

May-16						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
	Planning Comm 7pm	CCI 5:30pm	Municipal Court FG History Series 6:30pm	BUDGET COMMITTEE 1st Mtg 6:30 PM - COMMUNITY AUD EDC Noon	S&CC 1st Friday	Spring Clean Up Event City Shred Event 9am-1pm ORCC Run Hagg Lake
8	CITY COUNCIL 5:30 PM - Solid Waste CEP Committee Meeting 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	9	10	11	12	13
Kidd returns		Red Cross Blood Drive 1pm - 6pm - Comm Aud Library 6:30pm	FG History Series 6:30pm MPAC 5pm	BUDGET COMMITTEE 2nd Mtg 6:30 PM - COMMUNITY AUD PAC 5pm	LOC Mtg	Fernhill Wetlands Eco-Blitz - 8:30 am
15	16	17	18	19	20	21
Chamber Luncheon FGS&CC Bd Mtg 6:30pm Planning Comm 7pm	Ford Leadership 4pm Fernhill Wetlands 5:30pm	Municipal Court P&R 7am CFC 5:15pm CAO 5pm CWAC 5:30pm Latino Summit 6pm - UCC	WC MSTIP3E Open House 5:30pm Food Film 7:30pm			
22	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	23	24	25	26	27
		HLB 7:15pm	PSAC 7:30am FG History Series 6:30pm MPAC 5pm	WEA Breakfast Sustainability 6pm		
29	CITY HALL CLOSED HOLIDAY Memorial Day Flag Ceremony 12:30pm	30	31			

Jun-16						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
			Election Packets Available 9am - City Recorder's Office Water Providers CB 6:30pm	EDC Noon	Rotary Steak Feed S&CC 1st Friday	
5	6	7	8	9	10	11
Planning Comm 7pm	CCI 5:30pm	MPAC 5pm	PAC 5pm	JWC 12:30pm TBA		
12	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	13	14	15	16	17
		Red Cross Blood Drive 1pm - 6pm - Comm Aud Library 6:30pm	P&R 7am CFC 5:15pm CAO 5pm CWAC 5:30pm	Food Film 7:30pm	LOC Directors	
19	20	21	22	23	24	25
Chamber Luncheon FGS&CC Bd Mtg 6:30pm Planning Comm 7pm	Fernhill Wetlands 5:30pm	Municipal Court PSAC 7:30am	WEA Breakfast Sustainability 6pm			
26	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	27	28	29	30	
		HLB 7:15pm	MPAC 5pm	Employee Breakfast 7am - Fire Station		

Jul-16						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
					S&CC 1st Friday	
3	CITY OFFICES CLOSED HOLIDAY	4	5	6	7	8
		Planning Comm 7pm CCI 5:30pm	MPAC 5pm	EDC Noon		
10	1st DAY TO FILE CANDIDACY PETITION 120-DAYS BEFORE ELECTION 9:00 am - City Recorder's Office CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	11	12	13	14	15
		Red Cross Blood Drive 1pm - 6pm - Comm Aud Library 6:30pm	Municipal Court	PAC 5pm	Nyuzen Meet & Greet 5pm - Comm Aud Nyuzen Adult Delegation Arrives	Nyuzen Welcome Dinner 6pm - Location TBA
17	Chamber Luncheon FGS&CC Bd Mtg 6:30pm Planning Comm 7pm Nyuzen Adult Delegation Departs	18	19	20	21	22
		Fernhill Wetlands 5:30pm	P&R 7am CFC 5:15pm CAO 5pm CWAC 5:30pm	Food Film 7:30pm		
24	CITY COUNCIL NO REGULAR MEETING SCHEDULED	25	26	27	28	29
		HLB 7:15pm	Municipal Court	WEA Breakfast Sustainability 6pm		
31						

This page is intentionally blank.



A place where families and businesses thrive.

CITY COUNCIL REGULAR MEETING AGENDA

MONDAY, MAY 9, 2016

**5:30 PM – Solid Waste CEP Committee Meeting
7:00 PM – Regular Meeting**

**Community Auditorium
1915 Main Street
Forest Grove, OR 97116**

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

PETER B. TRUAX, MAYOR

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

Ronald C. Thompson
Elena Uhing
Malynda H. Wenzl

All meetings of the City Council are open to the public and all persons are permitted to attend any meeting except as otherwise provided by ORS 192. The public may address the Council as follows:

➔ **Public Hearings** – Public hearings are held on each matter required by state law or City policy. Anyone wishing to testify should sign in for any Public Hearing prior to the meeting. The presiding officer will review the complete hearing instructions prior to testimony. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Council, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Public Hearing testimony is limited to three minutes unless the presiding officer grants an extension. Written or oral testimony is heard prior to any Council action.

➔ **Citizen Communications** – Anyone wishing to address the Council on an issue not on the agenda should sign in for Citizen Communications prior to the meeting. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Council, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Citizen Communications is limited to two minutes unless the presiding officer grants an extension.

The public may not address items on the agenda unless the item is a public hearing. Routinely, members of the public speak during Citizen Communications and Public Hearings. If you have questions about the agenda or have an issue that you would like to address to the Council, please contact the City Recorder, 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, 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 MEETING**

The Solid Waste Community Enhancement Program Advisory Committee (CEPC) will convene in the Community Auditorium to conduct the above meeting. (Refer to separate agenda)

7:00

Peter Truax, Mayor

1. **REGULAR MEETING:** Roll Call and Pledge of Allegiance
 1. A. **AWARD PRESENTATIONS:**
 - "If I Were Mayor" 2016 Student Contest Winners (3)
 1. B. **PROCLAMATIONS:**
 - Emergency Medical Services (EMS) Week, May 15 – 21, 2016, presenting to Metro West Ambulance
 - National Police Week, May 15 – 21, 2016, presenting to Police Chief Schutz
 - National Public Works Week, May 15 – 21, 2016, presenting to Public Works Director Rob Foster
 - National Preservation Month, May 2016, presenting to Historic Landmarks Board
 1. C. **ERIC G. STEWART AWARD:**
 - Valerie and Allen Warren, nomination by Historic Landmarks Board
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
4. **ADDITIONS/DELETIONS:**
5. **PRESENTATIONS:**
 5. A.
 - Affordable Housing Series, Adolph "Val" Valfre, Jr., Executive Director of Washington County of Department of Housing Services
 5. B.
 - Proposed Plastic Bag Ordinance

(PowerPoint Presentation)
Jesse VanderZanden, City Manager

7:30

(PowerPoint Presentation)
Jon Holan, Community Development
Director

7:50

-
- | | | |
|---|--------------------|---|
| Jon Holan, Community Development Director
Jesse VanderZanden, City Manager | 8:00 | 6. <u>PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2016-11 REPEALING ORDINANCE NO. 2014-09 AND DELETING FOREST GROVE CITY CODE SECTIONS 2.11.000 TO 2.11.075 (TITLED MARIJUANA TAX)</u> |
| | | 7. <u>DEPARTMENT WORK PLANS FOR 2016:</u> |
| (PowerPoint Presentation)
Tom Gamble, Parks and Recreation Director | 8:15 | • <i>Parks and Recreation</i> |
| (PowerPoint Presentation)
Jon Holan, Community Development Director | 8:25 | • <i>Community Development</i> |
| (PowerPoint Presentation)
Michael Kinkade, Fire Chief | 8:35 | • <i>Fire Department</i> |
| City Councilors | 8:45 | 8. <u>CITY COUNCIL COMMUNICATIONS:</u> |
| Jesse VanderZanden, City Manager | 9:00 | 9. <u>CITY MANAGER'S REPORT:</u> |
| Peter Truax, Mayor | 9:05 | 10. <u>MAYOR'S REPORT:</u> |
| | <u>9:15</u> | 11. <u>ADJOURNMENT:</u> |

- 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 Work Session (Marijuana Status Update) Meeting Minutes of April 11, 2016.
 - B. Approve City Council Work Session (Urban Forestry Management Plan) Meeting Minutes of April 11, 2016.
 - C. Approve City Council Executive Session (Labor Negotiations) Meeting Minutes of April 25, 2016.
 - D. Approve City Council Work Session (Police Facility Design Services) Meeting Minutes of April 25, 2016.
 - E. Approve City Council Work Session (Marijuana Status Update) Meeting Minutes of April 25, 2016.
 - F. Approve City Council Regular Meeting Minutes of April 25, 2016.
 - G. Accept Community Forestry Commission Meeting Minutes of February 17 and March 16, 2016.
 - H. Accept Historic Landmarks Board Meeting Minutes of March 22, 2016.
 - I. Accept Public Safety Advisory Commission Meeting Minutes of April 12, 2016.
 - J. Community Development Department Monthly Building Activity Informational Report for April 2016.



A place where families and businesses thrive.

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

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

**MONDAY, MAY 9, 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
<p>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.</p>		

A G E N D A

5:30	1.	<u>ROLL CALL:</u>
	2.	<u>CITIZEN COMMUNICATIONS:</u> Anyone wishing to speak on an item <u>not on the agenda</u> may be heard at this time. <i>Please sign-in before the meeting on the form provided.</i> In the interest of time, please limit comments to three minutes.
5:35	3.	<u>APPROVE MINUTES FROM MEETING ON April 13, 2016</u>
5:40	4.	<u>DISCUSSION OF PROJECTS</u>
6:55	5.	<u>ADJOURN</u>

**COMMITTEE evaluation forms due Friday, May 13, 2016.
NEXT MEETING: TO BE DETERMINED. Committee will discuss
allocation of funds and designate CEP projects for 2016-17.**

This page is intentionally blank.

Minutes are unofficial until approved by CEPC.

1. **ROLL CALL**

Co-Chair Peter Truax called the meeting of the Community Enhancement Program Committee (CEPC) to order at 6:00 pm. **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:** Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; and Beverly Maughan, Executive Assistant to City Manager.

2. **CITIZEN COMMUNICATIONS:** None.

3. **APPROVE MINUTES FROM MEETING ON FEBRUARY 22, 2016**

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

4. **DISCUSSION ON FUNDS AVAILABLE FOR ALLOCATION IN 2016-17**

Co-Chair Truax stated the requests for 2016-17 grants totaled \$207,357 and that the amount of CEP funds available was \$114,084. He noted the amount of funds requested by non-profit groups totaled \$156,357 and that the amount available to distribute to non-profit groups was \$63,084. He also noted the six requests from Boards and Commissions totaled \$51,000 and Downey confirmed that the remainder of the B&C allocation had been included in the amount available for non-profits. Downey also reminded the Committee that at least five members needed to allocate funds to a project in order for it to be designated as a CEP project. In response to Harrington's inquiry as to whether there would be time for questions of each presenter by the committee members, Truax confirmed there would be and asked that the questions be kept concise.

Co-Chair Truax asked for disclosures of conflicts of interests or relationships by the Committee members prior to the project presentations. Tom Johnston disclosed that he is related to the Director of the FG Senior & Community Center and is a member of St. Anthony's Church; Elena Uhing disclosed that she is currently employed by Habitat for Humanity and has previously been employed by Community Action Organization; Malynda Wenzl disclosed that she is related to the applicant for AT Smith House project; Richard Kidd disclosed that he was on the Board of Directors for Habitat for Humanity and the Forest Grove ReStore and was a member of Valley Art Association; and Truax disclosed he was a member of FG United Church of Christ, Valley Art Association and his wife was a member of Public Arts Commission but they did not foresee having a conflict of interest when considering their application for funds.

5. PRESENTATION OF COMMUNITY ENHANCEMENT PROGRAM (CEP) PROJECT APPLICATIONS FOR FISCAL YEAR 2016-17:

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

<u>PROJECT</u>	<u>SPONSOR</u>
WESTCO	Katherine Galian, Community Action Organization
26 th Annual Sidewalk Chalk Art Festival	Roylene Read & Philip Thias, Valley Art Association
FGRC Roofing Project	Marianne & Ray Tutor, FG Recovery Club
SIGNS (Systematically Installing Great New Signs)	Paul Waterstreet, Parks & Rec Commission
Storefront Improvement Project	Lynne Magner, Valley Art Association
Art in the Park Brick Plaza Infrastructure	Dana Zurcher & Kathleen Leatham, Public Arts Commission
22 nd Place Public Improvements	Ray Giansante, West Tuality Habitat for Humanity
Small Business & Non-Profits Tourism Marketing	Howard Sullivan, Forest Grove/Cornelius Chamber of Commerce
ADA Ramps & Stair Lighting	Camille Miller, St. Anthony's Catholic Church
Field Enhancement, Tom McCall Sr. Field	Mike Mannen, FG Junior Baseball Association
Collaborative Sustainable Community	Brian Schimmel, Sustainability Commission
Renovation Grant Program	Holly Tsur, Historic Landmarks Board
Take a Bite with FGC School Garden	Erin Morgan, Forest Grove Community School
Rotating Composter Workshop	Bethany Pistor, FG FFA
Downtown Store Design Improvement	Hope Kramer, Economic Development Commission
Expanding School Nutrition Gardens	Robin Lindsley & Edgar Sanchez, Sustainability Commission
Upgrading Senior & Community Garden	Robin Lindsley & Edgar Sanchez, Dairy Creek Community Food Web
Downtown Sustainability & Enhancement	Linda Lewis, City Club of Forest Grove
Temporary Low-Barrier Emergency Shelter	Celeste Goulding, United Church of Christ
Environmental Air Controls Upgrade	Jeff Zimmerman, Theatre in the Grove
Nutrition Incentives & Market Advocates	Kaely Summers, Adelante Mujeres/Farmers Market
Journey to College	Megan Eatough, Adelante Mujeres
Concours Radio Exposure Expansion	John Schrag, FG Rotary Club
Play Equipment/Insurance/Rent	No one presented, FG Indoor Playground
Dryers and Toilets	Raeann Johnston, FG Senior & Community Center

Water line to AT Smith House	Mary Jo Morelli, Friends of Historic Forest Grove
Sustainability Education at CALC	Terry O'Day & Fallon Harris, EdenAcres Environmental Education
Building the Future Capital Campaign	Michael Hundley, FG ReStore

6. COMMITTEE DISCUSSION ON PROJECTS:

In the interest of time, the Committee postponed discussion of the projects until the next meeting scheduled on May 9, 2016, at 5:30 pm. The committee evaluation forms will not be submitted until after that meeting. In preparation for evaluating the projects, Wenzl asked for clarification as to whether an agency is eligible or given other priority this year if they received a grant last year. Harrington noted that an organization relying on ongoing funding is a point of interest but not a scoring criteria and should not prohibit the project's eligibility for a grant this year.

