

CITY COUNCIL MONTHLY MEETING CALENDAR

Sep-18						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	CITY OFFICES CLOSED	4 CCI 5:30pm Planning Comm 7pm	5 FG Rural Fire 7pm	6 Council SubComm WS 3:30pm EDC moved 09/13	7	8
<i>Rippe out until September 6th</i>		<i>Valfre out until September 6th</i>		<i>Rippe & Valfre Return</i>		FGS&CC 1st Friday
9	CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM PAC Strategic Mtg 6pm Last Day File Voters' Pamphlet Statement	11 Red Cross Blood Drive 1pm-6pm, Comm Aud Library 6:30pm	12 Lib Friends McMenamins 5pm	13 EDC Noon moved from 09/06 PAC 5pm	14 Red Cross Blood Drive 1pm-6pm, Comm Aud	15 Art Bizarre Sidewalk & Chalk Art Corn Roast
16 FGS&CC Director Retirement 7pm	17 Chamber Luncheon Sister Cities Mtg 4:45pm Planning Comm 7pm	18	19 Municipal Court P&R 7am CFC 5:15pm	20 Flu Shot Clinic 7:30am	21	22
23	CITY COUNCIL 5:30 PM - WORK SESSION (B&C Program) 6:00 PM - WORK SESSION (B&C Interviews) 7:00 PM - REGULAR COUNCIL MEETING 8:45 PM - URA WORK SESSION (Next Steps) COMMUNITY AUDITORIUM	25 Council SubComm WS 3:30pm HLB 7:15pm	26 Municipal Court PSAC 7:30am	27 Sustainability 6pm	28	29
<i>Rippe out September 30 - October 7 & October 12 - October 20</i>			<i>LOC Board Mtg</i>		<i>LOC Conference - Eugene</i>	
Oct-18						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Planning Comm 7pm <i>Rippe out until Oct 7 & Oct 12 - Oct 20</i>	2 CCI 5:30pm	3 Jesse Quinn 10:30am RWP-CB 6:30pm FG Rural Fire 7pm	4 EDC Noon WC Museum's Crossroads 4pm	5 FGS&CC 1st Friday	6
7 <i>Rippe returns</i>	CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	9 Red Cross Blood Drive 1pm-6pm, Comm Aud Western WC Fire Task Force, 6pm Library 6:30pm	10 Municipal Court	11 PAC 5pm	12 <i>Rippe out until Oct 20</i>	13 Public Safety Open House 10am
14 <i>Rippe out until Oct 20</i>	15 Chamber Luncheon Sister Cities Mtg 4:45pm Planning Comm 7pm	16	17 P&R 7am CFC 5:15pm	18	19 ODF Mtg 8am	20 <i>Rippe returns</i>
21	CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	23 HLB 7:15pm	24 Municipal Court PSAC 7:30am	25 Sustainability 6pm	26 Watershed Tour 8am	27 Nyuzen Student Delegation Arrives Welcome at 1pm
28	Nyuzen Student Delegation Welcome Dinner, 6pm Comm Aud (RSVP)	29	30	31		
<i>Nyuzen Student Delegation Visit</i>			<i>Nyuzen Delegation Departs</i>			
Nov-18						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 EDC Noon	2 FGS&CC 1st Friday	3
4		5 <i>General Election Day</i>	6 Municipal Court FG Rural Fire 7pm	7 PAC 5pm	8	9
			<i>National League of Cities Summit, Los Angeles, CA</i>			
11 Veteran's Day	CITY OFFICES CLOSED	12 CCI 5:30pm	13 Red Cross Blood Drive 1pm-6pm, Comm Aud Library Comm 6:30pm	14 Municipal Court	15 Council Save Date Legislative Dinner 5:30 pm Hillsboro Library Event Center 2850 NE Brookwood Pkwy	16
18	19 Chamber Luncheon Sister Cities Mtg 4:45pm Planning Comm 7pm	20	21 Municipal Court P&R 7am CFC 5:15pm	22 Sustainability TBA	CITY OFFICES CLOSED	24
25	CITY COUNCIL 4:30 PM - Council Swearing-In Ceremony 5:15 PM - Council TVCTV Holiday Greeting 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	26 HLB 7:15pm	27	28 PSAC 7:30am	29	30

Meeting dates/times may cancel without notice; please confirm with meeting agendas.
TBD=To Be Determined

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CITY COUNCIL MEETING AGENDA

MONDAY, SEPTEMBER 24, 2018

**5:30 PM – Work Session (B&C Program Process)
6:00 PM – Work Session (B&C Interviews)
7:00 PM – City Council Regular Meeting
8:45 PM – URA Work Session (Next Steps)**

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

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PETER B. TRUAX, MAYOR

Thomas L. Johnston, Council President
Timothy A. Rippe
Ronald C. Thompson

Elena Uhing
Adolph “Val” Valfre, Jr.
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)
 Anna Ruggles, City Recorder
 Jesse VanderZanden, City Manager

5:30

WORK SESSION: (BOARDS, COMMITTEES AND COMMISSIONS PROGRAM PROCESS)

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 Board will take no formal action during the work session(s).

Anna Ruggles, City Recorder
 Jesse VanderZanden, City Manager

6:00

WORK SESSION: (BOARDS, COMMITTEES AND COMMISSIONS INTERVIEWS)

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

7:00

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

(PowerPoint Presentation)

7:05

5. A.
 - *Leading With Race, Shweta Moorthy, PhD, Researcher, Coalition of Communities of Color*

(PowerPoint Presentation)
 Jeff King, Economic Development
 Manager

7:35

5. B.
 - *Industrial Land Overview*

(PowerPoint Presentation)
 Keith Hormann, Light and Power
 Director

7:50

5. C.
 - *LED Streetlight Replacement Program*

(PowerPoint Presentation)
 Rob Foster, Public Works Director
 Paul Downey, Administrative
 Services Director

8:00

5. D.
 - *Watershed Land Acquisition Process*

City Councilors

8:15

6. **CITY COUNCIL COMMUNICATIONS:**

Jesse VanderZanden, City Manager

8:30

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

Peter Truax, Mayor

8:35

8. **MAYOR'S REPORT:**

8:40

9. **ADJOURNMENT:**

(PowerPoint Presentation)
Dan Riordan, Senior Planner

Bryan Pohl, Community
Development Director

Jesse VanderZanden, City Manager

8:45

URBAN RENEWAL AGENCY WORK SESSION:

The Forest Grove Urban Renewal Agency Board will convene in the Community Auditorium to conduct an Urban Renewal Agency Work Session. *(Refer to separate meeting agenda and packet)*

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 Subcommittee Work Session (B&C Program of Work) Meeting Minutes of September 6, 2018.
- B. Approve City Council Work Session (De-Annexation Process) Meeting Minutes of September 10, 2018.
- C. Approve City Council Work Session (Economic Opportunity Analysis) Meeting Minutes of September 10, 2018.
- D. Approve City Council Regular Meeting Minutes of September 10, 2018.
- E. Accept Parks and Recreation Commission Meeting Minutes of July 18, 2018.
- F. Accept Public Arts Commission Meeting Minutes of August 9 and August 13, 2018.
- G. Accept Planning Commission Meeting Minutes of July 16, 2018.
- H. Accept Resignation on Parks and Recreation Commission (Jeremiah Toews, NE, Term Expiring December 31, 2019).
- I. **RESOLUTION NO. 2018-78 MAKING APPOINTMENT TO ECONOMIC DEVELOPMENT COMMISSION (APPOINT JONATHAN YAWSON, PRIMARY, SARAH SAUCY, ALTERNATE, CHAUCER FOODS, LARGE MANUFACTURER, TERM EXPIRING DECEMBER 31, 2019).**
- J. Community Development Department Monthly Building Activity Informational Report for August 2018.
- K. Endorse New Liquor License Application (Full On-Premises Sales) for Blackdog Bar & Grill, 2835 19th Avenue, Suite 900 (Applicant: Robert Moats).

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Boards and Commissions Appointments/Reappointments Process

City Council Work Session

September 24th, 2018

Jesse VanderZanden, City Manager

Anna Ruggles, City Recorder

Recap

- Address Council Objective 3.22, Board and Commissions:
“Review appointment process, procedural consistencies regarding Council interaction, and Commission/Board makeup, including size, number, and composition.”
- Address Council Objective 3.21, Youth Advisory Council:
“Conduct Work Session to discuss YAC models, resources, and vision.”

Recap

	BOARD/COMMISSION	Members	Term (Years)	Meets	Established	Staff	Req by City or State Law
1	BUDGET	14	3	As Needed	1963	Admin (4)	Y
2	PLANNING	7	4	1/month	1969	CD (4)	Y
3	LIBRARY	7	2	1/month	1974	LIB (1)	Y
4	PARKS AND RECREATION	9	4	1/month	1974	PR (2)	Y
5	HISTORIC LANDMARKS	7	4	1/month	1980	CD (1)	Y
6	COMMUNITY INVOLVEMENT	7	4	1/month	1987	CD (2)	Y
7	COMMUNITY FORESTRY	7	3	1/month	1992	CD (2)	Y
8	URA	7	4	As Needed	2015	CD/ADM (3)	Y
9	PUBLIC SAFETY	9	4	1/month	2005	POL/FIRE (3)	N
10	PUBLIC ARTS	9	3	1/month	2006	LIB/PR (3)	N
11	ECONOMIC DEVELOPMENT	19	3	1/month	2007	ED (2)	N
12	SUSTAINABILITY	13	4	1/month	2013	Admin (2)	N

Recap: Other Cities

City	# of B/C
Beaverton	16
Hillsboro	14
Forest Grove	12
Tigard	11
Tualatin	9
Wilsonville	9
Sherwood	8
Newberg	8
McMinnville	7

Of the non-statutory B/C's:

- Three or more cities had an Audit, Arts, Youth Advisory, and/or Transportation/Traffic Commission
- None had an Economic Development, Public Safety, or Sustainability Commission (one had a Police Commission)

Subcommittee Recap

- Two Subcommittee Meetings thus far: August 28th and September 6th
 - Consensus to review statutory and non-statutory B/C purposes
 - Consensus to draft a Bylaw Template
 - Consensus to draft Council Rules that address:
 - Purpose for Boards and Commissions
 - Council and Staff Liaison Roles and Responsibilities
 - Appointments and Reappointments Process

Subcommittee Recap

- Next Subcommittee Meeting is September 25th. Purpose is to make final recommendations:
 - Council Rules
 - Bylaw Template
 - YAC
 - Options to reduce or repurpose B/C
 - Discuss Outreach
- October 22nd Potential City Council Work Session
- November 13th Potential City Council Resolution

Purpose of Tonight's Meeting

- Address the italicized portion of Council Objective 3.22, Board and Commissions: “*Review appointment process, procedural consistencies regarding Council interaction*, and Commission/Board makeup, including size, number, and composition.”
- This includes reviewing draft Council Rule language.
- The remaining portion of the Council Objective 3.22 will be addressed at a later Work Session.

Proposed Council Rules Changes

- Recall there is little guidance in the Charter and Council Rules that establishes the purpose and governance of B/C's.
- In tandem with the Subcommittee's review, housekeeping efforts were made to update and assure consistency.
 - **Red** denotes new language. Some language was in Resolution 2006-10, however, since it is new to the Council Rules, it is shown as new language.
 - ~~ABC~~ denotes language that would be deleted
 - Black denotes retention of existing language

Proposed Council Rule Change: Purpose

~~SECTION 14 – CREATION OF CITIZEN ADVISORY BOARDS, COMMISSIONS, AND COMMITTEES AND OTHER COUNCIL AD-HOC COMMITTEES~~

14.1 Citizen Advisory Boards, Commissions, and Committees and Other Council Ad-Hoc Committees – ~~At any time, The Council may by ordinance or resolution establish any City advisory board, commission, or committee (herein referred to as “B/C”) or Council Ad-Hoc Committee or Task Force deemed necessary and in the best interests of the City. Pursuant to City Charter, Section 8(C), the Mayor, with the consent of the Council, shall appoint~~s members of B/C’s established by ordinance or resolution.

14.2 Purpose Qualifications – ~~The City Council shall establish by resolution the policy and procedures for appointing citizens to boards, commissions, and committees. To encourage broad-based community representation and to advise Council on public policy issues effecting Forest Grove and Council-adopted Goals and Objectives. All such Council-appointed groups are directly responsible and advisory to the Council. unless the Council has delegated specific responsibilities to the group for independent actions. All citizen advisory boards, commissions and committees shall be subject to and comply with the Oregon Public Meetings Law (pursuant to ORS 192).~~

Proposed Council Rule Change: Purpose

SECTION 14 –ADVISORY BOARDS, COMMISSIONS, AND COMMITTEES

14.1 Advisory Boards, Commissions, and Committees - The Council may by ordinance or resolution establish any City advisory board, commission, or committee (herein referred to as “B/C”) deemed necessary and in the best interests of the City. Pursuant to City Charter, Section 8(C), the Mayor, with the consent of the Council, appoints members of B/C’s established by ordinance or resolution.

14.2 Purpose – To encourage broad-based community representation and to advise Council on public policy issues effecting Forest Grove and Council-adopted Goals and Objectives. All such Council-appointed groups are directly responsible to the Council.

Proposed Council Rule Addition: Membership

14.3 Membership Qualifications – To be eligible for appointment, a person must be 18 years of age or older and a Forest Grove resident for the duration of the appointment term unless expressly provided by the adopted bylaws. Student appointees must be high school or college grade level and residing or attending school, including home-schooled, in Forest Grove. All appointed members are required to attend training courses as assigned and approved by Council. An individual member may not act in official capacity except through the action of the B/C. The Council may in its discretion at any time remove a member for any reason, including inefficiency, neglect of duty, or malfeasance in office. Voting members may not be employees of the City.

Proposed Council Rule Change: Terms and Appointment/Reappointment Process

14.6 Terms of Office and Officers – Unless required by state law, all B/C member terms shall be four (4) years. Student member terms shall be two (2) years. Terms shall be staggered evenly amongst the membership, beginning January 1 and ending December 31. Appointments to vacant positions will fill out the remainder of the unexpired term. The Chair shall be elected from among voting members every twelve (12) months and may not serve more than twenty-four (24) consecutive months. Members may not serve on more than two (2) B/C's at the same time.

14.10 Appointments and Reappointments – Member recruitment shall begin in September and conclude by December 31st of each year. Once the assigned term of office is completed, the member is excused from the appointment, unless Council reappoints the member for another term of service. Members must apply and be interviewed after every term to continue service. Interviews will be conducted by the Council or Council Subcommittee. Applicants who fail to attend a scheduled interview may forfeit the opportunity for appointment or reappointment. Once Council conducts interviews and makes appointment recommendations, the City Recorder Office's shall notify applicants in writing of the Council's recommendation. Formal resolutions making appointments will be scheduled under the Consent Agenda at the next regular Council meeting.

Appointments/Reappointments Process

Propose to have member recruitment once a year, September – December. Mid-term vacancies would be filled by applications kept on file resulting from this process.

- October
 - New & Incumbent B/C Recruitment
 - 23 member terms expire 12/31/18
 - Advertise UB insert and FGNT
- November
 - Close B/C Recruitment
 - Interviews (Two Subcommittee's?)
 - Council deliberation
- December
 - Resolution making appointments
 - Mandatory New Member Orientation
- January
 - 4-Year Term Begins
 - B/C Recognition Dinner

Discussion

- Proposed Rules
 - Purpose
 - Membership
 - Terms and Appointment/Reappointment Process
- Proposed Appointment/Reappointment Schedule



THE END

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

CITY COUNCIL MEMORANDUM

WORK SESSION:

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

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

DATE: *September 24, 2018*

SUBJECT: *B&C Applicant Interviews & Appointment Consideration*

BACKGROUND:

Attached are the following items for the Boards, Committees, and Commissions interviews:

- Interview Time Scheduled;
- Boards, Committees, Commissions Number of Vacancies;
- Possible Interview Questions; and
- Applications:
 1. 6:00 pm: Delaney Sharp – PU Student
 2. 6:10 pm: Cliff Zavala – FG HS Student
 3. 6:20 pm: Mark Fischer – PU Student
 4. 6:30 pm: Ashley Terry – FG HS Student
 5. 6:40 pm: Johanna Peeters Weem – FG HS Student

STAFF RECOMMENDATION:

Conduct interview of the applicants who expressed interest in serving on the Advisory Boards, Committees, and Commissions (B&C). Staff requests Council make determination to fill the current B&C vacancies. Resolutions making formal appointments will be considered at the next scheduled Council meeting.

5-7 minutes is allotted for each applicant interview

Note: Once Council renders a decision on the status of an appointee, the City Recorder notifies appointee and schedules a formal Resolution for consideration on the next Council meeting agenda.

POSSIBLE QUESTIONS FOR B&C APPLICANT INTERVIEWS

Please feel free to use any questions and/or information that you wish in order to conduct a successful interview.

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

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

What are some of your proudest achievements?

What ideas do you have for increasing citizen involvement in Forest Grove?

Is there an area in which you think the City may be letting its citizens down? If so, what would that be?

What do you see as a critical need or a major concern facing the City?

Do you favor growth or do you feel the City is currently big enough?

How would you respond to an unpopular decision that is strongly criticized by the public? Such as making an unpopular decision that may go against property owners' desire or that is not supported by your friends and neighbors.

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

Do you have any grant-writing experience? _____

In addition, Mayor, please ask:

Do you have any conflict with the meeting date(s) and time(s) of the advisory board to which you have applied? _____

If we cannot appoint you to your first choice, are there any other advisory boards that interest you?

