced old town Forest Grove for their inspiration on the colors and materials used. Even with the site approach to make the new building to scale with the downtown buildings in Forest Grove. Mr. Vanderzanden stated that the building off 4<sup>th</sup> and Main in downtown Hillsboro is a Tokola Property to reference.

Mr. Unti went over all the amenities of the building, explaining how amenity rich this project is which what people are seeking in urbanized living. This facility creates low maintenance living which is preferable for aging citizens to college students. There is a diversified mix of units and styles, from loft style (3 bed/2 bath) studios, live/work units and small, one level apartment style.

Live/work units provide a micro-commercial opportunity for small businesses and entrepreneurs to rent and run their business more affordably. Mr. Unti spoke of examples of small businesses that have thrived from this live/work situation.

Ms. Kramer inquired about the hotel piece that was mentioned in the newspaper. Mr. Unti spoke of the viability of a boutique hotel in Forest Grove, basing it on marketing research, and realized that this would be premature. An abundance of hotel rooms are being added to the marketplace in Hillsboro, and it will affect Forest Grove's market. The second phase could potentially be a hotel, but the first phase needs to be completed and successful first. Mr. Vanderzanden stated that phase two has a lot of potential to be marketable but waiting to see what the demand will be.

Mr. Hayes stated the issue is communication, and more people need to get on board with the need for a vibrant downtown. This proposal leads Forest Grove in that direction. The Farmer's Market is a good example of revitalizing and making downtown a happening place.

Mr. Nakajima inquired about the street trees on the project. Mr. Walker showed where the trees will be located interior/exterior.

Mr. Urenda inquired about the entry/exit point, and Mr. Walker showed on the map where that location will be.

Mr. Draznin asked about the live/work space size. Mr. Walker stated that those are currently in the works. Mr. Unti went on to say that they are hoping the units fill in 6 months. Mr. Jones inquired about the potential rental rates. Mr. Unti stated they are not broadcasting what they may be as of yet.

Mr. Vanderzanden stated this is going through City Council now, and the Land Use Application will be presented Monday. Chairman Budelman praised Tokola Properties quality work. Mr. King handed out data compiled showing Forest Grove having population growth.

The EDC Board had further discussion in support after Tokola Property representatives left. The board is in consensus with excitement about the project and its sustainability. ***Mr. Hayes moved the motion to offer a letter of support for the proposed building concept to the City Council. Mr. Jones seconded. The motion passed unanimously.*** Mr. King will draft up the letter of support.

**E. 2016-2017 ECONOMIC DEVELOPMENT BUDGET:**

Mr. King handed out data compiled showing Forest Grove having population growth.

Mr. King briefly spoke on the budget, more in particular looking at the marketing portion and more discussion will be held next meeting.

**6. COUNCIL COMMUNICATIONS:**

None.

**7. STAFF & BOARD MEMBER COMMUNICATIONS:**

On January 27<sup>th</sup> there will be a Boards and Commissions dinner.

**8. ANNOUNCEMENT OF NEXT MEETING:**

Vice Chair Kramer announced that the next meeting of the EDC will be on Thursday, February 4, 2016 at 12:00 noon in the Alice Inkley Room at McMenemy's Grand Lodge.

**9. ADJOURNMENT:**

Chairman Budelman adjourned the meeting at 1:38 p.m. by consensus.

Respectfully submitted by: Cassi Bergstrom

Approved by the Forest Grove Economic Development Commission:

**ECONOMIC DEVELOPMENT COMMISSION**  
**THURSDAY January 7, 2016**  
**McMENAMIN'S GRAND LODGE – ALICE INKELY ROOM**  
**PAGE 5**

Date: 2/4/16

Signed: [Signature]  
EDC Chair

3E

**APPROVED**

**PARKS AND RECREATION COMMISSION REGULAR MEETING  
WEDNESDAY, JANUARY 20, 2016  
COMMUNITY AUDITORIUM CONFERENCE ROOM  
PAGE 1 OF 3**

1. **ROLL CALL:**
  - a) Commissioners – Brad Bafaro, Ralph Brown, Howard Sullivan, Susan Taylor, Glenn VanBlarcom and Paul Waterstreet. Absent – Jeremiah Toews
  - b) Council Liaison – Tom Johnston
  - c) Staff – Tom Gamble, Steve Huffman and Cindy Donovan.
  - d) Guest – Justin Patterson, Metro
  
2. **CITIZEN COMMUNICATIONS:** None
  
3. **APPROVAL OF MINUTES:** The minutes of the December 16, 2015 meeting were approved.
  
4. **ADDITION/DELETIONS:** None
  
5. **ELECTION OF OFFICERS:**
  - a) Chair – Paul Waterstreet
  - b) Vice Chair – Susan Taylor
  - c) There are currently two Commission positions open.
  
6. **OLD BUSINESS:**
  - a) **Art In The Park Selections**
    - i) The Arts Commission narrowed the selection to four finalists.
    - ii) They selected the design Tres-Novem by Ben Dye.
    - iii) It will be installed in Lincoln Park in the grassy area south of the softball field.
    - iv) There will be a “Name a Brick” fundraiser for bricks that will be used around the art installation.
  
  - b) **C.E.P. Update**
    - i) Jeremiah will present the final rendition at our February meeting.
  
- 7) **NEW BUSINESS:**
  - a) **Metro Master Plan Presentation**
    - i) Justin Patterson from Metro shared with us the Metro Parks and Nature System Plan.
      - (1) The current Master Plan was developed in 1990, with the current Operating Levy passed in 2013.
      - (2) There were eighteen months of workshops and public engagements to help develop a mission statement and plan for the future. There was a big emphasis on access to trails and park lands.

**PARKS AND RECREATION COMMISSION REGULAR MEETING  
WEDNESDAY, JANUARY 20, 2016  
COMMUNITY AUDITORIUM CONFERENCE ROOM  
PAGE 2 OF 3**

- (3) February 4 there will be a hearing to review the feedback and adopt the plan.
- (4) Ninety percent of Metro land is owned and operated by Metro.
- (5) There are thirteen full time park rangers.
- ii) Chehalem Ridge Natural Area is the next big project.
  - (1) Primary goals are:
    - (a) To connect people with nature.
    - (b) Protect and conserve nature.
    - (c) Ensure diversity, equality and inclusion.
  - (2) The timeline for the project is Winter 2016 to Winter 2018, with the final plan selection happening in Spring 2017.
  - (3) The proposed budget is \$2.9 million with most of the money coming from bonds.

**8) COMMISSIONER'S REPORTS:**

**b) Glen:**

- i) Handed out a draft of the by-laws based off the by-laws of the Public Safety Advisory Committee. They list our Mission Statement. Everyone needs to look them over before our next meeting.

**9) COUNCIL LIAISON REPORT:**

**c) Tom:**

- i) The Council heard the first reading on the Times-Litho property conversion. There will be a public hearing and presentation on the proposal.
- ii) There is a vote on the plastic bag ban coming up.
- iii) There is discussion about allowing "green stuff" in the garbage. The additional cost would be \$1.34 to \$1.64 per month for each household. The Council approved the proposal five to one.
- iv) Thank you to Steve for his service.

**10) STAFF REPORTS:**

**d) Steve:**

- i) Tree trimming is in full swing.
- ii) The Forest Glen Trail erosion is an on-going challenge.
- iii) The Forest Gale Heights sign was damaged by a car during the icy weather. It will be coming down and a decision will be made whether to replace it or not.
- iv) As always, if you see stuff, let Steve know.

**PARKS AND RECREATION COMMISSION REGULAR MEETING  
WEDNESDAY, JANUARY 20, 2016  
COMMUNITY AUDITORIUM CONFERENCE ROOM  
PAGE 3 OF 3**

**e) Tom:**

- i) Work on the new Master Plan continues. The next step is a phone survey that will encompass ten long questions, which will require listening.
- ii) The Old Town Loop Trail is in the permitting process. The City will pay two property owners for the pedestrian easement on the south end.
- iii) Steve's retirement and 25 years of service will be recognized at the March 28 City Council meeting. There will be an afternoon reception for him on April 1 in the Community Auditorium.
- iv) Recruitment for Steve's job will begin in one week.

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

**12) ADJOURNMENT:** The meeting was adjourned at 8:26 a.m.

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APPROVED

Approved by the Public Safety Advisory Commission on January 27, 2016

1. **ROLL CALL**

Meeting called to order by Chairman Nathan Seable at 7:32 am

**Members Present:**

Nathan Seable, Tim Rippe, Glenn VanBlarcom & Drue Garrison  
Anne Niven arrived at 7:33 am.

**Members Absent:** Robert Mills

**Liaisons Non-Voting Representatives Present:**

Councilor Ron Thompson, Guy Storms & Nick Chan

**Liaisons Non-Voting Representatives Absent:**

**Others Present:**

Police Chief Janie Schutz, Fire Chief Michael Kinkade, Newstimes reporter  
Travis Loose and Sharon Cox.

2. **INTRODUCTIONS**

None

3. **CITIZEN COMMUNICATIONS**

Chairman Seable said he spoke with Anna Ruggles and she told him the City Council is considering 2 applicants for the vacant Rural Fire District PSAC positions. She will also be contacting Pacific University to see if they will appoint someone to fill the Non-voting Liaison position.

4. **APPROVAL OF MINUTES**

There was a motion by Tim Rippe and a second by Drue Garrison to approve the minutes from October 28, 2015 as emailed.

**Motion Carried 5-0** Mills absent

5. **ADDITIONS/DELETIONS**

None

6. **STAFF REPORTS**

**Police Department** – Chief Schutz said Sgt. Maslen hosted a career day for high school students that included a mock crime scene for them to investigate.

Detective division is very busy, assisting with a local missing person's case.

Officer Colasurdo has completed his training and is on the road.

They will be changing the SRO's at the school. Officer Villaraldo will be ending his assignment and Officer Clarice Gordon will be assigned beginning July 2016.

They are accepting applications for their 2016 Citizens Academy. She suggested that folks on the PSAC should attend this academy. It is 10 weeks long beginning in February on Wednesday evenings from 6 to 9 pm.

NewsTimes article is out this week that outlines the recruit process for new police officers.

Recruitment is underway for a new Code Enforcement Officer as Brandi Walstead has accepted a job as the new Sustainability Coordinator for the City.

Troy Maslen was selected as the 5<sup>th</sup> Sergeant (Admin).

**Fire Department** – Chief Kinkade said we are in the middle of our toy drive. We especially need items for older children.

The Western Washington County Firefighters Association along with help from the department hosted the Holiday light parade for the second year in a row. It was a success.

18 volunteer firefighters graduated from our 2015 Fall Recruit Academy. Applications are open for our 2016 Spring Academy until December 31, 2015.

CPR Instructor Joel Peterson has taught or coordinated 35 classes between Forest Grove and Cornelius reaching over 215 people. We will be working on a project with the county trying to get 20% of the population trained by 2020.

Update on Cooperative Work Study – Visioning meeting took place in late October. He just received the report back from the consultant and it has been distributed to the 2 Mayors and 3 Fire Board Presidents. The next step will be to take this report to their Councils and Boards for Work Sessions. After the work sessions the report will be shared with the PSAC. These will most likely be held in January and February.

The manufactured home in Gales Creek is completed and we have 1 volunteer currently living there.

**City Council** – Councilor Thompson said the Council will hold 1 more work session and then begin working on the Marijuana code.

They will be holding a food waste composting forum tonight. Western Washington County Cities Joint Work Session will meet in the near future to discuss transportation issues and training individuals for non-profit elder care because this program was cut.

The Boards and Commissions recognition dinner is scheduled for January 21<sup>st</sup>.

Annual Town Meeting is scheduled for January 30<sup>th</sup>.  
City Council Goal Setting is scheduled for February 20<sup>th</sup>.  
The State of the City address will be held on February 22<sup>nd</sup>.

The development of the Times Litho property is moving forward. The developer has presented photos of what the site would look like. They still need to discuss entry & exit points on the surrounding streets.

**7. OLD BUSINESS**

**Review of PSAC Strategic Objectives** - Chief Kinkade said this was the result of a process that began in December 2013 by City Manager Michael Sykes when he did a SWOT analysis with PSAC. This was designed to be a short term plan.

The strategies that were identified and adopted by the City Council in April 2014 are as follows:

- S1. Enhance the PSAC Bylaws. This has been completed.
- S2. Participate in NNO event. This has been completed and will be ongoing.
- S3. Identify department needs and work to enhance Public Safety funding.
- S4. Development of new member orientation.
- S5. Begin long term strategic planning process in March 2016.

Discussion on S3 – a subcommittee has been formed to help with the funding, etc., for the new police station. Glenn VanBlarcom asked when does the current levy end. Chief Kinkade said he thought 2017. Chief Schutz said the City will plan to go out to the citizens in November of 2016 for a bond to build the new station. She said the subcommittee work will be crucial because they are out of space.

Anne Niven said she would like to focus on 1 funding project this year.  
Glenn VanBlarcom said they should be on board and support the Council with their decision on the new building and the levy will always need to be supported as well since this is a good portion of the public safety budget.  
Tim Rippe said the S3 was a focus on the annual budget/funding.  
Nathan Seable said for now to set the bonds and levy aside and focus on the upcoming budget season, identify funding needs and advocate for those items.

Chief Kinkade said that once the Council sets their goals in February, the budget process will officially begin. He shared with them last years' budget timeline.

Chief Schutz said it would be nice to have 2 PSAC members sit in on their initial budget meeting that she will have with a few members of her staff. This would give them a good idea of the process they go through to determine what they will ask for in their budget.

Chief Kinkade suggested that he and Chief Schutz share their Decision Package proposals at upcoming meetings. It was decided to add this as an item on the agenda.

Glenn VanBlarcom suggested they prepare their letter of support to be presented at the beginning of the process – when the Chief's meet with finance for their initial budget proposals. They should begin to work on this in March.

Chief Kinkade said it is too early to put together a subcommittee for the levy renewal. We can add it to the January agenda and back date a timeline so PSAC can see when they will need to become active with this project.

Discussion S4 – Tim Rippe asked Nathan & Chief Kinkade to send him what they have gathered for the Orientation binder and he will put it together.

Discussion S5 – Change the date to May 2016. This may have to be moved out further.

**Update on NNO planning** – Tim Rippe said there have been 2 meetings recently – November 4 & November 24. The November 4<sup>th</sup> meeting was attended by Chief Schutz, Captain Herb, Lauren Quinsland and himself. They reviewed the action plan from last NNO and talked about what worked and what needs to be changed.

The event will continue to focus on crime prevention and public safety.  
It will be on a single day.

The theme will be Partnership for a Safe Community – the same as last year.  
The date will be the first Tuesday of August – August 2, 2016.

Hours will be from 4 to 8 pm.

They still need to coordinate with Pacific University for the venue.

The biggest change will be the location of the Fire Truck, L&P Bucket truck, climbing wall, band and the food vendors.

There will not be any demonstrations – have the motorcycles on display.

Try to include all vendors that participated last year.

They have the command structure all set for the coming event.

The meeting on November 24<sup>th</sup> was attended by the Lauren Quinsland, Captain Herb, Tim Rippe, Anne Niven and Ray Arkus (PD Volunteer). Planning to include Adelante Mujeres earlier in the planning this year and ask them to coordinate the kids' activities.

Considering 2 bands – further discussion.

Exhibitors – Discussion regarding commercial exhibitors. No commercial exhibitors but engage businesses with the opportunity to donate or sponsor an activity or booth. This is yet to be determined, but was the recommendation by the committee.

**Follow up on PD building subcommittee** – waiting to be notified for further action.

**Follow up on public school safety discussion** – Connie Potter has agreed to represent the Forest Grove School District on PSAC.

Nick Chan said there were a couple of follow up items – cost of the room supplies and communication between the private and public schools and the Police Departments (Forest Grove & Washington County).

**For the Good of the Order**

Drue Garrison suggested they select a date for next years combined November/December meeting. November 30<sup>th</sup> was selected as the 2016 combined meeting date.

**8. NEW BUSINESS**

None

**9. ANNOUNCEMENT OF NEXT MEETING** – January 27, 2016

**10. ADJOURN**

The meeting was adjourned at 9:10 am.

Recorded & submitted by Sharon Cox, Administrative Assistant

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**RESOLUTION NO. 2016-18**

**RESOLUTION MAKING APPOINTMENTS  
TO THE CITY OF FOREST GROVE  
LIBRARY COMMISSION**

**WHEREAS**, the City of Forest Grove has provided for a Library Commission; and

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

**WHEREAS**, there currently exist vacancies on the Library Commission; and

**WHEREAS**, the City Council has received applications from citizens desiring to serve on the Library Commission, and subsequently interviewed citizens making application for service on this Commission.

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

**Section 1.** That the following person is hereby appointed to the City of Forest Grove Library Commission for the following term:

<u>Last Name</u>	<u>First Name</u>	<u>Term Expires</u>
<b>BEECHWOOD</b>	<b>ELIZABETH</b>	<b>DECEMBER 31, 2017</b>

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

**PRESENTED AND PASSED** this 22<sup>nd</sup> day of February, 2016.

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

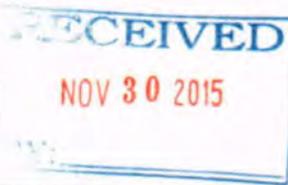
**APPROVED** by the Mayor this 22<sup>nd</sup> day of February, 2016.

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



Interview  
Feb 8<sup>th</sup>  
ca. 3:5pm

### CITIZEN ADVISORY BOARDS, COMMITTEES, & COMMISSIONS



(Please complete, sign and date application form and return to:

City of Forest Grove  
Attn: Anna Ruggles, City Recorder  
1924 Council Street • P. O. Box 326  
Forest Grove, OR 97116-0326  
Fax • 503.992.3207 Office • 503.992.3235  
[aruggles@forestgrove-or.gov](mailto: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).

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

NAME: Elizabeth Beechwood HOME PHONE: [REDACTED]  
 RESIDENCE ADDRESS: [REDACTED], Forest Grove BUSINESS PHONE: [REDACTED]  
 MAILING ADDRESS: same E-MAIL: [REDACTED]  
 EMPLOYER: Washington County/ Animal Services OCCUPATION/PROFESSION: Admin. Assistant

Years living in Forest Grove? 1 Live in City limits? yes How did you hear of this opportunity? vol. at library

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? Becoming active in and contributing to the community.

What contributions do you feel you can/will make to the Board/Committee/Commission? I have experience working in libraries in Alaska, Washinaton, Oreaon, and California.

What qualifications, skills, or experiences would you bring to the Board/Committee/Commission? I have experience working in libraries, managing a book store, and my undergrad deegree is Liberal Arts/Literature and my Master's deegree is in creative writing.

Previous/current appointed or elected offices: none

Previous/current community affiliations or activities: none

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

Signature: <u>Elizabeth Beechwood</u>	Date: <u>11/29/15</u>
<i>I have sufficient time to devote to this responsibility and will attend the required meetings if appointed.</i>	

Feem 12/31/17

(App 01/14)

**RESOLUTION NO. 2016-19**

**RESOLUTION MAKING APPOINTMENT  
TO THE CITY OF FOREST GROVE  
PARKS AND RECREATION COMMISSION**

**WHEREAS**, Resolution No. 1974-733 has provided for a Parks and Recreation Commission; and

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

**WHEREAS**, the City Council has received applications from citizens desiring to serve on the Parks and Recreation Commission, and subsequently interviewed citizens making application for service on this Commission.

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

**Section 1.** That the following person is hereby appointed to the City of Forest Grove Parks and Recreation Commission for the following term:

<u>Last Name</u>	<u>First Name</u>	<u>District</u>	<u>Term Expires</u>
<b>CAREY-JOHNSTON</b>	<b>MACKENZIE</b>	<b>AT-LARGE</b>	<b>DECEMBER 31, 2019</b>

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

**PRESENTED AND PASSED** this 22<sup>nd</sup> day of February, 2016.

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

**APPROVED** by the Mayor this 22<sup>nd</sup> day of February, 2016.

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



CITIZEN ADVISORY BOARDS, COMMITTEES AND COMMISSIONS

Interview Feb 8th 6:15pm

RECEIVED BY: [Redacted]

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

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

- Budget Committee 3-4 times in May
Committee for Citizen Involvement 1st Tuesday, 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: Mackenzie Johnston Carey
RESIDENCE ADDRESS: [Redacted], FG, OR
MAILING ADDRESS: Same
EMPLOYER: RE/MAX Equity Group
HOME PHONE: [Redacted]
BUSINESS PHONE: [Redacted]
E-MAIL: [Redacted]
OCCUPATION/PROFESSION: Real Estate Agent

Years living in Forest Grove? 29 Live in City limits? Yes How did you hear of this opportunity? Paul Waterstreet

How would you currently rate City's performance? [ ] Excellent [X] 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? I have time to give and would love to be more involved in the FG community. Parks & Rec specifically would interest me the most.

What contributions do you feel you can/will make to the Board/Committee/Commission? Looking at who is currently on the commission, I would bring a completely different demographic's opinion. Being a mom of two small children brings a new perspective.

What qualifications, skills, or experiences would you bring to the Board/Committee/Commission? Like I said above, I'm a different perspective. I frequent all of Forest Grove's parks and am always looking for ways to improve the city's recreation for families.

Previous/current appointed or elected offices: None

Previous/current community affiliations or activities: FG Rotary, FG United Church of Christ

If not appointed at this time, may we keep your name on file? Yes No Signature: [Signature] Date: 1/6/16

Term 12/31/19

(App 01/14)



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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>31</u>
FINAL ACTION:	<u>1-37</u>

**CITY COUNCIL STAFF REPORT**

**TO:** *City Council*

**FROM:** *Jesse VanderZanden, City Manager*

**MEETING DATE:** *February 22, 2016*

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

**SUBJECT TITLE:** *Endorsement of 2016 Liquor License Renewal Applications*

<b>ACTION REQUESTED:</b>	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Order	<input type="checkbox"/> Resolution	<input type="checkbox"/> Motion	<input type="checkbox"/> Informational
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*X all that apply*

**ISSUE STATEMENT:**

The Oregon Liquor Control Commission (OLCC) has notified the City of the eligible liquor licenses seeking renewal for 2016. 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.

**BACKGROUND:**

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 2016, along with one of the following recommendations:

- **Forward with Approval** – no legal basis for denial.
- **Forward with Approval** – Criminal record exists; however, the record does not contain valid basis for denial as provided by Oregon liquor laws (dissemination of criminal background 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 be used in the Council's decision-making process, i.e., applicant has drug/alcohol excessive habits; made false statement on application forms; convicted of local, state or federal laws that substantially relate to fitness of holding a liquor license; not legitimate owner of business; and/or business has a history of serious and persistent problems at this location.

The City cannot refuse or restrict a liquor license based on:

1. Lack of parking
2. Increase in traffic
3. Too many licenses in a specific area (saturation)
4. Entertainment type, i.e., nude dancing, gambling, live bands, etc.
5. Increased noise
6. Zoning

**FISCAL IMPACT:**

The City imposes an annual renewal processing fee of \$35 per application, which is the allowable fee under State law.

**STAFF RECOMMENDATION:**

Staff recommends the City Council endorse the attached 2016 liquor license renewal applications. The City's endorsement will be submitted to OLCC for final determination.