7. ADJOURNMENT: Meeting was adjourned at 9:51 pm

Respectfully Submitted by

Beverly Maughan, Executive Assistant

This page is intentionally blank.



A place where families and businesses thrive.

<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>1A.</u>
MEETING DATE:	_____
FINAL ACTION:	_____

CITY COUNCIL MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Beverly Maughan, Executive Assistant
Jesse VanderZanden, City Manager*

DATE: *May 9, 2016*

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

"If I Were Mayor" 2016 Student Contest is sponsored by the Oregon Mayors Association. The contest was advertised through the March utility bill insert, City ad in the News Times, City website and facebook. The information was also distributed to school district homes via Peachjar.com. Applications were due on April 15.

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

- Poster (grades 4-5):
1st Place: Isabel Minor
- Essay (grades 6-8):
1st Place: Noelle Robison
2nd Place: Alexis Wentworth
- Video/PowerPoint (high school/college): No entries received.

The participants will receive cash prizes from the City of Forest Grove and be recognized in front of the City Council. The winning entries will be submitted to the state level where they will compete against other city winners for the chance of winning an iPad Air 2 Tablet. The winners at the state level will be announced during the Oregon Mayors Association Summer Conference to be held July 21-23, 2016, in Lincoln City, Oregon.

This page is intentionally blank.



PROCLAMATION

Emergency Medical Services Week May 15 – 21, 2016

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

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

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

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

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

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

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM THE WEEK OF MAY 15 – 21, 2016, as

Emergency Medical Services Week

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



IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 9th day of May, 2016.

Peter B. Truax, Mayor of Forest Grove

A place where families and businesses thrive.

PROCLAMATION

National Police Week May 15 – 21, 2016

WHEREAS, the dedicated personnel of the Forest Grove Police Department provide a vital public service to the citizens and visitors of the City of Forest Grove; and

WHEREAS, our Nation owes a lasting debt of gratitude to the men and women of our law enforcement community who, each and every day, put their lives at risk to protect us and to ensure the safety of our families and homes; and

WHEREAS, there are approximately 900,000 law enforcement officers serving in communities across the United States, including the 27 dedicated officers and three reserves of the Forest Grove Police Department; and

WHEREAS, since the first recorded death in 1792, nearly 20,000 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty; and

WHEREAS, the names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers' Memorial in Washington, D.C.; and

WHEREAS, the service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Officers Memorial 28th Annual Candlelight Vigil in Washington, D. C., on the evening of May 15, 2016;

WHEREAS, May 15, 2016, is designated as *Peace Officers Memorial Day*, in honor of all fallen officers and their families and U. S. flags should be flown at half-staff.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM THE WEEK OF MAY 15 – 21, 2016, as

National Police Week

In Forest Grove, Oregon, and calls upon the people to publicly salute the service of the law enforcement officers in our community and communities across the nation in honor of National Police Week 2016.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 9th day of May, 2016.

Peter B. Truax, Mayor of Forest Grove

A place where families and businesses thrive.

PROCLAMATION

National Public Works Week May 15 – 21, 2016

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

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

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

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

WHEREAS, it is appropriate to recognize the value and dedication of the Public Works Department by designating May 15 – 21, 2016, as Public Works Week in the City of Forest Grove.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM THE WEEK OF MAY 16 – MAY 21, 2016, AS

National Public Works Week

With the theme, **“Always There”**, and we encourage the community to acquaint themselves with the issues involved in providing our public works and to recognize the important contributions that our Public Works Department makes each day to improve our health, safety, comfort, and quality of life.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 9th day of May, 2016.

Peter B. Truax, Mayor of Forest Grove

PUBLIC WORKS ALWAYS THERE



NATIONAL PUBLIC WORKS WEEK

MAY 15 - 21, 2016



A place where families and businesses thrive.

PROCLAMATION

National Historic Preservation Month May 2016

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

WHEREAS, Preservation Month provides an opportunity to celebrate the diverse and unique heritage of our county's cities and states and enable more Americans to become involved in the preservation movement; and

WHEREAS, historic preservation is an effective tool for managing growth and sustainable development, revitalizing neighborhoods, fostering local pride and maintain community character while enhancing livability; and

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

WHEREAS, "This Place Matters!" is the theme for National Preservation Month 2016, cosponsored by the City of Forest Grove Historic Landmarks Board and the National Trust for Historic Preservation.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM THE MONTH OF MAY 2016, as:

National Historic Preservation Month

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



IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 9th day of May, 2016.

Peter B. Truax, Mayor of Forest Grove

This page is intentionally blank.

I.C.

ERIC G. STEWART AWARD

Is Hereby Awarded to

Valerie and Allen Warren

In recognition of

Outstanding Commitment

To the Preservation of the City of Forest Grove's History



Holly Tsur

*Holly Tsur, Chair
Historic Landmarks Board
May 9, 2016*

Eric Stewart Award recipient recognition: Valerie and Allen Warren

Forest Grove's Historic Landmarks Board wishes to name Valerie and Allen Warren as this year's Eric Stewart Award recipients in recognition of their loving restoration of the Macrum House at 2225 12th Avenue. The Macrum House – or The Castle as it is often called – is one of Forest Grove's most recognizable National Historic Landmarks and is valued not only for its beautiful Queen Anne-style architecture but also for its local history. Upon its completion in 1888, it was one of the city's most modern homes with electric lights and indoor plumbing. During World War I, the Macrum House served as one of the few hospitals in the county. Over the next one hundred years, the home's storied past would include a preschool known as The Castle School, lodgings for Pacific University students, and finally the home where Valerie and Allen Warren would raise their three sons.

The Warrens purchased the 109-year-old Macrum House in 1997. Over the ensuing nineteen years, the Warrens took on many major restoration projects at a cost of more than \$500,000. Not only did the Warrens pour immeasurable time, effort, and resources into renovating the aging home, they took great pains to preserve its historical integrity. Their intensive efforts to conserve the home and its history ensure that the Macrum House will remain an important landmark in Forest Grove for generations to come.

And so it is with great pleasure that we recognize Valerie and Allen Warren as the twentieth Eric Stewart Award recipients for their significant contribution to Forest Grove's preservation efforts.

3A



A place where families and businesses thrive.

**City Council Work Session Minutes
Marijuana Status and Update**

**Monday, April 11, 2016
5:30 p.m., Conference Room**

Minutes are unofficial until approved by Council.

1. CALLED TO ORDER AND ROLL CALL:

Mayor Peter Truax called the Work Session to order at 5:30 p.m.

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

STAFF PRESENT: Jesse VanderZanden, City Manager; Paul Elsner, City Attorney; Paul Downey, Administrative Services Director; George Cress, Light and Power Director; Jeff King, Economic Development Manager; Dan Riordan, Senior Planner; James Reitz, Senior Planner; Brandi Walstead, Program Coordinator; and Bev Maughan, Executive Assistant to City Manager. **STAFF ABSENT:** Anna Ruggles, City Recorder, excused.

2. WORK SESSION: MARIJUANA STATUS AND UPDATE

Riordan, Walstead, King, and VanderZanden facilitated the work session, noting the purpose of the work session was to recap the actions taken at the Council meeting of March 28, 2016, (adoption of Ordinance No. 2016-07), and to present research findings addressing all seven marijuana-related activities based on zoning regulations. VanderZanden reported Council made a motion to amend Ordinance No. 2016-07 at the Council meeting of March 28, 2016, to prohibit outdoor marijuana grow operations in industrial zone areas; however, this motion failed 6-1, noting testimony was heard at the Council meeting regarding potential economic impacts regarding marijuana grow operations within the City's industrial zone. Riordan presented a PowerPoint presentation overview of the City's zoning map showing permitted and/or prohibited marijuana-related activities based on zoning, noting there are seven types of activities, which include medical marijuana dispensaries; recreational retail sales; medical grow (producers); recreational grow (producers); medical processors; recreational processors and wholesaling. Next, Walstead presented a PowerPoint presentation overview pertaining to marijuana-related activities and restrictions within the states of Washington, Colorado and Oregon and local cities, noting cities of Tigard, Hillsboro, Beaverton, Cornelius, Tualatin and Banks have banned open grow operations in industrial zones and North Plains, Lake Oswego, Sherwood and Wilsonville have banned all marijuana activities through a moratorium until August/November 2016. In addition, King gave an update on various business community feedback, noting staff met with TTM Technologies who expressed that they do not oppose marijuana grow operations in general but more so, are opposing open grows located near their buffer areas. King also reported Economic Development Commission (EDC) is holding discussions on the issues in May.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to zoning regulations and the seven marijuana-related activities. City Manager and City Attorney responded to various concerns, inquiries and scenarios Council presented pertaining to reconsideration of the ordinance adopted at the previous Council meeting of March 28, 2016; setting a sunset date on a moratorium banning outdoor grow operations; and applicants' vested rights, to which City Attorney Elsner and VanderZanden advised "vesting" is an established land use law and means that when a land use application is submitted, the application is approved or denied based on the laws in effect at the time of the land use application submittal; however, HB 3400 allows an application for a marijuana facility be approved or denied based on the laws in effect at the time the land use application is deemed approved. In addition, Elsner advised the Council could make a motion to reconsider the adopted ordinance, table its hearing to a date certain to allow legal counsel additional time to gather information pertaining to medical versus recreational marijuana laws, and bring back a moratorium, a temporary ban on outdoor grow operations, with a sunset date. VanderZanden added that Council could also take action in two weeks, noting there is time to do so. Kidd indicated for health reasons and community concerns he would like to take action this evening to reconsider the adopted ordinance, stressing that pursuant to Roberts Rules, Council must take reconsideration action at this evening's meeting. Lowe noted she could not make a hasty decision based on assumptions. Council President Johnston asked if the Public Safety Advisory Commission (PSAC) had weighed in on the issues, to which Thompson noted PSAC has their meeting tomorrow. Uhing added that EDC has not conducted a full review, but EDC has voiced concerns, more so, regarding outdoor grow operations and security. Mayor Truax added he does not concur that Council has to take action at this evening's meeting, noting he would rather wait two weeks to allow PSAC and EDC to weigh in on the issues and bring back as a separate agenda item at the next meeting scheduled on April 25, 2016. In conclusion of the above-noted discussion, no consensus from the Council was heard.

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

3. ADJOURNMENT:

Mayor Truax adjourned the work session at 6:25 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

3B



A place where families and businesses thrive.

**City Council Work Session Minutes
Urban Forest Management Plan**

**Monday, April 11, 2016
6:15 p.m., Conference Room**

Minutes are unofficial until approved by Council.

1. CALLED TO ORDER AND ROLL CALL:

Mayor Peter Truax called the Work Session to order at 6:30 p.m.

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

STAFF PRESENT: Jesse VanderZanden, City Manager; Paul Elsner, City Attorney; Paul Downey, Administrative Services Director; Dan Riordan, Senior Planner; and Bev Maughan, Executive Assistant to City Manager. **STAFF ABSENT:** Anna Ruggles, City Recorder, excused.

2. WORK SESSION: URBAN FOREST MANAGEMENT PLAN

Riordan and VanderZanden facilitated the work session, noting the purpose of the work session was to present the proposed Urban Forest Management Plan (Plan) to Council for review and adoption at a later meeting. Riordan reported the Community Forestry Commission (CFC) completed the Plan for a five-year period (2016-21) to address long-term health and viability of the City's urban forest. Riordan noted the Plan provides an overall framework for managing the City's urban and natural forest resources, excluding the watershed. Riordan added the impetus of the Plan resulted from concerns about the condition of trees in the wooded area located at Thatcher Park and the City's lack of a comprehensive strategic plan for managing its urban forest. In addition, Riordan presented a PowerPoint presentation outlining highlights of the Plan, noting the Plan addresses the following elements:

- Street trees
- Facility trees near buildings
- Parking lot trees
- Park trees
- Register/Heritage trees
- Open space trees; and
- Hazard trees

Riordan added the Plan identifies tree-related issues for each of the elements noted above

and includes goals, objectives and actions recommended to address the issues, noting the goals and objectives were based on best management practices and public input collected at the farmers' market and a citizen survey, which resulted in 260 responses received. Riordan noted the benefits of the Plan include removing carbon from the atmosphere; reducing energy use; improving air quality; moderating storm water flows protecting water quality; improving economic sustainability; supporting physical and health of residents; and providing habitat for wildlife. In addition, Riordan noted the Parks and Recreation Commission has endorsed the concept and supports incorporating the Plan into the Parks Master Plan when Council formally adopts the Plan. In conclusion of the above-noted work session report, Riordan advised the Plan does not commit the City to any specific course of action and CFC recognizes that implementation will be based on Council goals and available financial resources allocated through the annual budget process.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the Urban Forest Management Plan. Riordan and City Manager responded to various concerns, inquiries and scenarios Council presented pertaining to overall existing conditions of street trees and removal of hazard trees, i.e., unsafe trees in Old Town; significant tree inventory and registry, i.e., Oregon White Oak, Douglas Fir and Giant Sequoia; and overall strategic goals identified in the Plan. In conclusion of the above-noted discussion, Riordan and VanderZanden advised staff will bring back a proposed resolution requesting to adopt the Plan for Council consideration at a later date.

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

3. ADJOURNMENT:

Mayor Truax adjourned the work session at 6:52 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

A place where families and businesses thrive.

Monday, April 25, 2016
City Council Executive Session Minutes 5:30 p.m., Community Auditorium

Minutes are unofficial until approved by Council.

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

Mayor Peter Truax called the Executive Session to order at 5:30 p.m.

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

STAFF PRESENT: Jesse VanderZanden, City Manager; Ashley Driscoll, representing City Attorney; Paul Downey, Administrative Services Director; Brenda Camilli, Human Resources Manager; and Anna Ruggles, City Recorder.

2. **EXECUTIVE SESSION:**

The City Council met in Executive Session in accordance with:

ORS 192.660(2)(D) to conduct deliberations with person designated by the governing body to carry on labor negotiations.

3. **ADJOURNMENT**

Mayor Truax adjourned the Executive Session at 5:32 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

This page is intentionally blank.



A place where families and businesses thrive.

**City Council Work Session Minutes
Police Facility Design Services**

**Monday, April 25, 2016
6:00 p.m., Conference Room**

Minutes are unofficial until approved by Council.

1. CALLED TO ORDER AND ROLL CALL:

Mayor Peter Truax called the Work Session to order at 5:40 p.m.

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

STAFF PRESENT: Jesse VanderZanden, City Manager; Ashley Driscoll, representing City Attorney; Paul Downey, Administrative Services Director; J. F. Shultz, Police Chief; Jon Holan, Community Development Director (in the audience); and Anna Ruggles, City Recorder.

