

CITY COUNCIL MONTHLY MEETING CALENDAR

Nov-16						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 CCI 5:30pm Nyuzen Student Departs	2 Municipal Court	3 Plastic Bag Ban Forum for Retailers 1pm - Comm Aud EDC Noon	4 FGS&CC 1st Friday	5
6	7 Planning Comm 7pm	8 GENERAL ELECTION DAY Red Cross Blood Drive 1pm - 6pm - Comm Aud Library 6:30pm	9	10 PAC 5pm	11 CITY OFFICES CLOSED HOLIDAY	12
13	14 CITY COUNCIL 5:30 PM - WORK SESSION (Fire IGA) 6:15 PM - WORK SESSION (Westside Planning Part I) 7:00 PM - REGULAR COUNCIL MEETING 8:30 PM - URBAN RENEWAL AGENCY MEETING COMMUNITY AUDITORIUM Chehalem Ridge Stakeholder Mtg Noon	15 Fernhill Wetlands 5:30pm	16 P&R 7am CFC 5:15pm CAO 5pm CWAC 5:30pm	17 Sustainability L&P 6pm Food Film 7:30pm	18	19
National League of Cities Conference - Pittsburgh, PA						
LED Lighting Project - Community Auditorium						
20 Chamber Luncheon FGS&CC Bd Mtg 6:30pm Planning Comm 7pm	21	22 HLB 7:15pm - Cancelled	23 PSAC 7:30am	24 CITY OFFICES CLOSED HOLIDAY	25 CITY OFFICES CLOSED HOLIDAY Holiday Tree Lighting 6pm	26
LED Lighting Project - Community Auditorium						
27 Council Swearing-In & Recognition 5:15 PM - Community Auditorium CITY COUNCIL 6:45 PM - TVCTV HOLIDAY GREETING 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	28	29	30 Municipal Court			
Dec-16						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
				Groundbreaking Jesse Quinn EDC Noon	FGS&CC 1st Friday	3 Light Parade Habitat Humanity City Club Artisan
4 Planning Comm 7pm	5	6 CCI 5:30pm	7 Municipal Court Employee Holiday Luncheon L&P ODF Riparian Rule Open House 4:30 pm - Comm Aud	8 PAC 5pm	9	10
11 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	12 Red Cross Blood Drive 1pm - 6pm - Comm Aud Library 6:30pm	13	14 Chehalem Ridge - 6pm Comm Aud	15 Sustainability - Moved from 12/22 Food Film 7:30pm	16	17
18 Chamber Luncheon FGS&CC Bd Mtg 6:30pm Planning Comm 7pm	19 Fernhill Wetlands 5:30pm HLB 7:15pm - Moved from 12/27	20 Municipal Court P&R 7am CFC 5:15pm CAO 5pm CWAC 5:30pm	21	22 Sustainability 6pm - moved 12/15	23	24
25 NO CITY COUNCIL MEETING CITY OFFICES CLOSED HOLIDAY	26 HLB 7:15pm - Moved to 12/20	27	28 PSAC 7:30am	29	30	31
Jan-17						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 CITY OFFICES CLOSED HOLIDAY	2 CCI 5:30pm Planning Comm 7pm	3	4	5 EDC Noon	6 FGS&CC 1st Friday	7
8 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	9 Red Cross Blood Drive 1pm - 6pm - Comm Aud Library 6:30pm	10 Municipal Court	11	12 PAC 5pm	13	14
15 CITY OFFICES CLOSED HOLIDAY	16 Fernhill Wetlands 5:30pm Planning Comm 7pm	17 P&R 7am CFC 5:15pm CAO 5pm CWAC 5:30pm	18	19 Food Film 7:30pm	20	21
22 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM Chamber Luncheon	23 HLB 7:15pm	24 Municipal Court	25 PSAC 7:30am	26 Sustainability 6pm	27	28 Annual Town Mtg 9am - Comm Aud
29	30	31				

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CITY COUNCIL MEETING AGENDA

MONDAY, NOVEMBER 14, 2016

5:30 PM – Work Session (Fire Authority IGA)
6:15 PM – Work Session (Westside Planning – Part I)
7:00 PM – City Council Regular Meeting
8:30 PM – Urban Renewal Agency Meeting (*Separate Agenda*)

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.

(PowerPoint Presentation)
Michael Kinkaid, Fire Chief
Jesse VanderZanden, City Manager

5:30

WORK SESSION: INTERGOVERNMENTAL AGREEMENT (IGA) WESTERN WASHINGTON COUNTY FIRE AUTHORITY – PART I

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

(PowerPoint Presentation)
Jon Holan, Community Development Director
Jesse VanderZanden, City Manager

6:15

WORK SESSION: WESTSIDE PLANNING PROGRAM – PART I

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

Michael Kinkade, Fire Chief

7:00

1. **REGULAR MEETING:** Roll Call and Pledge of Allegiance
1. A. **FIRE DEPARTMENT SWEARING-IN CEREMONY:**
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:**

(PowerPoint Presentation)
Thomas Gamble, Parks and Recreation Director

7:15

5. A.
 - *Old Town Loop Trail Project Update*

Thomas Gamble, Parks and Recreation Director
Jesse VanderZanden, City Manager

7:25

6. **CONTINUE PUBLIC HEARING FROM OCTOBER 24, 2016: SECOND READING OF ORDINANCE NO. 2016-17 ADOPTING THE 2016 PARKS, RECREATION AND OPEN SPACE MASTER PLAN AS AN IMPLEMENTING DOCUMENT TO THE FOREST GROVE COMPREHENSIVE PLAN; FILE NO. 311-16-000180-PLNG**

(PowerPoint Presentation)
Jeff King, Economic Development Manager
Jon Holan, Community Development Director

7:35

7. **RESOLUTION NO. 2016-62 ESTABLISHING A TEMPORARY TRANSIENT LODGING TAX AD-HOC ADVISORY GROUP AND APPROVING THE PROJECT SCOPE OF WORK**

Paul Downey, Administrative Services Director
Jesse VanderZanden, City Manager

- | | | |
|--|--------------------|--|
| (PowerPoint Presentation)
Dan Riordan, Senior Planner
Jon Holan, Community Development
Director
Jesse VanderZanden, City Manager | 7:40 | 8. <u>RESOLUTION NO. 2016-63 ESTABLISHING TEMPORARY COMMUNITY ADVISORY AND TECHNICAL ADVISORY COMMITTEES FOR AFFORDABLE HOUSING AND APPROVING THE PROJECT SCOPE OF WORK</u> |
| Paul Downey, Administrative
Services Director
Jesse VanderZanden, City Manager | 7:45 | 9. <u>RESOLUTION NO. 2016-64 AUTHORIZING CITY MANAGER TO EFFECT A NEW LOAN FROM THE CITY OF FOREST GROVE TO THE URBAN RENEWAL AGENCY OF THE CITY OF FOREST GROVE IN THE AMOUNT OF NINE HUNDRED SIXTY TWO THOUSAND FIVE HUNDRED SIXTY ONE DOLLARS (\$962,561.00) FOR A TOTAL PRINCIPAL LOAN FROM CITY TO AGENCY OF TWO MILLION SIXTY TWO THOUSAND FIVE HUNDRED SIXTY ONE DOLLARS (\$2,062,561.00) (TOTAL LOAN); APPROVING A PROMISSORY NOTE FROM THE AGENCY IN FAVOR OF THE CITY OF FOREST GROVE FOR SAID TOTAL LOAN</u> |
| City Councilors | 7:55 | 10. <u>CITY COUNCIL COMMUNICATIONS:</u> |
| Jesse VanderZanden, City Manager | 8:10 | 11. <u>CITY MANAGER'S REPORT:</u> |
| Peter Truax, Mayor | 8:15 | 12. <u>MAYOR'S REPORT:</u> |
| | <u>8:20</u> | 13. <u>CITY COUNCIL REGULAR MEETING ADJOURNMENT:</u> |
| | <u>8:30</u> | <u>URBAN RENEWAL AGENCY MEETING:</u>
The Forest Grove Urban Renewal Agency Board will convene in the Community Auditorium to conduct an Urban Renewal Agency Meeting.
(Refer to separate agenda). |
| | <u>9:00</u> | <u>URBAN RENEWAL AGENCY MEETING 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 (Transient Lodging Tax) Meeting Minutes of October 10, 2016.
 - B. Approve City Council Work Session (B&C Interviews) Meeting Minutes of October 24, 2016.
 - C. Approve City Council Regular Meeting Minutes of October 24, 2016.
 - D. Accept Economic Development Commission Meeting Minutes of October 6, 2016.
 - E. Accept Historic Landmarks Board Meeting Minutes of September 27, 2016.
 - F. Accept Public Safety Advisory Commission Meeting Minutes of September 28, 2016.
 - G. Community Development Department Monthly Building Activity Informational Report for October 2016.
 - H. **RESOLUTION NO. 2016-60 MAKING APPOINTMENT TO PUBLIC ARTS COMMISSION (PAC) (APPOINTING MICHAEL GOETZKE, TERM EXPIRING DECEMBER 31, 2017).**
 - I. **RESOLUTION NO. 2016-61 MAKING APPOINTMENT TO PUBLIC SAFETY ADVISORY COMMISSION (PSAC) (APPOINTING JAYNE CRAVENS, AT-LARGE, TERM EXPIRING DECEMBER 31, 2017).**



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

CITY COUNCIL STAFF REPORT

WORK SESSION:

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *November 14, 2016*

PROJECT TEAM: *Michael Kinkade, Fire Chief*
Paul Downey, Administrative Services Director

SUBJECT TITLE: *Intergovernmental Agreement for the Western Washington County Fire Authority (Part I)*

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

ISSUE STATEMENT:

The purpose of this intergovernmental agreement is to form the Western Washington County Fire Authority, the culmination of recommendations and Council direction of the last six years.

BACKGROUND:

The key historical elements that have led to this:

- Forest Grove Fire & Rescue Strategic Plan, 2010
- City of Cornelius IGA for fire and administration services, 2010
- Cooperative Services Study, May 2015
- Cooperative Services Study Visioning Process, October 2015
- Council Direction to create a draft IGA, February 2016
- Standards of Cover Adoption, August 2016

The proposed intergovernmental agreement (IGA) would be a partnership with the City of Cornelius, Cornelius Rural Fire Protection District, Gaston Rural Fire Protection District, and the Forest Grove Rural Fire Protection District. It would replace two existing IGAs. Local fire districts and local governments can greatly increase the efficiency and the effectiveness of their provision of services by providing regional solutions and thereby avoid duplication of overhead, better utilization of equipment and more effective assignment of personnel, including the opportunity to enhance training, and provide specialized services. It is determined that this is true for the provision of fire and emergency response services within Western Washington County.

Through the combination of resources, and the functional elimination of jurisdictional boundaries, and through automatic and mutual aid arrangements, substantial economies

and increases in effectiveness can be achieved. The creation of a regional fire authority constitutes the next logical step toward the most efficient and effective provision of services, and allows an evaluation of the results prior to the final possible step of creating a consolidated regional entity.

FISCAL IMPACT:

There is no fiscal impact at this time; staff is only seeking input. Creation of a Fire Authority is expected to result in a cost savings to the City of Forest Grove.

STAFF RECOMMENDATION:

Staff is seeking input on construction of a draft intergovernmental agreement that would establish the Western Washington County Fire Authority. This is the first of two work sessions.

ATTACHMENT(s):



Forest Grove Fire Authority Intergovernmental Agreement (Part I)

City Council Work Session
November 14, 2016



Purpose of this presentation

Introduction

Historical Perspective

IGA and Fire Authority Concept

Advantages and Disadvantages

Summary

Questions and Discussion

GOAL 2: PROMOTE A PRUDENT FINANCIAL PLAN TO MAINTAIN EFFECTIVE SERVICE LEVELS OF A FULL-SERVICE CITY									
		Actions:		Budget:	Time Frame:		Dept	COUNCIL DIRECTION <i>Proposed</i>	STATUS <i>Next Steps</i>
		Needs Direction	Council Action	Fiscal Impact	1-3 Years	4+ Years	Assigned		
2.15	Fire Authority IGA		◆	\$	■		FD; Admin; L&E	Draft Fire Authority IGA. Compare costs to TVF&R.	Draft Fire Authority IGA. Compare costs to TVF&R. Continue work session discussions with Council.

Introduction

- ✗ The Fire Department currently operates with four separate intergovernmental agreements (IGA).
- ✗ The proposed IGA would replace two existing IGAs.
- ✗ The draft IGA is the culmination of a six-year process.
- ✗ City Council Resolution 16-22 adopted goals and objectives for 2016-17:
 - ✗ *Goal 2: "Promote a prudent financial plan to maintain effective service levels of a full-service city."*
 - ✗ *2.15: Draft Fire Authority IGA*

We are not alone...

✗ The following communities are just SOME of the Oregon communities investigating or finalizing similar cooperative services:

- ✗ Lane County Rural and Lane County Fire
- ✗ City of Newberg
- ✗ City of Eugene and City of Springfield
- ✗ City of Redmond
- ✗ City of Hermiston and Stanfield
- ✗ City of Corvallis and City of Albany
- ✗ City of Newport
- ✗ Canby/Woodburn/Molalla
- ✗ Dallas Fire and Southwest Polk Rural Fire
- ✗ City of Grants Pass
- ✗ Washington County Fire District #2
- ✗ Columbia County and Scappoose Fire
- ✗ Renton, Washington
- ✗ Kenmore, Washington
- ✗ Multiple fire districts in Yamhill County

Five Westside fire agencies move toward 'fire authority'

Washington County fire departments: Ideal timing for consolidation study of west end agencies (editorial)

Forest Grove, Gaston to explore deal to share fire chief, administrative services for one year

One chief for three fire departments is one sensible plan: Editorial

Talks of new fire district



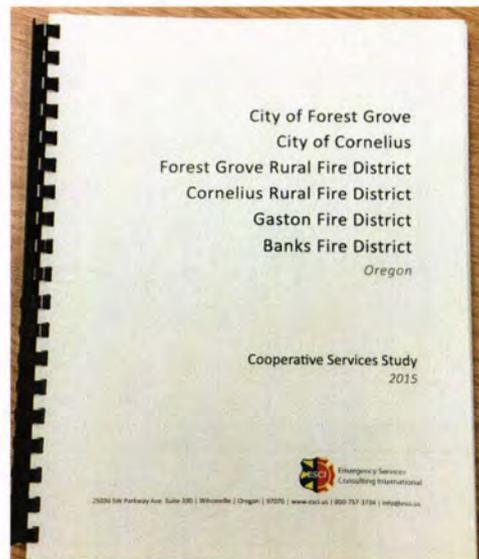
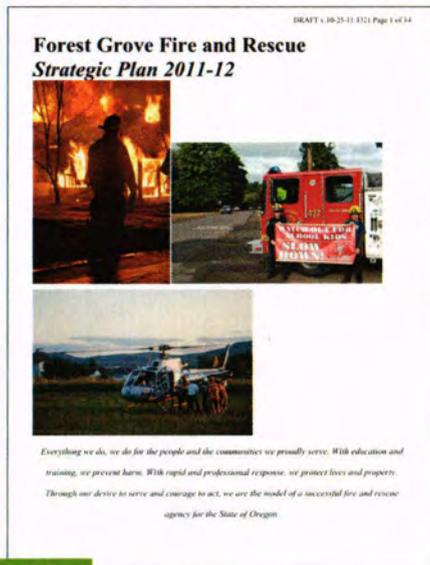
Lane Fire Authority asks voters to formalize merger of 2 rural fire districts

Two Columbia county fire agencies talk about combining administration

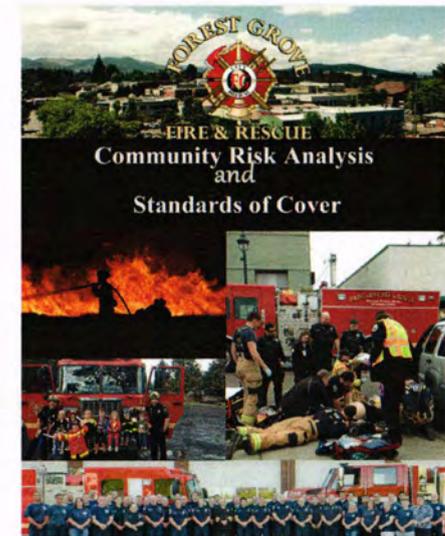
Voters pass Hermiston, Stanfield fire department merger

Could 6 western Washington County fire districts become one? Study suggests it

Historical Perspective



City of Forest Grove
City of Cornelius
Forest Grove Rural Fire District
Cornelius Rural Fire District
Gaston Fire District
Oregon
Cooperative Services Visioning Process



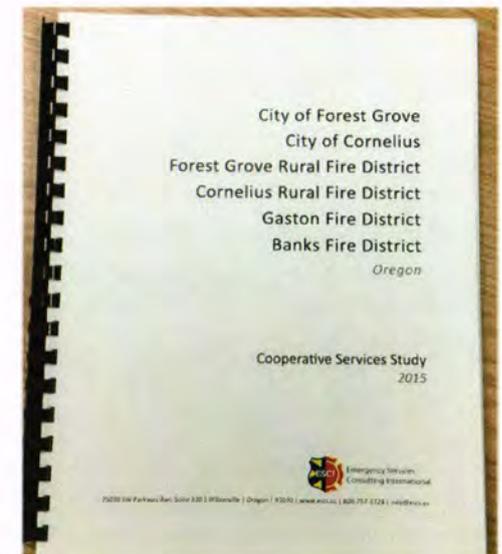
Historical Perspective - Strategic Plan

- ✘ Fire Department Strategic Plan completed in 2010
- ✘ Strategic Goal Number 5:
 - ✘ "Develop and maintain strategic partnerships."
- ✘ Cornelius Intergovernmental Agreement approved by Resolution on November 8, 2010, re-approved one year later with a continuous operating clause.



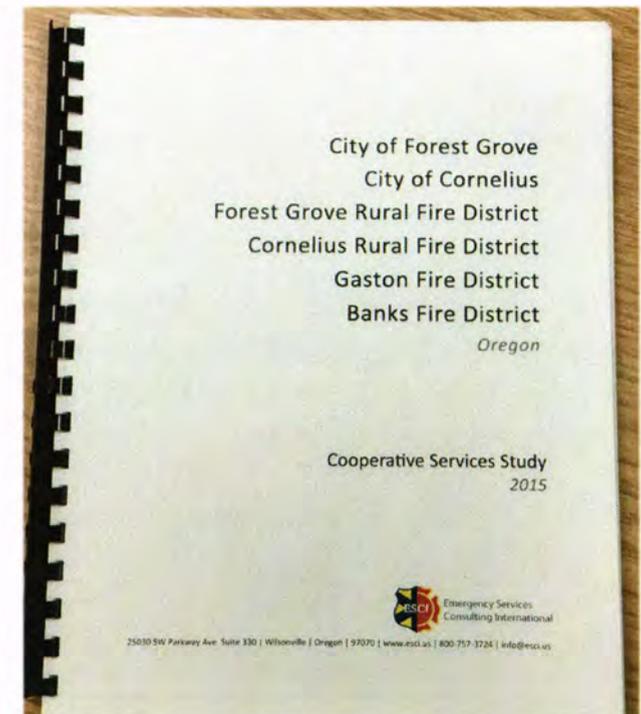
Historical Perspective - Cooperative Services Study

- ✘ Cooperative Services Study performed by ESCI December 2014-May 2015
- ✘ An in-depth analysis of our fire departments operational, financial and logistical needs was done, and recommendations were made.
- ✘ Six agencies participated:
 - ✘ City of Forest Grove
 - ✘ Forest Grove Rural Fire Protection District
 - ✘ City of Cornelius
 - ✘ Cornelius Rural Fire Protection District
 - ✘ Gaston Rural Fire Protection District
 - ✘ Banks Fire District



Historical Perspective: Cooperative Services Study Recommendations

- ✘ Phase 1: Expand existing IGA to include Gaston
 - ✘ Intergovernmental Agreement with Gaston Rural Fire District on February 23, 2015, renewed in May 2016.
- ✘ Phase 2:
 - ✘ Establish a fire authority to test the concept of a future fire district
 - ✘ If successful, establish a fire district



Historical Perspective: Visioning Session

- ✗ First step, conduct vision session with policy makers to answer the question, “Do we want to move forward or not?”
- ✗ Visioning session conducted in October 2015
 - ✗ Facilitated by ESCI consultant Sheldon Gilbert
 - ✗ Representatives:
 - ✗ Mayor Pete Truax, Forest Grove
 - ✗ Mayor Jef Dalin, Cornelius
 - ✗ Chair Cleo Howell, Forest Grove Rural Fire Protection District
 - ✗ Chair Wes Van Dyke, Cornelius Rural Fire Protection District
 - ✗ Chair Michael Piedmonte, Gaston Rural Fire Protection District

City of Forest Grove
City of Cornelius
Forest Grove Rural Fire District
Cornelius Rural Fire District
Gaston Fire District
Oregon

Cooperative Services Visioning Process



Historical Perspective: Vision Session Consensus Recommendations

- ✗ Immediately work with participating agencies to pursue a comprehensive IGA “Western Washington County Fire Authority” with participation from all five agencies present at the visioning process.
- ✗ Long Term, all five agencies will work toward the development, approval and implementation of a single integrated fire district to serve all participating jurisdictions.

City of Forest Grove
City of Cornelius
Forest Grove Rural Fire District
Cornelius Rural Fire District
Gaston Fire District
Oregon

Cooperative Services Visioning Process



Historical Perspective - Visioning Session

- ✘ The following agencies and committees reviewed the recommendations and directed the Fire Chief to move forward with the development of a draft IGA
 - ✘ Gaston Rural Fire Protection District (December 2015)
 - ✘ Cornelius City Council (January 2016)
 - ✘ Forest Grove Rural Fire Protection District (January 2016)
 - ✘ Cornelius Rural Fire Protection District (January 2016)
 - ✘ Public Safety Advisory Commission (January 2016)
- ✘ On February 8, 2016 the Forest Grove City Council directed me to develop a draft IGA to form the Fire Authority
- ✘ Adopted as a City Council Goal 2.15 in March 2016

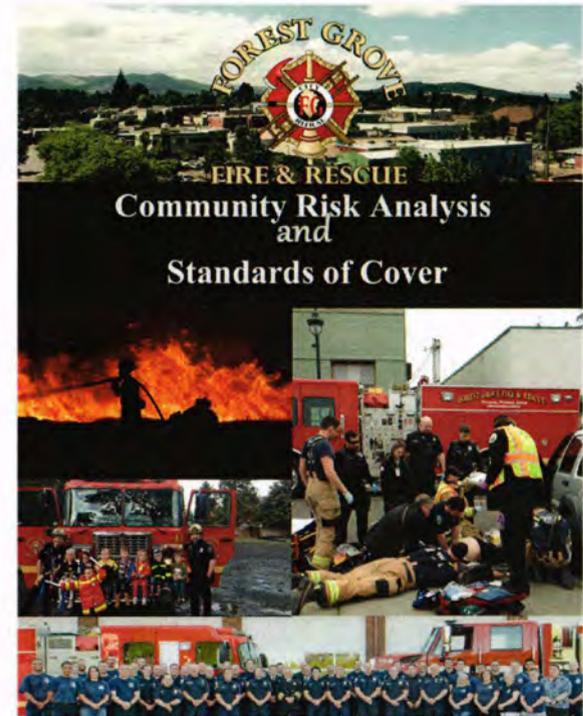
City of Forest Grove
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Cooperative Services Visioning Process



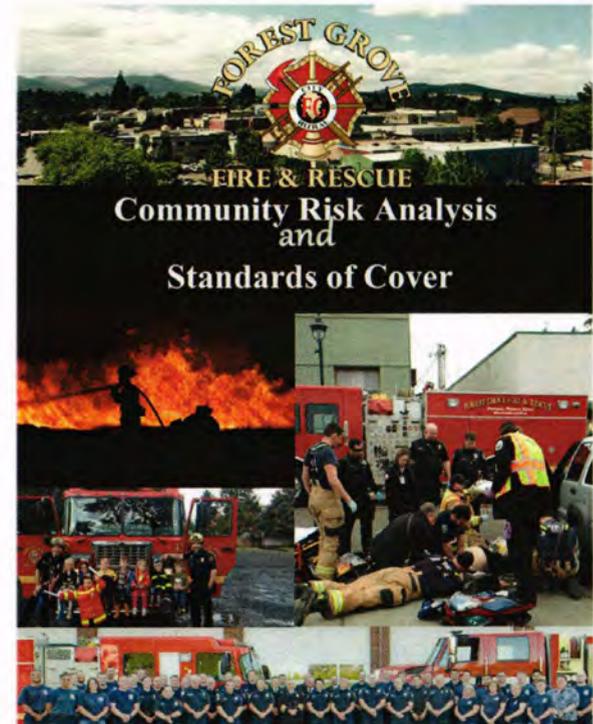
Historical Perspective - Standards of Cover

- ✘ The Standard of Cover provided
 - ✘ An assessment of our community risks
 - ✘ A means of measuring what we are currently getting for the investment we have put into our system.
 - ✘ A means for defining baseline and benchmark emergency response performance.
 - ✘ A planning tool to help with strategic planning, station locations and system improvements



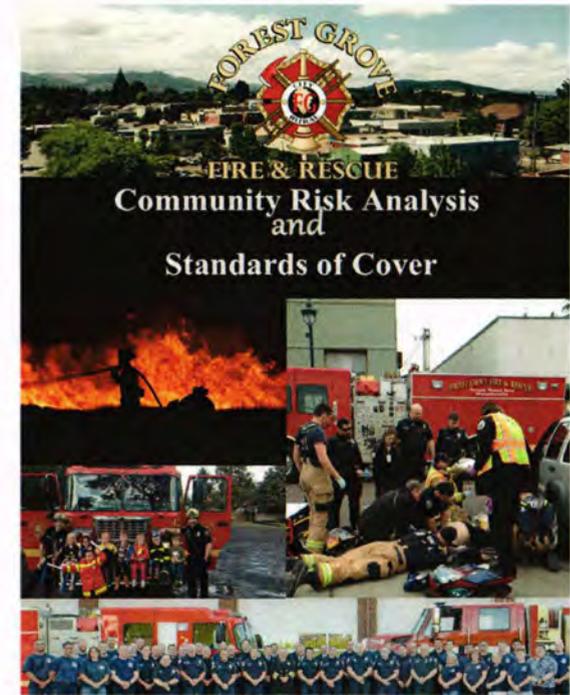
Historical Perspective - Standards of Cover

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Historical Perspective - Standards of Cover

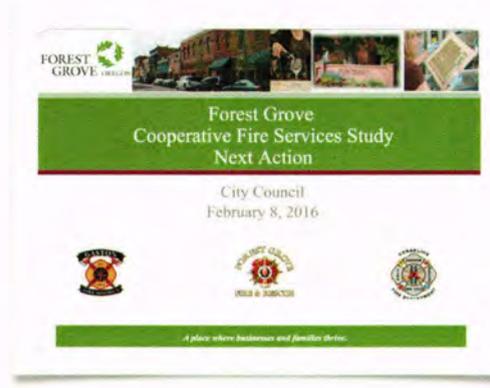
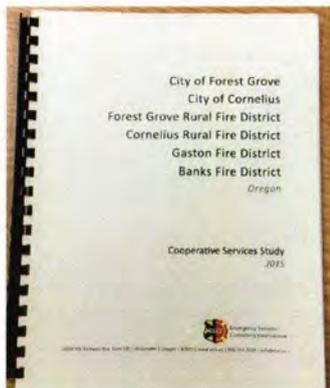
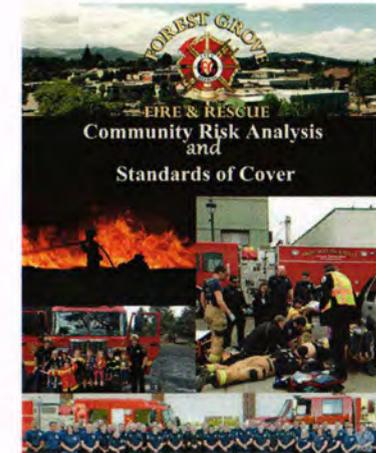
- ✘ Four Community Risk Assessments/Standards of Cover were created and adopted May-August 2016:
 - ✘ City of Forest Grove Public Safety Advisory Commission
 - ✘ City of Cornelius
 - ✘ Forest Grove Rural Fire Protection District
 - ✘ Cornelius Rural Fire Protection District
- ✘ City of Forest Grove Standard of Cover approved by Resolution by the City Council on August 8, 2016



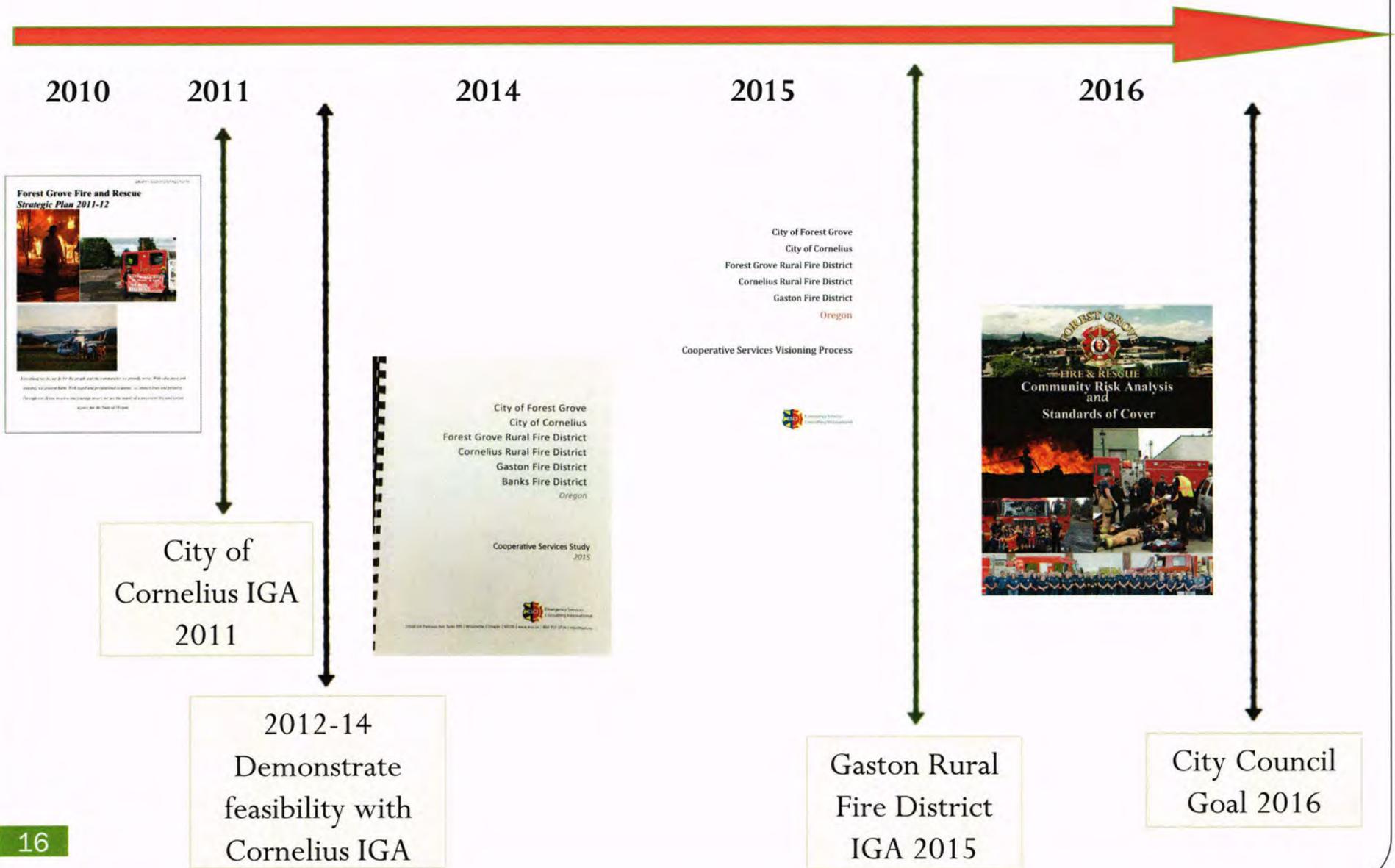
Historical Perspective - Standards of Cover Recommendations

Recommendations

- Implement the recommendations in the 2015 Cooperative Fire Services Study.
 - What the City Council has done so far:
 - Completed the Cooperative Service Study
 - Mayors and Rural Fire Board chairs participated in Visioning Session as the first step of the study recommendations.
 - Gained agreement with surrounding jurisdictions.
 - Held a work session on February 8, 2016 and concurred to have staff prepare a draft intergovernmental agreement to create a Fire Authority.



Summary Timeline



What is an IGA and a Fire Authority?

Basic Contents of an IGA

ORS 190.020 sets out the basic contents for an intergovernmental agreement. Examples include responsibilities for providing funds, a portion of fees and revenues, transfers of personnels, duration of the IGA and the rights of the parties to terminate the IGA.

How Fire Authorities may be created by an IGA

ORS Chapter 190 and ORS 478

- Allows units of local government to enter into written agreements among themselves for the performance of any functions the governments have the authority to perform.
- Allows for the creation of an intergovernmental entity. This is created by the agreement between the governing bodies involved.
- ORS 190.080 provides the structure of an intergovernmental entity. Such entities can only be created by an ordinance.
- Examples you are currently involved in include WCCCA, WCCLS and the Joint Water Commission.

What the Draft Fire Authority IGA Will Include

- Governance
 - Board, bylaws, voting, quorum, dispute resolution.
- Budget
 - Cost allocation, auditing requirements, budget process
- Personnel
 - Fire Chief, Volunteer Coordinator, Administrative Assistants, Volunteers, Logistics Technician
- Authority Powers - what the Authority can do.
- Termination (your escape clause)
- A lot of legal stuff

Advantages and Disadvantages of the IGA

Advantages of this model

- ✗ Enhanced, cost-effective, operational, administrative and financial network.
- ✗ Non-permanent – participants can withdraw
- ✗ Modular, can be expanded or contracted as we move forward
- ✗ Demonstration project, offering proof of concept to elected officials and public
- ✗ Demonstrates good governance

Disadvantages of this IGA

- × Some loss of control



Summary

**Historical Perspective
IGA and Fire Authority Concept
Advantages and Disadvantages**

Questions?

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

CITY COUNCIL STAFF REPORT

WORK SESSION:

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *November 14, 2016*

PROJECT TEAM: *Jon Holan, Community Development Director, Dan Riordan, Senior Planner*

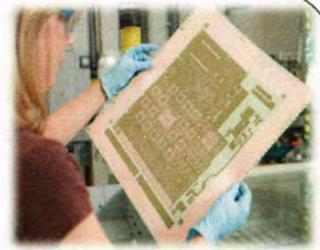
SUBJECT TITLE: *Part 1 Work Session on Westside Planning Program*

ACTION REQUESTED: Ordinance Order Resolution Motion Informational
X all that apply

ISSUE STATEMENT: Over the past year and one half, staff has been developing a proposed land use and infrastructure program for the Westside Planning area. This work session is to provide the Council an update on the land use direction made to date. The next work session scheduled for November 28th will focus on informing the Council on the infrastructure improvements needed for the area and approaches to funding those improvements.

ATTACHMENT(s):
Power Point presentation

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Westside Planning Work Session Part 1: Land Use

City Council Meeting
November 14, 2016

A place where families and businesses thrive.

Purpose and Intent

- Two Work Sessions
 - Part 1 – tonight
 - Educate Council on Westside Plan and Planning Commission land use direction
 - Part 2 – November 28
 - Focus on infrastructure. Inform Council about infrastructure funding approach being reviewed by the Planning Commission at work session on November 21st
- Why Westside Planning Project – High Priority for Staff
 - Metro projections indicate over 90% of David Hill area will be developed in less than 10 years - by 2025
 - While land use has been established for many years in David Hill, no infrastructure planning has been conducted
 - Purdin Road area lacks any urban land use or infrastructure planning
 - Obligations to comply with RTP requirements

Westside Plan

- Develop Refinement Plan for the area
- Obtained \$133,000 Metro Community Planning and Development Grant – received funding in 2014
- Grant paid for consultant technical assistance:
 - SCJ Alliance – lead consultant, transportation, infrastructure, natural resources
 - Urbswork – public input (focus groups and charrettes)
 - PBS Engineering and Environmental - geotech
 - FCS Group – financing
- Staff to prepare plan and necessary amendments to existing documents (Comp Plan, TSP)

Refinement Plan Requirements

- Refinement Plan – ORS 197.200
- Establish:
 - Land Use Designations
 - Circulation System
 - Areas for Preservation
 - Regulations
 - Sensitive Land Areas
 - Hazardous Areas
 - Overall Infrastructure needs
 - Roads
 - Sewer
 - Water
 - Stormwater
 - Parks
 - Schools
 - Method to finance these needs (except schools)
- Metro Title 11, Planning for New Urban Areas (Purdin Rd.)

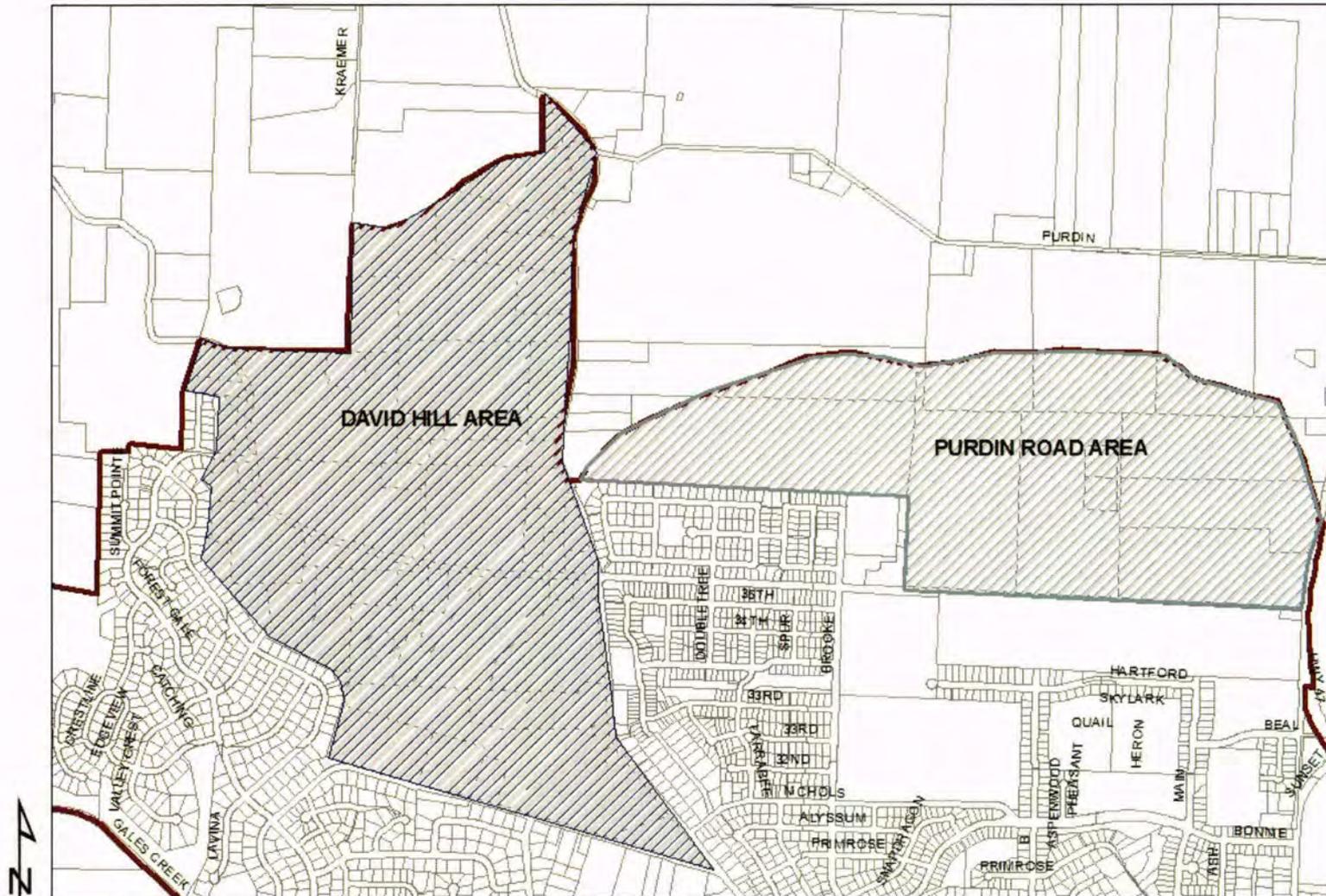
Planning Framework

Westside Refinement Plan 



Westside Planning Area

Forest Grove Westside Planning Project Area



Process to Date

Public (Focus on Land Use)

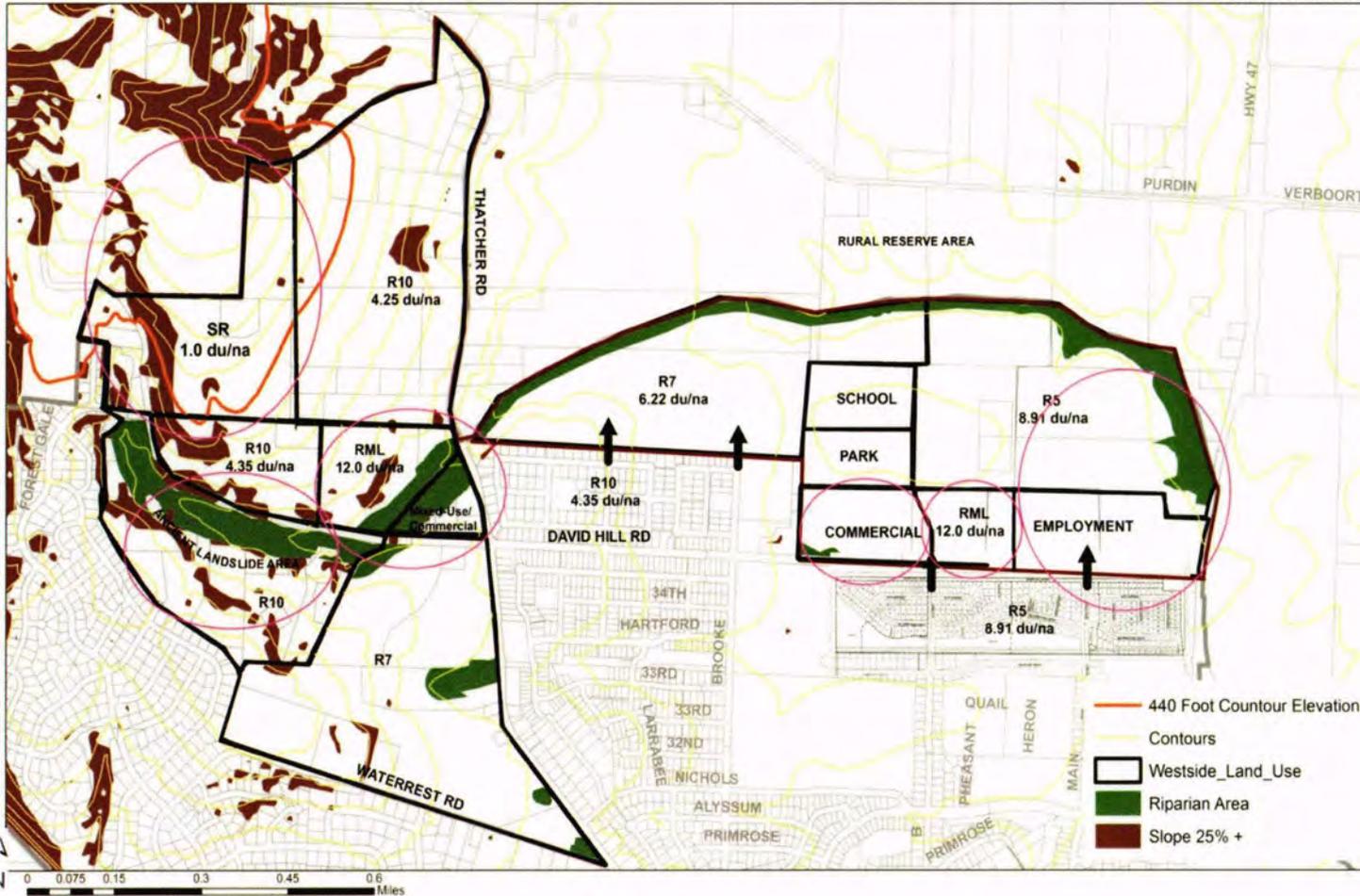
- Stakeholder Interviews
- Two Planning Charrettes
- Planning Commission Work Session – July 6, 2015

Technical (Focus on Infrastructure)

- Background Analysis (on City website)
 - Infrastructure
 - Natural Resources
 - Transportation
 - Geologic and Geotech
- Infrastructure Analysis (on City website)
- Technical Advisory Committee meetings
- Financial Strategy for Infrastructure

Development Issues

WESTSIDE PLANNING PROJECT



- Stem From PC Meeting 7/6/15

- Both Areas

- Complete neighborhoods
- Commercial leakage

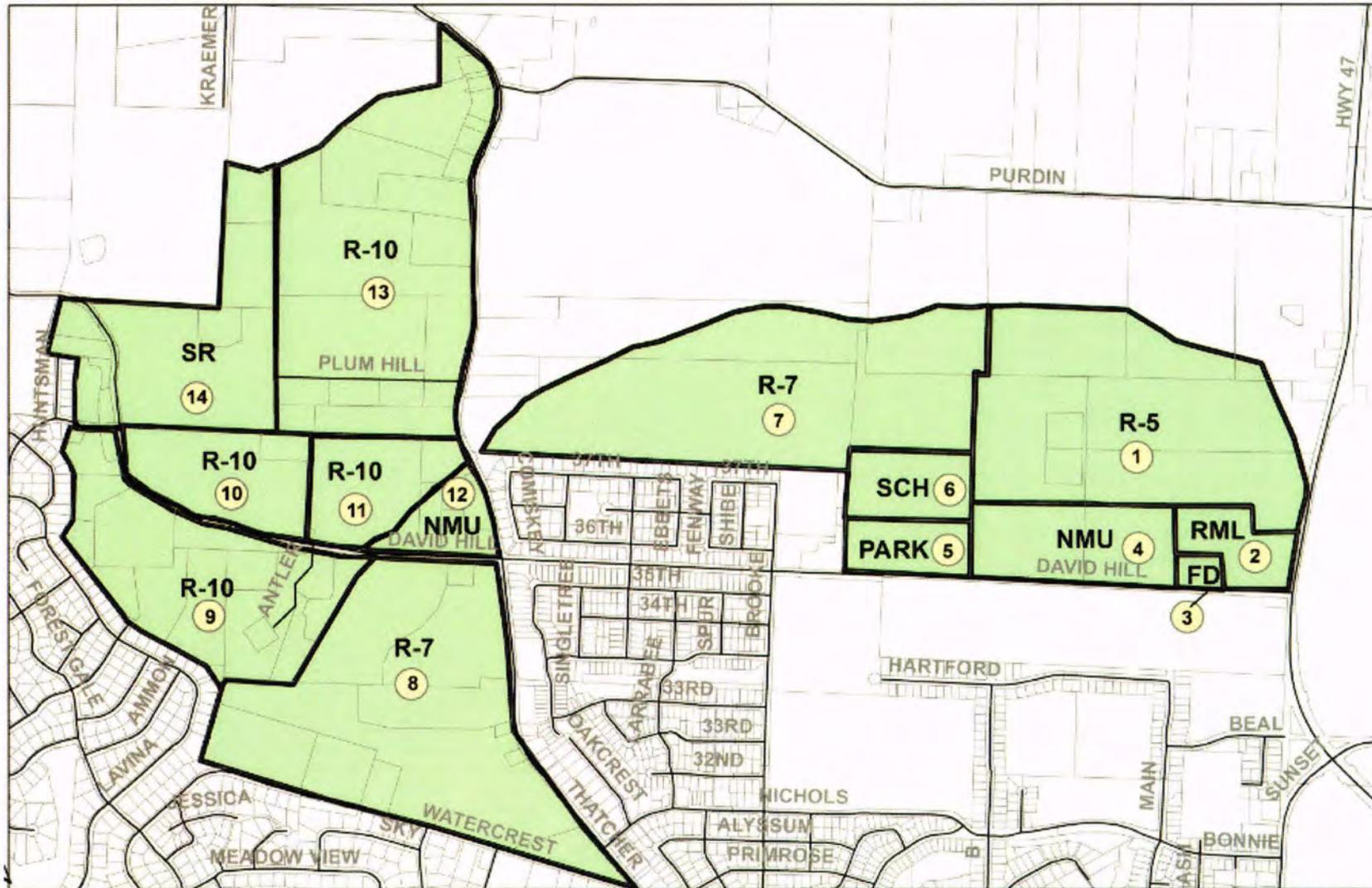
- Purdin Road

- Ind. vs Res
- School, Parks

- David Hill

- Landslide
- Slope and Circulation
- Suburban Residential (1 unit per acre)/R-10 (4.35 units per acre)
- View from Town Center/Clustering

Planning Commission Direction to Staff



**Westside Planning Area
Dwelling Unit Yield Estimate
Planning Commission Recommendation**

Analysis Zone	Area	Gross Area (ac.)	Developable Area (ac.)	Net Area (ac.)	Slope Deduction	Current Dwelling Yield	New Dwelling Yield
1	Purdin (R-5)	86.18	71.60	57.28	0%	2	498
2	Purdin (RML)	10.82	10.82	8.66	0%	0	103
3	Fire Station (FD)	2.40	2.40	2.40	0%	0	0
4	Purdin (Mixed-Use/Commercial)	24.63	24.63	19.73	0%	0	140
5	Purdin (Park)	6.00	6.00	6.00	0%	0	0
6	Purdin (School)	10.00	10.00	10.00	0%	0	0
7	Purdin (R-7)	98.62	87.02	69.62	0%	3	433
	Subtotal - Purdin	238.65	212.47	173.69		5	1,174
8	Watercrest (R-7)	99.75	70.63	56.50	10%	221	316
9	South of David Hill (R-10)	57.38	12.99	10.39	20%	36	36
10	North of David Hill - West (R-10)	24.30	17.73	14.18	15%	52	52
11	North of David Hill - East (R-10)	21.42	15.06	12.05	15%	44	44
12	North David Hill (MU-Com)	8.50	3.60	2.90	0%	12	4
13	Thatcher (R-10)	98.66	95.81	76.65	10%	300	300
14	David Hill Suburban Residential	43.12	35.62	28.50	15%	24	24
	Subtotal - David Hill	353.13	251.44	201.17		689	776
	Grand Total	591.78	463.91	374.86		694	1,950

The land area within Thatcher Park and Thatcher Woods has been deducted from the land area. This deduction is approximately 25.18 acres.

Westside Plan Decision Package (All Require Ordinance Adoption)

- Westside Area Refinement Plan
- Comp Plan amendment (map and text amendment)
- Transportation System Plan amendment (circulation system and cross sections, project list)
- Zoning Map Amendment
- Development Code Amendment – geo-tech requirements, road slope standards

Westside Plan Next Steps

- December 6th and January 3rd (if needed) – Planning Commission work session on infrastructure and financing strategy
- November 28th – City Council work session on overview of infrastructure and financing strategies
- February to April – Planning Commission public hearings for Westside Plan recommendation
- May to June – City Council public hearing for Westside Plan adoption
- Submittal to DLCD and Metro
- Remainder 2017 – Adoption of Implementation Measures
 - Revised SDC's
 - City Financing of initial improvements (if needed)
 - Master Plan amendments (Water, Sewer and Stormwater)

A place where families and businesses thrive.

City Council Work Session Minutes
Transient Lodging Tax

Monday, October 10, 2016
8:00 p.m., Conference Room

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 8:02 p.m.

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

COUNCIL ABSENT: Elena Uhing, excused.

STAFF PRESENT: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Jeff King, Economic Development Manager; and Anna Ruggles, City Recorder.

2. WORK SESSION: TRANSIENT LODGING TAX

King, Downey and VanderZanden facilitated the work session, noting the purpose of the work session was to seek input from Council regarding establishing a transient lodging tax (TLT) ad-hoc advisory group composed of representatives from local businesses, tourism industry, hotels, Oregon Restaurant and Lodging Association, Chamber of Commerce, City Club and other members as necessary to assure a comprehensive and collaborative consideration is conducted to determine if implementation of a TLT will enhance tourism in Forest Grove. King reported the objective of the program is to address Council Goal 3:24 identified in Fiscal Year 2016-17; specifically, to enhance tourism by establishing a public-private working group and by collaborating with the Forest Grove/Cornelius Chamber of Commerce. King presented a PowerPoint presentation overview of Attachment 1: Washington County Visitors Association Resolution encouraging local municipalities to include lodging establishments within their jurisdiction in any and all discussions relating to future increases in TLT prior to taking action; Attachment 2: Oregon Restaurant and Lodging Association Letter opposing Beaverton's TLT proposal; Attachment 3: Beaverton Outreach Information; and Attachment 4: Department of Justice Attorney General Opinion re: TLT Funding Eligibility. King reported in July, 2016, Washington County amended their TLT ordinance to allow local municipalities to keep 100 percent of a locally levied TLT above the existing county and state TLT. King advised Forest Grove currently receives approximately \$100,000 in TLT revenues per year, noting these revenues are received after the statutory 70 percent. King noted for each one percent in additional TLT, Forest Grove would accrue approximately \$40,000 per year in additional revenue. In conclusion of the above-noted staff presentation, King and VanderZanden advised staff is seeking Council feedback to help staff ascertain, what, if any, next steps should be taken, noting staff is proposing establishing a TLT ad-hoc advisory group consisting of 9-13 members representing the following organizations:

- 3 members from Forest Grove hotels/lodging
- 1 representing Forest Grove/Cornelius Chamber of Commerce
- 2 representing restaurants
- 2 representing wine/beverage
- 1 representing outdoor recreation
- 1 representing nature
- 1 representing other tourism business
- 1 representing arts/culture
- 1 representing Pacific University

The Economic Development Manager would serve as the group's facilitator and overall project lead and the advisory group would be responsible for:

- Becoming educated on the TLT and the eligible uses of it;
- Consider the purpose and potential uses of additional TLT revenues, not to exceed four percent above the existing county TLT. Such considerations could range from tourism programs to eligible capital projects.
- The group will present findings to the Economic Development Commission for consideration within six months of their appointment and first meeting.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to establishing an advisory group to determine if implementing a TLT would enhance tourism in Forest Grove. King and VanderZanden responded to various concerns, inquiries and scenarios Council presented pertaining to establishing the advisory group and the group's purpose, scope and composition and discussed at length tourism-related facilities and activities, noting there has been debate about what constitutes an eligible tourism expense and tourism activity, which is generally interpreted as when people travel more than 50 miles from their community of residence and/or stay overnight. King gave as an example, if Forest Grove levied a four percent TLT above the 10.8 percent already charged by the county and state, the City could accrue an additional \$160,000 per year, of which 70 percent of the revenues would have to be dedicated to tourism purposes. In conclusion of the above-noted Council discussion, Council collectively concurred proceeding with staff's proposal to establish a TLT advisory group to guide recommendations as proposed by staff. In addition, Council asked staff to keep at least three hotel/lodging representatives on the list and add an additional representative from the Chamber of Commerce.

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

3. **ADJOURNMENT**

Mayor Truax adjourned the work session at 8:33 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 5:34 p.m.

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

STAFF PRESENT: Jesse VanderZanden, City Manager, and Anna Ruggles, City Recorder.

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

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

- ***Kayleigh DeBroyné, Sustainability Commission, Pacific University Student Advisory – Alternate***
- ***Melanie Estrada, Sustainability Commission, High School Student Advisory (term effective January 1 and expiring December 31, 2017)***
- ***Michael Goetzke, Public Arts Commission (term expiring December 31, 2017); Historic Landmarks Board; and Community Forestry Commission***
- Richard Sandstrom, Public Safety Advisory Commission (*keep application on file pending a vacancy*)
- ***Jayne Cravens, Public Safety Advisory Commission (At-large, term expiring December 31, 2017)***

After Council deliberation, Council collectively made recommendation to make the above-noted appointments as shown in **bold**. Resolutions making formal appointments will be considered at the next regular Council meeting of November 14, 2016.

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

3. **ADJOURNMENT**

Mayor Truax adjourned the work session at 6:45 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

Minutes are unofficial until approved by Council.

1. CALLED TO ORDER AND ROLL CALL:

Mayor Peter Truax called the regular City Council meeting to order at 7:01 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; Paul Downey, Administrative Services Director; Tom Gamble, Parks and Recreation Director; Jon Holan, Community Development Director; Michael Kinkade, Fire Chief; and Anna Ruggles, City Recorder.

1. B. SWEARING-IN CEREMONY:

Fire Chief Kinkade administered the Oath of Office to Jay Edwards and Robert Webb, firefighters. Fire Chief Kinkade presented Edwards and Webb with their official firefighter badge.

2. CITIZEN COMMUNICATIONS:

Brian Schimmel, Sustainability Commission Chair, addressed Council asking to consider making immediate appointments to the Sustainability Commission for Melanie Estrada to fill a vacancy and Kayleigh Debroyne to fill as a temporary alternate in the absence of the current Pacific University student advisor who is studying abroad.

Mayor Truax advised if Council considers making the above-noted appointments this evening, Council does away with the process of making appointments by a Council resolution.

In response to Thompson's concern, Mayor Truax affirmed both student applicants were interviewed in earlier work session.

In response to Wenzl's concern if Melanie's appointment would conflict with the current high school student's term that expires December 31, 2016, or if Schimmel's proposal was for Melanie to take a vacant position to the end of the year, Schimmel stated that was his proposal.

Council President Johnston pointed out the importance of boards and commissions

having quorums and delaying appointments.

Kidd voiced concern of going outside of the standard process for making board and commission appointments.

Hearing no further discussion from the Council, Mayor Truax stated the motion on the floor is as follows:

MOTION: Council President Johnston moved, seconded by Councilor Lowe, to make appointments to Sustainability Commission: Appointing Melanie Estrada, high school student advisory, term beginning January 1st and expiring December 31, 2017, and Appointing Kayleigh Debroyne, Pacific University Student Advisory Alternate. NOES: Mayor Truax. MOTION CARRIED 6-1 by voice vote.

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 Joint Work Session with Committee for Citizen Involvement (Annual Town Meeting (ATM) Topic, Format and Discussion) Meeting Minutes of October 10, 2016.
- B. Approve City Council Regular Meeting Minutes of October 10, 2016.
- C. Accept Community Forestry Commission Meeting Minutes of September 21, 2016
- D. Accept Economic Development Commission Meeting Minutes of May 5, June 2, July 14 and September 8, 2016.
- E. Accept Planning Commission Meeting Minutes of October 3, 2016.
- F. Accept Resignation on Sustainability Commission (Elaine Cole, Educator, Term Expiring December 31, 2016). *Item removed; refer below.*

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

3. F. ACCEPT RESIGNATION ON SUSTAINABILITY COMMISSION (ELAINE COLE, EDUCATOR, TERM EXPIRING DECEMBER 31, 2016)

Council President Johnston removed the above-noted item from the Consent Agenda and commended Cole for her dedicated service on the Sustainability Commission.

MOTION: Councilor Kidd moved, seconded by Council President Johnston, to approve Consent Agenda Item 3. F. as presented. MOTION CARRIED 7-0 by voice vote.

4. **ADDITIONS/DELETIONS:** None.

5. **PRESENTATIONS:**

5. A. Village Without Walls

Maggie Lynch, Village Without Walls Government Council Chair, presented PowerPoint and video presentations highlighting the role of Village Without Walls, noting Village Without Walls is a community-based membership organization of volunteers who provide services to help seniors and disabled people remain in their own homes as they grow older. In conclusion of the above-noted presentation, Lynch addressed various Council inquiries pertaining to membership levels and services provided, noting the membership plus level provides direct services, such as transportation, minor household maintenance, short-term pet care, light yard chores, shopping, errands and technology assistance as well as participating in events and activities.

5. B. Transient Lodging Tax (TLT)

Downey presented a PowerPoint presentation recapping the Council work session on TLT held on October 10, 2016, noting staff is seeking Council consensus to proceed with establishing a TLT ad-hoc advisory group consisting of representatives from organizations involved in promoting and operating tourism businesses. Downey reported the purposes of establishing an advisory group is to determine if implementing a TLT may enhance tourism in Forest Grove, noting in July, 2016, Washington County amended their TLT ordinance to allow local municipalities to keep 100 percent of a locally levied TLT above the existing county and state TLT. Downey advised Forest Grove currently receives approximately \$100,000 in TLT revenues per year, noting these revenues are received after the statutory 70 percent. Downey noted for each one percent in additional TLT, Forest Grove would accrue approximately \$40,000 per year in additional revenue. In conclusion of the above-noted staff presentation, Council collectively voiced consensus to establish the TLT ad-hoc advisory group consisting of 13 members representing the following organizations:

- 3 Hotel/Lodging
- 2 Chamber of Commerce
- 1 Local Dependent Restaurant
- 1 Local Winery
- 1 Combination Wine Store/Restaurant

- 2 Outdoor Recreation (Bicycle Rep)
- 1 Arts & Culture
- 1 Tourism At-Large
- 1 Washington County Visitors Association Member

In conclusion of Council discussion, VanderZanden advised staff would bring back a proposed resolution for Council consideration formally establishing the advisory group and outlining the scope of work, noting staff would manage and facilitate the advisory group and is planning to hold 4-6 meetings to complete project work and make recommendations within 120 days.

5. C. Quarterly Financial Report for Period Ending June 30, 2016

Downey presented a PowerPoint presentation outlining the quarterly financial report ending June 30, 2016, noting this is the fourth quarter of the City's fiscal year ending June 30, 2016. Downey reported the quarterly report compares the budget to the year-to-date revenues and expenditures, noting the first section of each report contains a graphical presentation of the revenues and expenditures in the General Fund with expenditures by departments and other major operating funds; second section contains the line item detail for all of the City's funds; and third section is actual revenues received or expenditures disbursed through the end of the quarter and are compared to the year-to-date quarterly budget allotments and expressed in the detail report as both a dollar variance and percent variance. In addition, Downey highlighted graphs pertaining to the General Fund, Building Services Fund, Information Systems Fund, Light Fund, Street Fund, Sewer Fund, Water Fund, Surface Water Management Fund, Equipment Fund and other funds, noting the Beginning Fund Balance for FY 2016-17 is just over \$6.15 million, which is \$214,000 over what the five-year financial forecast estimated the balance would be for FY 2015-16. In conclusion of the above-noted presentation, Downey advised most of the increase in the FY 2016-17 Beginning Fund Balance was due to departments not spending all of their FY 2015-16 budgeted expenditures.

6. **PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2016-17
ADOPTING THE 2016 PARKS, RECREATION AND OPEN SPACE MASTER PLAN
AS AN IMPLEMENTING DOCUMENT TO THE FOREST GROVE COMPREHENSIVE
PLAN; FILE NO. 311-16-000180-PLNG**

Staff Report:

Gamble presented the above-proposed ordinance for first reading, noting the proposed ordinance is requesting to adopt the 2016 Parks, Recreation and Open Space Master Plan as an implementing document to the Comprehensive Plan; File No. 311-16-000180-PLNG. Gamble introduced Cindy Mendoza, MIG consultant, who presented a PowerPoint presentation overview of the Master Plan, noting in the spring of 2015, the

City began updating its Master Plan to identify community vision and priorities for enhancing, sustaining and providing recreation opportunities for residents over the next 10 years. Gamble reported the Master Plan was developed through a four-phased planning effort, noting the 2016 Master Plan updates the City's 2002 Parks and Open Space Master Plan as well as the 2007 Community Trails Master Plan and follows the adoption of the City's 2014 Comprehensive Plan and was developed simultaneously with the City's new Forest Management Plan as well as the Old Town Loop Trail Master Plan. Gamble added the Master Plan also provides data for updating the Parks System Development Charge methodology and includes Community Values and Vision; System and Site Recommendations; Capital Funding Recommendations; Operations Funding Recommendations; Estimated Capital Costs; and a 10-Year Implementation Plan. In addition, Gamble gave an overview of the community outreach efforts, acknowledging the citizen advisory committee and community participants, and thanked all the people who shared their insights, including the Hispanic-Latino Focus Group; Recreation and Sports Provider Focus Group; Stakeholder Interviews; Community Workshops; Online Questionnaire; and Park and Recreation Survey. In addition, Gamble reported staff met and reviewed the draft Master Plan update in joint session with Council, Planning Commission and Parks and Recreation Commission held on September 12, 2016, noting Parks and Recreation Commission accepted the Master Plan update at its meeting held on September 21, 2016, and the Planning Commission approve the Master Plan update at its public hearing held on October 3, 2016. In conclusion of the above-noted staff report, Gamble advised staff is recommending Council approve the proposed ordinance adopting the 2016 Parks, Recreation and Open Space Master Plan as an implementing document to the Comprehensive Plan; File No. 311-16-000180-PLNG, attached as Exhibit A.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Ordinance No. 2016-16 for first reading.

VanderZanden read Ordinance No. 2016-16 by title for first reading.

MOTION: Council President Johnston moved, seconded by Councilor Wenzl, to approve Ordinance No. 2016-17 Adopting the 2016 Parks, Recreation and Open Space Master Plan as an Implementing Document to the Forest Grove Comprehensive Plan; File No. 311-16-000180-PLNG.

Public Hearing Opened:

Mayor Truax opened the Public Hearing and explained hearing procedures.

Written Testimony Received:

No written testimony was received prior to the deadline of October 24, 2016, 7:00 p.m.

Proponents:

Howard Sullivan, Parks and Recreation Commission, Chamber of Commerce Director, urged Council to adopt the Master Plan update and commended Gamble and consultant for their excellent work, noting they kept the Parks and Recreation Commission updated during the entire planning process.

Melody Haveluck, Friends of Historic Forest Grove, voiced support of the Master Plan update and commended Gamble and consultant for allowing community involvement during the planning process.

Ken Cobleigh, Parks and Recreation Commission, voiced support of the Master Plan update and commended Gamble and consultant for their excellent work, noting the Master Plan is a 10-year plan that is flexible as time goes on.

No one else testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

Others:

No one testified and no written comments were received.

Council Discussion:

In response to Uhing's inquiry pertaining to the Hispanic-Latino outreach, Gamble reported a separate consultant who had roots in Forest Grove was brought in to assist with the Hispanic-Latino Focus Group.

Hearing no further discussion from the Council, Mayor Truax recessed the Public Hearing until the next meeting of Monday, November 14, 2016.

Public Hearing Recessed:

Mayor Truax recessed the Public Hearing until the next Council meeting of Monday, November 14, 2016.

- 7. RESOLUTION NO. 2016-59 AUTHORIZING THE CITY OF FOREST GROVE TO JOIN THE INTERLOCAL CONTRACT FOR COOPERATIVE PURCHASING WITH THE HOUSTON-GALVESTON AREA COUNCIL**

Staff Report:

Downey presented the above-proposed resolution authorizing the City to join the Interlocal Contract for Cooperative Purchasing with the Houston-Galveston Area Council (HGACBuy), noting the Fire Department is purchasing a new aerial apparatus

during the current fiscal year. Downey reported by joining a cooperative purchasing program, it enables the City to purchase large equipment or apparatus without having to administer its own formal bid process; therefore, reducing costs to the City. In conclusion of the above-noted staff report, Downey advised staff is recommending Council adopt the proposed resolution authorizing to join the cooperative purchasing program.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2016-59.

VanderZanden read Resolution No. 2016-59 by title.

MOTION: Councilor Uhing moved, seconded by Councilor Wenzl, to adopt Resolution No. 2016-59 Authorizing the City of Forest Grove to Join the Interlocal Contract for Cooperative Purchasing with the Houston-Galveston Area Council (HGACBUY).

Council Discussion:

In response to Lowe's concern pertaining to costs, Downey affirmed there is no additional cost to join the cooperative purchasing program.

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

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

8. CITY COUNCIL COMMUNICATIONS:

Council President Johnston reported on matters of interest, upcoming community-related events and upcoming meetings he was planning to attend.

Kidd reported on the Nyuzen Student Delegation upcoming visit, other matters of interest and upcoming meetings he was planning to attend.

Lowe reported on the Nyuzen Student Delegation upcoming visit, other matters of interest and upcoming meetings she was planning to attend.

Thompson reported on Community Forestry Commission (CFC)-related meeting, noting CFC is working on their work plan for the upcoming year. In addition, Thompson reported on Ride Connection-related activities and upcoming meetings he was planning to attend.

Uhing reported on Economic Development Commission-related activities, other matters of interest and upcoming meetings she was planning to attend.

Wenzl reported on Library Commission-related activities and Friends of the Library Annual Book Sale. Wenzl reported on Fernhill Wetlands, noting the board discussed quorum-related concerns as well as continuing to be an advisory board to Clean Water Services. In addition, Wenzl reported on the Nyuzen Student Delegation upcoming visit, upcoming community-related events and upcoming meetings she was planning to attend.

9. CITY MANAGER'S REPORT:

VanderZanden reported on upcoming meetings and events as noted in the Council calendar and City Manager's Report. VanderZanden commended the Police Department for participating in an active shooter drill in conjunction with Tuality Hospital. VanderZanden commended Mitchell Faris, Library Commission Student Advisor, who facilitated student volunteer efforts for the Friends of Library Annual Book Sale. 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.

10. MAYOR'S REPORT:

Mayor Truax announced dates of various upcoming activities, events and meetings as noted in the Council Calendar. Mayor Truax briefed on various transportation-related projects, Village Without Wall's Ribbon Cutting Event, and Jesse Quinn project (Tokola Properties/Times Litho site). Mayor Truax reported attending a forum at Pacific University (Walk in the US, Talk on Japan) to listen to the former Ambassador of Japan. In addition, Mayor Truax reported on the Nyuzen Student Delegation upcoming visit, various local, regional, Metro, and Washington County-related matters of interest, meetings he attended, upcoming community-related events and upcoming meetings he was planning to attend. In conclusion of the above-noted report, Mayor Truax added the following item for Council consideration.

2016 Metropolitan Mayors' Consortium Annual Membership:

Mayor Truax advised he is seeking Council consensus to make payment of \$1,000 from the Legislative and Executive (L&E) budget to pay for Forest Grove's participation in the Mayors' Consortium, noting the expense is a non-budgeted expense in the current fiscal year. Mayor Truax reported he has been attending the Mayors' Consortium for approximately five to six years, which began as an informal group, and recently the Mayors' Consortium codified its membership and established annual

membership dues. In response to Council inquiries, Mayor Truax affirmed the Mayor's Consortium lobbies State Legislature to pursue the interests of its member cities and the dues pay for professional lobbying services, noting no city staff time is required.

MOTION: Councilor Kidd moved, seconded by Councilor Wenzl, to approve expending \$1,000 in Fiscal Year 2016-17 (L&E budget) to continue Forest Grove's participation and membership on the Metropolitan Mayors' Consortium.