**ATTACHMENT(s):**

2016 Liquor License Renewal Applications



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CITY RECORDER USE ONLY:  
 AGENDA ITEM #: 31.1  
 FINAL ACTION: \_\_\_\_\_

**LIQUOR LICENSE RECOMMENDATION**

**BUSINESS NAME / INDIVIDUAL:** 7-Eleven Store #2362-20715C (Robert J. Klug)  
**BUSINESS LOCATION ADDRESS:** 2001 Yew Street  
**LIQUOR LICENSE TYPE:** Off-Premises Sale  
**CITY BUSINESS LICENSE:** BL-001060

**TYPE OF LICENSE REQUESTED:**

*Liquor License Application is for the following:*

<b>1. LICENSE TYPE:</b> <input type="checkbox"/> F-COM – Full On-Premises Sales, Commercial <input type="checkbox"/> F-CAT – Full On-Premises Sales, Caterer <input type="checkbox"/> F-FPC/F-CLU – Full On-Premises Private Club <input type="checkbox"/> F-PL – Full On-Premises Public Location <input type="checkbox"/> TSL – Temporary Sales License <input type="checkbox"/> Other _____	<input type="checkbox"/> L – Limited On-Premises <input checked="" type="checkbox"/> O – Off-Premises Sales <input type="checkbox"/> BP – Brewery Public House <input type="checkbox"/> SEW – Special Event Winery <input type="checkbox"/> SEG – Special Event Grower <input type="checkbox"/> SED – Special Event Distillery	<b>2. LICENSE FEE:</b> <input type="checkbox"/> New Application \$100 <input type="checkbox"/> Temporary \$75 <input type="checkbox"/> Change \$75 <input checked="" type="checkbox"/> Annual Renewal \$35 <input type="checkbox"/> Event \$22.60 <input type="checkbox"/> Other _____
<input type="checkbox"/> <b>FULL ON-PREMISES SALES:</b> <b>F-COM</b> – Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	<input type="checkbox"/> <b>BREWERY - PUBLIC</b> <b>BP</b> – Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.	<input type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b> <b>L</b> – Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises. <input checked="" type="checkbox"/> <b>OFF-PREMISES SALES:</b> <b>O</b> – Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.

**APPLICABLE CRIMINAL RECORDS CHECK:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

J. F. Schutz, Chief of Police/Designee

2/8/14  
Date



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*CITY RECORDER USE ONLY:*  
 AGENDA ITEM #: 3.I.2  
 FINAL ACTION: \_\_\_\_\_

**LIQUOR LICENSE RECOMMENDATION**

**BUSINESS NAME / INDIVIDUAL:** Aramark Educational Services (Ryan Suyama)  
**BUSINESS LOCATION ADDRESS:** 2043 College Way  
**LIQUOR LICENSE TYPE:** Limited On-Premises  
**CITY BUSINESS LICENSE:** BL-001054

**TYPE OF LICENSE REQUESTED:**  
*Liquor License Application is for the following:*

<p><b>1. LICENSE TYPE:</b></p> <p><input type="checkbox"/> F-COM – Full On-Premises Sales, Commercial</p> <p><input type="checkbox"/> F-CAT – Full On-Premises Sales, Caterer</p> <p><input type="checkbox"/> F-FPC/F-CLU – Full On-Premises Private Club</p> <p><input type="checkbox"/> F-PL – Full On-Premises Public Location</p> <p><input type="checkbox"/> TSL – Temporary Sales License</p> <p><input type="checkbox"/> Other _____</p>	<p><input checked="" type="checkbox"/> L – Limited On-Premises</p> <p><input type="checkbox"/> O – Off-Premises Sales</p> <p><input type="checkbox"/> BP – Brewery Public House</p> <p><input type="checkbox"/> SEW – Special Event Winery</p> <p><input type="checkbox"/> SEG – Special Event Grower</p> <p><input type="checkbox"/> SED – Special Event Distillery</p>	<p><b>2. LICENSE FEE:</b></p> <p><input type="checkbox"/> New Application \$100</p> <p><input type="checkbox"/> Temporary \$35</p> <p><input type="checkbox"/> Change \$75</p> <p><input checked="" type="checkbox"/> Annual Renewal \$35</p> <p><input type="checkbox"/> Event \$22.60</p> <p><input type="checkbox"/> Other _____</p>
<p><input type="checkbox"/> <b>FULL ON-PREMISES SALES:</b></p> <p><b>F-COM</b> – Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.</p>	<p><input type="checkbox"/> <b>BREWERY - PUBLIC</b></p> <p><b>BP</b> – Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.</p>	<p><input checked="" type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b></p> <p><b>L</b> – Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.</p> <p><input type="checkbox"/> <b>OFF-PREMISES SALES:</b></p> <p><b>O</b> – Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.</p>

**APPLICABLE CRIMINAL RECORDS CHECK:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

*J. F. Schutz*  
**J. F. Schutz, Chief of Police/Designee**

*2/16/14*  
**Date**



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*CITY RECORDER USE ONLY:*

AGENDA ITEM #: 313

FINAL ACTION: \_\_\_\_\_

**LIQUOR LICENSE RECOMMENDATION**

**BUSINESS NAME / INDIVIDUAL:** Ballad Town Billiards (Chris Christison)

**BUSINESS LOCATION ADDRESS:** 2036 Pacific Avenue

**LIQUOR LICENSE TYPE:** Full On- Premises Sales

**CITY BUSINESS LICENSE:** BL-000005

**TYPE OF LICENSE REQUESTED:**  
*Liquor License Application is for the following:*

<p><b>1. LICENSE TYPE:</b></p> <p><input checked="" type="checkbox"/> F-COM – Full On-Premises Sales, Commercial</p> <p><input type="checkbox"/> F-CAT – Full On-Premises Sales, Caterer</p> <p><input type="checkbox"/> F-FPC/F-CLU – Full On-Premises Private Club</p> <p><input type="checkbox"/> F-PL – Full On-Premises Public Location</p> <p><input type="checkbox"/> TSL – Temporary Sales License</p> <p><input type="checkbox"/> Other _____</p>	<p><input type="checkbox"/> L – Limited On-Premises</p> <p><input type="checkbox"/> O – Off-Premises Sales</p> <p><input type="checkbox"/> BP – Brewery Public House</p> <p><input type="checkbox"/> SEW – Special Event Winery</p> <p><input type="checkbox"/> SEG – Special Event Grower</p> <p><input type="checkbox"/> SED – Special Event Distillery</p>	<p><b>2. LICENSE FEE:</b></p> <p><input type="checkbox"/> New Application \$100</p> <p><input type="checkbox"/> Temporary \$35</p> <p><input type="checkbox"/> Change \$75</p> <p><input checked="" type="checkbox"/> Annual Renewal \$35</p> <p><input type="checkbox"/> Event \$22.60</p> <p><input type="checkbox"/> Other _____</p>
<p><input checked="" type="checkbox"/> <b>FULL ON-PREMISES SALES:</b>  <b>F-COM</b> – Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.</p>	<p><input type="checkbox"/> <b>BREWERY - PUBLIC</b>  <b>BP</b> – Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.</p>	<p><input type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b>  <b>L</b> – Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.</p> <p><input type="checkbox"/> <b>OFF-PREMISES SALES:</b>  <b>O</b> – Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.</p>

**APPLICABLE CRIMINAL RECORDS CHECK:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

J. F. Schutz  
**J. F. Schutz, Chief of Police/Designee**

2/18/14  
**Date**



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*CITY RECORDER USE ONLY:*

AGENDA ITEM #: 3.I.4

FINAL ACTION: \_\_\_\_\_

**LIQUOR LICENSE RECOMMENDATION**

**BUSINESS NAME / INDIVIDUAL:** Bi-Mart #635 (Dan Chin)

**BUSINESS LOCATION ADDRESS:** 3225 Pacific Avenue

**LIQUOR LICENSE TYPE:** Off-Premises Sales

**CITY BUSINESS LICENSE:** BL-000402

**TYPE OF LICENSE REQUESTED:**  
*Liquor License Application is for the following:*

<p><b>1. LICENSE TYPE:</b></p> <p><input type="checkbox"/> F-COM – Full On-Premises Sales, Commercial</p> <p><input type="checkbox"/> F-CAT – Full On-Premises Sales, Caterer</p> <p><input type="checkbox"/> F-FPC/F-CLU – Full On-Premises Private Club</p> <p><input type="checkbox"/> F-PL – Full On-Premises Public Location</p> <p><input type="checkbox"/> TSL – Temporary Sales License</p> <p><input type="checkbox"/> Other _____</p>	<p><input type="checkbox"/> L – Limited On-Premises</p> <p><input checked="" type="checkbox"/> O – Off-Premises Sales</p> <p><input type="checkbox"/> BP – Brewery Public House</p> <p><input type="checkbox"/> SEW – Special Event Winery</p> <p><input type="checkbox"/> SEG – Special Event Grower</p> <p><input type="checkbox"/> SED – Special Event Distillery</p>	<p><b>2. LICENSE FEE:</b></p> <p><input type="checkbox"/> New Application \$100</p> <p><input type="checkbox"/> Temporary \$35</p> <p><input type="checkbox"/> Change \$75</p> <p><input checked="" type="checkbox"/> Annual Renewal \$35</p> <p><input type="checkbox"/> Event \$22.60</p> <p><input type="checkbox"/> Other _____</p>
<p><input type="checkbox"/> <b>FULL ON-PREMISES SALES:</b></p> <p><b>F-COM</b> – Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.</p>	<p><input type="checkbox"/> <b>BREWERY - PUBLIC</b></p> <p><b>BP</b> – Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.</p>	<p><input type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b></p> <p><b>L</b> – Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.</p> <p><input checked="" type="checkbox"/> <b>OFF-PREMISES SALES:</b></p> <p><b>O</b> – Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.</p>

**APPLICABLE CRIMINAL RECORDS CHECK:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

J. F. Schutz, Chief of Police/Designee

2/18/16  
Date



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*CITY RECORDER USE ONLY:*

AGENDA ITEM #: 3.I.5

FINAL ACTION: \_\_\_\_\_

**LIQUOR LICENSE RECOMMENDATION**

**BUSINESS NAME / INDIVIDUAL:** Buffet Dynasty (Ying Yun Wei)

**BUSINESS LOCATION ADDRESS:** 2834 E Pacific Avenue

**LIQUOR LICENSE TYPE:** Limited On-Premises

**CITY BUSINESS LICENSE:** BL-001845

**TYPE OF LICENSE REQUESTED:**  
*Liquor License Application is for the following:*

<p><b>1. LICENSE TYPE:</b></p> <p><input type="checkbox"/> F-COM – Full On-Premises Sales, Commercial</p> <p><input type="checkbox"/> F-CAT – Full On-Premises Sales, Caterer</p> <p><input type="checkbox"/> F-FPC/F-CLU – Full On-Premises Private Club</p> <p><input type="checkbox"/> F-PL – Full On-Premises Public Location</p> <p><input type="checkbox"/> TSL – Temporary Sales License</p> <p><input type="checkbox"/> Other _____</p>	<p><input checked="" type="checkbox"/> L – Limited On-Premises</p> <p><input type="checkbox"/> O – Off-Premises Sales</p> <p><input type="checkbox"/> BP – Brewery Public House</p> <p><input type="checkbox"/> SEW – Special Event Winery</p> <p><input type="checkbox"/> SEG – Special Event Grower</p> <p><input type="checkbox"/> SED – Special Event Distillery</p>	<p><b>2. LICENSE FEE:</b></p> <p><input type="checkbox"/> New Application \$100</p> <p><input type="checkbox"/> Temporary \$35</p> <p><input type="checkbox"/> Change \$75</p> <p><input checked="" type="checkbox"/> Annual Renewal \$35</p> <p><input type="checkbox"/> Event \$22.60</p> <p><input type="checkbox"/> Other _____</p>
<p><input type="checkbox"/> <b>FULL ON-PREMISES SALES:</b></p> <p><b>F-COM</b> – Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.</p>	<p><input type="checkbox"/> <b>BREWERY - PUBLIC</b></p> <p><b>BP</b> – Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.</p>	<p><input checked="" type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b></p> <p><b>L</b> – Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.</p> <p><input type="checkbox"/> <b>OFF-PREMISES SALES:</b></p> <p><b>O</b> – Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.</p>

**APPLICABLE CRIMINAL RECORDS CHECK:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

\_\_\_\_\_  
**J. F. Schutz, Chief of Police/Designee**

2/8/16  
 \_\_\_\_\_  
**Date**



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CITY RECORDER USE ONLY:

AGENDA ITEM #: 3.I.6

FINAL ACTION: \_\_\_\_\_

**LIQUOR LICENSE RECOMMENDATION**

**BUSINESS NAME / INDIVIDUAL:** Circle Inn Tavern (Michael Kuang)

**BUSINESS LOCATION ADDRESS:** 3007 Pacific Avenue

**LIQUOR LICENSE TYPE:** Full On-Premises Sales

**CITY BUSINESS LICENSE:** BL-00104

**TYPE OF LICENSE REQUESTED:**  
*Liquor License Application is for the following:*

<p><b>1. LICENSE TYPE:</b></p> <p><input checked="" type="checkbox"/> F-COM – Full On-Premises Sales, Commercial</p> <p><input type="checkbox"/> F-CAT – Full On-Premises Sales, Caterer</p> <p><input type="checkbox"/> F-FPC/F-CLU – Full On-Premises Private Club</p> <p><input type="checkbox"/> F-PL – Full On-Premises Public Location</p> <p><input type="checkbox"/> TSL – Temporary Sales License</p> <p><input type="checkbox"/> Other _____</p>	<p><input type="checkbox"/> L – Limited On-Premises</p> <p><input type="checkbox"/> O – Off-Premises Sales</p> <p><input type="checkbox"/> BP – Brewery Public House</p> <p><input type="checkbox"/> SEW – Special Event Winery</p> <p><input type="checkbox"/> SEG – Special Event Grower</p> <p><input type="checkbox"/> SED – Special Event Distillery</p>	<p><b>2. LICENSE FEE:</b></p> <p><input type="checkbox"/> New Application \$100</p> <p><input type="checkbox"/> Temporary \$35</p> <p><input type="checkbox"/> Change \$75</p> <p><input checked="" type="checkbox"/> Annual Renewal \$35</p> <p><input type="checkbox"/> Event \$22.60</p> <p><input type="checkbox"/> Other _____</p>
<p><input checked="" type="checkbox"/> <b>FULL ON-PREMISES SALES:</b></p> <p><b>F-COM</b> – Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.</p>	<p><input type="checkbox"/> <b>BREWERY - PUBLIC</b></p> <p><b>BP</b> – Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.</p>	<p><input type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b></p> <p><b>L</b> – Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.</p> <p><input type="checkbox"/> <b>OFF-PREMISES SALES:</b></p> <p><b>O</b> – Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.</p>

**APPLICABLE CRIMINAL RECORDS CHECK:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

J. F. Schutz  
**J. F. Schutz, Chief of Police/Designee**

2/21/16  
**Date**



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*CITY RECORDER USE ONLY:*

AGENDA ITEM #: 3.5.7

FINAL ACTION: \_\_\_\_\_

**LIQUOR LICENSE RECOMMENDATION**

**BUSINESS NAME / INDIVIDUAL:** Cornerstone Pub & Grill (Jeston Lazenby)

**BUSINESS LOCATION ADDRESS:** 2307 Pacific Avenue

**LIQUOR LICENSE TYPE:** Limited On- Premises & Off-Premises Sales

**CITY BUSINESS LICENSE:** BL-000276

**TYPE OF LICENSE REQUESTED:**  
*Liquor License Application is for the following:*

<p><b>1. LICENSE TYPE:</b></p> <p><input type="checkbox"/> F-COM – Full On-Premises Sales, Commercial</p> <p><input type="checkbox"/> F-CAT – Full On-Premises Sales, Caterer</p> <p><input type="checkbox"/> F-FPC/F-CLU – Full On-Premises Private Club</p> <p><input type="checkbox"/> F-PL – Full On-Premises Public Location</p> <p><input type="checkbox"/> TSL – Temporary Sales License</p> <p><input type="checkbox"/> Other _____</p>	<p><input checked="" type="checkbox"/> L – Limited On-Premises</p> <p><input checked="" type="checkbox"/> O – Off-Premises Sales</p> <p><input type="checkbox"/> BP – Brewery Public House</p> <p><input type="checkbox"/> SEW – Special Event Winery</p> <p><input type="checkbox"/> SEG – Special Event Grower</p> <p><input type="checkbox"/> SED – Special Event Distillery</p>	<p><b>2. LICENSE FEE:</b></p> <p><input type="checkbox"/> New Application \$100</p> <p><input type="checkbox"/> Temporary \$35</p> <p><input type="checkbox"/> Change \$75</p> <p><input checked="" type="checkbox"/> Annual Renewal \$35</p> <p><input type="checkbox"/> Event \$22.60</p> <p><input type="checkbox"/> Other _____</p>
<p><input type="checkbox"/> <b>FULL ON-PREMISES SALES:</b></p> <p><b>F-COM</b> – Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.</p>	<p><input type="checkbox"/> <b>BREWERY - PUBLIC</b></p> <p><b>BP</b> – Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.</p>	<p><input checked="" type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b></p> <p><b>L</b> – Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.</p> <p><input checked="" type="checkbox"/> <b>OFF-PREMISES SALES:</b></p> <p><b>O</b> – Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.</p>

**APPLICABLE CRIMINAL RECORDS CHECK:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

*J. F. Schutz*  
**J. F. Schutz, Chief of Police/Designee**

\_\_\_\_\_  
**Date**



A place where businesses and families thrive

*CITY RECORDER USE ONLY:*  
**AGENDA ITEM #:** 3.I-8  
**FINAL ACTION:** \_\_\_\_\_

**LIQUOR LICENSE RECOMMENDATION**

**BUSINESS NAME / INDIVIDUAL:** Diamond Palace Restaurant (Lina Lei)  
**BUSINESS LOCATION ADDRESS:** 1921 Main Street  
**LIQUOR LICENSE TYPE:** Full On-Premises Sales  
**CITY BUSINESS LICENSE:** BL-000220

**TYPE OF LICENSE REQUESTED:**  
*Liquor License Application is for the following:*

<p><b>1. LICENSE TYPE:</b></p> <p><input checked="" type="checkbox"/> F-COM – Full On-Premises Sales, Commercial  <input type="checkbox"/> F-CAT – Full On-Premises Sales, Caterer  <input type="checkbox"/> F-FPC/F-CLU – Full On-Premises Private Club  <input type="checkbox"/> F-PL – Full On-Premises Public Location  <input type="checkbox"/> TSL – Temporary Sales License  <input type="checkbox"/> Other _____</p>	<p><input type="checkbox"/> L – Limited On-Premises  <input type="checkbox"/> O – Off-Premises Sales  <input type="checkbox"/> BP – Brewery Public House  <input type="checkbox"/> SEW – Special Event Winery  <input type="checkbox"/> SEG – Special Event Grower  <input type="checkbox"/> SED – Special Event Distillery</p>	<p><b>2. LICENSE FEE:</b></p> <p><input type="checkbox"/> New Application \$100  <input type="checkbox"/> Temporary \$35  <input type="checkbox"/> Change \$75  <input checked="" type="checkbox"/> Annual Renewal \$35  <input type="checkbox"/> Event \$22.60  <input type="checkbox"/> Other _____</p>
<p><input checked="" type="checkbox"/> <b>FULL ON-PREMISES SALES:</b>  <b>F-COM</b> – Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.</p>	<p><input type="checkbox"/> <b>BREWERY - PUBLIC</b>  <b>BP</b> – Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.</p>	<p><input type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b>  <b>L</b> – Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.</p> <p><input type="checkbox"/> <b>OFF-PREMISES SALES:</b>  <b>O</b> – Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.</p>

**APPLICABLE CRIMINAL RECORDS CHECK:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

J. F. Schutz, Chief of Police/Designee

2/8/14  
Date



A place where businesses and families thrive

*CITY RECORDER USE ONLY:*

AGENDA ITEM #: 3.I-9

FINAL ACTION: \_\_\_\_\_

**LIQUOR LICENSE RECOMMENDATION**

**BUSINESS NAME / INDIVIDUAL:** Forest Grove Event Center (Tana Loera)

**BUSINESS LOCATION ADDRESS:** 2032 Pacific Ave

**LIQUOR LICENSE TYPE:** Full On-Premises Sales Public Location

**CITY BUSINESS LICENSE:** BL-001913

**TYPE OF LICENSE REQUESTED:**

*Liquor License Application is for the following:*

<p><b>1. LICENSE TYPE:</b></p> <p><input type="checkbox"/> F-COM – Full On-Premises Sales, Commercial</p> <p><input type="checkbox"/> F-CAT – Full On-Premises Sales, Caterer</p> <p><input type="checkbox"/> F-FPC/F-CLU – Full On-Premises Private Club</p> <p><input checked="" type="checkbox"/> F-PL – Full On-Premises Public Location</p> <p><input type="checkbox"/> TSL – Temporary Sales License</p> <p><input type="checkbox"/> Other _____</p>	<p><input type="checkbox"/> L – Limited On-Premises</p> <p><input type="checkbox"/> O – Off-Premises Sales</p> <p><input type="checkbox"/> BP – Brewery Public House</p> <p><input type="checkbox"/> SEW – Special Event Winery</p> <p><input type="checkbox"/> SEG – Special Event Grower</p> <p><input type="checkbox"/> SED – Special Event Distillery</p>	<p><b>2. LICENSE FEE:</b></p> <p><input type="checkbox"/> New Application \$100</p> <p><input type="checkbox"/> Temporary \$35</p> <p><input type="checkbox"/> Change \$75</p> <p><input checked="" type="checkbox"/> Annual Renewal \$35</p> <p><input type="checkbox"/> Event \$22.60</p> <p><input type="checkbox"/> Other _____</p>
<p><input checked="" type="checkbox"/> <b>FULL ON-PREMISES SALES:</b></p> <p><b>F-COM</b> – Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.</p>	<p><input type="checkbox"/> <b>BREWERY - PUBLIC</b></p> <p><b>BP</b> – Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.</p>	<p><input type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b></p> <p><b>L</b> – Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.</p> <p><input type="checkbox"/> <b>OFF-PREMISES SALES:</b></p> <p><b>O</b> – Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.</p>

**APPLICABLE CRIMINAL RECORDS CHECK:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

J. F. Schutz  
**J. F. Schutz, Chief of Police/Designee**

2/8/16  
**Date**



A place where businesses and families thrive

*CITY RECORDER USE ONLY:*  
 AGENDA ITEM #: 3.1-10  
 FINAL ACTION: \_\_\_\_\_

**LIQUOR LICENSE RECOMMENDATION**

**BUSINESS NAME / INDIVIDUAL:** FG Senior Center & Community Center(Raean Johnston)  
**BUSINESS LOCATION ADDRESS:** 2037 Douglas St  
**LIQUOR LICENSE TYPE:** Limited On-Premises Sales  
**CITY BUSINESS LICENSE:** BL-000359

**TYPE OF LICENSE REQUESTED:**  
*Liquor License Application is for the following:*

<b>1. LICENSE TYPE:</b> <input type="checkbox"/> F-COM – Full On-Premises Sales, Commercial <input type="checkbox"/> F-CAT – Full On-Premises Sales, Caterer <input type="checkbox"/> F-FPC/F-CLU – Full On-Premises Private Club <input type="checkbox"/> F-PL – Full On-Premises Public Location <input type="checkbox"/> TSL – Temporary Sales License <input type="checkbox"/> Other _____	<input checked="" type="checkbox"/> L – Limited On-Premises <input type="checkbox"/> O – Off-Premises Sales <input type="checkbox"/> BP – Brewery Public House <input type="checkbox"/> SEW – Special Event Winery <input type="checkbox"/> SEG – Special Event Grower <input type="checkbox"/> SED – Special Event Distillery	<b>2. LICENSE FEE:</b> <input type="checkbox"/> New Application \$100 <input type="checkbox"/> Temporary \$35 <input type="checkbox"/> Change \$75 <input checked="" type="checkbox"/> Annual Renewal \$35 <input type="checkbox"/> Event \$22.60 <input type="checkbox"/> Other _____
<input type="checkbox"/> <b>FULL ON-PREMISES SALES:</b> <b>F-COM</b> – Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	<input type="checkbox"/> <b>BREWERY - PUBLIC</b> <b>BP</b> – Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.	<input checked="" type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b> <b>L</b> – Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.  <input type="checkbox"/> <b>OFF-PREMISES SALES:</b> <b>O</b> – Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.

