



*A place where families and businesses thrive.*

**City Council Regular Meeting Minutes**

**Tuesday, May 28, 2019  
7:00 p.m., Community Auditorium**

***Minutes are unofficial until approved by Council.  
Council approved minutes as presented June 10, 2019.***

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

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

**ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Council President; Timothy Rippe; Ronald Thompson; Elena Uhing; Adolph “Val” Valfre; and Mayor Peter Truax.  
**COUNCIL ABSENT:** Malynda Wenzl, excused.

**STAFF PRESENT:** Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Bryan Pohl, Community Development Director; Gregory Robertson, Public Works Director; Colleen Winters, Library Director; James Reitz, Senior Planner; Dan Riordan, Senior Planner; Jeff King, Economic Development Manager; and Anna Ruggles, City Recorder.

**1. A. PROCLAMATION:**

**National Public Works Week**

Mayor Truax proclaimed May 19-25, 2019, as “*National Public Works Week*”. The proclamation was presented to Public Works Director Robertson.

**1. B. PROCLAMATION:**

**National Historic Preservation Month**

Council President Johnston proclaimed May 2019 as “*National Historic Preservation Month*”. The proclamation was presented to George Cushing, on behalf of the Historic Landmarks Board.

**1. C. AWARD PRESENTATION:**

George Cushing, on behalf of the Historic Landmarks Board, presented the 2019 “*Eric G. Stewart Award*” to Pacific University and Architectural Resources Group in recognition of outstanding service and commitment to historical preservation. Cushing reported they are both being commended for their efforts in completing a comprehensive survey that catalogs Pacific University’s 170-year history and captures both the historic view and current state of the historical buildings located on Pacific University’s campus in Forest Grove.

**1. D. HISTORIC PHOTO CONTEST:**

Larissa Whalen Garfias, on behalf of the Historic Landmarks Board, and Dana Eytzen and Amy Callahan Tracewell, on behalf of the Public Arts Commission, announced the 2019 *"Historic Photo Contest"* first place winners as noted below:

- Adult Entry:

Elaine Mann (submission titled *1895 Stick Style Victorian*)

- Youth Entry:

Ziona Hall (submission titled *Break a Leg*)

2. **CITIZEN COMMUNICATIONS:** None.

3. **CONSENT AGENDA:**

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

- Approve City Council Regular Meeting Minutes of May 13, 2019.
- Accept Community Forestry Commission Meeting Minutes of March 20 and April 17, 2019.
- Accept Historic Landmarks Board Meeting Minutes of April 23, 2019.
- Accept Library Commission Meeting Minutes of April 9, 2019.
- Accept Parks and Recreation Commission Meeting Minutes of April 17, 2019.
- Accept Public Arts Commission Retreat Meeting Minutes of April 13, 2019.
- Accept Public Safety Advisory Commission Meeting Minutes of January 23, February 27, and March 20, 2019.
- Accept Sustainability Commission Meeting Minutes of March 28, 2019.
- Endorse Liquor License Application Change of Ownership (Limited On-Premises Sales) for Forest Grove Sushi (PYP Inc.), 1905 Birch Street.

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

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

5. **PRESENTATIONS:**

5. A. **Public Arts Commission Strategic Plan 2019-2021**

Winters introduced Dana Eytzen, Public Arts Commission (PAC) Chair, and Amy Callahan Tracewell, PAC member, who presented a PowerPoint presentation overview on the PAC's strategic priorities over the next three years. In conclusion of above-noted presentation, the group addressed various Council inquiries pertaining to

visual arts and diversity, noting staff will bring back a proposed resolution asking Council to consider accepting the PAC's Strategic Plan at the June 10, 2019, Council meeting.

**5. B. Metro Business Food Waste Recycling Requirements**

Downey presented a PowerPoint presentation overview pertaining to Metro's Ordinance 18-1418, Businesses Food Waste Requirement, noting local governments must adopt an enforceable code ordinance that requires that certain food service businesses separate food scraps from other waste and recyclables starting in 2020 (approximately 38 businesses in Forest Grove). In conclusion of above-noted presentation, Downey addressed various Council inquiries pertaining to the local requirements for businesses, noting staff will bring back a proposed code ordinance implementing the program requirements for Council consideration at the June 24, 2019, Council meeting.

**5. C. Economic Development 5-Year Progress**

King presented a PowerPoint presentation overview pertaining to the status of the Economic Development Strategic Plan update, noting the purpose of this presentation is to address Council Objective 3.17, Update Economic Development Strategic Plan. King reported the Economic Development Commission has held several meetings to update the Plan, which has included a facilitator to complete a SWOT analysis, identify priorities and subsequently making a recommendation to Council. King presented an overview on the status of the economic development progress over the last five years, which included statistical indicators documenting economic growth and trends; residential, industrial and commercial development projects and programs; and tourism development projects and programs. In conclusion of above-noted presentation, King addressed various Council inquiries pertaining to the economic development progress, noting staff will bring back the proposed Strategic Plan update for Council consideration at a later date.