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

11. **ADJOURNMENT:**

Mayor Truax adjourned the regular meeting at 8:48 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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APPROVED Meeting Minutes

ATTENDEES: Chair James Draznin, Mark Nakajima, Guy Storms, Lois Hornberger, Javier Urenda, Brian Wilbur, John Hayes

CITY STAFF: Jeffrey King, ED Program Manager; George Cress, L&P Director; Jon Holan, Community Development Director

ALSO ATTENDING: Mayor Truax, Council Liaison: Elena Uhing, Councillor; Victoria Lowe, Jesse VanderZanden, City Manager,

Guests: Mark Ellsworth, Governors RST, Ami Kieffer, Business Oregon (IFA)

1. **CALL TO ORDER:**

The meeting was called to order at 12:18 p.m. by Chair Draznin. Introductions were given.

2. **CITIZEN COMMUNICATION:** none presented

3.

4. **APPROVAL OF September 9, 2016 SUMMARY MINUTES:**

Commissioner Wilbur moved to accept the meeting minutes as presented. Commissioner Hayes seconded. The minutes passed unanimously.

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

A. STAFF BUSINESS UPDATES:

Jeff King gave an update of activity. Chaucer, Old Trapper and McMenamins Grand Lodge expansions are moving forward. The City hosted the Governor's Regional Solutions Team today of which an update will be provided at today's meeting. Staff is also working with a new Peruvian Restaurant that will open on Main Street in the former Izgara space. Mr. King said he will also give updates on the Economic Development Brochure and the Downtown Storefront Design Improvement Program later in the Agenda. Mr King added that he is procuring professional market study and marketing assistance for Kama aina, Ridgewalker Brewing and Coffeehouse in the Grove. He also added that he is preparing information for a City Council work session for consideration of a local Transient Lodging Tax to enhance tourism.

6. **BUSINESS:**

A. McMENAMIN'S -HOST UPDATE:

None presented.

B. FOREST GROVE CHAMBER OF COMMERCE UPDATE:

None presented.

- C. Governors Regional Solutions Center Meeting – Recap. Mayor Truax pointed out that the minutes from the last meeting had the incorrect title and spelling for Oregon Representative Susan McLain. Back today's earlier meeting; a power point presentation (see handout) was given to the Regional Solutions Team by Councilor Lowe, city staff and me. We informed the Team what the City is currently working on in transportation enhancements, road improvements; Jesse Quinn mixed use development, and other housing projects. We also conducted a tour of our current development projects and industrial sites. We had a good meeting. The Team was here to hear our story and to tell us what they can do in support of our efforts.

Councilor Uhing, eight years ago we asked Mr. Ellsworth of the Governor's Team what was available for assistance to help our economic development efforts and to come and visit the City. After eight years, they returned and provide us with a refresh of the state's tool kit and what they can offer for development assistance. Topic areas covered for roundtable table discussion were; affordable housing, transportation, economic development, and land use.

Mr. Ellsworth, my approach along with Ms. Kieffer's is to match what resources the state might have available with local community's in need. Not all problems are solved in Salem, local communities know what they are doing but don't always have the resources to carry out their programs. The Regional Solution Team is comprised of state agency staff at large, who are tasked to work together in the areas of housing, land use, infrastructure development, and transportation. We originally came out eight years ago and worked with Mr. King to help with the certification of industrial sites process for sites that are near ready for development. We are here today to hear what your needs and priorities are.

Ms. Kieffer, my role with Business Oregon is to assist in the business and finance side for new infrastructure for industrial development. I also help with the Special Public Works Fund and direct loans to urban renewal districts for financing public improvements.

- D. Downtown Design Program & Economic Development Brochure Update
The Downtown Storefront Improvement Program is underway. We have signed a contract with a design consultant. One Wednesday morning we had a kick-off design workshop. About six businesses attended. During the day Jeff King and the consultant met with six businesses to discuss design improvements. On Thursday we will meet with six more for a total of twelve –much more than we anticipated. Next steps-the consultant will draw up some base level observations and recommendations. We will then need to narrow the list down 3 or 4 projects since we do not have enough funds to complete all the projects requested. Some of these

many be able to be rolled over to the future urban renewal funded storefront improvement program.

The three member EDC ad-hoc group has also selected a consultant to update the economic development brochure. The Liz Malliris and Christine Rains were selected among three bids. This was the same team that did the original brochure. The decision was unanimous. We expect to execute a contract by end of October and begin work in November.

7. COUNCIL LIAISON COMMUNICATIONS:

Council Liaison Uhing gave an update on the council meetings and activities.

A large problem for the City and Washington County is providing affordable housing. We have a huge gap for needy families. We are working with Washington County and Portland State University to identify the needs and funding for different types of housing. In addition, the Council has created a Technical Advisory Committee and a Citizen Advisory Committee to investigate and address this topic.

Some events coming up:

October 15, Public Safety Open House at the Fire Department. Fire Department has a reminder message this is the time to change the batteries in your smoke alarms.

October 22, Mayor's Annual Dinner to be held at the Senior Center.

Ballot measures this November, 3% tax on the sale on local recreational marijuana and Oregon Measure 97 sales tax imitative on business sales from Oregon businesses.

8. STAFF & BOARD MEMBER COMMUNICATIONS:

Mr. Holan, the City has increased its housing density standards in the down town corridor from 20 units per acre to 40 units per acre. Developers can go as high as 120 units per acre within a four story foot print. The 20 unit per acre was created in 1980 and is no longer valid with today's building standards. As of late, the majority of the housing project applications we have received are multi-family developments. The housing market for western Washington County is trending towards multifamily housing. We have received a couple of new projects that are greater than a 100 plus multi-family projects.

Mayor Truax referred to the City's presentation (see handout) regarding vacant industrial sites that are strategically located adjacent or near Hwy 47. We have other road projects

that are indicated on the map. We have spent close to \$20 million on two roundabouts along Hwy. 47. Mayor Truax continued on describing several road transportation projects that are currently underway or about to commence construction. Also underway is an analysis of the intersection of Hwy. 47 and Fernhill Road for possible safety upgrades. With all the improvements at critical intersections along HWY 47 are essential for safety and to enhance the level of service for motorist.

9. ANNOUNCEMENT OF NEXT MEETING:

The next meeting will be on November 3, 2016 at 12:00 noon in the Alice Inkley Room at McMenamin's Grand Lodge.

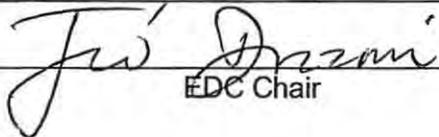
10. ADJOURNMENT:

The meeting was adjourned at 1:25 P.M. by consensus.

Respectfully submitted Jeff King

Approved by the Forest Grove Economic Development Commission:

Date: Nov. 3 2016

Signed: 
EDC Chair

APPROVED

Forest Grove Historic Landmarks Board
Community Auditorium, 1915 Main Street
September 27, 2016 -- 7:15 P.M. Page 1 of 2

3E

Members Present: Jennifer Brent, George Cushing, Larissa Whalen Garfias, MJ Guidetti-Clapshaw, Kaylene Toews (01 vacancy)
Member Excused: Holly Tsur
Staff Present: James Reitz
Council Liaison: Richard Kidd was excused
Citizens Present: 04 (Scott Kistler, Tim Rippe, Claude Romig, Jill Smith)

1. **Call to Order:** Toews opened the meeting at 7:16 p.m.
2. **Citizen Communication:** Scott Kistler of 2325 "A" Street updated the Board on his project to relocate the front door of the Oscar Brown house. Because the project complied with the design standards, staff had already approved it, but he wanted to ensure that the Board was up-to-date. Mr. Kistler shared photos of where the door was, and his plans on putting it back in its original location.

3. **Action Items / Discussion:**

A. Preservation Grant Request – Rasmussen-Price House at 1653 Birch Street (Washington County Tax Lot 1S3 6BD-15000). Applicants: Claude and Lisette Romig. File Number 311-16-000182-PLNG. Claude Romig was present to discuss his seismic upgrade project. He proposes using Universal Foundation Plate anchors to connect the house to the foundation. Of the two bids he received, he chose to use Western Construction System because of their broader range of basement repair experience, should the basement need additional work at a later date. The project should take 2-3 days with work starting at some point in December or January. **Cushing/Garfias to award a \$1,000 grant. Motion carried unanimously.**

B. Media Outreach – Jill Smith from the *News-Times* was present to discuss the possibility of the HLB partnering with the paper to publish articles of historic interest and education. She had already reviewed some of our newsletters on the website, and expressed interest in using some of those articles. She thought that items could be published in the home improvement and home and garden sections, which could capture a greater audience. Other options may be a regular column or a monthly/quarterly column. She was open to receiving samples of columns to review and edit.

The Board thought this option might be valuable, but wanted to discuss it further before making a commitment. Discussion was tabled until next meeting.

C. Public Safety Open House (October 15 at the Forest Grove Fire Station): Cushing reported that Matt Stone Insurance will have information on items that are not generally covered on insurance. Cushing also contacted NW Natural Gas but their attendance is unconfirmed at this time. Stacy Metzger, a volunteer with Fire Department and organizer of the Map Your Neighborhood program, will also attend.

Set up will begin at 9:00 a.m. The Fire Department will have tables and chairs for our use. Cushing will bring grant applications and the HLB display board. Garfias created kids games and will need copies of these for handouts. Several members plan on helping staff the table.

D. Preservation Plan Adoption – The Board had no further edits of or discussion about the proposed plan. **Brent/Cushing to adopt the Forest Grove Preservation Plan 2017-2026. Motion carried unanimously.** Reitz noted that the City Council will need to endorse the plan as well; the date for doing so has yet to be determined.

- E. **Pacific University Master Plan Update** – Reitz requested that the Board review and comment on the historic preservation aspects of the draft update. Board members expressed concern that the plan was too vague, leaving things open to change at a later date. Members also noted that by replacing old buildings with new, it may change the character not only of the Pacific University campus but also of the surrounding neighborhoods as the university expands into them.

4. Old Business/New Business:

- Approval of HLB Meeting Minutes. **The meeting minutes of August 30, 2016 were approved with minor corrections.**
- Council Liaison Report: No report as Kidd was excused.
- Staff Update: Reitz reminded the Board of the upcoming CLG Workshop on November 2nd. He encouraged everyone to attend. He also reported that Restore Oregon had prepared a Preservation Tool Kit, and offered to provide copies of some or all of it upon request.

- 5. Adjournment:** The September 27, 2016 meeting adjourned at 8:38 p.m.

These minutes respectively submitted by MJ Guidetti-Clapshaw

8P

APPROVED

PUBLIC SAFETY COMMISSION
Forest Grove Fire Department
1919 Ash St.
September 28, 2016

Minutes approved by Public Safety Advisory Commission on 10/26/2016

1. ROLL CALL

Meeting called to order by Drue Garrison at 7:31 am.

Members Present: Tim Rippe, Robert Mills, Glenn VanBlarcom, Anne Niven, Drue Garrison, and Thomas Epler (arrived at 7:50am).

Members Absent: Mason Brown

Liaisons Non-Voting Representatives Present: Guy Storms, Ron Thompson, Robert Farris and Nick Chan.

Others Present:

Patrick Wineman, Kevin Ellingsburg and Kara Oliver.

2. INTRODUCTIONS

Self-Introductions were made.

3. CITIZEN COMMUNICATIONS

None at this time

4. APPROVAL OF MINUTES

MOTION: Robert Mills moved, seconded by Glenn VanBlarcom to approve minutes from August 24th, 2016. **MOTION CARRIED 5-0 by voice vote.**

5. ADDITIONS/DELETIONS

None

6. STAFF REPORTS

Police Department- Captain Ellingsburg addressed the memorandum document. Some highlights include:

- Patrol presence has been strong at the local schools, both in the morning and afternoon.
- Two digital security cameras have been ordered to replace existing analog cameras that continue to fail.

There was a round table discussion regarding the potential for body worn cameras. There will be a presentation on the matter during a future meeting.

- An ex- Forest Grove resident was sentenced to an additional 120 months in Federal Court, to add onto his existing sentence for multiple

child molestation charges. This was a case that Forest Grove took a lead in and will be receiving recognition for at an upcoming OPOA conference.

- Chief Schutz was the keynote speaker at the Criminal Justice Information Services Conference in Seaside this last week.

Fire Department – Chief Wineman reported that there was a chimney fire on Hwy 47 that was contained to just the chimney. There was a residential fire on 19th and Douglas involving a triplex that displaced multiple families. There was also a five patient car accident and the department received support from Banks Fire on that incident. The department is currently preparing for their Open House on October 15th. The Fire Prevention Division has been working on fire prevention week programs at all the local schools. The truck committee is still in the process of deciding on ladder truck vendors. No decisions have been made yet.

There was a roundtable discussion regarding contact procedures during a lockdown. Rob Farris stated that the district is responsible for notifying schools in the event of a lockdown, but not responsible for notifying private schools. Rob Farris made a recommendation to the district to incorporate notification of private schools in the event of a lockdown.

City Council – The Mayor, City Manager and Council Thompson will be attending the League of Oregon Cities Conference in Salem today to bring attention to four items:

- Recreational Liability- leagues playing in city parks- can be sued, but at a fixed number
- Transportation- bridges and roads
- Property Tax- increase to the market value
- PERS- how much is owed- approximately 22 billion

The Watershed tour that was originally listed for October 7th has been moved to the 21st. The general public is invited, but they must RSVP to let Engineering know. The Mayor's dinner will be held on October 22nd and leaf pick up will be on the 23rd.

The City has contracted a publishing company to make all city ordinances electronically available to the general public.

The marijuana public hearing for both applications will be conducted on October 17th.

Fourteen people have been appointed to a committee, other than the technical committee, to discuss affordable housing.

Light and Power will be requesting one megawatt for the period 2021-25 from

Bonneville power. They must do this in order to request any increase in the future. This could potentially put us at tier 2 which will cause an increase in prices.

7. **OLD BUSINESS**

Graffiti Task Force Review-

MOTION: Moved by Tim Rippe, seconded by Glenn VanBlarcom to donate Graffiti Task Force supplies to Habitat for Humanity. **MOTION CARRIED 6-0 by voice vote.**

The receipt of the donation will be submitted to Paul Downey upon donation. Election of a new chairperson will occur in the last PSAC meeting of the year, November 28, 2016.

NNO Report Update- The communication for the planning and the coordination is to begin as early as December. This helps take care of some of the bigger decisions like date/time/venue. Publicity was much more inclusive this year. The event layout will be tweaked in regards to the location of the band and children activities. The location of the fire apparatus will be dependent on weather.

Day of the event planning, the main issue is parking and how to effectively block off roads without it affecting business. Other ideas for next year include changes to the scavenger hunt, food vendor selection, and a potential dunk tank.

Approximately \$2,700 is in the bank for next year's event. There was a roundtable discussion regarding applying for a CED Grant to acquire reusable water bottles and incorporate an informative water booth.

8. **ANNOUNCEMENT OF NEXT MEETING** – October 26, 2016 at Forest Grove Fire Department.

9. **ADJOURN**

The meeting was adjourned at 8:32am.

Recorded & submitted by Kara Oliver, Administrative Assistant

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Monthly Building Activity Report

October-16

2016-2017

Category	Period: October-15		Period: October-16	
	# of Permits	Value	# of Permits	Value
Man. Home Setup			1	\$ -
Sing-Family New	10	\$ 2,382,910.74	4	\$ 1,503,646.00
SFR Addition & Alt/Repair	4	\$ 11,399.35	8	\$ 151,949.00
Mult. Fam. New/At	1	\$ 25,800.00		
Group Care Facility				
Commercial New				
Commerical Addition				
Commercial Alt/Repair	5	\$ 602,500.00	8	\$ 764,314.00
Industrial New				
Industrial Addition				
Industrial Alt/Repair				
Gov/Pub/Inst (new/add)				
Signs	2	\$ 2,515.00	3	\$ 13,780.00
Grading			2	
Demolitions			1	
Total	22	\$3,025,125	27	\$ 2,433,689.00

Fiscal Year-to-Date

2015-2016		2016-2017	
Permits	Value	Permits	Value
110	\$16,411,827	105	\$12,102,820

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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>3H</u>
MEETING DATE:	_____
FINAL ACTION:	_____

CITY COUNCIL MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

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

DATE: *November 14, 2016*

SUBJECT: *Resolution Making Appointment to Public Arts Commission*

The Council interviewed Michael Goetzke in Work Session, held October 24, 2016, and made recommendation to appoint Goetzke to PAC. Staff has contacted Goetzke who has advised staff that he is available and interested in serving and filling the vacancy on the PAC.

STAFF RECOMMENDATION:

Staff is recommending the City Council consider approving at the Council meeting of November 14, 2016, a resolution making the above-noted appointment. If Council desires not to make this appointment, Council may reject placing this item on the Consent Agenda and/or discuss separately.

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RESOLUTION NO. 2016-60

**RESOLUTION MAKING APPOINTMENT
TO THE CITY OF FOREST GROVE
PUBLIC ARTS COMMISSION**

WHEREAS, Resolution No. 2006-06 has provided for a Public Arts Commission;
and

WHEREAS, Resolution Number 2006-10 provides that vacancies on City Advisory Boards, Committees and Commissions brought about by resignation or removal shall be filled by appointment to fill the full unexpired term of that seat by City Council and also provides that incumbents of a standing Citizen Advisory Boards, Committees, and Commissions may reapply for appointment; and

WHEREAS, there currently exist a vacancy on the Public Arts Commission; and

WHEREAS, the City Council has received application from citizen desiring to serve on the Public Arts Commission, and subsequently interviewed citizen making application for service on this Commission.

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

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

<u>Last Name:</u>	<u>First Name:</u>	<u>Term Expires:</u>
GOETZKE	MICHAEL	DECEMBER 31, 2017

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

PRESENTED AND PASSED this 14th day of November, 2016.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 14th day of November, 2016.

Peter B. Truax, Mayor



B&C Interview
October 24, 2016, 5:55 pm

CITIZEN ADVISORY BOARDS, COMMITTEES, & COMMISSIONS

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

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

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

NAME: Michael Adam Goetzke
RESIDENCE ADDRESS: [REDACTED] Ave Forest Grove, OR 97116
MAILING ADDRESS: _____
EMPLOYER: World Wide Technology

HOME PHONE: [REDACTED]
BUSINESS PHONE: _____
E-MAIL: [REDACTED]
OCCUPATION/PROFESSION: Sales Rep

Years living in Forest Grove? .5 Live in City limits? Yes How did you hear of this opportunity? Forest Grove.Gov

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

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

Why are you interested in serving on the Advisory Board/Committee/Commission? I'm looking to get more involved in the local community and making Forest Grove a better place to live.

What contributions do you feel you can/will make to the Board/Committee/Commission? I believe I bring a different perspective Being relatively new to the city of Forest Grove I have a lot of ideas on how to improve this already great city.

What qualifications, skills, or experiences would you bring to the Board/Committee/Commission? I currently serve on the board of directors for the Cabana at Waikiki as Vice President. I also have extensive experience working with State Governments.

Previous/current appointed or elected offices: N/A

Previous/current community affiliations or activities: N/A

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

<u>[REDACTED]</u>	<u>6/23/16</u>
(These certified forms are given to the community and will attend the required meetings if appointed)	

Team Exp 12/31/17

(App 01/14)



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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>31</u>
MEETING DATE:	_____
FINAL ACTION:	_____

CITY COUNCIL MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

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

DATE: *November 14, 2016*

SUBJECT: *Resolution Making Appointment to Public Safety Advisory Commission*

The Council interviewed Jayne Cravens in Work Session, held October 24, 2016, and made recommendation to appoint Cravens to PSAC. Staff has contacted Cravens who has advised staff that she is available and interested in serving and filling the vacancy on the PSAC.

STAFF RECOMMENDATION:

Staff is recommending the City Council consider approving at the Council meeting of November 14, 2016, a resolution making the above-noted appointment. If Council desires not to make this appointment, Council may reject placing this item on the Consent Agenda and/or discuss separately.

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RESOLUTION NO. 2016-61

**RESOLUTION MAKING APPOINTMENT
TO THE CITY OF FOREST GROVE
PUBLIC SAFETY ADVISORY COMMISSION**

WHEREAS, Resolution No. 2005-56 has provided for a Public Safety Advisory Commission; and

WHEREAS, Resolution Number 2006-10 provides that vacancies on City Advisory Boards, Committees and Commissions brought about by resignation or removal shall be filled by appointment to fill the full unexpired term of that seat by City Council and also provides that incumbents of a standing Citizen Advisory Boards, Committees, and Commissions may reapply for appointment; and

WHEREAS, there currently exist a vacancy on the Public Safety Advisory Commission; and

WHEREAS, the City Council has received application from citizen desiring to serve on the Public Safety Advisory Commission, and subsequently interviewed citizen making application for service on this Commission.

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

Section 1. That the following person is hereby appointed to the City of Forest Grove Public Safety Advisory Commission for the following term:

<u>Last Name:</u>	<u>First Name:</u>	<u>Position:</u>	<u>Term Expires:</u>
CRAVENS	JAYNE	AT-LARGE	DECEMBER 31,2017

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

PRESENTED AND PASSED this 14th day of November, 2016.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 14th day of November, 2016.

Peter B. Truax, Mayor



B&C Interview
October 24, 2016, 6:25 pm

CITIZEN ADVISORY BOARDS, COMMITTEES, & COMMISSIONS

(Please complete, sign and date application form and return to:
City of Forest Grove
Attn: Anna Ruggles, City Recorder
1924 Council Street • P. O. Box 326
Forest Grove, OR 97116-0326
Fax • 503 992 3207 Office • 503 992 3235
aruggles@forestgrove-or.gov

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

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

AT-Large

NAME: Jayne Cravens
RESIDENCE ADDRESS: Birch Street
MAILING ADDRESS:
EMPLOYER: Self

HOME PHONE: [REDACTED]
BUSINESS PHONE: [REDACTED]
E-MAIL: [REDACTED]
OCCUPATION/PROFESSION: Consultant to nonprofits & a

Years living in Forest Grove? 3 Live in City limits? yes How did you hear of this opportunity? web site

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

What ideas do you have for improving "Fair" or "Poor" performance? The city needs to do a much better job of communicating events and other public information via the web and social media

Why are you interested in serving on the Advisory Board/Committee/Commission? I would like to participate more in city government activities.

What contributions do you feel you can/will make to the Board/Committee/Commission? I have advised nonprofits on service and understand the basic standards of public safety

What qualifications, skills, or experiences would you bring to the Board/Committee/Commission? Grant writing, public relations, addressing criticism, awareness-building, outreach to under-served communities

Previous/current appointed or elected offices: Served on Canby Bicycle & Pedestrian citizens committee

Previous/current community affiliations or activities:

If not appointed at this time, may we keep your name on file?

Yes No

[REDACTED] June 20, 2016

Term EXP 12/31/17

(App 01/14)



OLD TOWN LOOP TRAIL PROJECT

Council Update

- How we got here?
- Progress to-date

A place where families and businesses thrive.

Intersection B Street and Loop Trail



A place where businesses and families thrive.

Eastern section looking south



Eastern Section looking north



A place where businesses and families thrive.

South End near Hwy 47



A place where businesses and families thrive.

Birch Street Entry (Saucy Property)



A place where businesses and families thrive.

North side near Ash Street



A place where businesses and families thrive.

Path to Success

- Council Approves Grant Applications:
Local Government Grant Program 2014 State Parks.
Metro Nature in Neighborhoods Grant Program 2014.
 - Grants approved by both Agencies.
 - Neighborhood meetings held.
 - Design Finalized.
 - Permitting from Agencies (Washington Co., DSL, Army Corps, CSW, City of Forest Grove)
 - Construction begins. 9/15/16.
 - Construction completed 11/10/16

A place where businesses and families thrive.

ORDINANCE NO. 2016-17

**ORDINANCE ADOPTING THE 2016 PARKS, RECREATION AND OPEN SPACE
MASTER PLAN AS AN IMPLEMENTING DOCUMENT OF THE
FOREST GROVE COMPREHENSIVE PLAN; FILE NO. 311-16-000180-PLNG**

WHEREAS, the City Council adopted a Parks, Recreation and Open Space Master Plan (Master Plan) in 2002; and

WHEREAS, the Master Plan process included data gathered from over 780 responses from citizens of the City of Forest Grove; and

WHEREAS, the Master Plan establishes goals, polices and recommendations for City decisions related to parks, recreation and open spaces for a ten-year period; and

WHEREAS, the Master Plan updates the ten (10) year Capital Improvement Plan; and

WHEREAS, the Master Plan is an implementing document to the Forest Grove Comprehensive Plan; and

WHEREAS, the Parks and Recreation Commission accepted the Parks, Recreation and Open Space Master Plan update at its meeting on September 21, 2016, and recommended City Council approval; and

WHEREAS, the Planning Commission held a duly-noticed Public Hearing on the proposed Master Plan on October 3, 2016, and is recommending City Council approval, and

WHEREAS, the City Council held a duly-noticed Public Hearing on the proposed Master Plan on October 24 and continued the hearing on November 14, 2016.

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

Section 1: The City Council hereby adopts the City of Forest Grove Parks, Recreation and Open Space Master Plan, dated September 2016, attached as Exhibit A.

Section 2: The City Council hereby adopts by reference the Planning Commission's Findings and Decision Number No. 16-12, File No. 311-16-00180-PLNG.

Section 3: Resolution No. 2002-19 is hereby repealed upon the effective implementation date of this ordinance.

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

PRESENTED AND PASSED this 24th day of October, 2016.

PASSED the second reading this 14th day of November, 2016.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 14th day of November, 2016.

Peter B. Truax, Mayor

Planning Commission Findings and Decision Number 16-12
Recommend Approval of the 2016 Parks, Recreation and Open Space Master Plan
as an Implementing Document of the Forest Grove Comprehensive Plan
File Number: 311-16-000180-PLNG

WHEREAS, the City Council adopted a Parks, Recreation and Open Space Master Plan (Master Plan) in 2002; and

WHEREAS, the Master Plan establishes goals, policies and recommendations for City decisions related to parks, recreation and open spaces for a ten year period; and

WHEREAS, the Forest Grove Parks and Recreation Commission identified the need to update the Master Plan; and

WHEREAS, the Parks and Recreation Commission accepted the 2016 Parks, Recreation and Open Space Master Plan on September 21, 2016 and recommended City Council approval; and

WHEREAS, the Master Plan is an implementing documenting to the Forest Grove Comprehensive Plan; and

WHEREAS, adoption of the Master Plan update is a Type IV (legislative) land use decision; and

WHEREAS, a Type IV land use decision under Development Code §10.1.700 et. seq. requires a Planning Commission recommendation and City Council approval; and

WHEREAS, the Planning Commission held a duly-noticed public hearing on October 3, 2016, to take public comment and consider the Master Plan update.

The City of Forest Grove Planning Commission does hereby recommend City Council approval of the 2016 Parks, Recreation, and Open Space Master Plan update, dated September 2016, making the following specific findings in support of this decision:

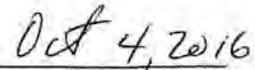
- 1) The Planning Commission adopts by reference the staff report including findings and recommendations dated September 26, 2016.
- 2) The Master Plan Update complies with State of Oregon Land Use Planning Goals pertaining to Citizen Involvement, Land Use Planning, Natural Resources, Public Facilities and Services, Transportation, and Urbanization as described in the staff report dated September 26, 2016.
- 3) The Master Plan Update complies with Metro Regional Framework Plan policies pertaining to regional trails as described in the staff report dated September 26, 2016.
- 4) The Master Plan Update complies with City of Forest Grove Comprehensive Plan elements including Citizen Involvement, Community Sustainability, Land Use,

Public Facilities and Community Services, Transportation and Urbanization as described in the staff report dated September 26, 2016; and

- 5) The Planning Commission supports improving access to parks and recreation facilities in the City; and
- 6) The Master Plan update documents park and recreation needs including additional land required and general locations for future park investments for the 10-year planning period; and
- 7) The Master Plan update establishes a prudent investment strategy for funding parks, recreation and open space projects and programs.



Tom Beck, Chair



Dated



CITY OF FOREST GROVE, OREGON



Parks, Recreation and Open Space Master Plan

Executive Summary

September 2016



www.migcom.com

EXECUTIVE SUMMARY



The ballfield at Thatcher Park is one of many Forest Grove park amenities that support community livability.

Described as one of “the coolest suburbs” in America’s 35 biggest metro areas,¹ Forest Grove combines small town charm with university-caliber opportunities, good restaurants, prospering businesses, and family homes. It has an attractive park system that was built through the efforts of a tight-knit community, with City parks and recreation services supported through partner collaborations, voter-approved funding, volunteer projects, and donations.

This support has been critical since 2002, when the previous *Parks, Recreation and Open Space Master*

WHY PLAN?

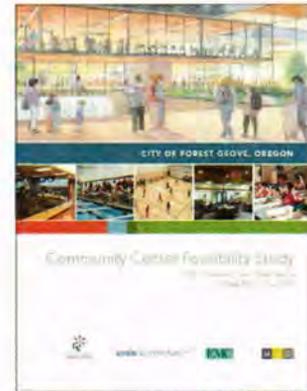
Forest Grove residents want more parks and a greater variety of recreation opportunities. This Master Plan provides guidance to build and maintain the desired park system, while considering the community’s willingness to support parks through partnerships, donations, volunteerism and voter-approved funding measures.

¹ <https://www.thrillist.com/travel/nation/best-suburbs-in-america-the-best-suburb-in-35-american-cities?ref=facebook-869>

FOREST GROVE PARKS, RECREATION AND OPEN SPACE MASTER PLAN

Plan was adopted. Many of the City's beloved parks and trails were developed or improved because of the City's ongoing collaboration with residents and partners to fund priority park projects.

While that support has never wavered, much has changed in the last 14 years. A new roadmap is needed to guide investment in the park system. The 2016 *Parks, Recreation and Open Space Master Plan* (Master Plan) re-evaluates community priorities to provide decision-making guidance for the acquisition, development, renovation, maintenance and activation of parks and recreation facilities. It presents a 10-year plan for park and recreation investments.



The Master Plan incorporates findings from the Community Center Feasibility Study.

COMMUNITY VALUES AND VISION

Community leaders, residents, park users, recreation interest groups, recreation providers and key City staff were integral to the planning process. A variety of outreach activities were conducted to make sure different viewpoints were represented in the Master Plan. This broad-based community

feedback helped update the core values, vision, mission and goals that are the underpinnings of plan recommendations. It also guided decisions about the right level of park investment to make and about which projects to advance to support community priorities.

MASTER PLAN INVOLVEMENT

Activity	#
Stakeholder Interviews	4
Online Questionnaire	488
Sports & Recreation Focus Group	15
Hispanic-Latino Focus Group	12
Community Workshops	20
Telephone Survey	220
Citizen Advisory Committee (CAC)	20
Technical Advisory Committee (TAC)	5
TOTAL	784

The following community values, which emerged from community comments, drive this plan: **access for all, one community, stewardship** and **community livability**.

With a population 23,360, Forest Grove has a higher percentage of children/youth and Hispanic/Latino residents, as well as a lower median income, than other cities in Oregon. Affordable recreation options are important as the City provides inclusive recreation opportunities. A forecasted growth of 5,600 residents in the next 10 years will significantly increase needs for parks, recreation facilities and programs.

COMMUNITY'S VISION

A system of parks, recreation facilities, trails and programs that serves the entire community, reflects the character of Forest Grove and protects our natural resources.



Residents of all ages, cultures, incomes and a variety of interests appreciate Forest Grove's parks, programs and community events.

SYSTEM AND SITE RECOMMENDATIONS

The *Parks, Recreation and Open Space Master Plan* identifies broad strategies to enhance park and recreation opportunities city-wide. It presents action items in the following areas:

- **Parks and facilities:** Enhance existing parks and facilities and develop new ones to provide engaging community recreation and social spaces that meet the needs of Forest Grove residents now and as the population grows.
- **Open space, greenways and trails:** Protect natural resources and provide trails to connect people to parks, open space and community destinations.
- **Recreation programs and services:** Activate parks and facilitate and coordinate recreation programs and events for Forest Grove residents.
- **Maintenance and stewardship:** Maintain and replace assets in a sustainable manner. Preserve Forest Grove's historical and cultural heritage, including the tree canopy and natural resources.
- **Collaborative management and partnerships:** Work collaboratively with others to maximize the benefits of the park and recreation system. Involve volunteers, partners, businesses and other agencies to deliver recreation opportunities through shared resources, partnerships and joint use agreements.

The Master Plan also presents design options for each site. The site diagrams (such as the one at the right) take into account community feedback, partnership and programming opportunities to provide direction for updating parks when individual facilities are replaced or new parks are developed.



FOREST GROVE PARKS, RECREATION AND OPEN SPACE MASTER PLAN

Based on these recommendations, the Master Plan indicates which sites need major or minor enhancements,² as well as where new parks are needed. It also suggests ways in which the City could pool resources with partners to increase recreation options. Park projects are proposed across the City to improve recreation opportunities for all (see map on next page). These include recommendations to enhance or provide the following:

- **Community parks:** These larger parks provide a variety of active and passive recreational opportunities for all residents. These parks typically support large group gatherings and protect natural resources.
- **Neighborhood parks:** These small parks provide recreation and play space within biking or walking distance of nearby neighbors.
- **Special use parks:** These parks and recreation facilities provide a unique recreation opportunity for the entire City. Examples include downtown plazas, historic properties, and sports complexes.
- **Open space, greenways and trails:** These natural areas, trailheads and trail corridors support resource protection, outdoor recreation and/or trail use.
- **Partner sites:** The City may support recreation by pooling resources or funding projects at sites owned by partner organizations such as Metro, the Forest Grove School District or Clean Water Services.
- **Additional projects and programs:** In addition to the projects shown on the Park System Map, a downtown plaza and community recreation center are recommended in the long-term, although suitable sites have not yet been identified. The Master Plan also recommends initiating pilot recreation programs, hiring a recreation coordinator, offering more community events and improving park maintenance.

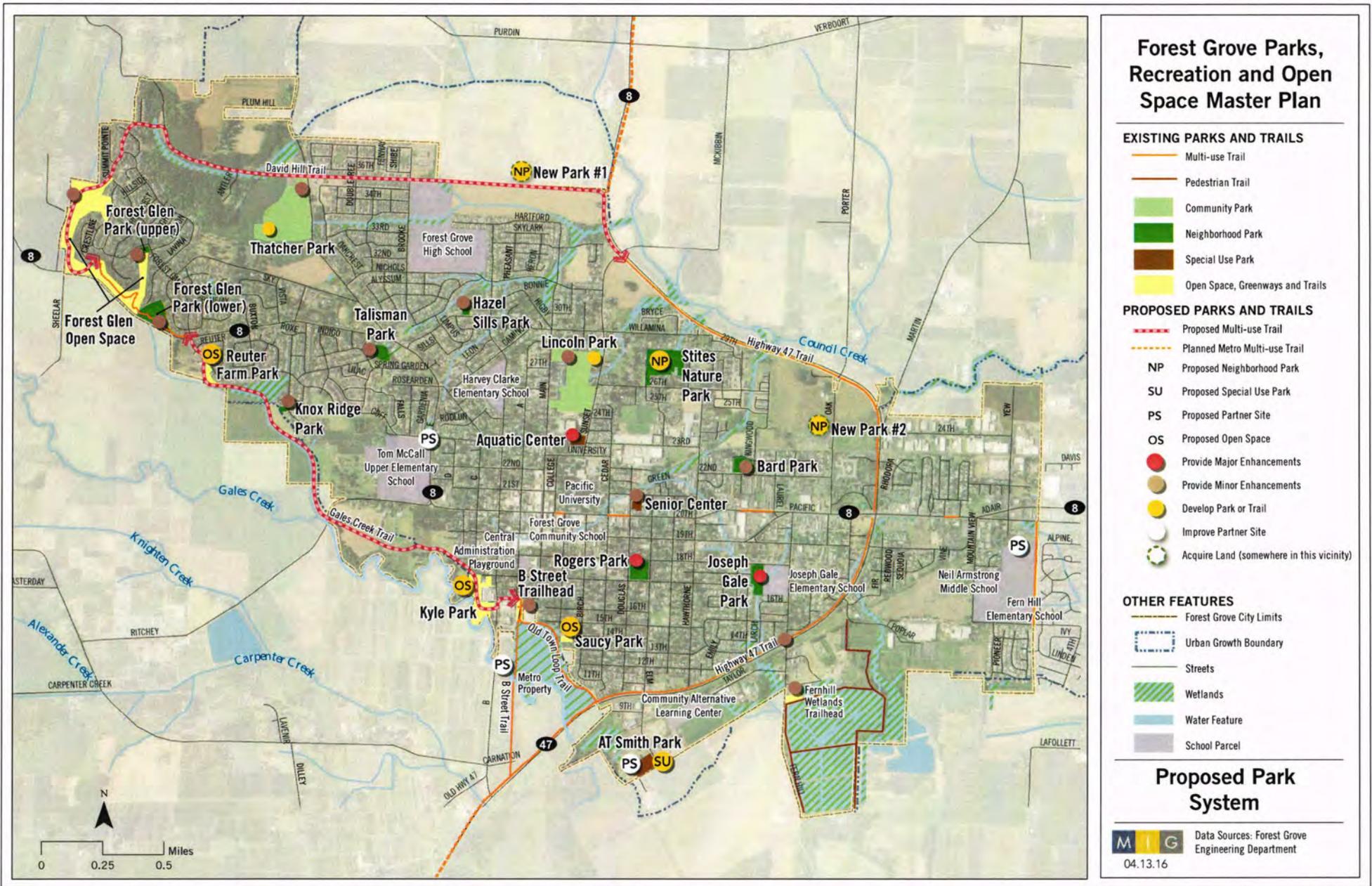
The City would need more than \$90 million in 10 years implement all of these projects and programs. This includes approximately \$12.3 million to enhance existing parks; nearly \$38 million³ to acquire and develop a new community park and recreation center; and \$15.7 million to develop other new parks as recommended. It also includes \$2.1 million annually to maintain all sites once developed, and up to \$775,000 annually to provide recreation programs and events. This is more than the community wants to invest in its park and recreation system at this time.



Park renovations and development may support new recreation options for Forest Grove residents.

² Major enhancements address approximately ½ of the park, while minor enhancements address approximately ¼ of the site.

³ See the *Community Center Feasibility Study* for details on this cost.



10-YEAR IMPLEMENTATION PLAN

The Master Plan introduces a 10-year implementation plan for City leaders and residents to consider when making decisions about park and program funding. The 10-year plan incorporates priority projects as identified by the Citizen Advisory Committee and residents through a statistically-representative Parks and Recreation Telephone Survey. These priorities include:

- **Protect existing investments:** Ensuring that parks are well-maintained and in good condition is the top funding priority. A majority of survey respondents supported a new tax measure to fund repairing existing amenities and facilities, taking care of urban trees, and improving the upkeep of existing assets.
- **Prioritize low-cost options to enhance recreation opportunities:** The second priority is investing in low-cost park development or site improvements with high community benefits.
- **Enhance existing recreation programs and community events:** Residents also indicated a willingness to support investments in more programs and events, such as more afterschool programs and activities for youth, more program and events for adults and families, plus scholarships and better information about existing programs.
- **Consider different funding options to develop more parks and trails:** Both survey results and earlier outreach results suggested that residents want a variety of park projects, as long as the City does not have to raise taxes to implement them. More than 57% of survey respondents indicated it was important for the City to develop its vacant park sites. However, there wasn't support for increasing taxes substantially to fund these projects.

COMMUNITY FUNDING SUPPORT

Telephone Survey findings suggest that residents may be willing to support an annual tax increase of \$25 - \$50 per year for the average homeowner, which would generate \$150,000 - \$300,000 annually to take care of existing parks, provide more programs and events, and invest in minor park enhancements.

Depending on funding decisions made by Council—and the willingness of voters to renew existing levies or support future tax measures—the City may have between \$10 million and \$24 million to invest in capital park projects. The table that follows provides a list of top funding priorities within this range of available funds. Projects are divided into two categories:

- **Primary Projects:** These projects are the most important to implement in 10 years to take care of high-use parks and improve recreation opportunities in underserved areas. They include approximately \$17 million in projects, focusing on existing park projects and renovation (\$9.7 million) and proposed parks and access improvements in underserved areas (\$7.2 million).
- **Desired Projects:** If funding is available, these second-tier projects would help address recreation facility needs and refresh aging parks and facilities. Together these cost approximately \$7.4 million.

Public outreach findings indicate that residents want a higher level of service. More funding will be needed to meet community demands for a greater variety of recreation options. City Council and staff should consider a variety of funding options to achieve community goals.

CAPITAL FUNDING STRATEGIES

To implement priority projects associated with a 10-year plan, City Council and staff should consider several options to fund capital projects:

- **Increase the SDC rate:** To provide parks at the current level of service as the community grows, the City should consider increasing revenues from System Development Charges (SDCs) to meet the needs of new residential development. SDCs are one-time fees imposed on new residential development to address the impacts this growth will have on the park system.
- **Increase the Facilities Major Maintenance Fund:** As the Aquatics Center and Senior Center continue to age, additional funds will be needed for major repairs to keep these buildings operational. Additional dollars from the Facility Major Maintenance Fund could support these facilities.
- **Leverage partnerships, donations and easements to reduce costs:** City leaders should continue working together to explore opportunities to advance community or partner-supported projects. Crowdfunding, fundraising, land swaps and donations, joint facility development, trail easements (rather than land acquisition at market costs) have been important project resources in the past and would support a higher level of service if increased in the future.
- **Revisit a voter-approved bond measure:** The Telephone Survey suggested that there is community support for a small tax measure. If the City pursues a bond to finance other City projects such as a new police station, it may consider a funding a package that includes funds for key park projects. In time, if community demand increases for park improvements and development, the City may find it valuable to re-test community support for a larger tax measure.
- **Apply other funding sources:** The City should evaluate all other potential funding sources. For example, the Public Arts Donation Fund may be able to support the sculpture garden at Lincoln Park. Naming rights could be sold for major new facilities such as an event pavilion (recommended at Lincoln Park) or amphitheater (at A.T.Smith Park). Other funding sources and grants could augment what City funds alone can provide.

OPERATIONS FUNDING STRATEGIES

In addition to the capital dollars, greater operations funding will be needed to maintain new parks and facilities, increase the maintenance level of service at high-use parks, and coordinate programs and events. The following options could be considered to expand operational dollars:

PROPOSED 10-YEAR PLAN: PRIMARY AND DESIRED CAPITAL PROJECTS

	Acre(s)	Park Type	RECOMMENDATIONS					CAPITAL COSTS	
			Acquire Land	Develop Park or Trail	Provide Minor Enhancements	Provide Major Enhancements	Add Facility through Partnership		Estimated Capital Cost
PRIMARY PROJECTS: the most important projects to take care of high-use existing parks and improve recreation opportunities in underserved areas.									
Existing Parks	LINCOLN PARK	25.8	CP	•	•			Improve north end of park as a play, event and social gathering space. Create a plaza with water feature between play area and sculpture garden/natural area. Repurpose BMX track to provide a destination playground including sand and water play features and climbing areas. Upgrade restroom and replace central picnic shelter with reservable event pavilion to support large group gatherings, sports tournaments, community events and festivals and social occasions such as outdoor weddings in the adjacent garden. Develop area with a new entry (parking, signage, access paths) from Sunset Drive. Create a natural area and sculpture garden with a boardwalk, trail and other interpretive elements added near the wetlands.	\$ 14,100,000
	THATCHER PARK	9.5	CP	•	•			Add a natural play area, terraced community gardens, reservable picnic shelter and additional parking. Provide soft-surfaced trails, self directed interpretive elements, and seating/viewpoints through the woods. Acquire dog park site to permanently incorporate this area into the park.	\$ 5,900,000
	JOSEPH GALE PARK	3.8	NP				•	Repurpose the T-ball field to support social and educational gatherings, providing a picnic shelter, community table and updated restroom. Add play elements near this social space, such as climbing wall, outdoor ping pong and bocce. Add natural elements to the existing play area, and improve connections to the school.	\$ 564,000
	ROGERS PARK	3.7	NP				•	Enhance park to embrace play and social gatherings for all ages, incorporating Anna and Abby's Yard (memorial play area), an open central plaza with seatwalls, water spray ground, nature play area, teen play area, a reservable picnic shelter, barbecue, a restroom and additional small sport courts.	\$ 550,500
	FOREST GROVE AQUATIC CENTER	3.0	SU				•	Maintain and repair the aquatic center to continue providing revenue-generating aquatics programs. Continue to monitor facility condition over the long term.	\$ 750,000
	FOREST GROVE SENIOR CENTER	1.3	SU				•	Explore options and minor enhancements to provide additional programming at this facility.	\$ 162,500
	FERNHILL WETLANDS TRAILHEAD	0.9	OSGT				•	Maintain trailhead, restroom and shelter. Repair facilities as needed.	\$ 45,000
	HIGHWAY 47 TRAIL	9.1	TC				•	Resurface trail and add or replace benches where needed.	\$ 455,000
	FACILITY RE-INVESTMENT & DEFERRED MAINTENANCE						•	Establish a fund to repair and replace worn, broken or damaged amenities and facilities in parks where needed. This allows the City to address unexpected repairs or issues immediately.	\$ 500,000
	<i>Existing Primary Projects Subtotal</i>		<i>57.0</i>						
Proposed Parks	SAUCY PARK	0.5	OSGT	•				Develop as an access point to the Old Town Loop Trail. Provide picnic tables, seating options, interpretive features, a natural play area, and natural plantings.	\$ 100,000
	STITES NATURE PARK	10.9	NP	•				Develop as the City's first "naturehood" park, protecting natural elements and serving surrounding neighbors. Provide a parking area and information/interpretive kiosk at the main entrance, adding a picnic shelter and restroom adjacent to the nature play area. Include walking paths, a soft-surfaced loop trails, meadow, wetland plants, viewpoints, interpretive signage, boardwalk, views to the water and nature learning opportunities throughout the site.	\$ 2,616,000
	NEW NEIGHBORHOOD PARK # 1 (David Hill North)	6.0	NP	•	•			Develop as neighborhood park with playground, sports courts (basketball, futsal), small picnic shelter, and practice soccer field.	\$ 3,000,000
	DAVID HILL TRAIL	5.1	OSGT	•	•			Acquire land or easement and develop this segment of the multi-use regional trail, connecting the B Street Trailhead to Kyle Park, Knox Ridge Park, Reuter Farm Park, and Forest Glen Park. [Length: 3.1 miles (16,368 feet)]	\$ 1,530,000
	<i>Proposed Primary Projects Subtotal</i>		<i>22.5</i>						
<i>Primary Projects Subtotal</i>		<i>79.5</i>							<i>\$ 30,273,000</i>

	Acres	Park Type	RECOMMENDATIONS					Estimated Capital Cost	
			Acquire Land	Develop Park or Trail	Provide Minor Enhancements	Provide Major Enhancements	Add Facility through Partnership		
DESIRED PROJECTS: second-tier projects that would help address recreation facility needs and refresh aging parks and facilities.									
Existing Parks	THATCHER PARK (Existing Park Enhancements)	16.0	CP			•		Create an entry plaza to provide access from the proposed multi-use regional trail along David Hill Road. Connect existing features to Phase 2 park development.	\$ -
	BARD PARK	2.8	NP			•		Add a permanent restroom, a community table, more seating, additional picnic tables, and nature play and teen play features such as a climbing wall and small court sports.	\$ 213,000
	TAILSMAN PARK	2.3	NP			•		Enhance play area with more open-ended, free play features. Provide a covered picnic shelter and gathering in the north and an opportunity to add park games and a community table to the south near the gazebo.	\$ 172,500
	<i>Existing Desired Projects Subtotal</i>	<i>21.1</i>							<i>\$ 385,500</i>
Proposed Parks	NEW NEIGHBORHOOD PARK # 2 (Oak Street)	2.5	NP	•	•			Develop as mixed use park with plaza/seating area, play elements, low impact sports courts (e.g., bocce, shuffleboard, pickleball), picnic area, and raised community garden.	\$ 1,250,000
	A.T. SMITH PARK (City)	3.2	SU		•			Develop this site to include community garden beds, a tree covered parking area, an event pavilion and an open area to host classes and programs. (See partnership opportunities related to park land owned by the Friends of Historic Grove.)	\$ 1,600,000
	A.T. SMITH AMPHITHEATER (FHFG)	2.2	PS				•	Develop amphitheater in conjunction with other improvements made by FHFG.	\$ 350,000
	NEIL ARMSTRONG MS SPORTS FIELDS	7.5	PS					Improve four ballfield complex, adding two multi-purpose rectangular sports fields as overlays in the outfields. Provide access paths, a permanent restroom and support amenities.	\$ 1,250,000
	SCHOOL SPORTS FIELD PROJECTS	2.1	PS					Consider options to add one multi-use rectangular field at Tom McCall Upper Elementary School. Also coordinate with the School District in addressing other sports fields needs, such as field lighting at Forest Grove High School and the development of new athletic facilities at the proposed school in the David Hill/North Forest Grove area.	\$ 200,000
	GALES CREEK TRAIL	7.5	OSGT	•	•			Acquire land or easement and develop this segment of the multi-use regional trail, connecting Forest Glen Park to Thatcher Park, Forest Grove HS, a proposed new neighborhood park and the Highway 47 Trail. [Length: 2.1 miles (11,088 feet)]	\$ 2,250,000
<i>Proposed Desired Projects Subtotal</i>	<i>25.0</i>							<i>\$ 6,970,631</i>	
<i>Preferred Projects Subtotal</i>	<i>46.2</i>							<i>\$ 7,356,131</i>	
TOTAL COSTS FOR PRIMARY AND DESIRED PROJECTS								\$ 24,709,131	

Notes: CP = Community Park; NP = Neighborhood Park; SU = Special Use; OSGT = Open Space, Greenway and Trail, PS = Partner Site

- **Apply additional General Fund dollars towards operations:** The City should explore options to increase General Fund support for park operations. By ensuring that major facility repairs and renovations are funded through a renewed Facilities Major Maintenance Fund, that frees up additional General Fund dollars for tasks such as the day-to-day park maintenance or the development/consolidation of recreation information in a website.
- **Renew the local option levy:** The City has relied on a local option to levy to support park maintenance and other City services. This fund is up for renewal and will need voter approval. Maintenance costs will increase as facilities age and new park amenities and facilities are brought online, so renewal or potentially increasing these maintenance funds will be important.
- **Expand and focus the Community Enhancement Fund on program initiatives:** In 1990, the City established the Community Enhancement Fund based on a per-ton fee charged on solid waste disposed at the Forest Grove Transfer Station. Non-profit groups and City-sponsored committees can apply to use these funds for recreational improvements and increased programming that benefit youth, seniors, low income persons and/or underserved populations. As part of the pilot effort to increase recreation programming and events, recreation providers and non-profits should be encouraged to apply for funds to increase recreation services and events. The long-term goal is to transition these pilot programs into fee-based recreation programs that continue to be held in parks without a future subsidy.
- **Consider a recreation/event operational levy:** As demand and support for recreation grows, the City may consider asking voters to approve a small tax measure (e.g., \$25 - \$50 annually for the average homeowner) to fund a recreation staff position and increased community events and programs.
- **Provide fee-based programs and reinvest revenues:** The City should consider initiating the pilot investment in recreation programs and events, charging fees to recover facility use costs for programs. Any revenues generated can be reinvested into additional programs.

PLANNING FOR THE FUTURE

In the past, the community has rallied to create a park and recreation system that enhances their quality of life. Community support will continue to be important as residents, City leaders, staff, businesses, non-profits and key partners all work together to implement the 10-year plan for parks, recreation, trails and open space. This collaboration will allow Forest Grove to achieve its vision for the future.



A partnership between the City and Pacific University supports many park facilities such as this stadium at Lincoln Park.



CITY OF FOREST GROVE, OREGON



Parks, Recreation and Open Space Master Plan

September 2016



www.migcom.com



PARKS, RECREATION AND OPEN SPACE MASTER PLAN

September 2016

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Acknowledgements

Many residents, community leaders, staff, and elected officials contributed to this plan to ensure it reflects the vision and needs of our city. The City of Forest Grove greatly appreciates your insights and support of our community's park and recreation system.

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FOREST GROVE PARKS, RECREATION AND OPEN SPACE MASTER PLAN

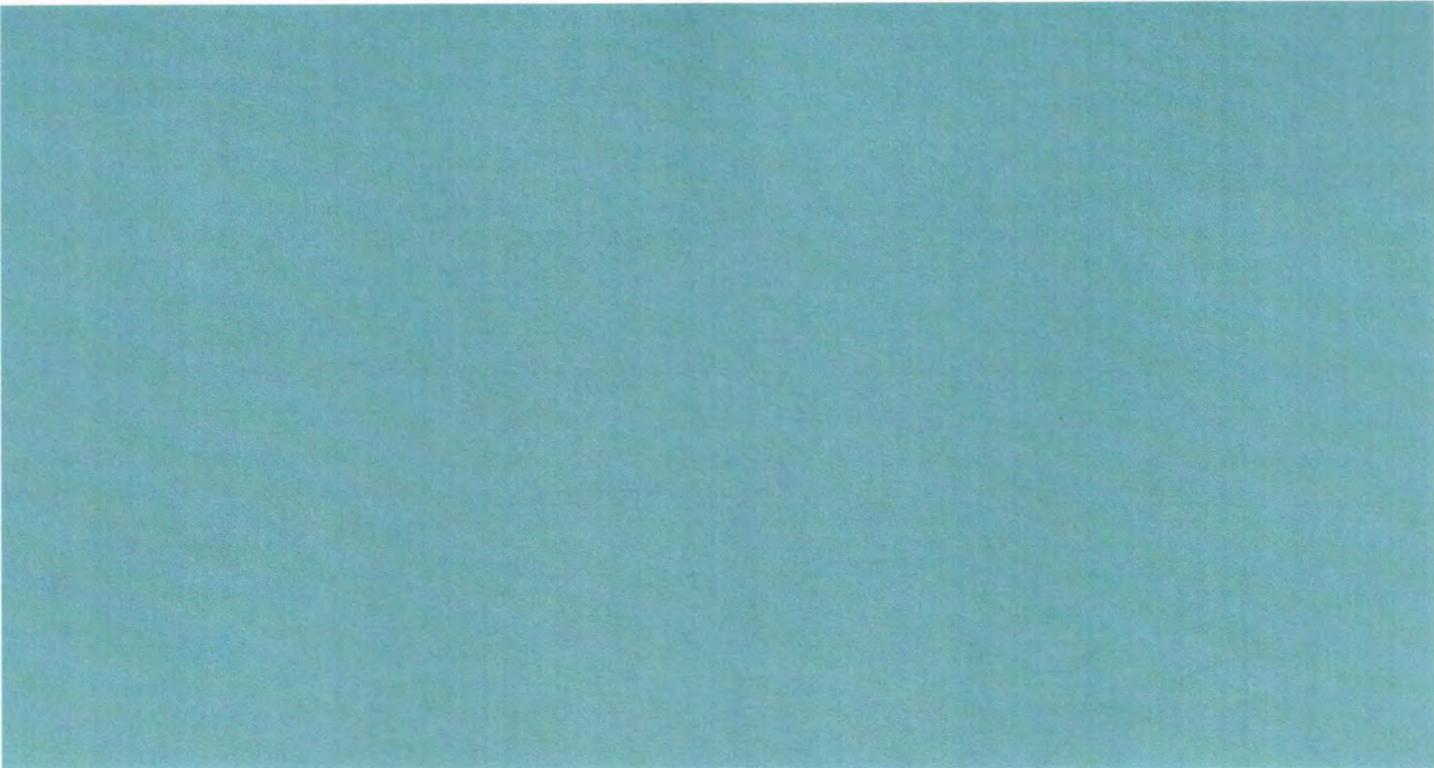
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Todd Winter, Parks and Recreation Commission
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A special thanks to all people who shared their insights through the Hispanic-Latino Focus Group, Recreation & Sports Provider Focus Group, Stakeholder Interviews, Community Workshops, Online Questionnaire, and Park and Recreation Survey. We value your time, effort and contributions to this plan.



CHAPTER 1: Introduction

CHAPTER 1: INTRODUCTION



Parks in Forest Grove support community livability and provide recreation for surrounding residents

Forest Grove is surrounded by rolling hills, evergreen forests and vineyards that enhance the small town charm of the City's historic streets, university, parks, businesses, restaurants and family homes. Its park system was built through the efforts of a tight-knit community, with City parks and recreation services augmented through partner collaborations, volunteer projects, and donations. Like many cities, Forest Grove struggled through the recent recession to fund parks maintenance, repairs and development. However, it found ways to take care of its assets and provide clean, green and attractive parks and recreation facilities that support the City's identity and community livability. Those factors were among the reasons why Thrillist named Forest Grove one of "the coolest suburbs" in America's 35 biggest metro areas.¹

¹ <https://www.thrillist.com/travel/nation/best-suburbs-in-america-the-best-suburb-in-35-american-cities?ref=facebook-869>

Forest Grove is one of the fastest growing cities in the region and in the State of Oregon.² With an expansion of the Urban Growth Boundary and planned new development, the population and number of residential units in Forest Grove will increase over the next ten years, mixing newer development with older neighborhoods and increasing the community’s cultural diversity. The challenge through this period is to retain the strong sense of community and quality of life that characterizes Forest Grove, while meeting growing community needs and protecting historic and natural resources. Parks and recreation, like other City services, will need to address this challenge.

In Spring 2015, the City of Forest Grove began updating the *Parks, Recreation and Open Space Master Plan* (Master Plan) to identify community priorities for enhancing, sustaining and providing recreation opportunities for residents over the next ten years. The Master Plan provides guidance for decisions regarding the acquisition, development, renovation, maintenance and activation of parks and recreation facilities. It provides direction for updating park policies, standards and guidelines to efficiently and wisely invest resources into community-supported projects for the park and recreation system. Recommendations and implementation strategies are based on a community outreach process that ties this plan to residents’ vision of the future, with parks and recreation services continuing to play an important role in creating a livable community.

1.1 THE PLANNING PROCESS

The Master Plan was developed through a four-phased planning effort (Figure 1.1). The planning process included a *Community Center Feasibility Study* (Feasibility Study) to explore options for developing and operating an indoor community recreation facility to enhance recreation programming for Forest Grove residents. Feasibility Study findings were integrated through the master planning process to consider a community center in the context of other potential community priorities and recreation needs. This integrated approach was designed to help Forest Grove leaders make informed decisions about funding priorities for recreation services.



FIGURE 1.1:
PLANNING
PROCESS

² PSU 2015 Annual Population Report, Portland State University, <https://www.pdx.edu/prc/population-reports-estimates>.

The Master Plan updates the City's 2002 *Parks and Open Space Master Plan* as well as the 2007 *Community Trails Master Plan*. It follows the adoption of the City's 2014 *Comprehensive Plan*, which provided guidance on forecasted growth and land uses, as well as the 2014 *Transportation System Plan*. It was developed simultaneously with the City's new *Forest Management Plan*, as well as the *Old Town Loop Trail Master Plan* and implementation. The Master Plan also provides data for updating the City's Parks System Development Charge (SDC) methodology following this planning process.

1.2 MASTER PLAN ORGANIZATION

The *Parks, Recreation and Open Space Master Plan* contains six chapters and seven appendices. The chapters introduce the plan, describe the planning context, identify community needs, describe the community's vision and goals for parks and recreation services, present system wide and site-specific recommendations and guidelines for parks and recreation facilities, and propose investment options and a 10-year implementation plan for meeting community needs.

The appendices provide critical background information for the planning process, such as the park and facility inventory, forest management plan, integration with Comprehensive Plan and Statewide planning goals, park design and development guidelines, capital and operations costs, a list of potential funding and partnership sources and a prioritization scorecard to assess priority projects in the future.

The Master Plan is based on the findings of additional documents completed during the planning process. Noted in the side bar to the right, these documents are available from the Forest Grove Parks and Recreation Department.

RELATED PLANS

- Comprehensive Plan (2014)
- Community Forest Management Plan (2016)
- Old Town Loop Trail Master Plan (2016)
- Transportation System Plan Update (2014)

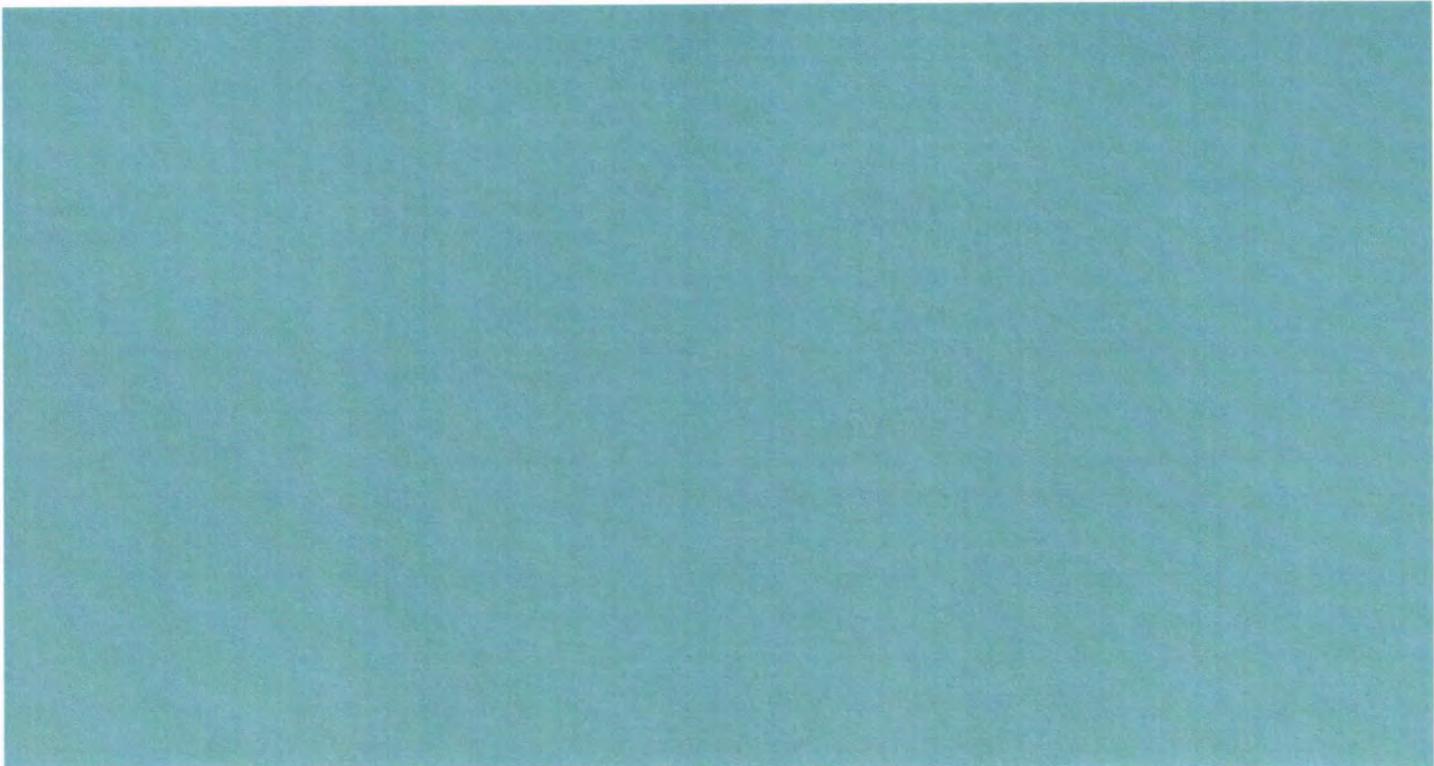
RELATED DOCUMENTS

The following documents are available under separate cover:

- Existing Resources Summary Memo
- Needs Assessment Summary Memo
- Community Recreation Questionnaire Summary
- Telephone Survey Report
- Community Center Feasibility Study
- SDC Methodology



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CHAPTER 2: Planning Context

CHAPTER 2: PLANNING CONTEXT



The view of the B Street Trail and Metro Wetlands from the Saucy Park Property

The City of Forest Grove is a historic and scenic community located in western Washington County, Oregon, at the base of the northern Coast Range mountains. Located only 25 miles west of Portland, residents enjoy the City's sense of community and small town atmosphere, yet have access to a range of urban-based services and opportunities.

Within Forest Grove, the City provides a variety of parks and open spaces to serve City residents. This chapter introduces the planning area, community demographics, and park and recreation system to provide a foundation for the needs assessment (Chapter 3) and recommendations (Chapters 4 and 5) that follow. It highlights key findings from the Existing Resource Summary, which is available under a separate cover.

2.1 PLANNING AREA

Forest Grove is the westernmost community within the Portland Metropolitan urban growth boundary (UGB) and has a land area of nearly six square miles.² Adjacent to Forest Grove is the City of Cornelius to the east and unincorporated forest and farmland to the north, south and west. Current land use and future development affect the character of the community.

- **Unique sense of place:** Tucked between mountains and farmland, and less than 10 miles from both Hagg Lake and the Tualatin River, Forest Grove gains much of its small town character from its surrounding landscapes and development pattern. The City's neighborhoods include three historic districts, characterized by small, walkable, blocks and mostly gridded streets, with a mix of historic buildings (mid-19th to early 20th Century) and newer construction. Once a collection of large-lot farm sites, Forest Grove grew up around the Pacific University campus (originally Tualatin Academy, est. 1849), and the adjacent historic town center.³
- **Impact of nearby communities:** The adjacent city of Cornelius has a population of approximately 12,200, with about half of its land area served by the Forest Grove School District.⁴ The City of Hillsboro is the nearest large city to the east, with a population of approximately 102,347. Hillsboro's proximity and recent growth due to major employers, such as Intel (19,500 employees) and other tech and service companies,⁵ have impacts on Forest Grove. These impacts include a demand for housing and the need for new or expanded roads to accommodate commuting to Hillsboro-based jobs.⁶
- **Planning for future growth:** The majority of new growth is planned to occur in northwest Forest Grove within the existing Urban Growth Boundary (UGB). City estimates indicate the potential to add between 2,100 to 2,600 new housing units city-wide, as well as new schools and businesses. Most of the residential development (approximately 2050 new housing units) is forecasted to occur in west Forest Grove.⁷ New growth and future development will increase the demand for parks, trails, recreation facilities and programs.

2.2 DEMOGRAPHICS

The population in Forest Grove continues to grow, creating a diverse family-oriented community that is both younger and lower in income than in the State and nation as a whole.

² Urban Growth Boundary map, Metro, August 2014. http://www.oregonmetro.gov/sites/default/files/UGB_080814.pdf.

³ Forest Grove Chamber of Commerce website: <http://visitforestgrove.com/>

⁴ Forest Grove Comprehensive Plan (2014)

⁵ City of Hillsboro website: <https://www.hillsboro-oregon.gov/index.aspx?page=298>

⁶ Forest Grove Comprehensive Plan (2014)

⁷ City of Forest Grove, West Side Capacity Analysis

- Continued population growth:** According to City population estimates, 23,365 people reside in Forest Grove today (2016). If a 2.3% population growth rate is applied over the next ten years, (the high growth rate in the City’s Economic Opportunity Analysis⁸), the City will have a forecasted population of 28,970 residents in 2026. Previously, the City’s average annual population growth rate was about 1.9% between 2000 and 2010, and 1.7% between 2010 and 2015.
- Family housing and homeownership:** Residential land uses account for approximately 42% of Forest Grove’s total land area.⁹ The total approximate number of housing units in Forest Grove is 7,760 (2014).¹⁰ About one third (32.6%) of those units are multi-family dwellings, compared with a rate of less than one-fourth (23.2%) in Oregon as a whole.¹¹ Rates of homeownership in Forest Grove (56.6%) are lower than the Oregon average (62%).¹²
- Mixed housing densities create greater demand in certain locations:** The majority of new residential development in Forest Grove’s northwest corner is anticipated to include lower density single family homes. Development in the City’s Town Center (as per Metro’s 2040 Growth Concept for the Portland Metropolitan Area) and east Forest Grove, on the other hand, is anticipated to be medium or high density development. According to the Westside Refinement Plan and the 2014 Forest Grove Comprehensive Plan, the City plans to double the residential density in the Town Center area and add some mixed density housing in locations outside the Town Center such as East Forest Grove as well. Areas of higher density development (9+ dwellings per acre) are typically characterized by less green space/yards around units and more people, which increases park needs in those areas.
- Growing school enrollment:** Population growth in Forest Grove and Cornelius affects enrollment in the Forest Grove School District, leading to a greater demand on existing schools. Based on Portland State University’s future population projections, the number of students is anticipated to increase by several thousand in the next 20 years, bringing total district enrollment to 7,888 by 2035.¹³
- Larger Hispanic/Latino community:** Forest Grove has a higher percentage of Hispanic or Latino residents than the state and nation as a whole (Table 2.1). The neighboring cities of

DEMOGRAPHICS

Current Population (2016):
23,365

Future Population (2026):
28,970

Pacific University enrollment
(estimated): 2,500

Percentage of residents
who are Hispanic/Latino:
22%

Percentage of residents
under the age of 15: 20%

⁸ 2014 Forest Grove Comprehensive Plan http://www.forestgrove-or.gov/images/stories/government/pdf/Comp_Plan_Publication_Draft.pdf

⁹ Forest Grove Comprehensive Plan (2014)

¹⁰ ibid

¹¹ U.S. Census

¹² ibid

¹³ Forest Grove Comprehensive Plan (2014)

FOREST GROVE PARKS, RECREATION AND OPEN SPACE MASTER PLAN

Cornelius and Hillsboro also have a higher percentage of Hispanic or Latino residents. Nearly 50% of Cornelius’ residents identify themselves as Hispanic or Latino.¹⁴

TABLE 2.1: HISPANIC/LATINO POPULATIONS:
FOREST GROVE, STATE AND NATION (2013)

	Forest Grove	Oregon	United States
Hispanic/Latino	22.1%	11.9%	16.6%

* Source: US Census Bureau, American Community Survey

- **Higher percentage of younger residents:** Forest Grove’s population is generally younger than that of Oregon and the nation as a whole (Table 2.2). The City has a higher percentage of people who are under 15 years of age, and between 15 and 24 years, as compared to state and national averages, and a lower percentage of people who are between the ages of 25-64.

TABLE 2.2: AGE GROUPS IN FOREST GROVE, STATE, AND NATIONAL POPULATIONS (2013)

	Forest Grove	Oregon	United States
Median Age	34.6	38.7	37.3
Below 15	20.3%	18.4%	19.6%
15-24	17.2%	13.2%	14.1%
25-64	48.5%	53.9%	52.9%
Above 65	13.9%	14.5%	13.4%

* Source: US Census Bureau, American Community Survey

- **Lower average incomes:** The median household incomes in Forest Grove are lower than state and national median incomes (Table 2.3). Income can impact recreation choices and the ability to pay for recreation programming and other fee-based services as well as transportation to parks and facilities.

TABLE 2.3: MEDIAN INCOME IN FOREST GROVE, STATE AND NATIONAL POPULATIONS (2013)

	Forest Grove	Oregon	United States
Household	\$47,363	\$50,229	\$53,046
Per Capita	\$21,568	\$26,809	\$28,155

* Source: US Census Bureau, American Community Survey (2009-2013)

¹⁴ U.S. Census

- **More commutes by walking, carpooling and public transportation:** Forest Grove commuters walk or carpool to work more than state levels, yet there are fewer who commute by bike (Table 2.4).¹⁵ Trails and connections for pedestrian, cyclists and transit users can be an important part of the park system. The availability of multi-purpose trails can influence how people get to parks and facilities provide safe and affordable transportation options and help maintain healthy lifestyles. Towards this end, the City is currently planning for more and improved trails and bike infrastructure.