2. WORK SESSION: POLICE FACILITY DESIGN SERVICES

Downey and VanderZanden facilitated the work session, noting the purpose of the work session was to present the design services proposal for a new police facility; discuss project timeline, including potential election date to ask voters to approve a General Obligation Bond (GOB); and seek Council direction on whether to proceed with the design services. Downey presented a PowerPoint presentation providing background information of when Council reviewed the Needs Assessment on September 28, 2015, noting the Needs Assessment discussed the need for a new facility and proposed three different options: 1) remodel and expand current facility; 2) demolish and rebuild on current site; and 3) build a new facility on a new site. Downey reported Council consensus at that time was to build a new facility on a new site due to the size limitations of the current site and Council also directed staff to do a Request for Qualifications (RFQ) for architect and engineering services for all services through final construction. Downey indicated staff issued the RFQ, which is the process required by the State for these types of design services with costs over \$100,000, noting the City received one response from MACKENZIE, the firm that prepared the City's Needs Assessment. Downey added after staff determined that MACKENZIE was qualified, staff asked MACKENZIE to submit a price proposal for services to be provided for each phase as noted below:

- Phase I \$113,750
 - Phase II \$638,220
 - Phase III \$35,000
 - Phase IV \$176,080
- Total Proposed Fees are \$962,780

Downey reported additional fees for options and services are as noted below:

- LEEDS Silver-Level Certification \$81,000
- Furniture Coordination \$26,000
- Graphics and Signage \$12,000

Downey outlined the proposed tasks in each Phase as noted in the presentation, noting timelines for Phase I is dependent on when the City wants to ask voters to approve the GOB. In addition, Downey provided background information pertaining to the current police facility, noting if the City decides to re-purpose the current facility, the City would incur fees of about \$272,930, plus about \$3,300 of these fees would be incurred after the GOB is approved, and the City would need to include these fees in the proposed GOB. Downey advised staff is recommending to target May 2017, primary election, to ask the voters to approve the GOB, noting November 8, 2016, leaves little time to properly complete ballot process and educational piece. In conclusion of the above-noted work session report, Downey added staff is seeking authorizing to finalize the contract with MACKENZIE for all phases with a fee proposal for Phase I of \$113,750 and additional conceptual design fees of up to \$30k for examining the re-purpose of the current police facility, noting estimated fees for Phase II through Phase VI will be included in the contract with a statement that the fees will be finalized after full services needed are determined.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the design services and proposal for a new police facility; project timelines; whether to proceed with the design services; and whether to set May 2017, primary election, or November 2018, general election, as the election date to ask voters to approve a GOB. Downey and City Manager responded to various concerns, inquiries and scenarios Council presented pertaining to potential site locations; potential re-purpose plans for the current facility; conceptual designs for a new facility and/or combining facilities; forming an ad-hoc citizenry subcommittee to assist with the process; and considering November 2018, general election, as the election date to ask the voters to approve a GOB, because November 2017, general election, is the first of two possible election dates to ask voters to renew the City's Local Option Levy. In conclusion of the above-noted Council discussion, Council collectively concurred setting November 2018, general election, as the targeted election date and concurred submitting the design services proposal for a new police facility in the budget proposal for Fiscal Year 2016-17 for Phase I only.

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

3. **ADJOURNMENT:**

Mayor Truax adjourned the work session at 6:10 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

This page is intentionally blank.

Minutes are unofficial until approved by Council.

1. CALLED TO ORDER AND ROLL CALL:

Mayor Peter Truax called the Work Session to order at 6:10 p.m.

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

STAFF PRESENT: Jesse VanderZanden, City Manager; Ashley Driscoll, representing City Attorney; Paul Downey, Administrative Services Director; J. F. Schutz, Police Chief; Jeff King, Economic Development Manager; Dan Riordan, Senior Planner; and Anna Ruggles, City Recorder.

2. WORK SESSION: MARIJUANA STATUS AND UPDATE

Riordan, King, and VanderZanden facilitated the work session, noting the purpose of the work session was to recap and present additional research findings addressing Council questions from the Work Session held on April 11, 2016, regarding recreational marijuana grow operations in the City; enacting a ban or moratorium under HB 3400 and applicants' vesting; and provide feedback from Public Safety Advisory Commission (PSAC) and Economic Development Commission (EDC). Staff presented a PowerPoint presentation providing additional research findings regarding zoning regulations addressing all seven marijuana-related activities, which include medical marijuana dispensaries; recreational retail sales; medical grow (producers); recreational grow (producers); medical processor; recreational processors and wholesaling, noting the findings showed that no other city in the county allows outdoor recreational marijuana grow operations and some cities have completely banned cannabis operations from industrial areas, including indoor grow operations, leaving Forest Grove as the only city in the county to allow both indoor and outdoor recreational marijuana grow operations. City Attorney advised ORS (475B.800) permits local jurisdictions to prohibit establishment of certain marijuana facilities, excluding medical marijuana facilities, within their jurisdiction and "vesting" under HB 3400 allows an application for a marijuana facility be approved or denied based on the laws in effect at the time the land use application is deemed approved, noting the City can adopt a temporary ban "moratorium" on grow operations and deny an application and the applicant could reapply when new regulations are in effect. VanderZanden noted a temporary ban could apply to all zones, except medical marijuana grow, which cannot be banned. Riordan added the City could consider adopting time, place and manner restrictions during the time the temporary ban is effect, noting the ban can also be referred to the voters, i.e., the temporary ban can be rescinded by Council prior to the filing deadline of a ballot measure. Riordan reported the

City has received one application for a proposed open grow facility located on south Elm Street/Highway 47 industrial area, noting the application is complete pending the appeal period, noting the appeal filing date expires Friday, April 29, 2016, and the application can only be appealed by standing adjacent properties. In conclusion of the above-noted staff report, VanderZanden advised PSAC and EDC are considering marijuana regulations on April 27 and May 5, 2016, meetings, respectively, noting PSAC subcommittee met on April 19, 2016, and expressed concerns regarding open grow; marijuana by schools, parks, libraries; retail and medical sales in mixed-use; and production/processing near residential areas.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining whether Forest Grove should consider enacting a temporary ban “moratorium” prohibiting the establishment of recreational marijuana producer locations within the City as noted below. City Manager and City Attorney responded to various concerns, inquiries and scenarios Council presented pertaining to the definition of producers (grower); City zoning regulations; other cities’ regulations; and regulations under HB 3400. In conclusion of the above-noted discussion, City Attorney and VanderZanden advised if Council desires to enact a proposed ordinance this evening for first reading for a moratorium prohibiting the establishment of recreational marijuana producer locations within the City, the City Attorney and staff have prepared a proposed ordinance to be added to this evening’s Council meeting agenda for Council consideration. In addition, VanderZanden advised pursuant to City Charter, first reading of the proposed ordinance could be heard this evening and a date certain could be set for second reading, noting this would allow the City time to consider potential time, place and manner regulations before any proposed facility is approved by the City. In addition, VanderZanden advised if regulations are enacted sooner, the Council could repeal the ordinance at any time prior to August 5, 2016.

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

3. ADJOURNMENT:

Mayor Truax adjourned the work session at 6:59 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

3C

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 7:11 p.m. and led the Pledge of Allegiance.

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

STAFF PRESENT: Jesse VanderZanden, City Manager; Ashley Driscoll, representing City Attorney; Paul Downey, Administrative Services Director; George Cress, Light and Power Director; Rob Foster, Public Works Director; Colleen Winters, Library Director; Jeff King, Economic Development Manager; Dan Riordan, Senior Planner; 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 Regular Meeting Minutes of April 11, 2016.
- B. Accept Library Commission Retreat Minutes of March 15, 2016.
- C. Accept Parks and Recreation Commission Meeting Minutes of February 17, 2016.
- D. Accept Public Safety Advisory Commission Meeting Minutes of February 24, 2016.
- E. **ENDORSE LIQUOR LICENSE RENEWAL APPLICATIONS FOR YEAR 2016:**
 - 1. Forest Grove Elks Lodge, 2810 Pacific Avenue (Full On-Premises Sales Private Club)
 - 2. Tyson Pub n Grub, 2104 Main Street (Full On-Premises Sales)

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

4. ADDITIONS/DELETIONS: Refer to Agenda Item 6. A. and 8. B.

5. **PRESENTATIONS:**

5. A. Tualatin Basin Water Supply/Scoggins Dam Project

Tom VanderPlaat, Water Supply Project Manager of Clean Water Services (CWS), gave an informational PowerPoint presentation titled "*Reclamation's Scoggins Dam/Henry Hagg Lake, Safety of Dams and Tualatin Basin Water Supply Joint Project*", which outlined background information on the dam's history; shared investment repayment contractors (Forest Grove 6.6%); Tualatin Basin Water Supply partnerships; federal and local partnerships; 2016 Omnibus spending; 2016 federal priorities; joint project status; reclamation's safety of dams alternatives; and CWS' water supply alternatives, noting the next steps include 2016 reclamation scheduled to complete Corrective Action Study and 2017 reclamation scheduled to begin feasibility study and environmental review. In conclusion of the above-noted presentation, VanderPlaat addressed various Council inquiries pertaining to impacts to existing roads and recreational use of Hagg Lake during construction phase.

6. A **FIRST READING OF ORDINANCE NO. 2016-10 AMENDING FOREST GROVE CITY CODE BY ADDING NEW CODE SECTION 5.248 PROHIBITING THE ESTABLISHMENT OF RECREATIONAL MARIJUANA PRODUCER LOCATIONS WITHIN THE CITY OF FOREST GROVE AND DECLARING AN IMMEDIATE EFFECTIVE DATE (AUTOMATICALLY REPEAL ON AUGUST 5, 2016)**

Staff Report:

VanderZanden presented the above-proposed ordinance for first reading, noting the proposed ordinance is being added to the Council agenda for first reading following this evening's earlier work session with Council. VanderZanden added as result of issues surrounding grow operations in the City, the City Attorney and staff met with Council in work sessions on April 11 and April 25, 2016, to provide additional research findings regarding zoning regulations addressing all seven marijuana-related activities, which include medical marijuana dispensaries; recreational retail sales; medical grow (producers); recreational grow (producers); medical processor; recreational processors and wholesaling, noting the findings showed that no other city in the county allows outdoor grow operations and some cities have completely banned cannabis operations from industrial areas, including indoor grow operations, leaving Forest Grove as the only city in the county to currently allow both indoor and outdoor recreational marijuana grow operations. VanderZanden advised subsequently, the City has received one application for a proposed open grow facility located on south Elm Street/Highway 47 industrial area, noting the application is complete pending the appeal period, noting the appeal filing date expires Friday, April 29, 2016. In addition, VanderZanden reported the Public Safety Advisory Commission (PSAC) has expressed concerns about recreational grow within the City limits, among others, noting PSAC subcommittee met

on April 19, 2016, and expressed concerns regarding open grow; marijuana by schools, parks, libraries; retail and medical sales in mixed-use; and production/processing near residential areas. In conclusion of the above-noted staff report, VanderZanden advised staff is recommending Council consider first reading of the above-noted ordinance establishing a temporary prohibition on recreational marijuana producer locations within the City through August 5, 2016, and declaring an immediate effective date, noting this would allow the City time to consider potential time, place and manner regulations before any proposed facility is approved by the City. In addition, VanderZanden advised if regulations are enacted sooner, the Council could repeal Ordinance No. 2016-10 at any time prior to August 5, 2016.

Mayor Truax asked for a motion to adopt Ordinance No. 2016-10 for first reading.

VanderZanden read Ordinance No. 2016-10 for first reading in its entirety.

MOTION: Councilor Lowe moved, seconded by Councilor Uhing, to adopt Ordinance No. 2016-10 Amending Forest Grove City Code by Adding New Code Section 5.248 Prohibiting the Establishment of Recreational Marijuana Producer Locations within the City of Forest Grove and Declaring an Immediate Effective Date (Automatically Repeal on August 5, 2016).

Special Council Meeting Scheduled:

Hearing consensus from the Council, Mayor Truax announced a Special Council Meeting would be held Thursday, April 28, 2016, 7:00 p.m., in the Community Auditorium, at which time, a Public Hearing and second reading of Ordinance No. 2016-10 would occur.

6. PUBLIC HEARING AND RESOLUTION NO. 2016-27 SETTING FEES AND CHARGES FOR AQUATIC CENTER, EFFECTIVE JULY 1, 2016, AND REPEALING RESOLUTION NO. 2015-29

Staff Report:

Downey presented the above-proposed resolution for Council consideration, noting the proposed resolution would increase Aquatic Center fees and charges by three percent (3.0%), rounded to the nearest increment, effective July 1, 2016. For in-City (18-64) public and fitness swim, the fee would increase from \$5.00 to \$5.15. For in-City (2-17 years) and Senior and Disabled Veteran, the fee would increase from \$3.50 to \$3.60. In conclusion of the above-noted staff report, Downey advised the fee request at this time is to allow the Aquatic Center the ability to post the new fee schedule in its summer brochure.

Before proceeding with Public Hearing and Council discussion, Mayor Truax asked for

a motion to adopt Resolution No. 2016-27.

VanderZanden read Resolution No. 2016-27 by title.

MOTION: Council President Johnston moved, seconded by Councilor Wenzl, to adopt Resolution No. 2016-27 Setting Fees and Charges for Aquatic Center, Effective July 1, 2016, and Repealing Resolution No. 2015-29.

Public Hearing Opened:

Mayor Truax opened the Public Hearing and explained hearing procedures.

Written Testimony Received:

No written testimony was received prior to the published deadline of April 25, 2016, 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:

Mayor Truax closed the Public Hearing.

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, Lowe, Thompson, Uhing, Wenzl, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

7. **RESOLUTION NO. 2016-28 AUTHORIZING THE EXPENDITURE OF ADDITIONAL FUNDS FROM THE WASHINGTON COUNTY COOPERATIVE LIBRARY SERVICES (WCCLS) IN THE LIBRARY DEPARTMENT IN THE GENERAL FUND FOR FISCAL YEAR 2015-16**

Staff Report:

Downey presented the above-proposed resolution requesting authorization for the expenditure of additional funds that were received from Washington County

Cooperative Library Services (WCCLS) for Fiscal Year 2015-16. Downey reported the City received additional one-time funding of \$48,794 from WCCLS and the Library is proposing to spend the funds on self-checkout machines, security equipment and other capital items instead of operational expenditures. In conclusion of the above-noted staff report, Downey advised an appropriation is needed before the City can expend the additional funds, noting a supplemental budget hearing is not required pursuant to budget law.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2016-28.