May we keep your application on file? _____

Do you have any questions for us? _____

**Boards, Committees, and Commissions
Applicant Interviews**

					Budget	CCI	CFC	EDC	HLB	Library	P&R	Planning	Public Arts	Public Safety	Sustainability
					Apr/May	1st Tues 5:30pm	3rd Wed 5:15pm	1st Thurs Noon	4th Tues 7:15pm	2nd Tues 6:30pm	3rd Wed 7am	1st&3rd Mon 7pm	2nd Thurs 5pm	4th Wed 7:30am	4th Thurs 6 pm
						Wenzl	Thompson	Rippe	Johnston	Valfre	Wenzl		Johnston	Rippe	Uhing
# of Board Vacancies:					4 - Vacancies Food: Commercial: Workforce: Utility: 1 - Vacancy 1 Vacancy NE										2 - Vacancies 1-At-Large 1-Pacific Rep
# of Student Vacancies:								1 - Student	1 - Student	1 - Student	1 - Student		1 - Student	1 - Student	1 - HS Student
Interview Time:	Applicants:				Budget	CCI	CFC	EDC	HLB	LC	P&R	PC	PAC	PSAC	SC
1	6:00 PM	Delaney	Sharp	PU Student (Canceled x2)		CCI (Student)					P&R (Student)				SC (PU Student)
2	6:10 PM	Cliff	Zavala	FG HS Student			CFC (Student)		HLB (Student)		P&R (Student)			PSAC (Student)	SC (HS Student)
3	6:20 PM	Mark	Fischer	PU Student		CCI (Student)			HLB (Student)	LC (Student)			PAC (Student)	PSAC (Student)	
4	6:30 PM	Ashley	Terry	FG HS Student		CCI (Student)							PAC (Student)		
5	6:40 PM	Johanna	Peeters Weem	FG HS Student						LC (Student)					SC (HS Student)
Interviewed Pending															
*	03/24/18	Noah	Christie	(Interviewed 08/13) HS Student		CCI (Student)	CFC (Student)	EDC (Student)	HLB (Student)	LC (Student)	P&R (Student)		PAC (Student)	PSAC (Student)	SC (HS Student)

2018 BOARDS, COMMITTEES & COMMISSIONS VACANCIES

Reso 2006-10 Adopts B&C Appointment Policy

COMMISSION	REQUIREMENTS	# VACANCIES	EXPIRES
BUDGET Meets in April/May	PER ORS 294 7 Members Must Be Residents & 7 Elected Officials – 3 Year Term		
COMMITTEE FOR COMMUNITY INVOLVEMENT Meets 1 st Tuesday, 5:30 pm	ORD 1987-07; RESO 1975-873; 1991-13; 1991-57; 1993-07; 2014-65; 2017-62 7 Members – 4 Year Term 2 Nonresidents – Currently 0 1 Non-Voting Student Advisor 1-Year Term Term Expires Jan 31 st		
COMMUNITY FORESTRY COMMISSION CODE 35.090-35.095 Meets 3 rd Wednesday, 5:15 pm	RESO 1992-23; 1998-16; 1998-56; 2002-56; Ord 2004-04 7 Members – 3 Year Term 3 Nonresidents – Currently 3 1 Non-Voting Student Advisor 1-Year Term		
ECONOMIC DEVELOPMENT COMMISSION Meets 1 st Thursday, Noon	RESO 2007-45; 2008-30; 2015-69 19 Members – 3 Year Term 6 Public/Non-Profit: Chamber; Pacific University; FG School Dist; PCC; Utility; Hispanic Community; 12 Businesses: Large Mfg Tech; Small Mfg; Food/Bev; Wood/Ag; Health/Medical; Residential Developer; Industrial/Commercial Broker; Large Commercial/Retail; Small Commercial/Retail; Financial; Downtown Retail; 1 At-Large – Currently 1 1 Non-Voting Student Advisor 1-Year Term	1 – Vacancy (Food/Beverage) 1 – Vacancy (Small Commercial/Retail) 1 – Vacancy (Workforce) 1 – Vacancy (Utility) 1 – Student Vacancy	12/31/19 12/31/19 12/31/20 12/31/20 12/31/18
HISTORIC LANDMARKS BOARD CODE 35.065-35.071 Meets 4 th Tuesday, 7:15 pm	Per ORS 197; ORD 1980-15; 1986-11; 2009-04 7 Members – 4 Year Term 2 Nonresidents – Currently 0 1 Non-Voting Student Advisor 1-Year Term	1 – Vacancy 1 – Student Vacancy	12/31/18 12/31/18
LIBRARY Meets 2 nd Tuesday, 6:30 pm	Per ORS 357; ORD 1974-1038; 1974-1040 7 Members – 2 Year Term At Large – Currently 0 1 Non-Voting Student Advisor 1-Year Term	1 – Student Vacancy	12/31/18
PARKS & RECREATION COMMISSION Meets 3 rd Wednesday 7:00 am	RESO 1974-733 9 Members – 4 Year Term 2 Nonresidents – Currently 0 3 At-Large; 1 FG School Dist; 5 Park Districts: <u>NNW</u> = Forest Glen, Knox Ridge, Thatcher/Loomis; <u>NW</u> = Lincoln, Hazel Sills, Aquatic Center, Talisman; <u>SW</u> = Rogers; <u>SE</u> = Joseph Gale; <u>NE</u> = Bard and Stites Parks; 1 Non-Voting Student Advisor 1-Year Term	1 – Vacancy NE 1 – Student Vacancy	12/31/19 12/31/18
PLANNING COMMISSION CODE 35.045-35.054 Meets 1 st and 3 rd Monday 7:00 pm	Per ORS 227; ORD 1969-911; 1974-1012; 1995-13; 1998-16; 1998-56; 1995-13; 2006-06; 2009-04 7 Members – 4 Year Term 2 Nonresidents – Currently 1 1 Real Estate – Currently 0 2 Same trade/occupation – Currently 0		
PUBLIC ARTS COMMISSION Meets 2 nd Thursday, 5:00 pm	RESO 2006-06; 2008-62; 2009-27; 2011-75; 2014-70 9 Members Must Be Residents – 3 Year Term Nonresident – Currently 1 1 Non-Voting Student Advisor 1-Year Term	1 – Student Vacancy	12/31/18
PUBLIC SAFETY ADVISORY COMMISSION Meets 4 th Wednesday 7:30 am	RESO 2005-56; 2010-27; 2011-25; 2015-28 9 Members – 4 Year Term 2 Fire Dist-Residents – Currently 1 Non-Voting Reps: Chamber, FG School Dist; Pacific University; Rural Fire Dist 1 Non-voting Student Advisor	1 – Student Vacancy	12/31/18
SUSTAINABILITY COMMISSION Meets 4 th Thursday 6:00 pm	RESO 2013-68; 2013-69; 2016-58 13 Members – 4 Year Term Nonresidents – Currently 4 Related to but not limited to: Agricultural Interests; Community/Neighborhood Groups; Economic Backgrounds;	1 – Vacancy (At-Large) 1 – Vacancy (Pacific University Rep) 1 – Student Vacancy	12/31/18 12/31/21 12/31/18

INTERVIEW
9-24-18
6pm

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Submission information

Form: Boards and Commissions Application
Submitted by Visitor (not verified)
Wednesday, November 1, 2017 - 6:01pm
67.189.96.158

First & Last Name

Delaney **Sharp**

Home Address

█ Main Street

Mailing Address, if different

City, State and Zip Code

Forest Grove

E-Mail Address

█

Telephone/Cell Phone Number

█

Employer

Pacific Admissions and Shute Park Aquatic Center

Work Telephone Number

Occupation/Profession

Swim Instructor, Admissions assistant and Student

Are you a student applicant? (Students must be high school or college grade level and residing or attending school in Forest Grove)

Yes

If so, which grade level and which school do you attend?

Pacific University

Do you reside within the City limits?

Yes

Years residing in Forest Grove:

Two and a half

How did you hear of this opportunity?

From a member of the Sustainability Commission

Please rate the City's performance.

Good

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

I want the community to give their ideas for what they want to make their city better. I would love to be able to make the community as involved as possible in every planning event. I know that it is impossible to get every citizen involved, but I would love to get as close to that as possible.

Select which Boards, Committees or Commissions you would like to apply for:

- Committee for Community Involvement (1st Tuesday, 5:30pm)
- Parks and Recreation Commission (3rd Wednesday, 7am)
- Sustainability Commission (4th Thursday, 6pm)

What specific topics interest you that relate to the board?

1. Parks and Recreation: I think that parks are very important for communities. They are places for friends to meet and people to gather. It is important to me that the parks in this city are beautiful and enjoyable. I love the planning of parks, the making of parks, and keeping the parks pristine and delightful.
2. Community Involvement: I think that it is important to be involved in your community since it directly affects the citizen. If the community was not involved in any planning or important events pertaining to the city, then the city would not be an ideal place to reside.
3. Sustainability Commission: The environment is a passion of mine. I think that sustainability practices are extremely important and need to be implemented in all cities around the world in order for steps to be made to aide in reversing (as much as we can) climate change.

What contributions do you hope to bring to the board?

I would love to get the community involved and make Forest Grove an amazing city to live in. When I first moved here, I had a slight grudge because I was moving away from my friends and family who live in Hillsboro, but now, living here for a few years, I've come to love the city and the people. I love it so much that I just had to stay and go to school here. I want to bring passion and involvement to the board.

List your educational experience:

Graduated high school with a Chancellors Diploma and Honors (Took many APs and advanced courses).

Currently a Freshman at Pacific University studying Biology, Politics/Policy, and French.

List any community involvement, appointed offices, elected offices and/or affiliations.

I worked for the City of Hillsboro and I volunteered for them as well while I lived there before moving to Forest Grove. I am now a college student and would love to become more involved in the beautiful city that I love in.

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

Yes

Please type your name below as a signature.

Delaney Sharp

Date

11/01/2017

Source URL: <https://www.forestgrove-or.gov/node/17751/submission/2301>

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INTERVIEW
9-24-18
6:10pm

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

[Home](#) > [Boards & Commissions Reappointment Application](#) > [Boards & Commissions Application](#) > [Webform results](#) > [Boards Application](#)

Submission information

Form: [Boards and Commissions Application](#)
Submitted by Visitor (not verified)
Thursday, May 31, 2018 - 11:34am
172.16.64.18

First & Last Name

Cliff Zavala

Home Address

██████████ 16th Ave

Mailing Address, if different

City, State and Zip Code

Forest Grove

E-Mail Address

██

Telephone/Cell Phone Number

████████████████████

Employer

Work Telephone Number

Occupation/Profession

Are you a student applicant? (Students must be attending high school grade level or college in Forest Grove)

Yes

If so, which grade level and which school do you attend?

9th, Forest Grove High School

Do you reside within the City limits?

Yes

Years residing in Forest Grove:

7

How did you hear of this opportunity?

Soloman Clapshaw

Please rate the City's performance.

Good

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

Listening to the public majority and minorities in order to resolve the issues they have.

Select which Boards, Committees or Commissions you would like to apply for:

- Community Forestry Commission (3rd Wednesday, 5:15pm)
- Historic Landmarks Board (4th Tuesday, 7:15pm)
- Parks and Recreation Commission (3rd Wednesday, 7am)
- Planning Commission (1st and 3rd Monday, 7pm)
- Public Safety Advisory Commission (4th Wednesday, 7:30am)
- Sustainability Commission (4th Thursday, 6pm)

What specific topics interest you that relate to the board?

The homeless, parks, public events, and environmental issues.

What contributions do you hope to bring to the board?

I hope to bring insight on different issues and hope to create new ideas and resolve different issues.

List your educational experience:

I have been in school up to 9th grade and have been taking honors and advanced classes since 7th grade.

List any community involvement, appointed offices, elected offices and/or affiliations.**If not appointed at this time, may we keep your application on file?**

Yes

Please type your name below as a signature.

Clifford Zavala

Date

05/31/2018

Source URL: <https://www.forestgrove-or.gov/node/17751/submission/4621>

Interview
9-24-18
6:20pm

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

[Home](#) > [Boards & Commissions Reappointment Application](#) > [Boards & Commissions Application](#) > [Webform results](#) > Board Application

Submission information

Form: [Boards and Commissions Application](#)
Submitted by Visitor (not verified)
Thursday, July 5, 2018 - 9:57pm
172.16.64.19

First & Last Name

Mark Fischer

Home Address

██████████ Douglas Street ██████████

Mailing Address, if different

City, State and Zip Code
97116

E-Mail Address

██

Telephone/Cell Phone Number

████████████████

Employer

Pacific University

Work Telephone Number

Occupation/Profession

Optometry/Vision Science Student

Are you a student applicant? (Students must be attending high school grade level or college in Forest Grove)

Yes

If so, which grade level and which school do you attend?

Pacific University College of Optometry

Do you reside within the City limits?

Yes

Years residing in Forest Grove:

1

How did you hear of this opportunity?

From the city website

Please rate the City's performance.

Good

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

I think that the city of Forest Grove does a wonderful job of providing opportunities to the students and residents, however it seems like there is a lack of means of recipercating from the standpoint of the students. I feel as though better relationships between University students and the community would be beneficial to all involved.

Select which Boards, Committees or Commissions you would like to apply for:

- Committee for Community Involvement (1st Tuesday, 5:30pm)
- Historic Landmarks Board (4th Tuesday, 7:15pm)
- Library Commission (2nd Tuesday, 6:30pm)
- Planning Commission (1st and 3rd Monday, 7pm)
- Public Arts Commission (2nd Thursday, 5pm)
- Public Safety Advisory Commission (4th Wednesday, 7:30am)

What specific topics interest you that relate to the board?

I have deep interests in community health, education, and historical preservation. I have an undergraduate degree in History and have worked in the medical field for over 8 years. I am continuing my commitment to healthcare by pursuing a degree in optometry. I am specifically interested in education and assisting children and adults through encouraging discovery and learning by way of self inspiration.

What contributions do you hope to bring to the board?

I am a young, creative, and caring person with a passion for local government and creative solutions. I can bring a new perspective and provide insight to a variety of different topics. I have a broad ranging formal educational background, on top of this I pursue a number of topics during my own time to expand my knowledge base. Perhaps the largest contribuuton I can make is as a reliable researcher. I am very profficient in conducting literature reviews and sifting through historical documents to find answers to unique questions. I enjoy pursuing answers to difficult questions and will use this to help in any way that I can.

List your educational experience:

I have a bachelor of Science in History as well as a minor in Biochemistry. I am currently enrolled in a masters in vision science program as well as pursuing my doctorate of Optometry.

List any community involvement, appointed offices, elected offices and/or affiliations.

During my undergraduate years I served in multiple leadership positions in my fraternity. Including organizing philanthropy and community service events in correspondence with the university and community I was involved with.

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

Yes

Please type your name below as a signature.

Mark Fischer

Date

07/05/2018

Source URL: <https://www.forestgrove-or.gov/node/17751/submission/4931>

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Interview
9-24-18
6:30pm

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

[Home](#) > [Boards & Commissions Reappointment Application](#) > [Boards & Commissions Application](#) > [Webform results](#) > [Boards Application](#)

Submission information

Form: Boards and Commissions Application
Submitted by Visitor (not verified)
Monday, June 4, 2018 - 5:16pm
172.16.64.19

First & Last Name

Ashley Terry

Home Address

██████████ Doubletree St

Mailing Address, if different

3434 Doubletree St

City, State and Zip Code

Forest Grove, OR 97116

E-Mail Address

██

Telephone/Cell Phone Number

████████████████████

Employer

Student

Work Telephone Number

Occupation/Profession

Student

Are you a student applicant? (Students must be attending high school grade level or college in Forest Grove)

Yes

If so, which grade level and which school do you attend?

Junior Forest Grove High School

Do you reside within the City limits?

Yes

Years residing in Forest Grove:

11

How did you hear of this opportunity?

Solomon Clapshaw

Please rate the City's performance.

Good

What ideas do you have for improving "Fair" or "Poor" performance?**Select which Boards, Committees or Commissions you would like to apply for:**

- Committee for Community Involvement (1st Tuesday, 5:30pm)
- Public Arts Commission (2nd Thursday, 5pm)

What specific topics interest you that relate to the board?

I am very involved in the Arts. I play the piano competitively, accompany high school choir, and I teach my own students. I am interested in helping fund the arts and bringing awareness and recognition to students who are successful in these areas. I would also like to encourage students to try a new art form and become more involved in our community as well.

What contributions do you hope to bring to the board?

I have knowledge of where the arts are lacking in our school district, and ways we can support the students there. I have helped out at community events through my involvement in the Renaissance Leadership Class at Forest Grove High School. I enjoy putting on events to gather the community together to help us feel unity and encourage a sense of community.

List your educational experience:

Junior at Forest Grove High School (2018-2019)
Studying Syllabus Level 9 OMTA

List any community involvement, appointed offices, elected offices and/or affiliations.

Committee Chair in Renaissance Leadership
National Honors Society Member
Leader in Church Youth Group for ages 12-18
Summer Camp Counselor for ages 12-18

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

Yes

Please type your name below as a signature.

Ashley R. Terry

Date

06/04/2018

Source URL: <https://www.forestgrove-or.gov/node/17751/submission/4671>

INTERVIEW
9-24-18
6:40pm

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

[Home](#) > [Boards & Commissions Reappointment Application](#) > [Boards & Commissions Application](#) > [Webform results](#) > [Boards Application](#)

Submission information

Form: [Boards and Commissions Application](#)
Submitted by Visitor (not verified)
Wednesday, June 13, 2018 - 9:02am
172.16.64.18

First & Last Name

Johanna Peeters Weem

Home Address

██████ SW Omega Drive

Mailing Address, if different

City, State and Zip Code

Forest Grove, OR, 97116

E-Mail Address

██

Telephone/Cell Phone Number

████████████████

Employer

None

Work Telephone Number

Occupation/Profession

Student

Are you a student applicant? (Students must be attending high school grade level or college in Forest Grove)

Yes

If so, which grade level and which school do you attend?

9th Grade, Forest Grove High school

Do you reside within the City limits?

No

Years residing in Forest Grove:

None

How did you hear of this opportunity?

From Mrs. Wenzl, who had me as a student at NAMS.

Please rate the City's performance.

Good

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

Sustainability: Create and update long term sustainability goals, especially relating to fossil fuels consumption. Create a goal to be 100% renewable as a town, and/or pressure Washington county to make its own goal in that area.

Better sustainability in schools by creating better compost and recycling plans, setting goals on water usage and setting up renewable energy for students to work with and learn about while also providing cheap energy for the schools.

Plant native plants (like milkweed) in parks city. Discourage non-native species that can compete on a regular basis.

Regular liter cleanups that citizens can participate in: provide food and raffles for prizes to encourage people to participate in keeping our city clean.

Work with school teachers and club advisors to recruit diverse teens with interest and ideas, without forcing them into a full time commitment.

Library: Host more after school clubs and provide tutoring services to those in need. Club ideas include music (there is already a grand piano in the back room), board and video games (use the libraries board games and purchase a console), science and building (invite in science teachers to create fun projects) and a book club for children.

Set up two library scavenger hunts (one for teens and one for children) that change every month for people to run around and solve. Keep a leaderboard of the fastest finishers.

Provide prizes to all.

Select which Boards, Committees or Commissions you would like to apply for:

- Library Commission (2nd Tuesday, 6:30pm)
- Sustainability Commission (4th Thursday, 6pm)

What specific topics interest you that relate to the board?

Various types of science, engineering and math. Racial, Gender and LGBTQ+ equality. Writing, problem solving and the environment.

What contributions do you hope to bring to the board?

I would like to see Forest Grove decrease its carbon footprint while bettering its representation of the citizens. I can help this be accomplished with my work ethic, problem solving capabilities, writing and speaking skills and deep passion for the environment. I would like to make Forest Grove and Oregon live up to their reputation as a very green city and town.

I also spend a lot of time at the library and I know the place pretty well. I want more people to come to the Library to study and have fun and I think that there are a lot of different ways to do this. I know I can come up with a few.

List your educational experience:

I just finished my eighth grade year at NAMS, where I was on the honor roll for both my 7th and 8th grade year. I took all honors classes including a math class that is two grade levels above normal 8th grade. I love school. Even though I haven't started high school I'm excited for the challenge.

List any community involvement, appointed offices, elected offices and/or affiliations.

One year as a Leadership student at NAMS.

Two years as the editor in chief of the Neil Armstrong Newspaper.

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

Yes

Please type your name below as a signature.

Johanna Peeters Weem

Date

06/13/2018

Source URL: <https://www.forestgrove-or.gov/node/17751/submission/4731>

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3/A

A place where families and businesses thrive.

Council Sub-Committee Work Session Minutes
B&C Program of Work

Thursday, September 6, 2018
3:30 p.m., Community Auditorium

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Council President Johnston called the Council Subcommittee Work Session to order at 3:32 p.m.

ROLL CALL: COUNCIL SUBCOMMITTEE PRESENT: Thomas Johnston, Council President; Timothy Rippe; and Malynda Wenzl.