TABLE 2.4: ACTIVE AND ALTERNATIVE COMMUTING CHARACTERISTICS IN FOREST GROVE AND OREGON (2013)

Commute Mode	Forest Grove	Oregon
Bike	1.1%	2.3%
Walk	5.5%	4.1%
Public Transportation	4.5%	4.2%
Carpool	13.2%	10.3%

** Source: US Census Bureau, American Community Survey*

2.3 PARK LAND

The City of Forest Grove owns nearly 160 acres of park land. This acreage includes five currently undeveloped sites and undeveloped acreage at the City’s most popular community parks. Existing parks provide important recreation opportunities throughout the community. They also have capacity and natural opportunities for enhancement, as described in the findings below. For more details, see Appendix A for a complete park and facility inventory by classification.

¹⁵ U.S. Census Bureau, American Community Survey (2013)



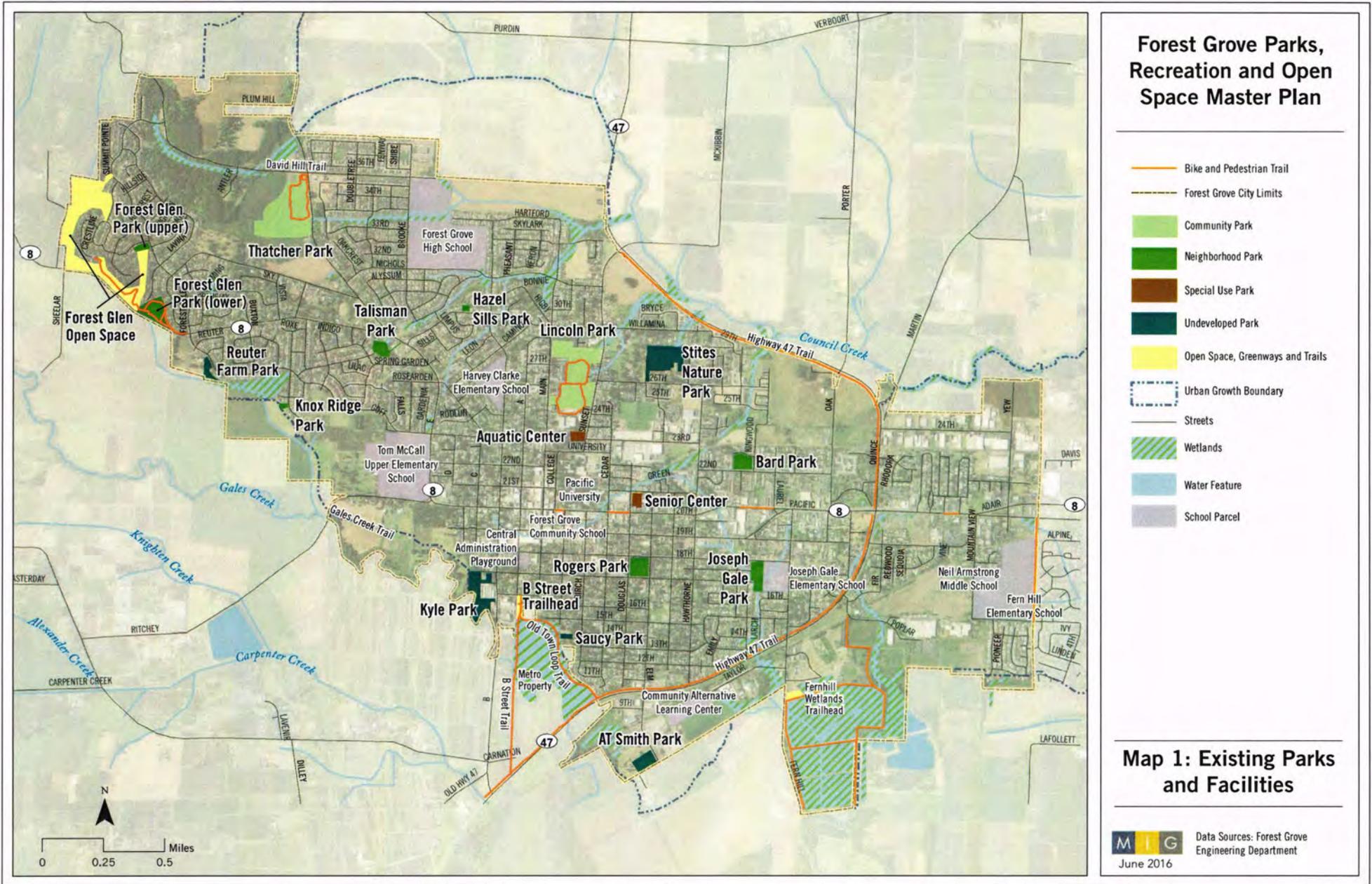
Lincoln Park

- Parks for the entire community:** Map 1 illustrates the location of Forest Grove parks by classification. As noted in the City’s park inventory (Appendix A), Forest Grove provides 158 acres of parks, special use facilities, trails and undeveloped parklands.
- Popular community parks:** Forest Grove’s two community parks are located in the center (Lincoln Park) and in the northwest corner (Thatcher Park) of the City. Both parks are approximately 25 acres in size and contain a variety of athletic and recreation facilities. These large parks provide places for the Forest Grove community to gather, relax, play, exercise and celebrate. Lincoln Park benefits from an investment by Pacific University, which schedules and uses the Lincoln Park stadium and sports fields for university sports programs.
- Abundance of neighborhood parks:** The majority of parks in Forest Grove’s inventory are neighborhood parks. These are small sites, ranging in size from 0.5 acres to 3.7 acres. Some are single residential lots that were developed as park land. Overall, they provide safe local and well maintained spaces for play and relaxation.

QUICK PARK FACTS

The City of Forest Grove provides the following types of park land (Appendix A):

Park Type	Acres	#
Community Parks	51	2
Neighborhood Parks	20	7
Special Use Sites	4	2
Open Space, Greenways and Trails	59	7
Undeveloped Parkland	24	5



- **Undeveloped park property:** This City has undeveloped park acreage at both community parks and five other sites. Each site presents unique opportunities to expand the park system when funding is available. Except for the Stites Property, four of the five undeveloped properties are located on the southern edge of the City's boundary. A.T. Smith Park is home to the historic Alvin T. Smith house, managed by the Friends of Historic Forest Grove. It is the second oldest building in the City and was added to the National Register of Historic Places.
- **Park identity and placemaking:** The City's park landscapes are unique. Several sites incorporate natural features, including varied topography, creeks, wetlands, vegetation and tree cover. Other parks and undeveloped park properties also provide scenic views and/or have ties to the community's heritage and history. Sites such as these have tremendous potential to build on these unique landscapes to create more distinctive parks and recreation experiences.
- **Other parks and recreation areas available:** Forest Grove residents are fortunate to have local access to open spaces and recreational facilities managed and operated by other entities including the Forest Grove School District, Pacific University, Clean Water Services, and Metro Parks and Nature. Beyond Forest Grove, nearby city governments (Hillsboro, Tualatin Hills) and other providers (Metro, Washington County Parks) also additional recreation resources within 10 miles of town.



A.T. Smith Park

2.4 RECREATION FACILITIES AND TRAILS

City parks support recreational amenities and facilities that contribute to the park experience, support user comfort and encourage recreation. These range from park benches to indoor aquatic facilities.

- **Traditional outdoor recreation opportunities:** The City provides a variety of outdoor recreational facilities throughout its park system. Most of these are traditional recreation facilities, such as sports fields, sports courts, playgrounds, and picnic shelters. Some sites have unique features, such as a skateboard park and a BMX track.
- **Two public indoor City facilities:** The Forest Grove Aquatic Center and Senior Center are important community resources. The Aquatic Center provides two indoor pools, a spa and sauna, spray park and water slide. The Forest Grove Senior Center, managed by a non-profit operator, includes rooms for senior programs and social activities. Both facilities are aging.
- **No public community center:** Currently the City does not provide a public community recreation center. While Pacific University owns and operates the Stoller Center, this recreation center/fieldhouse is primarily for student and faculty use. However, this facility is open to residents who purchase a Boxer Club Membership.
- **Single-use sports facilities:** City parks and schools provide a variety of traditional athletic facilities. While the City and School District provides outdoor sports fields and courts, the School District and Pacific University add indoor gymnasiums, a fieldhouse and fitness center available for some community use. Many of the sports fields are single-purpose baseball or softball fields.
- **Investment in play areas:** Play is essential to human well-being, health, learning and happiness. The City provides a traditional playground and open turf play area in every neighborhood and community park.
- **Regional trails and bike paths:** The existing trail system includes the one-mile B Street Trail, running through the scenic Gales Creek floodplain. The City of Forest Grove is working with partners to plan and

QUICK FACILITIES FACTS

The City of Forest Grove provides 68 facilities in 158 acres of public parkland:

Facility Type	#
<i>Athletic Facilities</i>	
• Baseball Fields	4
• Softball Fields	2
• Soccer Fields	3
• Basketball Courts	6
• Tennis Courts	3
<i>Recreation Facilities</i>	
• Horseshoes	5
• Playgrounds	9
• Skateboard Parks	1
• BMX Tracks	1
• Trails/Paths	13
• Offleash Areas	1
<i>Park Amenities</i>	
• Restrooms	5
• Barbecue/Grills	7
• Picnic Shelters	8

implement a bike and pedestrian trails system that improves and enhances local and regional connectivity and promotes active transportation and bike tourism. Locally, this system includes the Emerald Necklace, a planned 13-mile multi-use pathway around the City. The Old Town Loop trail, which will be completed in 2016, will connect the B Street Trail and Highway 47 Trail to create off-street connections along the south western edge of the central city. Regionally, Metro is in the process of planning the



Council Creek Regional Trail will connect the MAX line in central Hillsboro 15 miles through Washington County, including Forest Grove, to the start of the Banks-Vernonia Trail in Banks, Oregon. The Banks-Vernonia Trail is also part of the Tualatin Valley Scenic Bikeway, which runs 50 miles from Rood Bridge Park in Hillsboro through rural Washington County, and includes trails through the Fernhill Wetlands and downtown Forest Grove.¹⁶

- **Nature and loop trails:** There are several nature trails that provide short connections or loops within parks. Popular nature trails exist in Thatcher, Lincoln and Forest Glen parks, and Fernhill Wetlands.
- **Recreation facilities on partner sites:** The City has developed and now maintains several facilities at partner sites. These include a trailhead at Fernhill Wetlands in partnership with Clean Water Services and the B Street Trail in the Metro Wetlands. Friends of Forest Grove Community Garden Organization also manage a community garden located on the utility substation property. The City's dog park at Thatcher Park is on land owned by the City Fire Department. The City recognizes that these recreation facilities are important community resources.

2.5 RECREATION PROGRAMS AND EVENTS

The City of Forest Grove primarily focuses on providing parks and facilities. It plays a more limited role in supporting recreation and events. Currently, the City provides aquatics programs and facilitates senior programs, sports and community events by providing parks and facilities where activities are provided by others.

- **Aquatic Center programming:** The Forest Grove Aquatic Center offers scheduled fitness and swim classes, public open swim and water play opportunities for all age groups, from toddlers to seniors. It also supports the needs of competitive swim and water polo teams from Forest Grove High School, Pacific University and the Forest Grove Swim Club (non-profit).

¹⁶ Ride Oregon website: <http://rideoregonride.com/road-routes/tualatin-valley-scenic-bikeway/>

- **Popular public events:** Community events are held in City parks, on the university campus and in local schools and churches.¹⁷ Popular events range from local food, wine and beer festivals, multi-cultural traditions and celebrations, vintage car shows, sidewalk chalk art contests and holiday activities and events. The City helps coordinate public events and generally works with event sponsors or promoters to run and manage the activities.

- **The role of Main Street:** Main Street is a popular setting for several public events and programs throughout the year. From May to October, Main Street is closed to traffic every Wednesday evening for a farmers' market, hosted by Adelante Mujeres, a local non-profit dedicated to providing education and empowerment opportunities for Latina women and their families.¹⁸ These events and related street closures are not currently under the Parks Department's purview.

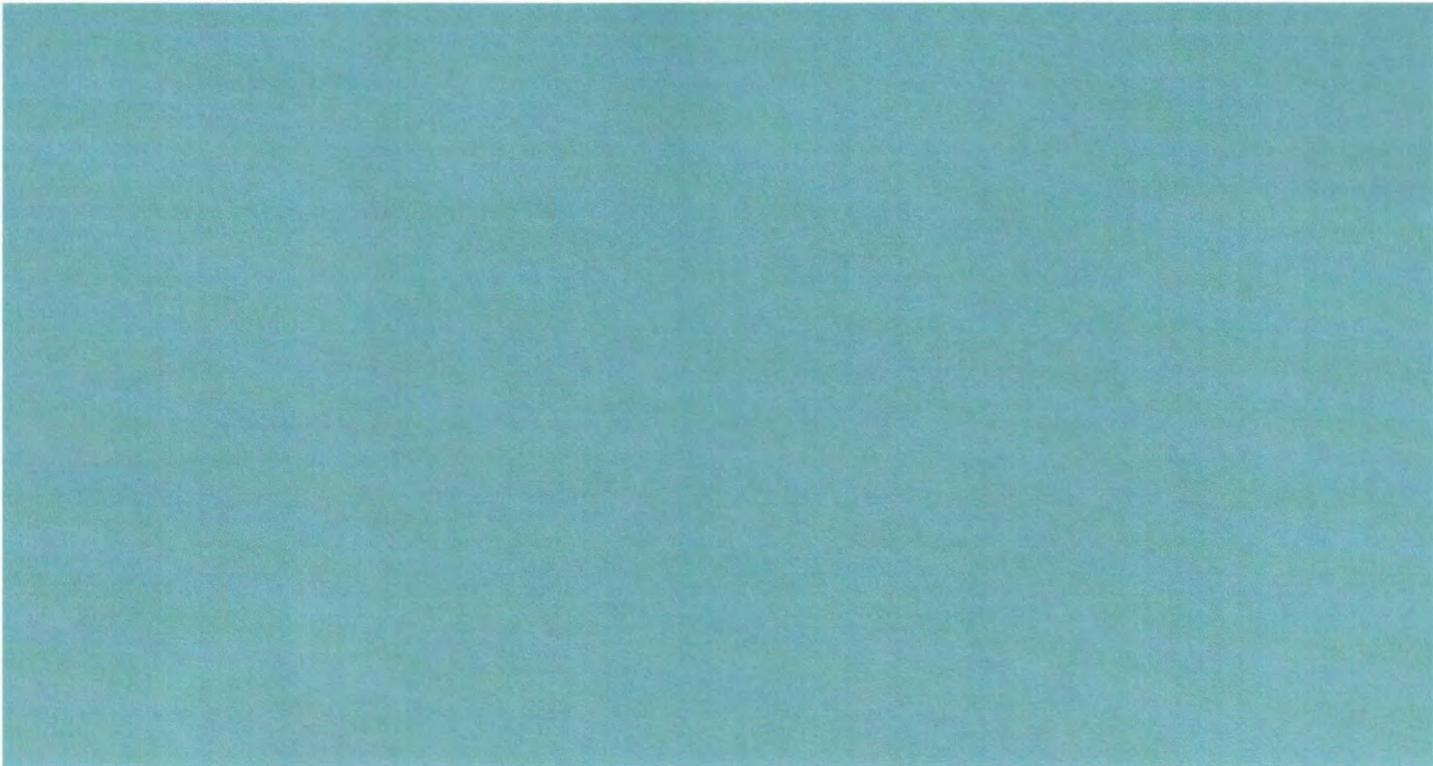


- **Youth athletics provided by vendors and partners:** The City's vendor relationship with Skyhawks Sports Program and partnerships with local organizations and schools provide athletics camps and activities for local area youth. Represented sports include swimming, water polo, soccer, softball, baseball, little league and football.
- **Other recreation providers:** There are numerous, public, private and non-profit groups that offer recreational, cultural or educational opportunities in the City. Adventures Without Limits, a non-profit based in Forest Grove, facilitates outdoor activities for all ages and ability levels, including paddling, rock climbing, caving, snowshoeing, hiking, backpacking and cross-country skiing.¹⁹ The School District partners with the Boys & Girls Club of Portland Metropolitan Area to offer youth summer camps and activities. Adelante Mujeres provides adult education classes and programs as well as childcare and youth leadership programs and organizes a local farmers market.

¹⁷ Forest Grove Chamber of Commerce website: <http://visitforestgrove.com/>

¹⁸ Adelante Mujeres website: <http://www.adelantemujeres.org/market-overview/>

¹⁹ Adventures Without Borders Website: <http://www.awloutdoors.com/>



CHAPTER 3: Park and Recreation Needs

CHAPTER 3: PARK AND RECREATION NEEDS



Rogers Park is one of the City's most popular neighborhood parks, according to community feedback

Since the early stages of the planning process (Spring 2015), public involvement occurred during each step and provided community members with a chance to shape Forest Grove's parks and recreation system. This planning process relied on a range of events and activities to hear from the public and identify the types of ideas and improvements that will be needed to build a stronger system of public parks, recreation opportunities and open spaces. This chapter provides a summary of community needs as expressed by interested and involved members of the public and through a thorough analysis of existing and future challenges and opportunities. The chapter begins with a summary of outreach activities and key themes. The Existing Resources Summary (June 2015) and the Needs Assessment Summary Memo (November 2015) provide additional detail and are available under separate cover.

3.1 LISTENING TO THE COMMUNITY

As part of the effort to identify community needs, the planning process included six different outreach efforts that allowed the planning team to listen to ideas and needs from the community, providing valuable information from community leaders, residents, park users, recreation interest groups, recreation providers and key City staff. More than 560 people participated in the planning process (Table 3.1).

- Stakeholder interviews:** MIG and City staff met on April 29, 2015, with representatives from four organizations that were identified as possible partners in community center or recreation program development. These include: Forest Grove School District, Pacific University, YMCA of Columbia-Willamette and Clean Water Services. Each were involved a one-hour interview to discuss the opportunities, benefits, potential locations, and opportunities to collaborate in facility development, operations or programming.
- Online questionnaire:** MIG developed and administered an online Community Recreation Questionnaire, publicized by the City via a link on the Forest Grove website from July 30, 2015 to September 18, 2015. The purpose was to identify resident perspectives on recreation opportunities and types of improvements and services needed in the future. A total of 488 individuals responded, including 330 fully completed and 158 partially completed questionnaires.
- Sports & recreation providers focus group:** MIG facilitated a focus group with recreation providers on August 20, 2015. The purpose was to identify the perspectives of different organized sports groups regarding the planning process, especially as it related to the specific needs for athletics and recreation programs. Fifteen participants attended, representing sports such as baseball, basketball, football, lacrosse, soccer, softball, tennis and wrestling.

TABLE 3.1: COMMUNITY PARTICIPATION BY ACTIVITY

Activity	#
Stakeholder Interviews	4
Online Questionnaire	488
Sports & Recreation Focus Group	15
Hispanic-Latino Focus Group	12
Community Workshops	20
Citizen Advisory Committee (CAC)	20
Technical Advisory Committee (TAC)	5
TOTAL	564

- **Hispanic-Latino focus group:** On January 28, 2016, the planning team held a focus group meeting with members of the Hispanic/Latino community conducted in Spanish. Participants completed comment cards that corresponded to the presentation questions. Questions focused on topics such as park usage, recreation program participation, the particular needs of the Hispanic/Latino community and participants' ideas for the community center.



- **Community workshops:** On June 8, 2016, the planning team held two community workshops to discuss preliminary recommendations for the Plan Update. Participants weighed-in on preliminary capital project recommendations and discussed potential project priorities for the Plan. Using the same sources of information, the City held the first workshop for Spanish language speakers, followed by an English language workshop. Participants used a worksheet handout to prioritize the types of ideas and draft recommendations from the presentation. Following the presentation, participants asked general questions about the recommendations and larger project.
- **Citizen Advisory Committee (CAC):** The City and MIG convened a project-specific committee of approximately 20 stakeholders representing select local organizations, agencies and interests. MIG facilitated meetings on April 15 and September 30, 2015 to introduce CAC members to the planning process, discuss existing conditions and resources, and identify priority needs for the future. In addition to guiding the development of the Plan Update, CAC members communicate information about the project to the community.
- **Technical Advisory Committee (TAC):** MIG met with five City Staff members eight times through the planning process to discuss document deliverables and project direction. TAC members included the City Manager, Parks and Recreation Director, Administrative Services Director, Community Development Director and Parks Supervisor.

Key Themes

Across all events and activities that occurred throughout the plan process, there were several key themes with implications for park and recreation needs. There is much more information related to these themes and others provided in individual summaries produced during development of the plan and provided under separate cover.

- **Expanding City offerings with nearby resources:** Community members enjoy surrounding state forest land, trails, water bodies and wetlands. According to the questionnaire, many residents visit nearby county and state lands at least one to two times per month. Other comments identified Forest Grove's setting and access to nearby resources as a source of tourism and community pride.
- **Making the most of existing parks:** In general, the majority of community members prioritized the development of more trails and undeveloped park sites. Children's play areas and programs at schools were also high priority improvements, as they were according to the 2002 survey. This aligns with respondents' primary park uses, emphasis on trails and prioritization of programming for children and youth. Maintenance and care of existing assets was a reoccurring message carried throughout the public outreach events.
- **Improving scheduling and coordination of facilities and programs:** When asked about perceptions of program availability, many felt that the City should improve. According to the questionnaire, 32% of respondents selected either not very good or totally inadequate, and 7% acknowledged they do not know what is offered. Focus group participants noted a lack of coordination in scheduling programs and facility use.
- **Improving information and communication:** Several focus group participants noted the general lack of public knowledge regarding recreational programming in Forest Grove. In another focus group, participants knew about recreation programs in Hillsboro, but did not know about any in Forest Grove.
- **Leveraging volunteers and partnerships:** Participants felt that the City should increase reliance on volunteerism and partnerships in providing park and recreation services. Partners such as Pacific University, the YMCA and even the Tuality Hospital should all have a stake in the system. Others noted the lack of volunteers needed to provide a quality recreation opportunity, including a need for volunteer coaches, referees and organizers.
- **Including different voices and cultures:** Many community members identified the vibrant Latino culture in Forest Grove, with a variety of services and Latino-oriented organizations. Others noted the need to include young and old, new and long-time residents that are all part of the community.

3.2 PARK LAND AND OPEN SPACE

Park land and open space needs address the quantity, quality and management of City park and open space property. Based on the Needs Assessment Summary Memo, this section outlines findings from conversations with the community, a GIS-based access analysis and a review of existing standards and trends.

Park Land and Open Space

- **Park land standards:** Since adoption of the previous plan in 2002, the City has continued to work towards meeting its adopted goals for providing park land. However, past standards were based on a goal of providing 18.5 acres per 1,000 residents, which was not achieved even when counting lands provided by schools and other providers, such as Metro. Table 3.2 presents new standards based on a City goal of providing 6.2 acres per 1,000 residents. This is greater than the City's current level of service (of 5.8 acres per 1,000), but more realistic and achievable given potential resources.
- **City-based park standards:** Much has changed since the City adopted its previous standards for park land in 2002. Based on guidance from the project's Technical Advisory Committee and Citizen Advisory Committee, the proposed service level standards in this Master Plan do not include lands owned, managed and maintained by other providers. This method clarifies the City's role in providing parks and open space to meet the needs of City residents, even though visitors, employees and surrounding residents may use City parks and facilities.
- **Needs for new park land:** The City will need an additional 45 acres of developed park land to address community needs in the next 10 years, based on projected population growth. Fortunately, the City has already acquired park properties in several key places that—when developed— would help meet this need. Table 3.2 notes which types of parks are needed.
- **Neighborhood park needs on the Westside:** The City expects to add an estimated 2,050 new housing units in northwest Forest Grove. This area will need access to neighborhood parks, particularly where not served by a private park (managed by a homeowners' association).

FOREST GROVE PARKS, RECREATION AND OPEN SPACE MASTER PLAN

TABLE 3.2: PARK LAND STANDARDS AND NEEDS

PARK TYPE	Existing Standard (acres/1,000 residents)	Existing Park Acres	Existing LOS	Proposed Guideline	Current Need (in Acres) 2015	Net Future Need (Additional Land in Acres) 2026
					23,365	28,970
City-Owned Parkland						
COMMUNITY PARKS	4.0	51.3	2.2	2.2	--	12.4
NEIGHBORHOOD PARKS	1.5	19.7	0.8	1.0	3.7	9.3
SPECIAL USE PARKS	-	4.3	0.2	0.3	2.7	4.4
OPEN SPACE, GREENWAYS AND TRAILS	13.0	59.2	2.5	2.7	3.9	19.0
<i>City-Owned Sites Subtotal</i>	<i>18.5</i>	<i>134.5</i>	<i>5.8</i>	<i>6.2</i>	<i>10.3</i>	<i>45.1</i>
Other Parkland or Recreation Space						
SCHOOLS	-	156.9	6.7		--	--
OTHER NATURAL AREAS	-	120.4	5.2		--	--
<i>Other Sites Subtotal</i>	<i>0.0</i>	<i>277.3</i>	<i>11.9</i>			
Totals for All Parkland	18.5	411.8	17.6	6.2	10.3	45.1

Notes:

1. LOS = level of service
2. Not comparable to 2001 park land needs, which were based on resident and employee populations.
3. For more details on existing park acreage, see Appendix A.

- **Thatcher Park access and residential development:** Much of the area around Thatcher Park is planned as lower density residential development. Currently, minimal development has occurred west of the park and few access roads have been built, which affects the distance people currently travel to reach the park. When residential development occurs and the street network is built, pedestrian and bike access must be provided on the west side of the park to ensure access.
- **Community park needs in East Forest Grove:** While Lincoln Park and Thatcher Park serve residents in central and western Forest Grove within a mile of their homes, the City does not have a community park on the east side. Medium and high-density residential development is projected for the Town Center and east side, which makes the availability of community recreation facilities critical in these areas. This section of the City is home to many lower income residents who may lack transportation options to reach community parks that are farther away.
- **Development of vacant park properties to support recreation:** The City owns five undeveloped properties--each with unique natural, historical or cultural characteristics. Based on questionnaire results, the majority of respondents prioritized improving undeveloped parks, and fewer expressed a need to acquire new park land. None of the City's undeveloped park sites is large enough to support a community park, and the unique site qualities make them different from traditional neighborhood parks. Strategically providing a mix of neighborhood-scale and community-scale recreational facilities at some undeveloped sites and special use sites, where feasible, could help address recreation needs for underserved areas and attract residents with diverse recreation opportunities.
- **Tree canopy and urban forest resources:** Trees are an integral part of the park system, essential to the character of Forest Grove and to environmental and economic wellbeing. There is a need to consider urban forest health, including maintenance requirements, to ensure these resources are sustained for the future. The *Community Forest Management Plan* (Appendix B) describes tree management needs.

3.3 OUTDOOR RECREATION FACILITIES AND TRAILS

A variety of recreation facilities and amenities are needed in City parks. Using results from the Needs Assessment Summary Memo, this section summarizes needs for Forest Grove's outdoor recreation facilities and trails and are based on an analysis of recreation trends and facility standards.

- **Diverse facility development:** Many parks have untapped potential to provide a more memorable and fun experience. There is a general need for a broader range of recreation activities and amenities in Forest Grove parks, a finding reinforced by an assessment of park sites and from community feedback. Forest Grove has a tremendous opportunity to activate more park sites through a system-wide design approach that considers users' perceptions, needs and experiences and moves beyond exclusively numeric standards. The approach to designing and developing new parks should strive to improve this experience by adding new or unique features overtime and as resources permit.
- **New facility guidelines:** Based on guidance from the CAC and TAC, new guidelines are proposed to guide the provision of recreation facilities. As shown in Table 3.3, nine facility guidelines are introduced to calculate facility needs. Unlike standards, guidelines provide some flexibility in how recreation needs are being met which can help the City explore different approaches to reach its goals.
- **Park and facility accessibility:** Many existing parks have accessible trails and paths. However, there is a need and opportunity to establish more universally accessible features across the system, such as accessible and inclusive play areas. Universal design broadens the scope of accessibility to create environments that are usable by all, regardless of ability.
- **Joint use of school facilities:** As shown in Table 3.3, schools play a critical role in meeting the City's facility guidelines and in providing other recreation opportunities. Given these combined standards, the City has an interest in maintaining a joint use agreement or memorandum of understanding with the School District to ensure these facilities remain publicly accessible. In order to continue counting school facilities in meeting city-adopted facility guidelines, the City should track relevant school inventory data to measure its success in meeting standards.

TABLE 3.3: RECREATION FACILITY GUIDELINES AND NEEDS

FACILITY	Existing Standard	Existing Facilities		Total # of Facilities or Miles of Trails	Existing LOS				Proposed Guidelines		Need	
		City	School		1/	1,113	1/	1,550	Current Need (2015)	Net Future Need (2026)		
									23,365	28,970		
DIAMOND BALLFIELDS	1/3,500	6	15	21	1/	1,113	1/	1,550	0	-2		
RECTANGULAR FIELDS	1/1,700	3	12	15	1/	1,558	1/	1,550	0	4		
ACTIVE SPORTS COURTS (E.G., BASKETBALL, TENNIS, PICKLEBALL, FUTSAL, VOLLEYBALL)	1/2,750	9	9	18	1/	1,298	1/	1,400	0	3		
LOW IMPACT SPORTS COURTS (E.G., BOCCE, SHUFFLEBOARD, BADMINTON, HORSESHOES)	ns	4	0	4	1/	5,841	1/	3,200	3	5		
SKATE PARKS	1/20,000	1	-	1	1/	23,365	1/	20,000	0	0		
BIKE PARK	1/20,000	1	-	1	1/	23,365	1/	20,000	0	0		
PICNIC SHELTER	ns	7	-	7	1/	3,338	1/	2,500	2	5		
HARD-SURFACE TRAIL (MILES)	1/6,000	6.3	nd	6.3	1/	3,691	1/	3,000	1.5	3.3		
SOFT SURFACE TRAIL (MILES)	1/8,000	nd	nd	nd		nd		ns	--	--		

Notes:

1. LOS = level of service
2. nd = no data; ns = no existing standard
3. Cannery Field facilities are not included in this analysis.
4. For more details on existing facilities, see Appendix A.

- **New rectangular sports field needs:** Many areas of the community have access to rectangular fields within one mile of residents, given the location of existing fields at City parks and schools. Where neither city-owned nor school fields are available in parts of east central Forest Grove, Cannery Fields helps meet residents' needs. Recreation trends suggest that the demand for rectangular sports fields is anticipated to grow as sports such as youth and adult soccer and lacrosse continue to grow, while football remains strong. A new guideline for rectangular sports fields will ensure that the City continues to provide its current level of service as it continues to grow. Based on this standard, Forest Grove will need four additional rectangular fields over the next ten years.
- **Improved scheduling and maintenance of existing diamond ballfields:** Forest Grove provides more baseball and softball fields than required by its current standards. City ballfields are accessible to central and western Forest Grove. Needs in east Forest Grove are met by the School District. Overall, most residential areas are within one mile of a diamond ballfield. Current gaps around Forest Grove High School and Thatcher Park will be addressed when the road network is developed in those areas. Even if the guidelines are increased to equal the guideline proposed for rectangular fields, no new fields will be needed in the next ten years. Increasing coordination of scheduling for field use and focusing on field maintenance will be critical to meeting current needs.
- **Multi-purpose sport courts:** Regional and national recreation trends show a decline in common court sports such as tennis but an increase in new or emerging sports such as pickleball. Designing some new courts, such as tennis courts, as multi-purpose courts with removable nets allows these same facilities to meet broader sports court needs.
- **Improved connectivity through added trail development:** Since adoption of the *Community Trails Master Plan* in 2007, recreation trends and local community feedback indicate that there is a continued and growing need for hard and soft-surfaced trails and pathways to improve connectivity and provide recreation opportunities. Along with total trail miles, trail needs should also be evaluated by the quality and number of connections they create. The City has a standard for the provision of hard and soft-surfaced trails. However, the City has not tracked trail mileage to determine how well it is meeting this standard. As the City continues to develop and support partners in developing trails, there is a need to inventory trail connectivity as well as monitor progress towards completion of the *Trails Master Plan* goals. At the same time, trail-related activities are needed in parks and open spaces, including loop trails, nature trails and off-road paths.

3.4 RECREATION PROGRAMMING AND EVENTS

Forest Grove's parks and recreation system offers opportunities for learning, exploring, playing, building skills and fitness and as a way to build and strengthen the community. City residents, user groups, businesses and other public and private partners provide the foundation for many existing and potential programs and events. This section describes the types of improvements needed to strengthen existing events and programs, based on findings of the Needs Assessment Summary Memo and ongoing conversations with the community.

- **Expanded recreation programming:** As noted in public outreach comments, there is a desire for more and a wider variety of recreation opportunities in Forest Grove currently. This includes more programs for youth, where the most options exist currently, plus more programs for underserved groups such as adults and low income residents. Along with this existing demand, these needs will continue to grow as the community grows and develops.
- **Collaboration to meet recreation programming needs:** The City has played a limited role in providing recreation programming. It is strongly involved in supporting community events and providing aquatics programs, and it provides facilities used for sports and senior services as well as drop-in outdoor activities. Beyond aquatics, it does not have recreation staff or processes in place to provide instructor-led classes, camps, programs and events. However, the City plays an important role as a convener of recreation groups and as a clearinghouse for information. As it undertakes efforts to expand recreation programming, the City will need to continue to define its role based on its strengths and the strengths of other providers.
- **Additional space for indoor programming and childcare:** The City has limited indoor space to support recreation programming for all ages, as well as childcare and youth development programs. A multi-purpose community and recreation center with space for fitness and active recreation, community gatherings and other types of recreation programming is desired. Both indoor and outdoor space would be needed at the site to maximize program opportunities. However, the cost of such a facility (and subsequent need for revenue generation) may price out some of the residents most in need of services. The School District may be better positioned to address child care and indoor recreation needs for school-age children, using existing school facilities. The Forest Grove Senior and Community Center should continue to be operated to meet senior needs. Adult programming space would still be needed.
- **More outdoor programs and events:** While the public conversation often emphasizes the need for indoor programs, residents frequently expressed the need for outdoor community events and programs as well. This need will continue to grow as Forest Grove develops and expands. New park and facility development will provide new opportunities to work with other providers to facilitate programming. As Forest Grove acquires and opens more natural

areas, greenways and trails, for example, an opportunity exists to provide trails programs, nature interpretation and environmental education. These positive activities create opportunities for learning and leisure, plus they help define the character and safety of public space by keeping more “eyes” on the parks.

- **Culturally responsive programming:** Forest Grove is a diverse community and there is a need to include programming opportunities for people of diverse backgrounds, notably Hispanic/Latino cultures. Local non-profit Adelante Mujeres is one of the most well-known local organizations that can help the City explore ways to enhance existing programs and encourage new opportunities such as Spanish language programs, cultural art and cooking programs and more events that celebrate diversity.

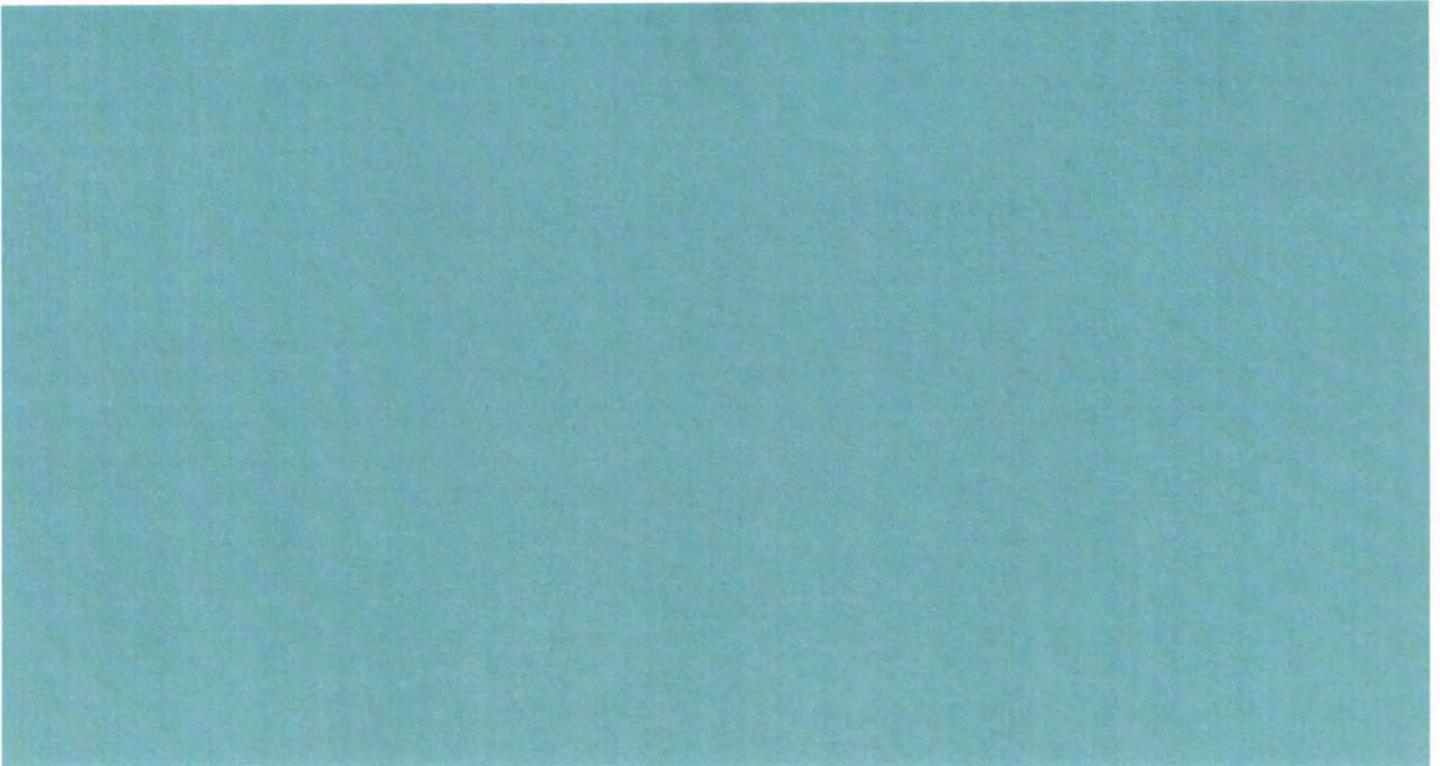
3.5 COMMUNITY CENTER FEASIBILITY

The Community Center Feasibility Study (Feasibility Study) explored options for developing and operating an indoor community recreation facility as a way to enhance indoor recreation programming for all Forest Grove residents. As part of the larger planning process, the Feasibility Study considered the service market, potential partnerships, costs and different service level alternatives for indoor recreation and programming space. It provided data to weigh against other community priorities and recreation needs to help City staff and residents make informed decisions about funding priorities for enhanced recreation services. Findings include:

- **City role in recreation programming:** There is a community need for more indoor and outdoor programs and events for all ages. Yet, the City has a limited role in providing indoor recreation programs. It provides aquatics programs and facilities to support indoor senior programming, outdoor events and outdoor sports. Otherwise, the City is not in the recreation services business and currently does not have the staffing or funding to provide these services.
- **Community recreation center needs:** There is a need for indoor space to serve as a centralized community hub for active and social programs. This facility is envisioned as a large multi-purpose recreation and community center in a park to support indoor and outdoor programs and events specifically for city residents.
- **Market limitations:** The existing market within city limits is likely too small to support a large multi-purpose facility. A regional partnership to support a large facility would likely be limited by the funding constraints of surrounding communities.
- **Implications for aging existing facilities:** Community recreation center development will have implications for the existing Senior Center and Aquatic Center. These facilities will become costlier to maintain and operate as they age. Depending on the timing of new facility development and the partners involved, the Aquatic Center and Senior Center could be transferred or repurposed if their uses are included in a new facility.

- **Partnerships for construction and operations:** Equity partner(s) are needed to build and operate a new community recreation center. Partner interests will influence the type of facility developed, its location, the services provided as well as the costs for those services. The School District, YMCA and Pacific University currently appear to be the strongest potential partners. Discussions regarding partner support should continue as the City identifies the resources it could contribute to facility development and operations, which will affect partnership needs.
- **Facility and program affordability:** There is a concern that a fee-based or membership-based recreation facility would make recreation options inaccessible to lower income residents and some community groups. User fees are common in these types of facilities and programs. If the City wants to subsidize facility use or programs for targeted groups, a new funding source will be needed.
- **Voter support needed for funding:** There are several city projects (such as a new police station) that may need funding in the next several years. These other projects limit the City's bonding capacity for a community recreation center. Voter support will be needed to pass a bond or tax measure to support a small or large community recreation center. Capital and funding operations funding will be needed for this project.

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CHAPTER 4: Systemwide Directions

CHAPTER 4: SYSTEM-WIDE DIRECTIONS



A sign inside the picnic shelter at Thatcher Park notes the community partners who supported park development

This chapter presents the system-wide framework for parks and recreation that builds on Forest Grove's existing parks and recreation assets, meets community needs, and contributes to the community's character and quality of life. The feedback provided by residents, stakeholders, recreation providers and City leaders during the public involvement and planning process provided overarching direction for this Master Plan. This feedback was integral to updating the core values, vision, mission and goals that are the underpinnings of all plan recommendations. It also frames system-wide strategic directions to enhance and manage City parks.

4.1 MASTER PLANNING FRAMEWORK

The core values, vision, mission, and goals articulated by community members during the public involvement process provide clear direction for Master Plan recommendations. Figure 4.1 summarizes the elements of this planning framework.

Core Values

The community's core values reflect the guiding principles for our park and recreation system. Forest Grove's core values include the following:

- **One community:** Residents, businesses and City leaders are united in efforts to provide and enhance parks and recreation opportunities. Community-driven initiatives, collaboration, and shared resources create synergies that benefit the lives of all residents.
- **Access for all:** The City is inclusive in its efforts to provide culturally-responsive parks, facilities and programs throughout Forest Grove, as well as excellent customer service for residents of all ages, ethnicities, abilities and incomes.
- **Stewardship:** City staff and residents take care of our parks. The desire to protect, preserve and sustain our community's assets for future generations drives efforts to acquire, maintain, fund and efficiently manage parks as community resources.
- **Community livability:** Through parks and recreation, the City promotes health, wellness, social cohesiveness, and community identity to enhance the quality of life in Forest Grove.

Vision and Mission

The vision that emerged was one of an integrated system of places, activities, and people that reinvigorates the City and promotes its small town, historical identity and suburban community livability through:

A system of parks, recreation facilities, trails and programs that serves the entire community, reflects the character of Forest Grove and protects our natural resources

The mission reflects the need for the entire community to rally to support parks and unique recreation opportunities through the combined investment of City and community resources, time and energy:

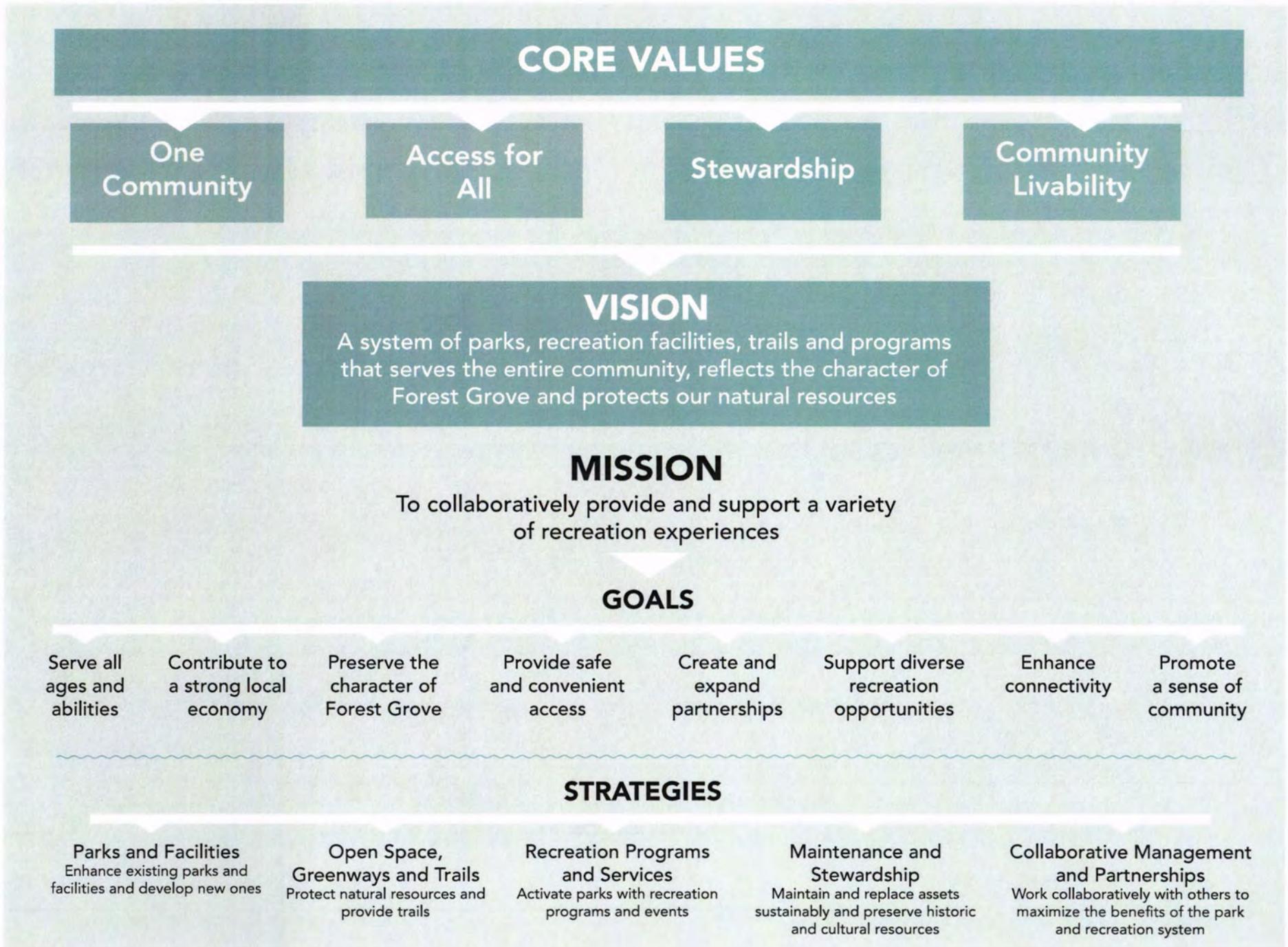
To collaboratively provide and support a variety of recreation experiences

PLAN FRAMEWORK

Based on community feedback, the planning framework identifies the principles that guide both system-wide and site-specific recommendations for park enhancement.



FIGURE 4.1: PLANNING FRAMEWORK



Goals

The City Parks and Recreation Department strives to achieve the following goals for parks, recreation and open space:

- **Serve all ages and abilities:** Provide recreation opportunities for children, youth, adults and seniors of all abilities and varied interests.
- **Contribute to a strong local economy:** Design and develop parks to foster community events, encourage tourism and be attractive destinations for residents and visitors.
- **Preserve the character of Forest Grove:** Provide parks and recreation facilities that reflect, protect or preserve Forest Grove’s heritage, community character, history, landscape, urban canopy, stream corridors and open space.
- **Provide safe and convenient access:** Develop parks and facilities to meet all ADA requirements and distribute parks so that all residents live within reasonable walking distance of recreation opportunities.
- **Create and expand partnerships:** Leverage resources through strategic and deliberate partnerships to provide community-supported parks, programs, events and services.
- **Support diverse recreation opportunities:** Provide indoor and outdoor experiences, incorporating those that are delivered and nature-based, traditional and trendy, leisure and active, and those that facilitate exploration and learning.
- **Enhance connectivity:** Develop walkways and multi-purpose trails that are accessible to people with and without disabilities, pedestrians and bicyclists to connect neighborhoods, schools, parks, recreations facilities and greenways.
- **Promote a sense of community:** Promote projects and developments that reflect the City’s character and cultural diversity while connecting newer and older sections of Forest Grove.

4.2 STRATEGIC DIRECTIONS

Forest Grove’s goals, vision and mission provide direction to focus park and recreation services in the following five ways:

- A. **Parks and Facilities:** Enhance existing parks and facilities and develop new ones to provide engaging community recreation and social spaces that meet the needs of Forest Grove residents now and as the population grows.
- B. **Open Space Greenways and Trails:** Protect natural resources and provide trails to connect people to parks, open space and community destinations.
- C. **Recreation Programs and Services:** Activate parks and facilitate and coordinate recreation programs and events for Forest Grove residents.
- D. **Maintenance and Stewardship:** Maintain and replace assets in a sustainable manner. Preserve Forest Grove’s historical and cultural heritage, including the tree canopy and natural resources.
- E. **Collaborative Management and Partnerships:** Work collaboratively with others to maximize the benefits of the park and recreation system. Involve volunteers, partners,

businesses and other agencies to deliver recreation opportunities through shared resources, partnerships and joint use agreements.

These strategic directions provide guidance for the system-wide recommendations noted below, as well as the site-specific recommendations noted in Chapter 5 and Appendix D. These directions are also directly related to the city-wide Comprehensive Plan goals and Statewide Planning Goals. Appendix C summarizes the relationship between these goals and policies.

A: Parks and Facilities

Enhance existing parks and facilities and develop new ones to provide engaging community recreation and social spaces that meet the needs of Forest Grove residents now and as the population grows.

A1 Adopt and apply updated park land standards. Acquire land, design and develop new parks to serve City residents as per the standards proposed in this plan. Strive to provide a total of 6.2 acres per 1,000 residents. This increases the amount of park land available to residents, but reflects a reduction of land requirements from past standards. This allows the City to play a greater emphasis on park development.

- a. Community parks (2.2 acres per 1,000 residents)
- b. Neighborhood parks (1.0 acres per 1,000 residents)
- c. Special use parks (0.3 acres per 1,000 residents)
- d. Open space, greenways and trails (2.7 acres per 1,000 residents)

A2 Adopt and apply updated facility guidelines. Provide a variety of recreation facilities as per the guidelines proposed in this plan. Diversify the types of sports courts provided in the community and continue to modify facility development to respond to traditional and trending recreation needs. This will provide a greater variety of experiences in City parks.

- a. Rectangular fields (1 per 1,550 residents)
- b. Active sports courts (e.g., basketball, tennis, pickleball, futsal, volleyball) (1 per 1,400 residents)
- c. Low impact sports courts (e.g., bocce, shuffleboard, badminton, horseshoes) (1 per 3,200 residents)
- d. Skate parks (1 per 20,000 residents)
- e. Bike park (1 per 20,000 residents)
- f. Picnic shelter (1 per 2,500 residents)
- g. Hard-surface trail (1 mile per 3,000 residents)
- h. Soft surface trail (no guideline; see A3)

A3 Provide soft-surfaced trails based on park design goals and concepts. Provide nature trails, mountain-bike trails and jogging/pedestrian trails, balancing trail development with the protection of natural areas where these trails are developed. Begin tracking the miles of soft-surfaced trails provided. This will help diversify trail activities and allow the City to better measure future trail needs.

A4 Focus on placemaking to create parks as memorable and engaging places. Emphasize park design, site character, identity, and sense of place through the use of art, colors, plantings, natural elements and topography. Incorporate natural, cultural and historical elements and interpretive/educational features.



A5 Evaluate and improve park accessibility. Complete an ADA assessment and/or transition plan to identify required upgrades in accordance with the Americans with Disabilities Act.



A6 Coordinate new park design and development with surrounding land uses. Design and develop parks that take into account nearby neighbors and land uses. Provide attractive entries and pedestrian/bicycle access points to improve park access for surrounding neighbors. Consider the types and placement of park amenities and facilities in conjunction with nearby uses, and consider any synergies in development (such as a new park near a new school, planned regional trail, new residential development, etc.)

A7 Maintain community access to school recreation facilities. Periodically update the City-School joint use agreement. Discuss plans for school development in northwest Forest Grove to identify potential collaborative opportunities or impacts to Thatcher Park Phase 2 development or the development of a new neighborhood park. Consider site-specific partnership opportunities for sports field and facility development, particularly to meet recreation needs in east Forest Grove.

A8 Re-evaluate community recreation center feasibility. Revisit the financial and operational feasibility of a community recreation center in 6-10 years or sooner if new funding options emerge. Initiate pilot programs at existing facilities to build interest in indoor programming (see Recreation Programs and Services). Building on the *Community Center Feasibility Study* findings, continue to explore the interest and availability of potential equity partners and re-evaluate the community's willingness to support a tax measure to fund facility development and operations.

A9 Update the City's SDC methodology. Revise and adopt a new methodology and rate for Systems Development Charges (SDCs) to fund new park and facility development needed to meet the demands of new residential development.

B. Open Space, Greenways and Trails

Protect natural resources and provide trails to connect people to parks, open space and community destinations.

B1 Incorporate natural areas in parks. Preserve, restore or incorporate diverse and healthy habitats and natural resources in parks. Identify maintenance and management strategies to sustain these resources. Where appropriate without damaging natural resources, provide access to natural areas, and enhance scenic views and viewpoints.



B2 Improve community walkability and bikeability. Acquire and develop the remaining sections of the planned loop trail to enhance park access and improve recreation and non-motorized transportation. Develop attractive trail entries and trailheads at connecting parks, with signage marking trail distance to community destinations. Consider tax incentives to property owners who provide trail easements and allow public access. Connect the loop trail to the regional trail system.



B3 Implement urban forestry strategies. Follow recommendations in Forest Grove's 2016 *Community Forest Management Plan* (Appendix B) to take care of park trees, expand the existing urban tree canopy and contribute shaded areas for walking, biking and other park activities.

B4 Improve ecological systems. Incorporate natural areas, native plants, bioswales and green infrastructure into parks for stormwater retention, soil erosion and sediment control, and water and air quality protection. Integrate permeable surfacing for parking lots and trails. Use lawn substitutes which require less fertilizers, water consumption and mowing than traditional lawns unless required for recreation.

B5 Apply best practices in resource conservation. Integrate water conservation elements in irrigation systems, drinking fountains, water play features, and restrooms. Apply best practices in the renovation and development of recreation buildings.

C. Recreation Programs and Services

Activate parks and facilitate and coordinate recreation programs and events for Forest Grove residents.

C1 Provide reservable recreation equipment. Invest in sports and play equipment that can be checked out for community use.

C2 Consolidate information on available recreation opportunities. Increase community awareness of recreation programs, events and activities provided in Forest Grove. Work with other recreation providers in Forest Grove to create a website, app or program guide where residents can obtain consolidated information and registration information for programs in Forest Grove. Include a calendar of community events and activities, list of volunteer opportunities and online registration for programs if feasible.

C3 Initiate a YMCA recreation program. Work with the School District and YMCA to re-establish a program providing recreation activities and after-school or out-of-school care using existing City parks and/or multiple school facilities. Ensure that facility use fees are built into program fees to support increased maintenance.

C4 Fund a recreation scholarship/volunteer credit program. Create a scholarship fund and application process to connect residents in need to existing programs. Establish awards to cover class or program fees and/or transportation costs for participants who cannot afford the current “pay to play” market costs. Develop criteria for award selection and distribution to ensure that funds support underserved groups. Allow applicant where approved to trade volunteer hours for credits to participate in City programs and activities.

C5 Increase programs and events in parks. Using indoor facilities provided by the City and other partners, focus recreation options in the following program areas: health and fitness; nature interpretation and exploration; social gatherings, events and play; and special community interest activities and cultural programs. Consider the following:

- a. Recruit non-profits, partners or individual recreation providers to offer free or fee-based activities in parks. Establish a user agreement with guidelines on park or facility costs and use.
- b. Establish a competitive recreation grant fund and process to fund programs and community events provided by other partner providers and non-profits or individuals in City parks and facilities.



Similar to the City's existing Community Enhancement Fund, develop criteria for award selection and distribution identifying target programs (e.g., community, neighborhood and family activities, teen and adult programs, multi-cultural and Latino activities, events or programs) and target audiences (youth, teens, seniors, low income persons and/or underserved populations).

C6 Facilitate events to increase community cohesion and inclusion. Sponsor or facilitate community-wide activities and events that promote interaction among people of different generations, cultures and abilities. Coordinate community partners to provide and facilitate opportunities for recreation programs and sites.

- C7 Facilitate events to support tourism.** Provide community and regional-scale events and revenue-generating activities in parks to support tourism and associated benefits for restaurants and businesses. Avoid larger-scale events and tournaments that are not supported by sufficient infrastructure, maintenance and staffing to address site impacts.
- C8 Facilitate programs to encourage recreation participation.** Initiate pilot programs designed to attract people to parks, foster participation in events and programs, and encourage volunteerism. Consider a variety of activities, such as the following: create a rewards program (e.g., Park Points) that awards prizes for participation. People who sign up for swim lessons, catch a movie in the park, join a sports league and participate in a volunteer work party can accumulate points to earn a one-day pool pass. Design a self-directed scavenger hunt where participants can take selfies and respond to clues in every park in town, with a token prize when every park has been visited. Create a Million Step Challenge that invites participants to walk city trails and log miles, with a community potluck and awards ceremony to honor people who crossed the million step mark.
- C9 Hire a recreation coordinator.** Recruit part-time staff support to develop policies and materials and initiate pilot programs to increase recreation participation, oversee scholarship and/or grant programs, collaborate with other recreation partners, recruit providers, consolidate information and similar tasks.

D. Maintenance and Stewardship

Maintain and replace assets in a sustainable manner. Preserve Forest Grove's historical and cultural heritage including the tree canopy and natural resources.

- D1 Increase maintenance level of service.** Improve routine and preventative maintenance services in parks to ensure park safety, make parks more attractive, and provide a higher quality user experience. Address the park maintenance backlog, and provide greater attention to high-traffic, high-use parks and facilities, such as Lincoln and Thatcher Parks, the Aquatic Center, and neighborhood parks such as Rodgers Park.
- D2 Continue City landscaping maintenance and tree pruning.** Continue applying the maintenance expertise of parks staff to take care of City trees and landscaping around City buildings using as funded through other department budgets.
- D3 Track dollars spent on park maintenance.** Begin to track maintenance expenditures for parks to better identify and forecast maintenance costs in the future. Note where funds from other budgets have been used to subsidize the parks maintenance budget, and update maintenance costs assumptions used to calculate maintenance and operations needs in the Master Plan.



D4 Protect cultural, historical and natural resources in parks. Work with the Friends of Historic Forest Grove, Pacific University and other partners to identify, sustain and protect heritage park assets. Provide logistical support but avoid investments or subsidies to acquire, renovate, operate or manage other community resources.

E. Collaborative Management and Partnerships

Work collaboratively with others to maximize the benefits of the park and recreation system. Involve volunteers, partners, businesses and other agencies to deliver recreation opportunities through shared resources, partnerships and joint use agreements.

E1 Develop a tiered-fee schedule with different cost levels. Differentiate fees for community groups in fee schedule for programs and park and facility reservations (for meetings, activities or programs) to cover increased maintenance costs associated with facility use. Continue charging different rates for Forest Grove residents and non-residents. Introduce tiered rates for agencies/partners providing recreation opportunities for community benefits (as part of City-sponsored programs and not) and individuals or groups reserving the facility for private use or individualized benefit.

E2 Update facility use agreements. Revisit agreements with the Forest Grove School District and Pacific University for facility use. Determine if facility use fees and policies are equitable in light of updates to the facility fee schedule, and discuss potential programming arrangements to maximize recreation options for the community.

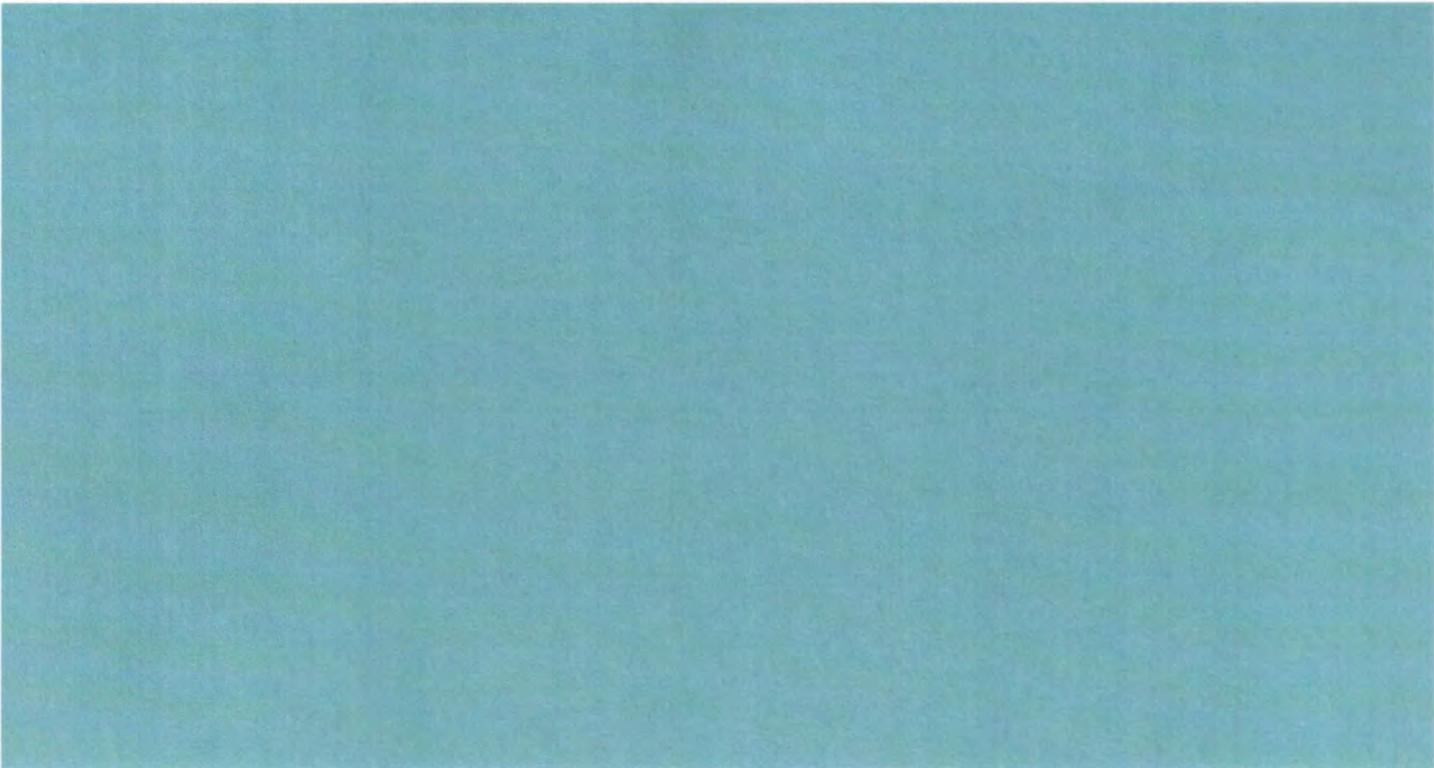


E3 Partner in site and facility development. Explore opportunities to continue to partner with organizations such as Metro, the School District, Clean Water Services, and Friends of Historic Forest Grove to meet site-specific park and facility needs as recommended in this Plan. Continue seeking an equity partner for a future community recreation center. Continue to coordinate with the School District and their master planning process to review, update and identify new opportunities to partner on recreation facilities.



E4 Involve partners in supporting community gardening. Coordinate with the Forest Grove Sustainability Commission to help support citywide goals for community gardening. Invite partners to help plan, develop and program recommended gardens and groves at Thatcher Park and A.T. Smith Park. As identified by the Sustainability Commission, collaborate with the Dairy Creek Community Food Web, Forest Grove School District School Nutrition Gardens, Oregon Food Bank, local food pantries, OSU Extension Master Gardeners, Tualatin Valley Soil & Water Conservation District, Tualatin Valley Gardeners Club, and others.

- E5 Expand volunteer programs.** Continue the City's Adopt-a-Park program, and expand and coordinate volunteer recruitment in conjunction with new pilot recreation programs and park activities. Develop coaching and other volunteer training programs, as well as a recognition process for volunteers. Work with Pacific University to develop a student volunteer program to support recreation programs and community events.
- E6 Foster community funding support.** Create a donation catalogue or webpage to communicate to residents, businesses and partners the opportunities to support Forest Grove parks through sponsorships, land/facility/equipment donation, scholarship or grant program contributions, advertising, etc. Create a "Friends of the Forest Grove Parks" group to advocate for, promote, fund and support City parks.
- E7 Create a recreation consortium.** Host and organize a forum of community recreation providers to identify ways to pool resources to meet community recreation needs.
- E8 Improve communication to all residents and publicize success.** Communicate progress made in achieving community recreation priorities, including programs and park development. Promote Master Plan goals through a variety of media, including utility bills, events, press releases, email and social media. Continue to reach out to the Hispanic/Latino community through contacts and processes identified in this planning process, using tools such as Facebook and culturally-specific messages to increase involvement. Improving communication and demonstrating successes will help increase partner involvement and voter support for future funding measures.



CHAPTER 5: Site Recommendations

CHAPTER 5: SITE RECOMMENDATIONS



Community goals and strategic directions to enhance the park and recreation system provide an opportunity to re-imagine Forest Grove’s parks, trails and open spaces. Each park can be enhanced to increase recreation activities, social benefits, and the ecological function of sites, plus

create attractive and special places that excite residents for the next decade and beyond. The Master Plan strives to capture the community ideals reflected in the community’s core values, vision and plan goals—by identifying site recommendations to improve and build parks, facilities and trails to expand recreation experiences. It does this by looking broadly across the entire park system to identify ways to bring recreation activity and improvements to all areas of Forest Grove. At the other end of the spectrum, it also looks in a more detailed way at the design of many City parks to note where design changes, partnerships and programs can achieve community priorities and needs for parks and recreation. This chapter highlights the both the big picture and the important details to identify projects needed to create the community’s future park system.

5.1 PROPOSED PARK SYSTEM

Map 2 (Proposed Park System) illustrates all recommended projects for parks and trails throughout Forest Grove. Across the system, the following site enhancements are recommended:

- **Improve existing parks across the community:** There are opportunities to improve or enhance most City parks over the next 10 years. These include major enhancements at

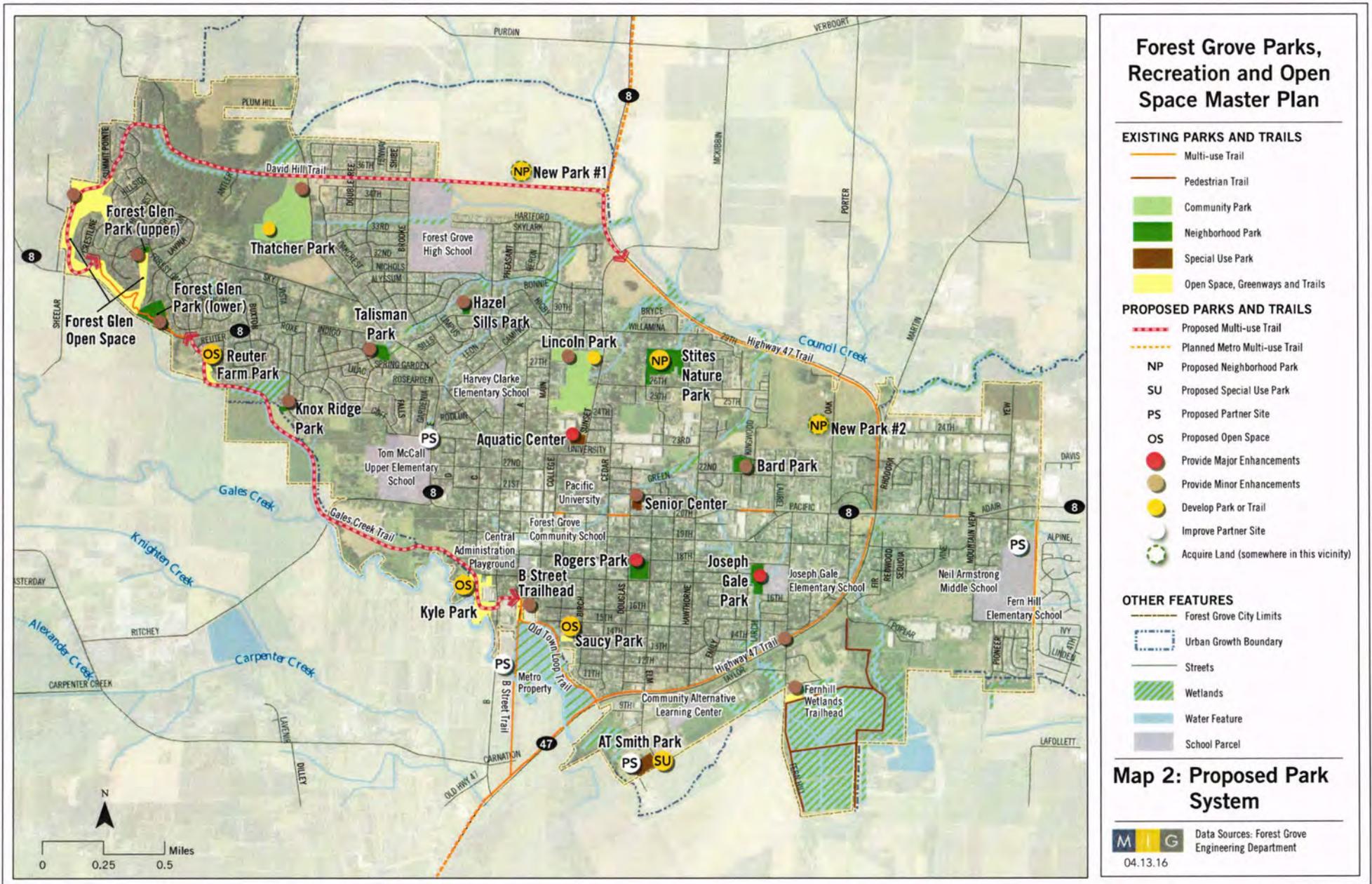
Rogers Park, Joseph Gale Park and the Forest Grove Aquatic Center. They include minor enhancements at 12 sites, including the Senior Center, six neighborhood parks, three trail corridors and two community parks. Improvements are dispersed across the City so that all residents can take advantage of the added recreation opportunities.