VanderZanden read Resolution No. 2016-28 by title.

MOTION: Councilor Lowe moved, seconded by Councilor Thompson, to adopt Resolution No. 2016-28 Authorizing the Expenditure of Additional Funds from the Washington County Cooperative Library Services (WCCLS) in the Library Department in the General Fund for Fiscal Year 2015-16.

Council Discussion:

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

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

8. **RESOLUTION NO. 2016-29 ADOPTING 2016-21 URBAN FOREST MANAGEMENT PLAN AS RECOMMENDED BY COMMUNITY FORESTRY COMMISSION**

Staff Report:

Riordan presented the above-proposed resolution requesting to adopt the Urban Forest Management Plan as recommended by the Community Forestry Commission (CFC), noting CFC completed the Plan for a five-year period (2016-21) to address long-term health and viability of the City's urban forest. Riordan noted the Plan provides an overall framework for managing the City's urban and natural forest resources, excluding the watershed. Riordan added the impetus of the Plan resulted from concerns about the condition of trees in the wooded area located at Thatcher Park and the City's lack of a comprehensive strategic plan for managing its urban forest. In addition, Riordan presented a PowerPoint presentation outlining highlights of the Plan, noting the Plan addresses the following elements:

- Street trees
- Facility trees near buildings

- Parking lot trees
- Park trees
- Register/Heritage trees
- Open space trees; and
- Hazard trees

In conclusion of the above-noted staff report, Riordan advised staff is recommending Council adopt the proposed resolution, noting the Plan does not oblige any expenditure of funds.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2016-29.

VanderZanden read Resolution No. 2016-29 by title.

MOTION: Councilor Lowe moved, seconded by Councilor Thompson, to adopt Resolution No. 2016-29 Adopting 2016-21 Urban Forest Management Plan as Recommended by Community Forestry Commission.

Council Discussion:

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

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

8. B. RESOLUTION NO. 2016-30 ADOPTING THE 2015 RESTATEMENT OF THE CITY OF FOREST GROVE DEFINED CONTRIBUTION PLAN AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE RESTATED PLAN

Staff Report:

VanderZanden added the above-proposed resolution to the Council agenda. Downey presented the above-proposed resolution requesting to adopt the 2015 Restatement of the City's Defined Contribution Plan, noting federal law requires the City's Plan be restated to bring it into compliance with new laws. Downey noted the Plan makes one discretionary change to the definition of "part-time" to allow police employees, excluding officers, who work 20 hours or more to participate in the Plan. In conclusion of the above-noted staff report, Downey advised staff is recommending Council adopt the proposed resolution, noting the City's Plan must be restated by April 30, 2016, and there is no fiscal impact as all eligible employees' retirement benefits are already budgeted.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2016-30.

VanderZanden read Resolution No. 2016-30 by title.

MOTION: Council President Johnston moved, seconded by Councilor Kidd, to adopt Resolution No. 2016-30 Adopting the 2015 Restatement of the City of Forest Grove Defined Contribution Plan and Authorizing the City Manager to Execute the Restated Plan.

Council Discussion:

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

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

9. REPORT TO COUNCIL ON FOOD COMPOST PROPOSAL

Downey introduced Dean Kempfer, Waste Management, and reported the purpose of the update was to respond to Council concerns heard at the Council meeting of April 11, 2016, noting Council has not taken formal action except to amend the proposed resolution to take effect July 1 instead of June 1, 2016. Downey noted the proposed resolution is to combine food and yard debris in the same container, which would increase collection rates \$1.50 per month. Downey presented a PowerPoint presentation highlighting photographs of the food compost containers, comparison of times and driving distances between transfer facilities, and carbon footprint reduction for Forest Grove, noting the net decrease in greenhouse gas emissions expected to result from the addition of food waste to residential compost program is approximately 211 metric tons of carbon dioxide equivalent. Downey noted this is a reduction in emissions of about 44 passenger vehicles driven for a year or 19.3 homes' energy use for one year. In addition, Downey reported on the carbon footprint for Portland's program, noting residential garbage decreased from 97,200 tons to 58,300 tons the first year and residential composting increased from 30,600 tons to 85,400 tons the first year.

10. DEPARTMENT WORK PLANS FOR 2016:

Legislative and Executive

VanderZanden presented a PowerPoint presentation highlighting the City's Organizational Chart, Vision Statement, Council's recently adopted Goals and Objectives for Fiscal Year 2016-17, noting each department has a detailed Work Plan and Council will hear from each Department over the next three meetings with presentations consisting of the Department's top 3-5 accomplishments, top 3-5

objectives and how they connect to the recently adopted Council Goals and Objectives for Fiscal Year 2016-17.

Library Department:

Winters presented a PowerPoint presentation outlining the Library Department's Work Plan for 2016-17 as noted in her staff report. Winters's report focused on library usage statistics; top four accomplishments for 2015; top five priorities for 2016-17; implementing strategic plan; replacing self-checkout machines; Library Foundation's west end project; new policy and procedures being developed; and maintain the quality of the staff and working environment.

Light and Power Department:

Cress presented a PowerPoint presentation outlining the Light and Power Department's (L&P) Work Plan for 2016-17 as noted in the staff report. Cress's report focused on six top accomplishments for 2015; five top priorities for 2016-17; and LED replacement project.

Economic Development:

King presented a PowerPoint presentation outlining the Economic Development's Work Plan for 2016-17 as noted in the staff report. King's report focused on six top accomplishments for 2015 and six top priorities for 2016-17.

11. CITY COUNCIL COMMUNICATIONS:

Council President Johnston reported on matters of interest and upcoming meetings he was planning to attend.

Kidd reported on Public Arts Commission and Sister Cities Committee-related activities. In addition, Kidd reported on other matters of interest and upcoming meetings he was planning to attend.

Lowe reported on matters of interest and upcoming meetings she was planning to attend.

Thompson reported on upcoming meetings he was planning to attend.

Uhing reported on upcoming meetings she was planning to attend.

Wenzl reported on 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 Forest Grove is hosting

the Washington County City Manager's meeting on April 27, 2016; diaper-changing stations have been ordered for the Library, a long-standing issue; and Police Department has hired a new Code Enforcement Officer who began duties on April 18, 2016. 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 reported submitting a letter, on behalf of the City, objecting to Metro's "Solid Waste Roadmap", noting a copy of the letter was distributed in each councilor's mailbox as reference. In addition, Mayor Truax reported on various local, regional, Metro, and Washington County-related matters of interest and meetings he attended, upcoming community-related events, and upcoming meetings he was planning to attend.

14. ADJOURNMENT:

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

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

This page is intentionally blank.



COMMUNITY FORESTRY COMMISSION
CITY AUDITORIUM
MAIN STREET, FOREST GROVE, OR
February 17, 2016

36

APPROVED

Meeting called to order at 5:36 pm. President Jen Warren in Chair.

Members Present – Jen Warren, David Hunter, Bruce Countryman, Michael Howell, Mark Nakajima, Dale Wiley.

Members Absent – Lance Schamberger

Staff Present: Dan Riordan – Steve Huffman

Council Liaison: Ron Thompson

Meeting Minutes Approval: David Hunter moved and Bruce Countryman seconded a motion to approve the January minutes. The motion passed unanimously.

Citizen Communication: None

OLD BUSINESS

URBAN FORESTRY MANAGEMENT PLAN WRAP UP

The Commission continued review of the draft urban forest management plan. Jen asked the Commission to read the draft in detail so it can be finalized. The Commission discussed adding the public works street tree design specifications to the plan's appendix. The Commission also discussed taking the plan to Council in April for consideration as part of Arbor Month. When finalized and accepted by Council the plan will be posted to the CFC area on the City's webpage.

ARBOR DAY/MONTH 2016

The Commission discussed possible activities for celebrating Arbor Month 2016. The annual Arbor Day proclamation will be read at the City Council meeting on April 11th. The Commission discussed conducting a tree planting again at the Forest Grove Community School with classes from the Forest Grove Community School or holding the tree planting at Rogers Park. The Commission also discussed an idea offered by Michael Howell to sponsor a tree at the Viking House. The Commission reached consensus to do the tree planting on April 12th at the Central School with students from the Community School. Dale agreed to contact E.F. Nursery about acquiring donated trees for the planting.

NEW BUSINESS

None

Member Reports

Councilor Thompson reported that the Society of American Foresters will hold training in Coos Bay on riparian areas.

NEXT MEETING

Next meeting will be March 16th at the Community Auditorium meeting room at 5:30 pm.

MEETING ADJOURNMENT

David moved and Mark seconded to adjourn the meeting. Unanimous affirmative vote adjourned the meeting. Meeting was adjourned at approximately 6:28 pm.

Respectfully submitted,

Dan Riordan
Staff Liaison



APPROVED

**COMMUNITY FORESTRY COMMISSION
CITY AUDITORIUM
MAIN STREET, FOREST GROVE, OR
March 16, 2016**

Meeting called to order at 5:32 pm. President Jen Warren in Chair.

Members Present – Jen Warren, David Hunter, Bruce Countryman, Michael Howell, Mark Nakajima.

Members Absent – Lance Schamberger, Dale Wiley

Staff Present: Dan Riordan – Steve Huffman

Council Liaison: Ron Thompson

Meeting Minutes Approval: Approval of February minutes deferred to April meeting.

Citizen Communication: None

OLD BUSINESS

URBAN FORESTRY MANAGEMENT PLAN WRAP UP

The Commission discussed finalizing the Urban Forestry Management Plan for submittal to City Council. Jen edited and formatted the document for review by the Commission. The Plan will be presented to the City Council prior to acceptance by resolution in April.

The CFC members congratulated and thanked Bruce for a job very well done on the plan.

ARBOR DAY/MONTH 2016

The Commission finalized plans for the Arbor Day/Month celebration. The Arbor Day proclamation will be read at the City Council meeting on April 11th. The annual tree planting will take place along the A Street parkway near the Forest Grove Central School. Two trees will be planted with two classes from the Community School assisting. Jen will do an introduction about Arbor Day, David will lead the tree planting and Dale will coordinate site preparation including acquiring trees from E.F. Nursery. Dan will bring shovels, rakes, the CFC banner and two Arbor Day flags to give to the school.

NEW BUSINESS

None

Member Reports

Councilor Thompson provided a City Council update to the Commission.

NEXT MEETING

Next meeting will be April 20, 2016 at the Community Auditorium meeting room at 5:30 pm. The agenda will include a discussion of possible upcoming projects and summer activities.

MEETING ADJOURNMENT

David moved and Mark seconded to adjourn the meeting. Unanimous affirmative vote adjourned the meeting. Meeting was adjourned at 6:20 pm.

Respectfully submitted,

Dan Riordan
Staff Liaison

APPROVED

Forest Grove Historic Landmarks Board
Community Auditorium, 1915 Main Street
March 22, 2016 -- 7:15 P.M. Page 1 of 2

3H

Members Present: George Cushing, Kaylene Toews, Holly Tsur, Larissa Whalen Garfias (01 vacancy)
Members Excused: Jennifer Brent, MJ Guidetti-Clapshaw
Staff Present: James Reitz
Council Liaison: Richard Kidd
Citizens Present: 01

1. **Call to Order:** Tsur opened the meeting at 7:16 p.m.

2. **Citizen Communication:** None.

3. **Action Items / Discussion:**

A. **Renovation Grant Request – Armentrout House at 1724 Ash Street (Washington County Tax Lot 1S3 6BC-400). Applicant: Matthew Rawls. File Number: 311-16-000006-PLNG.** Applicant Matthew Rawls presented his request for a grant to help with the expense to repair the chimney. He advised that the chimney was allowing water penetration due to flashing and pointing deterioration. He noted that the chimney was not used since there are no fireplaces or stoves attached to it. Due to the unusual and distinctive shape of the chimney, many people had encouraged him to not remove it. He noted that in addition to the restoration and preservation of the chimney, a brick cap would be placed on it instead of an unsightly metal cap. **Toews/Cushing to award a grant of \$448. Motion carried unanimously.**

B. **Strategic Plan Update:** Reitz reported that the consultants from HPNW would not be attending the meeting but would be forwarding information for the Board to review, including information about the Oregon Main Street program, downtown historic districts, and urban renewal.

Toews expressed a desire that the strategic plan not just be a list of projects. Cushing noted that the consultants were still in an information-gathering phase to determine the needs of the city and all stakeholders. Tsur agreed that the goal of the plan was a big item discussed during the interview process.

Reitz said that the time table was slightly slipping but that could be expected, and we would still have a final product by the SHPO deadline in August.

C. **CEP Grant Application:** Tsur had previously prepared and distributed a draft application; Toews had already forwarded some suggestions and edits. A discussion of the amount of the grant request ensued, in response to a staff analysis of the grant program over its lifespan, both before and after the maximum grant amounts were adjusted downward. Reitz noted that the Great Recession might have affected the number of requests as well.

Tsur was of the opinion that the smaller awards for painting and roofing projects might have caused a reduction in number of grant applications. Cushing thought that if the Board increased the grant amounts for roofing and painting, perhaps the grant amounts for other projects should be increased as well. He further commented that painting and roofing are routine maintenance but agreed that a larger amount could make the difference between a standard roof and a more historic period replacement or a multi-colored paint scheme versus a monochromatic one.

Although the Board opted to not make any adjustments this fiscal year, Tsur was directed to mention in the CEP application that the amounts were being reviewed, and in particular to note that the strategic plan would help shape the renovation grant program going forward.

The discussion continued as to the amount to be requested, noting that as we had not awarded the full amount received for the past few years, perhaps we should be more realistic instead of simply requesting the maximum allowed. After discussion about what would be an appropriate amount, a \$6,000 figure was agreed.

Tsur will continue with preparing the application and will forward it to the Board for a final review before it is submitted. It was noted that the application deadline is March 31 and that the Council would begin reviewing the applications on April 13.

- D. **Stewart Award Nomination and Preservation Month Planning:** Various ideas were suggested for this year's award. After some discussion, Valerie and Allen Warren were selected for their long-term restoration of the I. A. Macrum house (a.k.a. Castle School). Garfias volunteered to contact them and get more detailed information on the projects they had done to restore the home.

For Preservation Month, Cushing will work with the library staff to set up the display board again. In addition, the banner will be installed over Pacific Avenue at the Chamber of Commerce location, and a proclamation will be prepared for adoption by the Council. The Stewart Award and proclamation will be on the May 9 Council agenda.