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

2. WORK SESSION: B/C PROGRAM OF WORK

Ruggles and VanderZanden facilitated the above-noted Council Subcommittee work session, noting at the work session held on August 28, 2018, the Subcommittee's consensus was to draft a bylaw template and draft Council Rules for further review. VanderZanden presented a PowerPoint presentation outlining a draft of the proposed amendments to the Council Rules of Procedure, Section 14, Advisory Boards, Commissions and Committees (B/C); a draft bylaw template; and an overview of the statutory and non-statutory B/C. In conclusion of the above-noted presentation, VanderZanden reminded the subcommittee to keep in mind that some of the language has been rewritten from Resolution No. 2006-10, policy relating to the B/C appointment process, which is being proposed to be repealed and inserted as a new section in the Council Rules.

Council Discussion:

Council President Johnston opened the floor and roundtable discussion ensued as the Council Subcommittee had an opportunity to review and discuss the proposed amendments to the Council Rules. In conclusion of the above-noted exercise, the Council Subcommittee made minor inscriptions and concurred with the following amendments (new and deleted):

- 14.1 – (herein referred to as "B/C")
- 14.2 – Council-adopted Goals and Objectives
- 14.3 – no changes
- 14.4 – unless authorized by Council or required by state law and of any board
- 14.5 – unless required by state law and voting members
- 14.6 – unless required by state law and voting members

- 14.7 – no changes
- 14.8 – no changes
- 14.9 – ~~prepare~~ review and/or review minutes
- 14.10 – interviewed after ~~one~~ every term
- 14.11 - ~~An excused absence will be given for good cause, i.e., illness, family obligations, employment requirements, scheduled vacations or other reasons beyond control. For an extended leave of absence for medical or other serious reason, the board member shall notify the staff liaison or City Recorder's Office and report the anticipated leave of absence timeline.~~
- 14.12 - ~~Chair, the staff liaison and/or the City Recorder's Office. For~~ To fill vacancies
- 14.13 - ~~prepare~~ compose. If approved by a majority of voting members. Meeting cancellation notice shall be posted at the meeting location prior to the meeting date/time.
- 14.14 – no changes
- 14.15 – no changes
- 14.16 – no changes
- 14.17 – no changes
- 14.18 – no changes

Council President Johnston opened the floor and roundtable discussion ensued regarding the B/C purposes. VanderZanden posed questions about B/C purposes and potential changes to assure the purpose is met or another purpose is proposed. The Subcommittee concurred that all B/C should be up to nine (9) members and to reflect this in the Council Rules. They also agreed to retaining student advisors on each of the B/C, excluding Budget Committee and Planning Commission, as voting members, two-year term, and informing students as an incentive to apply for the opportunity of attending the National League of Cities Conference in Washington, D. C. There was also discussion of having the student advisors meet annually in joint work session to discuss lessons learned and collaboration and report to Council annually.

The next Council Subcommittee Work Session was scheduled for Tuesday, September 25, 2018, 3:30 p.m., at which time, Council Subcommittee will review final draft Council Rules; bylaw templates and consider recommendations for the non-statutory B/C.

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

3. ADJOURNMENT

Council President Johnston adjourned the Council Subcommittee work session at 5:37 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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City Council Work Session Minutes
De-Annexation Process

Monday, September 10, 2018
5:30 p.m., Community Auditorium

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 5:35 p.m.

ROLL CALL: COUNCIL PRESENT: Thomas Johnston, Council President; Timothy Rippe; Ronald Thompson; Adolph "Val" Valfre; Malynda Wenzl and Mayor Peter Truax.

ABSENT: Elena Uhing, excused.

STAFF PRESENT: Jesse VanderZanden, City Manager; Bryan Pohl, Community Development Director; Dan Riordan, Senior Planner; and Anna Ruggles, City Recorder.

2. WORK SESSION: DE-ANNEXATION PROCESS

Riordan, Pohl and VanderZanden facilitated the above-noted work session and presented a PowerPoint presentation overview, noting the purpose of the work session was to provide information about the process of de-annexing land from the city. Riordan reported the reason staff is meeting with Council is because several parcels on the west and south sides of the city are bisected by the urban growth boundary (UGB) and one property owner of one parcel near Strasburg Drive bisected by the UGB has expressed interest in de-annexation of the agricultural portion of the property. Riordan presented a map showing the parcel bisected by the UGB that was annexed by action of the Metropolitan Boundary Commission, noting at that time it was necessary to annex an entire parcel even when bisected by the UGB, because the parcel can only be within one jurisdiction (city or county). In conclusion of the above-noted staff report, Riordan and Pohl outlined the de-annexation process, noting there are three separate legislative actions required by state law for de-annexation, i.e., legislative resolution declaring intent; legislative resolution ordering and setting hearing date; and adopting a legislative ordinance de-annexing the territory from the city.

Council Discussion:

Mayor Truax opened the floor and roundtable Council discussion ensued pertaining to legislative de-annexation process pursuant to state law. Riordan, Pohl and VanderZanden addressed various concerns and scenarios posed by Council pertaining to how de-annexing affects bond obligations, tax revenues and other districts, such as the Forest Grove Rural Fire Protection District, noting de-annexation removes the territory from Clean Water Services and city fire district and the County Board of Commissioners must take separate action to add the de-annexed territory to the Forest Grove Rural Fire Protection District. Riordan reported the City contacted Washington

County about partitioning the property so the area outside of the UGB can be de-annexed since the property is currently in the city limits, noting the City reviewed the partition application and granted a preliminary approval of the partition, which must be finalized with the County by November, 2018. In conclusion of the above-noted discussion, Riordan and Pohl advised since the partition is being finalized, Council may be asked to consider a de-annexation in the near future, noting staff will report back to Council at a later date and provide follow-up information on revenue/financial impact, research if there are other parcels that can be de-annexed and provide a map showing the floodplain. Mayor Truax noted there is no obligation to approve a de-annexation.

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

3. ADJOURNMENT

Mayor Truax adjourned the work session at 5:50 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

30



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**City Council Work Session Minutes
Economic Opportunity Analysis**

**Monday, September 10, 2018
6:00 p.m., Conference Room**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 5:55 p.m.

ROLL CALL: COUNCIL PRESENT: Thomas Johnston, Council President; Timothy Rippe; Ronald Thompson; Adolph "Val" Valfre; Malynda Wenzl and Mayor Peter Truax.

ABSENT: Elena Uhing, excused.

STAFF PRESENT: Jesse VanderZanden, City Manager; Bryan Pohl, Community Development Director; Dan Riordan, Senior Planner; Paul Downey, Administrative Services Director (in the audience); Jeff King, Economic Development Manager; and Anna Ruggles, City Recorder.

2. WORK SESSION: ECONOMIC OPPORTUNITY ANALYSIS

Riordan, Pohl and VanderZanden facilitated the work session, noting the purpose of the work session was to address Council's Objective 1.3, Industrial Area Planning, identified in Fiscal Year 2018-19, and to present preliminary findings and conclusions of the Economic Opportunity Analysis (EOA) update, conducted by Johnson Economics, consulting firm. Pohl introduced the consultants who were present in the audience to address the overview of the findings and conclusion contained in the EOA update and presented a PowerPoint presentation overview, noting the City's industrial land need has not been looked at since the City adopted the 2009 EOA, which was done to support the Comprehensive Plan update. Riordan and Pohl reported the planning period covered in the EOA update is 20-years (2018-2038), noting the EOA is organized into six primary sections:

- 1) Economic Trends;
- 2) Target Industries;
- 3) Employment Land Need;
- 4) Inventory of vacant and re-developable employment land. This includes industrial and commercial zoned land in the City;
- 5) Reconciliation of 5 and 20-year land demand to the existing inventory; and
- 6) Summary of findings and policy implications.

In conclusion of the above-noted presentation, Riordan and Pohl advised the preliminary data from the EOA update was presented to the Planning Commission on June 4, 2018.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to Council's

Objective 1.3, Industrial Area Planning, and an overview of the findings and conclusion contained in the EOA update. Based on Forest Grove's current competitive advantages, clustering and locational attributes, Johnson Economics identified several target industries, i.e., agriculture, food, farm products; tourism and winery development; education; retirement services; and high tech. The EOA update concluded that the current buildable land supply appears sufficient to meet short-term needs for both industrial and mixed-used categories; current buildable land supply appears insufficient to meet long-term needs for mixed-use; and the analysis suggests there may be significant oversupply of designated industrial land and some of the industrial land could be re-designated for other uses, such as mixed-use. Riordan, Pohl and consultants responded to various concerns, inquiries and scenarios Council presented pertaining to the EOA analysis looking at whether the land in the Oak Street Industrial Area (map) is zoned appropriately based on projected land needs, noting zoning of the Oak Street Area affects the type and cost of infrastructure needed to serve development. Staff referenced a map showing existing industrial land supply (approximately 237 acres, including land in the county and UGB; 20-year projected need is 40-48 acres); a map showing mixed-use use land supply (approximately 55 acres; 20-year projected need is 146-170 acres); and neighboring cities and Metro map showing regional land supply and regional land needed based on Metro's adopted employment forecast. Staff gave an overview of the Employment Snapshot and Employment Projections showing an estimated employment by industry sectors (education, health care, leisure and hospitality) for Forest Grove in 2018 and average annual wages (Forest Grove is strong but wages are low), noting total employment in Forest Grove increased 1.5 percent over the last nine years. In contrast, population increased from 21,500 in 2009 to 23,555 in 2017 or 8.7 percent. In addition, King gave an overview of the "shovel ready" certification program, noting the undeveloped industrial sites are categorized into three tiers by Business Oregon. In conclusion of the above-noted Council discussion, staff advised they are presenting the preliminary findings to the Economic Development Commission (EDC) before bringing the final EOA for Council consideration at later date, to which Council concurred. In addition, Council asked if the consultants would be attending the EDC meeting, to which staff advised this is undetermined, noting the EOA update is consistent with the 2009 findings.

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

3. **ADJOURNMENT**

Mayor Truax adjourned the work session at 6:50 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder



A place where families and businesses thrive.

Monday, September 10, 2018
7:00 p.m., Community Auditorium

City Council Regular Meeting Minutes

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 7:00 p.m. and led the Pledge of Allegiance.

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

STAFF PRESENT: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Rob Foster, Public Works Director; Bryan Pohl, Community Development Director; James Reitz, Senior Planner; Dan Riordan, Senior Planner; Jeff King, Economic Development Manager; Colleen Winters, Library Director; Michael Kinkade, Fire Chief (in the audience); and Anna Ruggles, City Recorder.

1. A. SPECIAL RECOGNITION:

Mayor Truax publically recognized Anna Hansen, 8th grade student, Neil Armstrong Middle School, who captured the statewide second place prize for her essay in the Oregon Mayor Association (OMA) annual civic awareness contest titled "If I Were Mayor". Mayor Truax awarded Hansen with a Kindle Voyage on behalf of the OMA.

Mayor Truax fondly remembered Darleen Hansen, a long-time Forest Grove resident and school teacher, who recently passed away.

2. CITIZEN COMMUNICATIONS:

Debbie Rogers-Bianchi, Forest Grove, addressed Council, displaying a photograph of her great-great grandmother who was born in Forest Grove 176 years ago, noting her grandmother is the reason she advocates so strongly for Forest Grove's historical preservation.

Howard Sullivan, Forest Grove/Cornelius Chamber of Commerce, presented a check, on behalf of the Forest Grove Foundation, to Forest Grove Police Department for \$1,096.98 for National Night Out, which was accepted by J. F. Schutz, Police Chief.

3. CONSENT AGENDA:

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

- A. Approve City Council Work Session (B&C Interviews) Meeting Minutes of August 13, 2018.
- B. Approve City Council Work Session (B&C Overview/Youth Advisory) Meeting Minutes of August 13, 2018.
- C. Approve City Council Regular Meeting Minutes of August 13, 2018.
REMOVED FROM CONSENT AGENDA
- D. Approve City Council Subcommittee Work Session (B&C Program of Work) Meeting Minutes of August 28, 2018.
- E. Accept Historic Landmarks Board Meeting Minutes of June 26, 2018.
- F. Accept Library Commission Meeting Minutes of July 11, 2018.
- G. Accept Public Arts Commission Meeting Minutes of July 12, 2018.
- H. Accept Sustainability Commission Meeting Minutes of June 26, 2018.

MOTION: Councilor Valfre moved, seconded by Council President Johnston, to remove Consent Agenda 3. C. ABSENT: Councilor Uhing. MOTION CARRIED 6-0 by voice vote.

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

3. C. APPROVE CITY COUNCIL REGULAR MEETING MINUTES OF AUGUST 13, 2018

Mayor Truax called for motion to remove the above-noted item from the Consent Agenda for separate discussion. Mayor Truax pointed out clerical errors on Pages 5-6 and Page 11, which were amended in the online Council packet.

Hearing no further concern from the Council, Mayor Truax asked for a motion to approve the above-noted Consent Agenda item as amended.

MOTION: Councilor Rippe moved, seconded by Councilor Valfre, to approve Consent Agenda Item 3. C. as amended. ABSENT: Councilor Uhing. MOTION CARRIED 6-0 by voice vote.

4. ADDITIONS/DELETIONS: None.

The audience joined the Council as they sang Happy Birthday to Mayor Truax.

5. PRESENTATIONS:

5. A. Forest Grove Library Landscape Project

Winters introduced Mike Moore, Forest Grove Library Foundation Treasurer, who presented the Foundation's current project design, noting the plan is for a memorial garden on the south side of the library in memory of long-time Foundation and Friends board member Dick Ginsburg. In conclusion of the above-noted presentation, Council commended the Foundation for its outstanding support and partnership. The Foundation raised funds (\$1 million) for the renovation of the west end of the library, providing furnishings and artwork (Mollie's Garden), equipment and a piano, and is partnering with the city on several other current projects.

5. B. American Disability Act (ADA) Curb Ramp Inventory Project

Blackmun introduced Jesse McElwain, Civil Engineering Cooperative Program Intern, who presented a PowerPoint presentation overview on his spring/summer internship program with the Engineering Department, noting the ADA Curb Ramp Inventory Program included mapping all intersections and eliminating areas that did not require inspections as well as identifying barriers to pedestrians with disabilities within public rights-of-way. McElwain reported he accomplished 320 intersections and 1,372 curb ramps and sidewalks inspections, noting he also evaluated alternative replacements for the existing 10th Avenue flow meter station.

5. C. Town Center: Street Trees/Plaza/Streetscape

Pohl presented a PowerPoint presentation overview on the statuses of Council's Objective 1.6, identified in Fiscal Year 2017-18, to compose a Town Center Program, noting the program consists of five core program areas as noted below:

- (1) Crosswalk Plan: Council approved in May construction for downtown crosswalks in disrepair, which will be included in 2019-2020 street maintenance bid-package.
- (2) Parking Plan: Council appropriated \$30,000 for downtown parking study in 2018-2019 budget. The Request for Proposal bid will be released fall 2018. Parking Demand Management strategies implemented two and four-hour time limits where previously no limits existed on Cedar Street, University Avenue and neighboring streets.
- (3) Street Trees: Community Forestry Commission was awarded a Community Enhancement Program grant to perform a downtown tree inventory. The Request for Proposal bid will be released after reviewing the final bid proposal.
- (4) Streetscape: Council heard a staff presentation on April 9, 2018. The concept plan includes parklets and street furniture, public art, mobile street food vending and updating wayfinding signage. Staff is preparing a pilot program for 2019 and is reviewing code amendments establishing standards for outdoor

cafes and street frontage and vending on a temporary basis. A Council work session will be scheduled at a later date.

- (5) Plaza: Plaza location was studied under the 1996 Commercial Corridor Plan and 2006 Downtown Resource Plan, which both studies pointed toward 21st Avenue between Main Street and College Avenue as a festive street/plaza.

In addition, Pohl advised staff will be refining and vetting concepts with businesses and property owners and city boards and commissions; ascertaining Urban Renewal Agency involvement and funding downtown improvements and report policy and code amendment findings back to Council at a later date. In conclusion of the above-noted presentation, Council voiced overall support of the downtown plaza and streetscape concepts, to which Council President Johnston pointed out a larger, permanent location is needed for outdoor concerts and finding a way to ensure that wayfinding signage is updated on a routine basis.

6. SECOND READING OF ORDINANCE NO. 2018-05 AMENDING FOREST GROVE DEVELOPMENT CODE ARTICLE 3, ZONING DISTRICT, AND ARTICLE 7, RESIDENTIAL DENSITY INCENTIVE ABOVE BASE REQUIREMENT, TO INCREASE RESIDENTIAL DENSITIES FOR AFFORDABLE HOUSING FILE NO. 311-18-000014-PLNG

The first reading of Ordinance No. 2018-05 by title occurred at the Council meeting of August 13, 2018.

Staff Report:

Pohl had nothing further to report.

VanderZanden recapped the motion on the floor from the Council meeting of August 13, 2018, noting the motion is to adopt the proposed ordinance with the Planning Commission's recommendation to allow for a Residential Density Bonus in the Community Commercial Zone of 20 units per acre for a total residential density of 50 units per acre and amending the proposed ordinance to establish the average medium income to no more than 60 percent and paying no more than 30 percent of total household income in rent or mortgage.

Public Hearing Continued :

Mayor Truax continued the Public Hearing from the meeting of August 13, 2018, and explained hearing procedures.

Written Testimony Received:

Jayne Cravens, Forest Grove, submitted an e-mail dated August 15, 2018, 18th Avenue rezoning, to which City Manager VanderZanden responded to her concerns via e-mail on August 16, 2018.

David Morelli, Forest Grove, submitted an e-mail dated August 22, 2018, a no vote on Ordinance 2018-05, to increase density, and a no vote on Ordinance 2018-06, to adopt tax exemptions for low-income housing.

No other written testimony was received.

Proponents:

Debbie Rogers-Bianchi, Forest Grove, signed-in as a proponent and thanked the Planning Commission and Council for protecting the City's historical neighborhoods.

Brian Schimmel, Forest Grove, testified as a proponent and showed a video accompanying his testimony titled Family Promise-Misty:
<https://vimeo.com/285680009>.

No one else testified and no written comments were received.

Opponents:

David Morelli, Forest Grove, testified in opposition. Morelli stated he agrees there is a housing problem in Washington County, but based on Forest Grove's population, the proposed legislation would cause Forest Grove to carry a disproportionate share of low-income housing in the county.

No one else 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 August 13, 2018.

Mayor Truax read Ordinance No. 2018-05 by title for second reading.

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

7. **SECOND READING OF ORDINANCE NO. 2018-06 AMENDING FOREST GROVE CODE OF ORDINANCES ADOPTING TITLE III (ADMINISTRATION), CHAPTER 37**

(§37.01 THROUGH §37.07), TITLED NON-PROFIT CORPORATION LOW-INCOME HOUSING TAX EXEMPTION PROGRAM

The first reading of Ordinance No. 2018-06 by title occurred at the Council meeting of August 13, 2018.

Staff Report:

Pohl had nothing further to report.

Public Hearing Continued :

Mayor Truax continued the Public Hearing from the meeting of August 13, 2018, and explained hearing procedures.

Written Testimony Received:

No written testimony was received.

Proponents:

No one testified and no written comments were received.

Opponents:

David Morelli, Forest Grove, testified in opposition.

No one else 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.