- **Complete development of popular community parks:** The City's two existing community parks, Lincoln Park and Thatcher Park, both include undeveloped acreage. Completing the development of these two sites is a community priority, since these parks are among the most popular and well-used of any in the park system.
- **Develop undeveloped park properties to provide different types of recreation experiences:** The City has five properties that are recommended for different types of development. Stites Nature Park should be developed to meet the recreation needs of nearby neighbors while protecting natural resources. Reuter Farm Park, Kyle Park and Saucy Park should be lightly developed to connect to trail corridors and provide access to natural areas and nature-based recreation experiences. The development of A.T. Smith Park should reflect the historical heritage of this site, providing interpretive, event and gardening uses.
- **Acquire and develop two new parks in unserved areas:** Both north and northeast Forest Grove will need new local parks when these areas develop. The area north of David Hill Road is planned for residential development and will need a traditional neighborhood park. The area around Oak Street, near the existing community garden, is planned to include business and light industrial uses. This area is also surrounded by nearby neighbors and senior centers. For this reason, the area needs a park that will function as a mixed-use recreation and social gathering space.
- **Add a plaza to support downtown revitalization and recreation:** As noted in Telephone Survey results, residents believe that downtown revitalization, restaurant and business development will enhance Forest Grove's quality of life. In conjunction with other downtown projects, the City should explore options to build and program a downtown plaza as a community gathering and recreation space. A feasibility study will be needed to identify a location as well as the recreation uses suitable for this plaza. The park should support special events and recreation opportunities to serve nearby neighbors as the residential density in the town center area increases. (This project is not shown on the map.)
- **Pursue partner projects to maximize recreation investments:** To make the most efficient use of existing public sites, the City should pool resources to add recreation features at key sites across the City, such as A.T. Smith Park, Metro Property, Neil Armstrong Middle School, and schools such as Tom McCall Upper Elementary School, Forest Grove High School, and the proposed new elementary school to be built in in north Forest Grove. The sports field development and social space at Neil Armstrong Middle School is especially important for this underserved area in east Forest Grove.

RECOMMENDED PROJECTS

Key recommendations include the following:

- Improve existing parks
- Finish community park development
- Develop undeveloped park properties
- Provide two new neighborhood parks and a downtown plaza
- Collaborate with partners on specific sports and special facilities
- Finish the loop trail
- Consider long-term needs for a recreation



- **Continue to fill missing links to create a loop trail around the City:** Two links of the proposed regional trail are recommended for development in west Forest Grove. The Gales Creek Trail would connect the B Street Trail to Reuter Street. The David Hill Trail would connect the Forest Glen Open Space to the northeastern trail along Highway 47.
- **Continue to evaluate options and partnership opportunities to develop a new community recreation center:** If the right opportunity arises and funding is identified, the City should acquire and develop a community park site to support indoor and outdoor programming associated with a new community recreation facility. (Since a location has not been identified, this project is not shown on the map.)

Site Recommendations

All recommended capital projects for the entire park system are described in Table 5.1. Projects are categorized by park classification (community park, neighborhood parks, special use parks, etc.) The table notes sites where the following improvements are recommended:

- **Acquire land:** The City will need to acquire land to provide parks and trails in unserved areas, where no City lands are currently owned. Acquisition may occur through purchase, donation, easement or other means. Few sites require land acquisition because the City already owns several undeveloped park properties. In the case of Thatcher Park, the City should strive to acquire land where the existing dog park was developed to retain this facility as part of the existing park.
- **Develop park or trail:** Park and facility construction and landscaping is recommended at several currently undeveloped sites (including sites not yet acquired).
- **Provide minor enhancements:** A minor enhancement is needed at sites where the number of recommended improvements and the size of the improved area is relatively small (i.e., park enhancements or additions may affect approximately $\frac{1}{4}$ of the site). Minor enhancements are assumed to include projects such as paving, adding site furnishings, and improving trails, landscaping, interpretive signage, accessibility, etc.
- **Provide major enhancements:** A major enhancement is needed at sites where the number of enhancements and the size of the impacted area is relatively high (e.g., park enhancements or additions may affect approximately $\frac{1}{2}$ of the site). Major enhancements are assumed to include providing extensive renovations based on the condition of existing facilities, adding several facilities such as play equipment, athletic fields/courts, athletic field lighting, shade shelters and buildings per facility standards, or providing major upgrades per a new master plan to change the overall character of the park.
- **Improve partner sites:** The City may support recreation by pooling resources or funding projects at sites owned by partner organizations such as Metro, the Forest Grove School District or Clean Water Services.

For each site, the last column in Table 5.1 provides a detailed project description on specific improvements. To understand future site maintenance needs, the table also identifies the percentage of the park currently developed versus the percentage of the site that will need to be maintained after development is completed.

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TABLE 5.1: PRESENTATION OF CAPITAL PROJECTS, PRIORITIES AND PROPOSED SITES

Project Name	Acres	% of Park Currently Developed	Park Type	CRITERIA					% of Park Maintained After Project	Project Description
				Acquire Land	Develop Park or Trail	Provide Minor Enhancements	Provide Major Enhancements	Improve Partner Site		
EXISTING PARKS										
Community Parks										
LINCOLN PARK	22.8	100%	CP			•			100%	Improve north end of park as a play, event and social gathering space. Repurpose the BMX track to provide a destination playground including sand and water play features and climbing areas. Create a plaza with water feature between play area and sculpture garden and natural area. Upgrade restroom and replace existing picnic shelter with reservable event pavilion to support large group gatherings, sports tournaments, community events and festivals and social occasions such as outdoor weddings in the adjacent garden.
LINCOLN PARK (Addition)	3.0	0%	CP		•				100%	Develop area with a new entry (parking, signage, access paths) from Sunset Drive. Create a natural area and sculpture garden with a boardwalk, trail and other interpretive elements added near the wetlands.
THATCHER PARK	16.0	100%	CP			•			100%	Create an entry plaza to provide access from the proposed multi-use regional trail along David Hill Road. Connect existing features to Phase 2 park development.
THATCHER PARK (Phase 2)	8.5	0%	CP		•				100%	Add a natural play area, terraced community gardens, reservable picnic shelter and additional parking. Provide soft-surfaced trails, self directed interpretive elements, and seating/viewpoints through the woods.
THATCHER PARK (Dog Park)	1.0	100%	CP	•					100%	Acquire dog park site to permanently incorporate this area into the park.
<i>Community Parks Subtotal</i>	<i>51.3</i>									
Neighborhood Parks										
BARD PARK	2.8	100%	NP			•			100%	Add a permanent restroom, a community table, more seating, additional picnic tables, and nature play and teen play features such as a climbing wall and small court sports.
HAZEL SILLS PARK	0.5	100%	NP			•			100%	Enhance the existing play area with natural and open-ended/free play. Provide additional amenities such as seating, picnic tables, a paved loop path and a free library. Use plantings to screen the park from adjacent neighbors.
JOSEPH GALE PARK	3.8	100%	NP				•		100%	Repurpose the T-ball field to support social and educational gatherings, providing a picnic shelter, community table and updated restroom. Add play elements near this social space, such as climbing wall, outdoor ping pong and bocce. Add natural elements to the existing play area, and improve connections to the school.
KNOX RIDGE PARK	0.4	100%	NP						100%	Enhance the play area with more natural, open-ended free play. Add picnic tables and seating to enjoy the views from this park. Consider a free library.
ROGERS PARK	3.7	100%	NP				•		100%	Enhance park to embrace play and social gatherings for all ages, incorporating Anna and Abby's Yard (memorial play area), an open central plaza with seatwalls, water spray ground, nature play area, teen play area, a reservable picnic shelter, barbecue, a restroom and additional small sport courts.
TAILSMAN PARK	2.3	100%	NP			•			100%	Enhance play area with more open-ended, free play features. Provide a covered picnic shelter and gathering in the north and an opportunity to add park games and a community table to the south near the gazebo.
FOREST GLEN PARK (Upper)	0.9	100%	NP			•			100%	Enhance the play area; add picnic tables and seating; and stabilize the eroding bank. Develop a trail connecting to the lower park.
FOREST GLEN PARK (Lower)	5.3	50%	NP			•			75%	Add picnic tables, seating/viewing options, a set of stairs for staircase workouts, custom slides and play features, and natural plantings. Develop a trail connecting to the upper park.
<i>Neighborhood Parks Subtotal</i>	<i>18.7</i>									
Special Use Parks										
FOREST GROVE AQUATIC CENTER	3.0	100%	SU				•		100%	Maintain and repair the aquatic center to continue providing revenue-generating aquatics programs. Continue to monitor facility condition over the long term.
FOREST GROVE SENIOR CENTER	1.3	100%	SU			•			100%	Explore options and minor enhancements to provide additional programming at this facility.
<i>Special Use Parks Subtotal</i>	<i>4.3</i>									
Open Space, Greenways and Trails										
B STREET TRAILHEAD (City)	0.9	100%	OSG1			•			100%	Provide interpretive signage and improve connections to planned regional trail upon development.
B STREET TRAIL (Trail Corridor)*	1.4	100%	TC						100%	Maintain multi-purpose trail. (See partnership opportunities.)
FERN HILL ELEMENTARY SCHOOL TRAIL*	1	100%	TC						100%	Maintain trail.
FERNHILL WETLANDS TRAILHEAD	0.9	100%	OSG1			•			100%	Maintain trailhead, restroom and shelter. Repair facilities as needed.
FOREST GLEN OPEN SPACE AND TRAIL	45.1	15%	OSG1			•			25%	Add signage at trail entry points. Develop trail connecting upper and lower park areas. Connect trail to regional trail loop.
HIGHWAY 47 TRAIL*	9.1	100%	TC			•			100%	Resurface trail and add or replace benches where needed.
OLD TOWN LOOP TRAIL*	1.3	100%	TC						100%	Maintain trail.
<i>Open Space, Greenways and Trails Subtotal</i>	<i>59.7</i>									

FOREST GROVE PARKS, RECREATION AND OPEN SPACE MASTER PLAN

Project Name	Acres	% of Park Currently Developed	Park Type	CRITERIA					% of Park Maintained After Project	Project Description
				Acquire Land	Develop Park or Trail	Provide Minor Enhancements	Provide Major Enhancements	Improve Partner Site		
PROPOSED PARKS, OPEN SPACE AND TRAILS										
Proposed Parks										
A.T. SMITH PARK (City)	3.2	0%	SU	•					100%	Develop this site to include community garden beds, a tree covered parking area, an event pavilion and an open area to host classes and programs. (See partnership opportunities related to park land owned by the Friends of Historic Grove.)
KYLE PARK	7.5	0%	OSGT	•					50%	Develop as an open space greenway that provides various bicycling opportunities such as bike trails, a bike skills area, and a bike track. Develop a trailhead with parking and restroom to connect site to the regional loop trail. Prune and plant with native and riparian vegetation.
REUTER FARM PARK	2.1	0%	OSGT	•					100%	Develop site for passive uses only, providing interpretive signage, picnic tables, and benches to take advantage of the expansive views from the park.
SAUCY PARK	0.5	0%	OSGT	•					100%	Develop as an access point to the Old Town Loop Trail. Provide picnic tables, seating options, interpretive features, a natural play area, and natural plantings.
STITES NATURE PARK	10.9	0%	NP	•					80%	Develop as the City's first "naturehood" park, protecting natural elements and serving surrounding neighbors. Provide a parking area and information/interpretive kiosk at the main entrance, adding a picnic shelter and restroom adjacent to the nature play area. Include walking paths, a soft-surfaced loop trails, meadow, wetland plants, viewpoints, interpretive signage, boardwalk, views to the water and nature learning opportunities throughout the site.
NEW DOWNTOWN PLAZA	0.5	0%	SU	•	•				100%	Develop a downtown master plan or plaza master plan to identify the location, design and program elements for a downtown plaza, in conjunction with other downtown uses. Develop this site as a focal point with hardscape and seating to support social gatherings, events and programs. Consider additional recreation uses to address parks needs associated with increased residential living in the town center.
NEW NEIGHBORHOOD PARK # 1 (David Hill North)	6.0	0%	NP	•	•				100%	Develop as neighborhood park with playground, sports courts (basketball, futsal), small picnic shelter, and practice soccer field.
NEW NEIGHBORHOOD PARK # 2 (Oak Street)	2.5	0%	NP	•	•				100%	Develop as mixed use park with plaza/seating area, play elements, low impact sports courts (e.g., bocce, shuffleboard, pickleball), picnic area, and raised community garden.
NEW COMMUNITY PARK (Community Recreation Center)	10.0	0%	NP	•	•				100%	Acquire site of at least 10 acres in an accessible location to construct a multi-purpose community recreation center with indoor and outdoor programming and event space. The indoor facility may include community, active recreation and aquatic facilities. The outdoor space may include large group gathering space, a multi-use rectangular sport field and other community attractions. The location and site characteristics will affect the types of facilities provided.
<i>Proposed Parkland Subtotal</i>	<i>43.2</i>	<i>0%</i>								
Improvements to Partner Sites										
A.T. SMITH AMPHITHEATER (FHFG)	2.2	0%	PS					•	100%	Develop amphitheater in conjunction with other improvements made by FHFG.
METRO WETLANDS VIEWPOINT	1.0	0%	PS					•	100%	Add viewpoint, interpretive signage and nature play elements
NEIL ARMSTRONG MS SPORTS FIELDS	7.5	N/A	PS					•	100%	Improve four ballfield complex, adding two multi-purpose rectangular sports fields as overlays in the outfields. Provide access paths, a permanent restroom and support amenities.
SCHOOL SPORTS FIELD PROJECTS	2.1	N/A	PS					•	100%	Consider options to add one multi-use rectangular field at Tom McCall Upper Elementary School. Also coordinate with the School District in addressing other sports fields needs, such as field lighting at Forest Grove High School and the development of new athletic facilities at the proposed school in the David Hill/North Forest Grove area.
<i>Undeveloped Partner Sites Subtotal</i>	<i>56.0</i>	<i>0%</i>								
Proposed Trail Corridors (City/Partner)										
GALES CREEK TRAIL **	7.5	0%	OSGT	•	•				100%	Acquire land or easement and develop this segment of the multi-use regional trail, connecting Forest Glen Park to Thatcher Park, Forest Grove HS, a proposed new neighborhood park and the Highway 47 Trail. [Length: 2.1 miles (11,088 feet)]
DAVID HILL TRAIL **	5.1	0%	OSGT	•	•				100%	Acquire land or easement and develop this segment of the multi-use regional trail, connecting the B Street Trailhead to Kyle Park, Knox Ridge Park, Reuter Farm Park, and Forest Glen Park. [Length: 3.1 miles (16,368 feet)]
<i>Trails Subtotal</i>	<i>12.6</i>	<i>0%</i>								
Totals for Park Facilities	246.9	0%								

Notes:
 CP- Community Park; NP- Neighborhood Park; SU- Special Use; OSGT- Open Space, Greenway and Trail; PS- Partner Site
 Some sites are divided into different rows to account for different land owners or status of development.
 *City maintains trail corridor, but does not own land.
 **Trail acreage is calculated based on an average assumption of a 20-foot corridor.

5.2 PROPOSED PARK ENHANCEMENT AND DEVELOPMENT

The City of Forest Grove evaluated the design of existing City parks and undeveloped park properties to identify ways to enhance outdoor recreation at each site. Appendix D illustrates site-specific design options for each park. These site diagrams take into account the existing site conditions, needs and outreach feedback, partnership and programming opportunities, and systemwide recommendations. The site diagrams, illustrated with photos of design and programming examples, present design options for adding outdoor recreation amenities and facilities. For developed parks, these diagrams are intended to be used as a menu of park improvements with projects that can be funded over time or when facilities are replaced at the end of their lifecycles. For undeveloped sites or sites requiring more extensive renovations, additional site master planning will be needed to be before construction, relying on these diagrams as guidelines for park development to ensure consistency with goals stated in this plan.

These design options stem from the desires and goals of Forest Grove residents, who expressed a desire for parks and recreation facilities that embrace new recreation trends, accommodate changing community demographics and reflect current and future priorities for the City. While several different types of projects are noted in parks, six specific types of park enhancements are noted most frequently.

PARK DESIGN OPTIONS

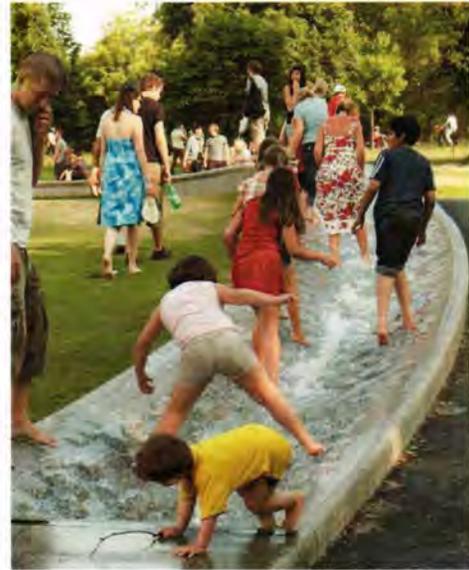
Park site diagrams illustrate options for adding outdoor amenities, facilities and landscaping to improve recreation and park enjoyment. Six options are most prevalent:

- Expanded play
- Added social gathering and event space
- Added variety in recreation experiences
- Increased connections to nature, scenery and history
- Collaborative projects with partners
- Opportunities to activate parks through programs and play

See Appendix D for specific site design options.

Expanded Play Opportunities

Forest Grove residents appreciate the playgrounds located in City parks, but would like to have more variation in play experiences. Instead of offering traditional playground equipment only, park design options note places where nature play and sand and water elements can be added. Destination play areas with water spray or thematic elements are appropriate for high use sites. Since all ages need opportunities to play, design elements also suggest adding play places attractive to adults and teens. These include play areas with challenging features such as climbing walls and hill slides and park games such as outdoor fitness equipment, ping pong tables, chess and non-athletic small game courts.



Social Gathering & Event Space

Community interaction is important in Forest Grove, and parks are valued as social spaces. Residents would like City parks to incorporate facilities that support family, neighborhood and community-scale gatherings, as well as social opportunities for small and large groups. These amenities and facilities may range in size from small seating areas for conversation to large event pavilions suitable for outdoor recreation programs and special events, as well as group rentals. Other design elements that foster community interaction include picnic shelters, community tables, amphitheaters, park plazas and free libraries.



Recreation Variety

Outreach findings identified a desire to have more things to do at parks, which can be supported by adding a greater variety of recreation facilities. Design options include adding more diverse sports courts (e.g., pickleball, futsal, bocce, shuffleboard); bike skills course or pump tracks; park games and other elements such as disc golf, and fitness options (hill climb stairs, outdoor exercise equipment).



Connections to Nature, Scenery and History

Several existing Forest Grove parks and all five of the currently undeveloped City-owned sites have amazing views and unique natural assets. Sites such as A.T. Smith and Reuter Farm Park are steeped in local history. Residents want these natural and historical elements incorporated into park design, so that the site’s character reflects the community’s heritage, agricultural history and natural assets. Design options include incorporating healthy or restored natural habitats and agricultural spaces or lightly developing natural areas to make them accessible for play, relaxation and interaction with nature. Specific recommendations include adding the City’s first “naturehood” park at Stites Park, adding a natural area/sculpture garden at Lincoln Park, and creating a heritage site at A.T. Smith Park. Other parks can be developed or improved to include nature trails / bike trails / multi-use trails, vistas (seating areas), creek viewpoints, nature play areas, interpretive signage, and new community gardens (terraced and historic).



Projects at Partner Sites

Residents appreciate City efforts to maximize the benefits associated with park investments. With that in mind, it’s more cost effective to work collaboratively with other partners to jointly provide recreation opportunities. Recommendations include facility development at several sites owned by partner organizations, including four potential school sites, Metro wetlands, and a portion of A.T. Smith Park owned by Friends of Historic Forest Grove. These include adding to the regional loop trail, adding or improving sports fields, adding a viewpoint along Gales Creek and providing an amphitheater to support outdoor programs.

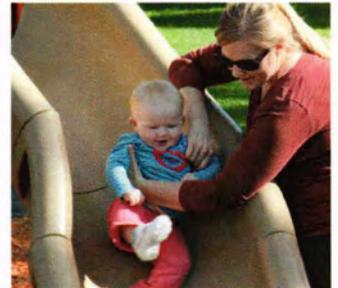
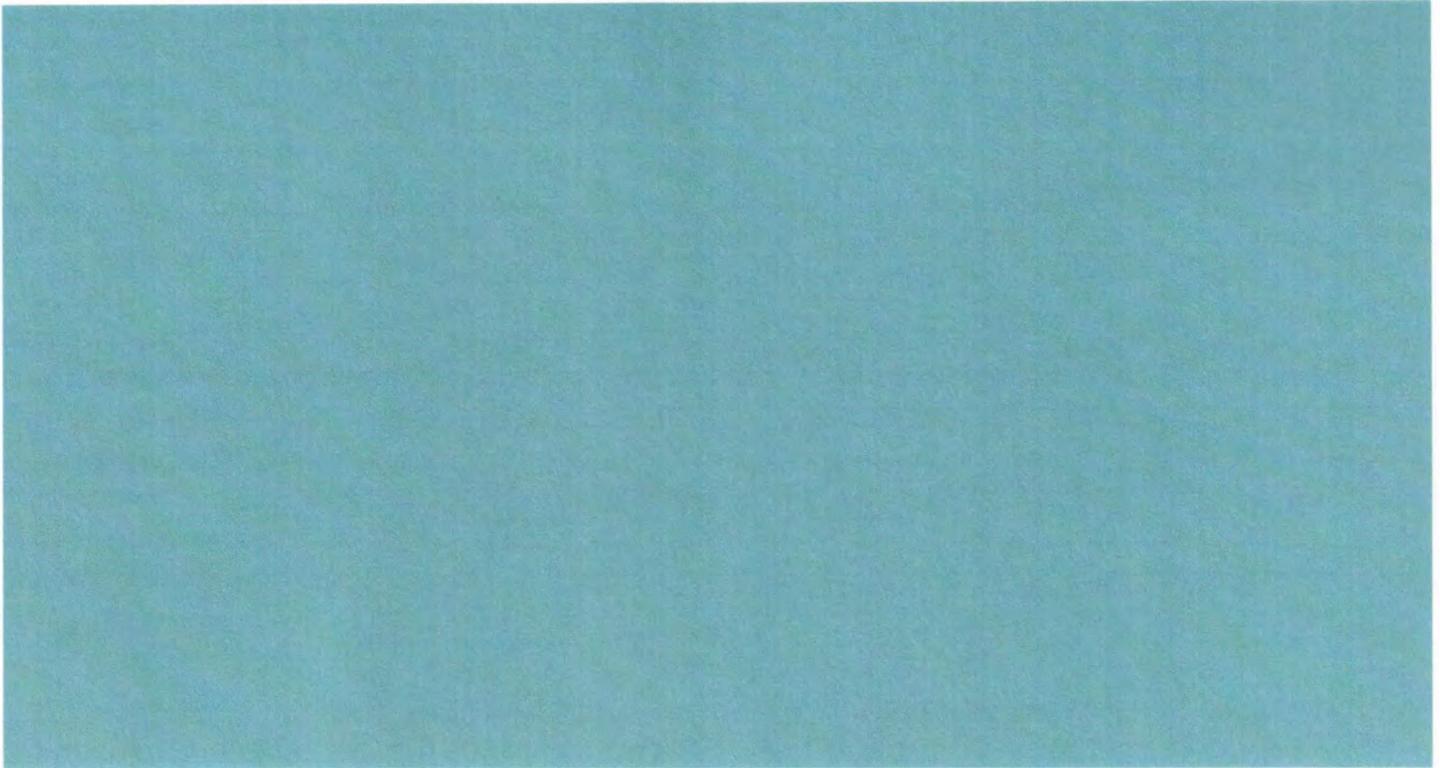


Park Activation

Forest Grove parks can be transformed into welcoming community hubs activated by engaging recreation programs and events. Recommendations for several sites include adding design elements to support small recurring



events (e.g., small concerts, theater performances, movies in the park), pop-up play opportunities (e.g., mobile playground van, loose parts to build with, hopscotch), and different types of recreation programs that can be held outdoors (e.g., special events, fitness classes, sports, social clubs, trail activities, nature and historical interpretation programs, gardening and environmental education programs).



CHAPTER 6: Implementation

CHAPTER 6: IMPLEMENTATION

This chapter defines implementation strategies to advance Master Plan recommendations. It begins by identifying the total capital and operations costs for all projects recommended in the Master Plan. Since the City does not have the resources to implement all recommended projects, the chapter discusses community funding priorities and applies these priorities to defining a shorter capital improvement plan to strive to complete over the next ten years. Decisions on funding and the willingness of residents to invest in parks and recreation will determine which projects move forward in the next ten years. This information is intended to help City staff make decisions on future investments in parks and recreation and to schedule projects in annual budgeting and work plans.

6.1 POTENTIAL PROJECT COSTS

The total cost of developing and operating the system is critical to plan implementation and the build-out of the system. This plan supports Forest Grove's effort to define the total cost of projects by defining the four categories of costs associated with the development of its parks, recreation, and open space and trails system:

- **Capital:** the acquisition and construction of new park sites and recreation facilities and renovation or improvements to the existing parks and recreation facilities;
- **Maintenance:** routine and preventative maintenance to keep the system open, clean, and safe; and
- **Reinvestment:** the repair, replacement and renewal of amenities, facilities and landscaping as they age, deteriorate and reach the end of their useful life or are no longer serving public needs.
- **Programming:** the coordination and provision of recreation information and services, including classes, activities and events in parks and recreation facilities.

Capital Projects

Table 6.1 presents planning-level capital cost estimate needed to develop, update and enhance the park system as per recommendations noted in Chapter 4 and 5. These cost estimates are organized by park classifications: community parks, neighborhood parks, special use parks and open space, greenways and trails. As with recommendations, they include proposed development conducted at partner sites. A detailed version of the capital projects, cost estimates and costing assumptions for existing and proposed parks can be found in Appendix E.

FOREST GROVE PARKS, RECREATION AND OPEN SPACE MASTER PLAN

TABLE 6.1: ESTIMATED CAPITAL COST BY PARK TYPE AND TASK

Park Type	Acquire Land	Develop Park or Trail	Provide Minor Enhancements	Provide Major Enhancements	Partnership Improvements	Total
<i>Existing Parks</i>						
Community Park	\$200,000	\$4,600,000	\$3,880,000	\$0	\$0	\$8,680,000
Neighborhood Park	\$0	\$0	\$720,000	\$1,114,500	\$0	\$1,834,500
Special Use Site	\$0	\$0	\$162,500	\$750,000	\$0	\$912,500
Open Space, Greenway & Trail	\$0	\$0	\$883,250	\$0	\$0	\$883,250
<i>Subtotal</i>	<i>\$200,000</i>	<i>\$4,600,000</i>	<i>\$5,645,750</i>	<i>\$1,864,500</i>	<i>\$0</i>	<i>\$12,310,250</i>
<i>Proposed Parks</i>						
Community Park	\$2,000,000	\$4,000,000	\$0	\$0	\$32,000,000	\$38,000,000
Neighborhood Park	\$1,700,000	\$5,166,000	\$0	\$0	N/A	\$6,866,000
Special Use Site	\$100,000	\$1,850,000	\$0	\$0	N/A	\$1,950,000
Open Space, Greenway & Trail	\$1,260,000	\$3,798,000	\$0	\$0	N/A	\$5,058,000
Partner Sites	\$0	\$0	\$0	\$0	\$1,875,000	\$1,875,000
<i>Subtotal</i>	<i>\$5,060,000</i>	<i>\$14,814,000</i>	<i>\$0</i>	<i>\$0</i>	<i>\$33,875,000</i>	<i>\$53,749,000</i>
TOTAL	\$5,260,000	\$19,414,000	\$5,645,750	\$1,864,500	\$33,875,000	\$66,059,250

Notes: All costs are based on 2016 dollars, not accounting for inflation. All cost assumptions are defined in Appendix E. Minor enhancements are anticipated to affect approximately 1/4 of the site; major enhancements affect approximately 1/2 of the site.

As shown in Table 6.1, approximately \$66.1 million would be needed to implement all improvements recommended in the Master Plan. Approximately 20% (\$12.3 million) is needed to enhance existing parks, with the majority of those funds (\$8.6 million) for Lincoln and Thatcher Park alone. Nearly 58% of total costs (\$38 million)¹ would be needed to acquire and develop a park with a new community recreation center, and another 24% (\$15.7 million) would fund the development of new parks. While all these improvements are desired, the cost is more than the City can afford.

Maintenance and Reinvestment

Table 6.2 provides an overview of the reinvestment costs and maintenance costs. Unlike capital costs, these represent annual investments to take care of the park system. Maintenance costs are based on an average cost per acre to maintain City parks and trails. Consistent with recommendations, high-use sites such as community parks and special use parks require additional maintenance funds to improve routine and preventative maintenance. Appendix E notes maintenance costs as well as which sites are targeted for increased maintenance services.

Park reinvestment costs per acre reflect an annual allocation for the capital replacement of outdated or worn facilities as scheduled based on their age and use. While these funds are not needed immediately for new facilities and parks, monies set aside annually will ensure that the City has funds on hand to repair or replace facilities when needed. The costs are based on a 20-year replacement schedule to update 1/4 of the park, including landscaping and amenities. At partner sites, these are based on total capital costs rather than a cost per acre.

As shown in Table 6.2, approximately \$2.1 million would be needed annually to take care of all existing and proposed parks, trail corridors and partner sites if the park system is built out as recommended. Another \$1 million should be set aside for capital reinvestment. In the past, the City has not set aside funds to cover major capital repairs and replaced facilities. It has considered system reinvestment in the same context as new capital projects, identifying capital dollars when needed through the capital improvement planning and budgeting process. A reinvestment fund could help proactively plan for facility improvements in the future. Given current challenges to fund parks maintenance, however, the City is unlikely to be able to set these type of funds aside for future use.

¹ See the *Community Center Feasibility Study* for more details on community recreation center costs.

FOREST GROVE PARKS, RECREATION AND OPEN SPACE MASTER PLAN

TABLE 6.2: ESTIMATED MAINTENANCE AND REINVESTMENT COSTS

Park Type	Annual Maintenance Cost (After Development)	Annual Future Reinvestment Cost	Total
Existing Parks	\$1,408,360	\$416,894	\$1,825,254
Proposed Parks	\$434,940	\$578,675	\$1,013,615
Improvements to Partner Sites	\$152,080	\$23,438	\$175,518
Proposed Trail Corridors	\$126,000	\$31,500	\$157,500
Subtotal	\$2,121,380	\$1,050,506	\$3,171,886

Notes: All costs are based on 2016 dollars, not accounting for inflation.

Basic maintenance costs are based on an average cost per acre to maintain all City parks and trails, based on figures in the City's Proposed Budget, FY 2016-17. For the Aquatic Center, the cost takes into account net maintenance and operations expenditures.

Park reinvestment costs per acre reflect an annual allocation for the capital replacement of outdated or worn facilities as scheduled based on their age and use. These costs are based on a 20-year replacement schedule to update 1/4 of the park, including landscaping and amenities. At partner sites, these are based on total capital costs rather than a cost per acre.

Recreation Programs

The *Community Center Feasibility Study* identified different program service levels and associated costs for providing recreation programs, events and activities. Table 6.3 presents refined programming costs updated here to reflect Master Plan program recommendations presented in Chapter 4.

TABLE 6.3: ESTIMATED RECREATION PROGRAM AND SERVICE COSTS

Program Level	Estimated Annual Costs
Level 1: Coordinated Information, Website and Scholarships, ½ FTE Recreation Coordinator	\$50,000 - \$75,000
Level 2: YMCA/School Programs, Allowance for Increased Programs and Events in Parks, ½ FTE Recreation Coordinator	\$100,000 - \$200,000
Level 3/4: Full Community Recreation Center Operations and Programming	\$300,000 - \$500,000*
Subtotal	\$450,000 - \$775,000

Notes: All costs are based on 2016 dollars, not accounting for inflation.

*Assumes a 70-75% cost recovery rate and/or substantial partner investment in community center operations.

As noted in the Table 6.3, Level 1 costs are a small annual investment to increase awareness of existing recreation opportunities. The estimated operational outlay is minor to coordinate with other recreation providers in creating a consolidated website of recreation information and providing scholarships for underserved groups to be able to participate in existing programs.

Level 2 costs reflect a moderate annual investment to increase recreation program options. The amount of this allowance could vary depending the numbers and types of new programs and events provided and the amount of subsidy the City is willing to provide to initiate pilot programs. An allowance to recruit program providers as well as initiate a YMCA/School District partnership could be facilitated cost effectively, assuming the program provider absorbs the cost of providing programs and pays the City for facility use.

Levels 3 and 4 cost represent a significant investment in the operations of a new community recreation center: Community recreation center operations would require a sizable subsidy. As noted in the *Community Center Feasibility Study* the City is unlikely to take on facility development or operations without an equity partner to assume management risks and costs.

6.2 COMMUNITY INVESTMENT PRIORITIES

As noted in the last section, the community's desire for more indoor recreation programming space, improvements to existing parks, new park development and improved maintenance and programming is costly. The amount of capital and operations dollars needed for this type of investment would require community funding support through increased taxes, user fees, system development charges and other funding mechanisms. To determine the community's willingness to support this level of funding, the City of Forest Grove led two efforts to understand residents' funding priorities.

Implementation Survey Findings

In February 2016, the City of Forest Grove conducted a telephone survey of registered voters to get their input on funding priorities and their willingness to support tax measures to fund park projects. A total of 220 interviews were conducted. The results are statistically representative within a margin of error or +/-6.6% at a 95% confidence interval. The survey asked participants to identify funding priorities and measured voter support for six funding packages, described briefly in Table 6.4.

TABLE 6.4: TELEPHONE SURVEY TESTED FUNDING PACKAGES

Tax Package	Estimated Revenue Generated	Annual Cost for Average Homeowner*
Maintenance and Upkeep	\$150,000 annually	\$50 per homeowner
Programs and Events	\$150,000 annually	\$50 per homeowner
Park Improvements/Development	\$10M	\$133 per homeowner
Park Improvements/Development	\$20M	\$265 per homeowner
Recreation Center (Small)	\$20M	\$265 per homeowner
Recreation Center (Larger)	\$35M	\$463 per homeowner

* Owner of a \$237,000 home.

KEY FINDINGS

As noted in the survey, community priorities include protecting existing investments and enhancing recreation opportunities on a small scale. Key findings are noted below

- Protect existing investments:** Residents want the City to take good care of existing parks and facilities. Survey results suggested that 63% support a \$25 tax increase per year for the average homeowner, which would generate \$150,000 annually in revenue to improve park maintenance and upkeep.
- Enhance existing recreation programs and community events:** A majority of survey respondents (57%) support a \$25 tax increase per year for the average homeowner, which would generate \$150,000 annually to provide more programs and events.
- Consider limited voter support for larger projects:** Slightly less than half of voters supported a tax increase of \$50 per year for the average homeowner, which would generate \$300,000 annually for the City to support both maintenance and programs. However, there is little current public support for larger tax measures that would increase taxes from \$133-\$465 per year for the average homeowner, raising \$10-\$35 million annually for city park projects (Figure 6.1).
- Prioritize existing parks and low-cost options to enhance recreation opportunities:** Improving park maintenance and upkeep consistent ranked as the community's top funding priority. Beyond that, residents supported nearly equally enhancing programs and investing in smaller park projects. Each of these types of low-cost park investments have tax support according to the priorities noted in Figure 6.2.

FIGURE 6.1: MEASURED FUNDING SUPPORT FOR LARGER PARK TAX PACKAGES

Other Projects

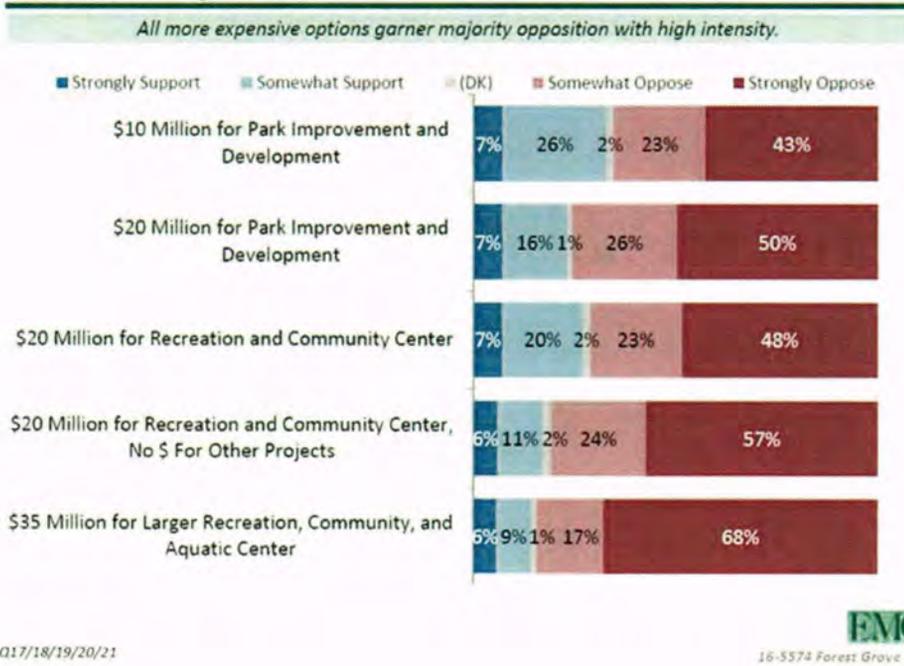
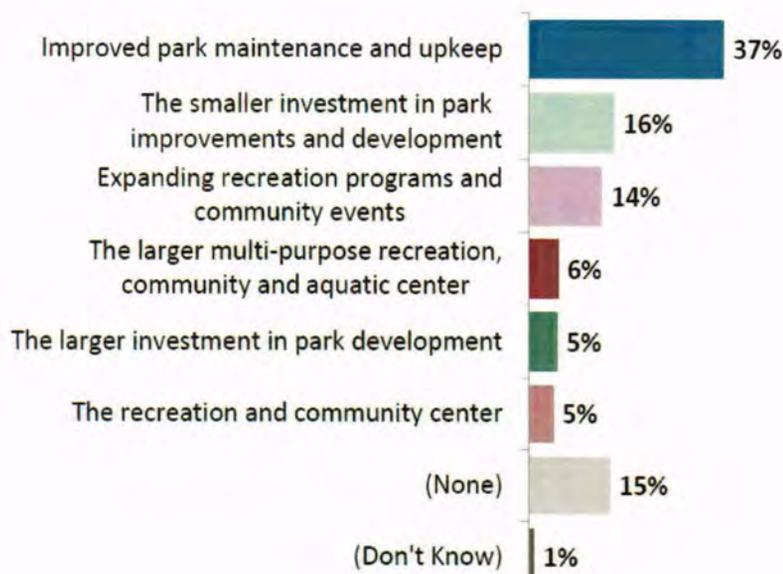


FIGURE 6.2: PRIORITY PARKS AND RECREATION IMPROVEMENTS FOR CITY INVESTMENT



- **Consider different funding options to develop more parks and trails:** Both survey results and earlier outreach results suggested that residents want a variety of park projects, as long as the City does not have to raise taxes to implement them. In the Needs Assessment questionnaire, 87% of respondents indicate it was a high or medium priority for the City to develop its undeveloped park sites; 85% indicated it was important to develop more trails; 68% wanted a new community center. In the Telephone Survey, more than 57% of voters also indicated it was important for the City to develop its vacant park sites. Between 52% and 63% of respondents indicated it was important to improve maintenance, provide minor renovations, develop vacant park sites, and provide more programs and events.

6.3 10-YEAR PLAN AND FUNDING RECOMMENDATIONS

There are clear community priorities for investing in the park and recreation system over the next ten years. What is less clear is the amount of funding available to implement priority projects—particularly in light of apparent limits on the taxing measures voters may be willing to support. Multiple funding sources will be needed to fund both capital projects and operations. Appendix F identifies existing and potential new resources to help fund park and recreation enhancements. These include existing and potential funding sources, as well as the involvement of potential partners, volunteers and donors.

Capital Funding Options

To have a better understanding of potential funds for parks projects, Table 6.5 identifies current and potential funding sources, along with an estimated low and high range of revenues that could be generated by each fund for parks and recreation facility improvements over the next ten years.

As shown in the table, the City is likely to have between \$10 million and \$25 million to fund capital park projects. That is significantly less than the \$66.1 million estimated to be able to implement all capital improvements recommended in the Master Plan. For this reason, a more realistic 10-year funding plan is proposed.

FOREST GROVE PARKS, RECREATION AND OPEN SPACE MASTER PLAN

TABLE 6.5: POTENTIAL MAJOR SOURCES AND GENERAL ESTIMATES OF CAPITAL FUNDS

Source	Use/Restrictions	Potential Funds in 10 Years	
		Low Estimate	High Estimate
System Development Charges (SDCs)	May be used for capacity enhancement projects to support new development. ¹	\$7,700,000	\$15,600,000
Grants and State Funds	Special purpose funds to support a designated project, such as trail and greenway improvements or park development. ²	\$325,000	\$1,000,000
Park Acquisition and Development Fund (Fund Balance)	Existing fund for growth-related parks and capital expansion projects supported by SDCs and past State/Metro grants. Restrictions on fund use is dependent on the source. ²	\$1,500,000	\$1,500,000
Bike and Pedestrian Pathways Fund	One percent (1%) of the State Gas Tax revenues received by the City is allocated for bike and pedestrian pathway improvements. Use is restricted to capital projects that build or improve facilities for pedestrian and bicycle modes transportation. ³	\$130,000	\$130,000
General Funds	City financial resources typically used for parks maintenance. These funds have been applied to renovation and reinvestment projects to keep facilities operable. ⁴	\$250,000	\$500,000
Facilities Major Maintenance Fund	Fund established in FY 2010-11 to support major City facility maintenance projects to extend the life of current buildings. ⁵	\$100,000	\$500,000
General Obligation Bond	Voter approved property tax for capital projects. ⁶	0	\$5,000,000
TOTAL		\$10,005,000	\$24,230,000

Notes: All costs are based on 2016 dollars, not accounting for inflation. Cost assumptions are defined in Appendix F.

- 1 SDCs are currently set at a rate of \$3,000 per residential unit, which would generate approximately \$7.7 million.
- 2 Grant funding varies considerably each year. The low amount is based on grant funding shown in the City's 5-year CIP. The high amount is similar to the amount the City received in the last five years.
- 3 The Park Acquisition and Development Fund in the past included SDCs, grants and state funds. While these are split for future funding estimates, this fund still carries a revenue balance to be applied to future projects.
- 4 The Pathways Fund generates approximately \$13,000 per year. There is no fund balance to carry forward from FY 2016/17.
- 5 The General Fund primarily supports maintenance and other City services. In past years, General Funds have been tapped to support necessary renovations, since the City does not have other funds set aside for facility repairs. While it is not recommended to divert maintenance dollars to emergency repair projects, the low estimate shown reflects funding assumptions built into the 5-Year CIP for aquatics renovations.
- 6 The Facilities Major Maintenance Fund expires in 2018 and may be renewed pending voter approval. The current 5-year CIP notes that these funds will continue to applied support necessary renovations.
- 7 Currently, there is little voter support for a park bond measure. If the City pursues a bond measure for other City facilities, it could combined small park projects into the funding package, which accounts for the high estimate in this table.

10-Year Plan

CAPITAL PROJECTS

Table 6.6 provides a list of capital funding priorities that is more consistent with available funds and community priorities. Projects are divided into two categories:

- **Primary Projects:** These projects are most important to complete within the 10-year planning horizon. These include approximately \$17 million in projects, focusing on:
 - *Existing park projects and renovation:* Approximately \$9.7 million accounts for needed repairs and maintenance, projects already in process, community park completion, and priority reinvestment in two high-use neighborhood parks.
 - *Proposed parks and access improvements in underserved areas:* Another \$7.2 million support two new parks in unserved areas, as well as trail development and trailhead improvements to improve access to parks.
- **Desired Projects:** The projects in this category reflect community priorities and goals for the Master Plan. The availability of funding and level of partner support most likely will determine if these projects are able to be implemented in the next 10 years.

If the City applies existing sources of funding alone (the lower funding rate in Table 6.5), it will be approximately \$7 million short of funding all primary projects. An increased SDC rate is critical to funding many of the primary projects, which includes approximately \$13 million in capacity enhancement projects that could be funded through SDCs. Maximizing all possible sources of funding (the high estimate in Table 6.5) will be needed to fund the \$24 million of primary and desired projects combined.

Even at the higher investment range, the City will not have sufficient funds to develop all of its undeveloped park acreage. For example, neither Kyle Park nor Reuter Farm Park are on the primary or desired project lists. However, projects such as these can be added in the annual budgeting process if funds become available.

OPERATIONS

In addition to the added capital projects in the 10-year, several operational enhancements are priorities as well. Increased maintenance attention should be given high-use sites such as community parks, as well as parks and facilities where more programming and events occur. The annual amount will be determined based on the timing of capital improvements and program enhancements. Approximately \$100,000 will be needed annually for recreation enhancements within the next 10 years, including hiring a part-time recreation coordinator to carry out program initiatives (consolidated information, scholarships) and pilot projects to activate parks. The City should strive to provide Level 2 programming if feasible (see Table 6.3).

TABLE 6.6: Primary and Desired Capital Projects and Potential Funding Sources

	Acres	Park Type	RECOMMENDATIONS					CAPITAL COSTS	CAPITAL FUNDING OPTIONS						
			Acquire Land	Develop Park or Trail	Provide Minor Enhancements	Provide Major Enhancements	Add Facility through Partnership		Estimated Capital Cost	System Development Charges*	Grants and State Funds	Park Acquisition & Development Fund	Bike & Pedestrian Pathways Fund	General Funds	Facility Major Maintenance
PRIMARY PROJECTS															
Existing Parks															
LINCOLN PARK	22.8	CP			•			\$ 2,280,000	•		•			•	•
LINCOLN PARK (Addition)	3.0	CP		•				\$ 1,200,000	•		•			•	•
THATCHER PARK (Phase 2)	8.5	CP		•				\$ 3,400,000	•					•	•
THATCHER PARK (Dog Park)	1.0	CP	•					\$ 200,000	•		•			•	•
JOSEPH GALE PARK	3.8	NP				•		\$ 564,000	•					•	•
ROGERS PARK	3.7	NP				•		\$ 550,500	•	•	•			•	•
FOREST GROVE AQUATIC CENTER	3.0	SU				•		\$ 750,000				•	•	•	•
FOREST GROVE SENIOR CENTER	1.3	SU				•		\$ 162,500				•	•	•	•
FERNHILL WETLANDS TRAILHEAD	0.9	OSGT				•		\$ 45,000						•	•
HIGHWAY 47 TRAIL	9.1	TC				•		\$ 455,000		•	•			•	•
FACILITY RE-INVESTMENT & DEFERRED MAINTENANCE						•		\$ 500,000						•	•
<i>Existing Primary Projects Subtotal</i>	<i>57.0</i>							<i>\$ 10,107,000</i>							
Proposed Parks															
SAUCY PARK	0.5	OSGT		•				\$ 100,000	•		•			•	•
STITES NATURE PARK	10.9	NP		•				\$ 2,616,000	•		•			•	•
NEW NEIGHBORHOOD PARK # 1 (David Hill North)	6.0	NP	•	•				\$ 3,000,000	•		•			•	•
DAVID HILL TRAIL *	5.1	OSGT	•	•				\$ 1,530,000	•		•	•		•	•
<i>Proposed Primary Projects Subtotal</i>	<i>22.5</i>							<i>\$ 7,246,000</i>							
<i>Primary Projects Subtotal</i>	<i>79.5</i>							<i>\$ 17,353,000</i>							
DESIRED PROJECTS															
Existing Parks															
THATCHER PARK (Existing Park Enhancements)	16.0	CP			•			\$ -						•	•
BARD PARK	2.8	NP			•			\$ 213,000	•		•			•	•
TAILSMAN PARK	2.3	NP			•			\$ 172,500	•		•			•	•
<i>Existing Desired Projects Subtotal</i>	<i>21.1</i>							<i>\$ 385,500</i>							
Proposed Parks															
NEW NEIGHBORHOOD PARK # 2 (Oak Street)	2.5	NP	•	•				\$ 1,250,000	•		•			•	•
A.T. SMITH PARK (City)	3.2	SU		•				\$ 1,600,000	•		•			•	•
A.T. SMITH AMPHITHEATER (FHFG)	2.2	PS				•		\$ 350,000	•		•			•	•
NEIL ARMSTRONG MS SPORTS FIELDS	7.5	PS				•		\$ 1,250,000	•		•			•	•
SCHOOL SPORTS FIELD PROJECTS	2.1	PS				•		\$ 200,000	•		•			•	•
GALES CREEK TRAIL *	7.5	OSGT	•	•				\$ 2,250,000	•		•	•		•	•
<i>Proposed Desired Projects Subtotal</i>	<i>25.0</i>							<i>\$ 6,970,631</i>							
<i>Preferred Projects Subtotal</i>	<i>46.2</i>							<i>\$ 7,256,131</i>							
Totals for Primary and Preferred Projects	125.7							\$ 24,709,131							

Notes: CP = Community Park; NP = Neighborhood Park; SU = Special Use; OSGT = Open Space, Greenway and Trail, PS = Partner Site

*SDC funds can be applied to any capacity enhancing capital project that meets the demands of new development. Depending on the adopted SDC rate, new development at these sites (or others) may be funded by SDCs.

Funding Options

Multiple funding sources will be needed to implement this Plan. City Council and staff will need to consider all funding sources during the annual budgeting process, when renewing current levies, and when considering proposed funding sources to enhance parks and recreation.

CAPITAL FUNDING OPTIONS

To implement priority projects associated with a 10-year plan, City Council and staff should consider focusing available funds for capital projects on community priorities in the range of \$20-\$22 million. Other projects, including those not in the 10-year plan, may be considered if funding becomes available. Funding options include:

- **Increase the SDC rate:** To provide parks at the current level of service as the community grows, the City should consider increasing revenues from System Development Charges (SDCs) to meet the needs of new residential development. SDCs are one-time fees imposed on new residential development to address the impacts this growth will have on the park system.
- **Renew the Facilities Major Maintenance Fund:** As the Aquatics Center and Senior Center continue to age, additional funds will be needed for major repairs to keep these buildings operational. Voter approval will be needed to renew or potentially increase the Facility Major Maintenance Fund.
- **Leverage partnerships, donations and easements to reduce costs:** City leaders should continue working together to explore opportunities to advance community or partner-supported projects. Crowdfunding, fundraising, land swaps and donations, joint facility development, trail easements (rather than land acquisition at market costs) have been important project resources in the past and would support a higher level of service if increased in the future.
- **Revisit a voter-approved bond measure:** The Telephone Survey suggested that there is community support for a small tax measure. If the City pursues a bond to finance other City projects such as a new police station, it may consider a funding package that includes funds for key park projects. In time, if community demand increases for park improvements and development, the City may find it valuable to re-test community support for a larger tax measure.
- **Apply other funding sources:** The City should evaluate all other potential funding sources. For example, the Public Arts Donation Fund may be able to support the sculpture garden at Lincoln Park. Naming rights could be sold for major new facilities such as an event pavilion (recommended at Lincoln Park) or amphitheater (at A.T.Smith Park). Other funding sources and grants could augment what City funds alone can provide.

OPERATIONS FUNDING OPTIONS

In addition to the capital dollars, the City will need to increase the amount of operations funds to maintain new parks and facilities brought online, increase the maintenance level of service at high-

use parks, and coordinate programs and events. In addition to existing General Fund dollars applied to operations, the following should be considered to expand operations dollars:

- **Apply additional General Fund dollars towards operations:** The City should explore options to increase General Fund support for park operations. By ensuring that major facility repairs and renovations are funded through a renewed Facilities Major Maintenance Fund, that frees up additional General Fund dollars for tasks such as the day-to-day park maintenance or the development/consolidation of recreation information in a website.
- **Renew the local option levy:** The City has relied on a local option to levy to support park maintenance and other City services. This fund is up for renewal and will need voter approval. Maintenance costs will increase as facilities age and new park amenities and facilities are brought online, so renewal or potentially increasing these maintenance funds will be important.
- **Expand and focus the Community Enhancement Fund on program initiatives:** In 1990, the City established the Community Enhancement Fund based on a per-ton fee charged on solid waste disposed at the Forest Grove Transfer Station. Non-profit groups and City-sponsored committees can apply to use these funds for recreational improvements and increased programming that benefit youth, seniors, low income persons and/or underserved populations. As part of the pilot effort to increase recreation programming and events, recreation providers and non-profits should be encouraged to apply for funds to increase recreation services and events. The long-term goal is to transition these pilot programs into fee-based recreation programs that continue to be held in parks without a future subsidy.

PRIORITIZATION CRITERIA

The Prioritization Scorecard in Appendix G has a set of ten criteria. These criteria consider if a project or program:

- Augments maintenance and lifespan of amenities and facilities
- Increases unique recreation opportunity
- Provides varied programming options
Addresses all ages and abilities of users
- Improves park access or connectivity
- Promotes sense of community
- Preserves community heritage and natural resources
- Increases sustainable and cost-efficient operations
- Promotes local economy
- Increases partnerships

- **Consider a recreation/event operational levy:** As demand and support for recreation grows, the City may consider asking voters to approve a small tax measure (e.g., \$25 - \$50 annually for the average homeowner) to fund a recreation staff position and increased community events and programs.

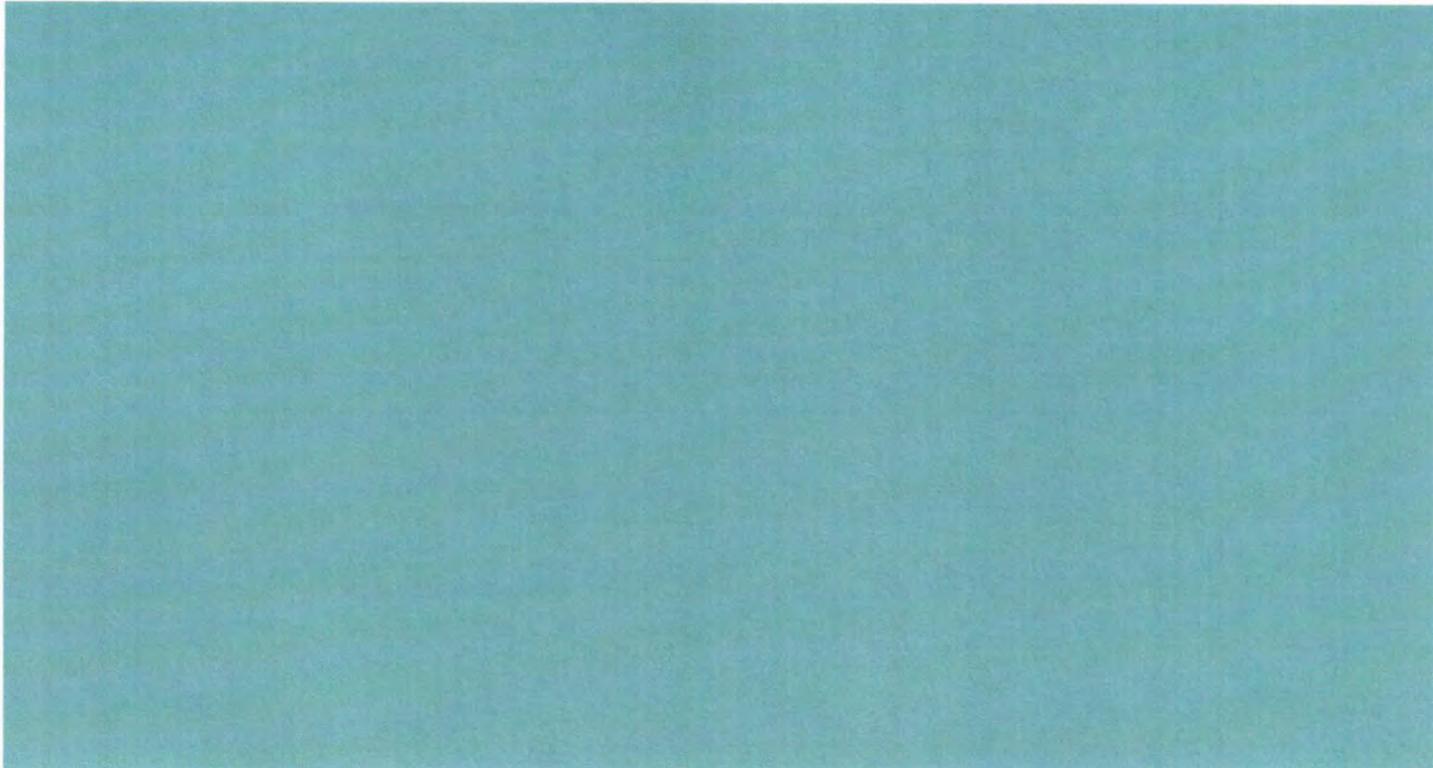
- **Provide fee-based programs and reinvest revenues:** The City should consider initiating the pilot investment in recreation programs and events, charging fees to recover facility use costs for programs. Any revenues generated can be reinvested into additional programs.

Prioritization Criteria

Implementing the *Parks, Recreation, and Open Space Master Plan* will require ongoing decision-making over the next ten years, particularly as the City completes its 5-year Capital Improvement Plan and updates its annual budget and work plan. Besides the funding sources noted here, the amount of support from residents, businesses and partners

will help determine which projects to advance. To be able to re-assess priority projects as circumstances change, this Master Plan includes a Prioritization Scorecard (Appendix G) that emerged from the community priorities and Master Plan goals. The scorecard introduces prioritization criteria that the City of Forest Grove can use to rate different projects and programs.

Each project can be reviewed in using the Appendix G criteria. Scored priorities should then be evaluated further against on factors such as available funding, political will and staff capacity. The same criteria can be used to refine the 5- and 10-year Capital Improvement Plans based on Council and community approval for different funding elements.



APPENDIX A:
Park and Facility Inventory

APPENDIX A: PARK AND FACILITY INVENTORY

Appendix A provides an overview park classifications used in the analysis (Tables A.1 and A.2). It presents the City's 2016 park inventory (Table A.3), as well as other natural and recreation resources in Forest Grove (Table A.4).

TABLE A.1: CITY PARK DEFINITIONS

Type of Park	Definition	Size and Service Area	Examples
Community Park	Larger parks that provide a variety of active and passive recreational opportunities for all city residents. Parks support large group gatherings and protect natural resources.	<ul style="list-style-type: none"> • 20 to 50 acres • ¾ to 1 mile 	<ul style="list-style-type: none"> • Lincoln Park • Thatcher Park
Neighborhood Park	Small parks located within biking and walking distance that provide recreation and play space for nearby neighbors.	<ul style="list-style-type: none"> • 1/2 to 7 acres • ¼ to ½ mile 	<ul style="list-style-type: none"> • Hazel Sills Park • Joseph Gale Park • Rogers Park • Talisman Park
Special Use Park	Parks, recreation facilities, or sites designed around a singular purpose, such as recreation centers, plazas, historic properties, sports complexes, etc.	<ul style="list-style-type: none"> • Dependent on use • Variable 	<ul style="list-style-type: none"> • Forest Grove Aquatic Center • Forest Grove Senior Center
Open Space, Greenways and Trails	Natural areas, waterways or linear corridors established for resource protection, recreation and/or trail use.	<ul style="list-style-type: none"> • Dependent on use • Variable 	<ul style="list-style-type: none"> • B Street Trailhead • B Street Trail • Old Towne Loop Trail
Undeveloped Parkland	Land acquired for future parks. The site's use and function will be determined when it is developed.	<ul style="list-style-type: none"> • Variable • Not assigned 	<ul style="list-style-type: none"> • A.T. Smith Park • Kyle Park • Rueter Farm Park • Saucy Park • Stites Park

TABLE A.2: OTHER RECREATION RESOURCES

Type of Recreation Resource Area	Definition	Size and Service Area	Examples
Natural Resource Areas	Natural areas provided by others for resource protection, recreation and/or trail use.	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Fernhill Wetlands • Metro Wetlands
Schools	Outdoor recreation space at school sites that is accessible to the public for use.	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Joseph Gale Elementary School • Neil Armstrong Middle School • Forest Grove High School
Special Use Sites	Other sites in Forest Grove that support community recreation activities. These may or may not be publicly accessible.	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Cannery Field • Stoller Center

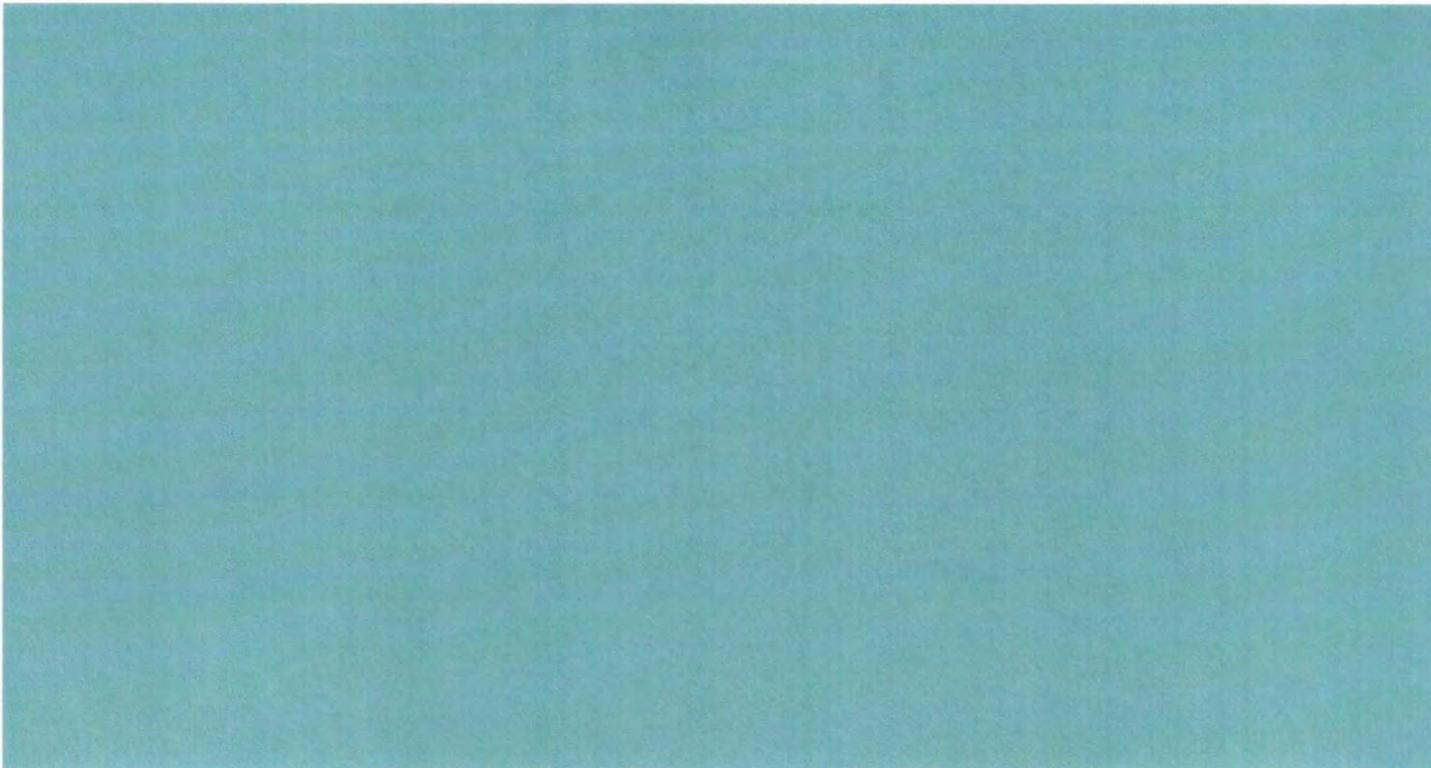
TABLE A.3: FOREST GROVE PARKS & FACILITY INVENTORY BY CLASSIFICATION (Acreage Owned or Maintained by City)

CITY PARKS	Acres	ATHLETIC FACILITIES					OUTDOOR RECREATION FACILITIES					PARK AMENITIES			Notes	
		Baseball Field	Softball Field	Soccer Field	Basketball Court	Tennis Court	Horseshoes	Playground	Skateboard Park	BMX Track	Trail/Path	Off Leash Area	Restrooms	Barbecue/Grills		Picnic Shelter
Community Parks																
LINCOLN PARK	25.8	1	1	2	1	1	1	1	1	1	1	1	1	1	1	Stadium, sand volleyball court. 3 acres of Lincoln Park is undeveloped
THATCHER PARK	25.5	1	1	1			1			1	1	1	1	1	1	8.5 acres of Thatcher Park is undeveloped; 1 acre (the dog park) is on land owned by the Fire District.
<i>Community Parks Subtotal</i>	<i>51.3</i>	<i>2</i>	<i>2</i>	<i>3</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>2</i>	<i>1</i>	<i>1</i>	<i>2</i>	<i>1</i>	<i>2</i>	<i>2</i>	<i>2</i>	
Neighborhood Parks																
BARD PARK	2.8				2		1			1			1	1	1	Ball wall
HAZEL SILLS PARK	0.5						1						1	1	1	
JOSEPH GALE PARK	3.8	1					3	1					1	1	1	
KNOX RIDGE PARK	0.4						1									1
ROGERS PARK	3.7				1	2	1	1		1		1	1	1	1	Gazebo
TAILSMAN PARK	2.3						1			1			1	1	1	
FOREST GLEN PARK (UPPER)	0.9						1									
FOREST GLEN PARK (LOWER)	5.3	1			2					1						Ball wall
<i>Neighborhood Parks / Play Lots Subtotal</i>	<i>19.7</i>	<i>2</i>	<i>0</i>	<i>0</i>	<i>5</i>	<i>2</i>	<i>4</i>	<i>7</i>	<i>0</i>	<i>0</i>	<i>4</i>	<i>0</i>	<i>2</i>	<i>5</i>	<i>5</i>	
Special Use Parks																
FOREST GROVE AQUATIC CENTER	3.0															Lap pool, warm water pool, hot tub, sauna and outside spray park
FOREST GROVE SENIOR CENTER	1.3															Two conference/class rooms, dining hall, kitchen, outdoor picnic area
<i>Special Use Parks Subtotal</i>	<i>4.3</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	
Open Space, Greenways and Trails																
B STREET TRAILHEAD	0.9									1						Seating area, viewpoint. Total length of trail is 0.17 miles or 880 feet.
B STREET TRAIL *	0.9									1						Bridge. Total length of trail is 0.57 miles or 3,020 feet
FERN HILL ELEMENTARY SCHOOL TRAIL*	1.0									1						Total length of trail is 0.4 miles or 2250 feet.
FERNHILL WETLANDS TRAILHEAD	0.9									1		1			1	Parking, interpretive signage
FOREST GLEN TRAIL AND OPEN SPACE	45.1									1						Total length of trail is 0.59 miles or 3,120 feet.
HIGHWAY 47 TRAIL*	9.1									1						Benches. Total length of trail is 3.8 miles or 19,900 feet.
OLD TOWN LOOP TRAIL*	1.3									1						Total length of trail is 0.53 miles or 2,800 feet.
<i>Open Space, Greenways and Trails Subtotal</i>	<i>59.2</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>7</i>	<i>0</i>	<i>1</i>	<i>0</i>	<i>1</i>	<i>1</i>	
Totals for Existing Parks	134.4	4	2	3	6	3	5	9	1	1	13	1	5	7	8	
Undeveloped Parkland																
A.T. SMITH PARK	3.2															Adjacent 2.2 acres are owned by Friends of Historic Forest Grove
KYLE PARK	7.5															
REUTER FARM PARK	2.1															
SAUCY PARK	0.5															
STITES NATURE PARK	10.9															
<i>Undeveloped Parkland Subtotal</i>	<i>24.2</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	
Totals for All Parks	158.7	4	2	3	6	3	5	9	1	1	13	1	5	7	8	

TABLE A.4: FOREST GROVE NATURAL RESOURCE AREAS AND SCHOOL SITES INVENTORY

RECREATION RESOURCES	Acres	ATHLETIC FACILITIES					OUTDOOR RECREATION FACILITIES					PARK AMENITIES			Notes	
		Baseball Field	Softball Field	Soccer Field	Basketball Court	Tennis Court	Horseshoes	Playground	Skateboard Park	BMX Track	Trail / Path	Off Leash Area	Restrooms	Cooking Facilities		Picnic Shelter
Natural Resource Areas																
FERNHILL WETLANDS	80.7										1		1		1	CWS has plans to build a future interpretive center
METRO PROPERTY	39.7										2					Acreage includes the B Street Trail and Old Town Loop Trail, which are maintained by the City
<i>Natural Resource Areas Subtotal</i>	<i>120.4</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>3</i>	<i>0</i>	<i>1</i>	<i>0</i>	<i>1</i>	
School Sites																
CENTRAL ADMINISTRATION PLAYGROUND	1.4															
FERN HILL ELEMENTARY / NEIL ARMSTRONG MIDDLE SCHOOLS	42.9		4	4	1			1			1					track
FOREST GROVE COMMUNITY SCHOOL	0.2							1								
FOREST GROVE HIGH SCHOOL	56.9	2	2	2		6										track, football field
HARVEY CLARKE ELEMENTARY SCHOOL	9.8		1	1	1			1								
JOSEPH GALE ELEMENTARY SCHOOL	7.9	1	1		1			1								
TOM MCCALL UPPER ELEMENTARY SCHOOL	37.9		4	4				3			1					track
<i>School Sites Subtotal</i>	<i>156.9</i>	<i>3</i>	<i>12</i>	<i>11</i>	<i>3</i>	<i>6</i>	<i>0</i>	<i>7</i>	<i>0</i>	<i>0</i>	<i>2</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	
Special Use Sites																
CANNERY FIELD (PACIFIC UNIVERSITY)	N/A			3												Rectangular fields used for multiple sports (e.g., soccer, rugby, lacrosse)
STOLLER CENTER (PACIFIC UNIVERSITY)	N/A															University athletic center with fitness/weight room, gymnasium, fieldhouse (with space for two basketball courts, two tennis courts and four volleyball courts), racquetball courts (3), wrestling room, sauna, team rooms, offices (95,000 sf)
<i>School Sites Subtotal</i>	<i>0.0</i>	<i>0</i>	<i>0</i>	<i>3</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	
Totals for Park Facilities	277.3	3	12	14	3	6	0	7	0	0	5	0	1	0	1	

Revised 7/06/16



APPENDIX B:
Community Forest Management Plan

FOREST GROVE OREGON



2016-2021

URBAN FOREST
MANAGEMENT PLAN

◆
APRIL 2016
◆



Dates covered by plan:

2016 – 2021

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by unanimous vote on February 16, 2016

Acknowledgements:

Urban Forest Management Toolkit

Executive summary

This document provides an overall framework for managing Forest Grove's urban and natural forest resources (this plan does not include the Forest Grove City watershed). It is based on the condition of the forest in 2014 and an analysis of trends that have shaped Forest Grove's urban forest to date and will continue to influence it in the future. The major portions of this document are described below.

Tree resource assessment

This section discusses current condition, issues and trends that are likely to impact Forest Grove's tree resources over at least the next 25 to 50 years. Topics include:

- Canopy cover
- Street trees
- Facility trees
- Parking lot trees
- Park trees
- Register/Heritage trees
- Open space trees
- Hazard trees

Community values

This section presents the summary of stakeholder attitudes and perceptions about the urban forest and its management.