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

- Approval of HLB Meeting Minutes. **The meeting minutes of February 23, 2016 were approved with minor corrections.**
- Council Liaison Report: Kidd updated the Board on various items of interest, including his recent trip with the Mayor to the National League of Cities conference in Washington, D.C. He reported that three Forest Grove High School students who serve on City commissions also traveled with them, and they were very impressed. Kidd commented that in general the southern and western states seemed more interested in historic preservation than were the northeast and central states.
- Tsur reported that she had met with Brian Schimmel and Mitch Taylor of the Sustainability Commission to see about working together. They are working on many different facets including with a group of Pacific University students who are partnering with FGHS students. They have also been attempting to work with the Hispanic community but are finding it difficult to involve them.
- Cushing was reminded that he was tasked to contact other boards to see if partnering efforts might be successful.
- Garfias discussed an idea for historic badges as well as the possibility of reviving the FHFG coloring book.

5. **Adjournment:** The March 22, 2016 meeting adjourned at 9:13 p.m.

These minutes respectfully submitted by George Cushing, Secretary

35

APPROVED

Minutes approved by Public Safety Advisory Commission on April 27, 2016

1. **CALL TO ORDER**

Meeting called to order by Chairman Nathan Seable at 7:33 am

Members Present:

Nathan Seable, Tim Rippe, Robert Mills, Tom Epler, Drue Garrison, and Anne Niven (arrived @ 7:57 am).

Members Absent: Glenn VanBlarcom and Mason Brown

Liaisons Non-Voting Representatives Present:

Guy Storms (arrived @ 7:34 am), Connie Potter, Nick Chan, and Councilor Ron Thompson.

Others Present:

Fire Chief Kinkade, Police Captain Kevin Ellingsburg (arrived @ 7:34 am), Sharon Cox, Kara Oliver and NewsTimes reporter Travis Loose.

2. **INTRODUCTIONS**

Self-Introductions were made.

3. **CITIZEN COMMUNICATIONS**

None at this time

4. **APPROVAL OF MINUTES**

There was a motion by Tim Rippe and a second by Tom Epler to approve the minutes from February 24, 2016 as emailed.

Motion Carried 6-0 VanBlarcom and Brown absent

5. **ADDITIONS/DELETIONS**

None

6. **STAFF REPORTS**

Police Department – Captain Ellingsburg stated that Chief Schutz attended the NW Leadership Seminar as a backup speaker.

Two officers have been released to solo status and Officer Adams will be attending the Academy. There is a conditional offer of employment currently in the works for one officer and another hiring process will begin on April 14th to

fill budgeted positions.

The Police Department has hired an outside investigator to assist with background checks.

Every police agency in Oregon and Washington are looking for more applicants and the pool is becoming smaller and smaller.

Fire Department – On March 6th, Firefighters from Cornelius and Forest Grove participated in the Seattle stair climb and raised \$17,000.

On March 1st, there was a structure fire on 17th Ave, where a technique called vent, enter search was used.

Forest Grove Fire and Rescue turned 122 years old on February 4th.

Capt. Buckingham and Lt. Murphy participated in Fire Service day at the State Capitol.

The Fire Defense Board has agreed to replace all SCBA's by 2021 as a region.

WCCA fees will increase 1.1% this year, which shows some stabilization.

Spring recruitment academy had their new orientation with twelve individuals attending.

City Council – Councilor Thompson requested a committee to be formed that will provide input by April 27th regarding marijuana open grow in industrial zones and light industrial zones.

Last night, at the City Council meeting, the vote was 3-4 to ban open grow, with a previous vote of 1-6. The Mayor requested recommendations regarding the issue from Economic Development and PSAC by the end of the month.

Results from a major town survey conducted in Colorado, Washington, and Washington County, OR shows that Forest Grove is the only location that currently permits marijuana open grow.

A local company, Via Systems, could lose 650 jobs if open grow is allowed, due to federal contracts.

Chairman Seable opened discussion to form a subcommittee. Tom Epler, Glen VanBlarcom, Tim Rippe, and Nathan Seable agreed to pursue the matter as a subcommittee.

At the last City Council meeting, due to the plastic bag ban, there was a vote to purchase reusable bags using funds from the Community Enhancement grant.

7. **NEW BUSINESS**

Standard of Cover/Fire Authority- Chief Kinkade will be bringing the Standard of Cover to the City Council to adopt by resolution this spring. The Standard of Cover document is used to assess community risks, baseline/benchmark of emergency response, and is used as a tool to help with strategic planning, station locations, future ISO ratings, etc.

The document includes our community risk assessment evaluation, identifies target hazards, evaluates our system performance, distribution and reliability.

Community assessment involves three things; overall community risk, building risk which involves an Occupancy Vulnerability Assessment Profile (OVAP), and target hazards (schools, residential care homes).

We are dependent on surrounding communities. The projected revenue and expenditures for the fire department is unsustainable for the City. A second station is needed (staffed with 6-9 firefighters). This would require a bond, as the General Fund cannot support this.

One of the final stages of the strategic plan is the station deployment analysis to address northern urban development in Forest Grove and continue monitoring system performance utilizing the Standard of Cover.

8. **OLD BUSINESS**

Update on Budget Preparation- On Thursday, Chief Kinkade will meet for budget preparation with the City Manager and Finance Director. After this meeting, Chief Kinkade can share more information regarding the budget for the new fiscal year.

Strategic Plan- Steps 1-3 have been done, which include enhancing bylaws, National Night Out, identifying department needs and work to enhance public

safety funding. The fourth step, new member orientation is in the works and the draft manual is done, with the final draft almost completed.

The fifth and final step, of the strategic plan, is long term planning (3-5 years). Chief Kinkade is unable to assist with this until Fall 2016 (October). Further discussion on this topic will occur at the next PSAC meeting.

9. **ANNOUNCEMENT OF NEXT MEETING** – April 27,2016
10. **ADJOURN**
The meeting was adjourned at 9:04 am.

Recorded & submitted by Kara Oliver, Administrative Assistant

35

Monthly Building Activity Report

April-16

2015-2016

Category	Period: April-15		Period: April-16	
	# of Permits	Value	# of Permits	Value
Man. Home Setup				
Sing-Family New	15	\$3,737,651	8	\$2,736,604
SFR Addition & Alt/Repair	5	\$75,487	15	\$129,340
Mult. Fam. New/At				
Group Care Facility				
Commercial New	1	\$22,962		
Commerical Addition	2	\$1,267,766		
Commercial Alt/Repair	5	\$54,635	11	\$180,027
Industrial New			1	\$125,000
Industrial Addition				
Industrial Alt/Repair				
Gov/Pub/Inst (new/add)				
Signs				
Grading			1	
Demolitions	2			
Total	30	\$5,158,500	36	\$3,170,971

Fiscal Year-to-Date

2014-2015		2015-2016	
Permits	Value	Permits	Value
224	\$30,503,904	256	\$33,393,498

This page is intentionally blank.



Washington County Housing Department

Forest Grove City Council

May 9, 2016

Agenda

- Introduction
- Program Overview
 - Homeless Programs & Services
 - Rental Assistance Programs
 - Multifamily Affordable Housing
- Affordable Development Options
- Closing



Homeless Programs

- Lead Agency: Washington County 10-Year Plan to End Homelessness
- \$3.3 million in HUD grant funding to support Continuum of Care
- Washington County Severe Weather Shelter network



Rental Assistance Programs

- Public Housing program
 - 243 units in Washington County
 - 19 units in Forest Grove
- Section 8 Housing Choice program
 - 2,803 households in Washington County
 - 170 households in Forest Grove
 - Economic Impact: \$23 million paid to landlords in Washington County; \$1.4 million in Forest Grove



Rental Assistance Programs

- Veterans Affairs Supportive Housing (VASH) program
 - Vouchers for 97 veterans with services
- Project-based Vouchers
 - Nearly 200 units in 14 affordable projects
 - Blanton Rd Veterans Project – 20 units
 - Create affordability in Market Rate Apts



Affordable Housing

- Housing Authority-owned Portfolio
 - 12 apartment properties (629 units) in Wash County
 - 3 properties (77 units) in Forest Grove
- Partnership properties
 - Quantama Crossing (711 units) in Hillsboro
 - The Orchards by REACH (~150 units) in Orenco
- Development partnerships
 - Sunset View Apts (236 units) in Beaverton



Affordable Development Options

- Competitive Process
 - 9% Low Income Housing Tax Credits (LIHTC)
 - Oregon Affordable Housing Tax Credits
 - HOME Investment Partnership Funds
 - Oregon Local Innovation & Fast Track program
 - General Housing Account Program (Gap Funds)
- Non-Competitive Process
 - Tax Exempt Bonds & 4% Tax Credits



Affordable Development Options

- Non-Competitive Process (cont.)
 - Property Tax Exemption
 - Local exemptions for low-income housing in unincorporated Washington County, Tigard and Beaverton. Open to other cities.
 - Housing Authority property tax exemption (ORS 92)
 - Local Inclusionary Zoning programs (SB 1533)
 - Local Construction Excise Tax (SB 1533)
 - Fee Waivers (SDC/TDC), Density Bonus, PBVs, etc.

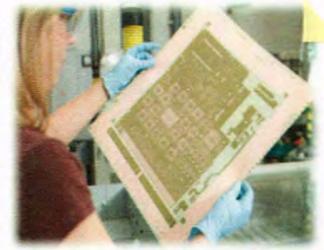


Questions?



This page is intentionally blank.

5B



Proposed Plastic Bag Ordinance

Presentation
City Council
May 9, 2016

A place where families and businesses thrive.

Purpose of Presentation and Proposed Ordinance

- Presentation Purpose: To brief Council on Proposed Plastic Bag Ban Ordinance submitted by the Sustainability Commission that will be considered at the May 23rd meeting
- Ordinance Purpose:
 - To reduce the amount of plastic bags in the waste stream. Plastic bags do not readily decompose and has had adverse impacts in the environment.
 - To encourage the use of recyclable bags. If the ordinance is adopted, funding is available to distribute one recyclable bag to each household in the community.

Proposed Ordinance

- Ban the use of plastic bags for carry-out of products
- Applies to all business or organization selling food or other goods to a customer (this would include, for example, stores, or vendors selling products at a farmers market or city event)
- Not apply to plastic bags used for bulk items, wrapping foods, protection from dampness, unwrapped prepared foods or bakery goods, prescription bags, dry cleaning or bags sold in packages (e.g. garbage bags)
- If you do not bring in your own bag(s), then the store would use paper bags and charge 5¢ to cover the cost of the bag
- Stores with 10 full time equivalent employees or less are exempt from having the charge the 5¢
- Enforcement would be a warning and then progressively increased fines of \$100, \$250 and \$500.

Issues

- Plastic Bag Prohibition: Comments received about whether this is an appropriate role for the City. This is a policy question for the Council.
- Charge for Paper Bags: Single biggest comment received. Included as a disincentive to use paper bags and encourage use of recyclable bags. Others disagree with the punitive approach and should consider an incentive approach. Other comments were concerned with smaller businesses having to charge for the paper bags and ordinance was modified by the Commission to address that concern.
- Enforcement: As noted above, the ordinance includes penalty provisions. Penalties based on progressive fine increase structure in the current City Code although amount for second and subsequent violations is lower. Other fine options provided by City Code could be considered.
Ordinance would be difficult to enforce to assure no bags are used or that the 5¢ charge is made. Any enforcement would be based on a complaint basis.

Corvallis

- Ordinance had 5¢ charge for bags. Businesses in Corvallis supported the charge.
- Ordinance Implementation – Over Time
 - Large Employers (50 or more employees) implemented immediately
 - Smaller Employers allowed 6 months before applying requirements
- Sustainability Coordinator manages the program including any enforcement and once implemented, has spent little time on this program.
- Coordinator indicates 5¢ was key to encourage use of recyclable bags. WinCo used 5200 less bags per day in first month of implementation.
- Receives very few complaints and has never fined for a violation. Any noncompliance was due to not being aware of the requirements. Focus is on educating retailers/cashiers.
- Biggest Issue was placement of bins to recycle plastic bags.

Comments

- Economic Development Commission – April 7th meeting
 - Unanimously voted in support the ordinance.
 - Opposes the 5¢ charge for bags and prefers a different approach such as an incentive (6-3 vote).
 - Recommends softer violations and penalties language and focus more on education.
- Public Comments
 - Reported to the Council by the Sustainability Commission at the February 8th work session and is included in the packet.

Plastic Bag Ordinance 2015 Outreach and Education Summary

Prepared by the Sustainability Commission

Outreach and Education. The following is a list of public outreach and education we did in 2015 and in particular, since our last work group session on June 8, 2015. We will also summarize our outreach to businesses and a meeting we had with the Chamber of Commerce Executive Director and President.

- Wrote articles for *News Times, Leader*; plastic bag articles appeared about 5 times
- Wrote successful CEP grant for reusable bags
- Placed two articles regarding plastic bags on the City of FG Sustainability Commission website
- Took public comment at two First Wednesday Farmers' Markets
- Held an Open Forum at FG Community Auditorium in collaboration with CCI; 50 participants
- Discussed ordinance with Economic Development Commission on April 2, 2015; EDC expressed no opposition to plastic bag ban (but not the 5-cent charge for paper)
- Spoke with about 60 local business owners in Forest Grove regarding ordinance
- Included two informational write-ups in utility bill inserts; responded to residents who emailed after reading the inserts
- Decided on a title for the reusable bag campaign: ***City of Forest Grove-Sustainability is in the Bag!*** (overwhelming choice of survey at Farmers' Markets)
- Spoke with business owners about advertising on reusable bags
- Conducted educational effort at FG High School, including a fall survey
- Conducted outreach to Washington County, Cornelius, Hillsboro, Partners for a Sustainable Washington County Committee
- Spoke with major retailers in Forest Grove

Proposed Change to Ordinance. A majority of individuals and businesses in Forest Grove support a ban on plastic bags. The only major controversial piece is the proposed charge of 5 cents for paper bags. The Economic Development Commission, the Chamber Board of Directors, many business owners, and about half of the participants at the Open Forum expressed concern about the proposed 5-cent charge. In a meeting we had with the Chamber Director and President, they said that the Chamber Board was not opposed to the plastic bag ban if small businesses could avoid charging 5 cents for paper. Consequently, the Sustainability Commission took up a proposal to recommend to the City Council that the proposed ordinance be changed so that businesses with 10 or fewer full-time-equivalent employees would be given the option to charge or not to charge for paper but not be required to do so. The commission voted unanimously for this recommendation.