MOTION TO AMEND: Councilor Valfre moved, seconded by Councilor Wenzl, to amend Ordinance No. 2018-06, Section 3: “As required by ORS 307.543(1), the City Council hereby elects to define “low-income” to mean for the initial year that persons occupy property for which an application is filed under ORS 307.545, income at below 60 percent of the area median income as determined by the Oregon Housing Stability Council based on information from the United State Department of Housing and Urban Development; and for every subsequent consecutive year that the persons occupy the property, income at or below 80 percent of the area median income as determined by the Oregon Housing Stability Council based on information from the United States Department of Housing and Urban Development.”

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

motion to amend.

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

Council Discussion:

Valfre noted Forest Grove is severely rent burden and it is important to address the city's responsibility to take care of its own.

Council President Johnston noted 50-51 percent of students are on free or reduced lunch and senior citizens are financially burden, especially when a spouse dies.

Thompson reported at the Veterans Stand Down there were eight women of 11 women in attendance who were homeless and 51 percent who spent the night on the streets. Thompson noted he is in favor primarily to make sure his commitment to veterans is met.

Mayor Truax noted 140 students are experiencing homelessness. Mayor Truax stressed that 30 percent of total household income in rent or mortgage is rent burden, noting even at 20 percent it is a problem.

Mayor Truax read Ordinance No. 2018-06 by title for second reading as amended.

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

8. RESOLUTION NO. 2018-75 ADOPTING AMENDED URBAN PLANNING AREA AGREEMENT BETWEEN WASHINGTON COUNTY AND CITY OF FOREST GROVE AND REPEALING RESOLUTION NO. 1988-44

Staff Report:

Riordan and Pohl presented the above-proposed resolution for Council consideration, noting the proposed resolution is adopting the amendments to the Washington County-Forest Grove Urban Planning Area Agreement (UPAA), an element of the County Comprehensive Plan, which was adopted in 1983 and subsequently amended in 1988. Riordan presented a PowerPoint presentation overview of the staff report, noting at the Council work session held on June 11, 2018, Council had requested adding wording for coordination of long range land use planning in the Urban Planning Area with the Forest Grove School District, noting this provision has been added (UPAA §IV(H)). Riordan reported other changes to the UPAA include adding

policies and processes for coordinating planning in Forest Grove's identified Urban Reserve Planning Area and minor changes to the policies and processes for comprehensive planning in the Urban Planning Area. Riordan referenced a map of the original 1988 planning area and an updated map, which has been revised to reflect Forest Grove's 2014 urban growth boundary expansion areas and urban reserves and annexations since the last update. In conclusion of the above-noted staff report, Riordan advised staff is recommending Council consider adopting the proposed agreement as outlined in Exhibit A, noting there is no fiscal impact to the City.

Written Testimony:

Although, the proposed resolution does not require a Public Hearing, Riordan referenced a letter submitted jointly by the Housing Land Advocates and the Fair Housing Council, dated September 10, 2018. The letter urged the Council to defer adoption of the proposed amendment (UPAA) until Goal 10 findings include reference to the Buildable Land Inventory.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2018-75.

VanderZanden read Resolution No. 2018-75 by title.

MOTION: Council President Johnston moved, seconded by Councilor Rippe, to adopt Resolution No. 2018-75 Adopting Amended Urban Planning Area Agreement between Washington County and City of Forest Grove and Repealing Resolution No. 1988-44.

Council Discussion:

Wenzl voiced concern the Council has not had a lot of time to review or process the concern stated in the above-noted letter.

In response to Mayor Truax's concern pertaining to the above-noted letter, Riordan advised staff has no concerns with the updates, noting the UPAA achieves the land use planning objectives and is necessary for concept planning in the unincorporated areas in the UGB and Urban Reserves Areas (Grand Bargain). Riordan added that Washington County Planning Commission held a Public Hearing (August 1, 2018) and took testimony on the County's proposed ordinance amending the UPAA, and the Board of Commissioners adopted their ordinance on August 28, 2018.

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

ROLL CALL VOTE: AYES: Councilors Johnston, Rippe, Thompson, Valfre, and Mayor Truax. NOES/None. ABSTAINED: Councilor Wenzl. ABSENT: Councilor Uhing. MOTION CARRIED 5-1 Abstention.

9. **RESOLUTION NO. 2018-76 APPOINTING DAVID VEVERKA AS MUNICIPAL JUDGE PRO-TEM FOR THE CITY OF FOREST GROVE**

Staff Report:

Downey presented the above-proposed resolution for Council consideration, noting the proposed resolution is appointing David Veverka as the City's third Municipal Judge Pro-Tem. Downey reported pursuant to the City Charter, the Council must appoint municipal court judges, noting by appointing a third judge pro-tem it will allow for scheduling flexibility. In conclusion of the above-noted staff report, Downey advised staff is recommending Council consider adopting the proposed agreement as outlined in Exhibit A, noting the judge pro-tem will be paid an hourly rate of \$80 when performing services in lieu of the presiding judge.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2018-76.

VanderZanden read Resolution No. 2018-76 by title.

MOTION: Councilor Wenzl moved, seconded by Councilor Valfre, to adopt Resolution No. 2018-76 Appointing David Veverka as Municipal Judge Pro Tem for the City of Forest Grove.

Council Discussion:

In response to Council President Johnston's inquiry pertaining to conducting a background investigation, Downey advised Veverka is currently the presiding judge for Hillsboro Municipal Court, is a member in good standing with the Oregon State Bar, and meets qualifications of municipal judge as required by the state statutes.

In response to Wenzl's inquiry pertaining to fiscal impact, Downey advised there is no fiscal impact as the judge pro-tem only holds court when the municipal judge is absent, which rarely occurs.

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

10. **RESOLUTION NO. 2018-77 AUTHORIZING IMPLEMENTATION OF BUSINESS INCENTIVE PROGRAM FOR VACANT SPACE AND ESTABLISHING PROGRAM REQUIREMENTS**

Staff Report:

King presented the above-proposed resolution for Council consideration, noting the proposed resolution is requesting to modify and renew the Business Incentive Program (BIP), which expired June 30, 2018. King reported the modified BIP is designed to attract users to occupy commercial or industrial space that is vacant, noting in exchange for occupying existing vacant space, the BIP includes waiver of business license fee for two years, including first time application fee; reduces sign permit fee from \$2,000 to \$1,000 if applicant meets certain design requirements; increases finance period from five years to 10 years (compliance with statute) for water system development charges; and sunsets automatically December 31, 2021, unless extended by Council. King presented a PowerPoint presentation overview of the staff report and recapped the existing BIP's performance, noting the BIP has been extended three times since it was enacted on April 1, 2011, and industrial vacancy has declined from 681,530 SF to 35,000 SF and commercial from 53,460 SF to 30,517 SF. In addition, King reported the Economic Development Commission is recommending Council adopt some form of BIP as a gesture to new businesses, and the program also supplements marketing of Forest Grove and keeps program in place should there be a recession or vacancies rise significantly. In conclusion of the above-noted staff report, King advised staff is recommending Council consider adopting the proposed resolution as outlined in Exhibit A, noting based on historical usage, the fiscal impact would be approximately \$600-\$900 per year.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2018-77.

VanderZanden read Resolution No. 2018-77 by title.

MOTION: Council President Johnston moved, seconded by Councilor Rippe, to adopt Resolution No. 2018-77 Authorizing Implementation of Business Incentive Program for Vacant Space and Establishing Program Requirements.

Council Discussion:

In response to Council President Johnston's inquiry pertaining to program qualifications, King outlined the criteria for vacant space, noting an agreement with the City is signed, which covers terms, obligations and timelines. King added there are no write-offs or general funds used.

In response to Valfre's inquiry pertaining to program modifications, King outlined the applicable fees and waivers, noting the Water SDC payment plan is pursuant to ORS, which is up to 10 years.

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

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

11. CITY COUNCIL COMMUNICATIONS:

Council President Johnston reported Public Arts Commission (PAC) is meeting this evening on its strategic plan. Johnston reported on Historic Landmarks Board-related meeting, noting HLB is working on three historic districts and is exploring a downtown historic district. Johnston reported touring the Forest Grove Police Department, noting the tour was very interesting. In addition, Johnston reported on an upcoming meeting he has scheduled as part the Interoperability Executive Council meeting in Salem.

Rippe reported touring the Forest Grove Police Department, noting the tour was very informative. Rippe reported the Council Subcommittee, consisting of Council President Johnston, Councilor Wenzl and himself, met in work sessions to review the Boards, Committees and Commissions Program, noting a work session to present recommendations to Council will be scheduled soon. Rippe invited everyone to attend the Library's Friends and Family Night at McMenamins on September 12, 2018, 5pm. In addition, Rippe reported on other matters of interest and upcoming meetings he was planning to attend.

Thompson reported a total of 63 veterans attended the Veterans Stand Down event (52 men and 11 women), noting there were more veteran women in attendance than the previous year, which concerned him considerably because eight of the 11 women were homeless. In addition, Thompson reported on other matters of interest and upcoming meetings he was planning to attend.

Uhing was absent.

Valfre reported he is touring the Forest Grove Police Department tomorrow. Valfre encouraged everyone to attend the Library's Friends and Family Night at McMenamins on September 12, 2018, 5pm. In addition, Valfre reported on other matters of interest and upcoming meetings he was planning to attend.

Wenzl reported Committee for Community Involvement (CCI) is considering holding

the Annual Town Meeting (ATM), Emergency Preparedness, at Forest Grove High School, but due to a school calendar conflict, CCI is proposing to change the ATM date to Saturday, January 19, 2019. Wenzl noted CCI would like to invite the City Manager to give a 20-minute opening statement and the rest of the time will be information booths, and CCI is also planning a Latino Summit follow-up. Wenzl reported Parks and Recreation will be using goats again this year to take care of trail areas in Forest Gale Heights. In addition, Wenzl invited everyone to attend various upcoming community-related events, which were noted in the calendar.

12. City Manager's Report:

VanderZanden reported on upcoming meetings and events as noted in the Council calendar and City Manager's Report. VanderZanden reported the City Hall elevator is out-of-service and if the short-term repair does not fix the problem, the elevator will need to be upgraded, noting staff has been setting funding aside realizing that a major upgrade was going to be needed. In addition, VanderZanden referenced the City Manager's Report, which was emailed to Council in advance and outlined various upcoming Council-related meetings; upcoming Council-related agenda; updates on department-related activities and projects, including Administrative Services, Parks and Aquatics, Police, Library, Light and Power, Economic Development, Community Development, and Engineering and Public Works; and other upcoming citywide calendar events.

13. MAYOR'S REPORT:

Mayor Truax announced dates of various upcoming activities, events and meetings as noted in the Council Calendar. In addition, Mayor Truax reported on various local, regional, Metro, and Washington County-related meetings he attended and matters of interest; his attendance at various community-related events; and upcoming community-related events and meetings he was planning to attend. Mayor Truax closed with the Firefighters' Prayer.

14. ADJOURNMENT:

Mayor Truax adjourned the regular Council meeting at 9:18 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

APPROVED

1) ROLL CALL:

- a) Commissioners – Ralph Brown, Kenneth Cobleigh, McKenzie Johnston Carey, Howard Sullivan, Susan Taylor, Glenn VanBlarcom and Paul Waterstreet. Absent: Brad Bafaro and Jeremiah Toews.
- b) Council Liaison – Malynda Wenzl
- c) Staff – Matt Baum and Tom Gamble

2) CITIZEN COMMUNICATIONS: None

3) APPROVAL OF MINUTES: The minutes of the June 20, 2018 meeting were approved.

4) ADDITION/DELETIONS: None

5) OLD BUSINESS:

a) Rogers Park Update

i) Restroom Project (Fall 2018)

- 1. Working on the final design with the construction documents being completed in the next few weeks and then they will go out for bid.
- 2. We are planning on a fall build.
- 3. This phase of the project will include electrical upgrades, water, sewer, parking lot fixes to make it ADA compatible, a new pathway from the shelter to the bathroom, teenage/adult changing table in the restroom and automatic door locks.

ii) Anna/Abby Yard Project (Summer 2019) – Harpers Playground

- 1. The non-profit organization, Harpers Playground, is partnering with the City on the new playground at Rogers.
- 2. Harpers Playground builds radically inclusive playgrounds.
- 3. They have committed to raising \$350,000 to \$500,000 to go towards the project, which will cost about \$1.2 million to complete. \$155,000 will come from the Anna/Abby Foundation.
- 4. A press release will go out next week to introduce the partnership with the City and Harpers Playground.

iii) Rogers Park Tennis Court

- 1. The tennis court will remain, but will possible share space with a pickle ball court.
- 2. The futsal court will be built at Tom McCall in the old tennis court location. This project will start in the next couple of weeks, at no cost to the school district.

iv) Fernhill Restroom

- 1. There have been 23 projects in the last 18 months, so it's hard to know where the interruption in the sewer line occurred.
- 2. The pumps are working and 500feet of the line has been bored to clear it.

6) NEW BUSINESS:

a) Aquatic Center Needs Study Elements

- i) The Aquatic Center was renovated in 1997, so it is now time to study where we are with a water needs analysis.

PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, JULY 18, 2018
COMMUNITY AUDITORIUM CONFERENCE ROOM
PAGE 2 OF 2

- ii) What should be included in the RFP?
 - 1. For example: parking, water space, programming, a Masters Program, etc.

b) Metro Trail Counts Project

- i) These counts help rationalize and prioritize where money can be spent.

7) COMMISSIONER'S REPORTS:

a) Paul:

- i) Joseph Gale ball fields have gotten lots of use this summer, much more than in past years.
- ii) A bicycle group is out every 6 weeks and uses Joseph Gale as their meeting place.

b) Ralph:

- i) The road around Hagg Lake is now open.
- ii) Senior Center happenings: They have sold the old kitchen equipment and ReAnn is retiring September 28.

8) COUNCIL LIAISON REPORT:

a) Malynda:

- i) The filling period for the 3 open City Council positions and Mayor goes till the end of August.
- ii) August 13 Council meeting addressed the issue of affordable housing and density. It was proposed that there be 20 units per acre or 30 units per acre if 20% are affordable housing.
- iii) The Nyuzen delegation visited the first week of July. There was a banquet at Pacific that went well.
- iv) Upcoming events include Concours and Cruise In The Grove.
- v) A new director for the Senior Center has been hired to replace ReAnn.
- vi) Trying to get more students involved in the Youth Advisory Council.

9) STAFF REPORTS:

a) Tom:

- i) T.T.M. has donated \$4000 to our parks. This will be used for Thatcher Park improvements including equipment, a bench and an interactive musical feature.

10) ANNOUNCEMENT OF NEXT MEETING: The next meeting will be Wednesday, August 22 at 7:00 a.m.

11) ADJOURNMENT: The meeting was adjourned at 8:44 a.m.

APPROVED

MINUTES APPROVED BY THE PAC ON SEPTEMBER 13, 2018

Commission Members Present: Emily Lux, Linda Taylor, Michael Goetzke, Dana Eytzen, Kathleen Leatham, Laura Frye, Amy Tracewell. **Council Liaison Present:** Tom Johnston. **Staff Present:** Colleen Winters. **Excused:** Pat Truax, Tom Gamble. **Absent:** Kathy Broom. **Guest(s):** Roylene Read (Valley Art), Lisa Peterson (Music Bridge).

1. **CALL TO ORDER:** By Dana Eytzen at 5:03 pm.
2. **CITIZEN COMMUNICATION:** N/A
3. **APPROVAL OF PAC MEETING MINUTES:** Motion to approve July’s meeting minutes as corrected made by Kathleen, seconded by Amy. Motion to accept the strategic planning meeting minutes from July 18 as corrected made by Amy, seconded by Kathleen. Motions carried, unanimously.
4. **ADDITIONS/DELETIONS:**
 - Additions: 5E. Mini Grant review process, 5F. Farmers Market recap
5. **DISCUSSION/DECISION ITEMS:**
 - A. **Mini-Grant Consideration:** Generations Music Together Classes, Lisa Peterson-Lisa has been a music therapist for 25 years, with a focus on seniors. Her goal is to hold multi-generational music classes in Forest Grove, giving priority to seniors and low income families. Bridges for Music is a nonprofit whose mission is to provide musical opportunities to disadvantaged populations. Amy suggested partnering with the Strings Project, whom she helped write a grant to hold Music Together classes locally. Lisa has been in contact with the Strings Project, and their target participants are different and non-competitive. Lisa’s program is not religiously affiliated, but the United Methodist Church will provide the space and nonprofit status. Capacity per class is approximately 10 children and their respective parents, and up to 15 seniors. Classes are 45 minutes and will be held for 9 weeks, with a culminating public event. The \$500 mini-grant will cover supplies and brochure. The classes will be advertised through schools with a high percentage of students on free and reduced lunch. Amy moved to fun the mini-grant, to from this year’s CEP grant. Emily seconded. Motion carried, unanimously.
 - B. **Mini-Grant Consideration:** Roylene Read, Valley Art-Forest Grove Sidewalk Chalk Art Festival-Roylene is requesting a \$500 mini-grant to help pay for musical acts at the Chalk Art

Festival. In total, the cost of entertainment will be \$1,500. This is the 28th consecutive year for this event, which will take up 12 blocks. The Corn Roast and Art Bizarre are being held the same day, and will bring many visitors to the downtown area. Linda asked that a footnote be added to the grant to describe the music, and how it will benefit the community. Laura moved that the mini-grant be approved, paid for by this year's CEP grant; Kathleen seconded. Motion carried, unanimously. The PAC logo will go on any social media advertisements for the event. The eventual need for more brass markers to label sidewalk squares was also mentioned.

- C. CEP Reallocation:** \$5,925 was allocated of the requested \$10,000 CEP grant request. \$1,500 in mini-grant funds has already been committed. We currently have a little over \$14k in discretionary funds. Discussion-what are the immediate for management of the permanent collection? No pressing needs, currently. Proposal: Allocate \$4k to mini-grants, and the remaining \$1,925 to advertising and publicity. Motion to approve proposal made by Amy, seconded by Emily. Motion carried, unanimously.
- D. Approval of Mission Statement:** Discussion-recap of strategic planning meeting and how it brought us to our current mission statement and the idea of using "The Arts" instead of just "Art" as the statement lead in. The mission statement of "*Art belongs everywhere, and to everyone.*" is intended to expand people's ideas of what is included in the category of "art", which is interpreted subjectively. Some think of 2D art, others of performance, etc. A campaign to follow the mission statement will be key, and is planned to include visuals representing the many different types of art that exist. Kathleen moved to accept the new mission statement, Michael seconded. Motion carried, unanimously.
- E. Mini-Grant Review Process:** There is a proposal to limit the number of times a nonprofit can receive a grant for the same event/project. Organizations will be notified in advance, and the reasoning for the proposed changes would be explained. Many of the local entities that receive grants for annual or ongoing events also receive CEP grant funds, where the amount received from a PAC mini-grant the could be written into. Discussion of collaborative event support and presence vs. consistent funding via mini-grants. How can PAC be more involved aside from the typical process? Ideas included hosting a grant summit to help local nonprofits and arts organizations explore additional funding opportunities. Commissioners are asked to come to the next meeting with ideas for potentially altering the mini-grant process.
- F. Farmers Market Recap:** The new activities have been well-received. We should discuss whether this venue is successfully getting the PAC message out. This will be further discussed at the strategic planning meeting. Materials will be measured to determine impact. Children's activities could be considered an act of service by the PAC, and serve many low-income families. Further discussion and more volunteers are needed.