Strategic plan

Topics include:

- Issues, trends, and needs
- Goals
- Objectives
- Actions

Implementation plan

Topics include:

- Potential funding sources
- Proposed implementation strategy
- Monitoring plan

Appendix

This section presents several of the inventories and technical guides. Topics include:

- 2011 street tree inventory
- 2014 vegetation assessment and recommendations for City parks
- Tree planting standards
- City list of recommended street trees for planting
- Register of Historic and Significant (Heritage) trees list
- Tree related ordinances (Forest Grove Development Code Article 5 and Municipal Code Chapter 9)
- Chronological public involvement record
- Public survey questions and responses
- Other management plans

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Mission & Vision

Mission statement

The mission of the Forest Grove CFC is to work with the community and government to increase awareness about the importance and values of urban trees. To this end the City Council authorized the CFC to:

1. Maintain the Forest Grove Significant Tree Register (Tree Register) by:
 - a. Recommending to the City Council the designation of properties with significant trees that meet the criteria for designation.
 - b. Recommending removal of trees from the Register
2. Ensure that significant trees are protected and pruned appropriately
3. Review activities proposed by the City and other agencies that may seriously affect Register trees and advise on such matters
4. Perform other activities relating to community trees, including but not limited to:
 - a. Providing public education on the history and importance of the Register trees;
 - b. Providing advice to the City Council and other City boards on protection of trees in the community
 - c. Providing technical information on community tree issues
 - d. Making recommendations to the City Council for community forestry related programs
 - e. Periodically reviewing and making recommendations for updating the Significant Tree Register
 - f. Recommending to the City Council the acceptance of grant funds and donations towards the protection and planting of trees in the community

Vision statement

The Forest Grove Community Forestry Commission (CFC) believes that a healthy and expanding community forest is essential to our community's quality of life and to our environmental and economic wellbeing.

Vision for the Forest Grove Urban Forest in 2020

The health of this urban forest, a mosaic of the planted landscape and the remnant native forest, is a reflection of the city's health, well-being and livability. These trees and other plants are a vital part of the city character, giving it a special sense of place. Forest Grove continues to be recognized as a Tree City USA for the 25th consecutive year in 2015.

The urban forest canopy is cohesive, not fragmented, because development includes trees as part of the total vision for sustainable development. The air and water are cleaner because the trees and other plants remove pollution from the air and reduce runoff. Fish and wildlife have healthy habitats. Open spaces and urban stream corridors define a sense of space in our

communities while providing a quiet respite from hectic urban life. Tree-lined streets offer shade and protect us from inclement weather. Shoppers frequent shaded business districts where trees help save energy, reduce noise and soften the hard edges of structures and paved areas.

Coordinated management of the urban forest occurs because city agencies, businesses, civic organizations and residents have formed partnerships to make a place for trees in the city. Residents recognize trees as a vital, functioning part of the city's infrastructure and ecosystem and provide adequate, stable funding to maintain and enhance the urban forest.

We have achieved a healthy, sustained urban forest, carefully managed and cared for, which contributes to the economic and environmental well-being of the city.

Why we need a plan

Trees provide a variety of important benefits in the urban environment. These benefits 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 mental health of residents, and providing habitat for wildlife.

The community's trees need to be managed in order to maintain this stream of benefits which are critical to the community's economic well-being and overall quality of life. Unlike most other urban infrastructure, the value of the urban forest generally increases over time. Benefits provided by the urban forest may take years to develop to desired levels, but tree resources can be adversely impacted over short time periods by a lack of timely management or poor management choices. An urban forest management plan helps a community protect the investment it has made in its community forest and provides a blueprint for enhancing and improving that asset to maximize the benefits provided while minimizing costs required to maintain the resource.

Whether for good or ill, the community's trees are being managed in some fashion whether a plan is in place or not. Without a vision and plan for the management of the urban forest as a whole, however, it is unlikely to thrive and provide the benefits that the community desires.

Many benefits provided by trees are listed below:

Benefits provided by trees

- Removing carbon from the atmosphere;
- Producing oxygen;
- Reducing energy use;
- Improving air quality;
- Moderating storm water flows;
- Protecting water quality;
- Improving economic sustainability;
- Increasing property values;
- Supporting physical and mental health of residents; and
- Providing habitat for wildlife

The City's street tree inventory completed in 2011 provided a glimpse into the benefits to the community as a result of our urban forest. For example street trees in Forest Grove remove nearly 8 million pounds of air pollutants per year.

Scope of the plan

This intent of this plan is to provide a strategic framework for managing the urban forest within Forest Grove. Other site specific plans may be developed that address the management of the urban forest in areas such as college campuses, office parks, historical sites, botanical gardens, recreation areas, or other large properties that contain significant amounts of tree canopy. These site specific plans would fit within the strategic framework of the urban forest management plan.

The following types of trees are included in this urban forest management plan:

- Street trees
- Facility trees
- Parking lot trees
- Park trees
- Register/Heritage trees
- Open space trees
- Hazard trees

Planning horizon

Efforts should be made to update the management plan every 5 years, or sooner if the need exists and resources are available.

Relationship to other planning documents

Cities and counties, as well as other public districts, typically have multiple layers of planning documents. This plan will incorporate elements from the following documents (this list will be expanded as necessary):

- Parks and recreation master plan
- Urban renewal plans
- Community sustainability element of the comprehensive plan
- Design and landscaping guidelines and development standards (Public Works Specifications)
- Ordinances, including the local tree ordinance
 - Forest Grove Development Code Article 5
 - Tree Protection
 - Forest Grove Development Code Article 8
 - Landscaping, Screening and Buffering (Parking Lot Trees)
 - Municipal Code Chapter 5
 - Trees and Plants
 - Municipal Code Chapter 9
 - Boards and Commissions (Community Forestry Commission)
 - Street Trees

The Urban Forest

Historical context

Native Vegetation

At the time of European settlement, heavy forests covered most of the region. Stands of Douglas-fir, western hemlock, and western redcedar dominated the landscape. Deciduous bigleaf maple and red alder were intermixed. Wetlands and flood plains along the river supported Oregon ash, willows, and black cottonwood. Oregon white oak and Pacific madrone grew in drier uplands. Understory upland vegetation included vine maple, western hazel, oceanspray, snowberry, thimbleberry, Oregon grape, salal, red huckleberry, ferns and forbs. Wetland species included elderberry, Douglas spirea, dogwood, sedges and rushes.

Much of this forest was cleared for farming beginning in the mid 1800's. The earliest European settlers came to the Tualatin Valley of Oregon as farmers and missionaries in the 1840s. The Native Americans in the region were of various bands of the Tualatin Branch of the Kalapuya Indian Group. Several Native American villages were located along the banks of Gales Creek just south of present day Forest Grove (From Forest Grove Comprehensive Plan (1980) p. IV-1.).

In 1859 the name "Forest Grove" was officially recognized for the area around what is now Pacific University. The name probably referred to the grove of oak trees on and around the University grounds. Several of these trees exist today. According to historical accounts many of the large sequoia trees in Washington County were planted from seed by John R. Porter circa 1870. This includes the sequoia trees located on the Pacific University campus and elsewhere in Forest Grove.



Sequoias at 19th Avenue and Elm Street

Environmental context

Rainfall

Average annual precipitation is 45.12 inches (*Source: Western Regional Climate Center*). Northwest Oregon, including Forest Grove, is susceptible to strong winter storms that are carried along the Jet Stream over the Pacific Ocean. Heavy rain events are not uncommon during the fall, winter and spring months. Such events pose potential risk to the urban forest especially mature Oregon white oak trees.

Temperature

Average Max: 63.6/Average Low: 41.6, Average Range 32.1 to 82.6 (*Source: Western Regional Climate Center*). Northwest Oregon, east of the Coast Range and west of the Cascades, typically experiences moderate temperatures during spring, fall and winter. Summers are characterized by warm to hot days and cool evenings. The summer months are typically dry which can cause considerable stress on certain trees especially non-native varieties.

Climate Zone

USDA Tree hardiness zone 8. USDA developed tree hardiness zones to guide plant selection with an eye toward those which are most likely to survive at a given location. The zones are based on the average annual minimum winter temperature. As the map below indicates, Washington County is located within tree hardiness zone 8.



The Arbor Day Foundation provides information on tree species suitable for the various tree hardiness zones. Popular trees suitable for zone 8 identified by the Arbor Day Foundation include:

- Eastern white pine
- Sugar maple
- Red maple
- Yoshino cherry
- Saucer magnolia
- Dogwood
- Northern red oak
- Black walnut

Soil conditions

Soils in this area are dominated by clays, silts, and loams partially as a result of historic flood events (Lake Missoula 15-20,000 years ago). Soil types found throughout the City have potential shrink-swell and low shear strength problems. Soil is an important factor contributing the growth of tree especially within urban or suburban environments. Research shows that soil compaction is a significant contributor to overall tree health.

Tree resource assessment

Canopy cover

Background

Tree canopy cover refers to the proportion of land area covered by tree crowns, as viewed from the air. Canopy cover is tied to many of the benefits provided by the urban forest.

Existing condition

The tree canopy cover in Forest Grove is estimated to be approximately 23.2 %. (*Source: Portland State University, Regional Urban Forestry Assessment and Evaluation for the Portland-Vancouver Metro Area, Revised June 2010*). This figure is estimated to have increased 2-5% in the past 20 years as former farmland has been developed into new housing areas and trees have been planted.

The organization American Forests recommends tree canopy coverage for urban and suburban areas. American Forests recommends 40% as the goal for urban areas overall and 50% for suburban residential areas in the Pacific Northwest. The City of Vancouver, Washington has set a canopy goal of 28% and the City of Tigard, Oregon has a goal of 32% canopy coverage by 2027.

The Community Forestry Commission recommends the following canopy coverage goals:

Goals/desired condition

- 30% canopy cover by 2025
- 40% canopy cover by 2035

Achieving these goals requires concentrated effort and a clear strategy. This plan provides a framework for setting our community on a path for realizing a viable and sustainable urban forest worthy of a city named Forest Grove.

Street trees

Background

Trees along streets are one of the most visible portions of the urban forest. Due to their location, street trees provide specific benefits not provided by other trees. Benefits include traffic calming and extending the life of roadway pavement. Streets shaded by trees contribute to "sense of place," which can also contribute to increased community pride and property values.



Street trees are often located in very constrained locations. Pavement and utility lines may limit growing space. Other management issues that may be important for street trees include:

- Trees are commonly subject to damage by vehicles and street construction activities.
- Conflicts with utilities, hardscape (especially sidewalks, curbs, and gutters) and other built infrastructure are common.
- Branch, trunk, and root failures commonly have a high potential to cause property damage and/or injury.
- Tree canopies typically need to be maintained for street and sidewalk clearance, visibility issues for motorists, and to minimize risk of branch failures.
- Falling leaves, seeds, and fruits may create hazards on sidewalks and contribute to storm drain clogging.
- Street trees may generate high numbers of service requests and complaints.



Because of these issues, species selection is often a primary consideration. The species used may be specified in a master planting plan or on an approved species list. The palette of potential street tree species may be limited, which can sometimes lead to low species diversity. Low species diversity can pose a risk to the urban forest if one or more common species develop serious problems.

Existing condition

The City of Forest Grove Community Development Department manages the street tree planting program within newly developed areas. Historically, street tree planting was left to home builders. Many trees, however, did not fare well due to improper tree selection and planting in less-than-desirable locations. To address this problem, the City now selects trees with input from homeowners and manages tree planting to ensure proper placement. The street tree planting program is funded through an assessment at time of building permit issuance. The Street Tree Fund contained in the City budget is the collection of these assessments.

A street tree inventory was completed for Forest Grove in 2011 (see appendix). Findings include:

- Over 150 different tree species were found in Forest Grove
- The three most abundant trees are Japanese maple, Japanese flowering cherry, and Norway maple
- Deciduous trees are the dominant tree type, comprising 69% of all street trees
- Greater than half (59%) of the trees are less than 12 inches in diameter
- Street trees comprise approximately 350 acres (10% of the total land area in the City)
- The total replacement value for the street trees is estimate to be \$148 million
- White oak, Douglas-fir, and Sequoia had a higher proportion of observations in the poor to fair condition class than the average for the average of all species surveyed.

Opportunities include

- Identification of unoccupied areas as potential future planting sites
- Include an assessment element of whether the inventoried tree is in an appropriate location (based on potential tree size, crown characteristics, overhead utility location, etc.) in future inventories
- Expand the sample size
- Intensive tree survey along heavy traffic corridors (19th Avenue, Pacific Avenue, B Street, Thatcher Road) to develop long-range management plan to replace aging trees in poor condition
- Identification of street trees causing problems for pedestrians or motorists

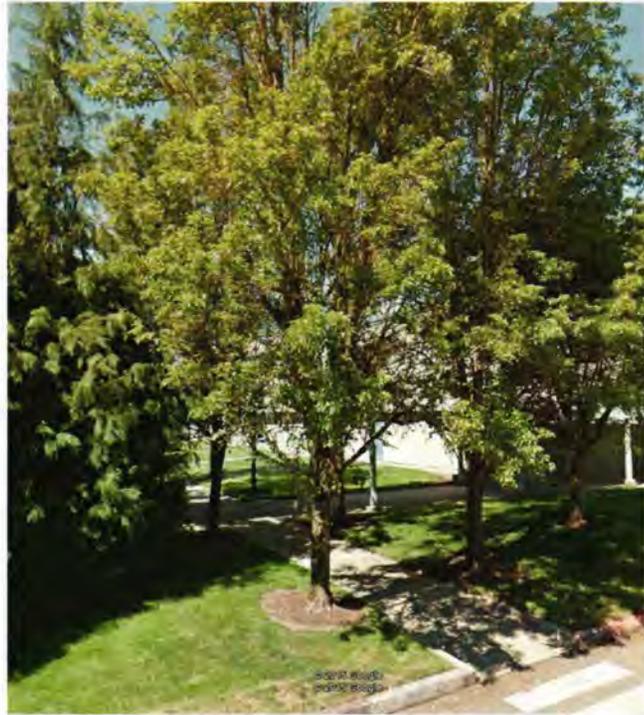
Goals/desired condition

- Mixed age/size classes and species composition
- Retain tree species representing character of Forest Grove (White oak, Douglas-fir, bigleaf maple, sequoia)
- Resistant to insect, disease, environmental damage
- Minimal impact to adjacent utilities (including storm sewer)
- Safe environment for pedestrians, motorists, and home owners
- Efficient to maintain
- Non-invasive species suitable for Forest Grove's climate

Facility trees

Background

Many urban trees fall into the "facility tree" category. These are privately owned and maintained trees around buildings and other built facilities that are not adjacent to streets. Most trees in sites such as office parks or campuses are facility trees. Shade provided by trees near buildings can greatly reduce summer cooling costs. Facility trees also modify the visual impact of structures.



Most facility trees grow where soil volume is restricted by hardscape. They commonly occur in landscape beds near structures. These landscape beds can vary widely in size. Facility trees may also occur in small planters or cutouts in sidewalks or plazas.

Some potential management issues:

- Soil near buildings may be unfavorable due to severe compaction and alkaline residues from concrete, stucco, etc.
- Planting beds may have inadequate drainage or irrigation.
- Competition from other landscape plants may be excessive.
- Reflected heat or excessive shading from structures may affect tree growth and health.
- Pruning may be needed to maintain clearance from buildings and over walkways.
- Potential for root damage to foundations and walkways needs to be considered.
- Underground utility maintenance may damage tree roots.

Existing condition

Notable facility trees include the Oregon white oaks, and Douglas-firs on the Pacific University campus. The university has a draft vegetation management plan for the campus (55 acres) and has recently expanded non-irrigated areas near white oaks to improve tree health.

Goals/desired condition:

- Mixed age classes and species composition
- Resistant to insect, disease, environmental damage
- Minimal impact to adjacent buildings and utilities
- Safe environment for pedestrians, motorists, and home owners
- Efficient to maintain

Parking lot trees

Background

Parking lots can occupy large patches of the urban landscape. Trees in parking plots can help mitigate some of their undesirable characteristics:

- Tree shade helps cool pavement. This helps reduce the urban heat island effect that is associated with paved areas.
- Tree shade cools parked cars. Hydrocarbon vapors emitted by hot cars contribute to photochemical smog formation.
- Trees intercept and channel rainfall, reducing runoff and water pollution associated with runoff from paved surfaces.
- Trees screen and soften the visual blight that parking lots pose



Forest Grove High School Nichols Lane Frontage

Parking lots are typically poor areas for growing trees. Trees are often grown in small cutouts with compacted soils, poor irrigation, and inadequate drainage. Trees may be subject to heat damage from hot pavement and vehicle engines. Trees are also damaged by vehicles and shopping carts. Trees are pruned to provide vehicle clearance and avoid blocking parking lot lighting. Retailers sometimes have trees pruned inappropriately to enhance visibility of signs or buildings from the street. Trees in parking lots can also have undesirable effects such as dripping sap on cars or causing additional maintenance/cleaning of the parking surface.

Existing condition

The Forest Grove development code for parking lots requires:

- At least 8% of the interior parking lot area shall be landscaped (DC 10.8.415(E)(3)).
- One tree shall be required for every 1,600 square feet of interior parking lot area. Trees shall have a minimum 2-inch caliper and 6-foot branch height at time of planting (DC 10.8.415(E)(4)).
- Interior parking area landscaping and trees must be dispersed throughout the parking area. Some trees may be grouped, but the groups must be dispersed. Required trees may be planted within 5 feet of the edges of the parking area (DC 10.8.415(E)(5)).

Forest Grove has a variety of parking lots developed over time, some have trees planted in them, and some do not. The recent remodel of Forest Grove High School included the planting of trees within the reconfigured parking lot and along Nichols Lane. The photograph above shows some of the newly planted trees.

Opportunity

Inventory parking lots to identify potential areas for planting, as well as existing plantings that may be incompatible with goals/desired conditions.

Goals/desired condition:

- Mixed age classes and species composition
- Resistant to insect, disease, environmental damage
- Minimal potential impact to vehicles
- Safe environment for pedestrians and motorists
- Efficient to maintain



Example of Well-Maintained Parking Lot Trees



Example of Improper Pruning of Parking Lot Tree

Park trees

Background

Park trees include trees in public parks maintained by the City. Compared with street or facility trees, park trees may have fewer space constraints for both canopies and roots. This can allow the use of a wider range of species and larger trees overall. Tree care, however, may not receive high priority where turf or sports fields are primary uses. Other considerations:

- Trees in or near lawns need to tolerate high amounts of irrigation. Turf can also compete strongly with young trees.
- Soil compaction due to foot and equipment traffic on wet soils may impair root growth and drainage.
- Surface roots in turf may conflict with mowing equipment and may pose tripping hazards.
- Trees can be subject to damage from mowing equipment and park users. This can make it difficult to establish new trees.
- Hazard management may be a primary concern, especially in areas that are heavily used.
- Newly-developed parks often start with even-aged stands of trees. Phased tree replacement and interplanting may be needed to avoid a future replacement of the entire stand.
- Parks may include heritage trees or other old or unique trees with special maintenance needs.



Thatcher Woods



Rogers Park

Existing condition and opportunities

Forest Grove currently has over 20 park sites covering approximately 100 acres. Recent findings from the 2014 City park vegetation assessment include:

- The parks contain a wide variety of planted and native trees
- Significant tree maintenance is occurring
- Opportunities exist to plant additional trees, both to fill in unoccupied space, and to provide for future replacement of existing trees
- Some hazard abatement (dead branches) needs to occur
- May need a regular assessment schedule for overhead hazards?
- Opportunities exist to remove and replant a few smaller trees that appear to be too close to existing structures and utility wires
- Some past plantings need to be thinned to fewer trees on the site because of over crowding

Goals/desired condition:

- Safe environment for park visitors
- Mixed age classes and species composition
- Retain tree species representing character of Forest Grove (Oregon white oak, Douglas-fir, bigleaf maple, sequoia)
- Resistant to insect, disease, environmental damage
- Minimal impact to adjacent utilities
- Efficient to maintain (watering, mowing, etc.)
- Non-invasive species
- Greater coordination between the Community Forestry Commission and Parks and Recreation Commission regarding management of trees within the City's parks and open spaces.

Register trees

Background

Register/heritage trees are trees that are awarded special status due to their

1. Tree size, shape, or location;
2. Botanical significance;
3. Exceptional beauty;
4. Functional or aesthetic relationship to a natural resource.

In Forest Grove these trees are a reminder of the city's namesake and offer historic, aesthetic, environmental, and monetary value to the community. Because these are special trees by definition, they may have special needs relative to tree care activities and inspections.



Register Tree (Goff Oak)

Existing condition

The register tree program in Forest Grove was initiated in the mid-1990s. Approximately 100 trees were identified. Protection ordinances were developed for the register trees. Yearly notices of pertinent tree care information or additional services are sent to homeowners with register trees on their property. The City of Forest Grove requires a permit for activities that will impact heritage trees.

Current summary of Forest Grove's register trees:

Tree Type	Number
Oregon white oak	138
Douglas-fir	15
Giant Sequoia	19
Big leaf maple	2
Ponderosa pine	1
Umbrella tree	1
European beech	1
Western red cedar	2
Deodora cedar	2
Camperdown elm	1

Goals/desired condition

- Safe environment for home owners
- Retain tree species representing character of Forest Grove (White oak, Douglas-fir, Big leaf maple, sequoia)
- Minimal impact to adjacent utilities
- Provide for periodic health inspections
- Have adequate ordinances for protection
- Have adequate process for identification of new candidate register trees

Opportunities

- Increase public awareness of program
- Identification of potential Register tree candidates

Open space trees

Background

Open space trees are often remnants of the native forest found along creeks or on hills. In some areas, some or all of these trees may be exotic species. Management goals and needs will depend on what types of species are present, their condition, and their location.

Tree management in open spaces is usually less intensive than in other parts of the urban forest. In some areas, open space trees may be largely unmanaged. However, these stands can and will change over time. Active management may be needed to:

- Help maintain native stands that have low levels of natural regeneration
- Suppress exotic species that may crowd out native trees in riparian areas
- Replace flammable exotic species with lower risk trees such as native oaks

Existing condition

Open space areas in Forest Grove total approximately 350 acres. Examples of open space trees include:

- Area along Gales Creek near the B Street Trail

Goals/desired condition

- Maintain native species composition
- Maintain conditions reducing threat from wildland fires

Opportunities

- Additional tree plantings along Gales Creek and the B Street Trail.

Hazard trees

Background

Forest Grove is susceptible to strong wind weather events during the winter months. Many older iconic trees in the City are vulnerable to damage. An example of this occurred in March of 2012 when one of the large Oregon white oak trees located in downtown Forest Grove succumbed to the wind. (See photo at right.) Fortunately, the tree fell in the early morning hours and did not cause injury to persons or significant property damage.



Tree Hazard

Many communities have developed programs to mitigate safety risks to persons and property. Some communities perform hazard tree risk assessments based on criteria developed by the International Society of Arboriculture. Such an assessment takes into account factors including history of tree failure, topography, soil conditions, tree foliage, vigor and possible defects, crown size, wind exposure, and conditions of roots. Based on these factors likelihood of failure is categorized. Categories include improbable, possible, probable and imminent. Potential impact and consequences are also assessed.

Existing condition

Hazard trees exist throughout Forest Grove, primarily in the older sections of town, and include the Old Town and Forest Gale Heights neighborhoods.

Goals/desired condition

- Safe environment for residents.

Opportunities

- Develop a hazard tree mitigation program and assessment methodology
- Perform hazard tree assessments

Management of the tree resource

Background

Almost all processes needed to sustain the urban forest – establishment, growth, decline, death, and degradation of trees – require some level of active management. Urban forest managers typically:

- Plan and implement tree plantings
- Maintain existing trees
- Manage hazards associated with declining trees
- Remove trees that have reached the end of their useful life span
- Recycle or dispose of green waste and wood from pruning and removals

Urban forest managers must also deal with problems related to the urban environment. These may include:

- Utility line clearance
- Damage to sidewalks and other hardscape due to tree roots
- Complaints from pedestrians and motorists about trees causing safety (visibility) issues
- Construction damage to tree roots
- Exotic species invading natural areas
- Fire hazards at the urban-wildland interface

Existing condition

Tree maintenance falls to three departments: Public works, Parks and Recreation, and Light and Power. Tree planting is the responsibility of the department undertaking the project. The Community Development Department manages the street tree planting program, issues permits for pruning or removal of protected trees including street trees, Register trees and trees on development sites.

Roles and Responsibilities (*Forest Grove City departments*):

- *Parks and Recreation Department:*
Maintain trees in City parks and on City-owned property, provide tree inspections at request of other departments, and support Community Forestry Commission
- *Community Development Department:*
Manage street tree planting program; review development proposals potentially affecting trees, issue tree pruning and removal permits, enforce tree planting regulations, support Community Forestry Commission.
- *Public Works Department:*
Address tree/sidewalk conflicts, annual fall leaf pick-up, maintenance along rights-of-way to address tree/ public way signage conflicts
- *Light and Power Department:*
Prune trees potentially affecting overhead utilities.

- No lead department/person for coordination of tree related activities between departments .

Forest Grove tree pruning standards prescribe a maximum 20% of tree canopy or 10% of critical root zone system impact. Tree topping prohibited.

Goals/desired condition

- Have adequate ordinances, plans and policies in place to manage tree resource (tree planting standards, pruning standards, protection standards during construction, tree removal permits, street tree species planting list, invasive tree species list)
- Safe environment for pedestrians, motorists, and homeowners
- Recycle (urban forest salvage) or dispose of green waste and wood from pruning and removals
- Adequate training for city and private crews doing tree maintenance work
- Adequate budgets for maintaining city trees
- Adequate coordination between city departments involved with tree related work

Opportunities

- Update tree planting standards
- Update/develop pruning standards
- Develop protection standards for underground utility, sidewalk, or other work that affects tree roots
- Determine if there is adequate coordination between departments for tree maintenance activities
- Identify areas available for additional planting of trees
- Determine adequacy of budgets for current and future maintenance/removal of trees in declining health (especially large trees)
- Surveys to locate trees causing visibility issues for motorists and pedestrians

Community desires, values & concerns

Background

The desires, attitudes, and perceptions of stakeholders and decision-makers can have a large impact on this plan. These potential issues were developed from the results of a 2015 urban forestry survey of Forest Grove residents.

Forest Grove resident concerns/issues include:

- Where to find information on proper tree care
- Cost of planting trees
- Cost of maintaining trees (includes cost of disposing of green material)
- Safety concerns for overhead trees hazards when visiting parks
- Safety concerns when living near large trees

Goals/desired condition

- Adequate information on proper tree care
- Safe environment when recreating or living (includes motorists) near trees
- Cost efficient system for recycling or dispose of green waste and wood from pruning and removals
- Adequate information about tree related ordinances

Strategic Plan

The strategic plan summarizes the issues, trends, goals, objectives, and actions under appropriate topic headings, e.g. Tree Resources, Management, and Community.

Issues and needs categories

- ***Tree needs***
Needs related to the tree resource itself and processes that maintain the urban forest.
 - *Street trees*
 - *Facility trees*
 - *Parking lot trees*
 - *Register/heritage tree program*
 - *Park and open space trees*
 - *Hazard trees*
- ***Management needs***
Needs of the urban forest program and the people involved with the short- and long-term care and maintenance of the urban forest.
- ***Community needs***
Needs related to how the public perceives and interacts with the urban forest and the urban forest management program.

Goals

The goals in this plan are the general outcomes that are sought. Goals may address some or all of the needs identified. They can also address other concerns or desires of the stakeholders.

Objectives

Objectives provide more specificity by breaking goals into the components that make up each goal. Like goals, objectives are desired outcomes, but are more specific and limited in scope.

Actions

An action is something that is done to achieve an outcome - e.g. plant trees, conduct workshops, or enforce regulations.

Tree needs

Issue 1: *Wrong tree in the wrong location rather than right tree in the right location*

Goal

Have minimal conflict between trees and utility lines, buildings, etc.

Objective

Reduce conflicts and improve tree health

Actions

- Expand future street tree surveys to include assessment of whether a tree is in an appropriate location (locates potential sites for correction).
- Review street tree planting list for possible conflicts.
- Increase public awareness about street tree program through expanded information placed on City website (requirement for tree removal permit and recommended list of street trees).
- Review list of recommendations in 2014 parks vegetation survey for specific remedial actions (tree replacement, removal).

Issue 2: *Lack of diversity in Oregon white oak size and age class (Not enough young oaks)*

Goal

Increase the abundance and survival of young white oaks as an element of the urban forest in Forest Grove.

Objective

Continuation of the Oregon white oak as an iconic tree in Forest Grove.

Actions

- Utilize 2014 parks vegetation survey to locate planting sites (open non-irrigated sites).
- Increase public awareness about the health risk to white oaks from watering in the summer.

Issue 3: *Insufficient tree canopy within the city limits*

Goal

Strive to achieve an Increase in tree canopy from 23% to 30% by 2025 and 40% by 2035

Objective

Increase public and private community benefits of trees by increasing tree canopy.

Actions

- Seek funding opportunities to increase tree planting throughout the community
- Establish partnerships between the Community Forestry Commission and other agencies and organizations interested in planting trees in Forest Grove.

Street trees

Issue 1: *Reduce possible impact of disease affecting street trees*

Goal

Increasing street tree diversity and reduce the potential impact of tree diseases

Objective

Effective management of street trees

Actions

- The Community Forestry Commission in conjunction with appropriate City staff should develop street tree management plans for new subdivisions of the City. The management plans should address recommended tree species to plant in the neighborhood.
- Educate property owners about City policies regarding adjacent property owner responsibility for maintaining street trees.
- Prepare an estimate of cost to taxpayers if the City were to undertake complete responsibility for maintaining street trees. The estimate should address staffing levels and required expenditures. The analysis should address equity in terms of not all streets have street trees.
- Utilize grants to assess, plan, and implement tree removal and planting projects as needed.
- Develop risk/age/condition based mapping (GIS) of potential neighborhood needs.

Facility trees

Issue 1: *Educate property owners about proper care of facility trees*

Goal

Promote planting of facility trees and proper facility tree care including pruning

Objective

Improve condition of facility trees throughout the community.

Actions

- Educate property owners about proper tree care and pruning techniques
- Educate property owners about the economic benefits trees provide

Parking lot trees

Issue 1: *Many existing parking lots lack trees*

Goal

Increase tree canopy coverage in existing parking lots

Objective

Bring existing parking lots into compliance with current Development Code standards

Actions

- Educate property owners about the benefits of adding trees to parking lots including increasing pavement life cycle.
- Work with property owners to select appropriate parking lot trees to reduce ongoing maintenance costs
- Work with property owners regarding proper tree pruning techniques.

Register/Heritage Tree Program

Issue 1: *Lack of protection for tree groves*

Goal

Develop tree grove protection program

Objective

Improve the Register/Heritage tree program

Actions

- Improve standards and incentives for tree grove protection
- Preserve existing tree groves
- Create new tree groves

Issue 2: *Lack of recruitment of new register trees into the program*

Goal

Improve community outreach for Register Tree Program

Objective

Encourage property owners to nominate trees to include on the Register/Heritage Tree list

Actions

- Educate community about Register Tree Program and benefits of seeking Register Tree designation

- Implement a “Register Tree of the Year” recognition program

Park and open space trees

Issue 1: *Unfulfilled opportunities for new trees plantings in parks and open spaces*

Goal

Increase tree canopy within open space areas, and insuring “right tree in the right place”.

Objective

Promote trees as an important component of the City’s open space programs.

Action

- The Community Forestry Commission should work with the Parks and Recreation Commission to ensure tree canopy is considered as an integral part of community open space programs.
- Utilize the park vegetation inventory to locate potential opportunities.

Issue 2: *Lack of park specific tree management plans*

Goal

Have plans as needed.

Objective

Develop plans as needed.

Action

- Develop a tree management plan for Thatcher Park.

Management needs

Issue 1: *Survival of planted or maintained trees*

Goal

Have greater than 90 percent survival of planted/maintained trees.

Objective

Encourage proper tree planting and care practices to increase survival rate

Actions

- Update the tree planting standards used by City contractors.
- Develop pruning standards/practices

- Develop inspection schedule for maintenance of downtown street trees (checking metal grates, etc. near street tree boles.)
- Develop/review ordinances/standards for underground utility or other work affecting tree roots.

Issue 2: *Coordination between City departments when working near trees*

Goal

Minimize duplication of efforts and ensure proper techniques to reduce harmful impacts to trees resulting from construction activities.

Objective

Ensure survival of trees near construction areas.

Actions

- Identify lead person or department for coordination on tree related issues.
- Consolidate tree planting and management efforts among City departments
- Designate a lead City staff person to coordinate urban forest management efforts.

Issue 3: *Affordability of City managed trees (maintenance cost)*

Goal

Have an urban forest that is sustainable with a minimal level of investment.

Objective

Reduce costs associated with tree care.

Action

- Review program for activities that have a low cost/benefit ratio.

Issue 4: *Funding*

Goal

Secure ongoing and dedicated funding for the urban forest management program.

Objective

Identify and utilize potential funding sources for urban forestry related programs.

Actions

- Identify possible funding mechanisms to support the urban forest management program
- Seek grant opportunities to implement urban forestry initiatives

- Seek dedicated funding through the City budget process for tree planting efforts by documenting tree related benefits to street preservation, surface water management, and environmental sustainability.

Community needs

Issue 1: Availability of information related to proper tree care, or tree ordinances

Goal

Have tree related information readily available through a variety of media.

Objective

Improve the availability of tree related information.

Actions

- Post Forest Grove tree removal permit/ordinance on City website
- Post tree planting and pruning information on City website. (or link to OSU Extension website)
- Post recommended street tree planting list.
- Continue CFC sponsored pruning and planting workshops
- Evaluate need for a City urban forester or arborist

Issue 2: Affordability of tree maintenance as trees grow larger and older

Goal

Having an affordable means of managing mature landscaping.

Objective

Mitigate property owner costs associated with retaining large, mature trees

Actions

- Evaluate possibility of expanding street tree leaf pick up to also include leaves/trimmings from other trees (especially in light of possible elimination of backyard burning).
- Increase awareness of urban tree salvagers that may offset cost of total tree removal.
- Establish grant or assistance program for low income home owners for tree maintenance activities.

Issue 3: Effectiveness of the fall leaf pick-up program

Goal

Assist property owners with removal of fall leaves.

Objective

Encourage the proper removal of fall leaves. Determine effectiveness of current fall leaf pick-up program.

Action

- Encourage volunteer opportunities to assist property owners with removal of fall leaves, especially elderly property owners.
- Determine effectiveness of current fall leaf pick-up program, and develop alternative strategies if necessary.

Issue 4: *Safety of public while recreating, driving, or living near areas with trees***Goal**

Enhance safety to persons and property by identifying and mitigating potential tree hazards.

Objective

Identify potential tree hazards

Actions

- Develop and maintain criteria for what constitutes a tree hazard using the Tree Risk Assessment methodology available from the Pacific Northwest Chapter of the International Society of Arboriculture.
- Prior to acquisition of land for parks or public places conduct a tree hazard assessment
- Develop and implement a formal emergency response system for tree hazards on City streets, City parks, and greenspaces.
- Utilize 2014 parks vegetation assessment to locate areas needing overhead hazards removed (dead or comprised branches over trails or in heavily used areas).
- Develop schedule to assess and remove hazards.
- Survey to identify potential safety issues to pedestrians, motorists, or cyclists from trees (low hanging branches blocking visibility of signs or crosswalks etc..)
- Develop a hazard tree identification and abatement program

Implementation plan

Funding is a critical component of successful implementation. The following section identifies current and potential sources of funding for sustaining the urban forest.

Urban Forest Funding Sources

Grants

Grants have been used by the Community Forestry Commission to fund inspections of trees on the Register of Significant Trees, street tree infill planting, publication of a tree of the month calendar and publication of a tour of trees brochure. Potential grant funding opportunities include:

- Forest Grove Community Enhancement Program
- Oregon Community Trees
- Alliance for Community Trees
- American Forests

Street Tree Fund

The City's Development Code requires all subdivisions and partitions to install street trees. To prevent trees from being damaged, street trees are not installed until construction is completed. As a result, each development is assessed for the cost of acquisition, installation and one year of maintenance for the street trees required for a project. The Street Tree Fund is the collection of these assessments.

Surface Water Management Fund

The Surface Water Management Fund provides resources for the City's annual fall leaf pick up program. Approximately 1,400 cubic yards of debris is removed from the street to minimize flooding.

Parks and Recreation Fund

A portion of the Parks and Recreation Fund is used to provide landscaping around City facilities and some non-park areas. In addition, this fund is used for street plantings and trimming trees for street clearance.

Light and Power Fund

The Light and Power Department funds two journeyman tree trimmers with responsibility for tree care near overhead power lines.

Proposed Implementation Strategy

- Develop standards and procedures for tree code enforcement
- Develop standards and procedures for tree protection related to public improvement projects and subdivision development
- Develop and maintain as part of the City's GIS and permit systems a publicly accessible inventory of protected trees
- Develop a hazard tree identification and abatement program
- Improve coordination among City departments related to the urban forestry program
- Identify and secure long term funding sources for urban forestry projects.
- Take advantage of the Community Forestry Commission area of the City's website as a way to distribute educational information about tree selection, care and permit requirements.
- Improve public outreach related to the benefits of the Register Tree program
- Develop site specific park/open space plans as needed.
- Assess effectiveness of current leaf/limb removal program.
- Develop an inventory (condition & opportunity) and mapping (GIS) of potential areas for street tree improvement projects.

Monitoring plan

Monitoring is key to the success of any planning effort. Monitoring ensures desired outcomes are met or to make changes if something isn't working well.

Data will be collected as resources allow. Such resources include volunteer efforts, availability of grant resources, and how often data provided by outside organizations is updated. Whenever possible, field inventories should be conducted during the summer months

Register of Historic and Significant Trees

Inventory trees listed on the Register of Historic and Significant Trees as resources permit. The purpose of the inventory is to confirm the trees presence and identify general condition.

Street tree

Inventory street trees to determine overall health and viability of individual species. This data will be used to help guide selection of tree species used for street tree planting projects.

Park trees

Monitor the ongoing condition of trees located in the City's parks

Tree canopy

Assess tree canopy every two to five years. To minimize costs, tree canopy assessment should be based on data provided by regional, state or federal agencies.

Available tools

The City is in the process of developing an enterprise GIS system that could be used to advance the City's efforts to manage the urban forest. Integrating urban forest data with the GIS database will promote data sharing across departments and the general public. Data collection efforts should be done in a way that facilitates use of GIS.

A variety of free software tools, developed by the USDA Forest Service is available, at no charge, to anyone interested in analyzing forest resources. This tool, called I-Tree allows for assessment of tree canopy coverage using Landsat imagery. I-Tree allows for linking urban forest management activities with environmental quality and community livability. I-Tree provides a way to analyze data to demonstrate the value of the urban forest and set priorities for more efficient decision making.

Appendices

- Appendix A: Forest Grove park 2014 vegetation assessment
- Appendix B: Technical guides and standards
- Appendix C: Chronological record of public involvement
- Appendix D: Public survey questions and summary of results
- Appendix E: Summary of other related planning documents
- Appendix F: Ordinances
- Appendix G: Additional related resources

Appendix A: 2014 Forest Grove parks vegetation assessment and recommendations

Park and Trail Property Addresses

B Street Trail	1910 16 th Ave
Bard Park	2921 22 nd Avenue, 22 nd & Kingwood
East Entrance	Yew St between Adair and Baseline
Forest Glen Park – lower	101 Gales Creek Road, south end of Lavina
Forest Glen Park – upper	3250 Forest Gale Drive, corner of Circle Crest
Forest Glen Trail	101 Gales Creek Rd to Ridge Point Dr. Parallels Gales Creek Rd over an existing sewer easement
Hazel Sills Park	1627 Willamina Avenue
Joseph Gale Park	3014 18 th Avenue, 18 th and Maple
Knox Ridge Park	2422 Strasburg Drive, corner of Strasburg Drive and Kalex Lane
Lincoln Park	2725 Main Street, Between Main and Sunset Drive North of Aquatic Center
North Entrance	Beale Rd.
Reuter Farm Green Space	480 Willamina
Rogers Park	2421 17 th Avenue, 18 th and Elm
Stites Park (future)	2324 26 th Ave
Talisman Park	1210 Willamina Avenue
Thatcher Park	750 David Hill Road

B Street Trail

Size	.73 miles (16 th av to highway 47)
Location	1910 16 th Ave
Facilities (general overview)	Trailhead, paved bike and walking trail, tables, benches, pedestrian bridge over Gales Creek
Irrigated?	Yes, at trailhead
General vegetation overview	Mowed grass and planted young trees at trailhead. Planted trees along some of the trail. Natural vegetation along Gales creek portion of the trail (big leaf maple, ash, white oak, red osier dogwood, cottonwood)
Overstory trees	Young planted ash, red oak, cedar, locust at trailhead. A few planted cottonwood, Douglas-fir, willow along the trail

Understory trees	Douglas-fir, ash.
Understory shrubs	Snowberry, ribes, willow, beaked hazel
Past vegetation work (planting, thinning, etc.)	A variety of shrubs and trees were planted by Metro (about 2011) in the Gales Creek floodplain area east of the north portion of the trail. Species planted include: cottonwood, willow, dogwood, etc.
	Trees and grass/shrubs (ash, red oak, locust, cedar, grass, shrubs?) planted at the time of establishment of the trailhead (2010.)
Existing maintenance needs/recommendations	<ul style="list-style-type: none"> • A few of the planted cedar along the fence at the trailhead are probably too close to the fence, and if so, it would be cheaper to replace them now instead of waiting until they are larger • There may be opportunities to plant additional cottonwood, willows, ash, Oregon white oak, Douglas-fir directly adjacent to the portion of the trail south of the Gales Creek bridge (will depend on how wide the right-of-way is)

Bard Park

Size	2.75 acres
Location	2921 22nd Avenue, 22 nd & Kingwood
Facilities (general overview)	Includes picnic shelter, tables play equipment, basketball court, paved trail
Irrigated?	Yes
General vegetation overview	Mowed and watered park grass with scattered mid-age planted trees
Overstory trees	Mid-age maples, Scotch pine, lodgepole/shore pine, sycamore, sequoia, and walnut
Understory trees	N/A
Understory shrubs	Mowed grass
Past vegetation work (planting, thinning, etc.)	No recent plantings
Existing maintenance needs/recommendations	<ul style="list-style-type: none"> • Continue lower crown pruning/lifting for access of mowing equipment • Monitoring for removal needs of dead branches in crown

East Entrance

Size

Location

Yew St between Adair and Baseline

Facilities (general overview)

No recreational structures in park. Entry sign for City of Forest Grove (other entities listed on sign?? Didn't write this down). Doesn't appear to get much use, just drive by viewing, no parking except along road

Irrigated?

Yes

General vegetation overview

Watered and mowed area indicating entry point into Forest Grove, several different species of planted trees

Overstory trees

Generally younger-mid age planted trees including, small clump of birch, several Oregon white oak (planted in an area that doesn't appear to be watered- good job!), sequoia, cedar, spruce, lodgepole pine, Douglas-fir, small ornamental Nyuzen Japan (sister city) town tree along east edge of site- very poor condition- much of the cambium rotted away

Several areas along the north edge are too crowded and very close to the utility lines. Douglas-fir along north edge competing with a young white oak; the fir should be removed

Understory trees

N/A

Understory shrubs

Watered/mowed grass, clumps of fescue in bark mulched area, dogwood, vine maple, Japanese maple

Past vegetation work (planting, thinning, etc.)

Plantings at establishment of area. Some general maintenance and pruning of lower branches has occurred

Existing maintenance needs/recommendations

- Check birch for top die back (birch bore?)
- Evaluate dense band of trees along south edge for thinning to reduce density
- Opportunity to remove several fir that are competing with the white oak
- Several trees (lodgepole pine, Douglas-fir) under the utility lines should be removed or pruned

Forest Glen Park – lower

Size	11 acres
Location	Gales Creek Road, south end of Lavina
Facilities (general overview)	Open space park with a paved and gravel trail around perimeter. Basketball court, tables, benches, and baseball field. Very little parking other than adjacent side streets.
Irrigated?	No
General vegetation overview	Mowed (infrequent) grass with a few remnant walnut trees and large white oaks along park edge.
Overstory trees	A few walnut and white oak.
Understory trees	N/A
Understory shrubs	Mowed grass
Past vegetation work (planting, thinning, etc.)	None
Existing maintenance needs/recommendations	<ul style="list-style-type: none">• Evaluate dead/rotten tree branches overhanging the paved trail along west edge of park

Forest Glen Park – upper

Size	
Location	3250 Forest Gale Drive, corner of Circle Crest
Facilities (general overview)	Small neighborhood park with play structure.
Irrigated?	Yes
General vegetation overview	Mowed and watered grass with a few planted trees.
Overstory trees	Mid-age big leaf maple, white oak, Douglas-fir, Ohio buckeye, flowering pears, ginko, young white oak.
Understory trees	N/A
Understory shrubs	Mowed grass
Past vegetation work (planting, thinning, etc.)	Trees in the slump appear to have been planted
Existing maintenance needs/recommendations	<ul style="list-style-type: none">• Monitor slump along edge of park for movement• Monitor overstory trees along edge of park for overhead

- hazard (dead/weak branches)
- Don't water the young white oak along west edge of the park

Forest Glen Trail

Size

Location

101 Gales Creek Rd to Ridge Point Dr. Parallels Gales Creek Rd over an existing sewer easement

Facilities (general overview)

Paved trail through a Steep wooded area along Gales creek road, which connects Ridge Point Drive and Lower Forest Glen Park. Also includes a low use gravel trail along a small drainage connecting Upper and Lower Forest Glen Park.

Irrigated?

No

General vegetation overview

Mixed species native trees

Overstory trees

Mature overstory of Douglas-fir, Oregon white oak, big leaf maple, Oregon ash. A few alder in the drainage bottom. Several dead trees and dead branches adjacent to, and hanging over the paved trail.

Understory trees

Bigleaf maple, cherry

Understory shrubs

Snowberry, service berry, beaked hazel, ocean spray, poison oak, black berry, ivy, Oregon grape.

Past vegetation work (planting, thinning, etc.)

The area along the lower portion of the drainage was planted (ponderosa pine, madrone, white oak, thimble berry, others.) in 2014 by SOLVE and Clean Water Services.

Existing maintenance needs/recommendations

- Evaluate overstory along trail for hazard trees
- Remove dead branches hanging over the trail, including several partially decayed large oak branches directly over the trail (eastern portion of the trail on the knob along the edge of Lower Forest Glen park
- Continue spraying poison oak directly adjacent to trail
- Blackberry spraying?
- Ivy removal?
- Opportunity for wood placement in drainage bottom to stop down-cutting
- Opportunity to plant several white oak near the small grove of mature white oak along the eastern portion of the trail

Hazel Sills Park

Size	.5 acres
Location	1627 Willamina Avenue
Facilities (general overview)	Small neighborhood park. Play equipment.
Irrigated?	Yes
General vegetation overview	Mowed grass with a few recently planted trees
Overstory trees	Young ponderosa pine, maple, cedar
Understory trees	N/A
Understory shrubs	Mowed grass
Past vegetation work (planting, thinning, etc.)	Removal of existing overstory Douglas-fir, and planting of new trees
Existing maintenance needs/recommendations	<ul style="list-style-type: none">• Pruning and shaping of young trees to facilitate mowing.

Joseph Gale Park

Size	3.6 acres
Location	3014 - 18 th Avenue, 18th and Maple
Facilities (general overview)	Developed park adjacent to Joseph Gale school. Includes play structures, ball fields, horseshoe pits, picnic tables, bathroom.
Irrigated?	Yes
General vegetation overview	Mowed grass with medium sized scattered trees
Overstory trees	Silver maples, sweetgum, spruce, Norway maple, lodgepole, sequoia, flowering plum, birch
Understory trees	N/A
Understory shrubs	Mowed grass
Past vegetation work (planting, thinning, etc.)	
Existing maintenance needs/recommendations	<ul style="list-style-type: none">• Crown cleaning of dead branches (especially in the silver maples)

- Continued pruning of lower branches to facilitate mowing

Knox Ridge Park

Size	0.4 acres
Location	2422 Strasburg Drive, corner of Strasburg Drive and Kalex Lane
Facilities (general overview)	Small neighborhood park with play structures and picnic table
Irrigated?	Yes
General vegetation overview	Watered and mowed grass with a few young, planted trees
Overstory trees	Planted white cedar, maples, and flowering pears
Understory trees	N/A
Understory shrubs	Mowed grass
Past vegetation work (planting, thinning, etc.)	Tree planting
Existing maintenance needs/recommendations	<ul style="list-style-type: none"> • Pruning of lower branches • Evaluate cedar along edge of park for proximity to fence... looks too close to me. Evaluate for removal and re-planting of something else.

Lincoln Park

Size	18.9 acres (owned by city)
Location	2725 Main Street, Between Main and Sunset Drive North of Aquatic Center
Facilities (general overview)	Large City park with football/soccer/track field, toilet, skate board park, picnic tables and shelter structure. Paved walking trail around perimeter. Several parking lots.
Irrigated?	Yes
General vegetation overview	Scattered mid-age and mature trees with mowed and watered grass
Overstory trees	Cedar, lodgepole, scotch pine, red oak, ash, flowering pear, sycamore, basswood
Understory trees	N/A

Understory shrubs	Mowed grass
Past vegetation work (planting, thinning, etc.)	Tree planting
Existing maintenance needs/recommendations	<ul style="list-style-type: none"> • Continued pruning of lower branches to facilitate mowing and walking on path • Continued evaluation of overhead hazard (dead branches) • Possible opportunities for plantings as the open lot (recently acquired) to the north and east gets developed

North Entrance

Size	Less than 1 acre
Location	Beale Rd.
Facilities (general overview)	Entrance sign for north entrance to Forest Grove. Several ponds, sidewalk, viewing structure, and table/bench.
Irrigated?	
General vegetation overview	Wetland vegetation surrounding the ponds
Overstory trees	Young planted willow, big leaf maple, white pine, Douglas-fir, ponderosa pine, lodgepole pine
Understory trees	N/A
Understory shrubs	Willow, dogwood
Past vegetation work (planting, thinning, etc.)	Tree/shrub planting
Existing maintenance needs/recommendations	<ul style="list-style-type: none"> • Thin vegetation near the viewing area (trail/sidewalk and shelter) to improve views of the pond • Needs a sign indicating the name of the park

Reuter Farm Green Space

Size	
Location	480 Willamina
Facilities (general overview)	Several picnic tables on the back side of the hill overlooking a pond
Irrigated?	No

General vegetation overview	Mature grove of Oregon white oak with a mowed grass understory
Overstory trees	Approximately twenty large mature white oak with an open, mowed (not watered) grass understory.
Understory trees	N/A
Understory shrubs	Mowed grass
Past vegetation work (planting, thinning, etc.)	Removal of several overstory oaks. Trimming of lower branches that appear to have been decayed.
Existing maintenance needs/recommendations	<ul style="list-style-type: none"> • Continue monitoring overstory oaks for overhead hazards (dead/decaying branches) • Possible opportunity to plant several white oaks along the edge of the park

Rogers Park

Size	3.6 acres
Location	2421 - 17 th Avenue, 18th and Elm
Facilities (general overview)	Heavily developed park. Includes play structures, tennis courts, picnic shelter and tables, portable toilets.
Irrigated?	Available but not used
General vegetation overview	Dominated by a grove of mature Oregon white oaks with a mowed grass understory
Overstory trees	Dominated by mature white oaks with a few Douglas-fir. Mature sweetgum trees along Elm Street. A few scattered yew, cedar, redwood, holly, Japanese maple.
Understory trees	Planted flowering plums, red oak, white oak, tulip tree
Understory shrubs	Mowed grass
Past vegetation work (planting, thinning, etc.)	Arbor Day tree plantings
Existing maintenance needs/recommendations	<ul style="list-style-type: none"> • Opportunities to plant a few white oaks • Monitor overhead hazards in oaks • Install interpretative sign about white oaks and why the City is not watering the park?

Stites Park (This area was not visited. Access uncertain.)

Size 9.9 acres
Location 2324 26th Ave

Facilities (general overview)

Irrigated?

General vegetation overview

Overstory trees

Understory trees

Understory shrubs

Past vegetation work (planting, thinning, etc.)

Existing maintenance needs/recommendations

Talisman Park

Size 2.5 acres
Location 1210 Willamina Avenue

Facilities (general overview) Play structure, picnic table and shelter. Paved path around the park and connecting to Gales Creek Road.

Irrigated? Yes

General vegetation overview Former wetland that has been filled in and planted with a variety of trees

Overstory trees One large, open grown white oak is a focal point for this park. A variety of other tree species (oaks, maples, etc.) have been planted along the perimeter of the park. Each of the trees has a numbered post at the base that corresponds to a list of the species.

Understory trees N/A

Understory shrubs Mowed and watered grass.

Past vegetation work (planting, thinning, etc.) Tree planting. Tree pruning workshop site

- Existing maintenance needs/recommendations**
- Continue pruning of lower tree branches to facilitate mowing
 - Evaluate for overhead hazards
 - Update and re-post the numbered key to the tree species in this park

Thatcher Park

Size	15.4 acres
Location	750 David Hill Road
Facilities (general overview)	Baseball/soccer fields, paved walking path, un-paved path through the forested portion of park, picnic table and shelter, toilet, dog park.
Irrigated?	Partial (ball fields)
General vegetation overview	The park includes two different areas. One is a 5-10 acres heavily forested area with a walking trail. The second area is the heavily developed park with mowed lawn, planted young trees, and developed facilities.
Overstory trees	Overstory of mature Douglas-fir (80-90 percent), with scattered big leaf maple, white oak, and cherry. The overstory appears to be fairly even aged (age??). Approximately 25-50 percent of the Douglas-fir are infected with heart rot (species??... The understory trees include big leaf maple, cherry, and holly. Shrub species include snowberry, blackberry, holly, elderberry, ivy, beaked hazel, willow, serviceberry.
Understory trees	Mowed and watered grass with planted oak), ash, Douglas-fir.
Understory shrubs	
Past vegetation work (planting, thinning, etc.)	Removal of hazard trees. Holly removal. Blackberry spraying. Removal of brush in riparian area along east side.
Existing maintenance needs/recommendations	<ul style="list-style-type: none"> • Continued evaluation of Douglas-fir heart rot and potential overhead hazards • Removal of existing dead branches hanging over the forested portion of the trail • Blackberry and ivy removal? • Opportunities to convert portions (mostly along the forest edge) to white oak through planting

Appendix B:

Technical guides and standards

1. Field Guide for Hazard-Tree Identification and Mitigation on Developed Sites in Oregon and Washington Forests. 2014 USDA Forest Service. Forest Health Protection. Pacific Northwest Region. Portland, OR. R6-NR-TP-021-2013
2. Dunster, J. 2009. Tree Risk Assessment in Urban Areas and The Urban/Rural Interface. Course Manual. Silverton, OT. Pacific Northwest Chapter, International Society of Arboriculture
3. Urban Tree Risk Management (A community guide to program design and implementation). USDA Forest Service. State and Private Forestry. Northeastern Area. NA-TP-03-03.
4. Urban Forestry Best Management Practices for Public Works Managers. Urban Forest Management. APWA press.

Appendix C:

Chronological record of public involvement

January 2014	Initiate project
January 2014	Draft outline following Urban Forest Planning Toolkit
Early 2014	Gather background data and produce first rough draft
Spring 2014	Inventory parks and open areas, list opportunities
Summer 2014	Outreach to public at farmers market
Fall 2014	Second and third draft
Fall 2014	Outreach to city commissions (parks, sustainability, CCI)
December 2014	Develop survey questions
January 2015	Refine survey questions with CCI commission
March 2015	Send out survey in March utility bills and post on-line
March 2015	Outreach to newspaper to produce article about plan and survey
April 2015	Review survey and use to modify draft plan
May 2015	Meet with city departments (parks, planning, public works) about tree management
June-July 2015	Revised draft of plan
July-August 2015	Outreach to public at farmers market
September 2015	Next draft of plan
2016	Review plan with public during Parks/Recreation master plan update public meeting
April 2016	Review with city and council
2016	Final draft
2016	Final plan recommendations to city council

Appendix D:

Public survey questions and summary of results



CFC Urban Forest Management Planning Survey

The Forest Grove Community Forestry Commission (CFC) is working on a plan to guide and manage trees within the City. Trees provide a variety of important benefits in the urban environment. Without a vision and plan for the management of the urban forest as a whole, however, it is unlikely to thrive and provide the benefits that the community desires. We will look at **what we have now** for tree resources, determine **what we want** in the future, and make recommendations for **how we get there**. More details of the scope of the project can be found online at [Community Forestry Commission](#).

Trees included in an urban forest management plan may include the following:

- o Street trees (those directly adjacent to streets)
- o Parking lot trees
- o Heritage/special trees (those with special status)
- o Park trees
- o Facility trees (those near public buildings)
- o Open space trees (those in natural areas)

The Commission invites you to help develop the plan by answering the following questions. This survey is also available [online](#).

Questions 1-3 pertain to tree care in parks, trails, or open space areas. Please rank on a scale of 1 to 5 with (1) being "Very Satisfied" and (5) being "Very Dissatisfied".	Very Sath Bed	Sath Bed	Neither	Dissath Bed	Very Dissath Bed
	1	2	3	4	5
1. How satisfied are you with the quantity and quality of trees in parks, along trails, or in open space areas?					
2. How satisfied are you with the care of trees in parks, along trails, and/or in open space areas?					
3. How satisfied are you with pedestrian safety near large trees?					

Questions 4 –13 ask how much you agree with a given statement regarding street trees, parking lot trees, register trees, and/or facility trees. Please rank on a scale of 1 to 5 with (1) being "Strongly Agree" and (5) being "Strongly Disagree".	Strongly Agree	Agree	Neither	Disagree	Strongly Disagree
	1	2	3	4	5
4. I am satisfied with the quantity and quality of street trees, parking lot trees, registry trees, or facility trees.					
5. I am satisfied with the care of street trees, parking lot trees, registry trees, or facility street trees.					
6. Trees positively contribute to the value of a home.					
7. More trees would be good for the City.					
8. I believe it would benefit the City if more resources were directed towards maintenance and protection of existing trees.					
9. The City should require the protection of old, healthy trees on sites that are being developed.					
10. The City should require the planting of new trees on sites that are being developed.					
11. The condition of the urban forest has improved over the last 10 years.					
12. The large oak trees in town are an important cultural element in Forest Grove.					
13. I am satisfied with the pruning of street trees for utility lines.					

Questions 14 – 18 ask about your awareness of City policy and programs relating to urban trees. Please rank on a scale of 1 to 3 with (1) being fully aware and (3) being unaware.	Fully Aware	Some what Aware	Unaware
	1	2	3
14. I have adequate information about how to maintain trees on my property.			
15. Property owners are responsible for care and maintenance of street trees.			
16. Property owners need to have a free City permit before pruning or removing street trees.			
17. A replacement street tree may need to be planted if one is removed.			
18. Forest Grove has a tree registry/significant tree program.			

The following questions encourage further comments about Forest Grove’s Urban Forest.

19. What could be done to improve the quantity or quality of trees in Forest Grove?

20. What are other issues related to trees?

21. What is the best method(s) to get you additional information about trees (website link, newsletter, email, other)?

Please return this survey with your utility bill payment or in person to Forest Grove City Hall, Community Development Department, at 1924 Council Street or by mail at PO Box 326, Forest Grove, OR, 97116. You may also email to drJordan@forestgrove-or.gov. THANK YOU!

Please consider becoming a member of the Community Forestry Commission. Applications available online at www.forestgrove-or.gov/b&c or at City Hall.

Did you know that . . .

- The top three most abundant trees are Japanese maple (*Acer palmatum*), Japanese flowering cherry (*Prunus serrulata*), and Norway maple (*Acer platanoides*).
- The total replacement value for Forest Grove’s street trees is estimated at \$148,273,010.
- Street trees remove nearly 8 million pounds of air pollutants per year, a service worth more than \$72 thousand.
- Forest Grove residents save close to \$69,000 per year in avoided energy costs from the shading and wind calming effects of street trees.
- Street trees provide more than \$1.2 million in property resale value per year.

Survey Results

	RESPONSE %				
	1	2	3	4	5
	Very Satisfied	Satisfied	Neither	Dissatisfied	Very Dissatisfied
Q1	26.29%	52.99%	11.16%	7.97%	1.59%
Q2	26.10%	53.41%	13.65%	4.42%	2.41%
Q3	28.23%	49.60%	13.71%	6.05%	2.42%
	Strongly Agree	Agree	Neither	Disagree	Strongly Disagree
Q4	19.28%	48.19%	16.47%	14.46%	1.61%
Q5	21.58%	45.23%	18.26%	12.86%	2.07%
Q6	64.68%	24.60%	5.56%	2.78%	2.38%
Q7	50.40%	21.77%	16.13%	6.45%	5.24%
Q8	33.60%	38.40%	17.60%	6.40%	4.00%
Q9	56.75%	25.40%	9.92%	2.78%	5.16%
Q10	54.98%	26.69%	5.98%	5.58%	6.77%
Q11	9.29%	28.76%	49.12%	10.62%	2.21%
Q12	56.52%	28.85%	8.70%	3.56%	2.37%
Q13	25.59%	42.91%	17.32%	9.06%	5.12%
	Fully Aware	Somewhat Aware	Unaware		
Q14	31.20%	42.80%	26.00%		
Q15	38.31%	31.45%	30.24%		
Q16	31.30%	23.98%	44.72%		
Q17	34.55%	26.02%	39.43%		
Q18	22.95%	22.95%	54.10%		

Appendix E:

Summary of other related planning documents

Forest Grove:

- Parks and recreation master plan
- Urban renewal plans
- Community sustainability element of the comprehensive plan
- Design and landscaping guidelines and development standards (Public Works Specifications)

Other:

- Regional Urban Forestry Assessment and Evaluation for the Portland-Vancouver Metro Area. Portland State University. June 2009.
- Regional Conservation Strategy for the Greater Portland-Vancouver Region. The Intertwine Alliance 2012.
- Greenspaces Policy Advisory Committee. Vision, Outcomes, objectives and means. Metro. 2005.
- Protecting and Developing the Urban Tree Canopy. The United States Conference of Mayors. 2006.
- The Road to a Thoughtful Street tree Master Plan. University of Minnesota. 2008.
- Urban Forest Management Planning Toolkit. USDA Forest service.

Appendix F: *Ordinances*

Forest Grove Development Code

(www.forestgrove-or.gov/city-hall/planning-division/community-development-planning-zoning-information.html)

- Forest Grove Development Code Article 5
 - Tree Protection
- Forest Grove Development Code Article 8
 - Landscaping, Screening and Buffering (Parking Lot Trees)

Forest Grove City Code

(www.forestgrove-or.gov/city-hall/city-manager/community-development-planning-city-code.html)

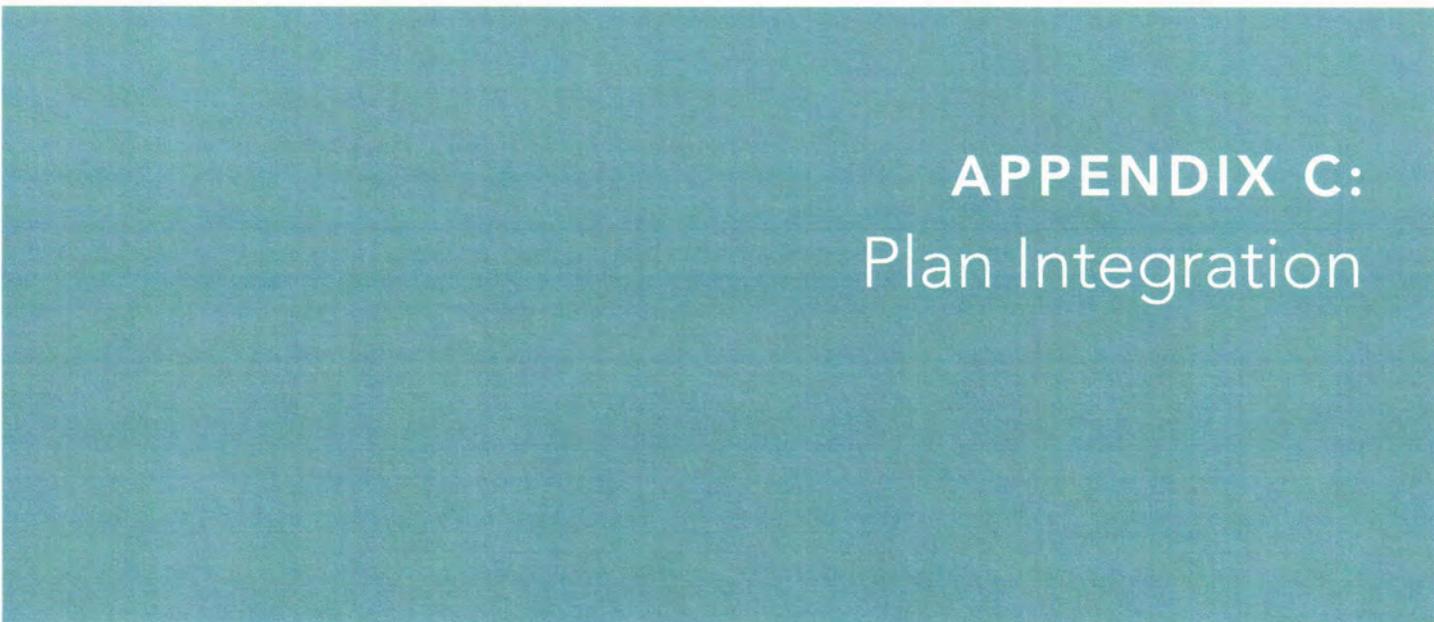
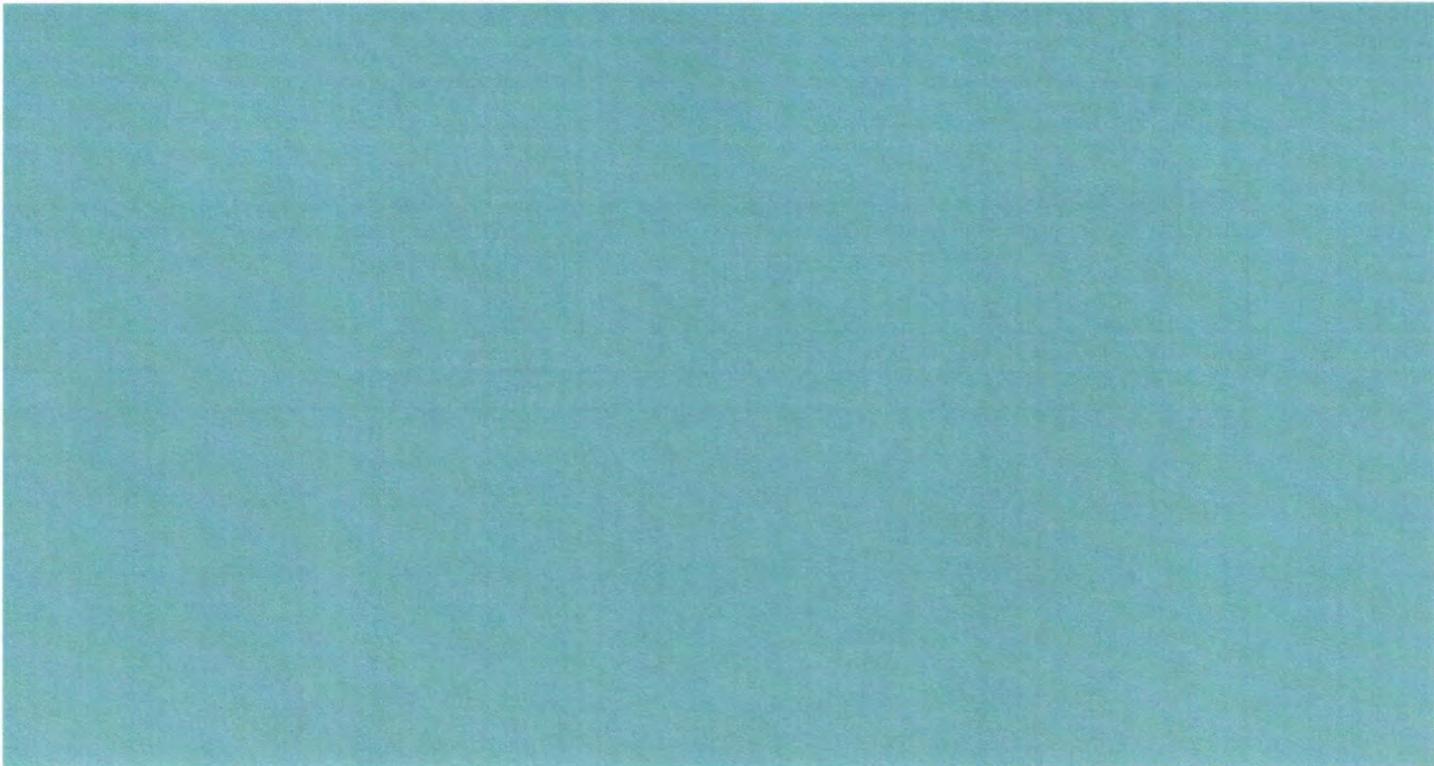
- Municipal Code Chapter 5
 - Trees and Plants
- Municipal Code Chapter 9
 - Boards and Commissions (Community Forestry Commission)

Appendix G:

Additional related resources

Additional related resources available on the Community Forestry Commission portion of the City of Forest Grove's website (forestgrove-or.gov/city-hall/citizen-boards-commissions/citizen-bac-community-forestry-commission.html).

- 2011 Forest Grove street tree inventory and assessment
- Suggested street tree list
- Register of significant trees
- Tree trimming information
- Tree pruning or removal permit (for street trees or historic/significant trees only)



APPENDIX C:
Plan Integration

APPENDIX C: PLAN INTEGRATION

Strategic directions and objectives of the Master Plan must comply with the adopted goals of other City and State planning efforts. This appendix includes a summary that shows how the Master Plan integrates with relevant goals of the City's Comprehensive Plan and Statewide Planning Goals.

I. COMPREHENSIVE PLAN GOALS

Forest Grove's Comprehensive Plan (2014) contains many plan elements that guide the planning of the city. Table C.1 lists the most relevant goals related to parks, recreation, open space and trails, and indicates Master Plan directions that help with implementation, as depicted by a "•". Across all elements, there are multiple Master Plan directions that support each of the Comprehensive Plan goals. As presented in Chapter 4, the Master Plan calls for the following strategic directions (abbreviated in Table C.1):

- A. **Parks and Facilities:** Enhance existing parks and facilities and develop new ones to provide engaging community recreation and social spaces that meet the needs of Forest Grove residents now and as the population grows.
- B. **Open Space Greenways and Trails:** Protect natural resources and provide trails to connect people to parks, open space and community destinations.
- C. **Recreation Programs and Services:** Activate parks and facilitate and coordinate recreation programs and events for Forest Grove residents.
- D. **Maintenance and Stewardship:** Maintain and replace assets in a sustainable manner. Preserve Forest Grove's historical and cultural heritage, including the tree canopy and natural resources.
- E. **Collaborative Management and Partnerships:** Work collaboratively with others to maximize the benefits of the park and recreation system. Involve volunteers, partners, businesses and other agencies to deliver recreation opportunities through shared resources, partnerships and joint use agreements.