**5. D. Town Center Tree Inventory and Assessment; Arborist's Report and Findings**

Riordan and Pohl presented a PowerPoint presentation overview pertaining to the key findings from the recently completed Street Tree Inventory and Assessment Project Area and next steps, noting the Community Forestry Commission (CFC) was awarded a Community Enhancement Program grant (\$4,500) to look at issues related to street trees in the Town Center. Riordan reported the grant funds were used to hire a certified arborist to conduct an inventory and assessment, noting the arborist inventoried over 200 trees in the Town Center, including 25 trees in city-owned parking lots. The findings recommended eight trees for removal and several were identified as causing conflicts with clearances and needing pruning. In conclusion of above-noted presentation, Riordan addressed various Council inquiries pertaining to the tree care and removal of trees and notification, noting the CFC will be discussing a comprehensive street tree management plan based on the data and findings contained in the report for Council consideration at a later date.

6. A. **CONTINUE PUBLIC HEARING AND SECOND READING OF ORDINANCE NO. 2019-02 AMENDING THE COMPREHENSIVE PLAN MAP TO RE-DESIGNATE TWO PARCELS FROM GENERAL INDUSTRIAL (GI) TO HIGH DENSITY RESIDENTIAL (HDR); WASHINGTON COUNTY TAX LOTS 1N331DA07500 AND 1N332C000800; APPLICANTS: ROBERTA REYNOLDS, LINDA ESHRAGHI, AND SHANNON POLICH; FILE NO. 311-19-000001-PLNG**

The first reading of Ordinance No. 2019-02 by title occurred at the Council meeting of May 13, 2019.

**Staff Report:**

Reitz and Pohl presented the above-proposed ordinance for second reading, noting the following written testimony was distributed to Council.

**Public Hearing Continued:**

Mayor Truax continued the Public Hearings for Agenda Items 6. A. and 6. B. and explained hearing procedures.

**Written Testimony Received:**

Craig Enstrom, Manifold Management Company, Aloha, OR, representing Sellwood Enterprises, LLC, submitted a letter date stamped May 28, 2019, and attached letters from John Clifford Brewer, date stamped March 14, April 12, May 9 and October 20, 2018. (Sellwood Enterprises, LLC, owns the parcel, totaling 3.06 acres, Tax Lot 1N331DA07400, 2352 Kingwood Street).

**Proponents:**

Mark VanderZanden, Portland, OR, applicant's representative, voiced no concern pertaining to the written testimony.

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

**Opponents:**

John Clifford Brewer, Oak Grove, OR, referenced his written testimony, noting Craig Enstrom asked him to examine the county recorded records regarding ownership of adjoining properties and easements.

Craig Enstrom, Manifold Management Company, Aloha, OR, representing Sellwood Enterprises, LLC, referenced his written testimony, noting the report is for the easements on Kingwood from Kaylee Apartments to Casey Meadows and does not include the crossing of the railroad tracks and the entrance through the parking lot of Kaylee Apartments. Engstrom noted the documents show that he has access to his property (Tax Lot 7400).

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

**Others:**

No one testified and no other written comments were received.

**Public Hearing Closed:**

Mayor Truax closed the Public Hearing.

**Council Discussion:**

In response to various Council's inquiries pertaining to easements and private access, Reitz explained the process of dedicating easements and/or right-of-ways, noting arrangements are speculated by the developer through the application process.

Hearing no further concerns from the Council, Mayor Truax asked for a roll call vote on the motion made at the meeting of May 13, 2019.

VanderZanden read Ordinance No. 2019-02 by title for second reading.

**ROLL CALL VOTE: AYES: Councilors Johnston, Rippe, Thompson, Uhing, Valfre, and Mayor Truax. NOES: None. ABSENT: Councilor Wenzl. MOTION CARRIED 6-0.**

6. B. **CONTINUE PUBLIC HEARING AND SECOND READING OF ORDINANCE NO. 2019-03 AMENDING ZONING MAP TO RE-DESIGNATE TWO PARCELS FROM GENERAL INDUSTRIAL (GI) TO RESIDENTIAL MULTI-FAMILY HIGH DENSITY (RMH); WASHINGTON COUNTY TAX LOTS 1N331DA07500 AND 1N332C000800; APPLICANTS: ROBERTA REYNOLDS, LINDA ESHRAGHI, AND SHANNON POLICH; FILE NO. 311-19-000001-PLNG**

The first reading of Ordinance No. 2019-03 by title occurred at the Council meeting of May 13, 2019.

**Staff Report:**

Riordan and Pohl had nothing further to report.

**Public Hearing Continued:**

Mayor Truax continued the Public Hearing for Agenda Items 6. A. and 6. B. and explained hearing procedures.