**APPLICABLE CRIMINAL RECORDS CHECK:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

*Jamie Schutz*  
**J. F. Schutz, Chief of Police/Designee**

2/11/10  
**Date**



A place where businesses and families thrive

CITY RECORDER USE ONLY:  
 AGENDA ITEM #: 3I-11  
 FINAL ACTION: \_\_\_\_\_

**LIQUOR LICENSE RECOMMENDATION**

**BUSINESS NAME / INDIVIDUAL:** Forest Grove Sushi (Chris Kim)  
**BUSINESS LOCATION ADDRESS:** 1905 Birch Street  
**LIQUOR LICENSE TYPE:** Limited On- Premises  
**CITY BUSINESS LICENSE:** BL-000506

**TYPE OF LICENSE REQUESTED:**  
*Liquor License Application is for the following:*

<b>1. LICENSE TYPE:</b> <input type="checkbox"/> F-COM – Full On-Premises Sales, Commercial <input type="checkbox"/> F-CAT – Full On-Premises Sales, Caterer <input type="checkbox"/> F-FPC/F-CLU – Full On-Premises Private Club <input type="checkbox"/> F-PL – Full On-Premises Public Location <input type="checkbox"/> TSL – Temporary Sales License <input type="checkbox"/> Other _____	<input checked="" type="checkbox"/> L – Limited On-Premises <input type="checkbox"/> O – Off-Premises Sales <input type="checkbox"/> BP – Brewery Public House <input type="checkbox"/> SEW – Special Event Winery <input type="checkbox"/> SEG – Special Event Grower <input type="checkbox"/> SED – Special Event Distillery	<b>2. LICENSE FEE:</b> <input type="checkbox"/> New Application \$100 <input type="checkbox"/> Temporary \$35 <input type="checkbox"/> Change \$75 <input checked="" type="checkbox"/> Annual Renewal \$35 <input type="checkbox"/> Event \$22.60 <input type="checkbox"/> Other _____
<input type="checkbox"/> <b>FULL ON-PREMISES SALES:</b> <b>F-COM</b> – Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	<input type="checkbox"/> <b>BREWERY - PUBLIC</b> <b>BP</b> – Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.	<input checked="" type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b> <b>L</b> – Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises. <input type="checkbox"/> <b>OFF-PREMISES SALES:</b> <b>O</b> – Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.

**APPLICABLE CRIMINAL RECORDS CHECK:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

J. F. Schutz  
**J. F. Schutz, Chief of Police/Designee**

2/11/16  
**Date**



A place where businesses and families thrive

*CITY RECORDER USE ONLY:*

AGENDA ITEM #: 31-12

FINAL ACTION: \_\_\_\_\_

**LIQUOR LICENSE RECOMMENDATION**

**BUSINESS NAME / INDIVIDUAL:** Forest Theater (Robert Perkins)

**BUSINESS LOCATION ADDRESS:** 1911 Pacific Avenue

**LIQUOR LICENSE TYPE:** Limited On- Premises

**CITY BUSINESS LICENSE:** BL-000419

**TYPE OF LICENSE REQUESTED:**  
*Liquor License Application is for the following:*

<p><b>1. LICENSE TYPE:</b></p> <p><input type="checkbox"/> F-COM – Full On-Premises Sales, Commercial</p> <p><input type="checkbox"/> F-CAT – Full On-Premises Sales, Caterer</p> <p><input type="checkbox"/> F-FPC/F-CLU – Full On-Premises Private Club</p> <p><input type="checkbox"/> F-PL – Full On-Premises Public Location</p> <p><input type="checkbox"/> TSL – Temporary Sales License</p> <p><input type="checkbox"/> Other _____</p>	<p><input checked="" type="checkbox"/> L – Limited On-Premises</p> <p><input type="checkbox"/> O – Off-Premises Sales</p> <p><input type="checkbox"/> BP – Brewery Public House</p> <p><input type="checkbox"/> SEW – Special Event Winery</p> <p><input type="checkbox"/> SEG – Special Event Grower</p> <p><input type="checkbox"/> SED – Special Event Distillery</p>	<p><b>2. LICENSE FEE:</b></p> <p><input type="checkbox"/> New Application \$100</p> <p><input type="checkbox"/> Temporary \$35</p> <p><input type="checkbox"/> Change \$75</p> <p><input checked="" type="checkbox"/> Annual Renewal \$35</p> <p><input type="checkbox"/> Event \$22.60</p> <p><input type="checkbox"/> Other _____</p>
<p><input type="checkbox"/> <b>FULL ON-PREMISES SALES:</b></p> <p><b>F-COM</b> – Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.</p>	<p><input type="checkbox"/> <b>BREWERY - PUBLIC</b></p> <p><b>BP</b> – Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.</p>	<p><input checked="" type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b></p> <p><b>L</b> – Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.</p> <p><input type="checkbox"/> <b>OFF-PREMISES SALES:</b></p> <p><b>O</b> – Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.</p>

**APPLICABLE CRIMINAL RECORDS CHECK:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

J. F. Schutz  
**J. F. Schutz, Chief of Police/Designee**

2/11/16  
**Date**



A place where businesses and families thrive

CITY RECORDER USE ONLY:  
 AGENDA ITEM #: 3-I-13  
 FINAL ACTION: \_\_\_\_\_

**LIQUOR LICENSE RECOMMENDATION**

**BUSINESS NAME / INDIVIDUAL:** Forest Grove Tobacco (Michael Johnson)  
**BUSINESS LOCATION ADDRESS:** 3034 Pacific Avenue  
**LIQUOR LICENSE TYPE:** Off-Premises Sales  
**CITY BUSINESS LICENSE:** BL-000482

**TYPE OF LICENSE REQUESTED:**  
*Liquor License Application is for the following:*

<p><b>1. LICENSE TYPE:</b></p> <p><input type="checkbox"/> F-COM – Full On-Premises Sales, Commercial</p> <p><input type="checkbox"/> F-CAT – Full On-Premises Sales, Caterer</p> <p><input type="checkbox"/> F-FPC/F-CLU – Full On-Premises Private Club</p> <p><input type="checkbox"/> F-PL – Full On-Premises Public Location</p> <p><input type="checkbox"/> TSL – Temporary Sales License</p> <p><input type="checkbox"/> Other _____</p>	<p><input type="checkbox"/> L – Limited On-Premises</p> <p><input checked="" type="checkbox"/> O – Off-Premises Sales</p> <p><input type="checkbox"/> BP – Brewery Public House</p> <p><input type="checkbox"/> SEW – Special Event Winery</p> <p><input type="checkbox"/> SEG – Special Event Grower</p> <p><input type="checkbox"/> SED – Special Event Distillery</p>	<p><b>2. LICENSE FEE:</b></p> <p><input type="checkbox"/> New Application \$100</p> <p><input type="checkbox"/> Temporary \$35</p> <p><input type="checkbox"/> Change \$75</p> <p><input checked="" type="checkbox"/> Annual Renewal \$35</p> <p><input type="checkbox"/> Event \$22.60</p> <p><input type="checkbox"/> Other _____</p>
<p><input type="checkbox"/> <b>FULL ON-PREMISES SALES:</b>  <b>F-COM</b> – Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.</p>	<p><input type="checkbox"/> <b>BREWERY - PUBLIC</b>  <b>BP</b> – Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.</p>	<p><input type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b>  <b>L</b> – Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.</p> <p><input checked="" type="checkbox"/> <b>OFF-PREMISES SALES:</b>  <b>O</b> – Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.</p>

**APPLICABLE CRIMINAL RECORDS CHECK:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

*J. F. Schutz*  
**J. F. Schutz, Chief of Police/Designee**

2/16/16  
**Date**



A place where businesses and families thrive

*CITY RECORDER USE ONLY:*  
**AGENDA ITEM #:** 3.I.14  
**FINAL ACTION:** \_\_\_\_\_

**LIQUOR LICENSE RECOMMENDATION**

**BUSINESS NAME / INDIVIDUAL:** Godfather's Pizza/Players Pub (Kenneth Denfeld)  
**BUSINESS LOCATION ADDRESS:** 2834 Pacific Avenue  
**LIQUOR LICENSE TYPE:** Full On-Premises Sales  
**CITY BUSINESS LICENSE:** BL-000286

**TYPE OF LICENSE REQUESTED:**  
*Liquor License Application is for the following:*

<p><b>1. LICENSE TYPE:</b></p> <p><input checked="" type="checkbox"/> <b>F-COM</b> – Full On-Premises Sales, Commercial</p> <p><input type="checkbox"/> <b>F-CAT</b> – Full On-Premises Sales, Caterer</p> <p><input type="checkbox"/> <b>F-FPC/F-CLU</b> – Full On-Premises Private Club</p> <p><input type="checkbox"/> <b>F-PL</b> – Full On-Premises Public Location</p> <p><input type="checkbox"/> <b>TSL</b> – Temporary Sales License</p> <p><input type="checkbox"/> Other _____</p>	<p><input type="checkbox"/> <b>L</b> – Limited On-Premises</p> <p><input type="checkbox"/> <b>O</b> – Off-Premises Sales</p> <p><input type="checkbox"/> <b>BP</b> – Brewery Public House</p> <p><input type="checkbox"/> <b>SEW</b> – Special Event Winery</p> <p><input type="checkbox"/> <b>SEG</b> – Special Event Grower</p> <p><input type="checkbox"/> <b>SED</b> – Special Event Distillery</p>	<p><b>2. LICENSE FEE:</b></p> <p><input type="checkbox"/> New Application \$100</p> <p><input type="checkbox"/> Temporary \$35</p> <p><input type="checkbox"/> Change \$75</p> <p><input checked="" type="checkbox"/> Annual Renewal \$35</p> <p><input type="checkbox"/> Event \$22.60</p> <p><input type="checkbox"/> Other _____</p>
<p><input checked="" type="checkbox"/> <b>FULL ON-PREMISES SALES:</b>  <b>F-COM</b> – Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.</p>	<p><input type="checkbox"/> <b>BREWERY - PUBLIC</b>  <b>BP</b> – Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.</p>	<p><input type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b>  <b>L</b> – Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.</p> <p><input type="checkbox"/> <b>OFF-PREMISES SALES:</b>  <b>O</b> – Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.</p>

**APPLICABLE CRIMINAL RECORDS CHECK:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

J. F. Schutz  
**J. F. Schutz, Chief of Police/Designee**

2/8/16  
**Date**



A place where businesses and families thrive

*CITY RECORDER USE ONLY:*  
**AGENDA ITEM #:** 3.I-15  
**FINAL ACTION:** \_\_\_\_\_

**LIQUOR LICENSE RECOMMENDATION**

**BUSINESS NAME / INDIVIDUAL:** Grampy's Deli & Pub (Christopher Somers)  
**BUSINESS LOCATION ADDRESS:** 1918 Main Street  
**LIQUOR LICENSE TYPE:** Full On-Premises Sales  
**CITY BUSINESS LICENSE:** BL-00216

**TYPE OF LICENSE REQUESTED:**  
*Liquor License Application is for the following:*

<p><b>1. LICENSE TYPE:</b></p> <p><input checked="" type="checkbox"/> <b>F-COM</b> – Full On-Premises Sales, Commercial</p> <p><input type="checkbox"/> <b>F-CAT</b> – Full On-Premises Sales, Caterer</p> <p><input type="checkbox"/> <b>F-FPC/F-CLU</b> – Full On-Premises Private Club</p> <p><input type="checkbox"/> <b>F-PL</b> – Full On-Premises Public Location</p> <p><input type="checkbox"/> <b>TSL</b> – Temporary Sales License</p> <p><input type="checkbox"/> Other _____</p>	<p><input type="checkbox"/> <b>L</b> – Limited On-Premises</p> <p><input checked="" type="checkbox"/> <b>O</b> – Off-Premises Sales</p> <p><input type="checkbox"/> <b>BP</b> – Brewery Public House</p> <p><input type="checkbox"/> <b>SEW</b> – Special Event Winery</p> <p><input type="checkbox"/> <b>SEG</b> – Special Event Grower</p> <p><input type="checkbox"/> <b>SED</b> – Special Event Distillery</p>	<p><b>2. LICENSE FEE:</b></p> <p><input type="checkbox"/> New Application \$100</p> <p><input type="checkbox"/> Temporary \$35</p> <p><input type="checkbox"/> Change \$75</p> <p><input checked="" type="checkbox"/> Annual Renewal \$35</p> <p><input type="checkbox"/> Event \$22.60</p> <p><input type="checkbox"/> Other _____</p>
<p><input checked="" type="checkbox"/> <b>FULL ON-PREMISES SALES:</b>  <b>F-COM</b> – Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.</p>	<p><input type="checkbox"/> <b>BREWERY - PUBLIC</b>  <b>BP</b> – Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.</p>	<p><input type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b>  <b>L</b> – Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.</p> <p><input checked="" type="checkbox"/> <b>OFF-PREMISES SALES:</b>  <b>O</b> – Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.</p>

**APPLICABLE CRIMINAL RECORDS CHECK:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

J. F. Schutz  
**J. F. Schutz, Chief of Police/Designee**

2/8/16  
**Date**



A place where businesses and families thrive

*CITY RECORDER USE ONLY:*  
 AGENDA ITEM #: 3J-16  
 FINAL ACTION: \_\_\_\_\_

**LIQUOR LICENSE RECOMMENDATION**

**BUSINESS NAME / INDIVIDUAL:** Half Moon Sports Bar/New Chinese Cuisine(Ming Yu Chen)  
**BUSINESS LOCATION ADDRESS:** 1927 Main Street & 1933 Main Street  
**LIQUOR LICENSE TYPE:** Full On-Premises Sales  
**CITY BUSINESS LICENSE:** BL-000021

**TYPE OF LICENSE REQUESTED:**

*Liquor License Application is for the following:*

<p><b>1. LICENSE TYPE:</b></p> <p><input checked="" type="checkbox"/> F-COM – Full On-Premises Sales, Commercial  <input type="checkbox"/> F-CAT – Full On-Premises Sales, Caterer  <input type="checkbox"/> F-FPC/F-CLU – Full On-Premises Private Club  <input type="checkbox"/> F-PL – Full On-Premises Public Location  <input type="checkbox"/> TSL – Temporary Sales License  <input type="checkbox"/> Other _____</p>	<p><input type="checkbox"/> L – Limited On-Premises  <input type="checkbox"/> O – Off-Premises Sales  <input type="checkbox"/> BP – Brewery Public House  <input type="checkbox"/> SEW – Special Event Winery  <input type="checkbox"/> SEG – Special Event Grower  <input type="checkbox"/> SED – Special Event Distillery</p>	<p><b>2. LICENSE FEE:</b></p> <p><input type="checkbox"/> New Application \$100  <input type="checkbox"/> Temporary \$35  <input type="checkbox"/> Change \$75  <input checked="" type="checkbox"/> Annual Renewal \$35  <input type="checkbox"/> Event \$22.60  <input type="checkbox"/> Other _____</p>
<p><input checked="" type="checkbox"/> <b>FULL ON-PREMISES SALES:</b>  <b>F-COM</b> – Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.</p>	<p><input type="checkbox"/> <b>BREWERY - PUBLIC</b>  <b>BP</b> – Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.</p>	<p><input type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b>  <b>L</b> – Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.</p> <p><input type="checkbox"/> <b>OFF-PREMISES SALES:</b>  <b>O</b> – Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.</p>

**APPLICABLE CRIMINAL RECORDS CHECK:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

  
 \_\_\_\_\_  
 J. F. Schutz, Chief of Police/Designee

2/8/14  
 \_\_\_\_\_  
 Date



A place where businesses and families thrive

CITY RECORDER USE ONLY:  
 AGENDA ITEM #: 3.E-17  
 FINAL ACTION: \_\_\_\_\_

**LIQUOR LICENSE RECOMMENDATION**

**BUSINESS NAME / INDIVIDUAL:** Hello Market (Gonghui Zheng)  
**BUSINESS LOCATION ADDRESS:** 1917 19th Ave  
**LIQUOR LICENSE TYPE:** Off-Premises Sales  
**CITY BUSINESS LICENSE:** BL-000287

**TYPE OF LICENSE REQUESTED:**  
 Liquor License Application is for the following:

<b>1. LICENSE TYPE:</b> <input type="checkbox"/> F-COM – Full On-Premises Sales, Commercial <input type="checkbox"/> F-CAT – Full On-Premises Sales, Caterer <input type="checkbox"/> F-FPC/F-CLU – Full On-Premises Private Club <input type="checkbox"/> F-PL – Full On-Premises Public Location <input type="checkbox"/> TSL – Temporary Sales License <input type="checkbox"/> Other _____	<input type="checkbox"/> L – Limited On-Premises <input checked="" type="checkbox"/> O – Off-Premises Sales <input type="checkbox"/> BP – Brewery Public House <input type="checkbox"/> SEW – Special Event Winery <input type="checkbox"/> SEG – Special Event Grower <input type="checkbox"/> SED – Special Event Distillery	<b>2. LICENSE FEE:</b> <input type="checkbox"/> New Application \$100 <input type="checkbox"/> Temporary \$35 <input type="checkbox"/> Change \$75 <input checked="" type="checkbox"/> Annual Renewal \$35 <input type="checkbox"/> Event \$22.60 <input type="checkbox"/> Other _____
<input type="checkbox"/> <b>FULL ON-PREMISES SALES:</b> <b>F-COM</b> – Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	<input type="checkbox"/> <b>BREWERY - PUBLIC</b> <b>BP</b> – Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.	<input type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b> <b>L</b> – Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises. <input checked="" type="checkbox"/> <b>OFF-PREMISES SALES:</b> <b>O</b> – Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.

**APPLICABLE CRIMINAL RECORDS CHECK:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

J. F. Schutz  
 J. F. Schutz, Chief of Police/Designee

2/8/16  
 Date



A place where businesses and families thrive

*CITY RECORDER USE ONLY:*  
 AGENDA ITEM #: 3.F-18  
 FINAL ACTION: \_\_\_\_\_

**LIQUOR LICENSE RECOMMENDATION**

**BUSINESS NAME / INDIVIDUAL:** Jade Green Palace (Lina Lej)  
**BUSINESS LOCATION ADDRESS:** 3018 Pacific Avenue  
**LIQUOR LICENSE TYPE:** Full On-Premises Sales  
**CITY BUSINESS LICENSE:** BL-000352

**TYPE OF LICENSE REQUESTED:**  
*Liquor License Application is for the following:*

<b>1. LICENSE TYPE:</b> <input checked="" type="checkbox"/> F-COM – Full On-Premises Sales, Commercial <input type="checkbox"/> F-CAT – Full On-Premises Sales, Caterer <input type="checkbox"/> F-FPC/F-CLU – Full On-Premises Private Club <input type="checkbox"/> F-PL – Full On-Premises Public Location <input type="checkbox"/> TSL – Temporary Sales License <input type="checkbox"/> Other _____	<input type="checkbox"/> L – Limited On-Premises <input type="checkbox"/> O – Off-Premises Sales <input type="checkbox"/> BP – Brewery Public House <input type="checkbox"/> SEW – Special Event Winery <input type="checkbox"/> SEG – Special Event Grower <input type="checkbox"/> SED – Special Event Distillery	<b>2. LICENSE FEE:</b> <input type="checkbox"/> New Application \$100 <input type="checkbox"/> Temporary \$35 <input type="checkbox"/> Change \$75 <input checked="" type="checkbox"/> Annual Renewal \$35 <input type="checkbox"/> Event \$22.60 <input type="checkbox"/> Other _____
<input checked="" type="checkbox"/> <b>FULL ON-PREMISES SALES:</b> <b>F-COM</b> – Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	<input type="checkbox"/> <b>BREWERY - PUBLIC</b> <b>BP</b> – Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.	<input type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b> <b>L</b> – Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.  <input type="checkbox"/> <b>OFF-PREMISES SALES:</b> <b>O</b> – Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.

**APPLICABLE CRIMINAL RECORDS CHECK:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

J. F. Schutz  
**J. F. Schutz, Chief of Police/Designee**

2/8/16  
**Date**



A place where businesses and families thrive

*CITY RECORDER USE ONLY:*

AGENDA ITEM #: 3.I.19

FINAL ACTION: \_\_\_\_\_

**LIQUOR LICENSE RECOMMENDATION**

**BUSINESS NAME / INDIVIDUAL:** La Hacienda Ballroom (Alejandro Tinoco)

**BUSINESS LOCATION ADDRESS:** 2020 Main Street

**LIQUOR LICENSE TYPE:** Limited On-Premises

**CITY BUSINESS LICENSE:** BL-001018

**TYPE OF LICENSE REQUESTED:**  
*Liquor License Application is for the following:*

<p><b>1. LICENSE TYPE:</b></p> <p><input type="checkbox"/> F-COM – Full On-Premises Sales, Commercial</p> <p><input type="checkbox"/> F-CAT – Full On-Premises Sales, Caterer</p> <p><input type="checkbox"/> F-FPC/F-CLU – Full On-Premises Private Club</p> <p><input type="checkbox"/> F-PL – Full On-Premises Public Location</p> <p><input type="checkbox"/> TSL – Temporary Sales License</p> <p><input type="checkbox"/> Other _____</p>	<p><input checked="" type="checkbox"/> L – Limited On-Premises</p> <p><input type="checkbox"/> O – Off-Premises Sales</p> <p><input type="checkbox"/> BP – Brewery Public House</p> <p><input type="checkbox"/> SEW – Special Event Winery</p> <p><input type="checkbox"/> SEG – Special Event Grower</p> <p><input type="checkbox"/> SED – Special Event Distillery</p>	<p><b>2. LICENSE FEE:</b></p> <p><input type="checkbox"/> New Application \$100</p> <p><input type="checkbox"/> Temporary \$35</p> <p><input type="checkbox"/> Change \$75</p> <p><input checked="" type="checkbox"/> Annual Renewal \$35</p> <p><input type="checkbox"/> Event \$22.60</p> <p><input type="checkbox"/> Other _____</p>
<p><input type="checkbox"/> <b>FULL ON-PREMISES SALES:</b></p> <p><b>F-COM</b> – Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.</p>	<p><input type="checkbox"/> <b>BREWERY - PUBLIC</b></p> <p><b>BP</b> – Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.</p>	<p><input checked="" type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b></p> <p><b>L</b> – Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.</p> <p><input type="checkbox"/> <b>OFF-PREMISES SALES:</b></p> <p><b>O</b> – Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.</p>

**APPLICABLE CRIMINAL RECORDS CHECK:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

J. F. Schutz  
**J. F. Schutz, Chief of Police/Designee**

\_\_\_\_\_  
**Date**



A place where businesses and families thrive

*CITY RECORDER USE ONLY:*  
 AGENDA ITEM #: 3.I-20  
 FINAL ACTION: \_\_\_\_\_

**LIQUOR LICENSE RECOMMENDATION**

**BUSINESS NAME / INDIVIDUAL:** La Sierra Cantina & Mexican Restaurant (Felix Lopez)  
**BUSINESS LOCATION ADDRESS:** 2331 Pacific Avenue  
**LIQUOR LICENSE TYPE:** Full On-Premises Sales  
**CITY BUSINESS LICENSE:** BL-000294

**TYPE OF LICENSE REQUESTED:**  
*Liquor License Application is for the following:*

<b>1. LICENSE TYPE:</b> <input checked="" type="checkbox"/> F-COM – Full On-Premises Sales, Commercial <input type="checkbox"/> F-CAT – Full On-Premises Sales, Caterer <input type="checkbox"/> F-FPC/F-CLU – Full On-Premises Private Club <input type="checkbox"/> F-PL – Full On-Premises Public Location <input type="checkbox"/> TSL – Temporary Sales License <input type="checkbox"/> Other _____	<input type="checkbox"/> L – Limited On-Premises <input type="checkbox"/> O – Off-Premises Sales <input type="checkbox"/> BP – Brewery Public House <input type="checkbox"/> SEW – Special Event Winery <input type="checkbox"/> SEG – Special Event Grower <input type="checkbox"/> SED – Special Event Distillery	<b>2. LICENSE FEE:</b> <input type="checkbox"/> New Application \$100 <input type="checkbox"/> Temporary \$35 <input type="checkbox"/> Change \$75 <input checked="" type="checkbox"/> Annual Renewal \$35 <input type="checkbox"/> Event \$22.60 <input type="checkbox"/> Other _____
<input checked="" type="checkbox"/> <b>FULL ON-PREMISES SALES:</b> <b>F-COM</b> – Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	<input type="checkbox"/> <b>BREWERY - PUBLIC</b> <b>BP</b> – Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.	<input type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b> <b>L</b> – Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.  <input type="checkbox"/> <b>OFF-PREMISES SALES:</b> <b>O</b> – Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.