FOREST GROVE PARKS, RECREATION AND OPEN SPACE MASTER PLAN

TABLE C.1: INTEGRATION WITH RELEVANT COMPREHENSIVE PLAN GOALS

Relevant Comprehensive Plan Goals	Master Plan Strategic Directions				
	Parks and Facilities	Open Space Greenways and Trails	Recreation Programs and Services	Maintenance and Stewardship	Collaborative Management and Partnerships
<i>Citizen Involvement</i>					
1.1. Ensure the ongoing relevance of the City's Visions Statement for all citizens of Forest Grove.	•				•
2.1. Promote the participation of an engaged public and accessible, responsive government.	•				•
3.1. Promote the interests and needs of Forest Grove in local, state and national affairs.	•				•
5.1. Encourage and facilitate citizen involvement and inter-agency coordination in the development, implementation and updating of the Comprehensive Plan	•				•
<i>Community Sustainability</i>					
1. Support the function and identity of neighborhoods by encouraging communication, strengthening community bonds, local participation and interaction, and enhancing sense of place through design	•	•		•	•
2. Encourage involvement of underrepresented groups in civic affairs.	•				•
6. Foster excellence in the design of public and private development projects to minimize environmental impacts, maximize financial efficiency, optimize social equity and benefits, and improve public health.	•	•	•	•	•
7. Promote interconnected land uses that encourage diverse, accessible, and proximate land uses that promote active living and access to vital services including employment, education, and healthy food.	•	•	•		•
8. Create complete neighborhoods, through land use regulations, with housing, recreational opportunities, retail, services and employment nearby.	•	•	•	•	•
10. Promote the preservation and reuse of historic resources, including buildings, structures, sites, neighborhood districts and cultural landscapes to assist in the retention of local, regional and national history and heritage, reinforcement of community character, and conservation of material resources.	•			•	•
14. Promote opportunities for community gardens within neighborhoods.	•		•	•	•

FOREST GROVE PARKS, RECREATION AND OPEN SPACE MASTER PLAN

Relevant Comprehensive Plan Goals	Master Plan Strategic Directions				
	Parks and Facilities	Open Space Greenways and Trails	Recreation Programs and Services	Maintenance and Stewardship	Collaborative Management and Partnerships
16. Increase the amount of urban forest tree canopy while planting species adapted to this area.	•	•		•	•
18. Increase the amount of park land and natural areas serving the community.	•	•		•	•
19. Support the restoration of natural areas such as Fern Hill Wetlands and Thatcher Woods.	•	•		•	•
23. Promote a balanced transportation system increasing opportunities for bicycling and walking throughout the community.	•	•	•	•	•
24. Anticipate the possibility of local in-migration due to the relocation of individuals and families impacted by a changing climate.	•	•	•	•	•
Land Use					
8. Land designated for single family attached and multi-family developments shall be distributed throughout the city taking into consideration availability of public services, topography and environmental constraints. Preferred locations for medium and higher density residential development include areas within walking distance of schools, parks, commercial areas, or existing/planned transit service.	•	•			
Housing					
1. Ensure an adequate supply of developable land to support needed housing types and a complete community.	•	•	•	•	•
6. Promote neighborhoods complete with residences, open space, schools, parks, and shopping opportunities within close proximity to each other. Avoid stand-alone residential developments lacking support activities.	•	•	•	•	•
Economic Development					
6. Enhance the local economy through Tourism	•			•	•
7. Promote the Forest Grove Town Center as the Focal Point of the Community	•		•		•
Health Services					
3. Promote good health and reduced healthcare costs through land development and transportation policies by	•	•	•	•	•

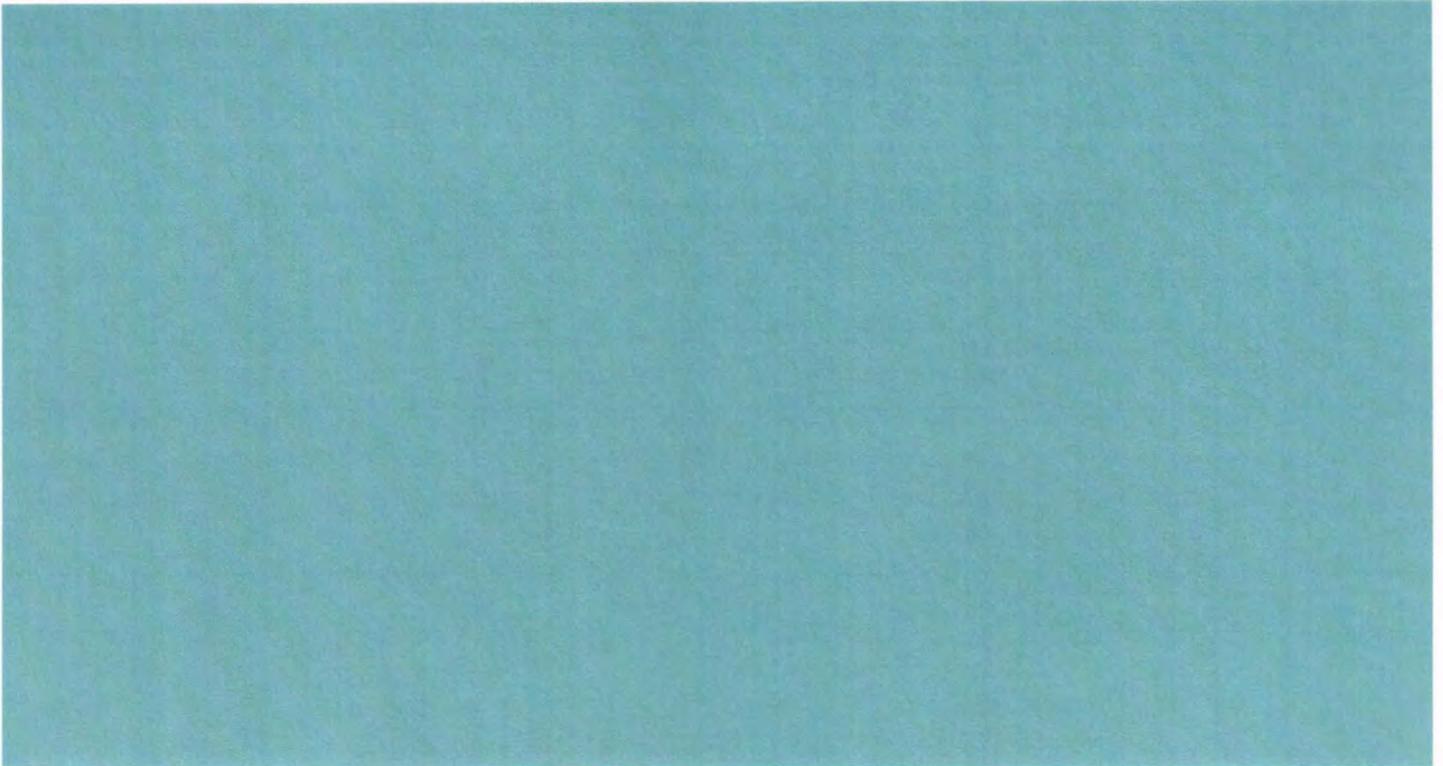
Relevant Comprehensive Plan Goals	Master Plan Strategic Directions				
	Parks and Facilities	Open Space Greenways and Trails	Recreation Programs and Services	Maintenance and Stewardship	Collaborative Management and Partnerships
encouraging active transportation (walking and bicycling) and recreational opportunities					
<i>Parks</i>					
1. Serve all ages and abilities	•	•	•	•	•
2. Provide safe and convenient access to parks for everyone	•	•	•	•	•
3. Create and expand partnerships for recreation facilities and programs			•	•	•
4. Promote a sense of community and preserve the character of Forest Grove	•	•	•	•	•
5. Contribute to a strong local economy by using park amenities to attract new residents, businesses and tourists	•	•	•	•	•
6. Provide diversity in facilities and programs	•	•	•	•	•
<i>Urbanization</i>					
3. Implement policies to create complete neighborhoods in areas undergoing urbanization.	•	•	•	•	•
<i>Transportation</i>					
1. Develop and maintain a balanced transportation system that provides travel choices and reduces the number of trips by single occupant vehicles.	•	•		•	•
3. Develop and maintain a transportation system that is safe.		•		•	•
4. Design and construct transportation facilities in a manner that enhances the livability of Forest Grove.		•		•	•

II. STATEWIDE PLANNING GOALS

As with all Oregon cities, the Statewide Planning Goals provide guidance and direction for planning in Forest Grove, including development of its Comprehensive Plan. There are 19 Statewide Goals, of which there are nine that relate to the Master Plan goals. Table C.2 lists the most relevant goals related to parks, recreation, open space and trails, and indicates Master Plan goals that help with implementation, as depicted by a “•”.

TABLE C.2: INTEGRATION WITH RELEVANT STATEWIDE PLANNING GOALS

Relevant Statewide Planning Goals	Master Plan Strategic Directions				
	Parks and Facilities	Open Space Greenways and Trails	Recreation Programs and Services	Maintenance and Stewardship	Collaborative Management and Partnerships
1. Citizen Involvement: To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.	•				•
2. Land Use Planning: To establish a land use planning process and policy framework as a basis for all decision and actions related to use of land and to assure an adequate factual base for such decisions and actions.	•			•	•
3. Agricultural Lands: To preserve and maintain agricultural lands.	•			•	•
5. Natural Resources, Scenic and Historic Areas, and Open Spaces: To protect natural resources and conserve scenic and historic areas and open spaces.	•	•	•	•	•
6. Air, Water and Land Resources Quality: To maintain and improve the quality of the air, water and land resources of the state.	•	•		•	•
8. Recreational Needs: To satisfy the recreational needs of the citizens of the state and visitors and, where appropriate, to provide for the siting of necessary recreational facilities including destination resorts.	•	•	•	•	•
11. Public Facilities and Services: To plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development.	•	•	•	•	•
12. Transportation: To provide and encourage a safe, convenient and economic transportation system.		•		•	•
14. Urbanization: To provide for an orderly and efficient transition from rural to urban land use, to accommodate urban population and urban employment inside urban growth boundaries, to ensure efficient use of land, and to provide for livable communities.	•	•	•	•	•



APPENDIX D:
Park Enhancement and Development Opportunities

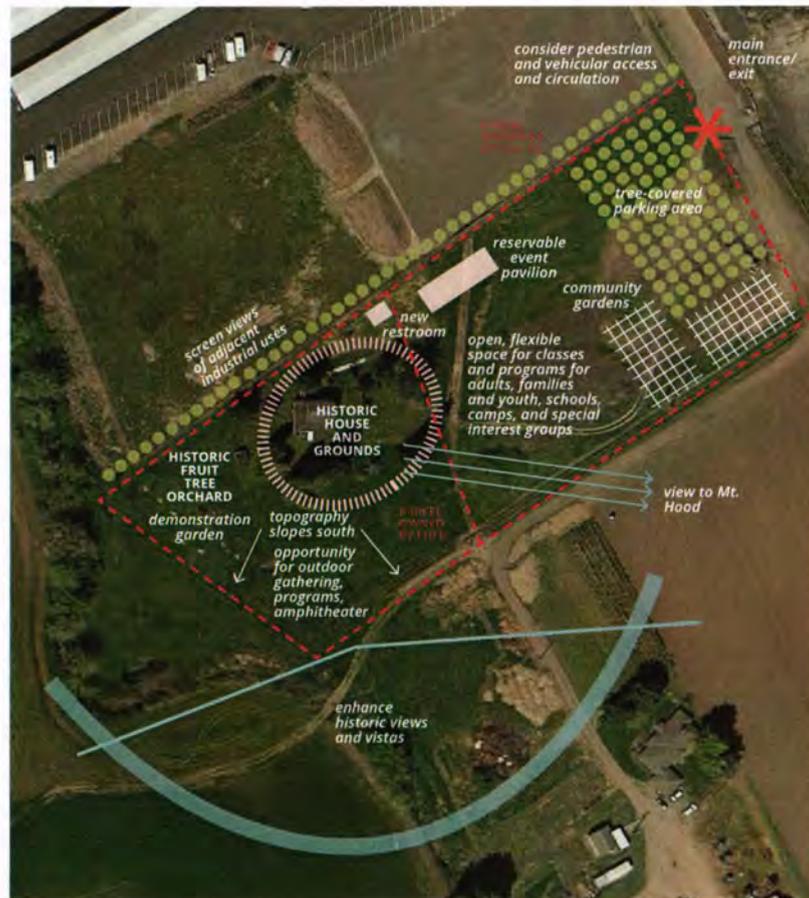
APPENDIX D: PARK ENHANCEMENT AND DEVELOPMENT OPPORTUNITIES

The City of Forest Grove evaluated the design of existing City parks and undeveloped park properties to identify ways to enhance outdoor recreation at each site. Design options were summarized in a series of site diagrams that took into account the existing site conditions, needs and outreach feedback, partnership and programming opportunities, as well as systemwide recommendations. The site diagrams, illustrated with photos of design and programming examples, present design options for adding outdoor recreation amenities and facilities. For developed parks, these diagrams are intended to be used as a menu of park improvements with projects that can be funded over time or when facilities are replaced at the end of their lifecycles. For undeveloped sites or sites requiring more extensive renovations, additional site master planning will be needed to before construction, relying on these diagrams as guidelines for park development to ensure consistency with goals stated in this plan.

Note: Site diagrams were not created for special use parks with recreation buildings, such as the Forest Grove Aquatic Center and Senior Center, which lack space to add outdoor elements. See Chapter 4 for recommendations for these facilities.

A.T. SMITH PARK

SITE ANALYSIS



✳ ENTRANCE/EXIT
 --- PROPERTY BOUNDARIES
 STRUCTURE/FEATURE
 HISTORIC RESOURCE OPPORTUNITY
 ● TREES/PLANTINGS
 COMMUNITY GARDENS

EXISTING CONDITIONS

SIZE
 5.4 acres
 (3.2 owned by the City of Forest Grove)
 (2.2 owned by the Friends of Historic Forest Grove (FHFG))

SITE DESCRIPTION
 The A.T. Smith House and its surrounding landscape are located at the southern end of Forest Grove in the Carnation neighborhood. Bordered by industrial businesses to the north and agricultural land to the east, west, and south, this property contains a two-story, Greek Revival-style house that was built in 1854. The A.T. Smith House is the second oldest building in Forest Grove and in 1974 it was added to the National Register of Historic Places. The house and the 2.2 acres that surround it are owned by the Friends of Historic Grove, while the adjacent 3.2 acres of land is owned by the City of Forest Grove.

NEEDS AND OUTREACH FEEDBACK

- SITE-SPECIFIC IDEAS**
- Restroom facilities
 - Parking
 - Picnic areas
- COMMUNITY-WIDE IDEAS**
- Access improvements for parking, pedestrian and bicycles
 - Coordination with School District and University on park use for educational opportunities
 - Reservable community gathering spaces for cultural/social/special activities and events
 - Greater variety of programs and facilities to serve all ages
 - Increased recreation programming (summer camps, after-school, community events, concerts, and movies in the park)
 - Revenue generating opportunities through facility rentals and programming

PROPOSED PARK DESIGN APPROACH

The A.T. Smith Historic Park has the potential to be an historic oasis that connects visitors to this site's past. With a variety of possible attractions such as an historic home, heritage orchards, community gardens, outdoor gathering spaces, a natural play area, an open-air shelter, and supporting outbuildings and furnishings, this park could provide local and visiting guests with a place to learn, play, grow, work, and celebrate.

- NEW FACILITIES + FEATURES**
- House Museum/Education Center
 - Community Gathering Space
 - Large Event Pavilion
 - Fruit Tree Orchard
 - Community Gardens
 - Heritage Demonstration Gardens
 - Amphitheater

- PROGRAMS**
- Museum and Park Tours
 - Special Events
 - Facility Rentals
 - Environmental Education
 - Historic Education and Interpretation
 - Historical Re-enactments
 - Pioneer Days
 - Native American History Program
 - Craft Programs and Demonstrations
 - Outdoor Skills Program

DESIGN + PROGRAMMING EXAMPLES



POTENTIAL PARTNERSHIPS

- The Friends of Historic Forest Grove in partnership with the City of Forest Grove
- Pacific University
- Forest Grove School District
- Theater in the Grove
- Forest Grove Community Garden Org.
- Restore Oregon
- University of Oregon Historic Preservation Field School
- Dairy Creek Food Web
- State Historic Preservation Office
- Meyer Memorial Trust
- Keith Kinsman Foundation
- Local Wineries
- Volunteers

REVENUE GENERATING OPPORTUNITIES

- Facility Rentals
- Weddings and Other Outdoor Event Rentals
- Museum and Park Tours
- Camp Programs
- Education Programs
- Community Gardens
- Farm Market

BARD PARK

SITE ANALYSIS



X ENTRANCE/EXIT **■** STRUCTURE/FEATURE **|||||** PLAY AREA OPPORTUNITY **(E)** PAVED PATH

EXISTING CONDITIONS

SIZE
2.8 acres

SITE DESCRIPTION

Bard Park is small neighborhood park located on the west side of Kingwood Street between 22nd Avenue and 22nd Place, a cul-de-sac that dead-ends at the park's northwest corner. Surrounded by a mix of single- and multi-family residences, this park's main entry is near the play area but it can be accessed from all four of its sides. There is one, short stretch of sidewalk adjacent to the play area on 22nd Avenue and on-street parking is allowed on all three streets surrounding the park.

Bard Park is characterized by a central open green lawn and clusters of existing trees. There are also two full size basketball courts, a basketball wall, a paved loop trail, a large play area, benches, barbecues, picnic tables, and a picnic shelter at the southern end.

NEEDS AND OUTREACH FEEDBACK

SITE-SPECIFIC IDEAS

- Play structures for younger children
- Play elements that are simple and safe

COMMUNITY-WIDE IDEAS

- Water play
- Reservable community gathering spaces for cultural/social/special activities and events
- Non-reservable community gathering spaces for families and informal activities (game tables, group seating, etc)
- Greater variety of programs and facilities to serve all ages
- Increased recreation programming (summer camps, after-school, health and fitness, community events, concerts, and movies in the park)
- Revenue generating opportunities through facility rentals and programming

PROPOSED PARK DESIGN APPROACH

Bard Park functions as a backyard to the multi-family housing that borders its west side and as a central gathering space for the single-family homes that surround its other sides. The park can be busy on weekends, the basketball courts and the basketball wall are very popular, and the play area gets a lot of use. The picnic shelter supports a Summer Meal Program sponsored by the School District.

The design approach builds on the park's success to make it even more comfortable, playful, and versatile than it already is. By adding a permanent restroom, natural play elements, natural planting areas, and small court games, as well as programming the space to accommodate a variety of everyday activities and special events, Bard Park could be an even more vibrant and diverse park for its local community.

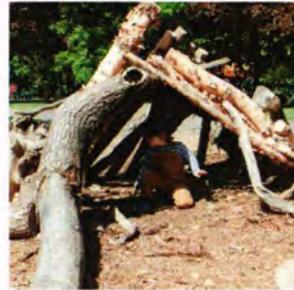
NEW FACILITIES + FEATURES

- Permanent Restroom
- Community Table (for gathering, meeting, resting, talking, playing, eating)
- Picnic Tables/Barbecues
- Park Games/Small Court Sports (bocce, ping pong, badminton, horseshoes, volleyball)
- Natural Play Features
- Teen Play Features (climbing wall, small court sports, picnic shelter, parkour equipment, "hang out" spaces)

PROGRAMS

- Summer Meal Program
- Summer Camps
- Health and Wellness Classes (park yoga, walking clubs, boot camp, stretching classes)
- Pop-Up Play (outdoor games, mobile playground van, loose parts to build with, hopscotch/sidewalk chalk games)
- Small Recurring Events (small concerts, dances, movies in the park, performance art)
- Everyday Events (outdoor reading room, game tables, horseshoes, bocce, ping pong)

DESIGN + PROGRAMMING EXAMPLES

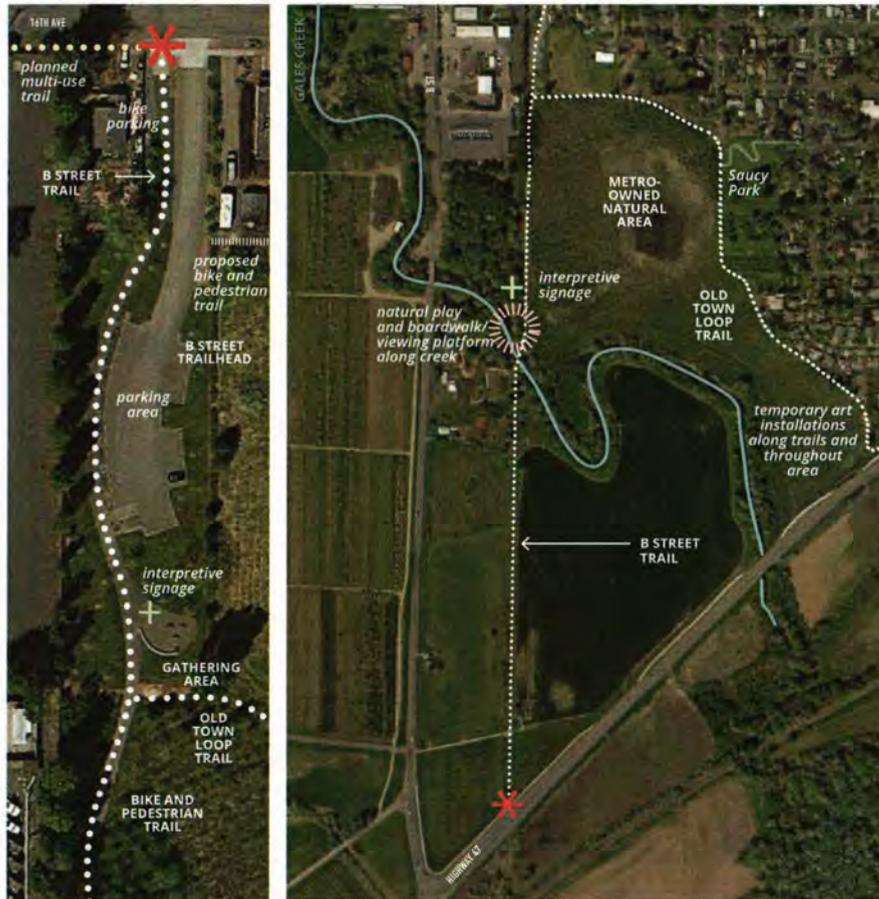


POTENTIAL PARTNERSHIPS

- Forest Grove School District
- Local Summer Camp Organizations
- Health and Wellness Organizations
- Adopt-A-Park Program
- Local Neighborhood Groups
- Volunteers

B STREET TRAIL + TRAILHEAD

SITE ANALYSIS



- ENTRANCE/EXIT
- (E) MULTI-USE TRAIL
- (PR) MULTI-USE TRAIL
- NATURAL PLAY OPPORTUNITY
- INTERPRETIVE SIGN
- CREEK

EXISTING CONDITIONS

SIZE
2.5 acres

SITE DESCRIPTION
The B Street Trail—which runs for approximately 3/4 of a mile between 16th Avenue and Route 47—is a 10-foot wide, asphalt path that crosses Gales Creek via a bridge and abuts a Metro-owned natural area. The trail is part of the city's Emerald Necklace, a series of trails that will eventually connect the west side of Forest Grove.

The B Street Trailhead is located off of 16th Avenue between Main Street and A Street and is comprised of a gravel entry road, a bicycle parking area, a sign that indicates the start of the trail, a 25-car gravel parking lot with one paved accessible stall, and a circular concrete seatwall surrounding a gravel area that contains three picnic tables.

NEEDS AND OUTREACH FEEDBACK

- SITE-SPECIFIC IDEAS**
- Landscaping improvements
 - Restroom facilities
 - Safety improvements
 - Access improvements for parking, pedestrians, and bicycles
- COMMUNITY-WIDE IDEAS**
- More multi-use trails that connect community destinations and nature

PROPOSED PARK DESIGN APPROACH

The B Street Trail is a well-traveled, well-loved pathway that provides an important recreational connection between the south end of downtown and the regional multi-use trail. While the trail is popular, there are some opportunities to enhance what currently exists on this site.

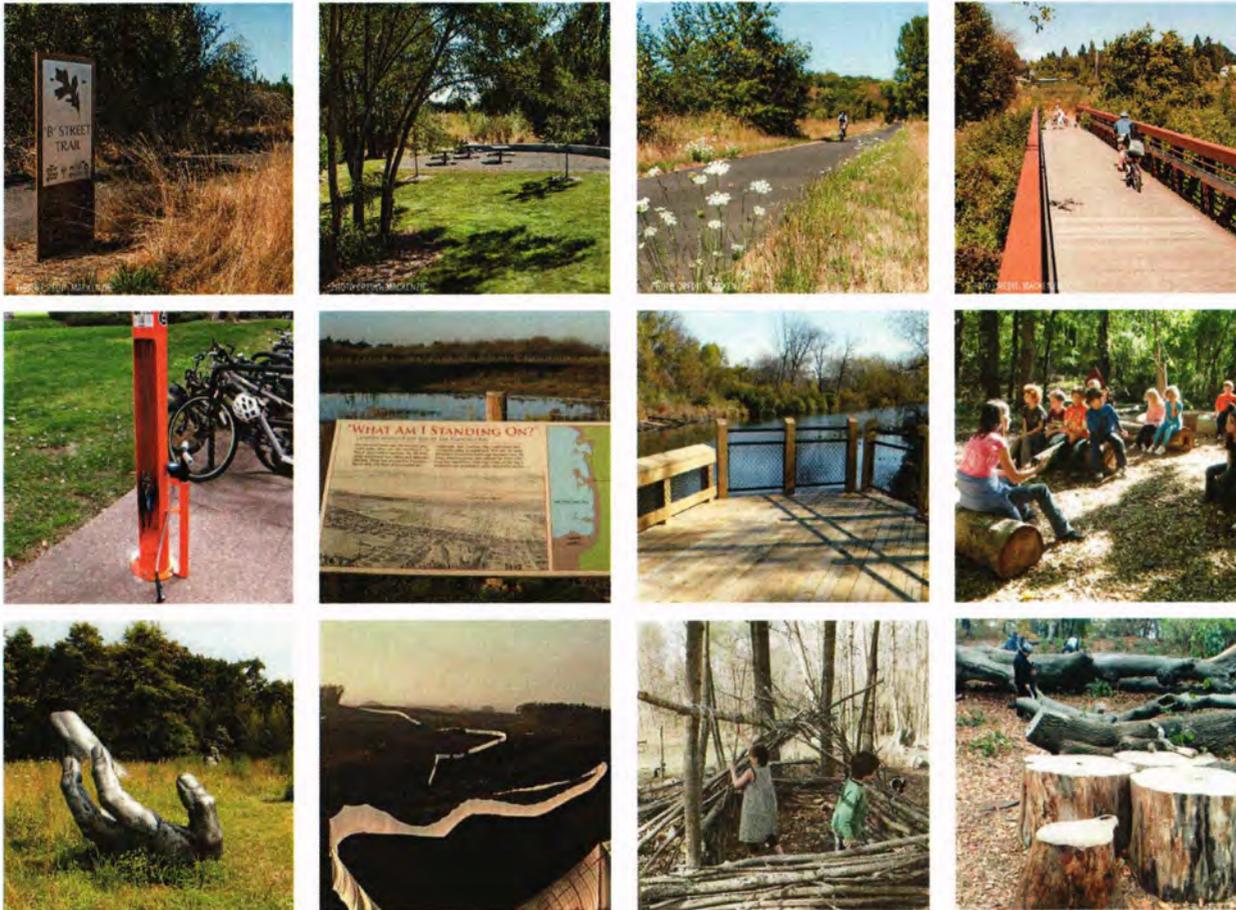
Interpretive signs that highlight the surrounding natural areas would be a nice addition to the Trailhead plaza. In addition to providing information, these panels would help visitors develop a better understanding of the features and stories of Forest Grove's natural environment. Interpretive signs would also augment the access point to Gales Creek, which is directly north of the bridge.

There is also an opportunity for a boardwalk and viewing platform that overlooks the water's edge, as well as some natural play features under the trees and along the banks of the creek. These amenities would encourage visitors to experience the wooded, creekside area in a way that complements the environment and fosters an appreciation for Forest Grove's natural habitat.

- NEW FACILITIES + FEATURES**
- Interpretive Signage at Trailhead Plaza
 - Interpretive Signage at Gales Creek
 - Boardwalk and Overlook along Gales Creek
 - Natural Play Features at Gales Creek
 - Connection to Multi-Use Trail
 - Temporary Art Installations

- PROGRAMS**
- Environmental Education and Interpretation
 - Outdoor Skills Program
 - Summer Biking Adventure Camp
 - Rotating Art Installation Program

DESIGN + PROGRAMMING EXAMPLES



POTENTIAL PARTNERSHIPS

- Metro
- Clean Water Services
- Forest Grove School District
- Local Summer Camp Organizations
- Environmental Education Groups
- Art Organizations
- Adopt-A-Park Program

FOREST GLEN PARK, TRAIL, + OPEN SPACE

SITE ANALYSIS



- ENTRANCE/EXIT
- (E) MULTI-USE TRAIL
- (PR) MULTI-USE TRAIL
- (E) PAVED PATH
- PROGRAMMING OPPORTUNITY
- TREES/PLANTINGS

EXISTING CONDITIONS

SIZE
51.3 acres

SITE DESCRIPTION
Forest Glen Park is a large park comprised of three main areas: an upper park, a lower park, and a large section of open space and trail.

The Upper Park is located on the residential corner of Circle Crest Way and Forest Gale Drive. It contains an open lawn area, a small tot lot, and a split rail fence that overlooks a drainage ravine. The Lower Park is located along Gales Creek Road and is a circular bowl surrounded by steep sloping sides. Local neighbors use the intermittent trail that links the upper park to the lower one, but the informal path is not suitable for all ages and abilities.

The park contains an open, grassy space with two basketball courts, a ball wall, a ballfield backstop, a small wetland area in the center, a barbecue, and a paved path loop around the entire site that connects to the open space and adjacent neighborhoods, and provides expansive views to the surrounding agricultural fields. In the winter, this lower park acts as the primary sledding hill for the entire community. The Open Space portion is a large swath of forested land that runs along the southern and western edge of the City limits and connects the park to the adjacent residential areas and other future trails.

NEEDS AND OUTREACH FEEDBACK

SITE-SPECIFIC IDEAS

- Park provides ballfield access in underserved area
- Park lacks rectangular sports fields

COMMUNITY-WIDE IDEAS

- Improvements for parking, pedestrians, and bicycles
- Non-reservable community gathering spaces
- More multi-use trails
- Enhanced play areas and play structures

PROPOSED PARK DESIGN APPROACH

UPPER PARK

The location of the upper park provides the surrounding neighborhood with a tranquil spot to gather and play. By adding in a wider variety of play features—including natural play elements—and picnic tables and seating for relaxing, this park could be more dynamic and engaging.

LOWER PARK

Because of its unique topography and siting, there is a range of possible features that could work the lower bowl, including an amphitheater/stage for outdoor community events and an active site for rectangular-field sports and outdoor games. However, the small central wetland, the lack of good parking opportunities, and the desire to maintain the park's openness for winter sledding makes these designs less feasible. For these reasons, this approach includes maintaining the basketball courts, ball wall, and barbecue and adding picnic tables, seating/viewing options, a set of stairs for staircase workouts, a series of slides that capitalize on the site's terrain natural plantings, and some custom play features that embrace and take advantage of the site's topography.

NEW FACILITIES + FEATURES

- Natural Play Features
- Seatwalls/Benches
- Picnic Tables
- Play Features
- Staircase for Stair-Climbing Workouts
- Slides along Steep Terrain
- Natural Plantings

PROGRAMS

- Health and Wellness Classes
- Pop-Up Play
- Small Recurring Events
- Outdoor Skills
- Environmental Education and Interpretation

DESIGN + PROGRAMMING EXAMPLES



POTENTIAL PARTNERSHIPS

- Health and Wellness Organizations
- Biking/Hiking Organizations
- Environmental Education Groups
- Adopt-A-Park Program
- Local Neighborhood Groups
- Volunteers

HAZEL SILLS PARK

SITE ANALYSIS



- ENTRANCE/EXIT
- FENCE
- (PR) PAVED PATH
- PLAY AREA OPPORTUNITY
- TREES/PLANTINGS

EXISTING CONDITIONS

SIZE
0.5 acres

SITE DESCRIPTION
Hazel Sills Park is a very small neighborhood park located along the heavily-trafficked Willamina Avenue. It can also be accessed via a pathway on the north side that connects Bonnie Lane to Primrose Lane. It is surrounded by residences on three sides and is located within a 1/4 mile radius of Forest Grove High School.

The park is characterized by open green lawn space, a cluster of existing trees, and a small area with playground equipment.

NEEDS AND OUTREACH FEEDBACK

COMMUNITY-WIDE IDEAS

- Access improvements for pedestrians and bicycles
- Water play
- Non-reservable community gathering spaces for families and informal activities (game tables, group seating, etc)
- Enhanced play areas and play structures, especially for younger children
- Increased recreation programming (health and fitness, community events, concerts, and movies in the park)

PROPOSED PARK DESIGN APPROACH

The proposed design approach for Hazel Sills Park includes enhancing the park's curb appeal, screening it from its adjacent residential neighbors, expanding its play value, adding a sidewalk and split rail fence on the park's south side, and incorporating amenities such as seating options, picnic tables, open lawn space, a loop path, a free library, and open-ended play opportunities.

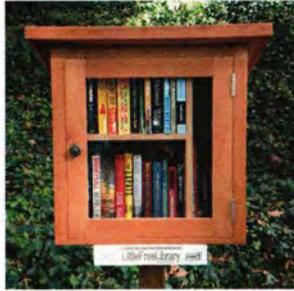
NEW FACILITIES + FEATURES

- Sidewalk along Willamina Avenue
- Fence/Entry Points along Willamina Avenue
- Seatwalls/Benches
- Picnic Tables
- Paved Path
- Natural Play Features
- Sand and Water Play
- Loose Parts (materials that can be moved, carried, combined, redesigned, lined up, taken apart and put back together in multiple ways)
- Free Library (glass-fronted boxes full of free books and a sign saying "take a book, leave a book")
- Natural Plantings/Screening

PROGRAMS

- Health and Wellness Classes (park yoga, walking clubs, boot camp, stretching classes)
- Pop-Up Play (outdoor games, loose parts to build with, hopscotch)
- Small Recurring Events (small concerts, dances, movies in the park, play or performance art)
- Everyday Events (outdoor reading room)

DESIGN + PROGRAMMING EXAMPLES

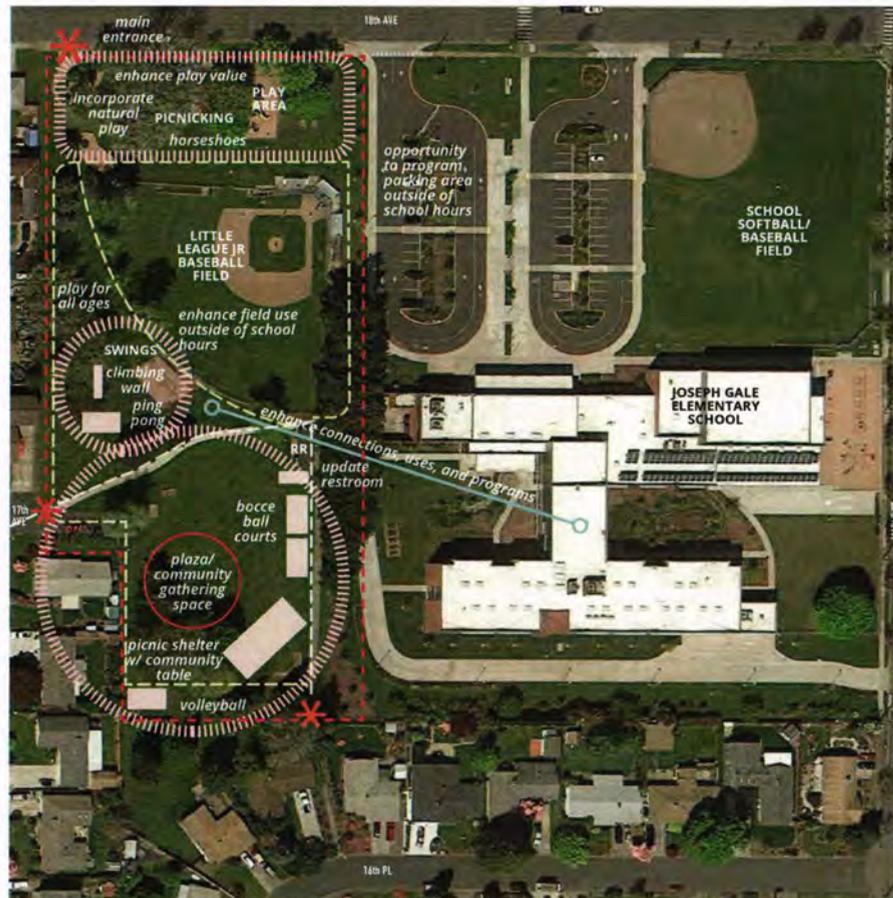


POTENTIAL PARTNERSHIPS

- Local Neighborhood Groups
- Volunteers

JOSEPH GALE PARK

SITE ANALYSIS



★ ENTRANCE/EXIT
 STRUCTURE/FEATURE
 PLAY AREA/ COMMUNITY GATHERING OPPORTUNITY
 (E) PAVED PATH
 (PR) PAVED PATH

EXISTING CONDITIONS

SIZE
3.8 acres

SITE DESCRIPTION
Joseph Gale Park is small neighborhood park adjacent to the Joseph Gale Elementary School and located between Kingwood Street and Maple Street and between 18th Avenue and 16th Place. The park is surrounded by residences on two sides and can be accessed from the north edge, from the dead end street to the west, from a small path between two houses to the south, and from the school grounds.

The park is characterized by open green lawn areas and clusters of existing trees and contains a small area with playground equipment, a swing set, restrooms, picnic tables, and a barbecue. There is also a Junior Baseball Field and two T-Ball stops that are used very frequently between April and mid-June.

NEEDS AND OUTREACH FEEDBACK

SITE-SPECIFIC IDEAS

- The site provides access to recreation facilities in east Forest Grove where few parks exist

COMMUNITY-WIDE IDEAS

- Enhanced play area
- More small group/family activity areas for conversations and gathering (game tables, outdoor ping pong, grouped seating areas)
- Improved sports fields and support facilities
- Improved maintenance of sports fields
- Improved coordination/scheduling with School District for sports fields use
- Improved coordination with School District for park use related to education and recreation
- Increased/more diverse recreation programming (summer camps, after school programs, health and fitness programs, community events, concerts, and movies in the park)
- More revenue generating opportunities

PROPOSED PARK DESIGN APPROACH

Joseph Gale Park has the potential to be a vibrant, vital social space for both the school community and the surrounding residential neighborhood. A combination of ballfields; large open areas for gathering, games, and outdoor learning; and small, intimate areas for play and relaxation, would facilitate a wide variety of everyday activities, as well as special events.

NEW FACILITIES + FEATURES

- Plaza/Community Gathering Space
- Picnic Shelter/Outdoor Classroom (for gathering, meeting, resting, talking, playing, eating, teaching, learning)
- Picnic Tables
- Park Games/Courts (horseshoes, bocce, volleyball, ping pong)
- Natural Play Area (integrated into existing play area)
- Climbing Wall
- Paved Path

PROGRAMS

- Health and Wellness Classes (park yoga, walking clubs, boot camp, stretching classes)
- Summer Camps
- Pop-Up Play (outdoor games, mobile playground van, loose parts to build with, hopscotch)
- Small Recurring Events (small concerts, dances, movies in the park, play or performance art)
- Everyday Events (outdoor reading room, game tables, giant chess board, bocce, ping pong)

DESIGN + PROGRAMMING EXAMPLES



POTENTIAL PARTNERSHIPS

- There is an opportunity for the School District to team with the YMCA and the City to provide after school and recreation programming in the vacant second floor of the school building
- The School District could also partner with the local Little League organization to program the ballfields after school hours and on weekends
- Local Neighborhood Groups
- Volunteers

REVENUE GENERATING OPPORTUNITIES

- Picnic Shelter Rentals
- School Rentals for Educational Opportunities
- Recreation Program Fees
- Sports Field Use Fees
- Farmer's Market
- Food Carts

KNOX RIDGE PARK

SITE ANALYSIS



EXISTING CONDITIONS

SIZE
0.4 acres

SITE DESCRIPTION
Knox Ridge Park is a small neighborhood park on in west Forest Grove. The park is surrounded by single-family residences and has an expansive view to agricultural land to the west. The park's main access point is from the sidewalk at Strasburg Drive, where on-street parking is available for those arriving in vehicles.

The park is characterized by a lawn area, perimeter plantings, a paved path, and a tot lot and swing set. Benches and one picnic table are provided at the west end of the park with views to the Coast Range.

NEEDS AND OUTREACH FEEDBACK

COMMUNITY-WIDE IDEAS

- Water play
- Non-reservable community gathering spaces for families and informal activities
- Enhanced play areas and play structures, especially for younger children
- Increased recreation programming (after-school, health and fitness, community events, movies in the park)

PROPOSED PARK DESIGN APPROACH

Knox Ridge Park provides the surrounding neighborhood with a place for young children to play and for people to sit and take in the pastoral views. Even though this pocket park is small, it can still offer residents a unique experience. The design approach for this site includes a diverse plant palette, natural play features, loose parts, a free library, and comfortable places to relax and watch the sunset.

NEW FACILITIES + FEATURES

- Seatwalls/Benches
- Picnic Tables
- Shade Canopy
- Natural Play Area w/ sand and water play and loose parts (materials that can be moved, carried, combined, redesigned, lined up, taken apart and put back together in multiple ways)
- Free Library (glass-fronted boxes full of free books and a sign saying "take a book, leave a book")
- Natural Plantings

PROGRAMS

- Health and Wellness Classes (park yoga, walking clubs, boot camp, stretching classes)
- Pop-Up Play (outdoor games, mobile playground van, loose parts to build with, hopscotch)
- Small Recurring Events (small concerts, dances, movies in the park, play or performance art)
- Everyday Events (outdoor reading room)

DESIGN + PROGRAMMING EXAMPLES



POTENTIAL PARTNERSHIPS

- Local Neighborhood Groups
- Adopt-A-Park Program
- Volunteers

KYLE PARK

SITE ANALYSIS



- ENTRANCE/EXIT
- (E) MULTI-USE TRAIL
- (PR) MULTI-USE TRAIL
- BIKING OPPORTUNITY
- TRAILHEAD OPPORTUNITY
- CREEK

EXISTING CONDITIONS

SIZE
7.5 acres

SITE DESCRIPTION

The Kyle Recreation Area is an undeveloped park site located along Gales Creek, just west of B Street and the B Street Self-Storage facility. In addition to the adjacent storage buildings, there are also two Forest Grove Light & Power buildings that are used by the City at the site's street frontage. The site is located only 800 feet away from the B Street Trailhead, which is just east along 16th Street.

The site, which is currently accessed via the gravel parking lots at the Light & Power buildings, is characterized by open lawn areas, and riparian vegetation abutting the creek, and deciduous tree canopies that are scattered across the property.

NEEDS AND OUTREACH FEEDBACK

COMMUNITY-WIDE IDEAS

- Improvements for parking, pedestrians, and bicycles
- More multi-use trails that connect community destinations and nature
- Greater variety of programs and facilities to serve all ages
- Increased recreation programming (summer camps, after-school, health and fitness, community events)
- Revenue generating opportunities through facility rentals and programming

PROPOSED PARK DESIGN APPROACH

The vision for this site is to develop it as an open space greenway that provides a range of bicycling opportunities for people of all ages and abilities. The recommended regional loop trail will connect this area to the B Street Trail and other walkable/bikable trails, making it a desirable a stop along the way. Equipped with bike trails, a bike skills area, and a bike track, this park could be built using volunteer labor, donated materials, local construction companies, and the city's construction oversight.

Because of its location along the creek, this park could also have a strong natural resource component and could provide Clean Water Services with another large planting area for native and riparian vegetation and habitat.

NEW FACILITIES + FEATURES

- Trailhead
- Parking Area
- Bike Trails
- Bike Skills Park
- Bike Track (relocated from Lincoln Park)
- Native Planting and Habitat Areas

PROGRAMS

- Environmental Education and Interpretation
- Outdoor Skills Program
- Bike Skills Camps
- Summer Biking Adventure Camp

DESIGN + PROGRAMMING EXAMPLES



POTENTIAL PARTNERSHIPS

- Biking/Hiking Organizations
- Clean Water Services
- Forest Grove School District
- Local Summer Camp Organizations
- Environmental Education Groups
- Volunteers

LINCOLN PARK

SITE ANALYSIS



ENTRANCE/EXIT	(E) MULTI-USE TRAIL	(PR) PAVED PATH
PLAY AREA OPPORTUNITY	COMMUNITY GATHERING OPPORTUNITY	(PR) SOFT SURFACE TRAIL
STRUCTURE/FEATURE	PARKING	(PR) BOARDWALK

EXISTING CONDITIONS

SIZE
25.8 acres (entire park)
8.75 acres (northern portion)

SITE DESCRIPTION
Lincoln Park is a large community park located in the center of Forest Grove, just north of the Aquatics Center and Pacific University. The park can be accessed from Main Street, Sunset Drive, Pacific University, and Raymond Street to the north.

The northwest part of the park contains a skate park, a BMX park, a small playground, a picnic shelter, an open lawn area with a large weeping willow tree, a basketball court, a sand volleyball court, and a paved loop trail that connects the various elements to each other and the rest of the park. The south central portion of this area contains a restroom, a small shelter, two swing sets, and a walking/biking path. The north central/east portions are undeveloped and contain open, sweeping fields of tall grass, and a 3.2 acre wetland area.

NEEDS AND OUTREACH FEEDBACK

SITE-SPECIFIC IDEAS

- The site provides access to recreation facilities in central and east Forest Grove
- Improved lighting, safety, and access

COMMUNITY-WIDE IDEAS

- Improvements for parking, pedestrians, and bicycles
- Additional sports fields
- Water play
- Reservable community gathering spaces for cultural/social/special activities and events
- Non-reservable community gathering spaces for families and informal activities
- Enhanced play areas and play structures, especially for younger children
- Greater variety of programs and facilities to serve all ages
- Increased recreation programming
- Revenue generating opportunities

PROPOSED PARK DESIGN APPROACH

The northern end of Lincoln Park has the opportunity to function as the outdoor living room for all of Forest Grove. With a wide variety of engaging outdoor amenities, this park could become the public gathering space for everyday activities and special events.

This approach recommends moving the BMX Park to the Kyle Recreation Area and adding a destination sculptural play area in its place. It also recommends adding a new parkour practice area geared towards teens and adults, a hardscape plaza/gathering space that doubles as a playful water feature on warm days, an outdoor sculpture park that showcases new and exciting works in public space, and an open connection to the adjacent neighborhood to the north. The natural area is enhanced with a boardwalk over the wetland, interpretive panels, and soft surface paths through the meadow area. This approach also recommends adding a small parking lot, upgrading the existing bathroom, and replacing the central small shelter with a rentable open-air pavilion for large events and weddings.

NEW FACILITIES + FEATURES

- Plaza/Community Gathering Space/Water Feature
- Reservable Event Pavilion w/ Community Table
- Public Art Sculpture Park
- Destination Sculpture Playground
- Water Play
- Parkour Area/Park Games/Courts
- Wetland Boardwalk and Interpretive Signage
- Seatwalls/Benches/Picnic Tables
- Paved Walkways/Soft Surface Trails
- Small Parking Area

PROGRAMS

- Arts and Culture Events and Programs
- Environmental Education
- Health and Wellness Classes
- Pop-Up Play
- Small Recurring/Everyday Events
- Summer Camps/Art Camps/Sports Camps
- Social Groups and Gathering Events
- Pacific University Athletics
- Recreational Sports

DESIGN + PROGRAMMING EXAMPLES

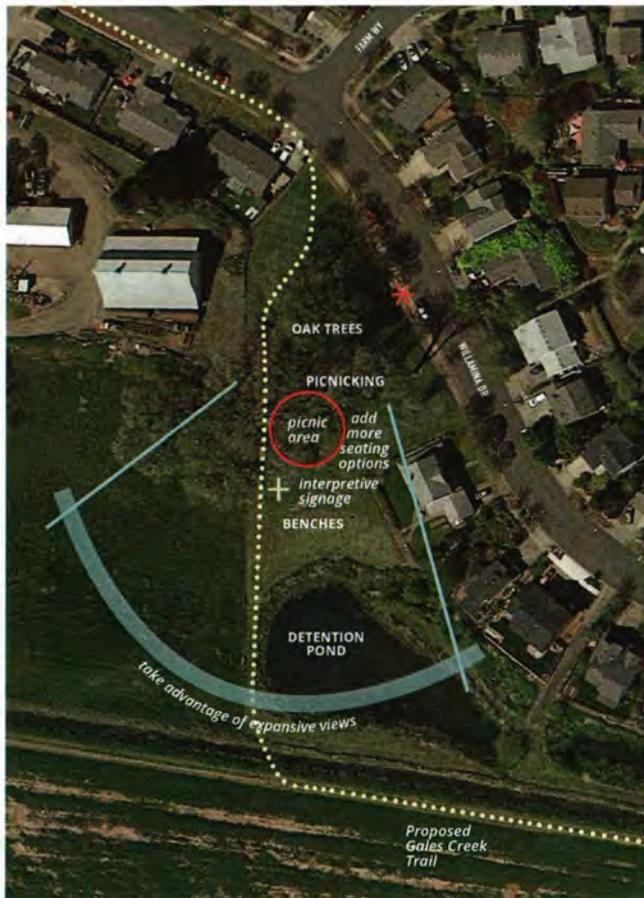


POTENTIAL PARTNERSHIPS

- Pacific University
- Sports Leagues
- Chamber of Commerce
- Local Businesses
- Local Summer Camp Organizations
- Volunteers

REUTER FARM PARK

SITE ANALYSIS



- * ENTRANCE/EXIT
- (PR) MULTI-USE TRAIL
- PICNICKING OPPORTUNITY
- + INTERPRETIVE SIGN

EXISTING CONDITIONS

SIZE
2.1 acres

SITE DESCRIPTION
Reuter Farms Park is located toward the west edge of the city limits by the intersection of Willamina Drive and Farm Way. It is surrounded by residential development to the north and east and agricultural land to the south and the west.

The park is characterized by a sloping hill and a stand of oak trees that provides lots of shade and gives the park a unique character. There is also an adjacent barn that makes the site feel rural and pastoral. There is one picnic table and three benches that overlook the detention pond and farming properties on the south side of the park's hill.

NEEDS AND OUTREACH FEEDBACK

SITE-SPECIFIC IDEAS

- This park could be developed to address unmet needs in nearby underserved areas

COMMUNITY-WIDE IDEAS

- Non-reservable community gathering spaces for families
- More multi-use trails that connect community destinations and nature

PROPOSED PARK DESIGN APPROACH

Part of Reuter Farm Park's charm is in the simplicity of its amenities: a hill, a group of oak trees, and a place to sit and take in the view. In order to maintain this uncomplicated character, the recommended design approach is to preserve the health of the existing oak trees by developing an oak tree replacement plan for when certain trees need to be removed and adding more picnic tables and benches for the neighborhood and trail users.

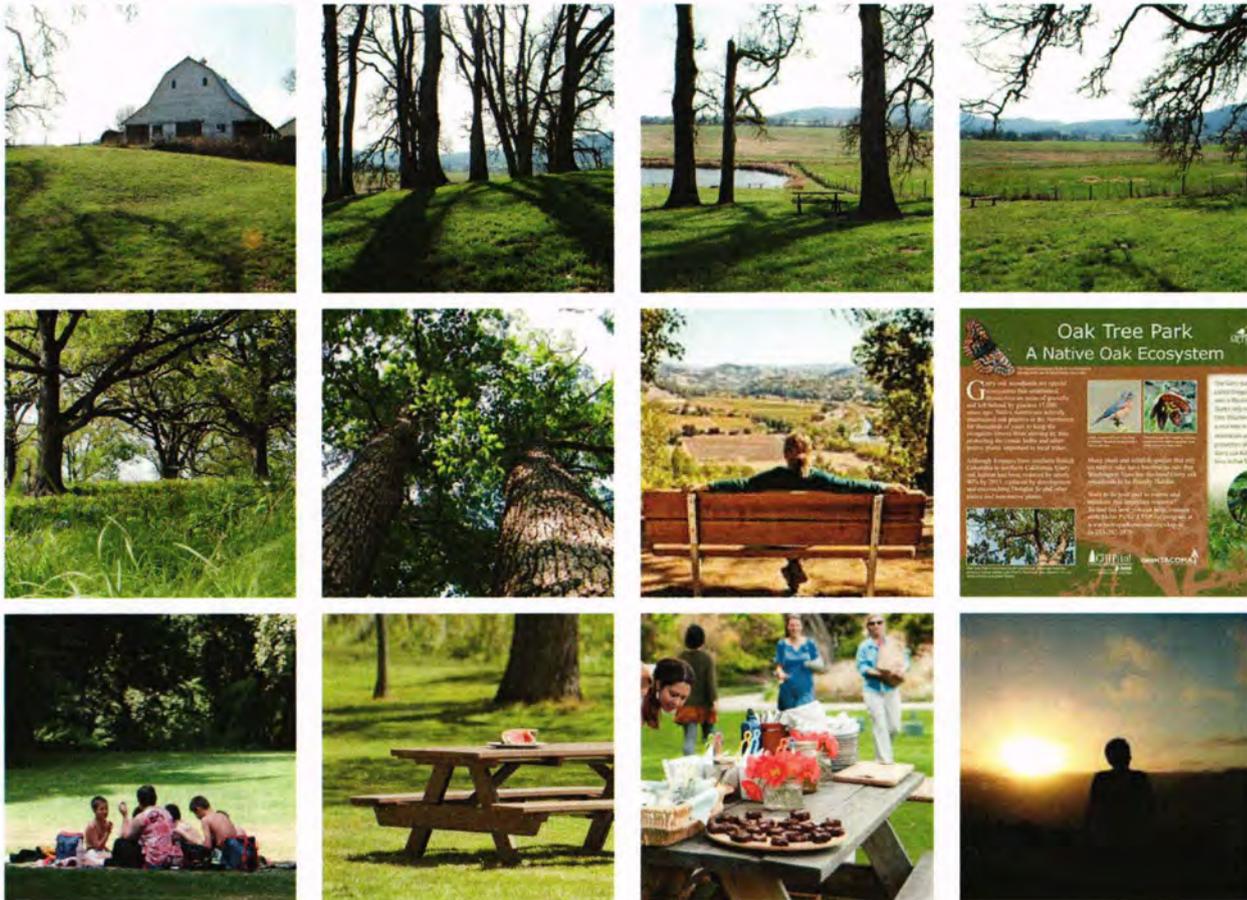
NEW FACILITIES + FEATURES

- Picnic Tables
- Benches
- Interpretive Signage
- Connection to Multi-Use Trail

PROGRAMS

- Neighborhood Gatherings
- Small Recurring Events
- Cultural Landscape Interpretation

DESIGN + PROGRAMMING EXAMPLES



POTENTIAL PARTNERSHIPS

- Tree Preservation Organizations
- Local Neighborhood Groups
- Adopt-A-Park Program
- Volunteers

ROGERS PARK

SITE ANALYSIS



EXISTING CONDITIONS

SIZE
3.7 acres

SITE DESCRIPTION
Rogers Park is neighborhood park located in Downtown Forest Grove between 17th and 18th Avenues and by Elm and Douglas Streets. The park is surrounded by single-family residences and several churches, and sidewalks are provided along all four frontage streets. The park's main access point is along 17th Avenue, where a small parking lot with angle-in parking is provided.

This park is characterized by a mature tree canopy and has two tennis courts, a basketball court, a portable restroom, lawn areas, two small play structures, horseshoe pits, paved pathways, a small shelter, picnic tables, and barbecues. Many people consider Rogers Park their favorite park in the system, and on hot, sunny days it is filled with people playing sports and games, picnicking, listening to music, and enjoying the cooler temperatures under the park's Oregon White Oak trees.

NEEDS AND OUTREACH FEEDBACK

- SITE-SPECIFIC IDEAS**
- Improved restroom facilities
 - Social gathering spaces for adults
 - Resurfaced tennis/basketball courts

- COMMUNITY-WIDE IDEAS**
- Water play
 - Reservable community gathering spaces for cultural/social/special activities and events
 - Non-reservable community gathering spaces for families and informal activities (game tables, group seating, etc)
 - Enhanced play areas and play structures, especially for younger children
 - Greater variety of programs and facilities to serve all ages
 - Increased recreation programming (summer camps, after-school, health and fitness, community events, concerts, and movies in the park)
 - Revenue generating opportunities through facility rentals and programming

PROPOSED PARK DESIGN APPROACH

An exciting new addition is already planned for the northeast quadrant of Rogers Park. Anna and Abby's Yard will be a memorial play area built to honor two sisters—Anna Dieter and Abby Robinson—who loved to run, skip, laugh, climb, swing, jump, explore, and dream in the parks and yards of Forest Grove. The play area will include a custom-designed play structure, hills and mounds, large boulders, flowers, and places for children and adults to get lost in their imagination.

In addition to Anna and Abby's Yard, there are several opportunities that could make this park even more dynamic and engaging and help it meet a wider range of community needs. By adding a central hardscape plaza with seatwalls and spray jets for intermittent water play, a permanent restroom, a reservable picnic shelter, waterwise plantings, natural play features, additional games and small sport courts, and seating options, this park could become a destination for the entire community.

- NEW FACILITIES + FEATURES**
- Anna and Abby's Yard Play Area
 - Natural Play Features
 - Central Plaza w/ Water Spray Ground
 - Permanent Restroom
 - Reservable Picnic Shelter
 - Additional Picnic Tables and Seating Options
 - Additional Games and Small Sport Courts
 - Waterwise Plantings

- PROGRAMS**
- Health and Wellness Classes (park yoga, walking clubs, boot camp)
 - Summer Camps
 - Pop-Up Play (outdoor games, mobile playground van, loose parts, musical instruments)
 - Small Recurring Events (small concerts, dances, play or performance art)
 - Everyday Events

DESIGN + PROGRAMMING EXAMPLES

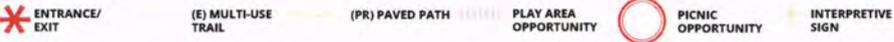


POTENTIAL PARTNERSHIPS

- Anna and Abby's Yard Foundation
- Local Businesses
- Health and Wellness Organizations
- Local Summer Camp Organizations
- Local Neighborhood Groups
- Adopt-A-Park Program
- Volunteers

SAUCY PARK

SITE ANALYSIS



EXISTING CONDITIONS

SIZE
0.5 acres

SITE DESCRIPTION
Saucy Park is a very small, undeveloped site at the intersection of 14th Avenue and Birch Street in the historic district of Painter's Woods. Situated between a residential lot and the Metro-owned natural area, this park is a sloped piece of property that connects the neighborhood to both existing and proposed bike and pedestrian trails, including the planned Emerald Necklace.

The park is characterized by open lawn and extensive, west-facing views, as well as the borrowed shade from the adjacent residence's tree canopy.

NEEDS AND OUTREACH FEEDBACK

- COMMUNITY-WIDE IDEAS**
- Improvements for parking, pedestrians, and bicycles
 - More multi-use trails that connect community destinations and nature

PROPOSED PARK DESIGN APPROACH

Saucy Park will provide an important connection along the bike and pedestrian trails that will run throughout the city. It could also be the place where neighbors gather to enjoy a picnic, take in the view, and watch the sunset. It could also be the place where kids come to climb on logs, run through a meadow, and learn about the natural resources below. By adding in picnic tables, seating options, interpretive features, a natural play area, natural plantings, and rotating art installations that bring awareness to the natural surroundings, Saucy Park could become a well-used and well-loved site.

NEW FACILITIES + FEATURES

- Picnic Tables
- Seating Options
- Natural Play Features
- Natural Plantings
- Interpretive Signage and Features
- Temporary Art Installations

PROGRAMS

- Environmental Education
- Rotating Art Installation Program
- Neighborhood Summer Camp
- Health and Wellness Classes
- Small Recurring Events
- Stargazing/Full Moon Walks

DESIGN + PROGRAMMING EXAMPLES



POTENTIAL PARTNERSHIPS

- Environmental Education Organizations
- Art Organizations
- Forest Grove School District
- Volunteers

STITES NATURE PARK



SOURCE: AKS ENGINEERING & FORESTRY

EXISTING CONDITIONS

SIZE
10.9 acres

SITE DESCRIPTION
Stites Nature Park is currently a large, undeveloped piece of land set behind the residential properties that border 26th Avenue, Firwood Lane, and Willamina Avenue. The site is characterized by an intermittent water channel, open lawn areas, and stands of deciduous trees. At this time, the only way to access the site from public property is at its southwest corner along 26th Avenue.

NEEDS AND OUTREACH FEEDBACK

SITE-SPECIFIC IDEAS

- This park could be developed to address unmet needs in nearby underserved areas
- Group covered shelter
- Space for overnight for outdoor science education camp
- Interpretive flora/fauna signage

COMMUNITY-WIDE IDEAS

- Improvements for parking, pedestrians, and bicycles
- Better coordination with School District on park use for educational opportunities
- Reservable community gathering spaces for cultural/social/special activities and events
- More multi-use trails that connect community destinations and nature
- Enhanced play areas and play structures, especially for younger children
- Greater variety of programs and facilities to serve all ages
- Revenue generating opportunities through facility rentals and programming

PROPOSED PARK DESIGN APPROACH

The City has developed a master plan for the Stites site, which takes advantage of the sites natural feature and bolsters it with some essential park amenities.

The new plan (shown to the left) includes a 12-stall parking area at the park's main entrance with a permanent restroom and an informational kiosk. The larger park is divided into two main sections, one on the east side of the water channel and one on the west side. The east side is more developed and consists of walking paths, a reservable picnic shelter, picnic areas, a natural play area, open swaths of meadow, plants from an ash forest wetland plant community, viewpoints and overlooks, and interpretive signage. The west side of the park contains walking paths, fields of open grass, plants from an oak woodland plant community, riparian habitat, rock outcroppings, and views to the water. The two sides of the park are connected by a raised boardwalk and bridge that cross the water and provide places to sit and learn about the natural resources on the site.

NEW FACILITIES + FEATURES

- Parking Area
- Informational Kiosk
- Restroom
- Reservable Picnic Shelter
- Natural Play Area
- Walking Paths
- Native Plantings
- Open Field
- Interpretive Features

PROGRAMS

- Environmental Education
- Outdoor Skills
- Plant Identification
- Summer Camps

DESIGN + PROGRAMMING EXAMPLES



POTENTIAL PARTNERSHIPS

- Forest Grove School District
- Environmental Education Organizations
- Local Summer Camp Organizations
- Local Neighborhood Organizations

TALISMAN PARK

SITE ANALYSIS



EXISTING CONDITIONS

SIZE
2.3 acres

SITE DESCRIPTION
Talisman Park is small neighborhood park located where Willamina Avenue dead-ends after crossing Magnolia Way. The park is surrounded by single-family residences and its main access point is along Willamina Avenue, where on street parking is allowed. A paved trail along Gales Creek Road also provides pedestrian access to the park.

The park is characterized by a central open green lawn, a play structure, and existing perimeter trees. The park has a small picnic shelter, barbecues, picnic tables, a loop walking path, and a stand of trees that are marked and labeled in the style of an arboretum. On many days, the park is full of parents bringing their children to climb on the play equipment and bike around the loop path.

NEEDS AND OUTREACH FEEDBACK

SITE-SPECIFIC IDEAS

- Opportunities to increase usage

COMMUNITY-WIDE IDEAS

- Improvements for parking, pedestrians, and bicycles
- Water play
- Non-reservable community gathering spaces for families and informal activities (game tables, group seating, etc)
- Enhanced play areas and play structures, especially for younger children
- Greater variety of programs and facilities to serve all ages
- Increased recreation programming

PROPOSED PARK DESIGN APPROACH

With a few additions, Talisman Park could offer even more than it already does to the surrounding neighborhood. By enhancing the play area with more open-ended, free play features, the quality of the play value in this park would increase. With updated tree identification information, people would become more familiar with the tree species in the surrounding neighborhood. And with a picnic shelter and large community table for people to rest, talk, play games, and eat, Talisman Park could serve a wider audience and provide more amenities for community gathering and events.

NEW FACILITIES + FEATURES

- Picnic Shelter
- Community Table
- Picnic Tables
- Seating Options
- Natural Play Area
- Sand and Water Play
- Loose Parts (materials that can be moved, combined, redesigned, taken apart and put back together in multiple ways)
- Free Library
- Updated Tree Identification Signage

PROGRAMS

- Plant Identification
- Health and Wellness Classes
- Pop-Up Play
- Small Recurring Events
- Everyday Events

DESIGN + PROGRAMMING EXAMPLES



POTENTIAL PARTNERSHIPS

- Local Neighborhood Organizations
- Adopt-A-Park Program
- Volunteers

THATCHER PARK

SITE ANALYSIS



- ENTRANCE/EXIT
- STRUCTURE/FEATURE
- (E) MULTI-USE TRAIL
- (PR) MULTI-USE TRAIL
- PLAY AREA OPPORTUNITY
- INTERPRETIVE SIGN
- COMMUNITY GARDENS

EXISTING CONDITIONS

SIZE
25.5 acres

SITE DESCRIPTION
Thatcher Park is a community park located in west Forest Grove at the corner NW David Hill Road and NW Thatcher Road. Its main access point is a driveway at NW David Hill Road, and the driveway terminates along a central parking spine with approximately five accessible spaces and 65 regular spaces.

The park is characterized by an off-leash dog area, baseball/softball fields, a soccer field, a playground, and a small woodland with walking trails. There is also a picnic shelter, picnic tables, barbecues, and restroom facilities.

NEEDS AND OUTREACH FEEDBACK

- SITE-SPECIFIC IDEAS**
- The site provides access to community-scale recreation facilities in north and west forest grove
 - The site should provide parking, pedestrian, and bike access as residential development occurs
 - Splash pad
 - Trees in dog park
 - Shelter/covered picnic facilities
 - Trail connections to Forest Gale Heights
 - Viewpoint on David Hill
 - Improved field maintenance and drainage
 - Music/Concerts
 - More parking
 - Improved restroom facilities

- COMMUNITY-WIDE IDEAS**
- Better coordination with School District for sports field scheduling
 - Better coordination with School District on park use for educational opportunities
 - Reservable community gathering spaces for cultural/social/special activities and events
 - More multi-use trails that connect community destinations and nature
 - Increased recreation programming

PROPOSED PARK DESIGN APPROACH

The City has developed a master plan for Phase II of Thatcher Park's design, and this design approach recommends a similar direction for the park's additional features, which includes: an entry plaza/water feature, a small parking area with a one-way exit road, a new destination play area, natural play opportunities, a reservable picnic shelter, small sport courts (bocce, tennis, or basketball), hillside plantings for shade and interest, and soft surface trails that extend throughout the forest at the south end of the site. These additional amenities are meant to increase the recreation opportunities at the site and facilitate both everyday and special events.

NEW FACILITIES + FEATURES

- Additional Parking
- Reservable Picnic Shelter
- Seatwalls/Benches
- Picnic Tables
- Small Court Sports (bocce, basketball, volleyball, ping pong, pickleball)
- Community Gardens
- New Play Area (sand and water play)
- Natural Play Features
- Loose Parts (materials that can be moved, carried, combined, redesigned, lined up, taken apart and put back together in multiple ways)
- Soft Surface Woodland Trails
- Interpretive Signage
- Self-Guided Nature Trail Tour
- Story Circle Gathering Area

PROGRAMS

- Sports Programs
- Social Groups and Gathering Events
- Health and Wellness Classes
- Community Gardening
- Environmental Education
- Outdoor Skills Plant Identification
- Summer Camps
- Pop-Up Play
- Small Recurring Events
- Everyday Events

DESIGN + PROGRAMMING EXAMPLES

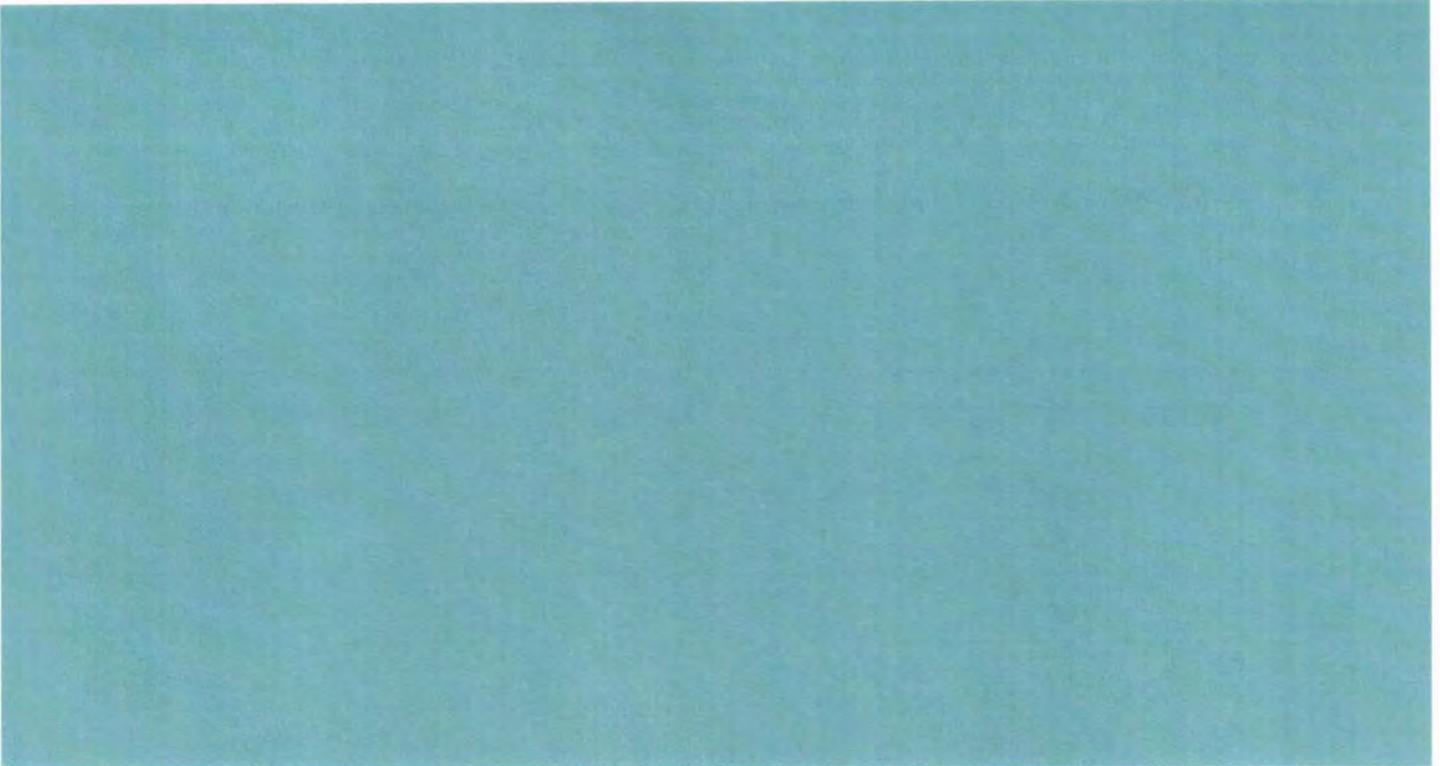


POTENTIAL PARTNERSHIPS

- Pacific University
- Community Garden Organizations
- Sports Leagues
- Boy Scouts
- Local Businesses
- Local Summer Camp Organizations
- Health and Wellness Organizations
- Adopt-A-Park Program
- Volunteers

REVENUE GENERATING OPPORTUNITIES

- Picnic Shelter Rental
- Recreation Program Fees (tournament and private operator fees)
- Sports Field Use Fees



APPENDIX E:
Capital and Operations Cost Model

APPENDIX E: CAPITAL AND OPERATIONS COST MODEL

Appendix E presents estimated capital costs for all of the park development, enhancements and rehabilitation noted in Chapter 5. These projects are far more than can be completed in a 10-year planning horizon. They include all projects associated with City of Forest Grove public parks, even where park improvements or development could potentially be funded by other partners or interest groups. The totals shown here do not reflect specific costs for the City to bear over a specific timeframe, but instead identify potential cost allowances associated with opportunities to refresh and remodel public parks, open space, greenways and trails as recommended in this Master Plan.