6. INFORMATION ITEMS:

- A. Strategic Planning Meeting-August 13th:** The next planning meeting has moved to 3247 Forest Gale Drive (Laura's house), from 6-9pm on Monday, 8/13. The plan for this session is to enter the "imagine" phase, outlining strategic priorities and objectives (and the difference between the

two.). We will list all that we currently do, and all that we aspire to do on large chart paper and vote on which are the most important to us, individually, with dot stickers. This will help us categorize our overall strategic priorities, so we can craft measurable objectives. This will become our three year plan, to be reviewed annually for accountability. Commissioners are asked to think over the weekend about what we do that's beneficial, what we should be doing/haven't done yet. Consider multiple categories-volunteer management, organizational health, etc. The SWOT analysis was updated based on our last meeting and reviewed.

B. Art Bizarre Update: The Corn Roast festival and related activities will occupy eight booths, PAC Art Bizarre so far has seven accepted applicants, and a few others have expressed the intention to apply. The decision was made to not have a children's activity booth. Dana met with Bev, and launched the Facebook ad campaign to spread the work about these upcoming events. The second ad will run 8/15-9/15. Next Wednesday is the vendor booth application deadline.

C. Finance Report: Reviewed. \$20 in coloring book sales needs to be added.

7. COMMISSIONER COMMUNICATIONS:

- Emily shared prototypes for bumper stickers featuring the new mission statement.
- Theatre in the Grove is holding a free children's performance at 4pm.

8. STAFF COMMUNICATIONS:

- **Colleen:** The summer reading program was wildly successful. Children's participation was up 31% this year.

9. COUNCIL LIAISON COMMUNICATIONS:

- Commissioner interviews are being held Monday night. A new police station location is being discussed.

10. ADJOURNMENT: Dana Eytzen adjourned the meeting at 6:38pm.

Respectfully Submitted by Emily Lux

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APPROVED

MINUTES APPROVED BY THE PAC ON SEPTEMBER 13, 2018

Commission Members Present: Emily Lux, Linda Taylor, Michael Goetzke, Dana Eytzen, Laura Frye, Kathleen Leatham, Kathy Broom, Amy Tracewell. **Staff Present:** Colleen Winters. **Excused:** Pat Truax, Tom Gamble, Tom Johnston.

1. **CALL TO ORDER:** By Dana Eytzen at 6:20 pm.

2. **ACTIONS & DISCUSSION ITEMS:**

- **Mission statement review:** Our new mission statement was voted in at our August regular meeting. It was briefly reviewed with little discussion.
- **Review concept of strategic plan priorities and smart objectives:** Our goal for this strategic planning meeting is to determine 3-5 strategic priorities to inform a three year plan, and develop as many objectives towards those goals that are seen as achievable over the span of one year.
- **Review and discuss 2018 goals:** 2018 goals and actions from our annual retreat were reviewed and discussed. It was noted that we did not speak to the promotion of artists in our goal-setting. We emphasize “promoting the PAC”, but we really desire to promote art. Ideas include sponsoring artists, possibly hosting artists of the month or similar events. Our goal is to get much more specific, increase clarity, and become increasingly time-bound in our mission.
- **Exercise-What do we do, what do we want to do, and priorities outline:** Our main planned activity was completed, where all of the activities that the PAC currently undertakes were listed as well as all of our goals and items that we hope to accomplish. These were all listed on multiple sheets of chart paper, and commissioners voted for their top priorities with sticky dots.
- **Revise strategic priorities and complete objectives worksheet for each identified strategic priority:** Based on the number of votes on each item, new strategic priorities were outlined. The two priorities that we had time to discuss and form objectives for are as follows:

Hold Signature Events Celebrating Public Art

Objective 1. Pop-Up Shows (ongoing)

Ways to measure: 1 year goal-plan to implement in 2020

Objective 2. Mural Festival (2020)

Ways to measure: Develop a plan to implement in 2020

Objective 3. Meet the Artist Dinners (ongoing)

Ways to measure: Two events

Objective 4. Art Bizarre (ongoing)

Ways to measure: One event, 15 or more artists

Objective 5. Art Walk (ongoing)

Ways to measure: Two tours in the next 12 months

Identify Local Artists and Promote Their Work (further discussion needed)

Objective 1. Featured Artists (ongoing)

Ways to measure: Find four artists to promote each year

Objective 2. Sponsorships (ongoing)

Ways to measure: Develop a plan to implement

Objective 3. Professional Development (ongoing)

Ways to measure: Develop a plan to implement

• **Discuss next steps:**

- Record the remaining strategic priorities based on the vote and discussion.
- Determine objectives for these new priorities.
- Move forward into Phase 3 of strategic planning.

3. ADJOURNMENT: Dana Eytzen adjourned the meeting at 8:37pm.

Respectfully Submitted by Emily Lux

APPROVED

3G



A place where families and businesses thrive.

Planning Commission
Community Auditorium
1915 Main Street, Forest Grove, OR
Monday, July 16, 2018, 7:00 pm

1. **CALL TO ORDER:**

Chair Tom Beck called the meeting to order at 7:00 p.m. Roll Call:

Planning Commission Present: Tom Beck, Chair; Phil Ruder, Vice Chair; Commissioners Dale Smith, Lisa Nakajima, Sebastian Lawler, Hugo Rojas, and Ginny Sanderson.

Planning Commission Excused: None.

Staff Present: CD Director Bryan Pohl; Dan Riordan, Senior Planner; Cassi Bergstrom, Planning Commission Coordinator.

2. **PUBLIC MEETING:**

2.1 **PUBLIC COMMENT PERIOD FOR NON-AGENDA ITEMS:**

Ron Thompson, 1728 C Street, Forest Grove 97116:

Mr. Ron Thompson inquired about the status of Gales Creek Terrace. City staff gave an update, stating the developers are working through a development and public improvements agreement for the improvements required. The project is set to expire on December 2018 if the work has not begun with no extension available.

Chair Beck gave a summary of the Gales Creek development project to the audience.

Kathy Corey, 1815 D Street, Forest Grove 97116:

Ms. Kathy Corey stated that she has contacted the city several times to set up a meeting with city staff and neighbors in order to remain up to date on what is going on and voice the concerns regarding the public improvements required within Gales Creek Terrace.

Senior Planner Dan Riordan said that a meeting is to be scheduled, but still working on coordinating with other city staff on when that can occur.

2.2 **PUBLIC HEARING:**

A. File No. 311-18-000014-PLNG –Proposed changes to Development Code Article 3 Residential and Commercial and Mixed Use Zones and Article 7 Residential Density Incentive above Base Requirement to allow higher

residential densities in the RMH and CC zoning districts for affordable housing.

Prior to opening up the public hearing, Chair Beck explained to the audience what the Planning Commission will be discussing to give background information and explained the hearing is for land use only, no building is occurring at this time.

Chair Beck opened the public hearing at 7:09 p.m., reading the legislative hearing procedures.

Chair Beck stated that there was a joint meeting with City Council on May 29th, 2018 to discuss the proposal of increasing the density within the Residential Multifamily High (RMH) and Community Commercial (CC) zones and staff had different understanding as to the result of that meeting. Chair Beck called for the staff report.

Bryan Pohl, Community Development Director, gave a presentation regarding the proposal of increasing the density within the RMH and CC zoning districts. The city is proposing to increase the bonus residential density for the purpose of affordable housing, up to 30 dwelling units per acre in the RMH zoning district and up to 50 dwelling units per acre in the CC zoning district. The density increase and overview of the amendments was explained, as well as the adoption process. Director Pohl noted that the Planning Commission is not the deciding body, but will be making a recommendation to the City Council.

Chair Beck inquired about the need in Washington County for 14,000 units. Mr. Riordan gave the demographics of Forest Grove compared to Washington County, stating a conservative estimated need of 1,400 units is forecasted for Forest Grove.

Chair Beck inquired about the area median income (AMI), and Mr. Riordan stated the median income in Forest Grove is \$65,000 compared to the median income in Washington County being \$85,000. The city could set a lower percentage to set a different standard more compatible with Forest Grove's data. Commissioner Sanderson reminded the Commissioners that Councilor Val Valfre recommended the AMI for Forest Grove be set at 50% of the county income at the joint work session. The Commission discussed and agreed with the 50% income level.

Commissioner Nakajima wonders why an additional density is needed when there is no market for it currently. Commissioner Ruder agreed, and inquired about the land available currently. City staff is currently working on collecting the data on available land. Commissioner Rojas agreed with the city's proposal. Commissioners discussed the feasibility of 50 units per acre and how this will make units more affordable.

CORRESPONDENCE:

Mr. Pohl received a correspondence via email from Ms. Jayne Cravens about what she has been hearing from neighbors on the affordable housing proposal.

PROPONENTS:

Garren Ingram, PO Box 842, Sherwood 97140:

Mr. Garren Ingram stated he owns a 40,000 square foot lot in the Community Commercial zone for the last 18 years and has been laid back as to what has been going on there, anticipating a developer wanting to purchase the land for development. Mr. Ingram welcomes anything that improves the viability of these properties to be developed.

OPPONENTS:

Kathy Corey, 1815 D Street, Forest Grove 97116:

Ms. Kath Corey came to the front, and read a prepared statement in front of the Commission. Ms. Corey is opposed to the increase in the density, and would recommend a zone change to decrease the density within the area of D Street from Pacific to 18th and the "Gales Creek Terrace". Her neighborhood has been fighting the overly dense zoning within this area over the last several years. Many neighbors own homes with ¼ to ½ acre single family lots, and Ms. Corey believes that this density increase will damage their basic right to happiness and diminish property values.

Ms. Corey stated that the RMH zone is generally applied near transit streets and adjacent to commercial districts, which is not the case with the area being proposed.

Ms. Corey went on to say that the incentive density is a Metro plan, and Forest Grove should not be taking on Portland's population issues. Ms. Corey gave the high percentages of low income and poverty level residents within Forest Grove from data she found, stating that the incentive should be given to existing low-income properties and not increase density on more properties. Along with the overwhelming poverty level, there is also no infrastructure to support the congestion that will be created by increasing the density.

The people who are in Forest Grove currently need to be taken care of instead of building for more low income residents.

Commissioner Sanderson asked what the rent is currently in the multifamily neighborhood.

Ms. Corey stated there are only single family homes within her neighborhood, but behind there are multifamily units and she is unsure of the current rental rates.

Debbie Rogers Bianchi, 2204 D Street, Forest Grove 97116:

Ms. Debbie Rogers came forward, stating that she lives within the Walker Naylor historical district and that she agrees with everything Ms. Kathy Corey said. She

does not believe that there is a need for higher density. The neighbors enjoy living within a historic district, and already high density homes have been added for the Habitat for Humanity project off 22nd Place. When concerns were brought to the city regarding that project, they were dismissed. Ms. Rogers Bianchi brought up examples of where they are already demolishing homes and building dense structures.

Ms. Rogers Bianchi stated that by increasing density in the historic district it will keep taking the history out of Forest Grove, providing the example of the AT Smith home being relocated. High density needs to be kept within downtown Forest Grove and toward the east side where transit and grocery stores are available. Old farm houses and big lots are what make Forest Grove, and keeps people here.

Anne Wellington, 2537 18th Ave Street, Forest Grove 97116:

Ms. Anne Wellington came to the front, and state that only one side of 18th Avenue received notices regarding the public hearing. Most of the homes in the area are owner-occupied homes and already have affordable housing with their low mortgages. In looking through property records, the density was increased in September 2014 to 20 units per acre. She does not agree with another increase in density.

Ms. Wellington brought up a transportation report for 2014-2035 that recommends \$100 million to update the transportation from Forest Grove to the east, with \$31.4 million being invested by Forest Grove. In addition, Cornelius is adding 1,000 single family homes, along with the new apartments next to Ace Hardware in Forest Grove. Ms. Wellington thinks that Forest Groves needs to discuss how to increase the infrastructure with the population, and an environmental impact report is needed as well. Increasing the density in the historic districts destroys the character of the town.

Gisele Guatimea, 1555 21st Place, Forest Grove 97116:

Ms. Gisele Guatimea came to the stand, and agreed with what those before her. Forest Grove is a diverse community, and she lives within an older area. The city is already where they should be, and there is no need for change. Starter homes for families are needed. Traffic is becoming an issue, along with parking within apartment complexes. The schools are overcrowded. Chair Beck clarified that schools are independent.

Eva Knierim, 1521 21st Place, Forest Grove 97116:

Ms. Eva Knierim came to the stand, and stated that after the Habitat for Humanity home was built it became a "monstrosity" and she is looking at a junk yard every day. Parking is a huge issue when building townhomes and apartments. Ms. Knierim agrees with what everyone else has said.

Dinah Sackett, 1603 22nd Ave, Forest Grove 97116:

Ms. Dinah Sackett came to the stand stating that she agrees with what everyone before her has said. She can speak first-hand experience regarding the Habitat for Humanity homes, as when it was first under city consideration the neighbors and she wrote letters but were responded with a form letter. Heavy equipment shakes their homes, and are concerned about the integrity of their homes. Many safety concerns regarding 22nd Place and how narrow the street is for the amount of homes going in the area.

Chair Beck interrupted and stated that this meeting is not related to the project she is referring to.

Ms. Sackett says it does relate to the rezoning and neighbors have legitimate concerns regarding the safety. She does not feel like her concerns have been validated at all.

John Anderberg, 2527 18th Ave, Forest Grove 97116:

Mr. John Anderberg came to the front, stating that he was born and raised in Forest Grove and has watched a lot of development over the years. Mr. Anderberg works at the high school and understands poverty. He believes it is our responsibility to help our neighbors out by creating affordable homes, but doesn't think increasing the density in the RMH zone is the answer. The traffic has picked up, and speeding has become a problem in his neighborhood and higher density will make it worse.

Mr. Anderberg has seen run down properties in the CC zone that could be transformed into affordable housing, and encouraged the city to be imaginative and "think outside the box".

Steve Fieden, PO Box 131, Forest Grove 97116:

Mr. Steve Fieden came to the stand, and stated that he owns the apartment buildings along 18th and 19th Avenue. Mr. Fieden would find it difficult to build with 50 unit per acre density and questions the need. Rents have now stabilized, and now that new apartments are being built, it makes his units considered to be affordable housing. Mr. Feiden believes 30 units per acre, as it stands, is acceptable.

Chair Beck asked for Mr. Fieden's opinion on how tall a building would need to be for a 50 DUA. Mr. Fieden answered he does not know the height, but it would be tough to build.

Commissioner Nakajima inquired Mr. Fieden about his current rental rate. Mr. Fieden answered that a one bedroom is \$925/month, and a two bedroom is \$1,125/month. Vacancy rate is at 30%. The new units built have decreased rental prices.

Melissa Moore, 2326 B Street, Forest Grove 97116:

Ms. Melissa Moore came to the front, and stated at the beginning of the meeting she didn't know where she stood but listening in she is in opposition. She has been to prior city meetings, and has found out that the vacant lot behind her home could not be purchased and a single home be placed on the lot because of the zoning and increased density.

Ms. Moore and her husband own a second home, and rent it at a low market rate to independently support affordable housing.

Commissioner Nakajima inquired about the rental rate, and Ms. Moore answered the rate is \$1,300/month for a 3 bedroom home.

Greg Gritton, 2806 Knox Ridge Terrace, Forest Grove 97116:

Mr. Greg Gritton came to the front and stated that there is a need for affordable housing in Forest Grove, but the numbers proposed seem high. Mr. Gritton has a rental and rents it out for \$1,500 for a single family home. Increasing the density does not make sense because only 20% of the housing meets the needs for low income.

Roy Adams, 2326 B Street, Forest Grove 97116:

Mr. Roy Adams came to the front, and requested the zoning map be brought up. Mr. Adams stated that in single family housing situations, a 3 bed/2 bath home can occupy 7 people and not be in violation of Oregon statute. Mr. Adams wants to preserve the historical character of Forest Grove and believes changing the area's density will not benefit the neighborhood.

OTHER:

None.

Chair Beck closed the public hearing at 8:27 p.m. and thanked everyone for addressing the Commission.

COMMISSIONER DISCUSSION:

Chair Beck opened up the floor, and Commissioner discussed the proposed density increase.

Commissioner Ruder stated that all along he was not in support for increasing density in the RMH zone, and still feels that way. He did miss the joint work session meeting with City Council. Commissioner Ruder supports the increase of density within the town center and community commercial zones.

Commissioner Lawler stated he would be against an increase of density within the RMH historical district, but otherwise agrees with city staff recommendation.

Commissioner Ruder reminded his fellow Commissioners that their job is to look out for the external values of the community and how it affects them.

Commissioner Nakajima stated that in Community Commercial there will be parking issues with an increase of density. She does not believe increasing the density is the answer, and the city needs to be more creative with ideas to battle the affordable housing issue.

Commissioner Rojas stated that there is a need for increase of density, but still protect historic housing.

Commissioner Lawler agreed with Commissioner Rojas, and stated that there is a lack of representation for young professionals with low wages.

Chair Beck stated that increasing density is the least effective solution, and made a proposal to not raise the density within the RMH zone, raise Commercial zone by 10 units, and all 10 shall be affordable as well as a target AMI income of 50%. Chair Beck agreed with Commissioner Lawler that young professionals are struggling with housing needs.

Commissioner Smith and Sanderson agreed with Chair Beck's proposal. Commissioner Sanderson believes the density numbers need to remain the same as proposed by staff.

Commissioner Phil stated the Council wants the density increase, and he doesn't believe it is likely to fix the affordable housing issue.

In a preliminary vote, the Commission voted on the following conditions:

1. To use 50% Washington County AMI as the benchmark for incentive density. **All Commissioners were in agreeance.**
2. A 10 unit increase in the RMH zone. **AYES: Commissioners Rojas, Lawler. NOES: Chair Beck, Commissioners Ruder, Smith, Sanderson, Nakajima.**
3. Keeping the staff recommendation for the Community Commercial zone at a 20 unit increase. **AYES: Commissioners Rojas, Lawler, Ruder, Smith, and Sanderson. NOES: Chair Beck, Commissioner Nakajima.**
4. A requirement of 20% affordable units. **All Commissioners were in agreeance.**

Vice Chair Phil Ruder moved a motion to recommend the file number 311-18-000014-PLNG with the conditions made by Planning Commission to City Council. Commissioner Lawler seconded.

Roll Call Vote: AYES: Chair Beck, Commissioners Ruder, Smith, Rojas, Lawler, and Sanderson. NOES: Commissioner Nakajima. ABSENT: None.
MOTION CARRIED 6-1.

Commissioner Nakajima stated that she does believe in supporting affordable housing but this is not the answer.

2.3 ACTION ITEMS:

None.

2.4 WORK SESSION ITEMS:

None.

3.0 BUSINESS MEETING:

3.1 APPROVAL OF MINUTES:

Commissioner Lawler moved a motion to approve the minutes of the June 4, 2018 meeting. Commissioner Smith seconded. Motion passed 7-0.

3.2 REPORTS FROM COMMISSIONERS/SUBCOMMITTEES:

Chair Beck asked why the gas meters at Stonewood Center were exposed on Pacific Avenue and were not covered. Mr. Pohl stated he was not aware of a condition requiring them to be covered, but will look into the issue.

3.4 DIRECTOR'S REPORT:

Director Bryan Pohl reported that a low income tax credit will be going up to the City Council on August 13th.

A land inventory study is underway which is being worked on by Senior Planner Dan Riordan.