**APPLICABLE CRIMINAL RECORDS CHECK:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

J. F. Schutz  
**J. F. Schutz, Chief of Police/Designee**

2/8/16  
**Date**



A place where businesses and families thrive

*CITY RECORDER USE ONLY:*  
 AGENDA ITEM #: 3.I-21  
 FINAL ACTION: \_\_\_\_\_

**LIQUOR LICENSE RECOMMENDATION**

**BUSINESS NAME / INDIVIDUAL:** Maggie's Buns (Margaret Pike)  
**BUSINESS LOCATION ADDRESS:** 2007 21st Avenue  
**LIQUOR LICENSE TYPE:** Limited On-Premises  
**CITY BUSINESS LICENSE:** BL-000102

**TYPE OF LICENSE REQUESTED:**  
*Liquor License Application is for the following:*

<p><b>1. LICENSE TYPE:</b></p> <input type="checkbox"/> F-COM – Full On-Premises Sales, Commercial <input type="checkbox"/> F-CAT – Full On-Premises Sales, Caterer <input type="checkbox"/> F-FPC/F-CLU – Full On-Premises Private Club <input type="checkbox"/> F-PL – Full On-Premises Public Location <input type="checkbox"/> TSL – Temporary Sales License <input type="checkbox"/> Other _____	<p><b>■ L – Limited On-Premises</b></p> <input type="checkbox"/> O – Off-Premises Sales <input type="checkbox"/> BP – Brewery Public House <input type="checkbox"/> SEW – Special Event Winery <input type="checkbox"/> SEG – Special Event Grower <input type="checkbox"/> SED – Special Event Distillery	<p><b>2. LICENSE FEE:</b></p> <input type="checkbox"/> New Application \$100 <input type="checkbox"/> Temporary \$75 <input type="checkbox"/> Change \$75 <input checked="" type="checkbox"/> Annual Renewal \$35 <input type="checkbox"/> Event \$22.60 <input type="checkbox"/> Other _____
<p><input type="checkbox"/> <b>FULL ON-PREMISES SALES:</b>  <b>F-COM</b> – Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.</p>	<p><input type="checkbox"/> <b>BREWERY - PUBLIC</b>  <b>BP</b> – Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.</p>	<p><input checked="" type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b>  <b>L</b> – Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.  <input type="checkbox"/> <b>OFF-PREMISES SALES:</b>  <b>O</b> – Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.</p>

**APPLICABLE CRIMINAL RECORDS CHECK:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

J. F. Schütz  
**J. F. Schütz, Chief of Police/Designee**

2/11/16  
**Date**



A place where businesses and families thrive

*CITY RECORDER USE ONLY:*

AGENDA ITEM #: 3.5.22

FINAL ACTION: \_\_\_\_\_

**LIQUOR LICENSE RECOMMENDATION**

**BUSINESS NAME / INDIVIDUAL:** Mama Jiah's Market (Jung Byun)

**BUSINESS LOCATION ADDRESS:** 2248 Main Street

**LIQUOR LICENSE TYPE:** Off-Premises Sales

**CITY BUSINESS LICENSE:** BL-001209

**TYPE OF LICENSE REQUESTED:**  
*Liquor License Application is for the following:*

<p><b>1. LICENSE TYPE:</b></p> <p><input type="checkbox"/> F-COM – Full On-Premises Sales, Commercial</p> <p><input type="checkbox"/> F-CAT – Full On-Premises Sales, Caterer</p> <p><input type="checkbox"/> F-FPC/F-CLU – Full On-Premises Private Club</p> <p><input type="checkbox"/> F-PL – Full On-Premises Public Location</p> <p><input type="checkbox"/> TSL – Temporary Sales License</p> <p><input type="checkbox"/> Other _____</p>	<p><input type="checkbox"/> L – Limited On-Premises</p> <p><input checked="" type="checkbox"/> O – Off-Premises Sales</p> <p><input type="checkbox"/> BP – Brewery Public House</p> <p><input type="checkbox"/> SEW – Special Event Winery</p> <p><input type="checkbox"/> SEG – Special Event Grower</p> <p><input type="checkbox"/> SED – Special Event Distillery</p>	<p><b>2. LICENSE FEE:</b></p> <p><input type="checkbox"/> New Application \$100</p> <p><input type="checkbox"/> Temporary \$35</p> <p><input type="checkbox"/> Change \$75</p> <p><input checked="" type="checkbox"/> Annual Renewal \$35</p> <p><input type="checkbox"/> Event \$22.60</p> <p><input type="checkbox"/> Other _____</p>
<p><input type="checkbox"/> <b>FULL ON-PREMISES SALES:</b></p> <p><b>F-COM</b> – Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.</p>	<p><input type="checkbox"/> <b>BREWERY - PUBLIC</b></p> <p><b>BP</b> – Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.</p>	<p><input type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b></p> <p><b>L</b> – Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.</p> <p><input checked="" type="checkbox"/> <b>OFF-PREMISES SALES:</b></p> <p><b>O</b> – Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.</p>

**APPLICABLE CRIMINAL RECORDS CHECK:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

J. F. Schutz  
**J. F. Schutz, Chief of Police/Designee**

2/11/22  
**Date**



A place where businesses and families thrive

*CITY RECORDER USE ONLY:*  
 AGENDA ITEM #: 3.1.03  
 FINAL ACTION: \_\_\_\_\_

**LIQUOR LICENSE RECOMMENDATION**

**BUSINESS NAME / INDIVIDUAL:** Mandarin Chinese Restaurant (Meng Ming Chen)  
**BUSINESS LOCATION ADDRESS:** 2338 Pacific Avenue  
**LIQUOR LICENSE TYPE:** Limited On-Premises  
**CITY BUSINESS LICENSE:** BL-000146

**TYPE OF LICENSE REQUESTED:**  
*Liquor License Application is for the following:*

<b>1. LICENSE TYPE:</b> <input type="checkbox"/> F-COM – Full On-Premises Sales, Commercial <input type="checkbox"/> F-CAT – Full On-Premises Sales, Caterer <input type="checkbox"/> F-FPC/F-CLU – Full On-Premises Private Club <input type="checkbox"/> F-PL – Full On-Premises Public Location <input type="checkbox"/> TSL – Temporary Sales License <input type="checkbox"/> Other _____	<input checked="" type="checkbox"/> L – Limited On-Premises <input type="checkbox"/> O – Off-Premises Sales <input type="checkbox"/> BP – Brewery Public House <input type="checkbox"/> SEW – Special Event Winery <input type="checkbox"/> SEG – Special Event Grower <input type="checkbox"/> SED – Special Event Distillery	<b>2. LICENSE FEE:</b> <input type="checkbox"/> New Application \$100 <input type="checkbox"/> Temporary \$35 <input type="checkbox"/> Change \$75 <input checked="" type="checkbox"/> Annual Renewal \$35 <input type="checkbox"/> Event \$22.60 <input type="checkbox"/> Other _____
<input type="checkbox"/> <b>FULL ON-PREMISES SALES:</b> <b>F-COM</b> – Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	<input type="checkbox"/> <b>BREWERY - PUBLIC</b> <b>BP</b> – Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.	<input checked="" type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b> <b>L</b> – Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.  <input type="checkbox"/> <b>OFF-PREMISES SALES:</b> <b>O</b> – Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.

**APPLICABLE CRIMINAL RECORDS CHECK:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

J. F. Schutz  
**J. F. Schutz, Chief of Police/Designee**

2/1/16  
**Date**



A place where businesses and families thrive

*CITY RECORDER USE ONLY:*  
**AGENDA ITEM #:** 3-E-24  
**FINAL ACTION:** \_\_\_\_\_

**LIQUOR LICENSE RECOMMENDATION**

**BUSINESS NAME / INDIVIDUAL:** Mini Mart (Jimmie Musselwhite)  
**BUSINESS LOCATION ADDRESS:** 2705 Pacific Avenue  
**LIQUOR LICENSE TYPE:** Off-Premises Sales  
**CITY BUSINESS LICENSE:** BL-000356

**TYPE OF LICENSE REQUESTED:**  
*Liquor License Application is for the following:*

<p><b>1. LICENSE TYPE:</b></p> <p><input type="checkbox"/> F-COM – Full On-Premises Sales, Commercial</p> <p><input type="checkbox"/> F-CAT – Full On-Premises Sales, Caterer</p> <p><input type="checkbox"/> F-FPC/F-CLU – Full On-Premises Private Club</p> <p><input type="checkbox"/> F-PL – Full On-Premises Public Location</p> <p><input type="checkbox"/> TSL – Temporary Sales License</p> <p><input type="checkbox"/> Other _____</p>	<p><input type="checkbox"/> L – Limited On-Premises</p> <p><input checked="" type="checkbox"/> O – Off-Premises Sales</p> <p><input type="checkbox"/> BP – Brewery Public House</p> <p><input type="checkbox"/> SEW – Special Event Winery</p> <p><input type="checkbox"/> SEG – Special Event Grower</p> <p><input type="checkbox"/> SED – Special Event Distillery</p>	<p><b>2. LICENSE FEE:</b></p> <p><input type="checkbox"/> New Application \$100</p> <p><input type="checkbox"/> Temporary \$35</p> <p><input type="checkbox"/> Change \$75</p> <p><input checked="" type="checkbox"/> Annual Renewal \$35</p> <p><input type="checkbox"/> Event \$22.60</p> <p><input type="checkbox"/> Other _____</p>
<p><input type="checkbox"/> <b>FULL ON-PREMISES SALES:</b></p> <p><b>F-COM</b> – Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.</p>	<p><input type="checkbox"/> <b>BREWERY - PUBLIC</b></p> <p><b>BP</b> – Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.</p>	<p><input type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b></p> <p><b>L</b> – Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.</p> <p><input checked="" type="checkbox"/> <b>OFF-PREMISES SALES:</b></p> <p><b>O</b> – Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.</p>

**APPLICABLE CRIMINAL RECORDS CHECK:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

*J. F. Schutz*  
**J. F. Schutz, Chief of Police/Designee**

2/5/16  
**Date**



A place where businesses and families thrive

*CITY RECORDER USE ONLY:*  
 AGENDA ITEM #: 3.1.2  
 FINAL ACTION: \_\_\_\_\_

**LIQUOR LICENSE RECOMMENDATION**

**BUSINESS NAME / INDIVIDUAL:** My Place (Thomas Lepschat)  
**BUSINESS LOCATION ADDRESS:** 1930 21st Avenue  
**LIQUOR LICENSE TYPE:** Limited On-Premises  
**CITY BUSINESS LICENSE:** BL-000481

**TYPE OF LICENSE REQUESTED:**  
*Liquor License Application is for the following:*

<b>1. LICENSE TYPE:</b> <input type="checkbox"/> F-COM – Full On-Premises Sales, Commercial <input type="checkbox"/> F-CAT – Full On-Premises Sales, Caterer <input type="checkbox"/> F-FPC/F-CLU – Full On-Premises Private Club <input type="checkbox"/> F-PL – Full On-Premises Public Location <input type="checkbox"/> TSL – Temporary Sales License <input type="checkbox"/> Other _____	<input checked="" type="checkbox"/> L – Limited On-Premises <input type="checkbox"/> O – Off-Premises Sales <input type="checkbox"/> BP – Brewery Public House <input type="checkbox"/> SEW – Special Event Winery <input type="checkbox"/> SEG – Special Event Grower <input type="checkbox"/> SED – Special Event Distillery	<b>2. LICENSE FEE:</b> <input type="checkbox"/> New Application \$100 <input type="checkbox"/> Temporary \$35 <input type="checkbox"/> Change \$75 <input checked="" type="checkbox"/> Annual Renewal \$35 <input type="checkbox"/> Event \$22.60 <input type="checkbox"/> Other _____
<input type="checkbox"/> <b>FULL ON-PREMISES SALES:</b> <b>F-COM</b> – Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	<input type="checkbox"/> <b>BREWERY - PUBLIC</b> <b>BP</b> – Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.	<input checked="" type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b> <b>L</b> – Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.  <input type="checkbox"/> <b>OFF-PREMISES SALES:</b> <b>O</b> – Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.

**APPLICABLE CRIMINAL RECORDS CHECK:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

J. F. Schutz  
**J. F. Schutz, Chief of Police/Designee**

2/18/14  
**Date**



A place where businesses and families thrive

*CITY RECORDER USE ONLY:*  
 AGENDA ITEM #: 3.1.20  
 FINAL ACTION: \_\_\_\_\_

**LIQUOR LICENSE RECOMMENDATION**

**BUSINESS NAME / INDIVIDUAL:** Phil's 1500 Subs (Phil Carow)  
**BUSINESS LOCATION ADDRESS:** 2834 Pacific Avenue, Suite D  
**LIQUOR LICENSE TYPE:** Limited On-Premises  
**CITY BUSINESS LICENSE:** BL-000045

**TYPE OF LICENSE REQUESTED:**  
*Liquor License Application is for the following:*

<b>1. LICENSE TYPE:</b> <input type="checkbox"/> F-COM – Full On-Premises Sales, Commercial <input type="checkbox"/> F-CAT – Full On-Premises Sales, Caterer <input type="checkbox"/> F-FPC/F-CLU – Full On-Premises Private Club <input type="checkbox"/> F-PL – Full On-Premises Public Location <input type="checkbox"/> TSL – Temporary Sales License <input type="checkbox"/> Other _____	<input checked="" type="checkbox"/> L – Limited On-Premises <input type="checkbox"/> O – Off-Premises Sales <input type="checkbox"/> BP – Brewery Public House <input type="checkbox"/> SEW – Special Event Winery <input type="checkbox"/> SEG – Special Event Grower <input type="checkbox"/> SED – Special Event Distillery	<b>2. LICENSE FEE:</b> <input type="checkbox"/> New Application \$100 <input type="checkbox"/> Temporary \$35 <input type="checkbox"/> Change \$75 <input checked="" type="checkbox"/> Annual Renewal \$35 <input type="checkbox"/> Event \$22.60 <input type="checkbox"/> Other _____
<input type="checkbox"/> <b>FULL ON-PREMISES SALES:</b> <b>F-COM</b> – Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	<input type="checkbox"/> <b>BREWERY - PUBLIC</b> <b>BP</b> – Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.	<input checked="" type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b> <b>L</b> – Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.  <input type="checkbox"/> <b>OFF-PREMISES SALES:</b> <b>O</b> – Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.

**APPLICABLE CRIMINAL RECORDS CHECK:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

J. F. Schutz  
**J. F. Schutz, Chief of Police/Designee**

2/8/16  
**Date**



A place where businesses and families thrive

*CITY RECORDER USE ONLY:*  
 AGENDA ITEM #: 3.5.27  
 FINAL ACTION: \_\_\_\_\_

**LIQUOR LICENSE RECOMMENDATION**

**BUSINESS NAME / INDIVIDUAL:** Pizza Schmizza - Forest Grove (Julie Bednar)  
**BUSINESS LOCATION ADDRESS:** 2042 Main Street  
**LIQUOR LICENSE TYPE:** Limited On-Premises  
**CITY BUSINESS LICENSE:** BL-000483

**TYPE OF LICENSE REQUESTED:**  
*Liquor License Application is for the following:*

<b>1. LICENSE TYPE:</b> <input type="checkbox"/> F-COM – Full On-Premises Sales, Commercial <input type="checkbox"/> F-CAT – Full On-Premises Sales, Caterer <input type="checkbox"/> F-FPC/F-CLU – Full On-Premises Private Club <input type="checkbox"/> F-PL – Full On-Premises Public Location <input type="checkbox"/> TSL – Temporary Sales License <input type="checkbox"/> Other _____	<input checked="" type="checkbox"/> L – Limited On-Premises <input type="checkbox"/> O – Off-Premises Sales <input type="checkbox"/> BP – Brewery Public House <input type="checkbox"/> SEW – Special Event Winery <input type="checkbox"/> SEG – Special Event Grower <input type="checkbox"/> SED – Special Event Distillery	<b>2. LICENSE FEE:</b> <input type="checkbox"/> New Application \$100 <input type="checkbox"/> Temporary \$35 <input type="checkbox"/> Change \$75 <input checked="" type="checkbox"/> Annual Renewal \$35 <input type="checkbox"/> Event \$22.60 <input type="checkbox"/> Other _____
<input type="checkbox"/> <b>FULL ON-PREMISES SALES:</b> <b>F-COM</b> – Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	<input type="checkbox"/> <b>BREWERY - PUBLIC</b> <b>BP</b> – Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.	<input checked="" type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b> <b>L</b> – Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.  <input type="checkbox"/> <b>OFF-PREMISES SALES:</b> <b>O</b> – Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.

**APPLICABLE CRIMINAL RECORDS CHECK:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

J. F. Schutz  
**J. F. Schutz, Chief of Police/Designee**

2/8/16  
**Date**



A place where businesses and families thrive

*CITY RECORDER USE ONLY:*  
**AGENDA ITEM #:** 3.I.28  
**FINAL ACTION:** \_\_\_\_\_

**LIQUOR LICENSE RECOMMENDATION**

**BUSINESS NAME / INDIVIDUAL:** Plaid Pantry #20 (Mark Conan)  
**BUSINESS LOCATION ADDRESS:** 2436 19th Avenue  
**LIQUOR LICENSE TYPE:** Off-Premises Sales  
**CITY BUSINESS LICENSE:** BL-000120

**TYPE OF LICENSE REQUESTED:**  
*Liquor License Application is for the following:*

<p><b>1. LICENSE TYPE:</b></p> <input type="checkbox"/> F-COM – Full On-Premises Sales, Commercial <input type="checkbox"/> F-CAT – Full On-Premises Sales, Caterer <input type="checkbox"/> F-FPC/F-CLU – Full On-Premises Private Club <input type="checkbox"/> F-PL – Full On-Premises Public Location <input type="checkbox"/> TSL – Temporary Sales License <input type="checkbox"/> Other _____	<input type="checkbox"/> L – Limited On-Premises <input checked="" type="checkbox"/> O – Off-Premises Sales <input type="checkbox"/> BP – Brewery Public House <input type="checkbox"/> SEW – Special Event Winery <input type="checkbox"/> SEG – Special Event Grower <input type="checkbox"/> SED – Special Event Distillery	<p><b>2. LICENSE FEE:</b></p> <input type="checkbox"/> New Application \$100 <input type="checkbox"/> Temporary \$35 <input type="checkbox"/> Change \$75 <input checked="" type="checkbox"/> Annual Renewal \$35 <input type="checkbox"/> Event \$22.60 <input type="checkbox"/> Other _____
<input type="checkbox"/> <b>FULL ON-PREMISES SALES:</b> <b>F-COM</b> – Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	<input type="checkbox"/> <b>BREWERY - PUBLIC</b> <b>BP</b> – Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.	<input type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b> <b>L</b> – Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.  <input checked="" type="checkbox"/> <b>OFF-PREMISES SALES:</b> <b>O</b> – Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.