The commission strongly feels that the 5-cent charge for paper remain for larger businesses because use of paper is not great for the environment, and consumers need some incentive to use reusable bags. In addition, the National Grocers Association supports plastic bag bans if a 5-cent charge for paper is included.

Summary of Outreach to Businesses. We have contacted about 60 Forest Grove businesses about the proposed plastic bag ban. Of the 45 that have indicated an opinion, 70% supported the ban. An additional 7 have said that they might support the ban, while 6 more are still considering it. Some businesses that we contacted early on did not support the ban because of the 5-cent charge for paper, which has now changed for small businesses.

Summary and Recommendation. Single-use plastic checkout bags are very harmful for the environment and, as the most used consumer item, serve as a symbol of a throwaway society. The Sustainability Commission and, indeed, most residents and businesses in Forest Grove believe that it is time to enact an ordinance banning single-use bags.

We believe that we have done due diligence in providing more education and getting public input and feedback. We would like to submit this ordinance for council's approval at this time. We hope that you would consider putting this on an upcoming Council meeting.

This page is intentionally blank.

Exhibit A
ORDINANCE NO. XX

CHAPTER 7 – BUSINESS

CITY OF FOREST GROVE CODE AMENDMENTS

NEW CODE SECTIONS 7.900 – 7.930

SINGLE-USE PLASTIC CARRYOUT BAGS

7.900 **Purpose.** The purpose of section 7.900 – 7.930 is to prohibit use of single-use plastic carryout bags at retail establishments, city facilities, city managed concessions, city sponsored events and/or city permitted events, and to require retailers to charge at least five cents for a recyclable paper bag.

7.905 **Plastic Bag Use; Definitions.**
For purposes of sections 7.900 – 7.930, the following terms are defined as follows:

ASTM standard. The American Society for Testing and Materials (ASTM)'s International D-6400.

Carryout bag. A bag a retail establishment provides at the point of sale to a customer to transport or carry away food and other merchandise.

"Carryout bag" does not include:

- (1) Bags used by consumers inside retail establishments to:
 - a) Package bulk items such as fruit, vegetables, nuts, grains, candy or small hardware items;
 - b) Contain or wrap frozen foods, meat, or fish, whether packaged or not;
 - c) Contain or wrap flowers, potted plants, or other items where dampness may be a problem;
 - d) Contain unwrapped prepared foods or bakery goods;
or
 - e) Pharmacy prescription bags;
- (2) Laundry-dry cleaning bags;
- (3) Bags sold in packages containing multiple bags intended to be used for home food storage, garbage waste, pet waste, or yard waste;
- (4) Product bags.

City sponsored event. An event organized or sponsored by the city or a city department.

Customer. A person obtaining goods from a retail establishment.

Food provider. A retail establishment that provides prepared food for public consumption on or off its premises and includes, without limitation, shop, sales outlet, restaurant, grocery store, delicatessen, or catering truck or vehicle.

Grocery store. A retail establishment offering for sale items of food and perishable items as well as other household goods and supplies, includes supermarkets, convenience stores, and gasoline stations.

Pharmacy. A retail establishment licensed by the State of Oregon's Board of Pharmacy to sell prescription medications.

Product or produce bag. A bag without handles provided to a customer to collect or transport products to the point of sale within a retail establishment. A product or produce bag is not a carryout bag.

Recyclable paper bag. A paper bag that meets the following requirements:

- a) Is 100% recyclable and contains a minimum of 40% post-consumer recycled content; and
- b) Is capable of composting consistent with the timeline and specifications of the ASTM Standard D6400 as defined in this section.

Retail establishment. A business or organization located within the City that sells or offers for sale food and/or other goods to a customer.

Reusable bag. A bag with handles that is specifically designed and manufactured for long-term multiple reuses and meets all of the following requirements:

- a) Made of cloth or other machine washable fabric; or
- b) If plastic has a minimum plastic thickness of 4.0 mils; and
- c) Does not contain lead, cadmium, or any other heavy metal in toxic amounts as defined by applicable state and federal standards and regulations for packaging or reusable bags.

Single-use plastic carryout bag. A carryout bag composed predominately of plastic, either petroleum or biologically based, and made available by a retail establishment to a customer at the point of sale. It includes compostable and biodegradable bags but does not include reusable bags or recyclable paper bags.

Undue hardship. Circumstances or situations unique to the particular retail establishment such that there are no reasonable alternatives to single-use plastic carryout bags or a recyclable paper bag pass-through cannot be collected.

7.910

Plastic Bag Use - Regulations. Except as exempted in section 7.920:

- a) No retail establishment shall provide or make available to a customer a single-use plastic carryout bag;
- b) No person shall distribute or provide a single-use plastic carryout bag at a city facility, city managed concession, city sponsored event, or city permitted event.

7.915

Plastic Bag Use - Cost Pass-Through. When a retail establishment with more than 10 full-time equivalent employees makes a recyclable paper bag available to a customer at the point of sale pursuant to section 7.920(b), the retail establishment shall:

- a) Charge the customer a reasonable pass-through fee of not less than 5 cents per recyclable paper bag provided to the customer; and
- b) Not rebate or otherwise reimburse a customer any portion of the pass-through fee; and
- c) Indicate on the customer's transaction receipts the total amount of the recyclable paper bag pass-through fee.

7.920

Plastic Bag Use - Exemptions. Notwithstanding sections 7.910 and 7.915:

- a) Retail establishments with 10 or fewer full-time equivalent employees may charge for provided recyclable paper bags but are not required to do so. If such establishments do charge for paper bags, they are exempt from indicating on the customer's transaction receipt the total amount of the recyclable paper bag pass-through fee required in section 7.915(c)
- b) Food providers may distribute single-use plastic carryout bags to customers for the purpose of safeguarding public health and safety during the transportation of hot prepared take-out foods and prepared liquids intended for consumption away from the food provider's premises.
- c) A retail establishment shall provide a reusable bag or a recyclable paper bag at no cost at the point of sale upon the request of a customer who uses a voucher issued under the Women, Infants and Children Program established in the Oregon Health Authority under ORS 413.500.
- d) Retail establishments at retail fairs such as a farmers' market or holiday fair are exempt from indicating on the customer's transaction receipt the total amount of the recyclable paper bag pass-through fee required in section 7.915(c).

- e) The City Manager or the designee may exempt a retail establishment from the requirement set forth in sections 7.910 – 7.915 for a period of not more than one year upon the retail establishment showing, in writing, that this Code would create an undue hardship not generally applicable to other retail establishments in similar circumstances. The decision to grant or deny an exemption shall be in writing, and the City Manager's or designee's decision shall be final.

7.925 **Promotion of Reusable Bags.** Retail establishments are strongly encouraged to educate their staff to promote reusable bags and to post signs encouraging customers to use reusable bags.

7.930 **Violations and Penalties.**

- (1) A retail establishment violating sections 7.900 – 7.920 is subject to:
 - A. Upon the first violation, the Enforcement Officer shall issue a warning notice to the retail establishment that a violation has occurred.
 - B. Upon subsequent violations, the following penalties shall apply:
 - a. \$100 for the first violation after the written warning in a calendar year;
 - b. \$200 for the second violation in the same calendar year; and
 - c. \$500 for any subsequent violation within the same calendar year.
 - C. No more than one penalty shall be imposed upon any single location of retail establishment within a 7-day period.
- (2) Upon making determination that a violation of this code or regulations has occurred, the Enforcement Officer will send a written notice of the violation by mail to the retail establishment specifying the violation and the applicable penalty as set forth in subsection (1).
- (3) Any retail establishment receiving a notice of violation must pay to the City the stated penalty or appeal the finding of a violation in accordance with the procedures set forth in section 1.090.



A place where families and businesses thrive.

CITY RECORDER USE ONLY:	
AGENDA ITEM #:	
MEETING DATE:	6.
FINAL ACTION:	FIRST READING

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *May 9, 2016*

PROJECT TEAM: *Jon Holan, Community Development Director and Jesse VanderZanden*

SUBJECT TITLE: *Repeal of Ordinance Number 2014-09 which established a 10% tax on the sale of marijuana and marijuana-infused products in the City of Forest Grove*

ACTION REQUESTED:	<input checked="" type="checkbox"/> Ordinance	<input type="checkbox"/> Order	<input type="checkbox"/> Resolution	<input type="checkbox"/> Motion	<input type="checkbox"/> Informational
--------------------------	---	--------------------------------	-------------------------------------	---------------------------------	--

X all that apply

ISSUE STATEMENT: The proposed ordinance is repealing Ordinance Number 2014-09, which established a 10% tax on the sale of marijuana and marijuana-infused products in Forest Grove. It would also repeal City Code Sections 2.11.000 through 2.11.075 which codified the 10% tax.

BACKGROUND: The City Council on September 22, 2014, adopted Ordinance Number 2014-09 which established a 10 percent tax on the sale of marijuana and marijuana-infused products in the City of Forest Grove. Subsequently, the passage of House Bill 3400 authorized local jurisdictions to impose a tax on the sale of marijuana of no more than three percent (ORS Section 475B.345). Due to this conflict, the previously adopted ordinance establishing the 10 percent tax must be repealed. Staff has asked the City Attorney to prepare a new ordinance to establish a sales tax consistent with State law. Staff will forward that ordinance for Council consideration at the May 23rd meeting.

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

STAFF RECOMMENDATION: Staff recommends the City Council approve the attached Ordinance deleting Code Sections 2.11.000 to 2.11.075, titled Marijuana Tax, as shown in Exhibit A

ATTACHMENTS:
Ordinance and Exhibit A



A place where families and businesses thrive.

NewsTimes

Legal Ads/Public Notice:

To be published: Wednesday, May 4, 2016

NOTICE OF PUBLIC HEARING FOR THE CITY OF FOREST GROVE

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a Public Hearing on **Monday, May 9, 2016**, at 7:00 p.m. or thereafter, in the Forest Grove Community Auditorium, 1915 Main Street, to consider adopting a proposed ordinance repealing Forest Grove City Code Sections 2.11.000 through 2.11.0075, which established a 10 percent tax on sale of marijuana and marijuana-infused products, which is now purportedly preempted by state law. The proposed ordinance, if enacted by the City Council, would take effect 30 days immediately after enactment unless City Council declares an emergency.

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

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

Published: May 4, 2016



ORDINANCE NO. 2016-11

**ORDINANCE REPEALING ORDINANCE NO. 2014-09 AND
DELETING FOREST GROVE CITY CODE SECTIONS 2.11.000 TO 2.11.075**

WHEREAS, the City Council adopted Ordinance Number 2014-09 on September 22, 2014, and said ordinance established a ten percent tax on sale of marijuana and marijuana infused products; and

WHEREAS, the Oregon state legislature subsequently passed ORS 475B.345, which purportedly preempts the City from imposing any tax or fee on the sale of marijuana items other than imposing up to a three percent tax or fee on the sale of marijuana items by a marijuana retailer in the area subject to the jurisdiction of the city if such a tax is approved by the voters of the City; and

WHEREAS, the City Council desires to repeal the previously adopted ten percent tax, which is now purportedly preempted by state law;

WHEREAS, the City Council held a duly-noticed Public Hearing on this proposed ordinance on May 9 and continued the hearing on May 23, 2016.

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

Section 1. The City Council of the City of Forest Grove hereby repeals a tax on the sale of marijuana and marijuana-infused products in the City of Forest Grove as established by Ordinance Number 2014-09 and hereby deletes Forest Grove City Code Sections 2.11.000 to 2.11.075, as shown in Exhibit A.

Section 2. Ordinance No. 2014-09 is hereby repealed in its entirety.

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

PRESENTED AND PASSED the first reading this 9th day of May, 2016.

PASSED the second reading this 23rd day of May, 2016.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 23rd day of May, 2016.

Peter B. Truax, Mayor

ORDINANCE NO. 2016-11

EXHIBIT A

MARIJUANA TAX

2.11.000 Purpose.

~~For the purposes of this Chapter, every person who sells marijuana, medical marijuana or marijuana-infused products in the City of Forest Grove is exercising a taxable privilege. The purpose of this Chapter is to impose a tax upon the retail sale of marijuana, medical marijuana, and marijuana-infused products.~~

2.11.005 Definitions.

~~When not clearly otherwise indicated by the context, the following words and phrases as used in this Chapter have the following meanings:~~

~~Gross Taxable Sales. The total amount received in money, credits, property or other consideration from sales of marijuana, medical marijuana and marijuana-infused products that is subject to the tax imposed by this Chapter.~~

~~Manager. The City Manager, or designee, of the City of Forest Grove.~~

~~Marijuana. All parts of the plant of the Cannabis family Moraceae, whether growing or not; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant or its resin, as may be defined by Oregon Revised Statutes as they currently exist or may from time to time be amended. It does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted there from), fiber, oil, or cake, or the sterilized seed of the plant which is incapable of germination.~~

~~Oregon Medical Marijuana Program. The office within the Oregon Health Authority that administers the provisions of ORS 475.300 through 475.346, the Oregon Medical Marijuana Act, and all policies and procedures pertaining thereto.~~

~~Person. Natural person, joint venture, joint stock company, partnership, association, club, company, corporation, business, trust, organization, or any group or combination acting as a unit, including the United States of America, the State of Oregon and any political subdivision thereof, or the manager, lessee, agent, servant, officer or employee of any of them.~~

~~Purchase or Sale. The retail acquisition or furnishing for consideration by any person of marijuana within the City and does not include the acquisition or furnishing of marijuana by a grower or processor to a seller.~~

~~Registry identification cardholder. A person who has been diagnosed by an attending physician with a debilitating medical condition and for whom the use of medical marijuana may mitigate the symptoms or effects of the person's debilitating medical condition, and who has been issued a registry identification card by the Oregon Health Authority.~~

~~Retail sale. The transfer of goods or services in exchange for any valuable consideration and does not include the transfer or exchange of goods or services between a grower or processor and a seller. Seller. Any person who is required to be licensed or has been licensed by the State of Oregon to provide marijuana or marijuana-infused products to purchasers for money, credit, property or other consideration.~~

~~Tax. Either the tax payable by the seller or the aggregate amount of taxes due from a seller during the period for which the seller is required to report collections under this Chapter.~~

~~Taxpayer. Any person obligated to account to the City Manager for taxes collected or to be collected, or from Chapter whom a tax is due, under the terms of this Chapter.~~

2.11.010 — Levy of Tax.