The vertical housing development zone will be discussed by City Council July 17th.

A tentative \$132,000 grant from ODOT was gifted to the city for Tualatin Valley Highway, or the Pacific Avenue corridor plan.

Chair Beck inquired about the movement on the dentist office on Pacific Avenue. City staff has not seen anything yet.

Commissioner Ruder inquired about the paint colors on the Stonewood, and city staff required them to compliment the surrounding buildings. Commissioner Ruder asked about the masonry requirement, and Mr. Riordan stated it will be discussed with the owner.

Chair Beck asked about the dying cedar trees at the Forestplace Apartments. Mr. Riordan stated that the trees are under warranty and will be replanted when weather permits.

Mr. Riordan informed the Commissioners about inquiries on a retail marijuana facility at Oak Street/Pacific Ave. This will require a Planning Commission review.

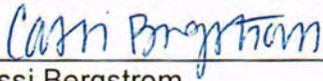
3.5 ANNOUNCEMENT OF NEXT MEETING:

The next meeting is to be determined.

3.6 ADJOURNMENT:

The meeting was adjourned at 8:59 p.m.

Respectfully submitted by:



Cassi Bergstrom

Planning Commission Coordinator

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

CITY COUNCIL MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

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

DATE: *September 24, 2018*

SUBJECT: *Deem Seat Vacant on Parks and Recreation Commission*

Jeremiah Toews, Parks and Recreation Commission (P&R), NE, Term Expiring December 31, 2019, has informed staff of his desire to resign from the P&R as per attached e-mail resignation.

STAFF RECOMMENDATION:

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

From: Jeremiah Toews [mailto: [REDACTED] m]
Sent: Monday, September 17, 2018 10:12 AM
To: Tom Gamble <TGamble@forestgrove-or.gov>
Cc: Paul Waterstreet [mailto: [REDACTED] m]; Anna Ruggles <aruggles@forestgrove-or.gov>
Subject: Re: new agenda

Hi, Tom,

Since I'm already missing a few meetings, it would be best if I would resign effective immediately then it sounds like.

Thank you and Paul and the gang for letting me be part of the Parks and Rec Commission! I thoroughly enjoyed my time serving with you all.

Anna/Tom,
Please let me know what you need from me in order to make this happen.

Have a great week, everyone!
Jeremiah

On Mon, Sep 17, 2018 at 10:09 AM Tom Gamble <TGamble@forestgrove-or.gov> wrote:

Jeremiah,

We would hate to lose you from the commission, but I completely get it. The best solution possibly is for you to resign from your position and then we would try to fill your chair with another person. You can elect to remain on the commission until you move, then you would need to resign. The choice is yours.

Thanks,

Tom

From: Jeremiah Toews [mailto: [REDACTED]]
Sent: Sunday, September 16, 2018 10:23 AM
To: Tom Gamble; Paul Waterstreet
Subject: Re: new agenda

Hi Tom and Paul, I hope all is well! I am not going to be in town this week to attend the meeting unfortunately.

It feels like I have been missing a lot of meetings recently. My current 4-year term expires 12/31/19, but if there's any interest from a new member wanting to be added sooner then I think it would be in my best interest to allow that person to join if that's an option. In addition, my wife and I are actually looking at moving back to Portland soon as a result of the commute to/from work in Portland getting increasingly longer.

Enjoy the rest of your Sunday!

Jeremiah



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

CITY COUNCIL MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

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

DATE: *September 24, 2018*

SUBJECT: *Resolution Making Appointment to Economic Development Commission*

BACKGROUND:

Staff received application from Chaucer Foods expressing its desire to appoint **Jonathan Yawson** as **Primary** (**Sarah Saucy** as **Alternate**) as their voting representative on the Economic Development Commission (large manufacturer). This is their representative seat currently held by Sarah Saucy who filled the seat in the interim when Marc Meinecke resigned.

No applicant interview is required since Chaucer Foods is making this recommendation to Council.

STAFF RECOMMENDATION:

Staff recommends City Council adopt the attached resolution making the above-noted appointment. If Council desires not to make these appointments, Council may reject this item on the Consent Agenda and/or discuss separately.

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RESOLUTION NO. 2018-78

**RESOLUTION MAKING APPOINTMENT TO
ECONOMIC DEVELOPMENT COMMISSION
VOTING REPRESENTATIVE**

WHEREAS, Resolution No. 2007-45 has provided for an Economic Development Commission; and

WHEREAS, Resolution Number 2006-10 provides that incumbents of a standing Citizen Advisory Boards, Committees, and Commissions may reapply for appointment; and

WHEREAS, the City Council has received notification from a representative who desire to be appointed to the Economic Development Commission.

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

Section 1. That the following persons are hereby appointed to the City of Forest Grove Economic Development Commission as noted below:

<u>Last Name:</u>	<u>First Name:</u>	<u>Position/Representative:</u>	<u>Term Expires:</u>
YAWSON	JONATHAN	LARGE MANUFACTURER – PRIMARY	DECEMBER 31 2019
SAUCY	SARAH	ALTERNATE (CHAUCER FOODS, INC.)	

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

PRESENTED AND PASSED this 24th day of September, 2018.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 24th day of September, 2018.

Peter B. Truax, Mayor

**FOREST GROVE ECONOMIC DEVELOPMENT COMMISSION
VOTING REPRESENTATIVE INFORMATION SHEET**

ECONOMIC DEVELOPMENT COMMISSION (EDC):

Company NAME:	<u>Chaucer Foods</u>	
	<u>Primary:</u>	<u>Alternate:</u>
Member:	<u>Jonathan Yawson</u>	<u>Sarah Saucy</u>
Mailing Address:	<u>2238 Yew St. FG OR 97116</u>	<u>2238 Yew St Forest Grove, OR 97116</u>
Phone (work):	<u>503 359-2082</u>	<u>503 359-2054</u>
Phone (home):		
Fax:	<u>n/a</u>	<u>n/a</u>
E-Mail:	<u>jonathan.yawson@ chaucerfoods.com</u>	<u>sarah.saucy@ chaucerfoods.com</u>

It is the desire of the above agency to appoint/elect the above member(s) to represent the above agency as a voting representative to the Forest Grove Economic Development Commission.

Date: 9-11-18 **Submitted by:** Sarah Saucy
Title: HR Manager

Please submit the completed form to City Recorder's Office, 1924 Council Street, P. O. Box 326, Forest Grove, OR 97116, Phone: 503.992.3235, Fax: 503.992.3207, e-mail: aruggles@forestgrove-or.gov. You will be notified once the City Council formally makes your appointment request.

*Lg mfg
Term 12/3/19*

35

Monthly Building Activity Report August-18 2018-2019

Category	Period: August-17		Period: August-18	
	# of Permits	Value	# of Permits	Value
Man. Home Setup	1			
Sing-Family New	6	\$ 1,766,636.00	20	\$ 5,265,401.42
SFR Addition & Alt/Repair	12	\$ 180,532.00	4	\$ 56,349.00
MultiFamily New				
Multi Family Alterations/Repair/Additions				
Group Care Facility Alt/Repair	1	\$ 18,071.00		
Commercial New				
Commerical Addition	1	\$ 120,000.00		
Commercial Alt/Repair	3	\$ 64,000.00	7	\$ 1,266,223.00
Industrial New				
Industrial Addition				
Industrial Alt/Repair	1	\$ 41,519.00	5	\$ 208,725.00
Gov/Pub/Inst (new/add)				
Signs			2	\$ 8,000.00
Grading	1		1	
Demolitions				
Total	26	\$2,190,758	39	\$6,804,698

Fiscal Year-to-Date

2017-2018		2018-2019	
Permits	Value	Permits	Value
52	\$4,949,366	85	\$14,549,844

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CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

MEETING DATE: 3/1

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Blackdog Bar & Grill, LLC (Applicant:Robert Moats)

BUSINESS LOCATION ADDRESS: 2835 19th Avenue

LIQUOR LICENSE TYPE: F-COM Full On-Premises Sales

CITY BUSINESS LICENSE: BL- Pending Issuance

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

1. LICENSE TYPE: <input checked="" type="checkbox"/> F-COM – Full On-Premises Sales, Commercial <input type="checkbox"/> F-CAT – Full On-Premises Sales, Caterer <input type="checkbox"/> F-FPC/F-CLU – Full On-Premises Private Club <input type="checkbox"/> F-PL – Full On-Premises Public Location <input type="checkbox"/> TSL – Temporary Sales License <input type="checkbox"/> Other _____	<input type="checkbox"/> L – Limited On-Premises <input type="checkbox"/> O – Off-Premises Sales <input type="checkbox"/> BP – Brewery Public House <input type="checkbox"/> SEW – Special Event Winery <input type="checkbox"/> SEG – Special Event Grower <input type="checkbox"/> SED – Special Event Distillery	2. LICENSE FEE: <input checked="" type="checkbox"/> New Application \$100 <input type="checkbox"/> Temporary \$35 <input type="checkbox"/> Change \$75 <input type="checkbox"/> Annual Renewal \$35 <input type="checkbox"/> Event \$24.40 <input type="checkbox"/> Other _____
<input checked="" type="checkbox"/> FULL ON-PREMISES SALES: F-COM – Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	<input type="checkbox"/> BREWERY - PUBLIC BP – Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.	<input type="checkbox"/> LIMITED ON-PREMISES SALES: L – Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises. <input type="checkbox"/> OFF-PREMISES SALES: O – Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.

APPLICABLE CRIMINAL RECORDS CHECK:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

[Signature]
J. F. Schutz, Chief of Police/Designee

9/7/2018
Date

LICENSE FEE: Do not include the license fee with the application (the license fee will be collected at a later time).

APPLICATION: Application is being made for:

- Brewery
- Brewery-Public House
- Distillery
- Full On-Premises, Commercial
- Full On-Premises, Caterer
- Full On-Premises, Passenger Carrier
- Full On-Premises, Other Public Location
- Full On-Premises, Nonprofit Private Club
- Full On-Premises, For-Profit Private Club
- Grower Sales Privilege
- Limited On-Premises
- Off-Premises
- Off-Premises with Fuel Pumps
- Warehouse
- Wholesale Malt Beverage & Wine (WMBW)
- Winery

CITY AND COUNTY USE ONLY

Pending

Date application received _____

Name of City or County _____

Recommends this license be Granted Denied

By _____

Date _____

OLCC USE

Application received by _____

Date 8-30-18

License Action:

n/o

1. LEGAL ENTITY (example: corporation or LLC) or INDIVIDUAL(S) applying for the license:

Applicant #1

BLACKDOG BAR & GRILL

Applicant #2

LLC

Applicant #3

Applicant #4

2. Trade Name of the Business (the name customers will see):

BLACKDOG BAR & GRILL

3. Business Location: Number and Street

City FOREST GROVE

County WASHINGTON

ZIP 97116

4. Is the business at this location currently licensed by the OLCC? Yes No

5. Mailing Address (where the OLCC will send your mail): SAME

PO Box, Number, Street, Rural Route

City

State

ZIP

6. Phone Number of the Business Location:

7. Contact Person for this Application: ROBERT MOATS

Name ROBERT MOATS

Phone Number [REDACTED]

Mailing Address, City, State, ZIP

Email [REDACTED]

FOREST GROVE OR 97116

I understand that marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is prohibited on the licensed premises.

Signature of Applicant #1

Signature of Applicant #2

Signature of Applicant #3

Signature of Applicant #4

OLCC Liquor License Application (Rev. 06/2017)

RECEIVED

AUG 20 2018

Initials:

Oregon Liquor Control Commission

OREGON LIQUOR CONTROL COMMISSION
LIMITED LIABILITY COMPANY QUESTIONNAIRE



1450976-97

Please Print or Type

LLC Name: BLACKDOG BAR & GRILL LLC Year Filed: 2018 ✓

Trade Name (dba): BLACKDOG BAR & GRILL

Business Location Address: 2835 19th AVE SUITE 900

City: FOREST GROVE ZIP Code: 97116

List Members of LLC:

Percentage of Membership Interest:

- | | |
|--|-----------|
| 1. <u>Phil Carow</u>
<small>(managing member)</small> | <u>60</u> |
| 2. <u>Robert Mounts</u>
<small>(members)</small> | <u>20</u> |
| 3. <u>Adrian Shipley</u> | <u>20</u> |
| 4. _____ | _____ |
| 5. _____ | _____ |
| 6. _____ | _____ |

(Note: If any LLC member is another legal entity, that entity must also complete an LLC, Limited Partnership or Corporation Questionnaire. If the LLC has officers, please list them on a separate sheet of paper with their titles.)

Server Education Designee: [Redacted] [Redacted] [Redacted] DOB: 8/31/86

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Signature: [Redacted] member Date: 8/10/18
(name) (title)



OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: BLACKDOG BAR & Grill LLC Phone: 503-807-3747

Trade Name (dba): BLACKDOG BAR & Grill

Business Location Address: 2835 19th AVE

City: FOREST GROVE ORE ZIP Code: 97116

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday	<u>11:00</u> to <u>9:00</u>
Monday	<u>11:00</u> to <u>9:00</u>
Tuesday	<u>11:00</u> to <u>9:00</u>
Wednesday	<u>11:00</u> to <u>9:00</u>
Thursday	<u>11:00</u> to <u>9:00</u>
Friday	<u>11:00</u> to <u>CLOSE</u>
Saturday	<u>11:00</u> to <u>CLOSE</u>

Outdoor Area Hours:

Sunday	<u>N/A</u> to _____
Monday	<u>N/A</u> to _____
Tuesday	<u>N/A</u> to _____
Wednesday	<u>N/A</u> to _____
Thursday	_____ to _____
Friday	_____ to _____
Saturday	_____ to _____

The outdoor area is used for:

Food service Hours: _____ to _____

Alcohol service Hours: _____ to _____

Enclosed, how _____

The exterior area is adequately viewed and/or supervised by Service Permittees.

_____ (Investigator's Initials)

Seasonal Variations: Yes No If yes, explain: _____

ENTERTAINMENT

Check all that apply:

Live Music Karaoke

Recorded Music Coin-operated Games

DJ Music Video Lottery Machines

Dancing Social Gaming

Nude Entertainers Pool Tables

Other: _____

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday	<u>N/A</u> to _____
Monday	<u>N/A</u> to _____
Tuesday	<u>N/A</u> to _____
Wednesday	<u>N/A</u> to _____
Thursday	<u>N/A</u> to _____
Friday	<u>N/A</u> to _____
Saturday	<u>N/A</u> to _____

SEATING COUNT

Restaurant: 40 Outdoor: _____

Lounge: 37 Other (explain): _____

Banquet: 16 Total Seating: _____

OLCC USE ONLY

Investigator Verified Seating: ___(Y)___(N)

Investigator Initials: _____

Date: _____

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: [Signature] Date: 3/20/18



A place where families and businesses thrive.

MEMORANDUM

TO: City Council

FROM: Jesse VanderZanden, City Manager

MEETING DATE: September 21, 2018

SUBJECT TITLE: Coalition for Communities of Color Presentation

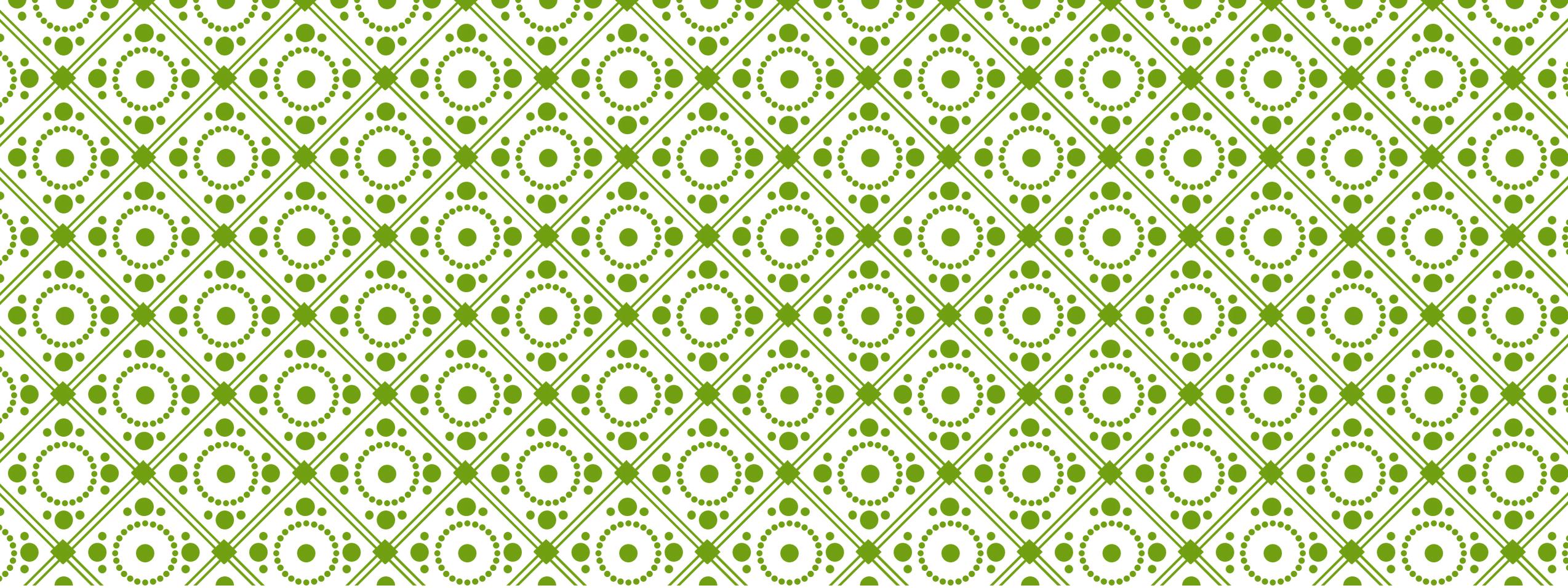
Background: The Coalition for Communities of Color, an Oregon non-profit, recently completed “Leading with Race: Research Justice in Washington County.” The Coalition of Communities of Color’s mission is to “...address the socioeconomic disparities, institutional racism, and inequity of services experienced by our families, children and communities; and to organize our communities for collective action resulting in social change to obtain self-determination, wellness, justice and prosperity.” Shweta Moorthy, PHD, researcher for the Coalition for Communities of Color will be joined by Bridget Cooke, Executive Director of Adelante Mujeres. Adelante Mujeres played an active role in the project including serving on the Steering Committee and contributing to both qualitative and quantitative research.

The research justice report included an Executive Summary and full report. Copies of the report were made available to each Councilor as well as the Library. The report has been widely publicized and continues to be presented to municipal, non-profit, and private entities. The research project was supported by local municipalities, Washington County, and public and private entities. The Forest Grove City Council passed Resolution 2017-20 in February, 2017, that contributed \$2,500 toward the project.

Status: The Coalition for Communities of Color is scheduled for 30 minutes, depending upon question and answers. In an effort to connect Council with the research, the presenters may request Council read portions of the powerpoint, for example, some of the quantitative data points. The City contributed to the research as part of a broader effort to assure inclusivity, increase awareness, and continually improve service delivery for all residents.