**APPLICABLE CRIMINAL RECORDS CHECK:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

J. F. Schutz, Chief of Police/Designee

2/8/16  
Date



A place where businesses and families thrive

*CITY RECORDER USE ONLY:*  
 AGENDA ITEM #: 3.I.29  
 FINAL ACTION: \_\_\_\_\_

**LIQUOR LICENSE RECOMMENDATION**

**BUSINESS NAME / INDIVIDUAL:** Plaid Pantry #99 (Mark Conan)  
**BUSINESS LOCATION ADDRESS:** 2901 Thatcher Road  
**LIQUOR LICENSE TYPE:** Off-Premises Sales  
**CITY BUSINESS LICENSE:** BL-000121

**TYPE OF LICENSE REQUESTED:**  
*Liquor License Application is for the following:*

<p><b>1. LICENSE TYPE:</b></p> <input type="checkbox"/> F-COM – Full On-Premises Sales, Commercial <input type="checkbox"/> F-CAT – Full On-Premises Sales, Caterer <input type="checkbox"/> F-FPC/F-CLU – Full On-Premises Private Club <input type="checkbox"/> F-PL – Full On-Premises Public Location <input type="checkbox"/> TSL – Temporary Sales License <input type="checkbox"/> Other _____	<p><b>L – Limited On-Premises</b>  <input type="checkbox"/> L – Limited On-Premises  <input checked="" type="checkbox"/> O – Off-Premises Sales  <input type="checkbox"/> BP – Brewery Public House  <input type="checkbox"/> SEW – Special Event Winery  <input type="checkbox"/> SEG – Special Event Grower  <input type="checkbox"/> SED – Special Event Distillery</p>	<p><b>2. LICENSE FEE:</b></p> <input type="checkbox"/> New Application \$100 <input type="checkbox"/> Temporary \$35 <input type="checkbox"/> Change \$75 <input checked="" type="checkbox"/> Annual Renewal \$35 <input type="checkbox"/> Event \$22.60 <input type="checkbox"/> Other _____
<p><input type="checkbox"/> <b>FULL ON-PREMISES SALES:</b>  <b>F-COM</b> – Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.</p>	<p><input type="checkbox"/> <b>BREWERY - PUBLIC</b>  <b>BP</b> – Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.</p>	<p><input type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b>  <b>L</b> – Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.  <input checked="" type="checkbox"/> <b>OFF-PREMISES SALES:</b>  <b>O</b> – Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.</p>

**APPLICABLE CRIMINAL RECORDS CHECK:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

J. F. Schutz  
**J. F. Schutz, Chief of Police/Designee**

3/2/16  
**Date**



A place where businesses and families thrive

*CITY RECORDER USE ONLY:*

AGENDA ITEM #: 3.I.30

FINAL ACTION: \_\_\_\_\_

**LIQUOR LICENSE RECOMMENDATION**

**BUSINESS NAME / INDIVIDUAL:** Prime Time Sports Bar & Restaurant (Gregory Jansen)

**BUSINESS LOCATION ADDRESS:** 4450 Pacific Avenue

**LIQUOR LICENSE TYPE:** Full On-Premises Sale

**CITY BUSINESS LICENSE:** BL-000025

**TYPE OF LICENSE REQUESTED:**  
*Liquor License Application is for the following:*

<p><b>1. LICENSE TYPE:</b></p> <p><input checked="" type="checkbox"/> F-COM – Full On-Premises Sales, Commercial</p> <p><input type="checkbox"/> F-CAT – Full On-Premises Sales, Caterer</p> <p><input type="checkbox"/> F-FPC/F-CLU – Full On-Premises Private Club</p> <p><input type="checkbox"/> F-PL – Full On-Premises Public Location</p> <p><input type="checkbox"/> TSL – Temporary Sales License</p> <p><input type="checkbox"/> Other _____</p>	<p><input type="checkbox"/> L – Limited On-Premises</p> <p><input type="checkbox"/> O – Off-Premises Sales</p> <p><input type="checkbox"/> BP – Brewery Public House</p> <p><input type="checkbox"/> SEW – Special Event Winery</p> <p><input type="checkbox"/> SEG – Special Event Grower</p> <p><input type="checkbox"/> SED – Special Event Distillery</p>	<p><b>2. LICENSE FEE:</b></p> <p><input type="checkbox"/> New Application \$100</p> <p><input type="checkbox"/> Temporary \$35</p> <p><input type="checkbox"/> Change \$75</p> <p><input checked="" type="checkbox"/> Annual Renewal \$35</p> <p><input type="checkbox"/> Event \$22.60</p> <p><input type="checkbox"/> Other _____</p>
<p><input checked="" type="checkbox"/> <b>FULL ON-PREMISES SALES:</b></p> <p><b>F-COM</b> – Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.</p>	<p><input type="checkbox"/> <b>BREWERY - PUBLIC</b></p> <p><b>BP</b> – Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.</p>	<p><input type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b></p> <p><b>L</b> – Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.</p> <p><input type="checkbox"/> <b>OFF-PREMISES SALES:</b></p> <p><b>O</b> – Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.</p>

**APPLICABLE CRIMINAL RECORDS CHECK:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

J. F. Schutz  
**J. F. Schutz, Chief of Police/Designee**

7/8/16  
**Date**



A place where businesses and families thrive

CITY RECORDER USE ONLY:  
AGENDA ITEM #: 3.I-31  
FINAL ACTION: \_\_\_\_\_

**LIQUOR LICENSE RECOMMENDATION**

**BUSINESS NAME / INDIVIDUAL:** Rainbow Lanes (Allyn Clark)  
**BUSINESS LOCATION ADDRESS:** 2748 19th Place  
**LIQUOR LICENSE TYPE:** Limited On-Premises  
**CITY BUSINESS LICENSE:** BL-001916

**TYPE OF LICENSE REQUESTED:**  
*Liquor License Application is for the following:*

<b>1. LICENSE TYPE:</b> <input type="checkbox"/> F-COM – Full On-Premises Sales, Commercial <input type="checkbox"/> F-CAT – Full On-Premises Sales, Caterer <input type="checkbox"/> F-FPC/F-CLU – Full On-Premises Private Club <input type="checkbox"/> F-PL – Full On-Premises Public Location <input type="checkbox"/> TSL – Temporary Sales License <input type="checkbox"/> Other _____	<input checked="" type="checkbox"/> L – Limited On-Premises <input type="checkbox"/> O – Off-Premises Sales <input type="checkbox"/> BP – Brewery Public House <input type="checkbox"/> SEW – Special Event Winery <input type="checkbox"/> SEG – Special Event Grower <input type="checkbox"/> SED – Special Event Distillery	<b>2. LICENSE FEE:</b> <input type="checkbox"/> New Application \$100 <input type="checkbox"/> Temporary \$35 <input type="checkbox"/> Change \$75 <input checked="" type="checkbox"/> Annual Renewal \$35 <input type="checkbox"/> Event \$22.60 <input type="checkbox"/> Other _____
<input type="checkbox"/> <b>FULL ON-PREMISES SALES:</b> <b>F-COM</b> – Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	<input type="checkbox"/> <b>BREWERY - PUBLIC</b> <b>BP</b> – Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.	<input checked="" type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b> <b>L</b> – Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.  <input type="checkbox"/> <b>OFF-PREMISES SALES:</b> <b>O</b> – Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.

**APPLICABLE CRIMINAL RECORDS CHECK:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

\_\_\_\_\_  
J. F. Schutz, Chief of Police/Designee

2/8/16  
\_\_\_\_\_  
Date



A place where businesses and families thrive

*CITY RECORDER USE ONLY:*  
 AGENDA ITEM #: 3.I.32  
 FINAL ACTION: \_\_\_\_\_

**LIQUOR LICENSE RECOMMENDATION**

**BUSINESS NAME / INDIVIDUAL:** Safeway Store #0406 (Jim Kuhn)  
**BUSINESS LOCATION ADDRESS:** 2836 Pacific Avenue  
**LIQUOR LICENSE TYPE:** Off-Premises Sales  
**CITY BUSINESS LICENSE:** BL-000092

**TYPE OF LICENSE REQUESTED:**  
*Liquor License Application is for the following:*

<b>1. LICENSE TYPE:</b> <input type="checkbox"/> F-COM – Full On-Premises Sales, Commercial <input type="checkbox"/> F-CAT – Full On-Premises Sales, Caterer <input type="checkbox"/> F-FPC/F-CLU – Full On-Premises Private Club <input type="checkbox"/> F-PL – Full On-Premises Public Location <input type="checkbox"/> TSL – Temporary Sales License <input type="checkbox"/> Other _____	<input type="checkbox"/> L – Limited On-Premises <input checked="" type="checkbox"/> O – Off-Premises Sales <input type="checkbox"/> BP – Brewery Public House <input type="checkbox"/> SEW – Special Event Winery <input type="checkbox"/> SEG – Special Event Grower <input type="checkbox"/> SED – Special Event Distillery	<b>2. LICENSE FEE:</b> <input type="checkbox"/> New Application \$100 <input type="checkbox"/> Temporary \$35 <input type="checkbox"/> Change \$75 <input checked="" type="checkbox"/> Annual Renewal \$35 <input type="checkbox"/> Event \$22.60 <input type="checkbox"/> Other _____
<input type="checkbox"/> <b>FULL ON-PREMISES SALES:</b> <b>F-COM</b> – Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	<input type="checkbox"/> <b>BREWERY - PUBLIC</b> <b>BP</b> – Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.	<input type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b> <b>L</b> – Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.  <input checked="" type="checkbox"/> <b>OFF-PREMISES SALES:</b> <b>O</b> – Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.

**APPLICABLE CRIMINAL RECORDS CHECK:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

*J. F. Schutz*  
 \_\_\_\_\_  
**J. F. Schutz, Chief of Police/Designee**

*2/18/16*  
 \_\_\_\_\_  
**Date**



A place where businesses and families thrive

CITY RECORDER USE ONLY:  
 AGENDA ITEM #: 3.I.33  
 FINAL ACTION: \_\_\_\_\_

**LIQUOR LICENSE RECOMMENDATION**

**BUSINESS NAME / INDIVIDUAL:** Shriji Food Mart / FG Arco (Ashok Patel)  
**BUSINESS LOCATION ADDRESS:** 2710 19th Avenue  
**LIQUOR LICENSE TYPE:** Off-Premises  
**CITY BUSINESS LICENSE:** BL-000406

**TYPE OF LICENSE REQUESTED:**  
*Liquor License Application is for the following:*

<b>1. LICENSE TYPE:</b> <input type="checkbox"/> F-COM – Full On-Premises Sales, Commercial <input type="checkbox"/> F-CAT – Full On-Premises Sales, Caterer <input type="checkbox"/> F-FPC/F-CLU – Full On-Premises Private Club <input type="checkbox"/> F-PL – Full On-Premises Public Location <input type="checkbox"/> TSL – Temporary Sales License <input type="checkbox"/> Other _____	<input type="checkbox"/> L – Limited On-Premises <input checked="" type="checkbox"/> O – Off-Premises Sales <input type="checkbox"/> BP – Brewery Public House <input type="checkbox"/> SEW – Special Event Winery <input type="checkbox"/> SEG – Special Event Grower <input type="checkbox"/> SED – Special Event Distillery	<b>2. LICENSE FEE:</b> <input type="checkbox"/> New Application \$100 <input type="checkbox"/> Temporary \$35 <input type="checkbox"/> Change \$75 <input checked="" type="checkbox"/> Annual Renewal \$35 <input type="checkbox"/> Event \$22.60 <input type="checkbox"/> Other _____
<input type="checkbox"/> <b>FULL ON-PREMISES SALES:</b> <b>F-COM</b> – Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	<input type="checkbox"/> <b>BREWERY - PUBLIC</b> <b>BP</b> – Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.	<input type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b> <b>L</b> – Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises. <input checked="" type="checkbox"/> <b>OFF-PREMISES SALES:</b> <b>O</b> – Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.

**APPLICABLE CRIMINAL RECORDS CHECK:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

J. F. Schutz, Chief of Police/Designee

2/8/16  
Date



A place where businesses and families thrive

CITY RECORDER USE ONLY:  
 AGENDA ITEM #: 3.I.84  
 FINAL ACTION: \_\_\_\_\_

**LIQUOR LICENSE RECOMMENDATION**

**BUSINESS NAME / INDIVIDUAL:** Super Mercado La Montana (Eligio Chanez)  
**BUSINESS LOCATION ADDRESS:** 1905 Mountain View Lane, Suite 100  
**LIQUOR LICENSE TYPE:** Off-Premises Sales  
**CITY BUSINESS LICENSE:** BL-000319

**TYPE OF LICENSE REQUESTED:**  
 Liquor License Application is for the following:

<b>1. LICENSE TYPE:</b> <input type="checkbox"/> F-COM – Full On-Premises Sales, Commercial <input type="checkbox"/> F-CAT – Full On-Premises Sales, Caterer <input type="checkbox"/> F-FPC/F-CLU – Full On-Premises Private Club <input type="checkbox"/> F-PL – Full On-Premises Public Location <input type="checkbox"/> TSL – Temporary Sales License <input type="checkbox"/> Other _____	<input type="checkbox"/> L – Limited On-Premises <input checked="" type="checkbox"/> O – Off-Premises Sales <input type="checkbox"/> BP – Brewery Public House <input type="checkbox"/> SEW – Special Event Winery <input type="checkbox"/> SEG – Special Event Grower <input type="checkbox"/> SED – Special Event Distillery	<b>2. LICENSE FEE:</b> <input type="checkbox"/> New Application \$100 <input type="checkbox"/> Temporary \$35 <input type="checkbox"/> Change \$75 <input checked="" type="checkbox"/> Annual Renewal \$35 <input type="checkbox"/> Event \$22.60 <input type="checkbox"/> Other _____
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**APPLICABLE CRIMINAL RECORDS CHECK:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

J. F. Schutz  
 J. F. Schutz, Chief of Police/Designee

2/8/16  
 Date



A place where businesses and families thrive

*CITY RECORDER USE ONLY:*  
 AGENDA ITEM #: 3.I-35  
 FINAL ACTION: \_\_\_\_\_

**LIQUOR LICENSE RECOMMENDATION**

**BUSINESS NAME / INDIVIDUAL:** The Kings Head (Cassandra Cree)  
**BUSINESS LOCATION ADDRESS:** 2004 Main Street, Suite 110  
**LIQUOR LICENSE TYPE:** Full On-Premises Sale  
**CITY BUSINESS LICENSE:** BL-001682

**TYPE OF LICENSE REQUESTED:**  
*Liquor License Application is for the following:*

<b>1. LICENSE TYPE:</b> <input checked="" type="checkbox"/> F-COM – Full On-Premises Sales, Commercial <input type="checkbox"/> F-CAT – Full On-Premises Sales, Caterer <input type="checkbox"/> F-FPC/F-CLU – Full On-Premises Private Club <input type="checkbox"/> F-PL – Full On-Premises Public Location <input type="checkbox"/> TSL – Temporary Sales License <input type="checkbox"/> Other _____	<input type="checkbox"/> L – Limited On-Premises <input type="checkbox"/> O – Off-Premises Sales <input type="checkbox"/> BP – Brewery Public House <input type="checkbox"/> SEW – Special Event Winery <input type="checkbox"/> SEG – Special Event Grower <input type="checkbox"/> SED – Special Event Distillery	<b>2. LICENSE FEE:</b> <input type="checkbox"/> New Application \$100 <input type="checkbox"/> Temporary \$35 <input type="checkbox"/> Change \$75 <input checked="" type="checkbox"/> Annual Renewal \$35 <input type="checkbox"/> Event \$22.60 <input type="checkbox"/> Other _____
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**APPLICABLE CRIMINAL RECORDS CHECK:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

*J. F. Schutz*  
**J. F. Schutz, Chief of Police/Designee**

2/18/16  
**Date**



A place where businesses and families thrive

*CITY RECORDER USE ONLY:*

AGENDA ITEM #: 3.I-26

FINAL ACTION: \_\_\_\_\_

**LIQUOR LICENSE RECOMMENDATION**

**BUSINESS NAME / INDIVIDUAL:** The Masonic Grand Lodge of Oregon (Ed Bousquet)

**BUSINESS LOCATION ADDRESS:** 2300 Masonic Way

**LIQUOR LICENSE TYPE:** Full On-Premises Private Club

**CITY BUSINESS LICENSE:** EX-000010

**TYPE OF LICENSE REQUESTED:**  
*Liquor License Application is for the following:*

<p><b>1. LICENSE TYPE:</b></p> <p><input type="checkbox"/> F-COM – Full On-Premises Sales, Commercial</p> <p><input type="checkbox"/> F-CAT – Full On-Premises Sales, Caterer</p> <p><input checked="" type="checkbox"/> F-FPC/F-CLU – Full On-Premises Private Club</p> <p><input type="checkbox"/> F-PL – Full On-Premises Public Location</p> <p><input type="checkbox"/> TSL – Temporary Sales License</p> <p><input type="checkbox"/> Other _____</p>	<p><input type="checkbox"/> L – Limited On-Premises</p> <p><input type="checkbox"/> O – Off-Premises Sales</p> <p><input type="checkbox"/> BP – Brewery Public House</p> <p><input type="checkbox"/> SEW – Special Event Winery</p> <p><input type="checkbox"/> SEG – Special Event Grower</p> <p><input type="checkbox"/> SED – Special Event Distillery</p>	<p><b>2. LICENSE FEE:</b></p> <p><input type="checkbox"/> New Application \$100</p> <p><input type="checkbox"/> Temporary \$35</p> <p><input type="checkbox"/> Change \$75</p> <p><input checked="" type="checkbox"/> Annual Renewal \$35</p> <p><input type="checkbox"/> Event \$22.60</p> <p><input type="checkbox"/> Other _____</p>
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**APPLICABLE CRIMINAL RECORDS CHECK:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

J. F. Schutz  
**J. F. Schutz, Chief of Police/Designee**

2/11/16  
**Date**



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A place where businesses and families thrive

<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>5.A.</u>
FINAL ACTION:	_____

**CITY COUNCIL STAFF REPORT**

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**TO:** City Council

**FROM:** Jesse VanderZanden, City Manager

**MEETING DATE:** February 22, 2016

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

**SUBJECT TITLE:** Update and Status of Westside Planning Program

**ACTION REQUESTED:**  Ordinance  Resolution  Motion  Informational

*X all that apply*

**ISSUE STATEMENT:** The purpose of the presentation is to inform the Council as to the status of the Westside Planning program.

**BACKGROUND:** Over the past year, staff and Planning Commission have been developing a planning approach for the Westside Planning area. The area is comprised of the David Hill area west of Thatcher Road and the new UGB area north of David Hill Road between Thatcher Road and Highway 47 (called the Purdin Road area). To date, there have been two planning charrettes, two Technical Advisor Committee meetings and a work session with the Commission. The public meetings have been well attended with about 40 to 60 interested citizens.

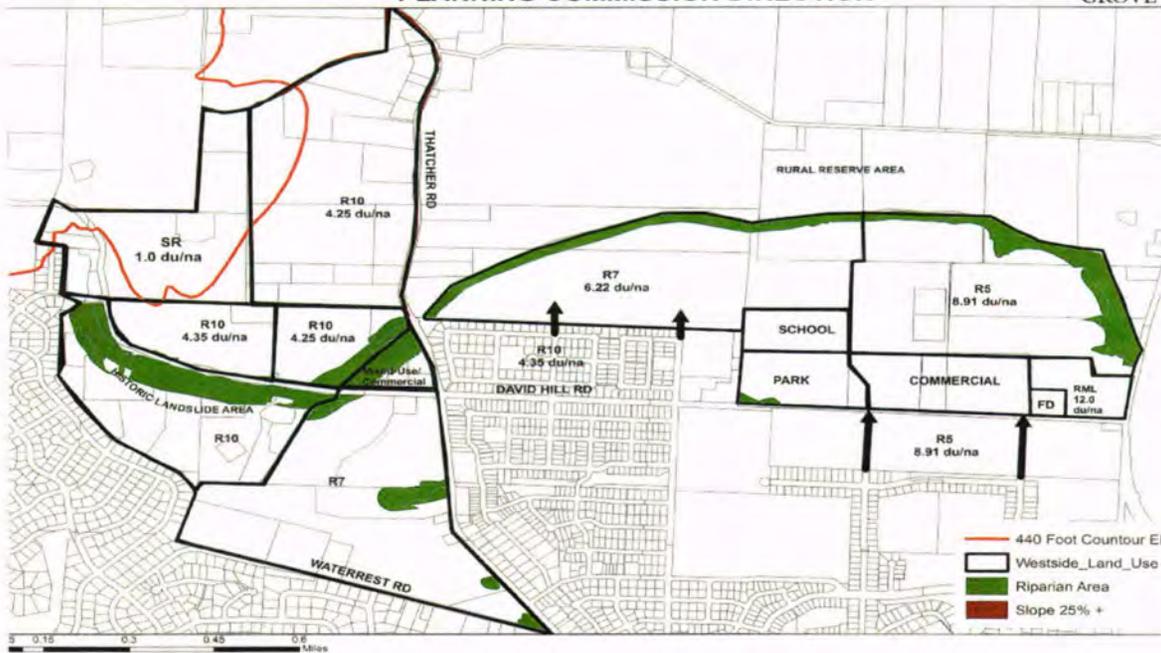
Some of the larger issues that have been discussed include:

- Land use designations for the Purdin Road area
- Appropriate land use designations above the 440 foot contour on David Hill
- Water service above the 440 foot contour
- Road locations on the steep terrain of David Hill area
- Approaches to provide sewer service for the northerly portion of David Hill
- Historic land slide area west and south of the David Hill Road between Forest Gale Drive and Antler Lane
- Thatcher Road being "single loaded" most of its distance between David Hill Road and Purdin Road

Below is the Planning Commission accepted land use plan with development potential to allow the infrastructure analysis to proceed. This plan should not be considered a final plan as it will likely need to be refined. The development potential spreadsheet is a refinement of that developed for the Planning Commission.

Next steps are to review the final infrastructure plan developed by consultants, preparation of a financial program and proceed with the adoption process.

**WESTSIDE PLANNING PROJECT  
PLANNING COMMISSION DIRECTION**



**Westside Project Dwelling Unit Yield Estimate  
"Revised Purdin Road (10/26/15)"**

Area	Gross Acres	Slope >25%	Riparian Area	Landslide Area	Developable Land	R/W Set-aside 20%	Net Area	Existing Density	Assumed Density	Slope Deduction	Current Unit Yield	New Unit/Employment Yield
South of David Hill (West)	57.38	1.11 <sup>1</sup>	9.12 <sup>2</sup>	34.16 <sup>3</sup>	12.99	2.00	10.39	4.35 du/na	4.35 du/na <sup>4</sup>	20%	36	36 units
North of David Hill (West)	24.30	6.57	0.00	0.00	17.73	3.55	14.18	4.35 du/na	4.35 du/na	15%	52	52 units
North of David Hill (MU-RML)	21.42	1.95	4.41	0.00	15.06	3.01	12.05	4.35 du/na	12.00 du/na	15%	44	122 units
North David Hill (MU-Com)	8.50	0.00	4.90	0.00	3.60	0.70	2.90	4.35 du/na	See Footnote 5	0%	12	4 <sup>6</sup> units
Watercrest R-7	99.75	1.65	0.30	0.00	70.63 <sup>7</sup>	14.13	56.50	4.35 du/na	6.22 du/na	10%	220	316 units
Thatcher R-10	98.66	2.85	0.00	0.00	95.81	19.16	76.65	4.35 du/na	4.35 du/na	10%	300	300 units
David Hill R-10 (was SR)	43.12	7.50	0.00	0.00	35.62	7.12	28.50	1.0 du/na	4.35 du/na	15%	24	105 units
<b>Subtotal</b>	<b>353.13</b>	<b>21.63</b>	<b>18.73</b>	<b>34.16</b>	<b>253.43</b>	<b>50.66</b>	<b>202.77</b>				<b>688</b>	<b>935 units</b>
Purdin (School) <sup>7</sup>	10.80	0.00	0.00	0.00	10.80	0.00	10.80	1 unit/20 acres	0.0 du/na	0%	0	
Purdin (R-7)	89.20	0.00	11.60	0.00	77.60	15.52	62.08	1 unit/20 acres	6.22 du/na	0%	3	386 units
Purdin (Mixed-Use/Commercial) <sup>8</sup>	23.10	0.00	0.00	0.00	23.10	4.60	18.50	1 unit/20 acres	12.0 du/na	0%	0	221 units 46 retail employees 46,500 sf retail space
Purdin (Park)	10.98	0.00	0.00	0.00	10.98	0.00	10.98	1 unit/20 acres	0.0 du/na	0%	0	0 units
Purdin (R-5)	99.90	0.00	15.20	0.00	84.70	16.94	67.76	1 unit/20 acres	8.71 du/na	0%	2	590 units
Fire Station	2.00	0.00	0.00	0.00	2.00	0.00	2.00				0	3 employees
<b>Subtotal</b>	<b>235.98</b>	<b>0.00</b>	<b>26.80</b>	<b>0.00</b>	<b>209.18</b>	<b>37.06</b>	<b>172.12</b>				<b>5</b>	<b>1,197 units</b>
<b>Grand Total</b>	<b>589.11</b>	<b>21.63</b>	<b>45.53</b>	<b>34.16</b>	<b>462.61</b>	<b>87.72</b>	<b>374.89</b>				<b>693</b>	<b>2,132 units</b> <b>49 employees</b>

<sup>1</sup> Outside landslide area.  
<sup>2</sup> Outside landslide area.  
<sup>3</sup> Landslide area includes slope and riparian area.  
<sup>4</sup> du/na = dwelling units per net acre.  
<sup>5</sup> Assumes limited residential above retail or standalone -plex development.  
<sup>6</sup> The land area within Thatcher Park and Thatcher Woods has been deducted from the land area. This deduction is approximately 25.18 acres.  
<sup>7</sup>  
<sup>8</sup> Retail employment based on an assumed FAR of 0.25 for retail uses and 11 retail employees per net acre of commercial land within mixed-use area (approximately 4.2 net acres).