~~A. Every seller exercising the taxable privilege of selling marijuana and marijuana-infused products as defined in this Chapter is subject to and must pay a tax for exercising that privilege. This tax is in addition to any other taxes or fees required by the City.~~

~~B. The amount of tax levied is:~~

- ~~1. Ten percent (10%) of the gross sale amount paid to the seller of marijuana and marijuana-infused products by persons who are purchasing marijuana and marijuana-infused products but are not doing so under the provisions of the Oregon Medical Marijuana Program.~~

2.11.015 — Deductions.

~~The following deductions are allowed against sales received by the seller providing marijuana:~~

~~A. Refunds of sales actually returned to any purchaser;~~

~~B. Any adjustments in sales that amount to a refund to a purchaser, providing such adjustment pertains to the actual sale of marijuana or marijuana-infused products and does not include any adjustments for other services furnished by a seller.~~

2.11.020 — Seller Responsible For Payment Of Tax.

~~A. Every seller must, on or before the last day of the month following the end of each calendar quarter (in the months of April, July, October and January) make a return to the Manager, on forms provided by the City, specifying the total sales subject to this Chapter and the amount of tax collected under this Chapter. The seller may request or the Manager may establish shorter reporting periods for any seller if the seller or Manager deems it necessary in order to ensure collection of the tax. The Manager may require~~

further information in the return relevant to payment of the tax. A return is not considered filed until it is actually received by the Manager.

- B. At the time the return is filed, the seller must remit to the Manager the full amount of the tax collected. Payments received by the Manager for application against existing liabilities will be credited toward the period designated by the taxpayer under conditions that are not prejudicial to the interest of the City. A condition considered prejudicial is the imminent expiration of the statute of limitations for a period or periods.
- C. The City will apply non-designated payments in the order of the oldest liability first, with the payment credited first toward any accrued penalty, then to interest, then to the underlying tax until the payment is exhausted. Crediting of a payment toward a specific reporting period will be first applied against any accrued penalty, then to interest, then to the underlying tax.
- D. If the Manager, in his or her sole discretion, determines that an alternative order of payment application would be in the best interest of the City in a particular tax or factual situation, the Manager may order such a change. The Manager may establish shorter reporting periods for any seller if the Manager deems it necessary in order to ensure collection of the tax. The Manager also may require additional information in the return relevant to payment of the liability. When a shorter return period is required, penalties and interest will be computed according to the shorter return period. Returns and payments are due immediately upon cessation of business for any reason. Sellers must hold in trust all taxes collected pursuant to this Chapter for the City's account until the seller makes payment to the Manager. A separate trust bank account is not required in order to comply with this provision.
- E. Every seller required to remit the tax imposed by this Chapter is entitled to retain five percent (5%) of all taxes due to the City to defray the costs of bookkeeping and remittance.
- F. Every seller must keep and preserve in an accounting format established by the Manager records of all sales made by the seller and such other books or accounts as the Manager may require. Every seller must keep and preserve for a period of three years all such books, invoices and other records. The Manager has the right to inspect all such records at all reasonable times.

2.11.025 Penalties and Interest.

- A. Any seller who fails to remit any portion of any tax imposed by this Chapter within the time required must pay a penalty of 10 percent (10%) of the amount of the tax, in addition to the amount of the tax.
- B. If any seller fails to remit any delinquent remittance on or before a period of 60 days following the date on which the remittance first became delinquent, the seller must pay a second delinquency

penalty of 10 percent (10%) of the amount of the tax in addition to the amount of the tax and the penalty first imposed.

- C. If the Manager determines that the nonpayment of any remittance due under this Chapter is due to fraud, a penalty of 25 percent (25%) of the amount of the tax will be added thereto in addition to the penalties stated in subparagraphs A and B of this section.
- D. In addition to the penalties imposed, any seller who fails to remit any tax imposed by this Chapter must pay interest at the rate one percent (1%) per month or fraction thereof on the amount of the tax, exclusive of penalties, from the date on which the remittance first became delinquent until paid.
- E. Every penalty imposed, and any interest as accrues under the provisions of this section, becomes a part of the tax required to be paid.
- F. All sums collected pursuant to the penalty provisions in paragraphs A through C of this section will be distributed to the City's General Fund.
- G. **Waiver of Penalties.** Penalties for late tax payments may be waived or reduced if approved by City Council pursuant to City Council policy. Nothing in this subsection requires the City to reduce or waive penalties.

2.11.030 Failure To Report and Remit Tax – Determination of Tax by Manager.

- A. If any seller fails to make any report of the tax required by this Chapter within the time provided in this Chapter, the Manager will proceed to obtain facts and information on which to base the estimate of tax due. As soon as the Manager procures such facts and information upon which to base the assessment of any tax imposed by this Chapter and payable by any seller, the Manager will determine and assess against such seller the tax, interest and penalties provided for by this Chapter.
- B. If the Manager makes a determination as outlined in Subsection A, the Manager must give notice to the seller of the amount assessed. The notice must be personally served on the seller or deposited in the United States mail, postage prepaid, addressed to the seller at the last known place of address.
- C. The seller may appeal the determination as provided in Section 3.25.080. If no appeal is timely filed, the Manager's determination is final and the amount assessed is immediately due and payable.

2.11.035 Appeal.

- A. Any seller aggrieved by any decision of the Manager with respect to the amount of the tax owed along with interest and penalties, if any, may appeal the decision to the City Council.
- B. The seller must file the written notice of appeal within 10 days of the City's serving or mailing of the determination of tax due.
- C. The Council's decision is final subject only to judicial review pursuant to ORS 34.010 et seq.

D. The City will serve the findings upon the appellant in the same manner as that used to give notice for a tax determination in City Code Section 2.10.030.B. Any amount found to be due is immediately due and payable upon the service of notice.

2.11.040 Refunds.

- A. The City may refund to the seller any tax, interest or penalty amount under any of the following circumstances:
1. The seller has overpaid the correct amount of tax, interest or penalty; or
 2. The seller has paid more than once for the correct amount owed; or
 3. The City has erroneously collected or received any tax, interest or penalties.
- A. The City may not issue a refund under this subsection unless the seller provides to the Manager a written claim under penalty of perjury stating the specific grounds upon which the claim is founded and on forms furnished by the Manager. The seller must file the claim within one year from the date of the alleged incorrect payment to be eligible for a refund.
- B. The Manager has 20 calendar days from the date of the claim's receipt to review the claim and make a written determination as to its validity. After making the determination, the Manager will notify the claimant in writing of the determination by mailing notice to the claimant at the address provided on the claim form.
- C. If the Manager determines the claim is valid, the claimant may either claim a refund or take as credit against taxes collected and remitted the amount that was overpaid, paid more than once, or erroneously received or collected by the City. The claimant must notify the Manager of the claimant's choice no later than 15 days following the date the Manager mailed the determination and the claimant must do so in a manner prescribed by the Manager.
- D. If the claimant does not notify the Manager of claimant's choice within the 15-day period and the claimant is still in business, the City will grant a credit against the tax liability for the next reporting period. If the claimant is no longer in business, the City will mail a refund check to claimant at the address provided in the claim form.
- E. The City will not pay a refund unless the claimant establishes by written records the right to a refund and the Manager acknowledges the claim's validity.

2.11.045 Actions to Collect.

Any tax required to be paid by any seller under the provisions of this Chapter is a debt owed by the seller to the City. Any tax collected by a seller that has not been paid to the City is a debt owed by the seller to the City. Any person owing money to the City under the provisions of this Chapter is liable to an action brought in the name of the City of Forest Grove for the recovery of the amount owing. In lieu of filing an action for

~~the recovery, the City, when taxes due are more than 30 days delinquent, may submit any outstanding tax to a collection agency. So long as the City has complied with the provisions set forth in ORS 697.105, if the City turns over a delinquent tax account to a collection agency, it may add to the amount owing an amount equal to the collection agency fees, not to exceed the greater of \$50.00 or 50 percent (50%) of the outstanding tax, penalties and interest owing.~~

~~2.11.050~~ — Violation Infractions.

- ~~A. In addition to the penalties provided in Code Section 2.11.025, a violation of this Chapter is punishable as set forth in Code Section 1.095. It is a violation of this Chapter for any seller or other person to:~~
- ~~1. Fail or refuse to comply as required herein;~~
 - ~~2. Fail or refuse to furnish any return required to be made;~~
 - ~~3. Fail or refuse to permit inspection of records;~~
 - ~~4. Fail or refuse to furnish a supplemental return or other data required by the Manager;~~
 - ~~5. Render a false or fraudulent return or claim; or~~
 - ~~6. Fail, refuse or neglect to remit the tax to the city by the due date.~~
- ~~B. The remedies provided by this section are not exclusive and do not prevent the City from exercising any other remedy available under the law.~~
- ~~C. The remedies provided by this section do not prohibit or restrict the City or other appropriate prosecutor from pursuing criminal charges under state law or City ordinance.~~

~~2.11.055~~ — Confidentiality.

~~Except as otherwise required by law, it is unlawful for the City, any officer, employee or agent to divulge, release or make known in any manner any financial information submitted or disclosed to the City under the terms of this Chapter. Nothing in this section prohibits any of the following:~~

- ~~A. The disclosure of the names and addresses of any person who is operating a licensed establishment from which marijuana is sold or provided; or~~
- ~~B. The disclosure of general statistics in a form which would not reveal an individual seller's financial information; or~~
- ~~C. Presentation of evidence to the court, or other tribunal having jurisdiction in the prosecution of any criminal or civil claim by the Manager or an appeal from the Manager for amount due the City under this Chapter; or~~
- ~~D. The disclosure of information when such disclosure of conditionally exempt information is ordered under public records law procedures; or~~
- ~~E. The disclosure of records related to a business' failure to report and remit the tax when the report or tax is in arrears for over six months or when the tax exceeds \$5,000. The City Council expressly finds~~

that the public interest in disclosure of such records clearly outweighs the interest in confidentiality under ORS 192.501(5).

2.11.060 — Audit of Books, Records or Persons.

~~The City may examine or may cause to be examined by an agent or representative designated by the City for that purpose, any books, papers, records, or memoranda, including copies of seller's state and federal income tax return, bearing upon the matter of the seller's tax return for the purpose of determining the correctness of any tax return, or for the purpose of an estimate of taxes due. All books, invoices, accounts and other records must be made available within the City limits and be open at any time during regular business hours for examination by the Manager or an authorized agent of the Manager. If any taxpayer refuses to voluntarily furnish any of the foregoing information when requested, the Manager may immediately seek a subpoena from the Forest Grove Municipal Court to require that the taxpayer or a representative of the taxpayer attend a hearing or produce any such books, accounts and records for examination.~~

2.11.065 — Forms And Regulations.

~~A. — The Manager is authorized to prescribe forms and promulgate rules and regulations to aid in the making of returns, the ascertainment, assessment and collection of the marijuana tax and to provide for:~~

- ~~1. — A form of report on sales and purchases to be supplied to all vendors;~~
- ~~2. — The records that sellers providing marijuana and marijuana-infused products must keep concerning the tax imposed by this Chapter.~~

2.11.070 — Severability.

~~The sections, subsections, paragraphs and clauses of this ordinance are severable. The invalidity of one section, subsection, paragraph, or clause does not affect the validity of the remaining sections, subsections, paragraphs and clauses.~~

2.11.075 — Savings.

~~Notwithstanding any amendment/repeal, the City ordinances in existence at the time any criminal or civil enforcement actions were commenced, remain valid and in full force and effect for purposes of all cases filed or commenced during the times this ordinance or portions thereof were operative. This section simply clarifies the existing situation that nothing in this Ordinance affects the validity of prosecutions commenced and continued under the laws in effect at the time the matters were originally filed.~~



PARKS, RECREATION, AQUATICS WORK PLAN

Tom Gamble, Director
Parks and Recreation

A place where families and businesses thrive.



PARKS RECREATION AQUATICS





Program Accomplishments

- 130,000 guest visits to the Aquatics Center.
- 5,000 students in lesson programs
- 126 private pool rentals.
- 79 Picnic shelter rentals
- Served 8 different youth and adult sports leagues.



Facilities and Planning Accomplishments



Energy Conservation

L.E.D. LIGHTING AT THE AQUATIC CENTER OVER POOL AREAS



MASTER PLANNING AND DEVELOPMENT

- Old Town Loop Trail Permitting. (DSL, Army Corps, CWS, Washington County)
- Recreation Master Plan and Recreation Center Study Progress

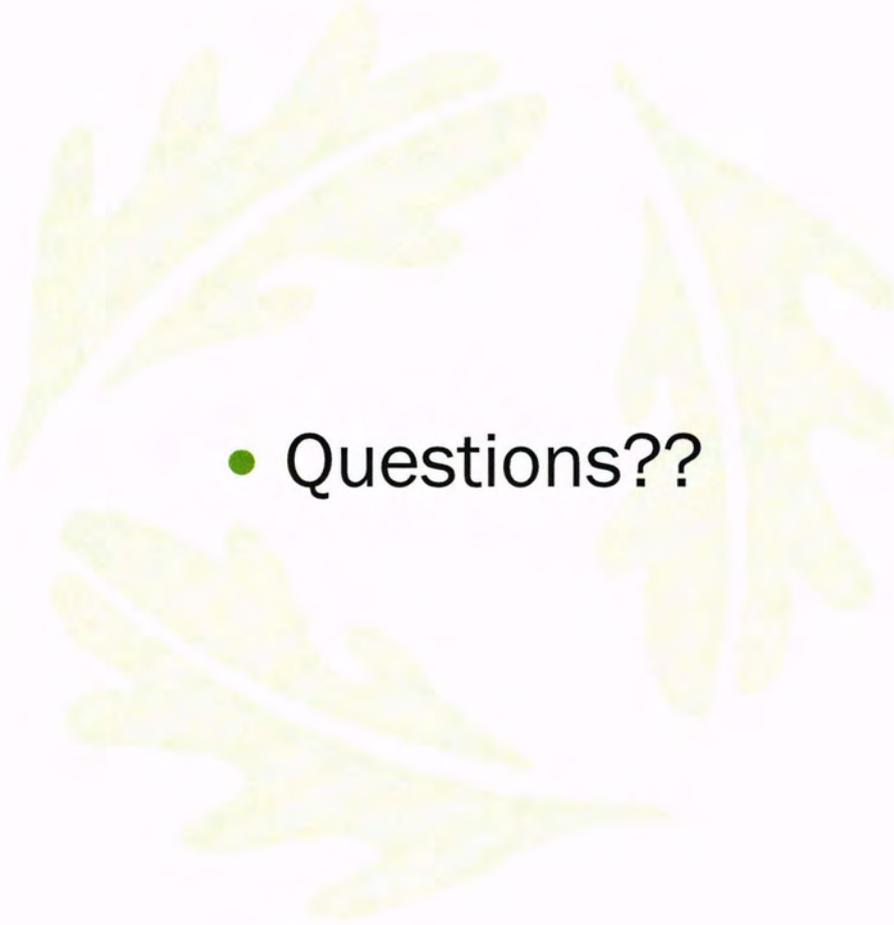


New Playgrounds

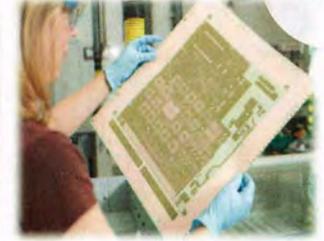
- Thomas Bard Park
- Talisman Park

2016-17 Top Priorities

- Complete Master Plan/Recreation Center Study (CC obj.1.6)
- Complete Rogers Park Upgrades (CC obj. 1.9)
- Study of Multiplex Ballfields (CC obj. 1.4)
- Complete Construction Old Town Loop Trail(October 2016)
- Continue Energy Reduction Programs (CC obj. 1.2)
- Complete SDC methodology study and fee structure.
- Examine program/revenue opportunities at aquatic center.
- Expand Recreational partnerships with Fgrec.org.