In addition to the research project, the City has participated in other initiatives including implementing incentive pay for employees with the ability to communicate in Spanish, changing job qualifications and hiring practices to require or prefer Spanish fluency in key public positions, restructuring job duties to bolster Latino outreach, programming, and the Library’s Latino collection, partnering with Adelante Mujeres on National Night Out, Fiesta of Hope, Farmers Market, Capital Campaign, and other programs and activities; the Committee for Community Involvement hosting a very successful and well attended Latino Summit, and Latino participation in the Police’s Citizen Academy and on Boards and Commissions

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**SHWETA MOORTHY, PHD, RESEARCH
DIRECTOR**

**BRIDGET COOKE, MDIV, EXECUTIVE
DIRECTOR, ADELANTE MUJERES**



RESEARCH JUSTICE PRINCIPLES AND METHODOLOGY

Process

- Steering committee of community organizations and local governments, school districts
- Community conversations with eight communities of color in Washington County
- Community review process
- Opportunities for advocacy post-research

Principles

- Communities as experts.
- Communities of color positioned as researchers rather than objects of inquiry.
- Opportunity for communities of color to conduct critical and systematic inquiry into their everyday life conditions.
- Counter dominant cultural narratives

PRINCIPAL GOALS

- Establish baseline knowledge about communities of color
- Identify strengths and disparities among communities
- Move institutions to examine their policies and practices
- Improve public investment, delivery of services, and opportunities for civic engagement for communities of color
- Build stronger relationships to promote racial equity

LEADING WITH RACE: RESEARCH JUSTICE IN WASHINGTON COUNTY (FINDINGS)

1. People of color have always lived in Washington County. We are part of the economy and social fabric. We strive to make it our home.
2. Our reality consists of both experiencing oppression by racist institutions and practices and our resilience and resistance to that. We are made to feel both invisible and hyper-visible.
3. Communities of color are experts in our lived experience and Washington County will be better by working together.

COMMUNITY VOICES

“People have to know because they really don’t know anything about us and the history of the area. We’ve become invisible. There are books available that could be required reading in schools.”

“At the schools if they can find one adult who cares, one person who that student can make a connection with. I think knowing there’s somebody at school that’s going to talk to them and say, your child is doing great. They can go to college. Instead of earning \$12 they are going to earn \$40 an hour if they go to college.”

“We need language services to..I don’t want to use the phrase ‘fitting in’, but to be independent and provide for your family. I want to sustain and strengthen my culture rather than be lost and overwhelmed by other cultures.”

“We raise a lot of dollars for our community needs. Indians are very active in temples and stuff like that. But when it comes to politics, we haven’t had much of a voice.”

“There is a term I really hate right now, that term of cultural fit. I see that being used a lot to me as a way to keep people out of employment. Let’s get together and make sure you are the right cultural fit. Right fit for the team. That team is 80% White, you are a natural misfit.”

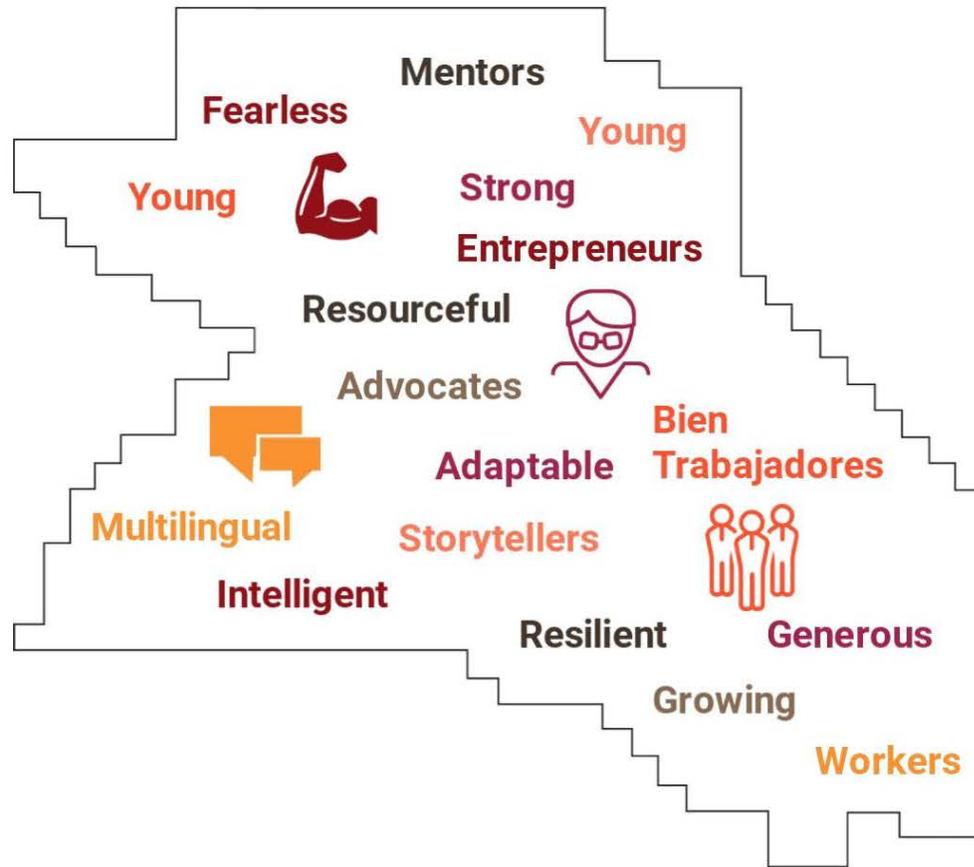
“I speak three languages and am doing my Master’s. My boss is over-the-moon excited I took that job because I’m way over-qualified. Why did I take that job? Because there’s no way to get the jobs I deserve in this county. So you start applying to those jobs where you have a better chance.”

“Often when you will walk into one of those local offices, and they say where are you from? Or how are you enjoying our country? There is not that emotional intelligence. You don’t assume just because a person is looking a certain way or dressing a certain way.”

FOREST GROVE-CORNELIUS DATA SNAPSHOT

- Estimated **population sizes** of communities of color are—1,502 Asians, 481 Black, 11,829 Latinos, 830 Native Americans (US Census 2011-2015).
- 71% of Asians, 30% of Latinos, and 79% of Native Americans, are 18 years and older and US citizens, which indicates the depth of **leadership and voting potential** among these communities.
- Asians, Latinos, and Native Americans compared to Whites in Cornelius and Forest Grove, have less **per capita income**.
- Latino women are the lowest paid **female full time** workers in Cornelius and Forest Grove.
- Asian, Latino, and Native American children are more likely to have both **parents in the labor force**, which includes people currently working and those looking for work.
- Latino homeowners are more likely to be **cost-burdened** than White homeowners.
- Latinos are more likely to not have health insurance compared to White residents.

COMMUNITY IDENTIFIED STRENGTHS



LATINOS IN WASHINGTON COUNTY

- In 2012, Census recorded a **28% increase in Latino small businesses** in Washington County between 2007 and 2012. This has happened despite the fact that a Stanford study about Latino businesses across the US found that they have the lowest rate of financing via bank loans, the traditional funding mechanism for small businesses.
- High-income Latino home loan applicants are **125% more likely to have their home loan application denied** compared to high income White applicants.
- Latino children are **267% more likely to be in poverty** compared to White children below the age of 18.
- Latino full-time workers **earn less** than White full-time workers and overall county workforce at **similar levels of education**.
- Approximately 9,000 Latinos are permanent residents eligible to naturalize → **adding 5.2% to Citizen Voting Age Population** in the county.
- Latino high school graduates are **enrolled in college at higher rates** between 2009 and 2014 at a time when overall college enrollment rates are declining among county high school graduates.

CALL TO ACTION

1) **Cross-Sectoral Change**

Recognize compounding effects of racism, dismantle across sectors

2) **Democratic Government**

Increase representation in decision making and leadership, build lasting partnerships

3) **Cultural Specificity**

Direct resources to culturally-specific and trauma-informed programs and services

4) **Education**

Value heritage, language and lived experiences, eliminate disparities, create safety



CALL TO ACTION

5) Equitable Economic Empowerment

Establish pay equity, access to careers and fair housing, promote entrepreneurship

6) Political Representation and Civic Engagement

Establish elected leadership reflective of communities, space and support diverse leaders, civic engagement opportunities regardless of citizenship

7) Community Building

Resource community building to counteract isolation, welcome and celebrate multiracial populations

8) Research Justice

Value communities as partners in research and data, improve transparency



Industrial Land Overview

September 24, 2018

Presented by:

Jeffrey King, Economic Development Manager

Purpose and Intent

- Brief Council on State Certification Process
- Inform Council on industrial land supply
- Address Council Goal 1.3: “...continue State certification process and report back to Council.”
- Next Steps

Oregon Industrial Land Overview

Undeveloped industrial sites in Oregon are categorized into 3 tiers by Business Oregon.

- Tier 1 means permits can be accessed and development can begin within 180 days
- Tier 2 means permits can be accessed and development can begin within 18 months
- Tier 3 means permits can be accessed and development can begin 36 months or longer.

Oregon Industrial Land Overview

Business Oregon also has a “Shovel Ready” certification program. Landowners apply and can be certified as follows:

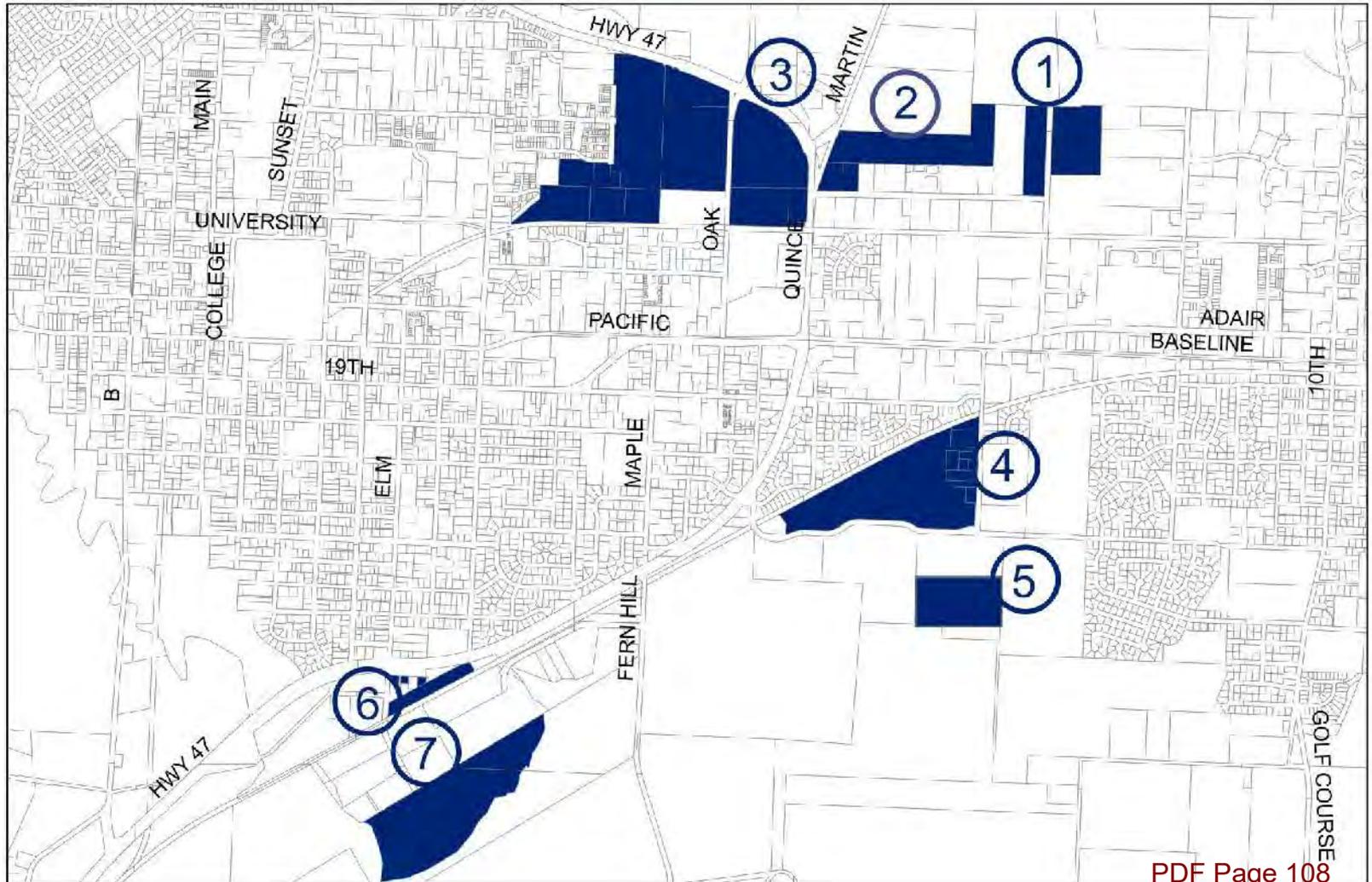
- Certified Shovel Ready: site is market-ready and developable within 180 days or less. Status added to site profile on Oregon Prospector the statewide marketing website.
- Pre-Certified Shovel Ready: site lacks documentation of several elements or has several constraints that need to be more fully addressed. Examples have included annexation, adequate sewer access, telecommunications services and archeological study.

Forest Grove Industrial Overview

- Industrial building space dropped from peak of 681,530 square feet in 2009 down to virtually zero.
- Forest Grove has 7 industrial sites comprising 130 acres.
 - All sites are Tier 1 or 2
 - Two sites are greater than 25 acres

Undeveloped Industrial Lands

Industrial Land Status



Status of Forest Grove Industrial Sites

	SITE	ACRES	STATUS
1.	Henningsen	18.5	Tier 1, Shovel Ready
2.	Evers Trust	17.5	Tier 2, Pre-Certified
3.	Oak Street Area	81.3	Tier 3, Not Certified
4.	TTM	35.3	Tier 1, Shovel Ready
5.	Heather Street	16	Tier 1, Not certified
6.	Elm Street	4	Tier 2, Not certified
7.	Haworth	38.6	Tier 1, Pre-certified

Industrial Land: Next Steps

- Complete Shovel Ready Certification for the Haworth and Evers sites.
- Partner with Greater Portland Inc. and Port of Portland to develop an Employment Lands Site Readiness Toolkit.
- Continue to promote locally and statewide all industrial sites that are on the market.
- Identify strategies to reduce costs and/or seek infrastructure assistance programs including Enterprise Zone.



Light and Power LED Street Light Project

City Council

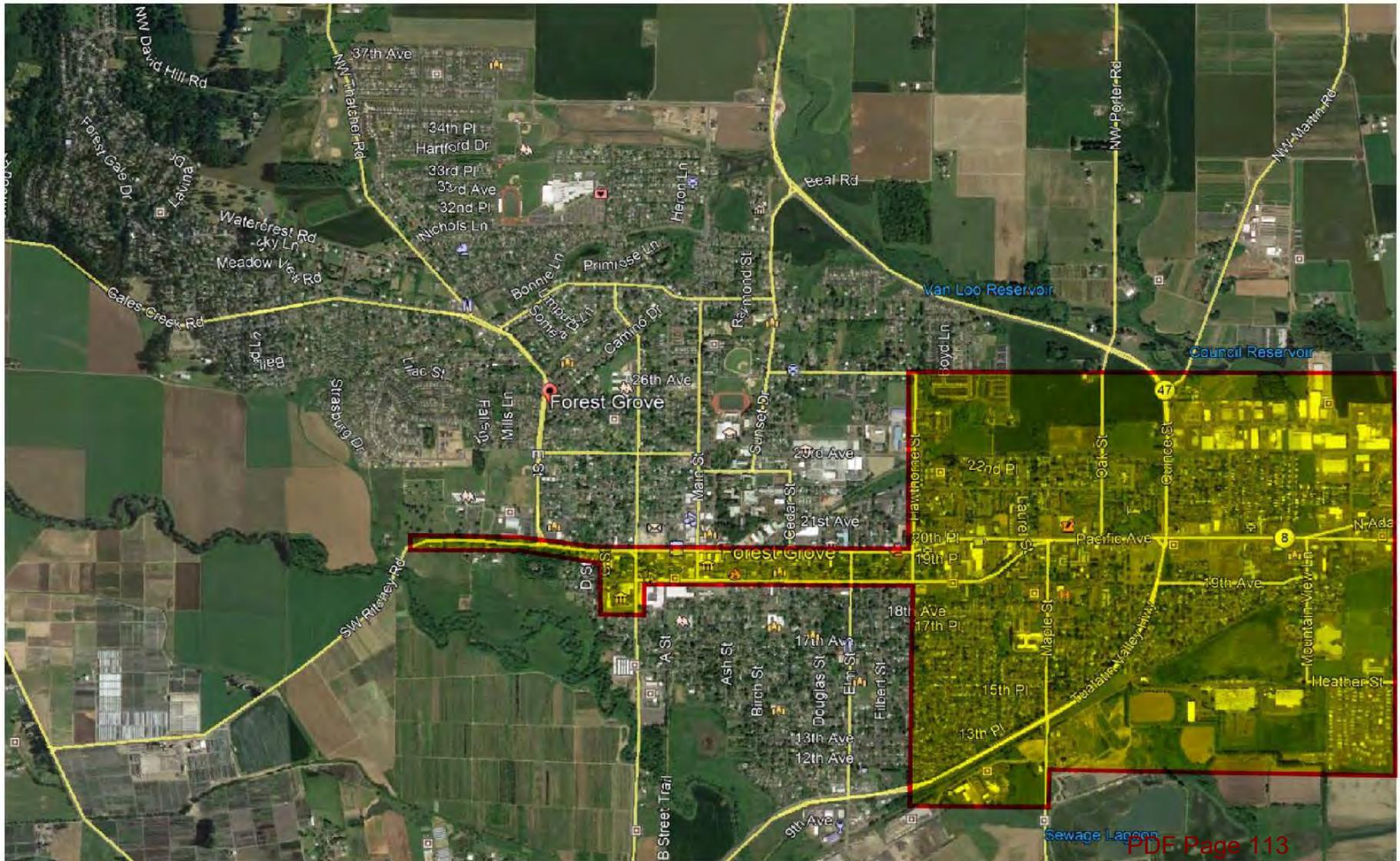
September 24, 2018

Keith Hormann

Director, Light & Power

- **All street lights are owned by the city's public works department. The energy** usage and the maintenance of all lights are paid for by the street fund and the street light fee.
- The Light & Power Department is contracted by P.W. to maintain all city owned lights. L&P is also the lead on converting all lights to LED luminaires.
- There are approximately 2000 lights throughout the city including 9 different luminaire designs and wattages that will be part of the project.
- The replacement project will be phased over the next four years. Installation by L&P will be completed yearly as time allows.
- Energy usage by a typical LED luminaire is 50% or less of the current high pressure sodium lights

Phase 1 Coverage Area



LED Streetlight Project								
Convert 2,000 Streetlights to LED Lighting								
Average \$300 per Light								
Estimated Costs:								
Costs of Streetlights \$600,000								
		FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Costs of Streetlights		150,000	150,000	150,000	150,000			600,000
Costs Offsets:								
Street Light Fee:								
Maintenance Dollars		55,000	55,000	55,000	55,000	55,000		275,000
Power Savings		-	11,899	23,798	35,696	47,595	47,595	166,583
Street Light Fee Used		55,000	66,899	78,798	90,696	102,595	47,595	441,583
Conservation Dollars		40,000	40,000	40,000	40,000			160,000
Total Cost Offsets		95,000	106,899	118,798	130,696	102,595	47,595	601,583
Remaining Balance		55,000	98,101	129,304	148,607	46,012	(1,583)	
Payback Period with Conservation Dollars			5.5 Years					

ANY QUESTIONS



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WATERSHED LAND ACQUISITION PROCESS

Presentation to City Council

September 24, 2018

Presenters: Rob Foster – Director Public Works

Paul Downey – Director of Administration

Purpose of Tonight's Presentation

- Address City Council Objective 1.1: Watershed Land Acquisition: “Conduct a Work Session to review viability of reserving a portion of timber sales to acquire lands within the watershed.”
- Identify funding within the Water Fund for the purpose of future watershed land purchases

Project History

- Council work session March 17, 2017
 - Identified the need and benefit for additional watershed land.
 - Meet objectives in Watershed Master Plan
 - Maintain or improve water quality for Forest Grove residents.
 - Council directed staff to develop methodology for land acquisition.