# Westside Planning Project Update

City Council Meeting  
February 22, 2016

*A place where businesses and families thrive.*

## Process to Date

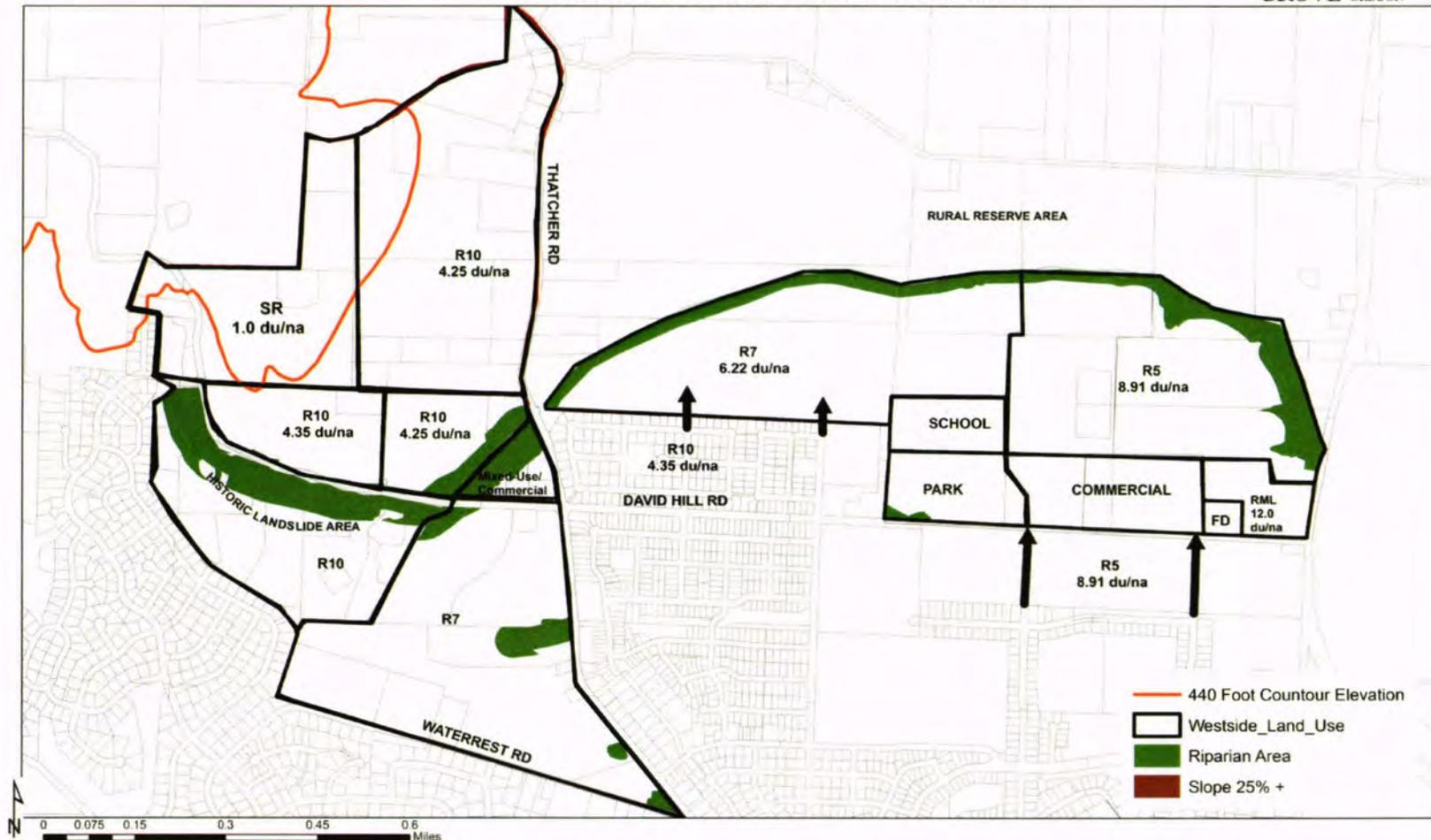
- Background Analysis
  - Infrastructure
  - Natural Resources
  - Transportation
  - Geologic and Geotech
- Two Technical Advisory Committee meetings
- Two lively Planning Charrettes
- Planning Commission Work Session to address land use policy issues

## Major Issues Discussed

- Land use designations for the Purdin Road area
- Appropriate land use designations above the 440 foot contour on David Hill
- Water service above the 440 foot contour
- Road locations on the steep terrain of David Hill area
- Approaches to provide sewer service for the northerly portion of David Hill
- Historic land slide west and south of the David Hill Road between Forest Gale Drive and Antler Lane
- Thatcher Road being “single loaded” most of its distance between David Hill Road and Purdin Road

# Planning Commission Direction

## WESTSIDE PLANNING PROJECT PLANNING COMMISSION DIRECTION



# Next Steps

- Review Infrastructure Plan
  - Staff
  - TAC
  - Planning Commission – work session
- Develop and Review Finance Plan
- Final Approval Process
  - Planning Commission
  - City Council
    - Work Session
    - Public Hearing

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*A place where families and businesses thrive*

## CITY MANAGER'S REPORT TO COUNCIL

February 18, 2016

### Dates to Remember:

- Feb 23:** Porter Road Bridge Replacement Project Open House, 5-7 pm, Community Auditorium
- Feb 24:** Chehalem Ridge Master Plan Kickoff, 6 pm, Centro Cultural, Cornelius
- Mar 01:** Cultural Series, 7 pm, Rogers Room, Library
- Mar 5 to 9:** NLC Conference, Washington, DC

### CITY MANAGER:

- Staff is readying for the NLC Congressional City Conference March 5-9. In addition to the workshops, Forest Grove participants have meetings with Wyden, Merkley, and Bonamici's offices.
- Ten new city limit signs with the new three leaves logo, "*Where families and businesses thrive*", and current population (23,080), were installed February 18. Four of the ten signs are on entrances that previously did not have a sign and the remaining six signs replace city, county, and state signs to assure uniformity among every city entrance.

### ADMINISTRATIVE SERVICES:

- Times-Litho Redevelopment: Negotiating the Disposition and Development Agreement (DDA) has been the current focus of staff efforts. Staff also participated in the two URA 101 open houses.
- CEP Process: Upon approval of the FY 2016-17 CEP Grant program by the CEP Committee, staff will release the grant applications which are due by 5:00 p.m. on March 31, 2016.
- Senior Center: Staff has two quotes to replace the roof on the Senior Center and will award the project based on those two quotes if a third quote is not submitted shortly. Staff has asked six roofers for quotes and has only received two quotes. Staff is recommending replacing the whole roof as the issue of the rusting nails applies to the whole roof. The project would be funded by a combination of Major Facility Maintenance Funds and Administrative Department repairs funds (General Fund).
- FY 2016-17 Budget Preparation: Process will formally commence this month as departments will be asked to prepare their projection for FY 2015-16 revenues and expenditures. Finance staff is beginning to meet with departments to help them on their year-end budget projections.
- Annual Financial Audit: The audited financial statements have been issued and Councilors should have received audit reports directly in the mail from the auditors. The auditors will present the audited financial statements to the City Council at the March 14, 2016, meeting.
- Retirement Activity: PERS is establishing the City as an employer on its system. City staff has been through initial training with PERS. The City's retirement plan attorney is working on the necessary modifications to the City's Defined Benefit Plan. Staff is discussing the defined benefit plan's actuarial assumptions with the actuary. The actuary is proposing modifications to the actuarial assumptions as part of their preparation of the annual valuation report. The proposed modifications would increase the cost of the defined benefit retirement plan. A work session is planned to discuss on March 14, 2016.
- Recruitments underway include: Police Officer, Code Enforcement Officer, Police Reserve Officer, Parks Supervisor, Building Inspector, and IT Manager. Recruitments will commence soon to replace: Youth Services Librarian, Adult Services Librarian, and Part-Time L&P Administrative Specialist.

### PARKS and AQUATICS:

- Session 2 of winter swimming lessons began on Feb. 15. Classes are very full and several additional classes have been added to accommodate an increase in the higher skill level classes.

- Staff is working closely with the Forest Grove Swim Club as they begin to transition to a new head coach. The club is a non-profit and hires 4 paid coaches to run the day-to-day club activities. This is an important transition as the new coach(es) work closely on a daily basis with city staff.
- Parks and City Engineering staffs are exploring the options to repair the stream bank near the Forest Glen Trail. The bank was compromised by the heavy rain earlier this winter.
- Over 80 applications for the Parks Crew Chief position were received by the deadline of February 14. Staff expects to have the position filled near the end of March.
- The Master Plan telephone survey will conclude by February 19. This portion of the study is designed to evaluate the feasibility of a Recreation Center.

**LIBRARY:**

- Staff In-service: On Monday, the library was closed for an all -day staff in-service. Topics included a review and discussion of departmental rules; the strategic plan; training and special projects.
- Strategic Plan: Library staff will be developing action plans for the four themes that emerged from the Strategic Planning Process: Technology; Latino Services and Outreach; Community by Design; and Teens. The staff will work with the Library Commission.
- Employee Sergio Lopez will be returning to the library next week following his recovery from a motorcycle accident in December. Sergio was recently offered a tenured position at Mt. Hood Community College Library but has agreed to maintain his shifts at Forest Grove.
- Friends Cultural Series: Join Dr. Russ Dondero on Tuesday, March 1, for a lively political discussion on the 2016 Presidential Election and what the outcome will mean for a post-Obama election?

**POLICE:**

- Officers Jose Aburto and Wesley Heuston began their employment February 8, 2016, and are in training.
- The 2016 Citizen's Academy had a very successful kick-off on February 10.
- For the second time, Chief Schutz has been asked to be the keynote speaker at the Basic Police Academy graduation ceremony for Class BP354.
- Several officers and command staff attended Sgt. Jason Goodding's memorial service in Seaside.
- Police and school officials are coordinating training and planning for critical incidents.

**LIGHT & POWER:**

- The substation control house has been delivered to Thatcher Junction substation.
- Current preliminary designs being routed for review include: Thatcher Substation vault and conduit installation, an overhead to underground primary conversion on Buckley Road, an underground primary re-conductor on Kemper Road, and a service pole replacement/reconfiguration on 22<sup>nd</sup> Avenue.
- Crews have re-routed and separated all circuits in the area of the Hwy 47 / Verboort Rd roundabout. Conductors and poles are being removed to facilitate construction in that area. New lines will be re-built in mid-March when construction has progressed enough to allow the installs.
- Work has begun replacing several spans of failing high voltage underground cable at Grove Mobile Row D. This is a large project and will take several weeks to complete.

**ECONOMIC DEVELOPMENT:**

- The downtown business directory sign on Pacific and Main fell off the kiosk. Staff is working with suppliers to replace/rehabilitate/update the sign and also inspect all like signs to see if they updating.
- Working on business lead for a brewpub in downtown.
- "Bites" restaurant, located on Main Street and serving Asian-fusion/New-American/Tapas (small plates), opened Monday to big crowds.

- A six-week Small Business Foundation Course, held in Forest Grove was completed. Twelve entrepreneurs completed the course.
- Taking next steps to trademark three leaves logo and help integrate into city departments.

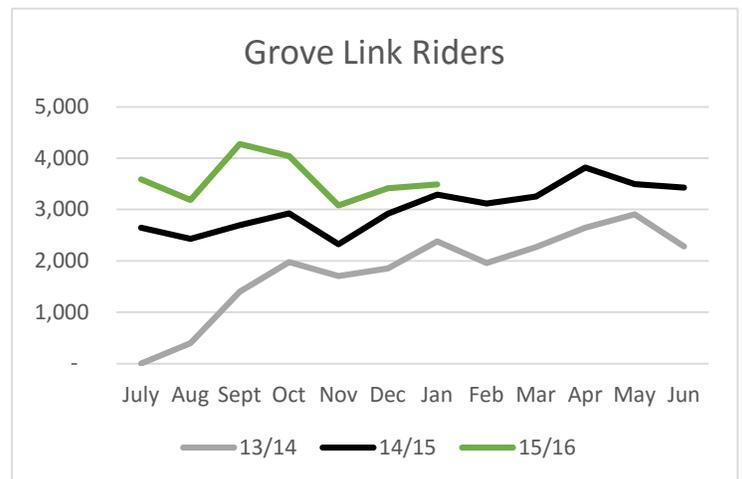
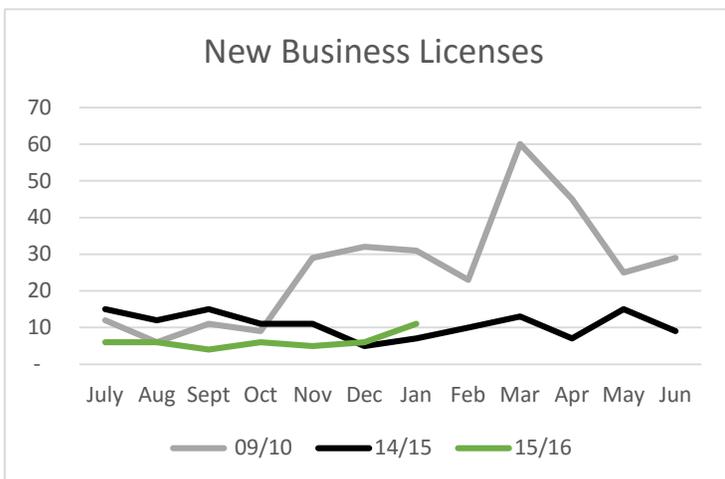
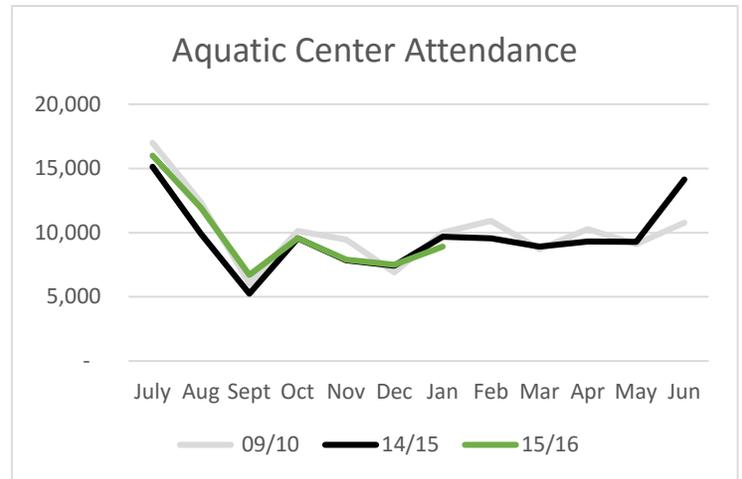
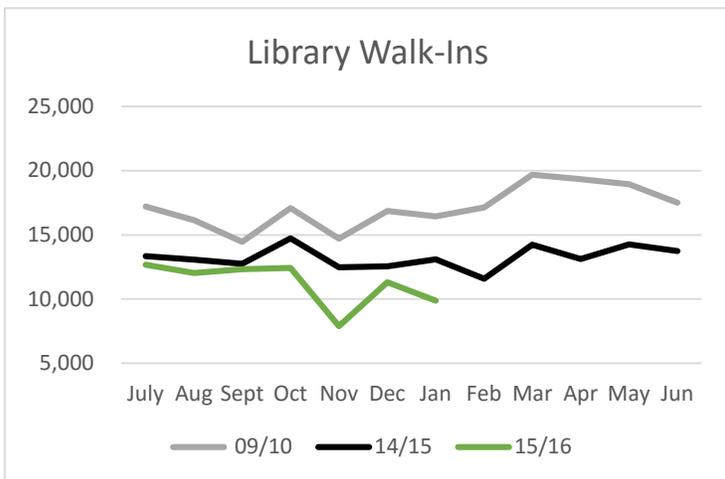
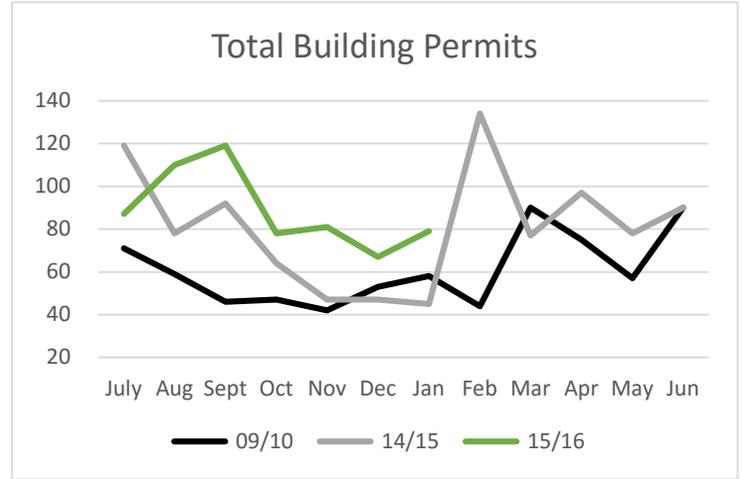
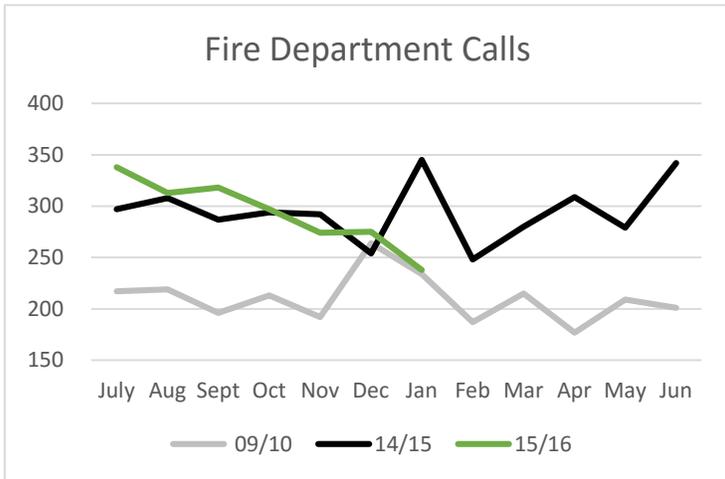
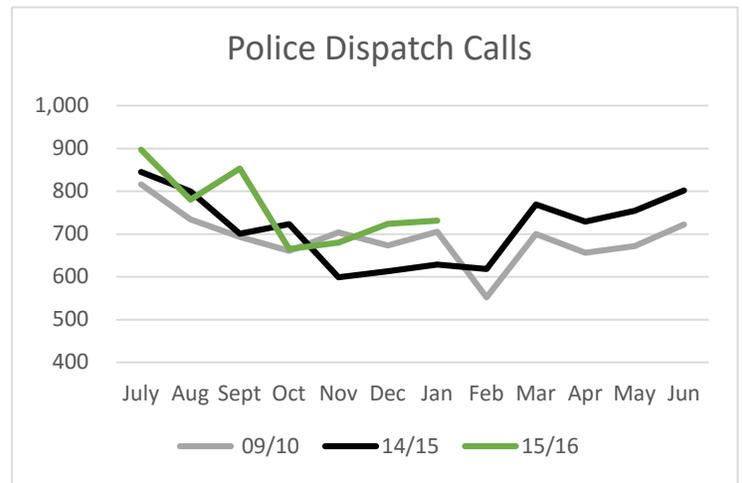
**COMMUNITY DEVELOPMENT:**

- Planning Commission: Held a public hearing on the establishing the Campus Employment Comprehensive Code designation to the Haworth property south of the Taylor Way industrial area. The Commission also held a hearing on an amendment to the Transportation System Plan (TSP) to incorporate the Council Creek trail. The Commission is recommending approval of both.
- Marijuana Code Update: Staff has initiated amendments to the Development Code. The first set of code amendments focuses on prohibiting marijuana activities in residential areas and allowing dispensaries and retail outlets in the Town Center districts. The Planning Commission held a public hearing for those first amendments at their January 19<sup>th</sup> meeting. Staff is targeting the hearing at the City Council in March. Another possible marijuana-related code update staff is initiating may pertain to establishing buffers between marijuana dispensaries and outlets, and buffers between elementary, middle and high schools and certain marijuana related activities such as grow, processing and wholesaling. Staff has scheduled a public hearing with the Planning Commission on March 21<sup>st</sup>.
- Food Compost proposal: Staff is meeting with Washington County staff to prepare the educational materials for a kick-off in May. Staff will bring the rate change request to Council for approval in March so Waste Management has sufficient time to implement the rates effective May 1, 2016.
- Plastic Bag Ordinance: Educational material will be distributed in utility bill insert during March with the public hearing scheduled in April.
- A community interest survey on historic preservation has been completed and is being reviewed by the HLB. Two hundred-fifty responses were received. The Board with consultants conducted a focus group session with ten citizens including five board members at their meeting on February 16.

**ENGINEERING / PUBLIC WORKS:**

- OR8/OR47 Quince Intersection: Staff expects final plans by March 23. Plans, specifications, and estimates (PS&E) are due July 25. The bid opening is scheduled for October 20, 2016.
- GroveLink Bus Shelters: The Engineering Department has identified a supplier and will be ordering the bus shelters in a few weeks. Rotary has offered to provide a bench at the Goodwill location.
- ADA Curb Ramp Study: The RFP is completed and will go out to advertisement in March.
- Traffic Control Review Board: The TCRB met last week and discussed the Safeway crossing issue (illegal cross-over from Goodwill to Safeway). A report to Council will follow.
- Firwood Lane Sanitary Sewer: Stuntzner Engineering is working on the topographic survey. Once the existing septic systems are located, staff can begin design work and enter into agreement with property owners for connection. Staff anticipates construction this summer.
- Hawthorne Street Drainage (at 23<sup>rd</sup> Avenue): Staff completed site visit to observe flows in drainage ditch. Top of pipe is exposed on the south side of tracks and the joint band is damaged or was purposely opened up so water could drain into it. Staff identified standing water at apartments adjacent and south of railroad property and storm pipe. Next steps: apply for DSL permits, RFP for design services, solicit construction bids.
- Clean Water Services/EPA Storm Water Audit: An audit was conducted and results will follow.
- FEMA: FEMA has notified the City of updates to the City's flood maps.
- David Hill Road Extension: Staff plans to advertise for construction bids this spring.
- Clean Water Services: CWS is scheduled for two future CC agenda items in March and April - 1) the general state of the District report 2) Scoggins Dam project update.

## Activity Report January 2016





*A place where businesses and families thrive*

**URBAN RENEWAL AGENCY MEETING AGENDA**

**MONDAY, FEBRUARY 22, 2016**

**6:00 PM – URA Executive Session (Real Property)  
7:45 PM – Urban Renewal Agency Meeting**

**Community Auditorium  
1915 Main Street  
Forest Grove, OR 97116**

**PETER B. TRUAX, EXECUTIVE BOARD CHAIR**

Thomas L. Johnston, Vice Chair  
Richard G. Kidd III  
Victoria J. Lowe

Ronald C. Thompson  
Elena Uhing  
Malynnda H. Wenzl

All meetings of the Urban Renewal Agency Board 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 Urban Renewal Agency Board 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 Board, 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 Board action.

➔ **Citizen Communications** – Anyone wishing to address the Board 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 Board, 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 Urban Renewal Agency Board, please contact the City Recorder, [aruggles@forestgrove-or.gov](mailto:aruggles@forestgrove-or.gov), 503-992-3235.

All 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, [aruggles@forestgrove-or.gov](mailto:aruggles@forestgrove-or.gov), 503-992-3235, at least 48 hours prior to the meeting.