This appendix includes two tables:

- Table E.1: Capital Projects and Cost Estimates for Existing and Proposed Parks
- Table E.2: Per Unit Cost Estimate by Park Type

I. TABLE E.1

Table E.1 presents planning-level cost estimates by park site for projects such as land acquisition, park development and site enhancements. It also notes the reinvestment costs and maintenance costs. Existing parks are organized by four classifications: community parks, neighborhood parks, special use parks and open space, greenways and trails. Proposed parks and trails are organized in three categories: proposed parks, improvements to partner sites and proposed trail corridors. The goal of this table is to identify a general level of funding needed to update and enhance the park system per recommendations noted in Chapters 4 and 5.

All costs are planning level costs estimated in 2016 dollars based on the per-acre assessment in Table E.2. The costs do not account for inflation. Over time, these costs will need to be adjusted for inflation as well as changes in land values, the market value of labor and materials, and expectations regarding the quality and level of park development desired. More specific costs should be defined prior to construction or improvements, when the scale, scope and phasing of projects are more defined.

Category Definitions

The first three columns in Table E.1 include reference information about each park site.

FOREST GROVE PARKS, RECREATION AND OPEN SPACE MASTER PLAN

- **Acreage:** This column reflects park acreage as noted in the park and facility inventory for existing park sites and as proposed for planned parks and other sites.
- **Percentage of park developed:** This column reflects an approximation of the percentage of each site that is currently developed. Undeveloped areas include open space as well as vacant park areas held for future facility development.
- **Park type:** This column classifies park sites into types of parks as provided by the City of Forest Grove. Each existing and proposed site is classified as either a community park, a neighborhood park, a special use park, a partner site, trail corridor or as an open space, greenway and trail.

RECOMMENDATIONS

This category indicates the types of recommendations appropriate for individual existing and proposed parks.

- **Acquire land:** Acquisition may occur through purchase, donation, easement or other means. In residential areas, these would be community and neighborhood parks, while in residential, commercial and other areas they might include trail corridors and open space, greenways and trails.
- **Develop park or trail:** This refers to park and facility construction and landscaping at several currently undeveloped sites, including sites not yet acquired.
- **Provide minor enhancements:** This refers to sites where the number of recommended improvements and the size of the improved area is relatively small.
- **Provide major enhancements:** This refers to sites where the number of enhancements and the size of the impacted area is relatively high.
- **Add facility through partnership:** This refers to facility development funded and managed by the City at sites owned by partner organizations such as nonprofits or other public and private entities. It also includes projects that are anticipated to involve equity partners, such as the development of a new community recreation center.

CAPITAL COSTS

This category considers the costs of acquisition, development, enhancement and improvement of parks. The per-acre costs from Table E.2 are multiplied by the acreage of each park to determine site-specific costs (except for partnership improvements, as noted below).

- **Acquisition:** This column reflects the cost of acquiring land for new parks.
- **Development:** This column reflects the cost of site master planning, construction and landscaping at currently undeveloped sites.
- **Minor or major enhancements:** Opportunities to enhance sites were categorized as “major” or “minor” based on the numbers of enhancements needed and the size of the impacted area. Minor enhancements are anticipated to affect approximately one-quarter of the site; major enhancements affect approximately half of the site. Costs for these projects are shown accordingly.
- **Partnership improvement or major new facility:** This column reflects anticipated City costs for new facility development through partnership. This includes projects at sites owned

by other public or private entities, as well as the costs associated with community recreation center development, which are anticipated to be shared with an equity partner. Rather than a per-acre cost, these costs are the planning level estimate for the entire project.

- **Total capital cost:** This column represents the sum of the capital costs for each individual site.

% TO BE MAINTAINED AFTER PROJECT

This column shows the percentage of the site that will be developed or landscaped and therefore must be maintained by the City of Forest Grove or project partners after improvements are completed.

REINVESTMENT COSTS

Park reinvestment costs reflect an annual allocation for the capital replacement of outdated or worn facilities based on their age and use. These costs are based on a 20-year replacement schedule to update one-quarter of the park, including landscaping and amenities. The costs are annualized to provide an estimated allowance to set aside annually to ensure that funds are available for these types of improvements when needed. The per-acre costs are provided in Table E.2.

MAINTENANCE COSTS

This category reflects the level of maintenance needed as well as the cost of maintenance after developments are completed. For the Aquatic Center, Maintenance Costs include the estimated annual net expenses for both maintaining and operating the facility (total costs minus revenues generated).

- **Maintenance tier:** This column identifies whether maintenance for individual parks should be classified as enhanced or basic. The current level of maintenance is reflected by the basic tier and is applied to parks that are lightly used and not recommended for additional development. Enhanced maintenance should be applied to high-use parks and those sites where a number of amenities and facilities are proposed to be added. Basic maintenance costs are based on an average cost per acre to maintain all City parks and trails, based on figures in the City's Proposed Budget, FY 2016-17.
- **Post development annual maintenance cost:** This column reflects the annual cost of maintaining each park after developments are completed.

II. TABLE E.2

Table E.2 identifies average per unit cost estimate for improving or developing parks, which follow the same classifications from Table E.1: community park, neighborhood park, special use park, partner site, trail corridor or open space, greenway and trail. The estimated cost shown for each type is the per-acre cost based on the proposed City budget for fiscal year 2016-17, industry standards and local real estate values. All costs are based on 2016 dollars, not accounting for inflation. These costs are carried into the Capital Costs, Reinvestment Costs and Maintenance Costs columns of Table E.1 and multiplied by the acreage of each park to determine site-specific costs.

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TABLE E.1: Capital Projects and Cost Estimates for Existing and Proposed Parks

	Acres	% of Park Currently Developed	Park Type	RECOMMENDATIONS					CAPITAL COSTS					% to be Maintained After Project	REINVESTMENT COSTS		MAINTENANCE COSTS	
				Acquire Land	Develop Park or Trail	Provide Minor Enhancements	Provide Major Enhancements	Add Facility through Partnership	Acquisition	Development	Minor Enhancements	Major Enhancements	Partnership Improvement or Major New Facility		Total Capital Cost	Annual Future Reinvestment	Maintenance Tier (Basic or Enhanced)	Annual Post Development Maintenance Cost*
EXISTING PARKS																		
Community Parks																		
LINCOLN PARK	22.8	100%	CP		•			\$ -	\$ -	\$ 2,280,000	\$ -	N/A	\$ 2,280,000	100%	\$ 114,000	Enhanced	\$ 273,600	
LINCOLN PARK (Addition)	3.0	0%	CP	•				\$ -	\$ 1,200,000	\$ -	\$ -	N/A	\$ 1,200,000	100%	\$ 15,000	Enhanced	\$ 36,000	
THATCHER PARK	16.0	100%	CP		•			\$ -	\$ -	\$ 1,600,000	\$ -	N/A	\$ 1,600,000	100%	\$ 80,000	Enhanced	\$ 192,000	
THATCHER PARK (Phase 2)	8.5	0%	CP	•				\$ -	\$ 3,400,000	\$ -	\$ -	N/A	\$ 3,400,000	100%	\$ 42,500	Enhanced	\$ 102,000	
THATCHER PARK (Dog Park)	1.0	100%	CP	•				\$ 200,000	\$ -	\$ -	\$ -	N/A	\$ 200,000	100%	\$ 5,000	Enhanced	\$ 12,000	
<i>Community Parks Subtotal</i>	<i>51.3</i>							<i>\$ 200,000</i>	<i>\$ 4,600,000</i>	<i>\$ 3,880,000</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 8,680,000</i>		<i>\$ 256,500</i>		<i>\$ 675,600</i>	
Neighborhood Parks																		
BARD PARK	2.8	100%	NP		•			\$ -	\$ -	\$ 213,000	\$ -	N/A	\$ 213,000	100%	\$ 10,650	Basic	\$ 28,400	
HAZEL SILLS PARK	0.5	100%	NP		•			\$ -	\$ -	\$ 38,250	\$ -	N/A	\$ 38,250	100%	\$ 1,913	Basic	\$ 5,100	
JOSEPH GALE PARK	3.8	100%	NP			•		\$ -	\$ -	\$ -	\$ 564,000	N/A	\$ 564,000	100%	\$ 14,100	Enhanced	\$ 45,120	
KNOX RIDGE PARK	0.4	100%	NP		•			\$ -	\$ -	\$ 30,000	\$ -	N/A	\$ 30,000	100%	\$ 1,500	Basic	\$ 4,000	
ROGERS PARK	3.7	100%	NP			•		\$ -	\$ -	\$ -	\$ 550,500	N/A	\$ 550,500	100%	\$ 13,763	Enhanced	\$ 44,040	
TAILSMAN PARK	2.3	100%	NP		•			\$ -	\$ -	\$ 172,500	\$ -	N/A	\$ 172,500	100%	\$ 8,625	Basic	\$ 23,000	
FOREST GLEN PARK 1 (Upper)	0.9	100%	NP		•			\$ -	\$ -	\$ 67,500	\$ -	N/A	\$ 67,500	100%	\$ 3,375	Basic	\$ 9,000	
FOREST GLEN PARK 2 (Lower)	5.3	50%	NP		•			\$ -	\$ -	\$ 198,750	\$ -	N/A	\$ 198,750	75%	\$ 14,906	Basic	\$ 39,750	
<i>Neighborhood Parks Subtotal</i>	<i>19.7</i>							<i>\$ -</i>	<i>\$ -</i>	<i>\$ 720,000</i>	<i>\$ 1,114,500</i>	<i>\$ -</i>	<i>\$ 1,834,500</i>		<i>\$ 68,831</i>		<i>\$ 198,470</i>	
Special Use Parks																		
FOREST GROVE AQUATIC CENTER*	3.0	100%	SU			•		\$ -	\$ -	\$ -	\$ 750,000	N/A	\$ 750,000	100%	\$ 18,750	Enhanced	\$ 320,000	
FOREST GROVE SENIOR CENTER	1.3	100%	SU			•		\$ -	\$ -	\$ 162,500	\$ -	N/A	\$ 162,500	100%	\$ 8,125	Enhanced	\$ 15,600	
<i>Special Use Parks Subtotal</i>	<i>4.3</i>							<i>\$ -</i>	<i>\$ -</i>	<i>\$ 162,500</i>	<i>\$ 750,000</i>	<i>\$ -</i>	<i>\$ 912,500</i>		<i>\$ 26,875</i>		<i>\$ 335,600</i>	
Open Space, Greenways and Trails																		
B STREET TRAIL (Trailhead)	0.9	100%	OSGT		•			\$ -	\$ -	\$ 45,000	\$ -	N/A	\$ 45,000	100%	\$ 2,250	Basic	\$ 9,000	
B STREET TRAIL (Trail Corridor)	1.4	100%	TC					\$ -	\$ -	\$ -	\$ -	N/A	\$ -	100%	\$ 3,500	Basic	\$ 14,000	
FERNHILL WETLANDS TRAILHEAD	0.9	100%	OSGT		•			\$ -	\$ -	\$ 45,000	\$ -	N/A	\$ 45,000	100%	\$ 2,250	Basic	\$ 9,000	
FERN HILL ELEMENTARY SCHOOL TRAIL	1	100%	TC					\$ -	\$ -	\$ -	\$ -	N/A	\$ -	100%	\$ 2,500	Basic	\$ 10,000	
FOREST GLEN OPEN SPACE AND TRAIL	45.1	15%	OSGT		•			\$ -	\$ -	\$ 338,250	\$ -	N/A	\$ 338,250	25%	\$ 28,188	Basic	\$ 112,750	
HIGHWAY 47 TRAIL	9.1	100%	TC		•			\$ -	\$ -	\$ 455,000	\$ -	N/A	\$ 455,000	100%	\$ 22,750	Basic	\$ 91,000	
OLD TOWN LOOP TRAIL	1.3	100%	TC					\$ -	\$ -	\$ -	\$ -	N/A	\$ -	100%	\$ 3,250	Basic	\$ 13,000	
<i>Open Space, Greenways and Trails Subtotal</i>	<i>59.7</i>							<i>\$ -</i>	<i>\$ -</i>	<i>\$ 883,250</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 883,250</i>		<i>\$ 64,688</i>		<i>\$ 258,750</i>	
<i>Existing Parks Subtotal</i>	<i>135.0</i>							<i>\$ 200,000</i>	<i>\$ 4,600,000</i>	<i>\$ 5,643,750</i>	<i>\$ 1,864,500</i>	<i>\$ -</i>	<i>\$ 12,370,250</i>		<i>\$ 476,894</i>		<i>\$ 1,408,360</i>	

FOREST GROVE PARKS, RECREATION AND OPEN SPACE MASTER PLAN

	Acres	% of Park Currently Developed	Park Type	RECOMMENDATIONS					CAPITAL COSTS					% to be Maintained After Project	REINVESTMENT COSTS		MAINTENANCE COSTS	
				Acquire Land	Develop Park or Trail	Provide Minor Enhancements	Provide Major Enhancements	Add Facility through Partnership	Acquisition	Development	Minor Enhancements	Major Enhancements	Partnership Improvement or Major New Facility		Total Capital Cost	Annual Future Reinvestment	Maintenance Tier (Basic or Enhanced)	Annual Post Development Maintenance Cost*
PROPOSED PARKS AND TRAILS																		
Proposed Parks																		
A.T. SMITH PARK (City)	3.2	0%	SU	•					\$ -	\$ 1,600,000	\$ -	\$ -	N/A	\$ 1,600,000	100%	\$ 20,000	Enhanced	\$ 38,400
KYLE PARK	7.5	0%	OSGT	•					\$ -	\$ 750,000	\$ -	\$ -	N/A	\$ 750,000	50%	\$ 9,375	Basic	\$ 37,500
RUETER FARM PARK	2.1	0%	OSGT	•					\$ -	\$ 428,000	\$ -	\$ -	N/A	\$ 428,000	100%	\$ 5,350	Basic	\$ 21,400
SAUCY PARK	0.5	0%	OSGT	•					\$ -	\$ 100,000	\$ -	\$ -	N/A	\$ 100,000	100%	\$ 1,250	Basic	\$ 5,000
STITES NATURE PARK	10.9	0%	NP	•					\$ -	\$ 2,616,000	\$ -	\$ -	N/A	\$ 2,616,000	80%	\$ 32,700	Enhanced	\$ 104,640
NEW DOWNTOWN PLAZA	0.5	0%	SU	•				\$ 100,000	\$ 250,000	\$ -	\$ -	N/A	\$ 350,000	100%	\$ 3,125	Enhanced	\$ 6,000	
NEW NEIGHBORHOOD PARK # 1 (David Hill North)	6.0	0%	NP	•	•			\$ 1,200,000	\$ 1,800,000	\$ -	\$ -	N/A	\$ 3,000,000	100%	\$ 22,500	Enhanced	\$ 72,000	
NEW NEIGHBORHOOD PARK # 2 (Oak Street)	2.5	0%	NP	•	•			\$ 500,000	\$ 750,000	\$ -	\$ -	N/A	\$ 1,250,000	100%	\$ 9,375	Enhanced	\$ 30,000	
NEW COMMUNITY PARK (Community Recreation Center)**	10.0	0%	CP	•	•		•	\$ 2,000,000	\$ 4,000,000	\$ -	\$ -	\$ 32,000,000	\$ 38,000,000	100%	\$ 475,000	Enhanced	\$ 120,000	
<i>Proposed Parkland Subtotal</i>	<i>43.2</i>							<i>\$ 3,800,000</i>	<i>\$ 12,294,000</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 32,000,000</i>	<i>\$ 48,094,000</i>		<i>\$ 578,675</i>		<i>\$ 434,940</i>	
Improvements to Partner Sites																		
A.T. SMITH AMPHITHEATER (FHFG)	2.2	0%	PS				•	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ 350,000	100%	\$ 4,375	Enhanced	\$ 26,400	
METRO WETLANDS VIEWPOINT	1.0	0%	PS				•	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ 75,000	100%	\$ 937.50	Basic	\$ 10,000	
NEIL ARMSTRONG MS SPORTS FIELDS	7.5	N/A	PS				•	\$ -	\$ -	\$ -	\$ -	\$ 1,250,000	\$ 1,250,000	100%	\$ 15,625	Enhanced	\$ 90,000	
SCHOOL SPORTS FIELD PROJECTS***	2.1	N/A	PS				•	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000	100%	\$ 2,500	Enhanced	\$ 25,680	
<i>Undeveloped Partner Sites Subtotal</i>	<i>56.1</i>							<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 1,875,000</i>	<i>\$ 1,875,000</i>		<i>\$ 23,438</i>		<i>\$ 152,080</i>	
Proposed Trail Corridors (City/Partner)																		
GALES CREEK TRAIL ****	7.5	0%	OSGT	•	•			\$ 750,000	\$ 1,500,000	\$ -	\$ -	N/A	\$ 2,250,000	100%	\$ 18,750	Basic	\$ 75,000	
DAVID HILL TRAIL ****	5.1	0%	OSGT	•	•			\$ 510,000	\$ 1,020,000	\$ -	\$ -	N/A	\$ 1,530,000	100%	\$ 12,750	Basic	\$ 51,000	
<i>Trails Subtotal</i>	<i>12.6</i>							<i>\$ 1,260,000</i>	<i>\$ 2,520,000</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 3,780,000</i>		<i>\$ 31,500</i>		<i>\$ 126,000</i>	
<i>Proposed Parks and Trails Subtotal</i>	<i>111.9</i>							<i>\$ 5,060,000</i>	<i>\$ 14,814,000</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 33,875,000</i>	<i>\$ 53,749,000</i>		<i>\$ 633,613</i>		<i>\$ 713,620</i>	
Totals for All Parks	246.9							\$ 5,260,000	\$ 19,414,000	\$ 5,645,750	\$ 1,864,500	\$ 33,875,000	\$ 66,059,250		\$ 1,050,506		\$ 2,121,380	

Revised 8/02/16

*For the Aquatic Center, Maintenance Costs include the estimated annual net expenses for both maintaining and operating the facility (total costs minus revenues generated).

**For the new community recreation center, partnership costs may be shared by the City and equity partners. Janitorial costs for the indoor space are not include in maintenance costs.

***This project is costed to include soccer field development at Tom McCall Upper Elementary School but could be broadened and funds added to include other sites (See Table 5.1).

****Trail acreage is calculated based on an average assumption of a 20-foot corridor.

CP- Community Park; NP- Neighborhood Park; SU- Special Use; OSGT- Open Space, Greenway and Trail, PS- Partner Site

TABLE E.2: Per Unit Cost Estimate by Park Type

PARK TYPE	Capital Costs per Acre				Other Costs per Acre		
	Acquire Land	Develop Park or Trail	Provide Minor Enhancements	Provide Major Enhancements	Maintenance (Basic)	Maintenance (Enhanced)	Reinvestment (Annual)
COMMUNITY PARK	\$200,000	\$400,000	\$100,000	\$200,000	\$10,000	\$12,000	\$5,000
NEIGHBORHOOD PARK	\$200,000	\$300,000	\$75,000	\$150,000	\$10,000	\$12,000	\$3,750
SPECIAL USE SITE	\$200,000	\$500,000	\$125,000	\$250,000	\$10,000	\$12,000	\$6,250
OPEN SPACE, GREENWAY & TRAIL	\$100,000	\$200,000	\$50,000	\$100,000	\$10,000	\$12,000	\$2,500
TRAIL CORRIDOR	\$100,000	\$200,000	\$50,000	\$100,000	\$10,000	\$12,000	\$2,500
PARTNER SITE	--	Site-specific	--	--	\$10,000	\$12,000	Site-specific
Total							

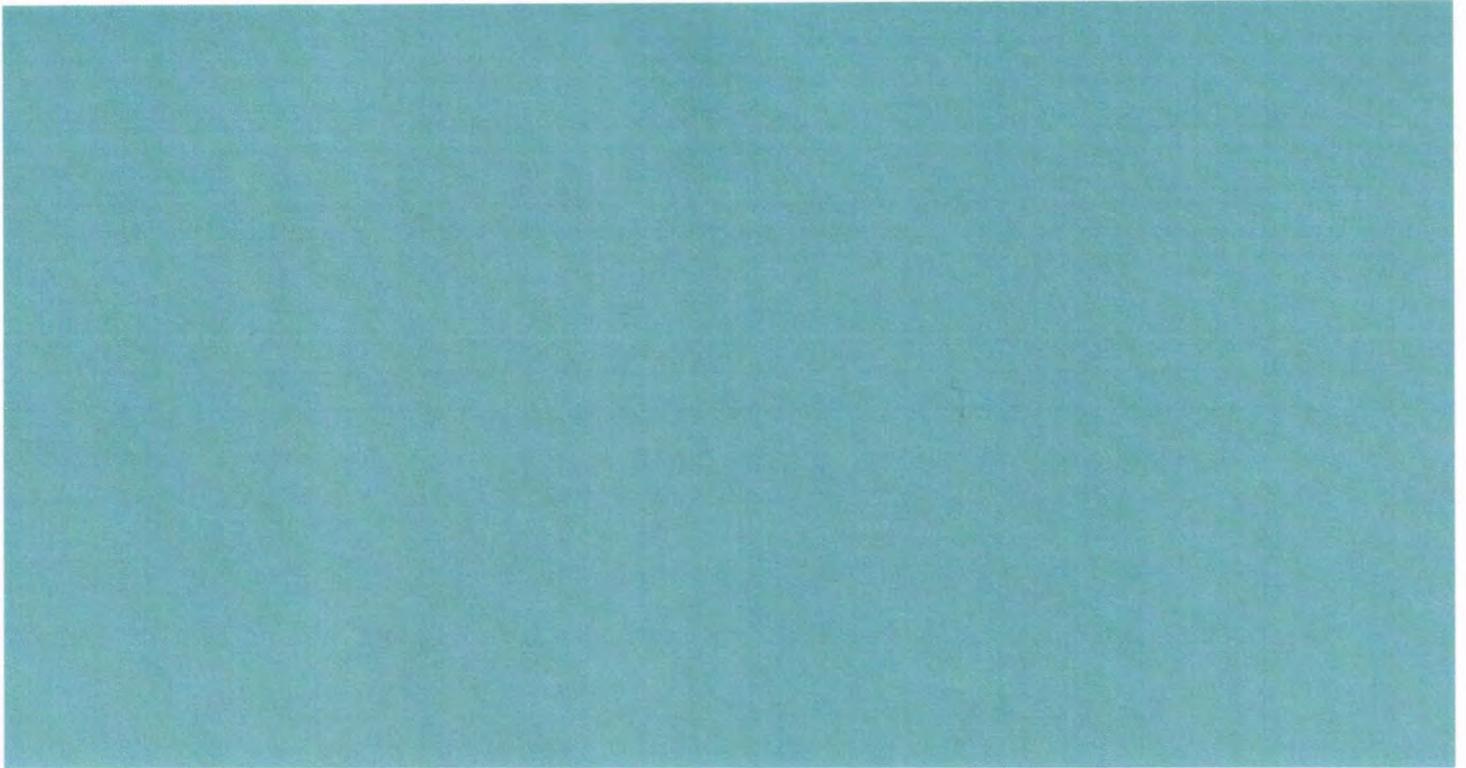
Notes:

All costs are based on 2016 dollars, not accounting for inflation.

For partner sites, site-specific costs for development and reinvestment are identified in Table E.1.

Minor enhancements are anticipated to affect approximately 1/4 of the site; major enhancements affect approximately 1/2 of the site.

Basic maintenance costs are based on an average cost per acre to maintain all city parks and trails, based on figures in the City's Proposed Budget, FY 2016-17. The budget for the Aquatic Facility is calculated separate based on both maintenance and operations costs.



APPENDIX F:
Potential Funding and Partnership
Opportunities

APPENDIX F: POTENTIAL FUNDING AND PARTNERSHIP OPPORTUNITIES

I. EXISTING FUNDING OVERVIEW

Forest Grove’s existing funding structure consists of two primary categories: non-capital costs, including system operations and management; and capital costs to acquire land and develop sites and facilities.

NON-CAPITAL COSTS

Similar to most cities, the majority of Forest Grove’s existing source of funding comes from the General Fund in the form of property taxes. Since the 2011-12 budget cycle, property tax revenues for the City have increased from \$6,773,073 to \$7,654,833 in Fiscal Year 2014-15. Similarly, inner-departmental budgets are also increasing. According to the 2014-15 Budget, the Parks and Recreation Department revenue has increased 24 percent since Fiscal Year 2011-12, dropping slightly in 2012-13. Still, the City’s General Fund is the primary source of funding for park, recreation and aquatics operations (non-capital costs). The Aquatics Department revenue has also increased over the past four years. Though public aquatics facilities are commonly subsidized, the cost of aquatics operations will be an important consideration in determining potential options in subsequent phases of the planning process. Table F.1 provides a summary of parks, recreation and aquatics budgets over the past four years.

TABLE F.1: PARKS & RECREATION AND AQUATICS BUDGET SUMMARY (2013/14-2016/17)

	2013-14	2014-15*	2015-16	2016-17*
Parks & Recreation				
Revenue				
Services	\$132,175	\$164,737	\$171,397	\$142,428
Miscellaneous	\$500	\$1,200	\$0	\$500
TOTAL Revenue	\$132,675	\$165,937	\$171,397	\$142,928
Expenditures				
Personnel Services	\$484,136	\$548,128	\$588,165	\$583,932
Materials and Services	\$173,334	\$172,010	\$180,399	\$171,567
TOTAL Expenditures	\$657,470	\$720,138	\$768,564	\$758,499
Aquatics				

FOREST GROVE PARKS, RECREATION AND OPEN SPACE MASTER PLAN

Total Revenue**	\$303,000	\$322,000	\$348,721	\$342,000
Expenditures				
Personnel Services	\$434,664	\$469,038	\$462,365	\$473,930
Materials and Services	\$187,106	\$190,282	\$643,325	\$644,756
TOTAL Expenditures	\$618,770	\$659,320	\$643,325	\$644,756

Source: City of Forest Grove 2016-2017 budget. **Proposed Budget.

CAPITAL COSTS

The Parks Acquisition and Development Fund is based on revenue sources for growth related parks and capital expansion projects. In addition to the General Fund, this fund is based on major trail funds and System Development Charges. Other sources include Major Maintenance Funds and various grant sources. Table F.1 summarizes the Parks Acquisition and Development Fund for capital projects. According to the table, the City has budgeted \$2,827,242 for parks acquisition and development for the 2016-17 fiscal year, the largest amount in the past several years. The majority of resources comes from Park SDC fees.

- System Development Charges (SDCs):** Forest Grove collects SDC fees to make growth-related improvements to its water and park systems. Initially adopted in 2002 and based on the Park, Recreation and Open Space Master Plan (2002), the City updated the parks SDC rate from \$2,000 per residential unit to \$3,000 per unit in 2006. At this time, the City also added a separate rate for Planned Unit Developments to \$1,000 per unit. Though the 2002 methodology recommended fees for both residential and non-residential development, the City does not currently require park SDCs from non-residential development.
- Trail Funds:** The City has two funding sources for trails and pathways: The Trail Fund and Bike/Pedestrian Pathways Fund. The City established the Trail Fund in Fiscal Year 2007-08 to account for payments from Waste Management to the City, dedicated to the development and maintenance of the trail system. Though currently inactive, the established rate of return for solid waste disposal services is 11%. The Bike/Pedestrian Pathways Fund stems from 1% of the State Gas Tax, dedicated to build or improve facilities for pedestrians and bicyclists. The fee is currently active and is dedicated to the B Street Trail.

TABLE F.2: PARKS ACQUISITION AND DEVELOPMENT FUND SUMMARY (2013-2017)

Parks Acquisition and Development Fund	2013-14	2014-15	2015-16	2016-17*
Revenue				
Intergovernmental	\$0	\$395,500	\$250,000	\$250,000
Park SDC Fees	\$252,000	\$360,000	\$270,000	\$1,060,000
Miscellaneous	\$4,318	\$8,000	\$9,000	\$6,000
Fund Balance	\$863,562	\$1,316,528	\$1,370,116	\$1,511,242
TOTAL Resources	\$1,119,880	\$2,080,028	\$1,899,116	\$2,827,242

FOREST GROVE PARKS, RECREATION AND OPEN SPACE MASTER PLAN

Expenditures				
Materials and Services	\$85,000	\$200,000	\$250,000	\$110,000
Capital Outlay	\$1,034,880	\$1,880,028	\$1,649,116	\$2,717,242
TOTAL Expenditures	\$1,119,880	\$2,080,028	\$1,899,116	\$2,827,242

Source: City of Forest Grove 2016-2017 budget; *Proposed Budget.

According to the budget, funds are expended on projects that are based on growth of the city, as identified through the Parks and Recreation Master Plan. The city-wide Capital Improvement Program (CIP) lists four primary sources of funding for capital projects (Table F.3). The Park Acquisition and Development Fund will account for the largest source of funding for capital projects over the next five years, totaling \$1,151,000. The City's Five-Year CIP identifies nearly \$1.6 million in capital projects over the next five years. The Parks Acquisition and Development Fund has a total of nearly \$2.8 million available (Table F.2), leaving about \$1.2 million for other capital projects.

TABLE F.3: PARKS & RECREATION AND AQUATICS CIP FUNDING SOURCES (2016-2021)

Funding Source	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
General Fund	\$25,000		\$235,000			\$260,000
Major Maintenance Fund		\$135,000				\$135,000
Park Acquisition and Development Fund	\$626,000	\$80,000	\$325,000	\$120,000		\$1,151,000
State Grants		\$75,000				\$75,000
CIP TOTAL	\$651,000	\$290,000	\$560,000	\$120,000	\$0	\$1,621,000

Source: City of Forest Grove Proposed Budget 2016-17

II. POTENTIAL ALTERNATIVE RESOURCES

There are a number of possible funding sources for programs, parks and facilities acquisition, development, and maintenance. Most sources are limited in scope and can only be used to fund specific types of projects, but will not fund operations. Because of these limitations, the City of Forest Grove will have to carefully consider all funding options to determine the best strategy for implementing system improvements. This appendix lists potential funding sources for operations and capital projects, including a brief summary of each source.

PARTNERS: SITE ACQUISITION AND DEVELOPMENT

Forest Grove has a variety of partners (both existing and potential) to help expand park system assets. Partnerships can occur in a number of different forms, including designing, financing, building, owning/transferring and/or operating. Existing public agency land owners in Forest Grove

(including Metro) have the potential to acquire and/or develop new or existing sites in coordination with city needs. Park conservancies or foundations are the most common type of organization to raise private funding for public parks. However, the City can also serve as the negotiator using a memorandum of agreement as the official contract between a partner group to ensure conditions are met. Partners for site acquisition and development should be only part of the city's resource portfolio and like any source, the City should rely on partnerships for a portion of its needs.

A key factor of these agreements is to engage the public in all stages of decision making. As public resources, the perception of a private entity having a degree of control over valuable resources can lead to larger challenges. It's critical that the performance of these agreements or arrangements conform with the public interest and the goals of this Parks Plan.

Potential partners for site acquisition and development include:

- Metro
- Clean Water Services
- Pacific University
- Friends of Historic Forest Grove (A.T. Smith Park)
- Private businesses (Viasystems, Stimson Lumber, Doherty Ford, etc.)

PARTNERS: PROGRAMMING

The city also relies on public and private groups to extend programming. Partners provide a range of possibilities for program options, from sports to education-based classes. A common theme that emerged from the planning process was the importance and increasingly relevant role that health care providers play in recreation. These organizations usually follow a mission to improve the health of the local communities by sponsoring healthy living classes and programs, such as cooking classes and physical and emotional fitness courses. Programming partners help reduce overlap of competing program types and private organizations can also contribute financial resources to extend limited public funding. Other organizations, such as schools and health care providers also offer programmable space to extend city resources. For example, the City can partner with the School District and YMCA to provide after school and recreation programming in the vacant second floor of the school building on weekends.

Potential partners for programming include:

Sports and Fitness

- Health and Wellness Organizations (Virginia Garcia Health Center, Tuality Healthcare)
- Sports Leagues
- Outdoor Recreation Organizations (Northwest Trail Alliance, Adventures without Limits)
- Forest Grove School District
- YMCA

Aquatics

- Pacific University
- Forest Grove High School

Arts, History and Cultural Services

- Theater in the Grove (A.T Smith)
- Art Organizations
- University of Oregon Historic Preservation Field School
- State Historic Preservation Office
- Restore Oregon

General

- Local Wineries
- Local Summer Camp Organizations
- Local Neighborhood Groups
- Adelante Mujeres

Environmental or Outdoor Education

- Pacific University (A.T. Smith Park)
- Clean Water Services (B Street Trail and Trailhead, Kyle Park)
- Forest Grove School District
- Forest Grove Community Garden Organization
- Environmental Education Groups

GENERAL OBLIGATION BOND FOR PARKS

The 2002 Parks Plan discussed the strategy of including a General Obligation Bond as part of a larger financing strategy. Recently, nearby parks and recreation agencies (including Portland Parks, Tualatin Hills Parks & Recreation District and Metro) have had successful bond campaigns that focus on repairing, replacing and maintaining parks, recreation facilities and natural areas. Public outreach for the Parks Plan Update has indicated a strong support for parks and recreation in Forest Grove. With approximately \$65.6 million in recommended capital projects (including \$1.6 million in existing park improvements) identified in Chapter 6, a future parks bond would provide needed resources to complete capital projects and park upgrades throughout the system. Survey findings point to a strong interest in protecting existing investments, including the willingness to pay more for these improvements. Across all successful bond measures, a strong outreach and promotional campaign is the centerpiece to ensuring a favorable election. When deciding for a potential bond measure, the City could consider identifying a “friends-of” group or foundation to help sponsor and promote a bond campaign, bringing the case for a parks bond to the mainstream.

GRANTS OR SPONSORSHIPS

Federal, state and other government agencies and foundations sometimes make funds available to serve specific purposes related to parks and recreation. In addition to requirements for a local match, grants often have other conditions and limitations such as providing for project planning but not construction. Grant funding is highly competitive and is also limited to different grant cycles (typically yearly). Forest Grove’s CIP has \$75,000 in grant funding planned for the 2017/18 fiscal year.

Potential grants or sponsorship opportunities include:

- Oregon Parks and Recreation Department (Recreational Trail Program, Land & Water Conservation Fund)
- Metro (Nature in Neighborhoods Grants, Community Enhancement Grants)
- Meyer Memorial Trust

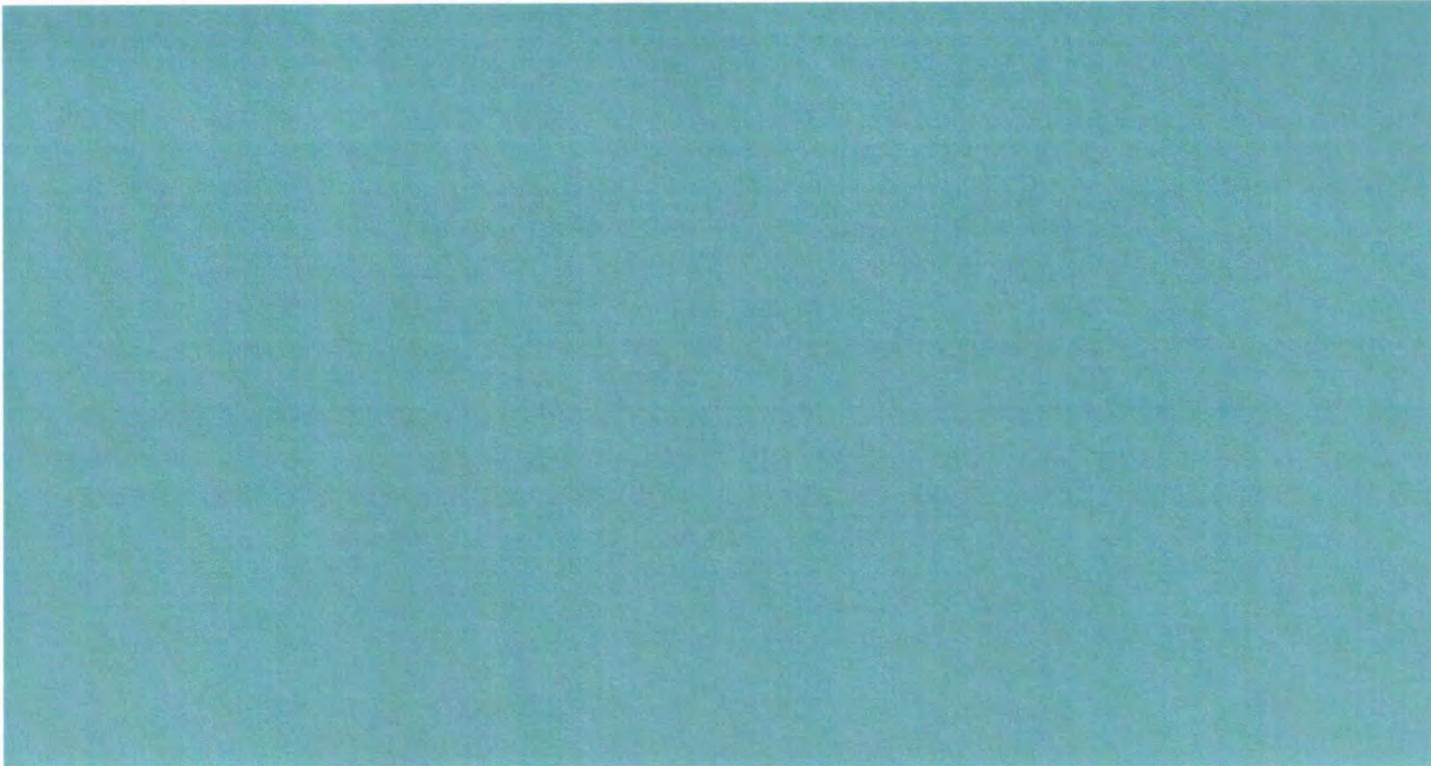
- Keith Kinsman Foundation
- Chamber of Commerce (Lincoln Park):
- Oregon Community Foundation (OCF)

TRUSTS, ESTATES AND EXCHANGES

Private land trusts such as the Trust for Public Land and the Nature Conservancy employ various methods, including conservation easements, to work with willing owners to conserve important resource land. Land trusts assist public agencies in various ways. For example, land trusts may acquire and hold land for eventual acquisition by the public agency. Lifetime estates are an agreement between a landowner and the city that gives the owner the right to live on the site after it is sold to the city. Another option is an exchange of property between a private landowner and the city. For example, the city could exchange a less useful site it owns for a potential park site that is currently under private ownership.

VOLUNTEERS

Many cities are recognizing that volunteers can be a valuable source of labor to help with maintenance, programming, special events, and capital improvements. Volunteers can increase the quality and quantity of public services at a minimal cost, and provide an opportunity for citizens to contribute to the betterment of their community. Studies suggest that for every \$1 invested in volunteers, a city can realize as much as \$10 in benefits. With tight fiscal conditions, more local governments are expanding volunteer programs. Volunteer programs include individuals or groups who agree to take on specific tasks or perform certain services, such as maintenance, restoration, programming, and special event support. Volunteers may provide direct and indirect support to the park system. For example, a volunteer park clean-up crew directly saves on paid maintenance tasks. Volunteer safety patrols (community groups) may indirectly reduce facility damage and vandalism, protecting City assets.



APPENDIX G:
Prioritization Scorecard

APPENDIX G: PRIORITIZATION SCORECARD

Community priorities and Master Plan goals were used to define prioritization criteria that the City of Forest Grove can apply when making decisions about which projects and programs to implement first. These criteria are presented in a scorecard that can be used to rate different projects and programs. This scorecard should be applied in two steps:

- Step 1: Criteria applicable to the project are reviewed and tallied to create an average score across reviewers.
- Step 2: The ranked list is considered in light of the best information available on funding, political will and staff capacity. This practical screen will likely result in the reshuffling of projects based on the realities of the planned budget year, but will still retain the basis in the master plan goals noted in Chapter 4 and implement key recommendations and projects described in Chapters 5.

Details on potential and actual funding can be applied to a prioritized project list and can be reapplied as the funding situation changes in the future. This will help allocate available funding on high-priority projects.

I. STEP 1: APPLICATION OF CRITERIA

Table G.1 presents a one-page worksheet that can be used to rate different projects in terms of their priority for implementation. The projects that score highly and satisfy multiple criteria may be prioritized for the Step 2 screening.

For each project being considered (which may be a sub-set of the recommendations) the criteria below should be considered and either checked or left blank by each reviewer.

TABLE G.1: PRIORITIZATION CRITERIA FOR EVALUATING PROJECTS AND PROGRAMS

	Prioritization Criteria	Check if applicable
A	Replaces or revitalizes aging, worn, outdated or unsafe amenities and facilities: Project removes, replaces or enhances facilities or landscaping in poor condition to ensure high quality parks and facilities compliant with current safety and ADA standards.	
B	Increases programming options: Improves a facility or park area to support a program, class, camp, organized sport or event.	
C	Provides a new or unique recreation opportunity: Project adds a new type of recreation facility to address changing recreation trends and support a greater variety of recreation opportunities in Forest Grove.	
D	Serves all ages and abilities or underserved user groups: Project provides recreation opportunities for different age groups and people of all abilities and skill levels and/or supports activities targeting teens, young adults, and adults.	
E	Improves park access or connectivity: Project serves an identified unserved area (e.g. east Forest Grove), makes it easier to walk or bike to parks and community destinations, or provides convenient and safe access to parks and park facilities through trail development, improved park entries or enhanced parking.	
F	Preserves community heritage and/or natural resources: Project creates engaging parks and facilities that reflect local heritage and history, and/or protects the urban forest, stream corridors, natural resources and open space.	
G	Promotes a sense of community and social cohesiveness: Project creates social gathering places or responds to the City's demographic character, cultural diversity and community cohesion.	
H	Contributes to a strong local economy: Project increases opportunities to generate revenue or supports community events and encourages tourism that indirectly supports local businesses.	
I	Increases sustainability, cost-effective operations and maintenance efficiencies: The project reduces operations and maintenance costs or helps achieve City sustainability goals.	
J	Increases or maintains partnerships: Project leverages resources through partnerships to achieve plan goals.	

II. STEP 2: PRACTICALITIES DISCUSSION

With each project scored the list of projects under consideration can be given a rough sort, with the projects meeting the highest number of criteria moving to the top. This list now represents a preliminary prioritization based on the expressed needs of the community and the results of the analysis in the Master Plan. It is important to know which of these projects hits the most of these criteria. However, there are reasons that the highest priority project may not be the most appropriate to move forward first. During this second step, a discussion of the top ranked projects should focus on the practical implications of each project. These practicalities include:

- The availability of dedicated funding or partner support and investment in the project;
- The amount of ongoing operations and maintenance funding and staff time required;
- The potential to reduce costs or be more efficient by bundling projects;
- The interest among community leaders and decision makers in the project or program; and
- Staff capacity to implement the project.

Using these topics in the discussion, not as hard and fast screens but instead as important considerations, will help to set an achievable path forward.

FLEXIBILITY OF SCORECARD

The criteria here are given equal weight and in some cases combine multiple ideas to simplify the scoring process. Over time, the City may need to modify the scorecard to accentuate topics or criteria that have achieved a higher importance. Splitting the criteria down into multiple items would often accomplish this greater focus in one area.

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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	7.
MEETING DATE:	_____
FINAL ACTION:	_____

CITY COUNCIL STAFF REPORT

TO: City Council

FROM: Jesse VanderZanden, City Manager

MEETING DATE: November 14, 2016

PROJECT TEAM: Jeffrey King, Economic Development Manager; Jon Holan, Community Development Director; Paul Downey, Administrative Services Director

SUBJECT TITLE: Resolution establishing a temporary Transient Lodging Tax (TLT) Ad-Hoc Advisory Group to consider enhancing tourism through creation of a local TLT.

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

BACKGROUND:

This resolution addresses City Council Objective 3.24 to enhance tourism by establishing a public-private working (advisory) group and collaborating with the Chamber of Commerce. In July, 2016, Washington County amended their TLT ordinance to allow local municipalities to keep 100% of a locally-levied TLT above the existing County and State TLT. In a work session on October 10th, and a presentation on October 24th, consensus was attained on the composition, purpose, timeline and scope of a TLT Ad-Hoc Advisory Group. The attached resolution formally establishes the TLT Ad-Hoc Advisory Group and sets a time for presentation to City Council of their findings.

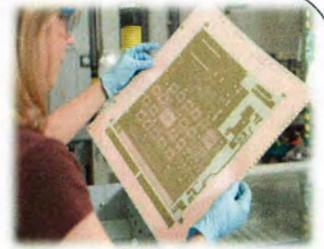
REVENUE ANALYSIS:

Per state regulation, 70% of TLT revenues must be used to fund tourism promotion or tourism-related facilities; or, to finance or refinance the debt of tourism-related facilities and pay reasonable administrative costs incurred in financing or refinancing the debt. The other 30%, but not more than 30%, can be used to fund city services. Forest Grove currently receives approximately \$100,000 in TLT revenues per year. These revenues are received after the statutory 70% has been taken out for tourism; therefore, they are eligible for city services and deposited in the general fund. For each 1% in additional TLT, Forest Grove would accrue approximately \$40,000 per year in additional revenue.

STAFF RECOMMENDATION:

Staff recommends the City Council approve the attached resolution to establish a temporary TLT Ad-Hoc Advisory Group and present their recommendations to staff by March 31, 2017.

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Transient Lodging Tax (TLT)

Presented by:

Jeff King, Economic Development Manager

November 14, 2016

A place where families and businesses thrive.

Purpose of tonight's presentation

- The purpose of tonight's presentation is to recap staff's recommendation to the City Council to establish a Transient Lodging Ad-Hoc Advisory Group and establish the Group's purpose, scope, composition, and timeline.

TLT –Recap

- Transient Lodging Tax LT consideration is in support of City Council Goal 3.24 to establish public-private working (advisory) group for tourism promotion in collaboration with the Forest Grove/ Cornelius Chamber of Commerce
- Transient Lodging Tax concept introduced to City Council at October 10th Work Session
 - Consensus to form a Transient Lodging Tax Ad-Hoc Advisory Group
 - Consensus City staff will manage and facilitate Advisory Group
- Staff presentation to City Council at the Octobers 24th Council meeting
 - Consensus on TLT Ad-Hoc Advisory Group membership
 - Consensus on purpose and scope of advisory group
 - Consensus on timeline

Purpose & Scope of Advisory Group

Purpose: to determine if implementation of a Transient Lodging Tax will enhance tourism in Forest Grove.

Scope: to consider programs and/or projects that may enhance tourism in Forest Grove and to consider establishing a Transient Lodging Tax in support of those programs and/or projects. This includes:

- Review of existing tourism development efforts in Forest Grove.
- Determine if additional efforts are needed and if yes, identify potential programs and/or projects to enhance tourism.
- Identification of TLT funds necessary to fund programs and/or projects.
- Identification of potential economic impacts if TLT is implemented.
- Recommend process for deciding fund use and disbursement.
- Prepare recommendations for presentation to City Council.
- Complete work and recommendations by March 31, 2017.

Ad-Hoc Advisory Group Membership

13 member Ad-Hoc TLT Advisory Group

- 3 Hotel/Lodging
- 2 Chamber of Commerce including 1 from downtown
- 1 Local Independent Restaurant
- 1 Local Winery
- 1 Combination Wine Store/Restaurant
- 2 Outdoor Recreation including 1 Bicycling representative
- 1 Arts & Culture
- 1 Tourism at Large
- 1 Washington County Visitors Association member

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RESOLUTION NO. 2016-62**RESOLUTION ESTABLISHING A TEMPORARY TRANSIENT LODGING
TAX AD-HOC ADVISORY GROUP FOR TOURISM AND
APPROVING THE PROJECT SCOPE OF WORK**

WHEREAS, City Council adopted Resolution No. 2016-22 establishing goals and objectives for Fiscal Year 2016-17; and

WHEREAS, Objective 3.34 establishes as a priority the desire to enhance tourism in Forest Grove; and

WHEREAS, City Council conducted a work session on October 10, 2016, to discuss consideration of a local transient lodging tax to support tourism; and

WHEREAS, the tourism sector in Forest Grove supports locally owned small businesses and retains and expands jobs; and

WHEREAS, On October 24, 2016, City Council heard a staff presentation on a project scope of work to address enhancement of tourism in Forest Grove; and

WHEREAS, On October 24, 2016 City Council also discussed the staff recommendation to establish a TLT ad-hoc advisory group to consider the establishment of a local transient tax; and

WHEREAS, City Council desires to establish an ad-hoc advisory group with representatives from organizations involved in promoting and operating tourism businesses; and

WHEREAS, The advisory group shall complete their work and report their recommendations to staff no later than March 31, 2017.

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

Section 1: The City Council hereby establishes the Forest Grove Transient Lodging Tax Ad-Hoc Advisory Group with organizations shown on Exhibit A.

Section 2: The City Council endorses the project scope of work guiding the efforts of the TLT Ad-Hoc Advisory Group as shown on Exhibit B.

Section 3: The TLT Ad-Hoc Advisory Group will sunset on June 30, 2017, unless otherwise extended and authorized by City Council.

Section 4: This resolution is effective immediately upon enactment by the City Council.

PRESENTED AND PASSED this 14th day of November, 2016.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 14th day of November, 2016.

Peter B. Truax, Mayor

RESOLUTION NO. 2016-62

EXHIBIT A

Transient Lodging Tax Ad-Hoc Advisory Group Representative Organizations

- 3 Hotel/Lodging Businesses
- 2 Chamber of Commerce Representative, including one from downtown
- 1 Local Independent Restaurant
- 1 Local Winery
- 1 Combination Wine Store/Restaurant
- 2 Outdoor Recreation (Bicycle Rep)
- 1 Arts & Culture
- 1 Tourism at Large
- 1 WCVA Member

RESOLUTION NO. 2016-62

EXHIBIT B

TLT Ad-Hoc Advisory Group - Scope of Work

Scope: to consider programs and/or projects that may enhance tourism in Forest Grove and to consider establishing a Transient Lodging Tax in support of those programs and/or projects. This includes:

- Review of existing tourism development efforts in Forest Grove.
- Determine if additional efforts are needed and if yes, identify potential programs and/or projects to enhance tourism.
- Identification of TLT funds necessary to fund programs and/or projects.
- Identification of potential economic impacts if TLT is implemented.
- Recommend process for deciding fund use and disbursement.
- Prepare recommendations for presentation to City Council.



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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>8.</u>
MEETING DATE:	_____
FINAL ACTION:	_____

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *November 14, 2016*

PROJECT TEAM: *Dan Riordan, Senior Planner, Jon Holan, Community Development Director*

SUBJECT TITLE: *Resolution Establishing Temporary Community Advisory and Technical Advisory Committees for Affordable Housing and Adopting a Project Scope of Work*

ACTION REQUESTED:

<input type="checkbox"/>	Ordinance	<input type="checkbox"/>	Order	<input checked="" type="checkbox"/>	Resolution	<input type="checkbox"/>	Motion	<input type="checkbox"/>	Informational
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X all that apply

ISSUE STATEMENT: Addressing affordable housing needs in Forest Grove is a City Council objective for FY 2016-2017 (Objective 3.18). To begin addressing this objective City Council held a work session on August 8th to discuss recent affordable housing legislation and a possible approach to address local affordable housing needs. The August 8th work session was followed by a staff presentation on September 12th that refined the project approach as explained below. A resolution is attached that if adopted will formalize the approach for addressing local affordable housing needs.

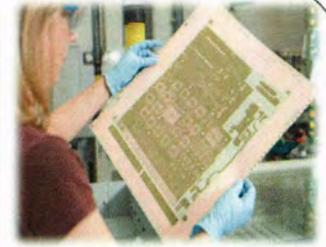
BACKGROUND: The proposed approach for addressing local affordable housing needs includes establishing two temporary advisory committees - a community advisory committee and a technical advisory committee. These committees will prepare affordable housing policy recommendations for City Council consideration. As discussed by City Council on September 12th, the community advisory committee would include persons from organizations involved in developing affordable housing policies. The technical advisory committee would include staff from agencies providing, managing and financing affordable housing. Adoption of the attached resolution for City Council consideration will formalize committee membership and the project scope of work. It is expected both committees will meet about four times beginning in mid-November and ending no later than November 15, 2017. The attached resolution for City Council consideration formalizes the recommended project scope of work and membership of the two advisory committees presented to City Council in September.

FISCAL IMPACT: Adoption of this resolution will not have an additional fiscal impact on the City. The affordable housing project and administration of the advisory committees will be funded with resources for the Community Development Department adopted in the approved FY 2016-2017 budget.

STAFF RECOMMENDATION: Staff recommends the City Council approve the attached resolution establishing temporary community advisory and technical advisory committees for affordable housing and the project scope of work.

ATTACHMENT:

- A. Resolution establishing temporary community advisory and technical advisory committees for affordable housing and approving the project scope of work.



Affordable Housing Strategic Planning Resolution

City Council Presentation
November 14, 2016

A place where families and businesses thrive.

Affordable Housing

- What has been done so far:
 - City Council included addressing affordable housing as an objective for the upcoming year.
 - During the past few months City Council heard presentations from several affordable housing agencies and advocacy groups.
 - A work session on affordable housing was held with City Council on August 8, 2016
 - Briefing on SB 1533
 - Outline of Draft Work Program for Affordable Housing effort
 - Proposed Technical Advisory Committee (TAC)
 - Due to Council request to add others, staff is proposing a two committee approach with a Citizen Advisory Committee (CAC) and TAC
 - A staff presentation was given to Council on September 12, 2016 describing refinements to the affordable housing project based on Council input including suggested representation on the advisory committees.

Community Advisory Committee

- Purpose - Prepare policy and program recommendations addressing affordable housing needs in Forest Grove for City Council consideration.
- Invited Representation:

Organization
Interfaith Committee on Homelessness
Washington County Housing Advisory Committee
Habitat for Humanity
Fair Housing Council of Oregon
Adelante Mujeres
Bienestar
Casa of Oregon
Ride Connection
Pacific University
Home Builders Association
Planning Commission
Sustainability Commission
Economic Development Commission
Public Safety Advisory Commission
Forest Grove United Church of Christ
Vision Action Network

Technical Advisory Committee

- Purpose – Identify affordable housing needs in Forest Grove and assess affordable housing programs and policies for use in Forest Grove for consideration by the Community Advisory Committee.
- Invited Representation:

Organization
Washington County Housing Services
Washington County Community Development
Washington County Land Use & Transportation
Community Housing Fund
HUD Portland Field Office
USDA Rural Development Office
Metro
Network for Affordable Housing
PNC Multifamily Capital
City of Cornelius

Affordable Housing Plan General Scope

- Support the advisory committees to:
 - Identify affordable housing needs in Forest Grove;
 - Review available affordable housing policies and programs to address affordable housing needs;
 - Evaluate affordable housing policies and programs for possible use in Forest Grove;
 - Identify affordable housing policies and programs to include in public review draft of affordable housing strategic plan;
 - Solicit public comments on draft strategic plan;
 - Revise strategic plan based on public comments received; and
 - Reach consensus on final strategic plan for consideration by City Council.

Staff Recommendation

- Adopt a resolution establishing temporary Community Advisory and Technical Advisory Committees for Affordable Housing and Approving a Project Scope of Work.

RESOLUTION NO. 2016-63**RESOLUTION ESTABLISHING TEMPORARY COMMUNITY ADVISORY AND TECHNICAL ADVISORY COMMITTEES FOR AFFORDABLE HOUSING AND APPROVING THE PROJECT SCOPE OF WORK**

WHEREAS, City Council adopted Resolution No. 2016-22 establishing goals and objectives for Fiscal Year 2016-17; and

WHEREAS, Goal 3.18 establishes as a priority objective the desire to address affordable housing in Forest Grove; and

WHEREAS, City Council conducted a work session on August 8, 2016, to discuss possible approaches for addressing affordable housing including a scope of work proposed by the Community Development Department; and

WHEREAS, On September 12, 2016, City Council heard a staff presentation on a project scope of work proposed by the Community Development Department to address affordable housing needs in Forest Grove; and

WHEREAS, On September 12th, City Council also discussed the staff recommendation to establish a community advisory committee and technical advisory committee to guide the affordable project; and

WHEREAS, City Council desires to establish a community advisory committee with representatives from organizations involved in preparing affordable housing policies; and

WHEREAS, City Council also desires to establish a technical advisory committee comprised of professionals involved in providing, managing and financing affordable housing to inform the community advisory committee on affordable housing program and policy alternatives.

WHEREAS, The committees shall complete their work and report their recommendations to City Council no later than November 15, 2017.

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

Section 1: The City Council hereby establishes the Forest Grove Affordable Housing Community Advisory Committee with organizations shown on Exhibit A.

Section 2: The City Council hereby establishes the Affordable Housing Technical Advisory Committee with organizations shown on Exhibit B.

Section 3: The City Council endorses the project scope of work guiding the efforts of the community and technical advisory committees as shown on Exhibit C.

Section 4: The community advisory and technical advisory committees will sunset on December 31, 2017, unless reauthorized by City Council.

Section 5: This resolution is effective immediately upon enactment by City Council.

PRESENTED AND PASSED this 14th day of November, 2016.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 14th day of November, 2016.

Peter B. Truax, Mayor

RESOLUTION NO. 2016-63

EXHIBIT A

**Affordable Housing
Community Advisory Committee**

Invited Representation

Organization

Interfaith Committee on Homelessness
Washington County Housing Advisory Committee
Habitat for Humanity
Fair Housing Council of Oregon
Adelante Mujeres
Bienestar
Casa of Oregon
Ride Connection
Pacific University
Home Builders Association
Planning Commission
Sustainability Commission
Economic Development Commission
Public Safety Advisory Commission
Forest Grove United Church of Christ
Vision Action Network

RESOLUTION NO. 2016-63

EXHIBIT B

**Affordable Housing
Technical Advisory Committee**

Invited Representation

Organization

Washington County Housing Services
Washington County Community Development
Washington County Land Use & Transportation
Community Housing Fund
HUD Portland Field Office
USDA Rural Development Office
Metro
Network for Affordable Housing
PNC Multifamily Capital
City of Cornelius

RESOLUTION NO. 2016-63

EXHIBIT C

**Affordable Housing Strategic Plan
Project Scope of Work**

**Joint Community Advisory Committee (CAC) & Technical Advisory Committee (TAC)
Meeting #1 (Kick-off)**

Meeting Objectives

1. Agreement on issue statement defining scope of project (preparing strategic affordable housing plan);
2. Identification of data gaps to address; and
3. Agreement on affordable housing definition for purposes of the strategic plan.

TAC Actions

- ✓ Discuss TAC meeting outline and project objectives to prepare strategic plan;
- ✓ Prepare issue statement for agreement including scope of project for preparing strategic action plan;
- ✓ Discuss demographic and socio-economic data (American Community Survey, Economic Opportunity Analysis, Regional Equity Atlas, Claritas) and identify data gaps;
- ✓ Review available local housing needs data (including data contained in the Washington County Consolidated Housing Plan) and identify data gaps;
- ✓ Review Comprehensive Plan policies related to affordable housing; and
- ✓ Discuss ways to define housing affordability (i.e. 30% of income rule of thumb)

Timeline

November 16, 2016

TAC Meeting #2

Meeting Objectives

1. Identification of affordable housing tools and programs;
2. Agreement on affordable housing tools to evaluate further; and
3. Agreement on evaluation criteria for assessment of affordable housing tools & programs

TAC Actions

- ✓ Follow-up from meeting #1 including review of data needed to fill gaps;
- ✓ Select method for defining housing affordability in Forest Grove;
- ✓ Discuss financial tools to reduce housing costs;
- ✓ Discuss regulatory tools and programs to promote affordable housing including increasing allowable density in the Residential Multifamily High zone;

- ✓ Discuss affordable housing opportunity sites using urban renewal plan as a starting point;
- ✓ Discuss evaluation criteria for assessing tools to address housing affordability based on agreed to affordability definition; and
- ✓ Discuss factors/barriers affecting housing affordability in Forest Grove (e.g. presence of Pacific University, availability of employment opportunities in Forest Grove, affordable housing contracts expiring/shortage of units, increasing rent, mortgage financing not available, land costs, capacity of local organizations to deliver affordable housing).

Timeline (Tentative)

January 25, 2017

TAC Meeting #3

Meeting Objectives

1. Review assessment of tools/program identified during TAC Meeting #2; and
2. Recommend tools to include in public review draft of strategic plan

TAC Actions

- ✓ Follow-up from TAC Meeting #2;
- ✓ Assess tools based on agreed to evaluation criteria;
- ✓ Recommend tools to include in Strategic Plan; and
- ✓ Recommend techniques to overcome identified housing affordability barriers/constraints

Timeline (Tentative)

March 15, 2017

CAC Meeting/Possible Community Open House

Meeting Objective

1. CAC review and concurrence with TAC recommended tools to include in Strategic Plan; and
2. Concurrence with recommended techniques to overcome identified housing affordability barriers/constraints.

CAC Action

- ✓ Concurrence with recommended tools and techniques to overcome identified housing affordability barriers/constraints

Timeline (Tentative)

April 19, 2017

Joint CAC & TAC Meeting #4

Meeting Objective

1. Review public comments on draft strategic plan;
2. Agree on public comments to incorporate into strategic plan; and
3. Consensus recommendation on strategic plan for consideration by City Council.

TAC Actions

- ✓ Follow-up from meeting #3; and
- ✓ Review draft strategic plan based on community input for recommendation to City Council.

Timeline (Tentative)

May 24, 2017

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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	9.
MEETING DATE:	_____
FINAL ACTION:	_____

CITY COUNCIL/URBAN RENEWAL AGENCY STAFF REPORT

TO: *City Council/Urban Renewal Board of Directors*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *November 14, 2016*

PROJECT TEAM: *Paul Downey, Director of Administrative Services*

SUBJECT TITLE: *Loan Between City and FG Urban Renewal Agency*

ACTION REQUESTED:

	Ordinance		Order	X	Resolution		Motion		Informational
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X all that apply

ISSUE STATEMENT: The Jessie Quinn development on the former Times Litho site is ready to begin construction once a few final steps are completed. One of those steps is the loan from the City of Forest Grove to the Forest Grove Urban Renewal Agency (URA) so the URA can fund the project costs that it agreed to fund in the Disposition and Development Agreement (DDA) that the URA Board of Directors authorized in URA Resolution No. 2016-02 on February 22, 2016. Staff and the City Attorney’s Office have prepared the resolutions and promissory note necessary for the loan to be approved.

BACKGROUND: The DDA with Tokola Properties (now Jessie Quinn LLC) stated the URA and City agreed to do three things: 1) sell the property to Tokola Properties for \$10; 2) waive up to \$72,563 in building permits and planning fees; and 3) pay up to \$962,561 in system development fees and public improvements. The property sale is ready to complete and building permits are ready to issue. The URA needs to pay the system development fees when the building permits are issued so the City needs to loan the URA the \$962,561 as previously approved. The FY 2016-17 Adopted Budgets for the City and URA reflect the loan being made to the URA and the URA paying those costs.

The City will loan the funds from the Capital Project Funds for a 10-year period which is the maximum period allowed by statute for these loans. For the first three years, the repayment on the loan to the City will be interest only. In years 4 through 10, the repayment will be principal and interest. The loan repayments will go into the Capital Projects Fund. The promissory note which is attached to the resolution contains the repayment schedule. The loan repayments have been reflected in the projected cash flow for the URA.

FISCAL IMPACT: Loaning the funds from the Capital Projects Fund means that Fund will not have the up-front cash to purchase property while the loan is being repaid. There were no specific property purchases that had been identified for this Fund in the next few years.

STAFF RECOMMENDATION: Staff recommends the City Council/Urban Renewal Agency approve the attached resolutions adopting the resolutions loaning the funds and that the URA Board of Directors approve the resolution to borrow the funds and to repay the loan over the next ten years.

ATTACHMENT(s):

City Resolution
URA Resolution
Promissory Note 2



RESOLUTION NO. 2016-64

RESOLUTION AUTHORIZING THE CITY MANAGER TO EFFECT A NEW LOAN FROM THE CITY OF FOREST GROVE (CITY) TO THE URBAN RENEWAL AGENCY OF THE CITY OF FOREST GROVE (AGENCY) IN THE AMOUNT OF NINE HUNDRED SIXTY TWO THOUSAND FIVE HUNDRED SIXTY ONE DOLLARS (\$962,561.00) FOR A TOTAL PRINCIPAL LOAN FROM CITY TO AGENCY OF TWO MILLION SIXTY TWO THOUSAND FIVE HUNDRED SIXTY ONE DOLLARS (\$2,062,561.00) (TOTAL LOAN); APPROVING A PROMISSORY NOTE FROM THE AGENCY IN FAVOR OF THE CITY FOR SAID TOTAL LOAN

WHEREAS, the City of Forest Grove (City) wishes to make a new loan to Agency of Nine Hundred Sixty Two thousand five Hundred sixty One dollars (\$962,561.00) for a total principal loan to Agency from City of Two Million Sixty Two Thousand Five Hundred Sixty One dollars (\$2,062,561.00) which total principal loan is to be paid back over a ten (10) year period at two percent (2%) interest by Agency consistent with the terms of a promissory note attached to and approved by this resolution from revenues generated from Agency's tax increment funds.

WHEREAS, Agency is willing to accept said loan and authorize the Agency's Executive Director sign, on behalf of Agency, the aforementioned promissory note for repayment of the loan.

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

Section 1. The City Manager is authorized on behalf of the City of Forest Grove to effect a principal loan of Nine Hundred Sixty Two thousand Five Hundred Sixty One Dollars (\$962,561.00) to Agency to cover certain contractual obligations Agency has to Jessie Quinn, LLC relative to redevelopment of the former Times-Litho site so that there is a total principal loan of and to accept a promissory note form the Agency substantially in the form attached hereto as Exhibit A.

Section 2. The City Manager is authorized to execute such additional documents as may be necessary to ensure repayment of said loan.

Section 3. This resolution is effective immediately upon enactment by the City Council.

PRESENTED AND PASSED this 14th day of November, 2016.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 14th day of November, 2016.

Peter B. Truax, Mayor

PROMISSORY NOTE 2

November 14, 2016

Principal amount: **TWO MILLION SIXTY TWO THOUSAND FIVE HUNDRED SIXTY ONE DOLLARS (\$2,062,561.00)**

WHEREAS, the Forest Grove Urban Renewal Agency, an Oregon municipal corporation duly organized and existing consistent with ORS Chapter 457 (Agency), and the City of Forest Grove, an Oregon home rule municipal corporation (City), agreed and entered into a Promissory Note (Note) which Note was effective on and after August 24, 2015; and

WHEREAS, said Note reflected the terms and conditions of a principal loan from City to Agency of One Million One Hundred Thousand Dollars (\$1,100,000.00) with interest thereon at the per annum rate of two and one-half percent (2.5%); and

WHEREAS, Agency is currently fully compliant with the terms and conditions relative to the repayment under the Note and is not otherwise in default or violation thereof; and

WHEREAS, City and Agency wish to revise and supplant said Note with a new Promissory Note (Note 2) reflecting terms and conditions for repayment of a loan by City to Agency of an additional Nine Hundred Sixty Two Thousand Five Hundred Sixty One Dollars (\$962,561.00) which brings the total principal loan amount from City to Agency to Two Million Sixty Two Thousand Five Hundred Sixty One Dollars (\$2,062,561.00).

NOW THEREFORE, in consideration of the foregoing, City and Agency agree to the following:

1. FOR VALUE RECEIVED, Agency promises to pay City out of funds derived from Agency's tax increment funds the principal sum of TWO MILLION SIXTY TWO THOUSAND FIVE HUNDRED SIXTY ONE DOLLARS (\$2,062,561.00) in lawful United States money with interest thereon at two percent (2.0%) per annum consistent with the following:
 - (a) Bi-annual payments (due not later than June 1 and December 1 of each year) for a period of three (3) years (36 months) commencing with an initial payment on or before June 1, 2017, and the second bi-annual payment due on or before December 1, 2017, (and on or before the same dates for years 2018 and 2019):
 - Year 1 / 1st Bi-annual payment (June 1, 2017): Twenty Thousand Six Hundred Twenty Six Dollars (\$20,626.00)
 - Year 1 / 2nd Bi-annual payment (December 1, 2017): Twenty Thousand Six Hundred Twenty Six Dollars (\$20,626.00)

- Year 2 / 1st Biannual payment (June 1, 2018) : Twenty Thousand Six Hundred Twenty Six Dollars (\$20,626.00)
- Year 2 / 2nd Bi-annual payment (December 1, 2018): Twenty Thousand Six Hundred Twenty Six Dollars (\$20,626.00)
- Year 3 / 1st (1st Bi-annual payment (June 1, 2019): Twenty Thousand Six Hundred Twenty Six Dollars (\$20,626.00)
- Year 3 / 2nd Bi-annual payment (December 1, 2019): Twenty Thousand Six Hundred Twenty Six Dollars (\$20,626.00)

(b) Annual Interest and principal payments for Years 4 (on or before June 1, 2020) through and including Year 9 (on or before June 1, 2025) in the Amount of Three Hundred Twelve Thousand Four Hundred Forty One Dollars and ⁵⁰/₁₀₀ (\$312,441.50) with a final payment of interest and principal due not later than June 15, 2026, of Three Hundred Twelve Thousand Four Hundred Forty One Dollars and ⁵⁴/₁₀₀ (\$312,441.54).

(c) Agency covenants with City to annually appropriate and place into an account for City's benefit not less than 110% of the amounts due City and identified in (a) and (b) above.

(d) In the event Agency is unable to make payments to City consistent with the schedule set out above in (a) and (b) such that there remains amounts owed City, the obligation for repayment of both principal and interest reflected by this Note shall without further action of either City or Agency extend automatically in three (3) year increments until fully paid.

Payments are deemed paid only upon City's receipt of cash or negotiable instrument. Any payment tendered but not honored by the applicable financial institution upon presentation will be deemed not paid.

Time is of the essence under this note. Should Agency fail to timely make each bi-annual or annual payment City in its sole discretion may then declare Agency in default and either accelerate payment thereof by demanding Agency immediately pay the full outstanding unpaid principal balance and interest.

This Promissory Note may be prepaid in full or in part at any time without penalty by paying City the portion of the outstanding balance that is to be prepaid plus accrued interest on that amount to the date of prepayment. Prepayments of less than all the outstanding principal amount of this Promissory Note shall first be applied to outstanding interest and then to principal.

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Jesse VanderZanden represents to City that he/she is authorized to sign this promissory note on behalf of Agency.