**Written Testimony Received:**

Refer above.

**Proponents:**

Refer above.

**Opponents:**

Refer above.

**Others:**

Refer above.

**Public Hearing Closed:**

Mayor Truax closed the Public Hearing.

**Council Discussion:**

Hearing no further concerns from the Council, Mayor Truax asked for a roll call vote on the motion made at the meeting of May 13, 2019.

VanderZanden read Ordinance No. 2019-03 by title for second reading.

**ROLL CALL VOTE:** AYES: Councilors Johnston, Rippe, Thompson, Uhing, Valfre, and Mayor Truax. NOES: None. ABSENT: Councilor Wenzl. MOTION CARRIED 6-0.

7. **CONTINUE PUBLIC HEARING AND SECOND READING OF ORDINANCE NO. 2019-04 ENACTING CITY OF FOREST GROVE DEVELOPMENT CODE AS TITLE 17 OF THE CODE OF ORDINANCES, COPYRIGHTED 2019, PUBLISHED BY AMERICAN LEGAL PUBLISHING CORPORATION AND REPEALING ORDINANCE NO. 2009-01, DEVELOPMENT CODE OF 2009**

**Staff Report:**

Pohl had nothing further to report.

**Public Hearing Continued:**

Mayor Truax continued the Public Hearing and explained hearing procedures.

**Proponents:**

No one testified and no written comments were received.

**Opponents:**

No one testified and no written comments were received.

**Others:**

No one testified and no written comments were received.

**Public Hearing Closed:**

Mayor Truax closed the Public Hearing.

**Council Discussion:**

Hearing no concerns from the Council, Mayor Truax asked for a roll call vote on the

motion made at the meeting of May 13, 2019.

VanderZanden read Ordinance No. 2019-04 by title for second reading.

**ROLL CALL VOTE: AYES: Councilors Johnston, Rippe, Thompson, Uhing, Valfre, and Mayor Truax. NOES: None. ABSENT: Councilor Wenzl. MOTION CARRIED 6-0.**

**8. CITY COUNCIL COMMUNICATIONS:**

Council President Johnston reported Forest Grove Rural Fire Protection District (FGRFPD) passed its budget. Johnston gave an overview of May 21, 2019, Special Election, noting Brooke Gramer, Position 2, (replaced Kevin VanDyke) and Gary Post, Position 4 (replaced Nicholas Chan) were newly-elected and Dallas Boge, Position 5, was re-elected, and Banks, Cornelius and Gaston successfully passed their fire levies. Johnston commended Historic Landmarks Board and Public Arts Commission for their outstanding work and presentations held earlier. In addition, Johnston reported on other legislative-related matters of interest and upcoming meetings he was planning to attend.

Rippe advised he would like to submit a letter in support, on behalf of the Council, signed by the Mayor, to Metro for regional flexible grant funding for the Council Creek Regional Trail, to which Council collectively concurred. Rippe reported Economic Development Commission (EDC) is currently working on its Strategic Plan's goals and objectives. In addition, Rippe reported on other related matters of interest and upcoming meetings he was planning to attend.

Thompson reported attending community-related Memorial Day events and reported on upcoming meetings he was planning to attend.

Uhing reported Sustainability Commission (SC) canceled its June meeting, noting SC has been discussing various activities and is willing to assist the Committee for Community Involvement with the third Latino Summit and SC has expressed interest in attending the next Watershed Tour. In addition, Uhing reported on other related matters of interest and upcoming meetings she was planning to attend.

Valfre reported Washington County has begun the 30-day comment period for the draft of Washington County's Local Implementation Strategy, which is implementing the Regional Affordable Housing Bond. In addition, Valfre reported attending various regional meetings, attending community-related Memorial Day events and reported on upcoming meetings he was planning to attend.

Wenzl was absent.

**9. City Manager's Report:**

VanderZanden reported on upcoming meetings and events as noted in the Council calendar. VanderZanden provided an update on Adelante Mujeres' Fiesta of Hope celebration, which will be held June 15, 2019, in Forest Grove, noting the City was able to utilize transient lodging tax revenues as part of its sponsorship. In addition, VanderZanden reported on other regional-related matters of interest.

**10. Mayor's Report:**

Mayor Truax announced dates of various upcoming activities, events and meetings as noted in the Council Calendar. Mayor Truax gave an overview of the school board elections held on May 21, 2019, Special Election, noting Narce Rodriguez was newly-elected and Kate Grandusky was re-elected. Mayor Truax reported attending the first Forest Grove/Cornelius Complete Count Committee meeting, noting the committee plans to meet again in July/August. In addition, Mayor Truax reported on various legislation and local, regional, Metro, and Washington County-related meetings he attended and upcoming community-related events and meetings he was planning to attend.

**11. ADJOURNMENT:**

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

Respectfully submitted,



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Anna D. Ruggles, CMC, City Recorder