Paul Downey, Administrative  
Services Director  
Jon Holan, Community Development  
Dan Riordan, Senior Planner  
Jesse VanderZanden, City Manager

**6:00**

**URBAN RENEWAL AGENCY EXECUTIVE SESSIONS ARE CLOSED TO THE PUBLIC.**

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

The Urban Renewal Agency Board will convene in the Community Auditorium – Conference Room to hold the following executive session(s): **In accordance with ORS 192.660(2)(E)** to deliberate with persons designated by the governing body to negotiate in real property transactions.

Please note: The Urban Renewal Agency Board will adjourn the Executive Session and reconvene into open session immediately following the close of the Regular City Council Meeting at 7:45 p.m. in the Community Auditorium. The actual start time may differ.

**7:45**

1. **URBAN RENEWAL AGENCY MEETING:** Roll Call

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

3. **CONSENT AGENDA:**

A. *Approve Urban Renewal Agency Board Meeting Minutes of June 22, 2015.*

B. *Approve Urban Renewal Agency Board Meeting Minutes of August 10, 2015.*

4. **ADDITIONS/DELETIONS:**

This notice includes a potential list of principal subjects anticipated to be considered during the Urban Renewal Agency Meeting and anticipated Public Hearings; however, this requirement shall not limit the ability of the Board to remove and/or consider additional subjects (ORS 192.640).

Paul Downey, Administrative  
Services Director  
Jon Holan, Community Development  
Dan Riordan, Senior Planner  
Jesse VanderZanden, City Manager

1. **PUBLIC HEARING: CONSIDER A DISPOSITION AND DEVELOPMENT AGREEMENT BETWEEN TOKOLA PROPERTIES AND THE FOREST GROVE URBAN RENEWAL AGENCY FOR FOREST GROVE MIXED-USE PROJECT LOCATED NORTH OF PACIFIC AVENUE AND WEST OF A STREET**

2. **PUBLIC HEARING: CONSIDER THE SALE OF FOREST GROVE URBAN RENEWAL AGENCY-OWNED REAL PROPERTY LOCATED NORTH OF PACIFIC AVENUE AND WEST OF A STREET**

5. **PRESENTATIONS:**

Paul Downey, Administrative  
Services Director  
Jon Holan, Community Development  
Jesse VanderZanden, City Manager

- 7:50 5. A.      • *Staff Presentation: Financial Projections on Times  
Litho; Disposition and Development Agreement  
(DDA)*
- 8:20 5. B.      • *ECO Northwest - Public-Private Partnership Tokola  
Properties*

Dan Riordan, Senior Planner  
Jon Holan, Community Development  
Paul Downey, Administrative  
Services Director  
Jesse VanderZanden, City Manager

- 8:45 6. **PUBLIC HEARING AND URA RESOLUTION NO. 2016-01  
AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER  
INTO A DEVELOPMENT AGREEMENT BETWEEN  
TOKOLA PROPERTIES AND FOREST GROVE URBAN  
RENEWAL AGENCY FOR THE FOREST GROVE MIXED-  
USE PROJECT LOCATED NORTH OF PACIFIC AVENUE  
AND WEST OF A STREET. FILE NO. 311-15-000022-  
PLNG**

7. **PUBLIC HEARING LISTED UNDER AGENDA ITEM 4. 1.**

8. **PUBLIC HEARING LISTED UNDER AGENDA ITEM 4. 2.**

- 9:30 9. **ADJOURNMENT:**

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**FOREST GROVE URBAN RENEWAL AGENCY MEETING  
AUGUST 10, 2015 – 8:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 1**

*Minutes are unofficial until approved by Urban Renewal Agency.*

**1. ROLL CALL:**

Peter Truax, Urban Renewal Agency (URA) Chair, called the regular URA meeting to order at 8:36 p.m. **ROLL CALL: URA BOARD MEMBERS PRESENT:** Thomas Johnston, Vice-Chair; Richard Kidd; Victoria Lowe; Ronald Thompson; Malynda Wenzl; and Peter Truax, Chair. **URA BOARD MEMBERS ABSENT:** Elena Uhing, excused. **STAFF PRESENT:** Thomas Gamble, City Manager Pro Tem; Paul Elsner, City Attorney; Paul Downey, Administrative Services Director; George Cress, Light and Power Director; Jon Holan, Community Development Director; Jeff King, Economic Development Manager; Dan Riordan, Senior Planner; Rob Foster, Public Works Director (in the audience); Michael Kinkade, Fire Chief (in the audience); J. F. Schutz, Police Chief (in the audience); and Anna Ruggles, City Recorder.

**2. CITIZEN COMMUNICATIONS:** None.

**3. CONSENT AGENDA:** None.

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

**5. PRESENTATIONS:** None.

**6. URA RESOLUTION NO. 2015-05 OF THE CITY OF FOREST GROVE URBAN RENEWAL AGENCY AUTHORIZING THE AGENCY'S EXECUTIVE DIRECTOR TO EFFECT THE PURCHASE OF THE TIMES LITHO PROPERTY FROM THE CITY OF FOREST GROVE AND ENTER INTO A PURCHASE AND SALE AGREEMENT (AND OTHER AGREEMENTS AS NECESSARY) WITH THE CITY**

**Staff Report:**

Downey, Holan and Riordan presented the above-proposed resolution for Urban Renewal Agency (URA) Board consideration, noting the proposed resolution is authorizing the Executive Director to effect the purchase of the Times Litho property from the City (seller) to the URA (purchaser) for the purchase price of \$1.1 million. The property is located north of Pacific Avenue between A Street and B Street and includes the following tax lots: 1S306BB03400, 1S306BB03700, 1S306BB03702,

**FOREST GROVE URBAN RENEWAL AGENCY MEETING  
AUGUST 10, 2015 – 8:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 2**

1S306BB03800, 1S306BB04100, 1S306BB04200, 1S306BB04300, 1S306BB04301, 1S306BB04400, 1S306BB04500). Staff reported a joint work session was held June 8, 2015, with URA and Council to discuss the possibility of transferring the property as the URA is better suited, due to tax increment resources, to achieve development of the Times Litho site, noting the payoff arrangements will be staged in a way to allow the URA to reimburse the City over time but allow a sufficient cash flow for the URA to meet other obligations and pursue other programs as established in the URA Plan. Downey advised staff considered several options to structure the repayment note, noting staff is proposing to begin immediate repayment with interest only payments (proposed interest rate of 2.5 percent) for the first three years and principal and interest payments with the note being fully paid in ten years. Downey explained if no development occurs within the urban renewal area within the first three years, staff may recommend to the URA and Council that the repayment terms be modified to allow the URA ability to do other projects within the URA boundary. In conclusion of the above-noted staff report, Downey advised the City Attorney drafted the proposed Purchase and Sale Agreement, attached as Exhibit A, and staff is recommending the URA Board approve the proposed resolution.

Before proceeding with Public Hearing and Board discussion, Chair Truax asked for a motion to adopt URA Resolution No. 2015-05.

Gamble read URA Resolution No. 2015-05 by title.

**MOTION: Board Vice Chair Johnston moved, seconded by Board Member Wenzl, to adopt URA Resolution No. 2015-05 Authorizing the Agency's Executive Director to Effect the Purchase of the Times Litho Property from the City of Forest Grove to the Urban Renewal Agency (URA) and to Enter into a Purchase and Sale Agreement (and other agreements as necessary) with the City.**

**Public Hearing Opened:**

Chair Truax opened the Public Hearing and explained hearing procedures.

**Written Testimony Received:**

No written testimony was received prior to the published deadline of August 10, 2015, 7:00 p.m.

**FOREST GROVE URBAN RENEWAL AGENCY MEETING  
AUGUST 10, 2015 – 8:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 3**

**Proponents:**

No one testified and no written comments were received.

**Opponents:**

No one testified and no written comments were received.

**Others:**

No one testified and no written comments were received.

**Public Hearing Closed:**

Chair Truax closed the Public Hearing.

**Board Discussion:**

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

**ROLL CALL VOTE: AYES: Board Members Vice Chair Johnston, Kidd, Lowe, Thompson, Wenzl, and Chair Truax. NOES: None. ABSENT: Board Member Uhing. MOTION CARRIED 6-0.**

**7. ADJOURNMENT:**

Chair Truax adjourned the URA regular meeting at 8:40 p.m.

Respectfully submitted,

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Anna D. Ruggles, CMC, City Recorder

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**FOREST GROVE URBAN RENEWAL AGENCY MEETING  
JUNE 22, 2015 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 1**

*Minutes are unofficial until approved by Urban Renewal Agency.*

**1. ROLL CALL:**

Peter Truax, Urban Renewal Agency (URA) Chair, called the regular URA meeting to order at 7:00 p.m. **ROLL CALL: URA BOARD MEMBERS PRESENT:** Thomas Johnston, Vice-Chair; Richard Kidd; Victoria Lowe; Ronald Thompson; Elena Uhing; Malynda Wenzl; and Peter Truax, Chair. **STAFF PRESENT:** Thomas Gamble, City Manager Pro Tem; Paul Downey, Administrative Services Director; Jon Holan, Community Development Director; Dan Riordan, Senior Planner; and Bev Maughan, Executive Assistant to City Manager.

**2. CITIZEN COMMUNICATIONS:** None.

**3. CONSENT AGENDA:**

- A. Approve Urban Renewal Agency Meeting Minutes of May 11, 2014.
- B. Approve Urban Renewal Agency and City Council Joint Executive Session (Real Property) Meeting Minutes of June 8, 2015.

**MOTION:** Board Member Lowe moved, seconded by Board Member Kidd, to adopt the Consent Agenda as presented. **MOTION CARRIED 7-0 by voice vote.**

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

**5. PRESENTATIONS:** None.

**6. URA RESOLUTION NO. 2015-03 OF THE CITY OF FOREST GROVE URBAN RENEWAL AGENCY ADOPTING THE BUDGET, MAKING APPROPRIATIONS, AND DECLARING THE TAX INCREMENT FOR FISCAL YEAR COMMENCING JULY 1, 2015, AND ENDING JUNE 30, 2016**

**Staff Report:**

Downey presented the above-proposed resolution for Urban Renewal Agency (URA) Board consideration, noting the URA Budget Committee approved at its meeting of May 21, 2015, a proposed budget of \$43,071 for Fiscal Year commencing July 1, 2015, and ending June 30, 2016. In conclusion of the above-noted staff report, Downey advised staff is

**FOREST GROVE URBAN RENEWAL AGENCY MEETING  
JUNE 22, 2015 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 2**

recommending no changes to the proposed budget in the amount of \$43,071 for Fiscal Year 2015-16.

Before proceeding with Public Hearing and Board discussion, Chair Truax asked for a motion to adopt URA Resolution No. 2015-03.

Gamble read URA Resolution No. 2015-03 by title.

**MOTION:** Board Vice Chair Johnston moved, seconded by Board Member Thompson, to adopt URA Resolution No. 2015-03 of the City of Forest Grove Urban Renewal Agency Adopting the Budget, Making Appropriations, and Declaring the Tax Increment for Fiscal Year Commencing July 1, 2015, and Ending June 30, 2016.

**Public Hearing Opened:**

Chair Truax opened the Public Hearing and explained hearing procedures.

**Written Testimony Received:**

No written testimony was received prior to the published deadline of June 22, 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.

**Public Hearing Closed:**

Chair Truax closed the Public Hearing.

**Board Discussion:**

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

**ROLL CALL VOTE:** AYES: Board Members Vice Chair Johnston, Kidd, Lowe, Thompson, Uhing, Wenzl, and Chair Truax. NOES:

**FOREST GROVE URBAN RENEWAL AGENCY MEETING  
JUNE 22, 2015 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 3**

None. MOTION CARRIED 7-0.

**7. URA RESOLUTION NO. 2015-04 OF THE CITY OF FOREST GROVE URBAN RENEWAL AGENCY APPROVING A MINOR AMENDMENT TO THE FOREST GROVE URBAN RENEWAL PLAN TO IDENTIFY THE TIMES LITHO SITE FOR POTENTIAL ACQUISITION BY THE AGENCY**

**Staff Report:**

Downey, Holan and Riordan presented the above-proposed resolution for Urban Renewal Agency (URA) Board consideration, noting a minor amendment is necessary to the Forest Grove Urban Renewal Plan to identify the Times Litho Site for potential acquisition by the URA. Staff reported the intended is for private redevelopment consistent with the URA Plan goals and objectives. The property is located north of Pacific Avenue between A Street and B Street and includes the following tax lots: 1S306BB03400, 1S306BB03700, 1S306BB03702, 1S306BB03800, 1S306BB04100, 1S306BB04200, 1S306BB04300, 1S306BB04301, 1S306BB04400, 1S306BB04500). In conclusion of the above-noted staff report, staff recommended the URA Board approve the proposed resolution making the first amendment to the Forest Grove Urban Renewal Plan to identify the Times Litho Site for potential acquisition by the URA.

Before proceeding with Public Hearing and Board discussion, Chair Truax asked for a motion to adopt URA Resolution No. 2015-04.

Gamble read URA Resolution No. 2015-04 by title.

**MOTION: Board Member Uhing moved, seconded by Board Member Kidd, to adopt URA Resolution No. 2015-04 of the City of Forest Grove Urban Renewal Agency Approving a Minor Amendment to the Forest Grove Urban Renewal Plan to Identify the Times Litho Site for Potential Acquisition by the Agency.**

**Public Hearing Opened:**

Chair Truax opened the Public Hearing and explained hearing procedures.

**Written Testimony Received:**

**FOREST GROVE URBAN RENEWAL AGENCY MEETING  
JUNE 22, 2015 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 4**

No written testimony was received prior to the published deadline of June 22, 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.

**Public Hearing Closed:**

Chair Truax closed the Public Hearing.

**Board Discussion:**

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

**ROLL CALL VOTE: AYES: Board Members Vice Chair Johnston, Kidd, Lowe, Thompson, Uhing, Wenzl, and Chair Truax. NOES: None. MOTION CARRIED 7-0.**

**8. ADJOURNMENT:**

Chair Truax adjourned the URA regular meeting at 7:08 p.m.

Respectfully submitted,

---

Anna D. Ruggles, CMC, City Recorder



A place where businesses and families thrive.

<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	6.
FINAL ACTION:	

## URBAN RENEWAL AGENCY STAFF REPORT

**TO:** Urban Renewal Agency Board of Directors

**FROM:** Jesse VanderZanden, Executive Director

**MEETING DATE:** February 22, 2016

**PROJECT TEAM:** Jon Holan, Community Development Director; Paul Downey Administrative Services Director; and Daniel Riordan, Senior Planner

**SUBJECT TITLE:** Approval of URA Resolution authorizing the Executive Director to enter into a Development Agreement between Tokola Properties and Urban Renewal Agency for the Forest Grove Mixed-Use Project Located North of Pacific Avenue and West of A Street affecting Agency owned property.

**ACTION REQUESTED:**

<input type="checkbox"/> Ordinance	<input type="checkbox"/> Order	<input checked="" type="checkbox"/> X	<input type="checkbox"/> Resolution	<input checked="" type="checkbox"/> X	<input type="checkbox"/> Motion	<input type="checkbox"/> Informational
------------------------------------	--------------------------------	---------------------------------------	-------------------------------------	---------------------------------------	---------------------------------	--

*X all that apply*

**ISSUE STATEMENT:** Consider adopting a resolution of the Urban Renewal Agency authorizing the Executive Director to enter into a Development Agreement affecting Agency-Owned property.

**BACKGROUND:** In December 2012, the City of Forest Grove purchased approximately 2.5 acres of land located west of A Street and north of Pacific Avenue. The subject property is commonly known as the "Times-Litho Site" as shown on Attachment A. In December 2015 the property was transferred from City ownership to Agency ownership consistent with the terms of a purchase and sale agreement between the City Council and Urban Renewal Agency Board of Directors approved by URA Resolution 2015-05. URA Resolution authorized Agency purchase of the Times-Litho site from the City for redevelopment consistent with the Forest Grove Urban Renewal Plan including acquisition of redevelopment opportunity sites for mixed-use development incorporating housing retail or office uses.

After a competitive and open project proposal solicitation process the City entered into an exclusive negotiating agreement (ENA) with Tokola properties in 2015 for redevelopment of the Times-Litho property. The ENA provided an opportunity to refine the proposed development concept for use of the property. The redevelopment concept includes mixed use incorporating 78 apartment units (including five live-work units), 2,500 square feet of retail space and 94 on-site parking spaces. The redevelopment concept is consistent with the Forest Grove Urban Renewal Plan which encourages mixed use development in the Town Center on Agency owned land as described in Forest Grove Urban Renewal Plan, Section III (B)).

On November 20, 2015, Tokola Properties submitted a complete land use application for project approval. Project approval included a Development Agreement, site development review and

design review. City Council approved the land use application, including the Development Agreement on January 25, 2016. The Development Agreement will allow the redevelopment project to move forward by establishing maximum development density and clarifying the method for calculating "net acre" for purposes of calculating density. The Development Agreement is necessary since proposed amendments to the Development Code affecting permissible development density are not in effect.

The Agency is party to the Development Agreement since the project will occur on Agency owned land. As such, the Urban Renewal Agency Board of Directors must approve a resolution authorizing the Urban Renewal Agency Executive Director to enter into a Development Agreement with the City and Tokola Properties, LLC. The resolution with the Development Agreement is attached (Attachment B).

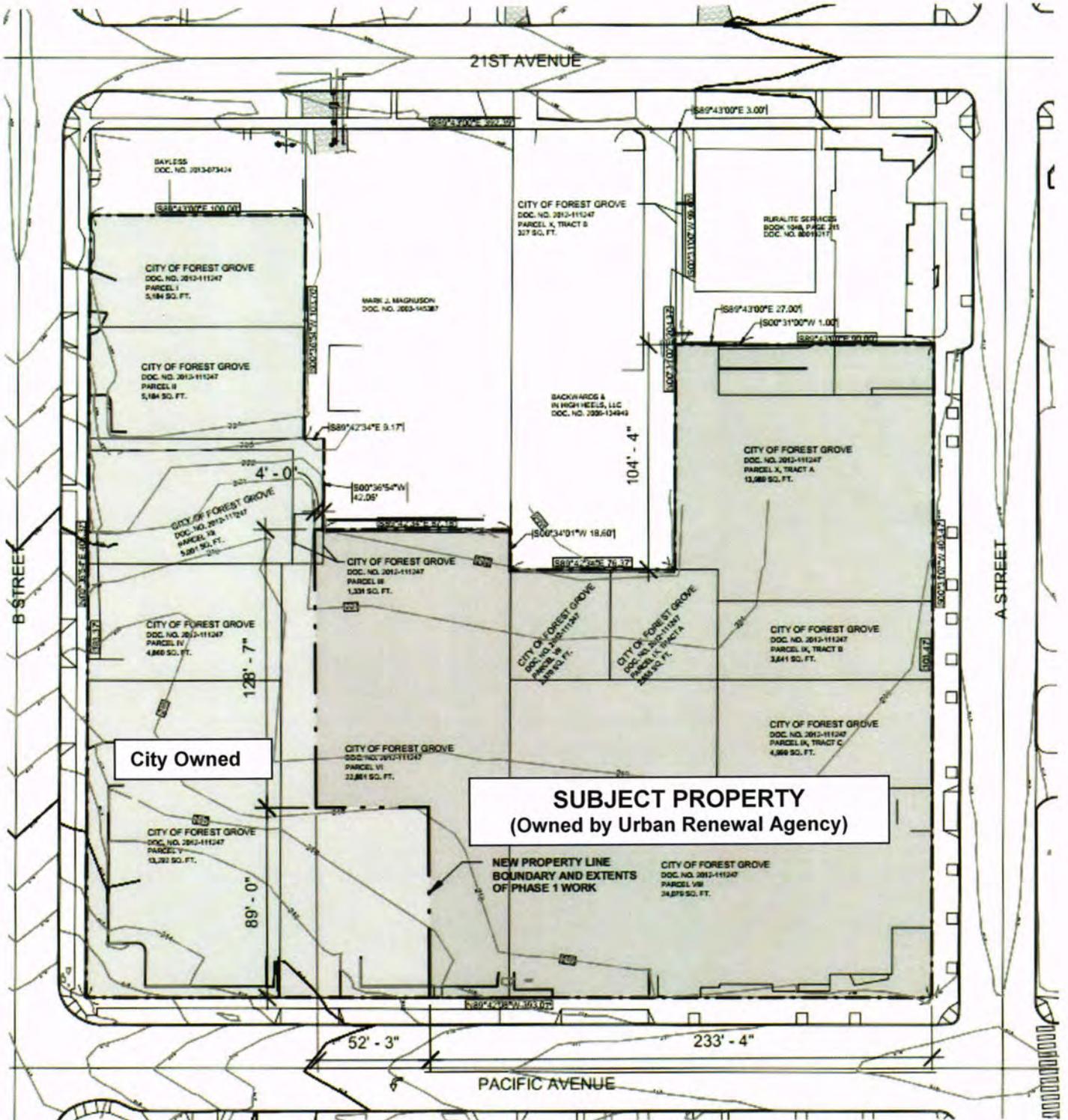
**FISCAL IMPACT:** None. Approval of the resolution does not obligate the expenditure of Agency funds.

**STAFF RECOMMENDATION:** Staff recommends the Urban Renewal Agency approve the attached resolution authorizing the Executive Director to enter into a Development Agreement necessary for the Forest Grove Mixed-Use Project.

**ATTACHMENT(s):**

- A. Subject Property Vicinity Map
- B. URA Resolution (Authorizing the Executive Director to enter into a Development Agreement with Tokola Properties for the Forest Grove Mixed Use Project)

# ATTACHMENT A SUBJECT PROPERTY VICINITY MAP





*A place where families and businesses thrive*

---

## NOTICE OF PUBLIC HEARING FOR THE URBAN RENEWAL AGENCY OF THE CITY OF FOREST GROVE

**NOTICE IS HEREBY GIVEN** that the Urban Renewal Agency of the City of Forest Grove will hold a Public Hearing on **Monday, February 22, 2016**, at 7:00 PM or thereafter, at the Forest Grove Community Auditorium, 1915 Main Street, to consider a proposed resolution authorizing the Agency's Executive Director to enter a Development Agreement for the following proposal:

**Proposal:** Development agreement between Tokola Properties and Urban Renewal Agency of the City of Forest Grove for the Forest Grove Mixed Use Project on land owned by the Agency on Agency owned land located west of A Street and north of Pacific Avenue (former Times-Litho property). The proposed project includes 78 apartment units including 5 live-work apartment units, approximately 2,500 square feet of commercial space, a public plaza of approximately 2,900 square feet, and 94 parking stalls.

**Applicant:** Tokola Properties (Applicant/Developer Representative Jim Walker Studio C Architects), City of Forest Grove (Property Owner)

**Locations:** 1837 Pacific Avenue, 1811 Pacific Avenue, 1817 Pacific Avenue, 2014 A Street, 2022 A Street, 2025 B Street.

**File Number:** 311-15-00022-PLNG

All persons will be given reasonable opportunity to give testimony about this proposal responding to the review criteria. 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 Agency Board to respond to the issue, then that issue cannot be used for an appeal to the Land Use Board of Appeals. If additional documents or evidence are provided in support of the application, any party shall be entitled to a continuance of the hearing. Unless there is a continuance, if a participant so requests before the conclusion of the initial evidentiary hearing, the record shall remain open for at least seven days after the hearing. Information pertaining to this request may be obtained from Senior Planner Daniel Riordan at the Community Development Department, PO Box 326, 1924 Council Street, (503) 992-3226 between 9 a.m. and 5 p.m. ([driordan@forestgrove-or.gov](mailto:driordan@forestgrove-or.gov)). The staff report will be available seven days prior to the hearing; copies will be available at cost.