AGENCY MAY NOT ASSIGN, DELEGATE OR NOVATE THIS NOTE WITHOUT CITY'S PRIOR WRITTEN CONSENT WHICH CITY MAY WITHHOLD IN ITS SOLE DISCRETION.

Forest Grove Urban Renewal Agency

Date: _____, 2016

ACCEPTED BY:
City of Forest Grove, Oregon

Date: _____, 2016

By: Peter Truax, Mayor



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CITY MANAGER'S REPORT TO COUNCIL

November 9, 2016

Dates to Remember:

- Nov 11:** Veteran's Day, City Offices Closed
- Nov 12:** FREE Disposal of Bulky Items (3) and Tires (4) at Transfer Station, 9 am to 2 pm
- Nov 15-25:** LED Lighting Project in Auditorium
- Nov 16-19:** NLC City Summit, Pittsburgh, PA
- Nov 24 & 25:** Thanksgiving Holiday, Offices Closed
- Nov 26:** Library Closed

ADMINISTRATIVE SERVICES:

- Recreational Marijuana Sales Tax: On July 11, 2016, the City Council approved and placed on the November 8 ballot Ordinance Number 2016-15 which established a 3% tax on the sale of *recreational* marijuana. Ballot Measure 34-249 was approved on November 8 by city voters by a 75% to 24% margin. This is a similar outcome to similar tax measures put on the ballot by other jurisdictions in the county. The next step is the collection of the tax. Section 3 of the Ordinance 2016-15 states: "If approved by voters, the Council shall take actions necessary to implement the tax." As with many municipalities who passed a similar tax, staff is reviewing a Marijuana Tax Collection Agreement with the Department of Revenue whom is already collecting the state imposed sales tax and has a collection and enforcement program in place. Staff intends to present this issue to the City Council at the November 28 meeting.
- Jesse Quinn, formerly "Tokola" Project: City and Jesse Quinn staff are going through the final details so construction can commence. The sale of the property to Jessie Quinn LLC (the successor to Tokola) should be completed by this Council meeting. Construction should commence soon and a groundbreaking ceremony is scheduled for December 1, 2016, on the property.
- Levy Renewal: Finance staff is continuing the process to update the five-year General Fund financial projection as a beginning point for the levy renewal process.
- Police Generator: Staff is evaluating the quotes to replace the generator using the two options mentioned in the last staff report: 1) replacing just the Police generator with an above-ground generator; and 2) replacing the aging generator at the Fire Station with a large enough generator that can serve the Fire and Police buildings.
- Auditorium: The LED light replacement project is scheduled to occur Nov. 15 through Nov. 23.
- Current recruitments underway include: Library Assistant, Police Reserves.

COMMUNITY DEVELOPMENT:

- Affordable Housing: Invitations to the various groups for the Community Advisory Committee (CAC) and Technical Advisory Committee (TAC) have been sent out. Participation has been good. First joint CAC/TAC meeting is scheduled for Wednesday, November 16 at 6:30 pm.
- Westside Planning Project: The Planning Commission work session on the infrastructure plan and financing strategy is targeted for December 5. Staff wants to reserve two meetings to allow sufficient time for Planning Commission review, which may require a second work session on December 19 or January 3. Staff has also scheduled two work sessions with the City Council for November 14 and 28.
- Post Office/NAPA: There is a proposal to move the Post Office from its existing site on 21st Avenue to Pacific Avenue in the current NAPA store. City staff has approved land use and building permits enabling NAPA to relocate to the old O'Reilly's auto store at Yew Street and Pacific Avenue.

- Forestry Commission: The Commission is beginning to prioritize projects from the Urban Forestry Management Plan. In addition, they are coordinating with Clean Water Services on a sewer trunk line replacement in the vicinity of Mountain View. The project may impact a sequoia on the City's Tree Register.
- Staff had a pre-application meeting with Verizon for a 100-foot tall cell tower and appurtenances on Thatcher Road near Plaid Pantry and adjacent to the Thatcher Road substation. Staff will require Verizon to conduct a neighborhood meeting before any application is submitted. The project would require a conditional use permit.
- Oregon Beverage Recycling Cooperative has submitted building and land use applications to operate a recycling facility at the old Block Buster building on Pacific Avenue. Land use and building permit review has been completed and the applicant is now completing tenant improvements.
- Silverstone Development has been conducting site preparation work and has now submitted building permits for the three model homes at the site south of David Hill extension and west of Highway 47. Public improvements for Phase 1 may be completed in about one month. These improvements would extend Main Street to David Hill Road. The connection between the two streets would not occur until David Hill Road is completed.
- Apartment complex at 21st and Hawthorne is proceeding. Grading permits has been issued.

ECONOMIC DEVELOPMENT:

- Downtown Storefront Design Program: Selected four downtown facilities for further design improvement strategies: Waltz Brewing, Kama aina, Heirloom Antiques and A Framers Touch.
- Have preliminary lead with an industrial company interested in the former Merix building on 24th Avenue.
- Had kick-off meeting with consultant creating an updated economic development brochure.
- On-going work assisting two Forest Grove Industrial sites with the State Business Oregon Shovel Ready Site Certification Program. Haworth site has applied for annexation.
- Working on advertising package with Travel Oregon to promote tourism in 2016-17 for Forest Grove.
- Working with Peruvian restaurant to locate on Main Street. Business completed Business Incentive Program application.
- Actively providing assistance to Holiday in the Grove and Light Parade on December 3 along with marketing of all of December holiday events.
- Awaiting decision on grant application to Washington County Visitors Association to upgrade downtown wayfinder kiosks and bicycle signage
- Working with two new food carts looking to set up at 19th Ave and Elm parking lot. One is Vietnamese and the other is crepes. Both are now operating.

ENGINEERING:

- OR8/Quince Intersection Improvements: Construction anticipated starting soon.
- David Hill Road Extension: The County portion of this project is currently under construction. Contractor installing City utilities (water, sewer, power).
- County MSTIP (Major Street Transportation Improvement Program): Forest Grove has two projects on final list, each scheduled for 2018: Martin Road Widening including intersection with Hwy 47 and Fern Hill intersection with Highway 47 (design only).
- ADA Public Right-of-Way Transition Plan: Staff has begun working with Disability Access Consultants to complete the contract.
- Watershed: Harvest complete as of November 8, 2016. Watershed Manager will be evaluating roads and having rock placed where needed.
- Joint Water Commission: The JWC IGA provides that each January the partners appoint a Chair and Vice-Chairs. The position of Chair rotates on an annual basis among the partners and it is Forest Grove's

turn to serve as Chair for JWC, and Clean Water Service's turn to serve as Chair for Barney Commission. For JWC partners, the person designated to serve as Chair also serves as that agency's representative to the Barney Commission. Forest Grove's delegation is made up of two citizens and one councilor liaison; Rod Fuiten, Carl Heisler and Councilor Lowe. The Council Liaison is appointed by the Mayor and approved by City Council. The JWC Commissioners will meet this fall and choose among themselves who will serve as Chair of the JWC Commission and who will be Vice Chair.

- Water System Resiliency Plan RFP: City staff has completed their review of the four proposals that were received for the Water System Resiliency Plan RFP and will be meeting with each Consultant Team on November 30, 2016.
- Oakcrest Drive Waterline Replacement: Topographic survey complete. Engineering staff has provided a design to Public Works, who will install new waterline.
- JWC Water Treatment Plant Expansion: Staff is making final comments on draft plan. Project team is preparing for construction, which is anticipated to start early next year.
- Firwood Lane Sewer Project: Engineering Staff meeting with Community Development Block Grant (CDBG) to discuss plans for spring 2017.
- Douglas Street Storm Sewer Extension: Project to alleviate storm water problems in the vicinity. Engineering staff has designed and provided plans for Public Works, who will install new storm sewers.
- Firwood Lane Storm Improvement Project: Construction is underway.
- New Flood Ordinance and Flood Maps: Staff is assisting citizens and FEMA with changes to the recently adopted maps. Stuntzner Engineering has been contracted to survey the Strasburg Drive and Willamina Avenue properties affected by the map revisions.
- The City is working towards making the GIS publicly available through ArcGIS online for citizens and pushing data updates out to regional partners.

PARKS AND RECREATION:

- The Old Town Loop Trail will be completed this week. The trail is open and ready for use. The City's contractor has only small final touches to complete. These include sign installation and a bench installation.
- The Aquatic Center fall swimming program was very successful. Most classes were full. Staff has seen a trend for higher lesson registration during Fall and Spring classes instead of summer lessons. Many aquatic centers in the region have experienced the same trend.
- The Rogers Park renovation project is getting underway. Staff is working closing with the consultants and the Dieter-Robinson family to develop the full scope of the project and timelines.
- Staff has been working closely with Metro to address camping near the B Street Trail. Currently, there are no camps on the property.

POLICE:

- Detectives and SRO Gordon led a successful Career Day with Forest Grove High School students. A mock crime scene was set-up at the Fire Department.
- Detective Jeremy Lazenby has been selected to fill the vacant sergeant's position. Chief and Captain Herb attended the Oregon Peace Officers Association (OPOA) Annual Conference. Several employees attended the OPOA Annual Awards Banquet. Officer Steven Teets received the Life Saving Award for administering CPR and AED. Sergeants Mike Hall and Matt Smith received the Distinguish Honor Award for their tireless work on the Steven Rockett case.
- The department is proactively addressing concerns on racial profiling and police legitimacy by adding a topic segment at the 2017 Citizen's Academy. We are also in talks to bring a "listening session" joining members of the community on these topics in the near future.

LIBRARY:

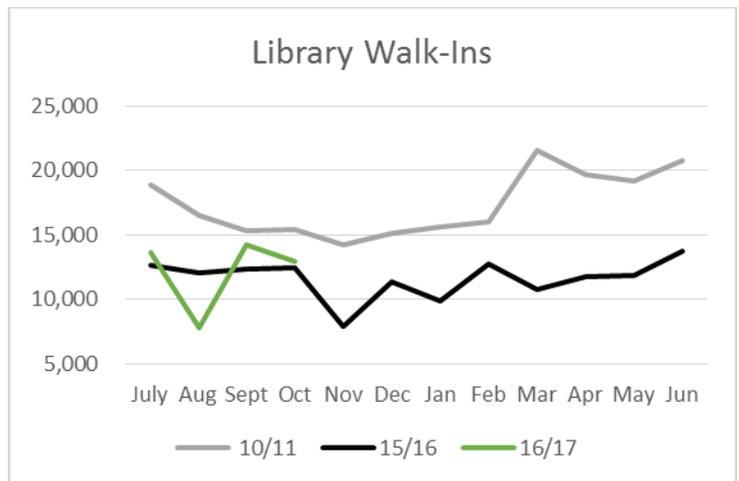
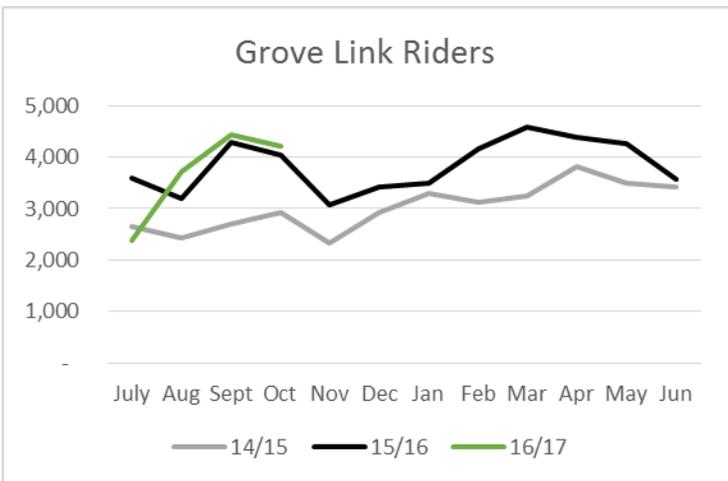
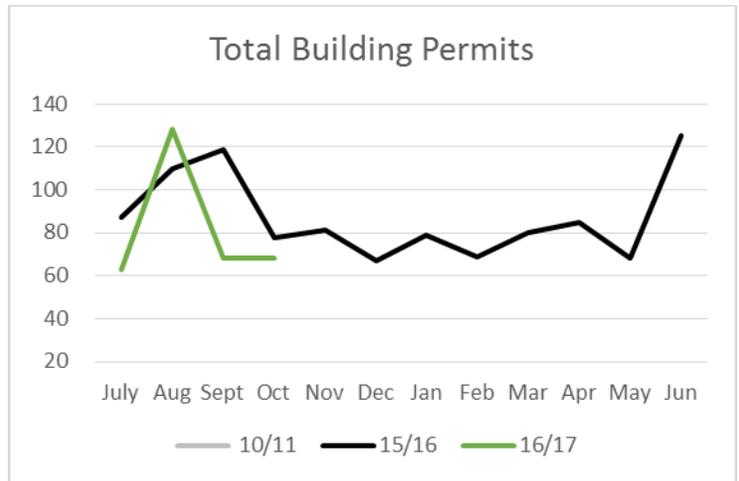
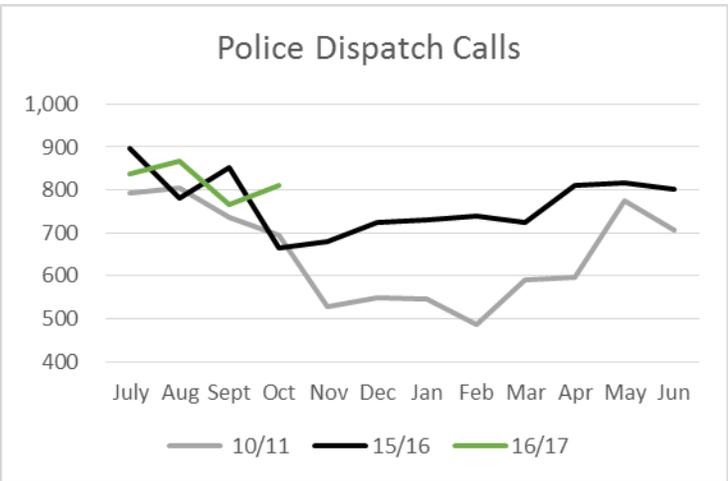
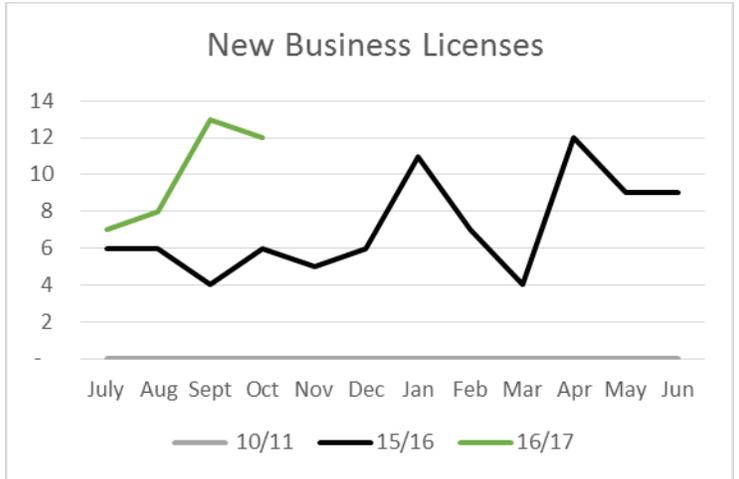
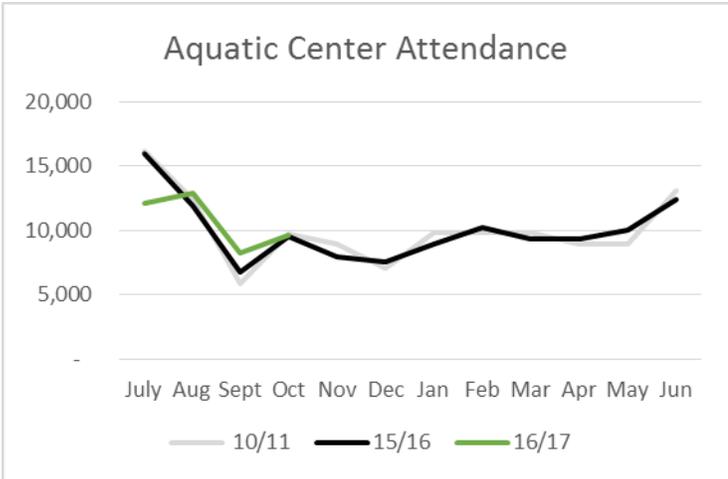
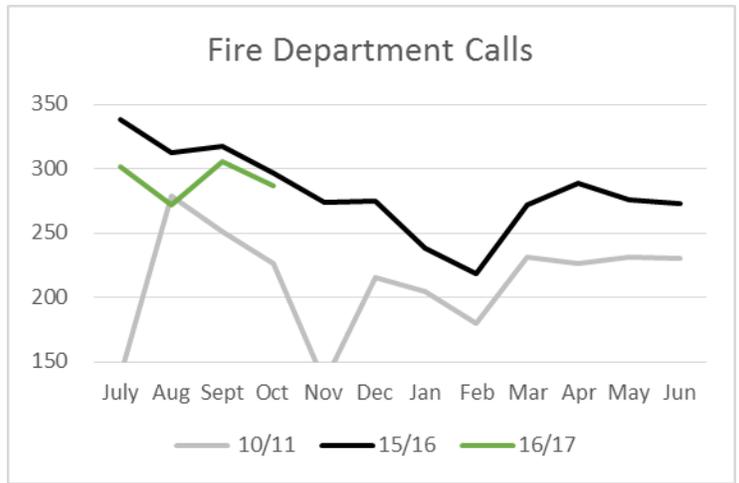
- The Friends Fall Book Sale raised \$5560.05. Many thanks to Katie Allnutt who chaired the sale and to all the volunteers who helped with the set-up, take down and cashiering.
- The next Friends Cultural Series program will be Tuesday, December 6 at 6:30. Professional Storyteller Holly Robison will present a historic journey along the Oregon Trail in story and song. Robison, with funding from the Hillsboro School District, is serving this fall as a storyteller in residence at W.L. Henry Elementary School, teaching students the art of storytelling.
- The library has begun offering free English Classes every Friday from 1-3 PM in the Rogers Room.
- Starting this month Baby and Toddler Time will be dividing into Toddler Times for ages 18 months- 3 years (Wednesdays at 10:15) and Baby Time for 6 months- 18 months. (Thursdays at 10:15)
- *Choose Your Pig! Is Olivia, Piggie, Piglet, or Peppa your favorite literary pig?* Was the theme of a new display in the Children's area. The winner was Mo Willem's Piggie and was named Forest Grove City Library's very first Character of the Month!
- In separate in-library election results:
 - Adult: Fiction vs. NonFiction – Fiction was the winner!
 - Teen: Marvel vs. DC – Marvel was the winner!
 - Kids: Shark vs. Train – Shark was the winner!
- The Chicago Cubs won the World Series for the first time since 1908.

LIGHT & POWER:

- A replacement vacuum interrupter for Filbert substation was installed.
- Light and Power has advised BPA that they will deactivate the under-frequency load shedding program by the end of November.
- BPA current and future fault currents have been requested to assist in system protection coordination and transformer relay settings creation.
- A pre-application meeting was held Nov. 2 to discuss the site for a new Verizon cell tower.
- Power installation has been completed for the following projects: Pacific Crossings Subdivision Phase 4, new Forest Grove Storage units on South Elm Street, McMenamins upgrade project, Pacific University's Warner Hall. The Jefferson Hall portion of the work will be completed during the holidays when students are off campus
- Circuits have been re-energized at the Porter Road bridge replacement project.
- Pole replacement upgrades in preparation for the Cedar Manor Apartment Complex have been completed
- Ten new home site reviews have been received for Pacific Crossing and Silverstone in the past seven days.

FOREST GROVE OREGON

Activity Report October 2016



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URBAN RENEWAL AGENCY MEETING AGENDA

MONDAY, NOVEMBER 14, 2016

8:30 PM – Urban Renewal Agency Meeting

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

PETER B. TRUAX, DIRECTOR BOARD CHAIR

Thomas L. Johnston, Vice Chair
Richard G. Kidd II
Victoria J. Lowe

Ronald C. Thompson
Elena Uhing
Malynda H. Wenzl

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

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

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

The public may not address items on the agenda unless the item is a public hearing. Routinely, members of the public speak during Citizen Communications and Public Hearings. If you have questions about the agenda or have an issue that you would like to address to the Urban Renewal Agency Board, please contact the City Recorder, aruggles@forestgrove-or.gov, 503-992-3235.

All meetings are handicap accessible. Assistive Listening Devices (ALD) or qualified sign language interpreters are available for persons with impaired hearing or speech. For any special accommodations, please contact the City Recorder, aruggles@forestgrove-or.gov, 503-992-3235, at least 48 hours prior to the meeting.

- 8:30**
1. **URBAN RENEWAL AGENCY MEETING:** Roll Call
 2. **CITIZEN COMMUNICATIONS:** Anyone wishing to speak to Urban Renewal Agency Board on an item not on the agenda may be heard at this time. Please sign-in before the meeting on the Citizen Communications form posted in the foyer. In the interest of time, please limit comments to two minutes. Thank you.
 3. **CONSENT AGENDA:**
 - A. *Approve Urban Renewal Agency Regular Meeting Minutes of June 27, 2016.*
 - B. *Approve Urban Renewal Agency Work Session (Storefront Revitalization Program) Meeting Minutes of September 26, 2016.*
 - C. *Approve Urban Renewal Agency Work Session (Storefront Revitalization Program) Meeting Minutes of October 10, 2016.*
 - D. *Approve Urban Renewal Agency Work Session (Storefront Revitalization Program) Meeting Minutes of October 24, 2016.*
 4. **ADDITIONS/DELETIONS:**
 5. **PRESENTATIONS:** None.
 6. **URA RESOLUTION NO. 2016-05 OF THE CITY OF FOREST GROVE URBAN RENEWAL AGENCY ESTABLISHING STOREFRONT IMPROVEMENT PROGRAM AND AUTHORIZING THE DIRECTOR TO IMPLEMENT SUCH PROGRAM**
 7. **URA RESOLUTION NO. 2016-06 AUTHORIZING URBAN RENEWAL AGENCY OF THE CITY OF FOREST GROVE ACCEPT A LOAN FROM THE CITY OF FOREST GROVE IN THE AMOUNT OF NINE HUNDRED SIXTY TWO THOUSAND FIVE HUNDRED SIXTY ONE DOLLARS (\$962,561.00) FOR A TOTAL PRINCIPAL LOAN FROM CITY TO AGENCY OF TWO MILLION SIXTY TWO THOUSAND FIVE HUNDRED SIXTY ONE DOLLARS (\$2,062,561.00) (TOTAL LOAN); APPROVING A FORM OF PROMISSORY NOTE FROM THE AGENCY IN FAVOR OF THE CITY FOR SAID TOTAL LOAN**
 8. **ADJOURNMENT:**

(PowerPoint Presentation) 8:40
Dan Riordan, Senior Planner
Jon Holan, Community Development Director
Jeff King, Economic Development Manager
Jesse VanderZanden, City Manager

Paul Downey, Administrative Services Director 8:50
Jesse VanderZanden, City Manager

Minutes are unofficial until approved by the Urban Renewal Agency.

1. CALLED TO ORDER AND ROLL CALL:

Peter Truax, Urban Renewal Agency (URA) Director Chair, called the regular URA meeting to order at 6:59 p.m.

ROLL CALL: URA DIRECTORS PRESENT: Thomas Johnston, Vice-Chair; Richard Kidd; Victoria Lowe; Elena Uhing; Malynda Wenzl; and Peter Truax, Chair. **URA BOARD DIRECTOR ABSENT:** Ronald Thompson, excused.

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

2. CITIZEN COMMUNICATIONS: None.

3. CONSENT AGENDA:

- A. Approve Urban Renewal Agency Executive Session (Real Property) Meeting Minutes of February 22, 2016.
- B. Approve Urban Renewal Agency Meeting Minutes of February 22, 2016.

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

4. ADDITIONS/DELETIONS: None.

5. PRESENTATIONS: None.

6. PUBLIC HEARING AND URA RESOLUTION NO. 2016-04 ADOPTING THE BUDGET, MAKING APPROPRIATIONS, AND DECLARING THE TAX INCREMENT FOR FISCAL YEAR COMMENCING JULY 1, 2016, AND ENDING JUNE 30, 2016

Staff Report:

Downey presented the above-proposed resolution for Urban Renewal Agency (URA) Board consideration, noting the URA Budget Committee approved at its meeting of

May 12, 2016, a proposed budget of \$1,041,726 and declared the tax increment to be collected for Fiscal Year commencing July 1, 2016, and ending June 30, 2017. Downey reported this is the second operating budget for the URA, noting the principal revenues that will be available in Fiscal Year 2016-17 are the taxes collected on the incremental increase in the assessed value of the URA and a loan from the City's Capital Project Fund to permit the URA to help pay for development costs of development planning to commence construction in September 2016. Downey added the projected property taxes on the increase in incremental assessed value for the URA will be sufficient to repay the interest for the loans for the property purchase and development costs, noting funds available for other URA projects will depend upon the amount of taxes generated above the debt repayments. In conclusion of the above-noted staff report, Downey advised staff is recommending no changes to the proposed budget approved by the URA Budget Committee in the amount of \$1,041,726 for Fiscal Year 2016-17.

Before proceeding with Public Hearing and Board discussion, Director Chair Truax asked for a motion to adopt URA Resolution No. 2016-04.

VanderZanden read URA Resolution No. 2016-04 by title.

MOTION: Director Kidd moved, seconded by Director Vice Chair Johnston, to adopt URA Resolution No. 2016-04 Adopting the Budget, Making Appropriations, and Declaring the Tax Increment for Fiscal Year Commencing July 1, 2016, and Ending June 30, 2016.

Public Hearing Opened:

Director Chair Truax opened the Public Hearing and explained hearing procedures.

Testimony Heard:

No one testified and no written comments were received.

Public Hearing Closed:

Director Chair Truax closed the Public Hearing.

Board of Directors Discussion:

Hearing no further discussion from the Board, Director Chair Truax asked for a roll call vote on the above motion.

ROLL CALL VOTE: AYES: Directors Vice Chair Johnston, Kidd, Uhing, Wenzl, and Director Chair Truax. NOES: Director Lowe. ABSENT: Director Thompson.
MOTION CARRIED 5-1.

7. **ADJOURNMENT:**

Director Chair Truax adjourned the URA regular meeting at 7:04 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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Minutes are unofficial until approved by the Urban Renewal Agency.

1. CALLED TO ORDER AND ROLL CALL:

Peter Truax, Urban Renewal Agency (URA) Director Chair, called the URA work session to order at 5:32 p.m.

ROLL CALL: URA DIRECTORS PRESENT: Thomas Johnston, Vice-Chair; Victoria Lowe; Ronald Thompson; Elena Uhing; Malynda Wenzl; and Peter Truax, Chair.

URA BOARD DIRECTOR ABSENT: Richard Kidd, excused.

STAFF PRESENT: Jesse VanderZanden, Executive Director; Paul Downey, Administrative Services Director; Jon Holan, Community Development Director; Dan Riordan, Senior Planner; Jeff King, Economic Development Manager; and Bev Maughan, Executive Assistant to City Manager (in the audience); and Anna Ruggles, City Recorder.

2. WORK SESSION: STOREFRONT REVITALIZATION PROGRAM:

Holan, Riordan, King, Downey and VanderZanden facilitated the work session, noting the purpose of the work session was to seek input from the Board regarding implementing an URA storefront improvement program in the Town Center utilizing tax increment funds. Holan reported the objective of the program is to address Council Goal 1.11 identified in Fiscal Year 2016-17; specifically, drafting a storefront revitalization program, noting staff examined 18 urban renewal assistance programs in nine jurisdictions, including eight façade improvement programs. Holan referenced Attachment 1, proposed storefront improvement program; Attachment 2, summary of programs from other jurisdictions; and Attachment 3, URA tax increment flow chart showing estimated net cash, and presented a PowerPoint presentation overview of the proposed storefront improvement program and proposed Town Center zoning map, noting the program is proposed as follows:

A storeowner can request financial assistance from the URA to improve the exterior of their store. Requirements include:

- Must be located within the URA project area in the Town Center;
- The applicant applying for the grant must be either the property owner or business owner;
- Property owner must be current on taxes;
- The project must be designed, constructed and maintained to compliment the

- architectural features of the building;
- The project shall contribute to the historical nature of the Town Center;
- The project complies with all applicable city standards and requirements;
- Must be eligible work that provides exterior improvements or rehabilitation intended to restore facades and exteriors.

URA's contribution of up to \$10,000 grant (one application per parcel)

- 50 percent match of total project cost or at least 25 percent contribution if other funding sources are being used, i.e., Metro grant;
- Applicant shall provide two bids for each portion of the project;
- Staff shall review and evaluate each application based on evaluation criteria;
- If approved, the URA and property owner would enter into a contractual agreement for the proposed improvements.

Holan reported the determination of the amount of available funds for a fiscal year would be determined through the URA's annual budget process, noting the URA would review grants throughout the year and approve grants until funds are expended for that specific fiscal year. In addition, Holan summarized similar programs from other jurisdictions, noting funding levels range from \$4,000 up to \$40,000.

Board Discussion:

Director Chair Truax opened the floor and roundtable discussion ensued pertaining to the above-noted proposed storefront improvement program. Holan, Riordan and VanderZanden responded to various concerns, inquiries and scenarios the Board presented pertaining to the following policy questions and concerns:

- Should non-storefront improvements be eligible, (i.e., asbestos removal, kitchen installation): *The Board concurred limiting the program to storefront improvements.*
- Is the \$10,000 amount for each grant appropriate: *The Board discussed tiered funding ranging from \$5,000, \$7,500 with a maximum amount of up to \$10,000 per structure per fiscal year and concurred starting small with the potential to expand program to larger amounts and different improvements for assistance in the future.*
- Is the 50 percent match appropriate: *The Board concurred having a required 50 percent private match eligibility.*
- Should the program be in the form of a grant or a loan: *The Board concurred a grant was appropriate for smaller amounts and a loan for larger amounts, such as \$10,000, similar to the City's sidewalk improvement program; however, staff voiced concerns regarding offering a relatively simple grant program versus a loan program, noting it may require formation of a new review board,*

composed of persons with banking and/or lending expertise, to oversee and decide loan applications and would require substantial amount of staff time to monitor the loan application process and providing administration support for the new review board.

- Should funds be expended “as you go” basis or should applications be collected over a specific period and be determined: *The Board concurred funds should be allocated on an “as you go” basis.*

In addition, the Board discussed the tax increment chart, administrative fees and newly-adopted historic design guidelines, to which Holan advised the Town Center is not within a historic district so the historic design guidelines would not apply; however, the project shall contribute to the historical nature of the Town Center. King reported he is holding a kickoff workshop with businesses and key agencies in October, noting he will come back with more data after the workshop is held. In conclusion of the above-noted Board discussion, VanderZanden advised he would have staff bring back a proposed storefront improvement grant program with proposed tiered funding for Board consideration.

The URA Board took no formal action nor made any formal decisions during the work session.

3. ADJOURNMENT:

Director Chair Truax adjourned the URA regular meeting at 6:18 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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**Urban Renewal Agency Work Session
Storefront Revitalization Program**

**Monday, October 10, 2016
5:30 p.m., Community Auditorium**

Minutes are unofficial until approved by the Urban Renewal Agency.

1. CALLED TO ORDER AND ROLL CALL:

Peter Truax, Urban Renewal Agency (URA) Director Chair, called the URA work session to order at 5:33 p.m.

ROLL CALL: URA DIRECTORS PRESENT: Thomas Johnston, Vice-Chair; Richard Kidd; Victoria Lowe; Ronald Thompson; Malynda Wenzl; and Peter Truax, Chair.
URA BOARD DIRECTOR ABSENT: Elena Uhing, excused.

STAFF PRESENT: Jesse VanderZanden, Executive Director; Paul Downey, Administrative Services Director; Jon Holan, Community Development Director; Dan Riordan, Senior Planner; Jeff King, Economic Development Manager; and Anna Ruggles, City Recorder.

2. WORK SESSION: STOREFRONT REVITALIZATION PROGRAM:

Holan, Riordan, King, Downey and VanderZanden facilitated the work session, noting the purpose of the work session was to seek input from the Board regarding implementing an URA storefront improvement program in the Town Center utilizing tax increment funds. Holan reported staff met with the Board in work session on September 26, 2016, to review the proposed storefront improvement program, noting various policy issues were discussed and the following key points emerged from that discussion:

- The Board concurred limiting the program to storefront improvements;
- The Board concurred starting small with potential to expand program to larger amounts and different areas of financial assistance in the future; and
- The Board concurred the program should be on an “as you go” basis.

Holan added based on discussions heard at the work session, the Board concurred having staff develop a tiered funding approach as follows:

Tiered Program:

- Up to \$2,500 grants – public to private ratio: 2 to 1;
- Over \$2,500 to \$7,500 grants – public to private ratio: 1 to 1; and
- Over \$7,500 to \$10,000 grants – public to private ratio: 1 to 2;

Holan indicated staff voiced concerns of offering a loan program versus a grant program, noting a loan program would increase information needed to be provided by the applicant and may require formation of a new review board, composed of persons with banking and/or lending expertise, to oversee and decide loan applications as well as requiring a substantial amount of staff time to monitor the loan application process and providing administrative support to the new review board. In conclusion of the above-noted staff report, Holan presented a PowerPoint presentation overview of the proposed storefront improvement program and proposed Town Center zoning map, noting staff recommends the Board discuss whether the program should be a grant and/or loan program and provide appropriate direction.

Board Discussion:

Director Chair Truax opened the floor and roundtable discussion ensued pertaining to the above-noted proposed storefront improvement program. Holan, Riordan, Downey and VanderZanden responded to various concerns, inquiries and scenarios the Board presented pertaining to design standards contributing to the historic character of the Town Center; nonprofits eligibility; projected cash flows; and property liens for non-payment if the URA provides a loan for higher funding amounts, to which Downey advised ORS allows property liens for "public" improvement districts (LID) but may not allow property liens for loan-related programs, such as storefront improvement programs. Holan explained the approval criteria requires compliance with applicable city standards and guidelines and contribution to the historic character of the Town Center; applicant's demonstrated ability to complete the project; and need for financial assistance, noting the program would be based on funding available within each fiscal year as allocated during the URA's budget process. Holan affirmed nonprofits would be eligible to apply for program assistance, noting the overall objective is to provide a simple, straightforward program with adequate incentives for property owners in the Town Center to want to seek assistance. King reported he held a kickoff workshop on October 6 with businesses, noting 12 or more expressed interest in the program and two or three had larger improvements. In conclusion of the above-noted Board discussion, the Board collectively concurred at this time it was appropriate to offer a grant program with tiered funding of up to \$10,000 and perhaps consider a loan program later in the future, to which VanderZanden advised he would have staff bring back a proposed storefront improvement "grant" program with tiered funding as proposed above for Board consideration.

The URA Board took no formal action nor made any formal decisions during the work session.

3. **ADJOURNMENT:**

Director Chair Truax adjourned the URA regular meeting at 6:00 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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Minutes are unofficial until approved by the Urban Renewal Agency.

1. CALLED TO ORDER AND ROLL CALL:

Peter Truax, Urban Renewal Agency (URA) Director Chair, called the URA work session to order at 8:55 p.m.

ROLL CALL: URA DIRECTORS PRESENT: Thomas Johnston, Vice-Chair; Richard Kidd; Ronald Thompson; Elena Uhing; Malynda Wenzl; and Peter Truax, Chair. **URA BOARD DIRECTOR ABSENT:** Victoria Lowe, excused.

STAFF PRESENT: Jesse VanderZanden, Executive Director; Paul Downey, Administrative Services Director; Jon Holan, Community Development Director; Dan Riordan, Senior Planner; and Anna Ruggles, City Recorder.

2. WORK SESSION: STOREFRONT REVITALIZATION PROGRAM:

Holan, Riordan, Downey and VanderZanden facilitated the work session, noting the purpose of the work session was to present the draft URA storefront improvement program for the Town Center utilizing tax increment funds. Holan reported staff met with the Board in work sessions on September 26 and October 10, 2016, and has completed the storefront improvement funding program and grant application guidelines as summarized in Attachment 1, Urban Renewal Storefront Improvement Grant Program Description; Attachment 2, Map of Eligibility Area; Attachment 3, Urban Renewal Cash Flow Analysis; and Attachment 4, Urban Renewal Storefront Improvement Grant Program Application.

Holan added based on discussions heard at the work sessions, the Board concurred establishing a tiered grant funding program as follows:

Tiered Grant Program:

- \$1 to \$2,500 – public to private ratio: 2 to 1. This tier would apply when net URA funds are \$5,000 to \$15,000 for the fiscal year.
- \$2,501 to \$7,500 – public to private ratio: 1 to 1. This tier would apply when net URA funds are \$15,001 to \$30,000 for fiscal year.
- \$7,501 to \$10,000 – public to private ratio: 1 to 2. This tier would apply when net URA funds are \$30,001 to \$50,000 for the fiscal year.
- The property owner may obtain other grand funding, but must contribute at least 25 percent of their own funds for any project;

- Grants are on a “first come, first serve” basis until funding for that year is allocated;
- Grants are only available to property or business owners in the Town Center Area (as shown in Attachment 2, Map of Eligibility Area)
- Grants are for exterior improvements only; and
 - Compliance with applicable city standards and guidelines;
 - Contribution to the historic character of the Town Center;
 - Applicant’s demonstrated ability to complete the project; and
 - Need for assistance been demonstrated.

To apply to an Urban Renewal Storefront Improvement Grant:

- The applicant for assistance must be the property owner or business owner;
- Property owner must be current on taxes;
- Grant must be used to make improvements on the exterior of the store;
- The project shall contribute to the historical nature of the Town Center if the building is a contributing resource or shall compliment the historical nature of the area if not a contributing resources;
- Project shall comply with all applicable city standards and requirements. Of a particular note are (but not limited to):
 - City downtown design standards and guidelines;
 - Sidewalk standards; and
 - Relevant building codes.
- One application per parcel (may include multiple addresses on the same tax lot parcel).

Downey referenced Attachment 3, Cash Flow Analysis, noting to assure adequate cash flow, i.e., tax increment revenues vary and unanticipated expenditures can occur, it is staff’s recommendation the URA adopt the following guidelines:

- Where net Urban Renewal funds after obligations for a fiscal year are anticipated to be \$5,000 to \$15,000, the maximum individual grant would not exceed \$2,500;
- Where net Urban Renewal funds after obligations for a fiscal year are anticipated to be more than \$15,000 to \$30,000, the maximum individual grant would not exceed \$7,500; or
- Where net Urban Renewal funds after obligations for a fiscal year are anticipated to be more than \$30,000 to \$50,000, the maximum individual grant would not exceed \$10,000.

Downey advised the amount of available funds for a fiscal year would be determined through the annual URA budget process, noting the model indicates that until Year 2023, the URA could provide \$30,000 total in grant assistance. Holan added the

application would be submitted to staff for review for program compliance and funding decision. In conclusion of the above-noted staff report, Holan advised staff recommends the URA Board provide consensus to bring back a proposed resolution adopting the storefront improvement program at the next URA meeting scheduled for November 14, 2016.

Board Discussion:

Director Chair Truax opened the floor and roundtable discussion ensued pertaining to the above-noted proposed storefront improvement program. Holan, Riordan, Downey and VanderZanden responded to various concerns, inquiries and scenarios the Board presented pertaining to the proposed tiered funding approach and funding limitations noted above and public education timeline and program start date, to which Downey referenced the proposed Urban Renewal Cash Flow Analysis, Attachment 3, and explained to assure adequate budgeted cash flow, staff is recommending to start the program with \$10,000 in funding assistance for the first two years, FY 2017 and 2018, and in FY 2019 and 2020, funding assistance available be limited to \$5,000; in Fiscal Year 2021 and 2022, no funding be available; and beginning in Fiscal Year 2023, funding assistance be increased by \$10,000 each year thereafter ending in FY 2035. Holan explained once the program starts, the application process will be ongoing on a "first come, first serve" basis until funding for each year is allocated, noting the URA Board would establish the amount of available funds each fiscal year through the annual URA budget process. Downey added 12-13 businesses have expressed interest in the program, noting the education process has already begun and will continue if the Board approves the program. VanderZanden advised once the Board adopts its budget for FY 2017-18 and determines program fund allocations, the schedule for submitting applications will likely begin July 1, 2017, through June 30 each fiscal year thereafter as funds are allocated. In conclusion of the above-noted Board discussion, the Board collectively concurred having staff bring back a proposed resolution adopting the storefront improvement grant program at the next URA meeting scheduled for November 14, 2016.

The URA Board took no formal action nor made any formal decisions during the work session.

3. ADJOURNMENT:

Director Chair Truax adjourned the URA regular meeting at 9:16 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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

URBAN RENEWAL AGENCY STAFF REPORT

TO: Urban Renewal Agency Board

FROM: Jesse VanderZanden, City Manager

MEETING DATE: November 14, 2016

PROJECT TEAM: Jon Holan, Community Development Director; Dan Riordan, Senior Planner, Jeff King, Economic Development Coordinator

SUBJECT TITLE: Resolution Adopting Proposed Storefront Improvement Grant Program

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

ISSUE STATEMENT: Attached is an Urban Renewal Agency Resolution to establish a Storefront Improvement Program for the Agency Board to consider for adoption.

BACKGROUND: City Council Objective 1.11 for Fiscal Year 2016-17 includes development of a storefront revitalization program. To meet this objective, staff researched and prepared a draft storefront improvement program. This program was further refined through two work sessions with the Agency Board on September 26th and October 10th as well as a presentation on October 24th. Adoption of Urban Renewal Agency Resolution would establish this program and authorize the Executive Director to implement consistent with the funding guidelines and requirements provided in Exhibit A of the resolution.

The proposed storefront improvement program with pertinent provisions is summarized below:

- Tiered Grant Program as follows:
 - \$1 to \$2,500. Public to private match: 2 to 1. This tier would apply when net URA funds are between \$5,000 to \$15,000 for the fiscal year.
 - \$2,501 to \$7,500. Public to private match: 1 to 1. This tier would apply when net URA funds are between \$15,001 to \$30,000 for the fiscal year.
 - \$7,501 to \$10,000. Public to private ratio: 1 to 2. This tier would apply when net URA funds are between \$30,001 to \$50,000 for the fiscal year.
- The property owner may obtain other grant funding, but must contribute at least 25% of their own funds for any project;
- Grants are on a "first come, first serve" basis until the money for that fiscal year is allocated;

- Applications can be submitted starting July 1st of any fiscal year with applications being approved after receiving the tax increment for the fiscal year in mid-November.
- Grants are only available to property or business owners (with owner consent) in the Town Center Area;
- Grants are for exterior improvements only; and
- Approval Criteria:
 - Compliance with applicable City standards and guidelines;
 - Contribution to the historic character of the Town Center;
 - Applicant's demonstrated ability to complete the project; and
 - Need for assistance been demonstrated.

If an application cannot be funded for any fiscal year, the applicant may request the application be rolled over to the next fiscal year. It would have the first priority for the next fiscal year. If more than one application is rolled over, then the priority would be established by the earliest date received. Any application can only be rolled over for one year. After that, the applicant must file a new application.

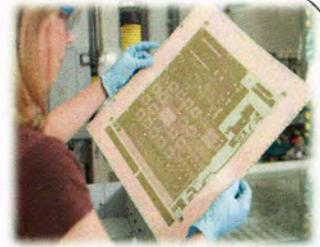
If the Storefront Improvement Program is approved, staff will initiate a public outreach effort to inform prospective property and business owners. Staff will also hold at least one work shop for interested parties to learn about the program and how to apply. Staff would begin accepting applications July 1, 2017.

FISCAL IMPACT: Adoption of the resolution would obligate future tax increment revenues consistent with the guidelines described above.

STAFF RECOMMENDATION: Staff recommends the Agency Board adopt the attached resolution as may be amended to establish the Storefront Improvement Program and authorize the Executive Director to implement the program.

ATTACHMENT(s):

Urban Renewal Agency Resolution



Proposed Storefront Improvement Program

Forest Grove Urban Renewal Board
November 14, 2016

A place where businesses and families thrive.

Previous Work Sessions on September 26th, October 10th and October 24th

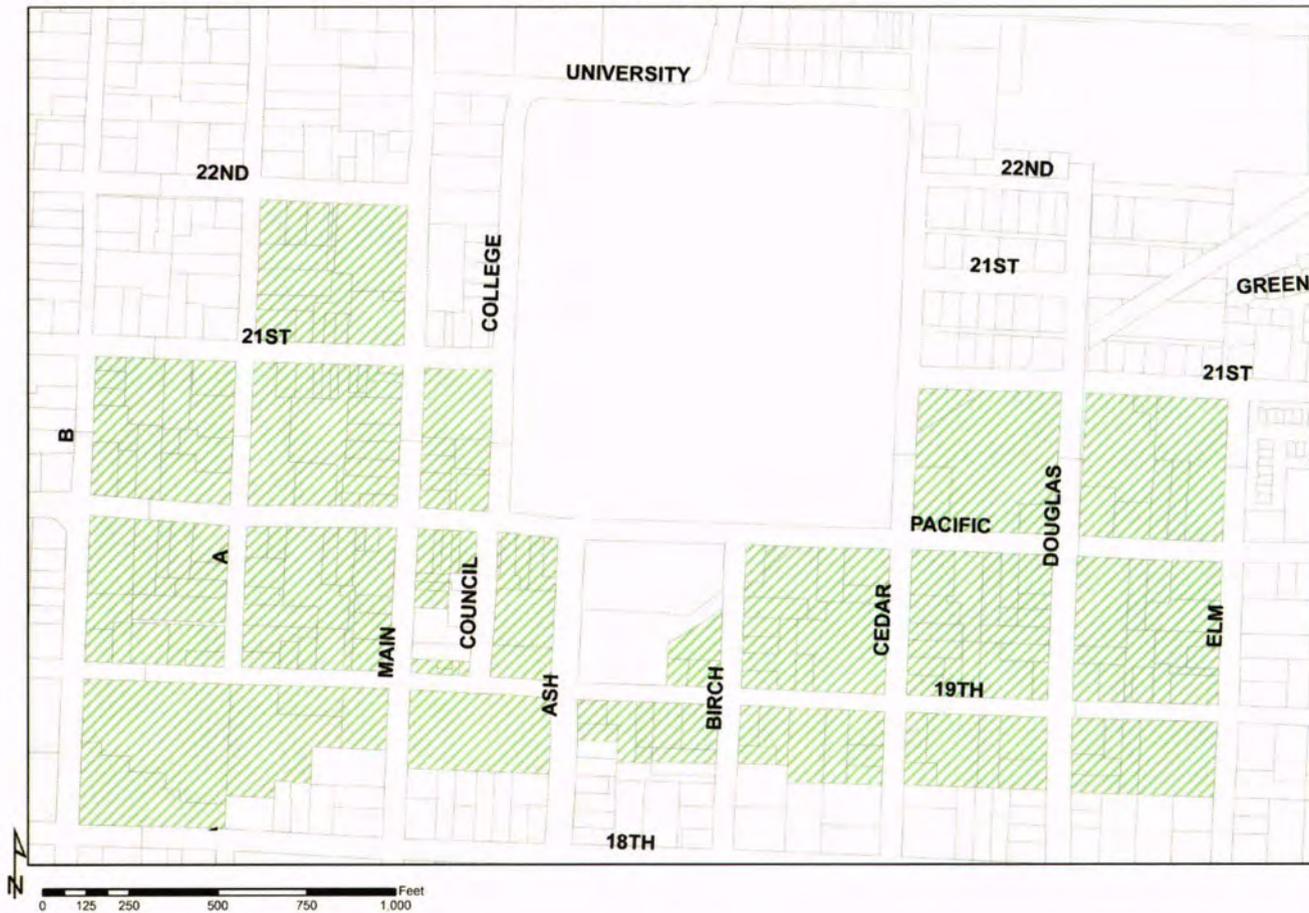
- Consensus on following key points were:
 - Limit to storefront improvements;
 - Start small with potential to expand program to larger amounts and different areas for assistance in the future as URA funds allow;
 - Applications should be considered on an “as you go” basis;
 - Grant only program;
 - Pay attention to annual expenditures so the URA does not over extend; and
 - Allow for applications to roll over

Proposed Program

- Tiered Grant Program as follows:
 - \$1 to \$2,500. Public to private match: 2 to 1. This tier would apply when net URA funds are between \$5,000 to \$15,000 for the fiscal year.
 - \$2,501 to \$7,500. Public to private match: 1 to 1. This tier would apply when net URA funds are between \$15,001 to \$30,000 for the fiscal year.
 - \$7,501 to \$10,000. Public to private ratio: 1 to 2. This tier would apply when net URA funds are between \$30,001 to \$50,000 for the fiscal year.
- The property owner may obtain other grant funding, but must contribute at least 25% of their own funds for any project.
- Grants are on “first come, first serve” basis
- The determination for the amount of available funds for a fiscal year shall be determined through the annual budget process.
- If funding is not available for a fiscal year, the applicant may roll over the application for the next fiscal year. If more than one grant is rolled over, then the priority will be based on the date received. Any application can only be rolled over for one year. After that, a new application must be submitted.

Proposed Program

Storefront Improvement Grant Program Eligibility Area



Proposed Program

- To apply:
 - The applicant for assistance must be either the property owner or business owner with property owner consent.
 - Property owner must be current on taxes;
 - Grant must be used to make improvements on the exterior of the store;
 - The project must be designed, constructed and maintained to compliment the architectural features of the building. All accessories, signs, awnings, etc. shall also compliment to the overall character of the building.
 - The project shall contribute to the historical nature of the Town Center if the building is a contributing resource or shall compliment the historical nature of the area if not a contributing resource.
 - Project complies with all applicable City standards and requirements. Of particular note are (but not limited to):
 - City Downtown design standards and guidelines,
 - Sidewalk standards, and
 - Relevant building codes.
- One application per parcel per fiscal year. The Agency will accept applications as of July 1st for that fiscal year. Applications will not be approved by the Agency until the tax increment payment is received in mid-November.

Proposed Program

- The following are examples of eligible work:
 - Replacement, repair or alteration of building exteriors (facades) or elements such as doors or windows;
 - Exterior lighting improvements;
 - Repair or replacement of awnings, cornices or decorative details;
 - Masonry repair or cleaning;
 - Sign repair, replacement, installation or removal;
 - Sidewalk repair or replacement;
 - Installation of street furniture;

Proposed Program

- Approval Criteria
 - Compliance with applicable City standards and guidelines;
 - Contribution to the historic character of the Town Center;
 - Applicant's demonstrated ability to complete the project; and
 - Need for assistance been demonstrated.

Program Implementation

- Once approved, staff will begin an informational program for interested parties.
 - Create a brochure describing the program
 - Announcement and distribution of the program through:
 - Notice to Chamber of Commerce
 - Notice to City Club
 - Notice by direct mail to situs (business owner) and property owner (if different)
 - Notice in Utility Billing
 - Notice on City Website
 - Conduct work shop(s) on the program
 - First applications will be received July 1, 2017

Recommendation

- Approve the Resolution as it may be amended to establish the Storefront Improvement Program and authorize the Agency Executive Director to implement the program.

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URBAN RENEWAL AGENCY OF CITY OF FOREST GROVE, OREGON

URA RESOLUTION NO. 2016-05

**RESOLUTION ESTABLISHING STOREFRONT IMPROVEMENT PROGRAM
AND AUTHORIZING THE DIRECTOR TO IMPLEMENT SUCH PROGRAM**

WHEREAS, the Urban Renewal Agency of the City of Forest Grove ("Agency") adopted the Urban Renewal Plan on June 24, 2014; and

WHEREAS, City Council Objective 1.11 for Fiscal Year 2016-17 includes development of a storefront revitalization program; and

WHEREAS, a proposed Storefront Improvement Program has been proposed and is intended to provide financial assistance to property and business owners to improve the exterior of their establishments; and

WHEREAS, the Urban Renewal Board conducted three work sessions on September 26, October 10, and October 24, 2016 providing direction to staff on the development of the Storefront Improvement Program; and

WHEREAS, the Urban Renewal Agency Board considered the adoption of the Storefront Improvement Program at a public meeting on November 14, 2016.

NOW, THEREFORE, THE URBAN RENEWAL AGENCY OF THE CITY OF FOREST GROVE RESOLVES AS FOLLOWS:

Section 1: The Agency finds that:

- A. The Urban Renewal Plan as adopted authorizes the use of urban renewal funds for establishing and implementing an exterior building improvement program.
- B. The proposed Storefront Improvement Program is intended to provide financial assistance to property and business owners with property owner approval to improve the exterior of their establishments.
- C. The proposed Storefront Improvement Program is consistent with the exterior building improvement program as authorized by the Urban Renewal Plan.
- D. The allocation of funds for the program will be made on an annual basis considering the guidelines provided in the program and other Agency obligations.

Section 2: The Urban Renewal Agency Board does hereby adopt the Storefront Improvement Program as provided in Exhibits A and B, and hereby authorizes

the Agency Executive Director to implement the program consistent with the guidelines and requirements provided in the program.

Section 3: This resolution is effective immediately upon its enactment by the Urban Renewal Agency of the City of Forest Grove.

PRESENTED AND PASSED this 14th day of November 2016.

Jesse VanderZanden
Urban Renewal Agency Executive Director

APPROVED by the Urban Renewal Agency of the City of Forest Grove at a regular meeting thereof this 14th day of November 2016, and filed with the Forest Grove City Recorder this date.

Peter B. Truax
Urban Renewal Agency Chair

URA RESOLUTION NO. 2016-05

Exhibit A

Urban Renewal Agency

Storefront Improvement Program

Program Levels of Assistance – A store owner can request financial assistance from the Urban Renewal Agency to improve the exterior of their store. Requirements are as follows:

- Must be located within the Urban Renewal project area in the Town Center (see Exhibit B);
- The applicant must be either the property owner or business owner with property owner consent.
- Property owner must be current on taxes;
- Must be used to make improvements on the exterior of the store;
- The project must be designed, constructed and maintained to compliment the architectural features of the building. All accessories, signs, awnings, etc. shall also compliment the overall character of the building.
- The project shall contribute to the historical nature of the Town Center if the building is a contributing resource or shall complement the historical nature of the area if not a contributing resource.
- The project complies with all applicable City standards and requirements. These include, but not limited to:
 - City Downtown design standards and guidelines,
 - Sidewalk standards, and
 - Relevant building codes.
- Must be eligible work that provides exterior improvements or rehabilitation intended to restore facades and exteriors. The following are examples of eligible work:
 - Replacement, repair or alteration of building exteriors (facades) or elements such as doors or windows;
 - Exterior lighting improvements;
 - Repair or replacement of awnings, cornices or decorative details;

- Masonry repair or cleaning;
- Sign repair, replacement, installation or removal;
- Sidewalk repair or replacement;
- Purchase and installation of street furniture;

Examples of Ineligible Activities:

- Property maintenance;
- Building acquisition;
- Inventory or other working capital;
- Administrative costs or payments to borrower;
- New development or construction.

- City Contribution

The City's contribution is as follows:

- Up to \$2,500 grant at a 2:1 ratio of public to private funding (i.e. \$2 of public funds for every \$1 of private funds);
- Over \$2,500 to \$7,500 grant at a 1:1 ratio of public to private funding (i.e. \$1 of public funds for every \$1 of private funds); or
- Over \$7,500 to \$10,000 grant at a 1:2 ratio of public to private funding (i.e. \$1 of public funds for every \$2 of private funds).
- The property owner may obtain other grant funding, but must contribute at least 25% of their own funds for any project.

- Funding Guidelines

To assure adequate funding available to provide for storefront assistance while preserving sufficient funds to pay for other URA obligations, the following funding guidelines for Storefront funding assistance are adopted by the Urban Renewal Agency:

- Where net Urban Renewal funds after obligations for a fiscal year are anticipated to be between \$5,000 to \$15,000, the maximum individual grant would not exceed \$2,500;
- Where net Urban Renewal funds after obligations for a fiscal year are anticipated to be more than \$15,000 to \$30,000, the maximum individual grant would not exceed \$7,500; or
- Where net Urban Renewal funds after obligations for a fiscal year are anticipated to be more than \$30,000 to \$50,000, the maximum individual grant would not exceed \$10,000.
- The determination for the amount of available funds for a fiscal year shall be determined when tax increment revenue is received from the County.

GRANT PROCEDURE

- Submit completed grant application with property owner information and signature. Only completed applications will be considered for funding. Applications for any fiscal year can be submitted July 1 for that fiscal year. Determinations on any application will not be made until the tax increment revenue is received for that fiscal year (about mid-November).
- Only one application per parcel.
- Applicant will provide two (2) bids for each portion of the project.

Staff will review and evaluate each application. The evaluation will be based on:

- Compliance with applicable City standards and guidelines;
- Contribution or complement to the historic character of the Town Center;
- Applicant's demonstrated ability to complete the project;
- Need for assistance has been demonstrated;
- If approved, the Urban Renewal Agency and the property owner shall enter into a contractual agreement for the proposed improvements.
- Items needed for final payment reimbursement:
 - Contractor's final invoice (detailed and itemized description of scope of work performed and materials used during project).
 - Proof of Payment to Contractor (copy of check, bank statement, etc.)
 - Pictures of Completed Project
 - Site Inspection (conducted by City staff)

The Agency shall review grants throughout the year and approve grants until funds are expended for the fiscal year.

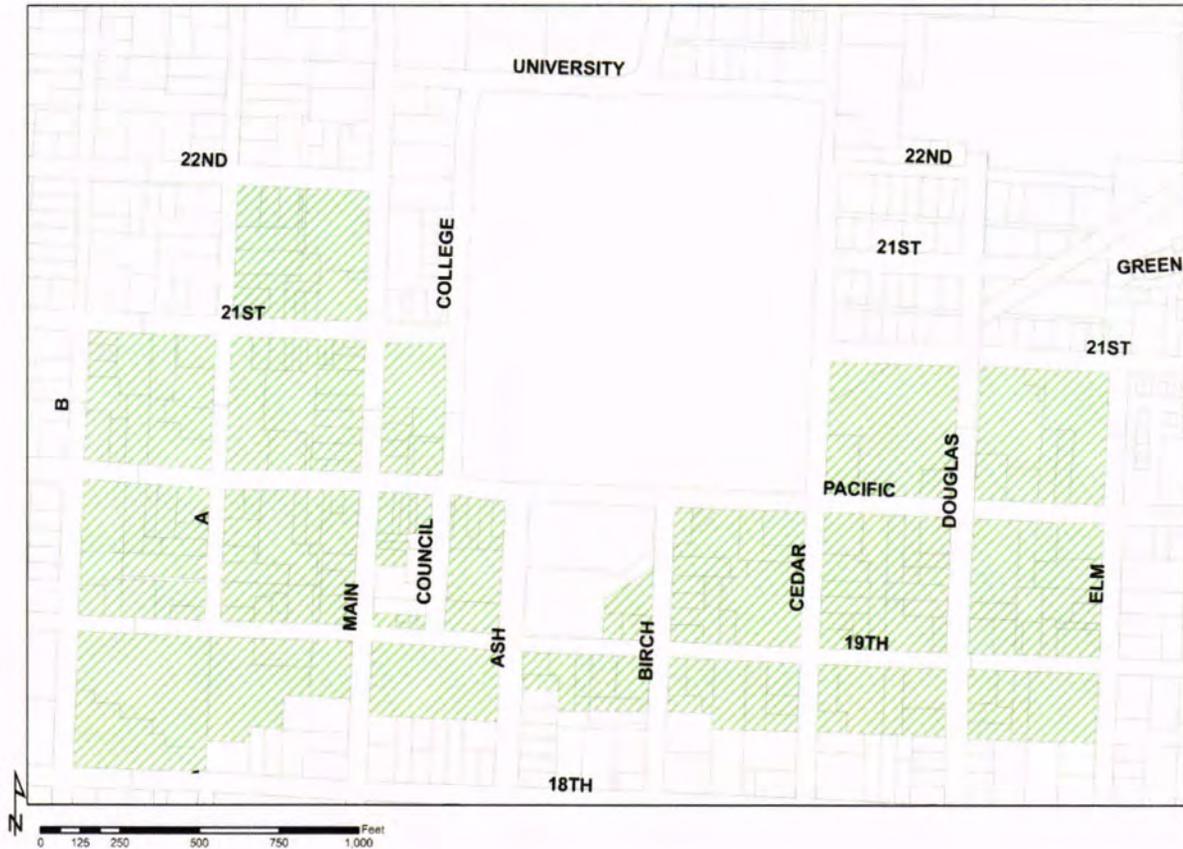
If the application is not funded due to the commitment of available funds for the fiscal year, the applicant may request the application be considered for the next fiscal year. If the application is continued to the next fiscal year, it shall have the first priority over new applications received for the next fiscal year. If more than one application is rolled over to the next fiscal year, the priority shall be established by the date the application is received with the earliest date having the highest priority. Any application can only be rolled over for one year. A new application must be filed if beyond that time frame.

URA RESOLUTION NO. 2016-05

Exhibit B



Storefront Improvement Grant
Program Eligibility Area





A place where families and businesses thrive.

<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	7.
MEETING DATE:	_____
FINAL ACTION:	_____

CITY COUNCIL/URBAN RENEWAL AGENCY STAFF REPORT

TO: *City Council/Urban Renewal Board of Directors*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *November 14, 2016*

PROJECT TEAM: *Paul Downey, Director of Administrative Services*

SUBJECT TITLE: *Loan Between City and FG Urban Renewal Agency*

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

ISSUE STATEMENT: The Jessie Quinn development on the former Times Litho site is ready to begin construction once a few final steps are completed. One of those steps is the loan from the City of Forest Grove to the Forest Grove Urban Renewal Agency (URA) so the URA can fund the project costs that it agreed to fund in the Disposition and Development Agreement (DDA) that the URA Board of Directors authorized in URA Resolution No. 2016-02 on February 22, 2016. Staff and the City Attorney's Office have prepared the resolutions and promissory note necessary for the loan to be approved.

BACKGROUND: The DDA with Tokola Properties (now Jessie Quinn LLC) stated the URA and City agreed to do three things: 1) sell the property to Tokola Properties for \$10; 2) waive up to \$72,563 in building permits and planning fees; and 3) pay up to \$962,561 in system development fees and public improvements. The property sale is ready to complete and building permits are ready to issue. The URA needs to pay the system development fees when the building permits are issued so the City needs to loan the URA the \$962,561 as previously approved. The FY 2016-17 Adopted Budgets for the City and URA reflect the loan being made to the URA and the URA paying those costs.

The City will loan the funds from the Capital Project Funds for a 10-year period which is the maximum period allowed by statute for these loans. For the first three years, the repayment on the loan to the City will be interest only. In years 4 through 10, the repayment will be principal and interest. The loan repayments will go into the Capital Projects Fund. The promissory note which is attached to the resolution contains the repayment schedule. The loan repayments have been reflected in the projected cash flow for the URA.

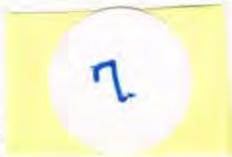
FISCAL IMPACT: Loaning the funds from the Capital Projects Fund means that Fund will not have the up-front cash to purchase property while the loan is being repaid. There were no specific property purchases that had been identified for this Fund in the next few years.

STAFF RECOMMENDATION: Staff recommends the City Council/Urban Renewal Agency approve the attached resolutions adopting the resolutions loaning the funds and that the URA Board of Directors approve the resolution to borrow the funds and to repay the loan over the next ten years.

ATTACHMENT(s):

City Resolution
URA Resolution
Promissory Note 2

URBAN RENEWAL AGENCY OF THE CITY OF FOREST GROVE, OREGON



RESOLUTION NO. 2016-06

RESOLUTION AUTHORIZING URBAN RENEWAL AGENCY OF THE CITY OF FOREST GROVE ACCEPT A LOAN FROM THE CITY OF FOREST GROVE (CITY) IN THE AMOUNT OF NINE HUNDRED SIXTY TWO THOUSAND FIVE HUNDRED SIXTY ONE DOLLARS (\$962,561.00) FOR A TOTAL PRINCIPAL LOAN FROM CITY TO AGENCY OF TWO MILLION SIXTY TWO THOUSAND FIVE HUNDRED SIXTY ONE DOLLARS (\$2,062,561.00) (TOTAL LOAN); APPROVING FORM OF PROMISSORY NOTE FROM THE AGENCY IN FAVOR OF THE CITY FOR SAID TOTAL LOAN

WHEREAS, the Forest Grove City Council (Council) adopted Ordinance No. 2014-05 (April 28, 2014) creating the Urban Renewal Agency of the City of Forest Grove (Agency) to act as the authorized urban renewal agency for Forest Grove consistent with ORS Chapter 457;

WHEREAS, the City of Forest Grove (City) wishes to loan Agency Two Million Sixty Two Thousand Five Hundred Sixty One dollars (2,062,561.00) to fund certain expenses Agency is contractually obligated to pay relative to the Agency's project with Jesse Quinn, LLC which loan is to be paid back over a ten (10) year period by Agency consistent with the terms of a promissory note attached to and to be approved by this resolution from revenues generated from its tax increment funds.

WHEREAS, Agency is willing to accept said loan and authorize the Agency's Executive Director sign, on behalf of the Agency, the aforementioned promissory note for repayment of the loan.

NOW, THEREFORE, THE URBAN RENEWAL AGENCY OF THE CITY OF FOREST GROVE RESOLVES AS FOLLOWS:

Section 1. The Executive Director is authorized to accept from the City of Forest Grove a loan in the amount of Nine Hundred Sixty Two thousand Five Hundred Sixty One Dollars (\$962,561.00) for a total principal loan from City to Agency of Two Million Sixty Two Thousand Five Hundred Sixty One dollars (\$2,062,561.00) to be repaid City over ten years at two percent (2%) interest and to execute a promissory note from Agency in favor of city substantially in the form attached hereto as Exhibit A.

Section 2. The Executive Director is authorized to execute such additional documents as may be necessary to ensure repayment of said loan.

Section 3. This resolution is effective immediately upon its enactment by the Urban Renewal Agency of the City of Forest Grove.

PRESENTED AND PASSED this 14th day of November, 2016.

Jesse VanderZanden
Forest Grove Urban Renewal Agency Executive Director

APPROVED by the Urban Renewal Agency of the City of Forest Grove at a regular meeting thereof this 14th day of November, 2016, and filed with the City Recorder this date.

Peter B. Truax
Urban Renewal Agency Chair

PROMISSORY NOTE 2

November 14, 2016

Principal amount: **TWO MILLION SIXTY TWO THOUSAND FIVE HUNDRED SIXTY ONE DOLLARS (\$2,062,561.00)**

WHEREAS, the Forest Grove Urban Renewal Agency, an Oregon municipal corporation duly organized and existing consistent with ORS Chapter 457 (Agency), and the City of Forest Grove, an Oregon home rule municipal corporation (City), agreed and entered into a Promissory Note (Note) which Note was effective on and after August 24, 2015; and

WHEREAS, said Note reflected the terms and conditions of a principal loan from City to Agency of One Million One Hundred Thousand Dollars (\$1,100,000.00) with interest thereon at the per annum rate of two and one-half percent (2.5%); and

WHEREAS, Agency is currently fully compliant with the terms and conditions relative to the repayment under the Note and is not otherwise in default or violation thereof; and

WHEREAS, City and Agency wish to revise and supplant said Note with a new Promissory Note (Note 2) reflecting terms and conditions for repayment of a loan by City to Agency of an additional Nine Hundred Sixty Two Thousand Five Hundred Sixty One Dollars (\$962,561.00) which brings the total principal loan amount from City to Agency to Two Million Sixty Two Thousand Five Hundred Sixty One Dollars (\$2,062,561.00).

NOW THEREFORE, in consideration of the foregoing, City and Agency agree to the following:

1. FOR VALUE RECEIVED, Agency promises to pay City out of funds derived from Agency's tax increment funds the principal sum of TWO MILLION SIXTY TWO THOUSAND FIVE HUNDRED SIXTY ONE DOLLARS (\$2,062,561.00) in lawful United States money with interest thereon at two percent (2.0%) per annum consistent with the following:
 - (a) Bi-annual payments (due not later than June 1 and December 1 of each year) for a period of three (3) years (36 months) commencing with an initial payment on or before June 1, 2017, and the second bi-annual payment due on or before December 1, 2017, (and on or before the same dates for years 2018 and 2019):
 - Year 1 / 1st Bi-annual payment (June 1, 2017): Twenty Thousand Six Hundred Twenty Six Dollars (\$20,626.00)
 - Year 1 / 2nd Bi-annual payment (December 1, 2017): Twenty Thousand Six Hundred Twenty Six Dollars (\$20,626.00)

- Year 2 / 1st Biannual payment (June 1, 2018) : Twenty Thousand Six Hundred Twenty Six Dollars (\$20,626.00)
- Year 2 / 2nd Bi-annual payment (December 1, 2018): Twenty Thousand Six Hundred Twenty Six Dollars (\$20,626.00)
- Year 3 / 1st (1st Bi-annual payment (June 1, 2019): Twenty Thousand Six Hundred Twenty Six Dollars (\$20,626.00)
- Year 3 / 2nd Bi-annual payment (December 1, 2019): Twenty Thousand Six Hundred Twenty Six Dollars (\$20,626.00)

(b) Annual Interest and principal payments for Years 4 (on or before June 1, 2020) through and including Year 9 (on or before June 1, 2025) in the Amount of Three Hundred Twelve Thousand Four Hundred Forty One Dollars and ⁵⁰/₁₀₀ (\$312,441.50) with a final payment of interest and principal due not later than June 15, 2026, of Three Hundred Twelve Thousand Four Hundred Forty One Dollars and ⁵⁴/₁₀₀ (\$312,441.54).

(c) Agency covenants with City to annually appropriate and place into an account for City's benefit not less than 110% of the amounts due City and identified in (a) and (b) above.

(d) In the event Agency is unable to make payments to City consistent with the schedule set out above in (a) and (b) such that there remains amounts owed City, the obligation for repayment of both principal and interest reflected by this Note shall without further action of either City or Agency extend automatically in three (3) year increments until fully paid.

Payments are deemed paid only upon City's receipt of cash or negotiable instrument. Any payment tendered but not honored by the applicable financial institution upon presentation will be deemed not paid.

Time is of the essence under this note. Should Agency fail to timely make each bi-annual or annual payment City in its sole discretion may then declare Agency in default and either accelerate payment thereof by demanding Agency immediately pay the full outstanding unpaid principal balance and interest.

This Promissory Note may be prepaid in full or in part at any time without penalty by paying City the portion of the outstanding balance that is to be prepaid plus accrued interest on that amount to the date of prepayment. Prepayments of less than all the outstanding principal amount of this Promissory Note shall first be applied to outstanding interest and then to principal.

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Jesse VanderZanden represents to City that he/she is authorized to sign this promissory note on behalf of Agency.

AGENCY MAY NOT ASSIGN, DELEGATE OR NOVATE THIS NOTE WITHOUT CITY'S PRIOR WRITTEN CONSENT WHICH CITY MAY WITHHOLD IN ITS SOLE DISCRETION.

Forest Grove Urban Renewal Agency

_____ Date: _____, 2016

ACCEPTED BY:
City of Forest Grove, Oregon

_____ Date: _____, 2016
By: Peter Truax, Mayor

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