- 
- Questions??

This page is intentionally blank.



7.2

Community Development Department

Review of FY 2016/17 Work Plan

City Council Meeting

May 9, 2016

A place where families and businesses thrive.

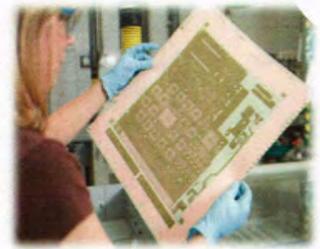
2015 Accomplishments

- Processing building and planning related permits for Forest Grove and Cornelius (building only).
- Completed Code Update to implement the Comp Plan which was adopted earlier in 2016.
- Completed majority of the process for Westside Planning Project:
- Adoption of new Historical District design code amendments and guidelines.
- Developed land use approach with proposed comprehensive plan and zoning designation for the Hayworth property which was completed earlier in 2016.
- Provided staff for Urban Renewal Agency that is in its first year; this includes the development of its first budget and receipt of its first tax increment of \$27,702
- Achieved 25th year of being designated Tree City USA through programs maintained by CD Department and the Community Forestry Commission
- Implemented new permit software which has substantially improved customer service and public access
- Established code requirements for Medical Marijuana Dispensaries in 2015 and other marijuana-related activities in early 2016.

Proposed FY 16/17 Work Plan

- Complete projects from FY 15/16:
 - Westside Planning Program (Fall for adoption)
 - Affordable Housing Effort
 - Any additional work on marijuana related requirements
- Development Code Amendments on:
 - Planned Development requirements
 - Residential densities in Multi-Family districts
 - Design Guidelines for Neighborhood Mixed-Use district
- Implement recommendations from the Urban Forestry Management Program
- Update Land Use Inventory

This page is intentionally blank.



Forest Grove Fire & Rescue Work Plan: FY 2016-17



City Council
May 9, 2016



A place where families and businesses thrive.

Top Accomplishments for 2015

- Successfully completed the Cooperative Services Study for the City of Forest Grove, City of Cornelius, Cornelius Rural Fire Protection District, Gaston Rural Fire Protection District, and Banks Fire District.
- Successfully passed the Cornelius levy with a 70.5% yes vote. This was critical for the provision of emergency service in Forest Grove (they are our second-in engine on all fires and respond to 20% of the calls in the City as the first-in engine), and to the future of the Cooperative Services Study
- Expanded our local partnership by successfully creating an intergovernmental agreement and assuming leadership of the Gaston Rural Fire Protection District
- Completed acquirement and placed new fire apparatus in service: two identical tenders for Forest Grove and Cornelius, one heavy brush engine for Forest Grove, two staff vehicles for Forest Grove. This is approximately \$1.1 million in new apparatus.
- Provided teams to respond to four State conflagration requests across the State while responding locally to the busiest wildfire season in the history of the department.

Top Priorities for 2016-17

- Implementation of an intergovernmental agreement for a Fire Authority
- Create a new strategic plan
- Replace the ladder truck



A place where businesses and families thrive.

This page is intentionally blank.



A place where families and businesses thrive

CITY MANAGER'S REPORT TO COUNCIL

May 5, 2016

Dates to Remember:

- May 7:** Shredding Event, 9 to 1, Council & Ash Street Parking Lot
- May 5:** Budget Committee First Meeting, 6:30 pm, Community Auditorium
- May 9:** CEP Committee Meeting, 5:30 pm, Community Auditorium
- May 11:** Post Office Relocation Open House, 6 pm, Community Auditorium
- May 11:** Future of Chehalem Ridge Nature Park, 6 to 8 pm, FGHS (Spanish)
- May 12:** Budget Committee Second Meeting, 6:30 pm, Community Auditorium
- May 15:** Firefighter's Association Pancake Breakfast, 8 am to 1 pm, Fire Station
- May 17:** Future of Chehalem Ridge Nature Park, 6 to 8 pm, FGHS (English)
- May 18:** Latino Summit, 6 pm, FGUCC
- May 19:** MSTIP 3e Open House, 5:30 to 7:30 pm, Community Auditorium

CITY MANAGER:

- I will be on vacation May 16-20 to attend a graduation in Alaska.
- Noting no departure from the terms approved by the URA, the Disposition and Development Agreement between Tokola and the URA was signed April 27.
- At its meeting in April, the Joint Water Commission met and approved the FY 16-17 budget and adopted proposed findings supporting the use of the Certificated Manager/General Contractor contracting method for the Water Treatment plant rehab and expansion to 85 million gallons per day.
- Washington County will be holding a MSTIP (Major Streets Transportation Improvement Program) public meeting from 5:30-7:30 p.m. on Thursday, May 19, at the Forest Grove Community Auditorium to receive public comment on the 150% project list. Two projects from Forest Grove are on the list: 1) Hwy 47 / Maple / Fern Hill Intersection safety improvements (\$15.1M) and 2) Martin Rd (Hwy 47 to Verboort Rd) widen and provide 8' shoulders (\$8.6M.)
- Chehalem Ridge Nature Park: Join Metro to learn more and share ideas for the future of Chehalem Ridge at two upcoming community events: in Spanish on [Wednesday, May 11](#) and in English on [Tuesday, May 17](#). Both events will take place from 6 to 8 p.m. at Forest Grove High School, 1401 Nichols Lane, in Forest Grove. Have a slice of pie and cup of coffee and provide feedback on what activities you'd like to see at Chehalem Ridge.

ADMINISTRATIVE SERVICES:

- Community Auditorium: A new wide-screen format screen was installed in the Community Auditorium on May 3rd. The monitors on the dais were replaced with wide-screen monitors to keep the viewing format compatible. If you need the brightness of the monitor adjusted let Anna know. Also, the City is getting quotes on upgrading the auditorium's aging sound system this summer to address the sound quality.
- Solid Waste: The analysis of Waste Management's 5.1% rate increase request will be presented to the Council at the May 23, 2016, meeting. City and Washington County staff met with DEQ regarding the contract for the kitchen pails for the food waste recycling program. Washington County staff worked with DEQ and was able to get DEQ to process this contract first in their grant program. DEQ staff is working to get permission for the City to be able to purchase the kitchen pails before the contract is completed if the City chooses to do so.
- Recruitments: Current recruitments underway include Police Officer, Police Reserve Officer, IT Manager, Human Resources Technician, Librarian Assistant, Public Services Librarian (Youth), Parks Seasonal Workers

PARKS and AQUATICS:

- Session 2 of spring swimming lesson began Monday, May 2. Classes are generally full as families begin to think about summer and water safety. Summer swimming lesson registration begins Monday, May 9, at 9 a.m. Summer sessions begin June 13 with new sessions beginning every two weeks for day-time classes and every five weeks for evening classes.
- Major repairs were made to the spray pad at the aquatic center this past week. Some ground settling occurred over the winter and cracked two water lines. The repairs were completed and the park will be open the week of May 9.
- The Master Plan project and Community Recreation Center study is nearing the recommendation stages. Several Citizen Advisory Committee meetings are being scheduled for early June and then two community workshops will be held to gather additional information.
- The Old Town Loop Trail project is in final permitting with Washington County and the City of Forest Grove. Comments about the project can be submitted to Washington County on the Land Use and Transportation website.

LIBRARY:

- On Friday, the library held its annual celebration of Dia de los Niño's and it was a huge success! There were 34 volunteers and an attendance of 234 children and 115 adults. Kudos to Linda Taylor for the planning, scheduling and implementation of this wonderful event and to our terrific volunteers.
- Wireless printing is now available at the library. Anyone can print a document from their device (computer, smartphone, etc.) from anywhere to a Library printer. No library card required.
- The Friends of the Library Spring sale netted a record profit of over \$6200.
- Library Assistant Elizabeth Crain has resigned her position to move out of state. Elizabeth has been with the library since 2008. The recruitment process for her replacement has begun. The City received 165 applications.

POLICE:

- At their April meeting, PSAC endorsed prohibiting open grow of marijuana, among other restrictions, which will be considered by the Planning Commission at their June meeting.
- Members of the department attended the Oregon Fallen Law Enforcement Officers' Memorial Ceremony. Officer Schuetz, who is currently attending the Academy, is a member of the Color Guard that participated in the ceremony.
- The police department will be hosting a DUII and Courtroom Scenario training day in June which was created by one of our officers.
- The police department hosted an area-wide Commander's meeting and luncheon on Thursday, April 21, and "Drug Take Back" day on Saturday, April 30.
- After a 4-month investigation by Forest Grove Police Detectives and investigators with the FBI, an arrest was made in connection with the robbery of the Forest Grove Wells Fargo Bank earlier this year.

LIGHT & POWER:

- Designs being drawn and routed for review are Usher transformer replacement and down-size, Power for Farmer's market, a new redundant primary extension for Clean Water Services, Silverstone Phase I, an ODOT signal project at HWY 8 and Quince, and Forest Grove Storage.
- Plan reviews of new homes are ongoing with five received in Pacific Crossing Phase 4 (63 lot) subdivision and one on Hillside Road.
- Engineering staff continue to work with representatives of Old Trapper to discuss power requirements for the new facility expansion.

- Work orders are being drawn and routed for the following new projects; Porter Bridge replacement and power line realignment, 480 volt service for McMenamins Grand Lodge new HVAC and third floor expansion, new 480 volt service for Pacific University's Jefferson Hall HVAC system.
- Crews completed work replacing a failing high voltage underground cable on Kemper Road which has caused numerous outages to the customer.
- Power service has been installed to a new metal fab business on 23rd Avenue.
- Crews continue working on replacing high pressure sodium rental lights with LED.
- Crews have begun work on re-locating overhead lines on the Hwy 47 / David Hill Rd roundabout project.

ECONOMIC DEVELOPMENT:

- At their May meeting, EDC endorsed PSAC's recommendation to prohibit open grow of marijuana, among other restrictions, which will be considered by the Planning Commission at their June meeting.
- Signed contract to replace wayfinder kiosk sign at corner of Pacific and Main
- Received new lead for one acre of land for 10,000 sf medical building; looking for suitable sites.
- Met with The Great Northwest Grill. Provided assistance from MESO on market analysis, and marketing strategies. Will also be providing direct retail business management assistance from the Small Business Center. They are currently open going through a soft opening shakedown period.
- Met with McMenamins Grand Lodge to move forward on enterprise zone program. \$4.65 million investment will result in 13 net new rooms, AC, new bathrooms and 4 new jobs.
- Submitted grant application to Metro on behalf of Economic Development Commission to improve downtown store design attractiveness. Would match other grant funds.
- New brew pub Ridgewalker has bought a vacant building on 24th Ave. Used Business Incentive Program.
- Two small businesses, Coffee House in the Grove and Next Dimension Bakery, were provided scholarships to enroll in small business training programs that begin in April.
- On-going advertising program with Oregon Public Broadcasting (OPB) including radio and digital ads promoting Forest Grove as good place to do business.
- Continued progress on City logo. Final business card design approved. State trademarking application now sent.

ENGINEERING / PUBLIC WORKS:

- GroveLink Bus Shelters: Staff is soliciting bids from contractors for five shelters. The bids are due May 17 and the contract will be awarded on May 20.
- 2016 Timber Harvest: Bids for the upcoming timber harvest were opened on May 5. The two lowest bids will be evaluated based on experience, capacity and price. Once the scoring process is complete, the project will be awarded.

COMMUNITY DEVELOPMENT:

- Latino Summit – The second Latino Summit will be held on Wednesday, May 18 from 6 to 8 pm. It will be at the UCC Church, 2032 College Way.
- Westside Planning Project – Staff recently reviewed the final infrastructure analysis from the consultants for the David Hill and Purdin Road areas. Engineering is completing a cost and locational analysis on reservoir needs for the upper water pressure areas which will be incorporated into the report. A meeting is scheduled with the Technical Advisory Committee on May 12. A work session with the Planning Commission is targeted for June 20. Upon completion of those tasks, a land use plan and infrastructure program will be prepared for public hearing.
- Marijuana Code Update – The City Council approved amendments to the Development and City codes and approved Ordinance Number 2016-10 establishing a temporary ban on marijuana grow (also known as producers) facilities. The ban will expire on August 5. The purpose of the ban is to allow the City

time to develop potential time, place and manner regulations, particularly for grow operations but may include other activities such as processors. Staff is developing potential amendments for Planning Commission consideration in June.

- Food Compost proposal – Staff will propose a rate increase to City Council for Waste Management to provide the service. This is scheduled for consideration by the City Council at their June 13 meeting. Staff has also been working with Washington County Solid Waste to begin the roll-out of the program if the rate increase is approved by the City Council.
- Urban Forest Management Plan – Was approved by City Council at their last meeting on April 25. The Community Forestry Commission (CFC) is now determining its next steps. The Community Development Department has included development of an implementation program for the next fiscal year.
- CFC – held a tree planting celebration with the Community School on April 5 to recognize Arbor month.
- Tree Removal – Staff has been receiving inquiries about tree removal at 21st and Hawthorne. This was allowed through the issuance of a tree permit since the trees were of little value. The tree types were six pines, four plums, and one ash, fruit and cedar. A large cedar in the middle of the property was retained to be integrated with a proposed multi-family project on the site.
- Historic Landmarks Board – The HLB has completed its review of a community interest survey (250 responses received) and focus group session. Currently the Board is anticipating a first draft on the plan from the consultant in time for the next HLB meeting on May 24. Project is funded by SHPO grant.