**Anna D. Ruggles, CMC, City Recorder**



**URBAN RENEWAL AGENCY OF CITY OF FOREST GROVE, OREGON**

**URA RESOLUTION NO. 2016-01**

**RESOLUTION AUTHORIZING AGENCY'S EXECUTIVE DIRECTOR TO ENTER INTO A DEVELOPMENT AGREEMENT BETWEEN TOKOLA PROPERTIES AND URBAN RENEWAL AGENCY OF THE CITY OF FOREST GROVE FOR FOREST GROVE MIXED-USE PROJECT LOCATED NORTH OF PACIFIC AVENUE AND WEST OF A STREET (FILE NO. 311-15-000022-PLNG)**

**WHEREAS**, the Urban Renewal Agency of the City of Forest Grove ("Agency") owns approximately 1.5 acres of land as shown on Exhibit 1 (Property); and

**WHEREAS**, on November 5, 2015, Tokola Properties filed a land use application with the City of Forest Grove (City) for approval of a 78-unit apartment project including 5 live-work units, approximately 2,500 square feet of commercial space, a privately-constructed plaza adjacent to the Pacific Avenue right-of-way comprising approximately 2,900 square feet, and a 94-space parking lot (the Project) on the Property; and

**WHEREAS**, the Project requires approval of a Development Agreement pursuant to ORS 94.504 et. seq. and DC Section 10.2.800 et. seq.; and

**WHEREAS**, the Development Agreement will authorize the construction of 78 dwelling units on the Property at a maximum density of 55 units per acre; and

**WHEREAS**, the land use application was deemed complete by the City on November 20, 2015; and

**WHEREAS**, the Planning Commission held a duly-noticed public hearing on the land use application on December 7, 2015; and

**WHEREAS**, the Planning Commission's decision No. 15-05 recommends approval of the Development Agreement; and

**WHEREAS**, the City Council held duly-noticed public hearings on January 11, 2016 and January 25, 2016 to consider the Development Agreement; and

**WHEREAS**, the City Council adopted Ordinance 2016-01 authorizing the City Manager to sign the Development Agreement on the City's behalf; and

**WHEREAS**, the Agency held a duly-noticed public hearing on February 22, 2016, to consider the Development Agreement.

**NOW, THEREFORE, THE URBAN RENEWAL AGENCY OF THE CITY OF FOREST GROVE RESOLVES AS FOLLOWS:**

**Section 1.** The Agency makes the following findings supporting the Development Agreement:

- 1) The Development Agreement, attached as Exhibit 1 to this Ordinance, addresses all of the requirements of ORS 94.504 et. seq.
- 2) The Project includes 78 apartments including 5 live-work units, approximately 2,500 square feet of commercial space, a privately-constructed plaza area adjacent to the Pacific Avenue right-of-way comprising approximately 2,900 square feet, and a 94-space parking lot.
- 3) Pursuant to ORS 94.518, the Development Agreement modifies the maximum allowed density from 20.28 dwellings per net acre to 55 units per acre based on the land area of the development site. This modification is necessary to implement certain goals and policies of the Comprehensive Plan including: Sustainability Goal 7, Economic Development Goal 7, Economic Development Policy 7.10, Economic Development Policy 7.11, and Urbanization Policy 10.
- 4) Except for project density, the Project is consistent with applicable regulations governing development as modified through Track 2 Design Review approval pursuant to Forest Grove Development Code Section 10.2.300 et. seq.

**Section 3.** Based on the findings set forth in Section 1 approves the Development Agreement.

**Section 4.** The Agency authorizes the Executive Director to execute the Development Agreement attached as Exhibit 1.

**Section 5.** This Resolution shall be effective upon the effective date of City Ordinance 2016-01.

**PRESENTED AND PASSED** this 22<sup>nd</sup> day of February 2016.

---

Jesse Vanderzanden  
Urban Renewal Agency Executive Director

**APPROVED** by the Urban Renewal Agency of the City of Forest Grove at a regular meeting thereof this 22<sup>nd</sup> day of February 2016 and filed with the Forest Grove City recorder this date.

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Peter B. Truax  
Urban Renewal Agency Chair

## EXHIBIT 1

### DEVELOPMENT AGREEMENT FOREST GROVE MIXED-USE PROJECT

THIS DEVELOPMENT AGREEMENT (Agreement) is effective this \_\_\_\_\_ day of \_\_\_\_\_, 2016 between the Urban Renewal Agency of the City of Forest Grove (Agency), a public body corporate and politic created under ORS 457.035 and 457.045, City of Forest Grove (City), an Oregon municipal corporation, and Tokola Properties, Inc. (Tokola) a domestic business corporation, collectively, the "Parties".

#### Recitals

- A. The Urban Renewal Agency of the City of Forest Grove is the owner of certain real property located in the City of Forest Grove and described in Attachment A attached (Property). The Property is approximately 1.5 acres in total area. The property is zoned Town Center Support and Town Center Transition.
- B. Tokola filed applications for City land use approval on November 5, 2015 and November 20, 2015, for a mixed-use development project, generally comprised of 75 market-rate apartment units, 5 market-rate live-work units, approximately 2,500 square feet of commercial space, a plaza area adjacent to the Property's Pacific Avenue public right-of-way comprising approximately 2,900 square feet, and a surface parking area including approximately 94 parking spaces.
- C. The City deemed the land use applications complete on November 20, 2015 for purposes of public hearing.
- D. Tokola desires to privately develop the Property, after transferred by the Agency to Tokola, consistent with the Forest Grove Comprehensive Plan, any decision on the City land use application and the terms and conditions of this Agreement and any Disposition and Development Agreement (DDA) affecting the Property. The land use application is appended hereto as Exhibit B.
- E. This Agreement is entered into under authority of and in compliance with ORS 94.504 et. seq. to allow private development of the Property consistent with anticipated new provisions of the Forest Grove Development Code intended to implement the Forest Grove Comprehensive, including increasing maximum density.
- F. The City of Forest Grove Planning Commission held a public hearing and considered the land use applications on December 7, 2015 and adopted a motion recommending City Council approval of the land use applications with conditions.
- G. The Forest Grove City Council held public hearings and considered the land use applications and Planning Commission recommendations on January 11, 2016 and January 25, 2016 and approved the land use applications with conditions.

## Agreement

The Parties agree as follows:

### 1. Tokola Obligations

- 1.1. Land Use Approval. Tokola agrees to comply with the City's approval of the site plan, design review decision and final project conditions as approved by the City Council.
- 1.2. Compliance with Laws, Codes and Regulations. Tokola agrees to make all improvements to the Property as generally described in the project proposal dated, November 20, 2015, in compliance with the City's land use approval, any DDA approved by the Agency pertaining to the transfer of real property from the Agency to Tokola, and applicable City Codes and regulations affecting the Property consistent with ORS 94.518. Tokola will construct all required improvements as required by the applicable laws and regulations of the City, Washington County, and the State of Oregon.
  - 1.2.1. Development Fees. Tokola agrees to pay any applicable systems development charges (SDCs) and other applicable development fees, including Washington County Transportation Development Tax, in effect at the time of issuance of any building permits as required under any DDA pertaining to the transfer of real property from Agency to Tokola.
  - 1.2.2. Construction. Tokola is required to file for all required building and development permit applications and pay required fees to the City as described in the DDA between the Agency and Tokola. Tokola will construct all required improvements to City Public Works standards and its applicable service providers commensurate with type of improvement. All plans will be reviewed and approved by the City Engineer and the appropriate service provider.
  - 1.2.3. Construction Schedule; Phasing. The construction schedule will be specified and agreed to in the DDA pertaining to the transfer of real property from the City to Tokola necessary to construct the project.
  - 1.2.4. Indemnification. Tokola agrees to indemnify, hold harmless and defend the Agency, City, it's officers, agents and employees, from and against any and all claims, actions, or suits, including damages and attorney fees, which may be incurred by the Agency or City or its officers, agents or employees as a result of entering into this Agreement and as a result of the execution and performance of this Agreement.
  - 1.2.5. Waiver of Claims pursuant to ORS 195.305. Tokola waives any claims it may have as of the date of execution of this Agreement, whether identified or not, pursuant to ORS 197.352 ("Measure 37"). This waiver further extends to any claims arising as a result of the City's decision on the land use applications and its amendments to the Forest Grove Development Code.

2. City Obligations

- 2.1. The City agrees to take all actions necessary to process and reach a final decision on the land use applications affecting the property.
- 2.2. The City agrees to take all actions necessary to adopt Forest Grove Development Code Amendments pertaining to increasing development densities affecting the property. The City does not commit to a particular decision or outcome from the land use process.

3. Agency Obligations

- 3.1. The Agency agrees to take all actions necessary to process and reach a final decision on a Disposition and Development Agreement pertaining to transfer Agency-owned property to Tokola for development consistent with this agreement, the City's land use approval and DDA.

4. Assignment

- 4.1. Tokola may not assign its responsibilities and obligations under this Agreement to any other person or entity without express written approval of the City which approval will not be unreasonably withheld.

5. Compliance with ORS 94.504

- 5.1. Compliance with Code Requirements. Under ORS 94.518, the effective Comprehensive Plan, zoning ordinances and other rules and policies of the City (land use and development regulations) governing permitted uses of land and density applicable to development of the Property, are the Comprehensive Plan and the ordinances, rules, and policies of the City of Forest Grove, and as applicable Washington County, in effect at the time of approval of this Agreement, subject to the terms and conditions of this Agreement with respect to amendments to the Forest Grove Development Code pertaining to maximum permissible densities.

- 5.2. Assumptions, Provisions of Services and Changes in Circumstances. For purposes of complying with ORS 94.504(6), the Parties acknowledge that the assumptions underlying this Agreement relating to the ability of the City to serve development of the Property are those set forth in the land use applications, the decision on those applications, and any conditions of approval.

- 5.3. Statutorily Required Provisions. For purposes of complying with ORS 94.504(2), the Parties further agree as follows:

- 5.3.1. Duration of Agreement. The duration of this Agreement is three years, or until modified or mutually terminated upon adoption of City Development Code amendments referenced in Section 2.2.

- 5.3.2. Permitted Uses. The property may be used for any use permitted under the land use regulations in effect at the time of the Agreement and consistent with the City's land use approval and further described in any Disposition and



To Tokola Properties:           Dwight Unti  
  President  
  Tokola Properties, Inc.  
  PO Box 1620  
  Gresham, OR 97030

Copies of all notices will be sent to the above addresses. Notice will be deemed given on the date placed in the U.S. Mail, and sent by facsimile to counsel, whether actually received by the addressee or not. The parties will send each other a courtesy copy of each notice by facsimile or electronic means, or by courier, Federal Express, or similar service, but such notice will not be deemed the required "notice". The Parties may from time to time amend the above addresses and names by written notice given to the other party in the same manner as the required "notice".

7. Authority and Enforceability The Agency, City and Tokola represent and warrant that each has the full right, power, legal capacity and authority to enter into and perform the Parties' respective obligations and that no approval or consents of any other persons are necessary except as identified in this Agreement. Each Party represents and warrants to the other that this Agreement is valid, binding, and enforceable in accordance with its terms. Each Party also represents and warrants that this Agreement and performance under it does not violate any contract, law, plan, ordinance rule, regulation or policy binding each Party.
8. Severability Nothing in this Agreement will be construed to require the commission of any act contrary to law, and wherever there is any conflict between any provision contained and any present or future statute, law, ordinance, or regulation contrary, then the latter prevails. Any affected provision of this Agreement will be curtailed and limited only to the extent necessary to bring it within the requirements of law.
9. Further Assurances and Additional Documents Each Party will execute and deliver any additional papers, documents, or other assurances, and do any action necessary to perform their obligations and carry out the intent of the Parties identified in this Agreement. The Parties will execute and deliver all supplemental agreements and other instruments and take any other action necessary to make this Agreement fully and legally effective, binding, and enforceable as between the Parties, and as against third parties. This Agreement requires the Parties to agree upon various items at different times in the future. The Parties will cooperate in good faith, and will deal fairly with one another, in an attempt to fulfill the obligations of the Parties as reflected in this Agreement and to facilitate full performance of this Agreement.
10. Attorney Fees If a suit, action, arbitration or other proceeding of any nature whatsoever, including without limitation any proceeding under the U.S. Bankruptcy Code, is instituted, or the services of any attorney are retained to interpret or enforce any provision of this Agreement or with respect to any dispute relating to this Agreement, the prevailing Party is entitled to recover from the losing Party its attorney fees, paralegal fees, accountant fees, and other expert fees, and all other fees, costs and expenses actually incurred and reasonably necessary. The amount of fees will be determined by the judge or arbitrator and include fees and expenses incurred on any appeal or review.
11. Survival The warranties, representations, covenants, and agreements made in this Agreement by each Party survive the delivery of any deed or bill of sale and shall be and

remain in full force and effect for the term specified in this Agreement as may be amended in the future.

12. Waiver Failure of any Party at any time to require performance of any provision of this Agreement does not limit the Party's right to enforce the provision. No waiver of any breach of any provision is a waiver of any succeeding breach of the provision or a waiver of the provision itself or any other provisions.
13. Time Time is of the essence in the performance of the duties and obligations of this Agreement.
14. Counterparts This Agreement may be executed in several counterparts, each of which is an original, but all of which constitute the same Agreement.
15. Captions and Headings The captions and headings of this Agreement are for convenience only and will not be construed or referred to in resolving questions of interpretation or construction. The recitals at the beginning of this Agreement are contractual and are considered or referred to in resolving questions of interpretation or construction.
16. Modification or Amendments No amendment, change, or modification of this Agreement is valid, unless in writing and signed by the Parties.
17. Successor and Assigns All of the terms and provisions inure to the benefit of and are binding upon the Parties and their respective heirs, legal representatives, successors and assigns.
18. Standard of Review The City standard of review for any documents required to execute this Agreement is as provided in the City Code. In the absence of an applicable standard, the standard of review will be one of reasonableness.
19. Runs with Land. This Agreement runs with the Property. This Agreement will be recorded with the Washington County Records Division.

**TOKOLA PROPERTIES**

By: \_\_\_\_\_

Its: \_\_\_\_\_

Approved as to form:  
\_\_\_\_\_

**CITY OF FOREST GROVE**

By: \_\_\_\_\_

Its: \_\_\_\_\_

Approved as to form:  
\_\_\_\_\_

**URBAN RENEWAL AGENCY  
OF THE CITY OF FOREST GROVE**

By: \_\_\_\_\_

Its: \_\_\_\_\_

Approved as to form:  
\_\_\_\_\_

STATE OF OREGON )

County of Washington ) ss.

This instrument was acknowledged before me on \_\_\_\_\_, 2016 by  
\_\_\_\_\_ as \_\_\_\_\_ of Tokola Properties

\_\_\_\_\_  
NOTARY PUBLIC FOR OREGON  
My Commission Expires: \_\_\_\_\_

STATE OF OREGON )

County of Washington ) ss.

This instrument was acknowledged before me on \_\_\_\_\_, 2016 by  
\_\_\_\_\_ as \_\_\_\_\_ of the City of Forest Grove

\_\_\_\_\_  
NOTARY PUBLIC FOR OREGON  
My Commission Expires: \_\_\_\_\_

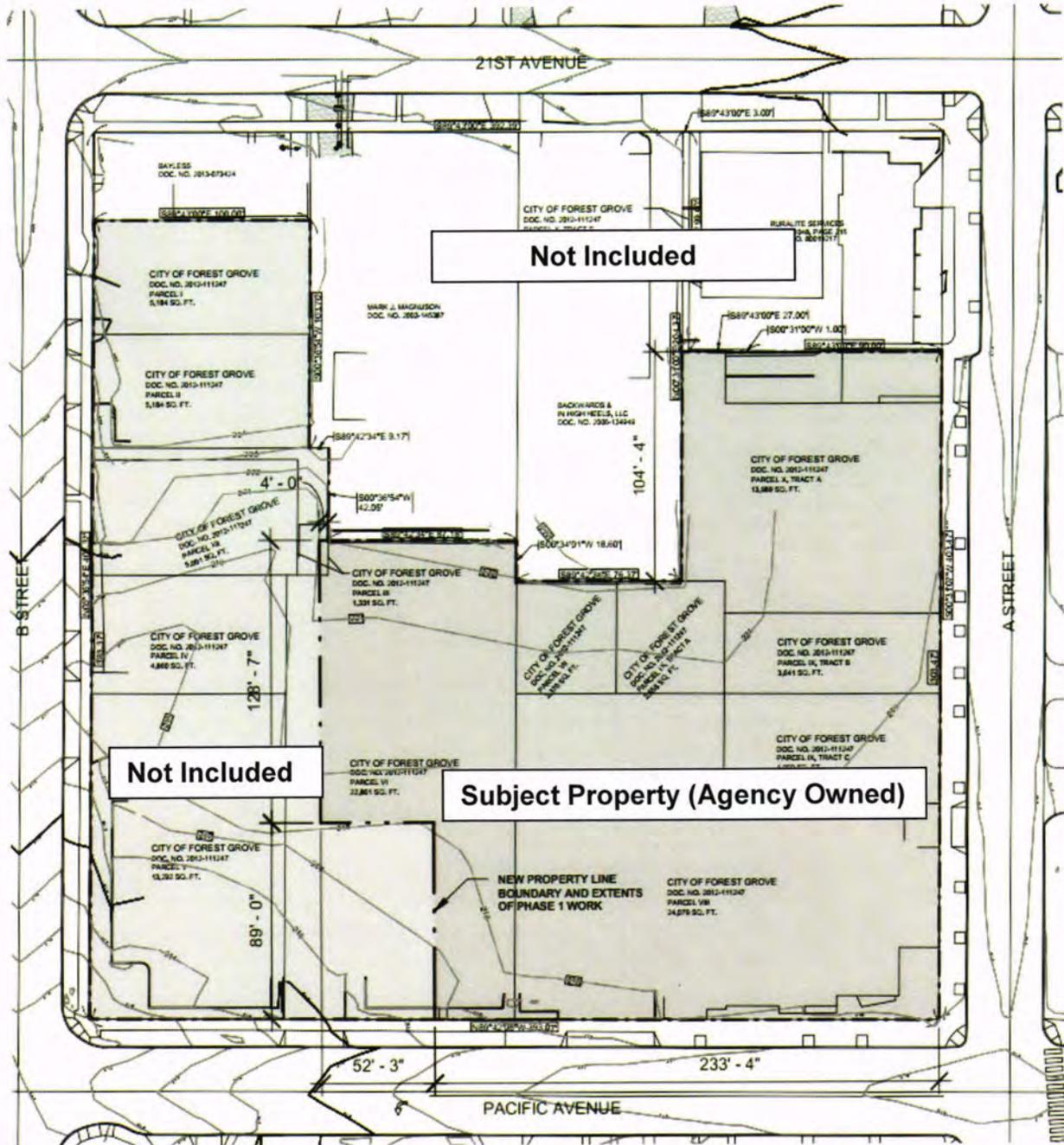
STATE OF OREGON )

County of Washington ) ss.

This instrument was acknowledged before me on \_\_\_\_\_, 2016 by  
\_\_\_\_\_ as \_\_\_\_\_ of the Urban Renewal Agency of the City of  
Forest Grove

\_\_\_\_\_  
NOTARY PUBLIC FOR OREGON  
My Commission Expires: \_\_\_\_\_

ATTACHMENT A  
PROPERTY



4.1  
4.2.

NOTICE OF PROPOSED SALE  
OF  
REAL PROPERTY  
OWNED BY THE FOREST GROVE URBAN RENEWAL AGENCY  
ORS 221.725

THIS IS TO GIVE NOTICE THAT THE FOREST GROVE URBAN RENEWAL AGENCY (AGENCY), IS CONSIDERING THE SALE OF AGENCY-OWNED REAL PROPERTY LOCATED AT 1811-1837 PACIFIC AVENUE & 2014-2022 A STREET, WASHINGTON COUNTY, FOREST GROVE, OREGON.

THE AGENCY BOARD WILL HOLD A PUBLIC HEARING ON MONDAY, FEBRUARY 22, 2016, AT 7:00 P.M. OR THEREAFTER, IN THE COMMUNITY AUDITORIUM, 1915 MAIN STREET, FOREST GROVE, OR, TO ALLOW INTERESTED RESIDENTS AN OPPORTUNITY TO PRESENT WRITTEN AND ORAL TESTIMONY ON THE PROPOSED SALE.

THE PROPERTY IS CURRENTLY VACANT AND IS APPROXIMATELY 107,926 SQUARE FEET OR 2.45 ACRES IN SIZE AND LOCATED IN THE FOREST GROVE URBAN RENEWAL AREA. THE RENEWAL AGENCY IS CONSIDERING THE SALE OF THE PROPERTY TO TOKOLA PROPERTIES, LLC 1700 NW CIVIC DRIVE, SUITE 220, GRESHAM, OREGON 97030, IN TWO PHASES. PHASE ONE IS APPROXIMATELY 66,590 SQUARE FEET OR 1.53 ACRES IN SIZE AND TOKOLA HAS PROPOSED REDEVELOPMENT OF THIS PORTION OF THE PROPERTY WITH A MIXED-USE DEVELOPMENT INCLUDING 78 APARTMENTS, 2,500 SQUARE FEET OF COMMERCIAL SPACE AND 94 OFF-STREET PARKING SPACES. PHASE TWO IS APPROXIMATELY 41,336 SQUARE FEET OR 0.92 ACRES. CITY STAFF BELIEVES THIS IS A GOOD-FAITH OFFER PROPOSAL.

THE AGENCY PROPOSES TO SELL ITS INTEREST IN THE PROPERTY BY STATUTORY BARGAIN AND SALE DEED.

AT THIS HEARING, THE AGENCY BOARD WILL BE READY TO HEAR FROM CITY RESIDENTS ON THE PROPRIETY OF THE PROPOSED SALE. STAFF WILL HAVE EVIDENCE OF THE VALUE OF THE PROPERTY AVAILABLE FOR EXAMINATION AT THE TIME OF THE HEARING.

ANY QUESTIONS CONCERNING THE HEARING OR THIS NOTICE SHOULD BE ADDRESSED TO THE FOREST GROVE URBAN RENEWAL AGENCY EXECUTIVE DIRECTOR, 1924 COUNCIL STREET, P. O. BOX 326, FOREST GROVE, OR 97116, OR CONTACTED BY TELEPHONE AT 503.992.3200, OR AT THE FOREST GROVE CITY HALL, WHICH IS LOCATED AT THE ADDRESS LISTED BELOW.

IN THE EVENT A RESIDENT WISHES TO MAKE WRITTEN COMMENTS AND WILL BE UNABLE TO ATTEND THE HEARING, THEY MAY MAIL THEIR COMMENTS IN ADVANCE OF THE HEARING (SO AS TO REACH THE CITY PRIOR TO THE START OF THE HEARING) TO:

FOREST GROVE URBAN RENEWAL AGENCY EXECUTIVE DIRECTOR  
1924 COUNCIL STREET  
P. O. BOX 326  
FOREST GROVE, OREGON 97116  
503-992-3200

ANNA D. RUGGLES, CMC, CITY RECORDER

TO BE PUBLISHED: Wednesday, February 17, 2016  
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