Project History

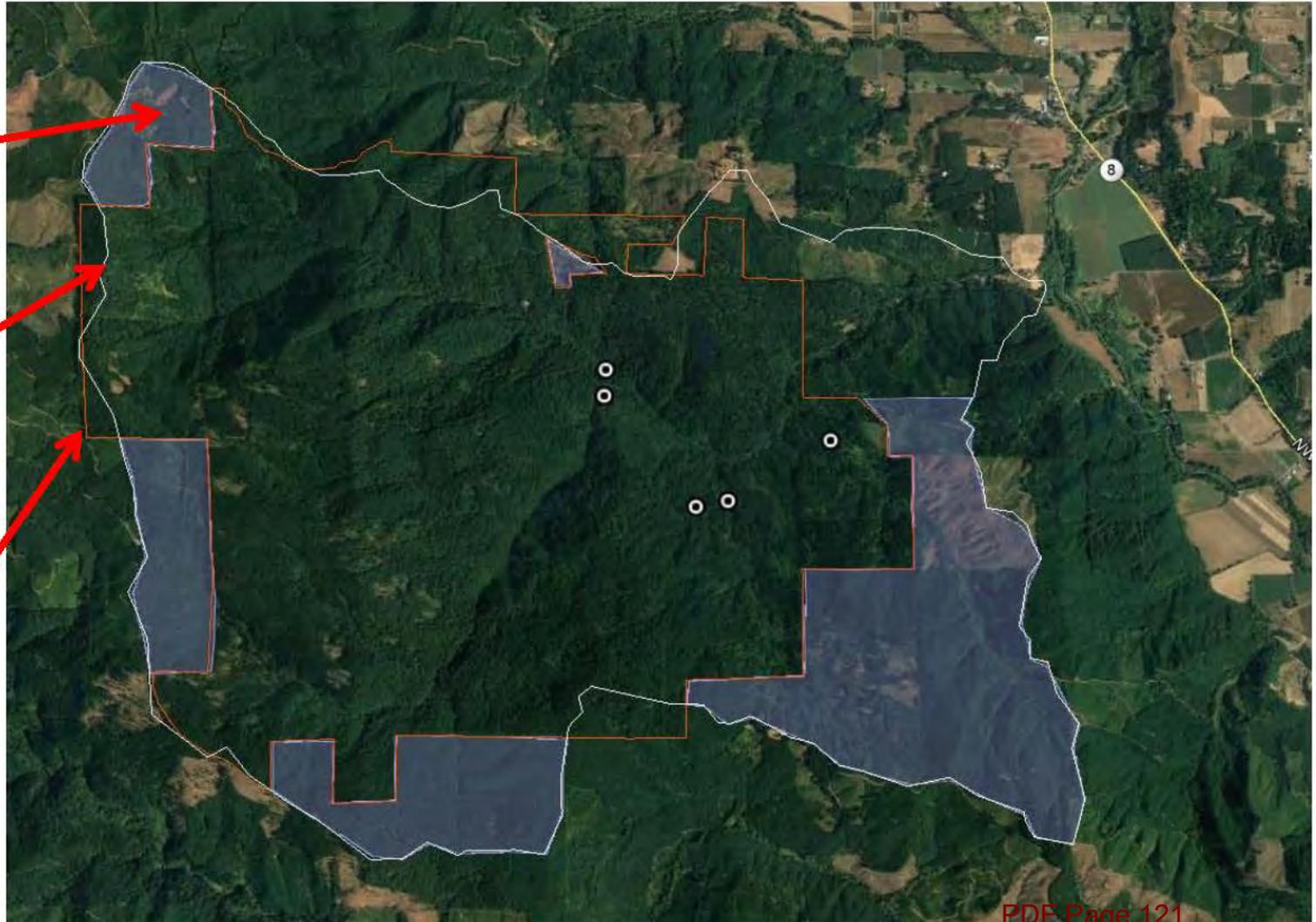
- Staff presentation City Council meeting May 8, 2017.
 - Staff developed a decision matrix to assist in prioritizing potential future land acquisitions.
 - City Council adopted Resolution No. 2017-37 establishing guidelines for evaluating potential land acquisitions.
- Council updated Objective 1.1 – Watershed Land Acquisition Financial Plan for 2018 to conduct a work session to review viability of reserving a portion of timber sales to acquire lands within the watershed.

Areas Outside of Ownership

Areas Outside
City Ownership

Drainage
Boundary

City Ownership
Boundary



Financial Information

- All harvest monies accrue to the Water Fund.
- The beginning Water Fund Balance for July 1, 2018, was projected to be \$8.6 million.
- The Water Fund Balance is being built-up for capital projects so the City does not need to potentially issue additional debt until current debt is retired in 2023.
- The Water Rate Study includes using net timber harvest revenue as a way to build fund balance for future projects.
- The Water Master Plan currently underway will update capital project information and then a new financial plan will be done.

Funding for Land Acquisitions

- Until the Master Plan and accompanying capital improvement finance plan is complete, staff is proposing to set aside \$325,000/year in harvest revenue for future Water Fund capital projects.
- Staff is proposing to assign harvest revenues in excess of \$325,000 for watershed land acquisitions.
- Over the past five years, this policy would have resulted in approximately \$295,000 toward watershed land acquisitions.
- This practice will be reviewed as part of the next Water Fund Financial Plan and Rate Study which will be started after the current Water Master Plan is completed.

Potential Land Acquisition Fund

	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	Total
Net Harvest Revenue	671,741	832,871	690,064	900,494	960,336	
Other Watershed Expenses:						
Debt Service	363,090	360,281	362,335	359,115	360,778	
Watershed Capital	14,026	1,690	101,448	636	20,000	
Watershed Maintenance	80	33,378	22,970	44,245	37,500	
Watershed Management	18,503	17,486	13,949	2,976	1,635	
Watershed Expenses	395,699	412,835	500,702	406,972	419,913	
Net Contribution to Fund Balance	276,042	420,036	189,362	493,522	540,423	1,919,385
\$325,000 Max Set Aside - CIP	325,000	325,000	325,000	325,000	325,000	1,625,000
Excess over \$400,000	(48,958)	95,036	(135,638)	168,522	215,423	294,385

Conclusion

- Council Comments – does approach seem reasonable?
- Next Step – bring resolution to Council –
 - asking them to assign \$300,000 or other amount of current Water Fund Balance for watershed land acquisition.
 - including in future years, where the net timber revenue after all expenses exceeds \$325,000, that the excess amount be added to the amount assigned for watershed land purchases.

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A place where families and businesses thrive

CITY MANAGER'S REPORT TO COUNCIL

September 21, 2018

Dates to Remember:

- September 25: **WA County Event Center Groundbreaking Celebration, 11:30 to 1 pm, Fair Complex**
- September 27-29: LOC Conference in Eugene
- October 3: Jesse Quinn Ribbon Cutting, 10:30 a.m., on site
- October 26: Watershed Tour for Council/Public, 8:30 am to 12:30 pm

ADMINISTRATIVE SERVICES:

- **Police Facility:** The staff Design Working Group and the architects are continuing to do the concept design on the proposed police facility. The plan is to complete a concept design in early October and send the concept design to the cost estimator for an initial cost estimate. The survey and geotechnical work are underway.
- **Library:** The project to try to address water infiltration on the south side of the expansion area of the library has commenced. The building is being painted with elastomeric paint. The flashing repair around the windows has started.
- **City Hall:** The short-term repair on the City Hall elevator was not successful as additional issues need to be resolved. Staff is working on getting more quotes on the upgrade for the elevator. If the upgrade is the solution, the elevator could be out of order until the end of this year or early January. Have one quote and are working on getting additional quotes.
- **Assistance to Other Departments:** The RFP for the Police Strategic Plan was advertised on September 19, 2018, with proposal due on October 18, 2018. The RFP for Tourism Coordination and Development Services should be issued in October.
- Staff is working with L&P on an updated cost of service study, reviewing City policy on line extension credits for installation of infrastructure for development, and net solar metering billing. The kick-off meeting for these studies was held last week and staff is gathering internal data for the consultants.
- **Fire and Police Negotiations:** Negotiations with the Police and Fire Associations are continuing.
- **Current recruitments underway include:** Public Works Director, GIS Coordinator, Program Coordinator, Part-Time Adult Services Librarian, Police Officer, Firefighter, Police Reserve Officer, and Fire Volunteers.

ECONOMIC DEVELOPMENT:

- Working with three new businesses considering opening in the downtown. Two have signed leases.
- **Storefront Façade Program:** The Knotty Lamb and 1834-1840 Pacific Ave building owned by Rod Fuiten are nearing completion. New Chinese Cuisine is half complete and now working on 2 new applications.
- Met with the new General Manager of TTM. Working to assist the company with several issues including recruiting employees for position they are having a difficult time trying to fill. They are also looking to get more involved in the community.
- Received a request from the TV series, "The Perfectionists", who plan to begin filming in October.
- Completed draft Request for Proposal for Transient Lodging Tax funded tourism program. Expect to release RFP in October.
- Continuing to recruit volunteer teachers for the implementation of Junior Achievement Program. 430 high school senior will go through the Personal Finance Program and Career Readiness classes and 30-50 7th and 8th graders will go through JA Finance Park program.
- New Dining Guide is being printed should be available in a few days.

COMMUNITY DEVELOPMENT:

- Washington County is applying for transit funds on behalf of Forest Grove's Grovelink to expand weekend service up to 10 hours per week. Letters of support were received from the Chamber of Commerce, Senior Center, and Mayor. As of September 5, 2018, this grant has been recommended for approval as submitted. The funds would include capital, planning and operations funds to expand service for weekend trips.
- Gales Creek Terrace: Site development permits have been issued and construction is scheduled to start 9/24/18.
- Smith Orchard has initiated grading; no building permits issued yet. It is an 8-lot subdivision.
- MGC Pure Chemicals America (MPCA): Building plans have been received and review has begun. There are a total of 5 structural permits to be issued on the site.
- Grading plans for Sunset Crossing are under review.

ENGINEERING:

- Martin Road: City staff met with the new ODOT Area Manager, Matt Freitag, to discuss possible participation in the project funding. Both a signal light and a traffic circle are possible solutions for the intersection at Highway 47.
- All Roads Transportation Safety Program (ARTS): Staff is looking into possibility of adding audible crossing indicators to the ARTS grant.
- Annual Paving and Curb Ramp Improvements: Re-bidding the project and including the south Highway 47 pathway successfully reduced the bid amount. Construction documents are moving forward and construction is anticipated to begin this fall and continue into next year. Although this is later than planned, it is not expected to delay next year's paving schedule.
- Road improvements – 19th Ave., 26th Ave., Willamina Ave. and Hawthorne St. drainage: Staff is working with consultant to prepare for a workshop with City Council to further develop goals and schedule.
- Water Treatment Plant: WTP is replacing backwash pump.
- Water System Resiliency Plan aka Seismic Study: The consultant has completed the geohazard evaluation of the Water System Backbone. The results from the geohazard evaluation are being used to develop the draft Seismic Resiliency Report. It is anticipated that a draft Seismic Resiliency Report will be submitted to the City for review by the end of September 2018.
- Watershed: The 2018 timber harvest is complete, yielding approximately 1.8 MBF. A watershed tour for the Council and public has been scheduled for Friday, October 26. PSU students continue their paleoseismic evaluation of the Gales Creek fault.
- Forest Glen Park: Working with consultant on new Professional Services Agreement for design documents in preparation for bidding and construction to take place next year.

POLICE:

- Code Enforcement Officer McCullough is continuing field training and is expected to be operational October 8. Officer Daniels remains on-track to be operational sometime in December 2018. Officer Bartlett should be operational February, 2019. Officer De Leone should be operational March, 2019.
- Officer Gordon, School Resource Officer, attended Active Shooter Preparedness class by Homeland Security. Officer Aguilar attended an Interview and Interrogation class. Officers Colasurdo, Krump and McBee have started a 40 Crisis Intervention Training class. This class runs for five consecutive Wednesdays.
- The entire department is currently underway with the annual Outdoor Range. This range exercise is critical for officer training on the use of long gun systems.

- Patrol officers took part in the Corn Roast as well as the Forest Grove Lions Run / Walk and are currently assisting both Pacific University and the Forest Grove High School with football game security.
- Community Outreach Specialist Quinsland took part in the first Westside Crime Prevention Coalition meeting of the season and attended Corn Roast providing information on future community outreach events. A debrief along with some preplanning was held for the National Night Out event. By all accounts this year's event was well attended and had few issues. Lauren attended the DPSST curriculum revision planning meeting. This new curriculum is schedule to go into effect in February, 2019.

LIBRARY:

- Summer Reading Totals:
 - Total youth sign-up = 1262 (935 kids/327 teens)
 - Total adult sign-ups = 278
 - 1961 free books given out (All provided by the Friends of the Library)
 - 27 youth summer programs (not including storytime) were offered with an attendance of 1,284 (915 children/ teens and 369 adults)
 - Over 36,000 people visited the Forest Grove City Library between June 1st and August 31st.
- The Library is partnering with the Engineering Department to provide a Mad Science program: "Where's the Water, Watson?" It will be held on Thursday, October 11, at 11 am and is targeted to grades K-2. (There is no school this day).
- The Library is helping to promote "The Great American Read". The Great American Read is an 8-part PBS series that "explores and celebrates the power of reading, told through the prism of America's 100 best-loved novels." Viewers can vote for their favorite titles by text or on Twitter, and the results will be announced on the Grand Finale episode on October 23. A checklist of the all 100 novels and instructions on how to vote are available at the library.
- Displays: September 17-23 is Constitution Week. First enacted by President Dwight D. Eisenhower in 1956 from a congressional resolution petitioned by the Daughters of the American Revolution, Constitution Week was officially declared in September 2002 by George W. Bush. The display includes items relating to the Constitution, its framers, and several of the issues surrounding the document, most notably debates focusing on the First Amendment and free speech.
- This year's Friends and Family night at McMenamins on September 12 raised \$2300 for the Library Foundation's Ginsburg Garden project. The Foundation is very grateful to McMenamins for this fund-raising opportunity. This year's event was the 12th since 2004.
- Lisa Tattersall has been named permanent Manager of the Washington County Library Services (WCCLS). Lisa has been servicing as interim manager since March, 2018, following the retirement of Eva Calcagno. Lisa has worked within the automation program and as a supervisor for collections and services for adult patrons before her appointment as interim manager.

PARKS & RECREATION:

- Forest Glen Park: 200 goats visited the south side of Forest Glen Park along Gales Creek Road during the past week. This project accomplished several goals that included: reduction of understory of fire fuels, reduced English ivy, blackberries, poison oak, and increased visibility throughout the area. Staff received many compliments regarding the project. Staff notified all property owners regarding the project and received some questions and very positive reactions to this method of property management.
- The Stites family who donated park land known as Stites Park visited Forest Grove in August. Staff toured the 12-acre property with the family and confirmed the deed requirements agreed to between the City of Forest Grove and the Stites family at the time of donation are being met. The memorial funds the City has been holding were used for a bench and memorial plaque honoring Dr. and Helen Stites.
- The City has accepted a donation from TTM Technologies for the purchase of playground equipment and a bench to be installed at Thatcher Park. The equipment has arrived and will be installed shortly.

- The Rogers Park restroom construction documents are completed and under staff review. The project will be out to bid in the next two weeks.
- The first session of swimming lessons began September 10. Most classes are full.
- Lifeguarding Class registration is underway. Students can register at the aquatic center.

LIGHT & POWER:

- Work continues installing temporary construction power to the new MPCA Chemical Plant.
- Repairs were made to a high voltage underground cable fault in the 1500 block of 21st Place. Eight (8) customers were out of power for approximately five hours while repairs were made.
- New service installation has begun for the Senior & Community Center upgrade project. As part of these upgrades we are also replacing the incoming high voltage underground cable and two older power poles.
- As time allows, crews have begun the first phase of replacing existing high pressure sodium street lights with LED luminaires.
- Final tests are underway in preparation of energizing our Bank 2 transformer at Forest Grove Substation. We plan to put it in service next week and gradually start transferring load on to it soon after.



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URBAN RENEWAL AGENCY WORK SESSION AGENDA MONDAY, SEPTEMBER 24, 2018

**8:45 PM – Urban Renewal Agency (URA) Work Session
(Next Steps)**

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

PETER B. TRUAX, DIRECTOR BOARD CHAIR

Thomas L. Johnston, Vice Chair
Timothy A. Rippe
Ronald C. Thompson

Elena Uhing
Adolph “Val” Valfre, Jr.
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.

FOREST GROVE URBAN RENEWAL AGENCY WORK SESSION AGENDA
SEPTEMBER 24, 2018
PAGE 2 OF 2

(PowerPoint Presentation)
Dan Riordan, Senior Planner
Bryan Pohl, Community
Development Director
Jesse VanderZanden, City Manager

8:45

1. **URBAN RENEWAL AGENCY (URA) WORK SESSION:**
(NEXT STEPS)

The Urban Renewal Agency will convene in the Community Auditorium to conduct the above work session(s). The public is invited to attend and observe the work session(s); however, no public comment will be taken. The Urban Renewal Agency Board of Directors will take no formal action during the work session(s).

9:30

2. **ADJOURNMENT:**



Urban Renewal Visioning Session

City Council Work Session

September 24, 2018

Bryan Pohl, Community Development Director

Dan Riordan, Senior Planner

Purpose of Presentation

The purpose of tonight's presentation is to:

- Review URA cash flow estimates
- Envision a path forward for URA programs
- Discuss formation of a URA Committee

URA Recap

City Council approved the URA Plan and Goals in 2014 URA Authorized from 2014-2034.

Goal 1: Provide opportunities for public participation in the preparation and adoption of urban renewal plans, plan amendments and policies.

Goal 2: Adopt a prudent annual budget to minimize financial risk to the Urban Renewal Agency and the City of Forest Grove.

Goal 3: Improve the local investment climate by reducing financial barriers to development and redevelopment within the urban renewal area.

Goal 4: Promote a vibrant Forest Grove Town Center through strategic urban renewal investments.

Goal 5: Promote commercial and mixed-use redevelopment of sites along the Pacific Avenue corridor.

URA Recap

- The URA includes:
 - 250 acres
 - 6.6% of City's land area
- Use of tax increment funds:
 - Capital projects
 - Land acquisition
 - URA administration
- Tax increment funds cannot be used for:
 - Maintenance
 - General operations
- Tax increment funds must be used:
 - Within URA boundary
 - Projects directly benefiting the URA.



Forest Grove Urban Renewal Area

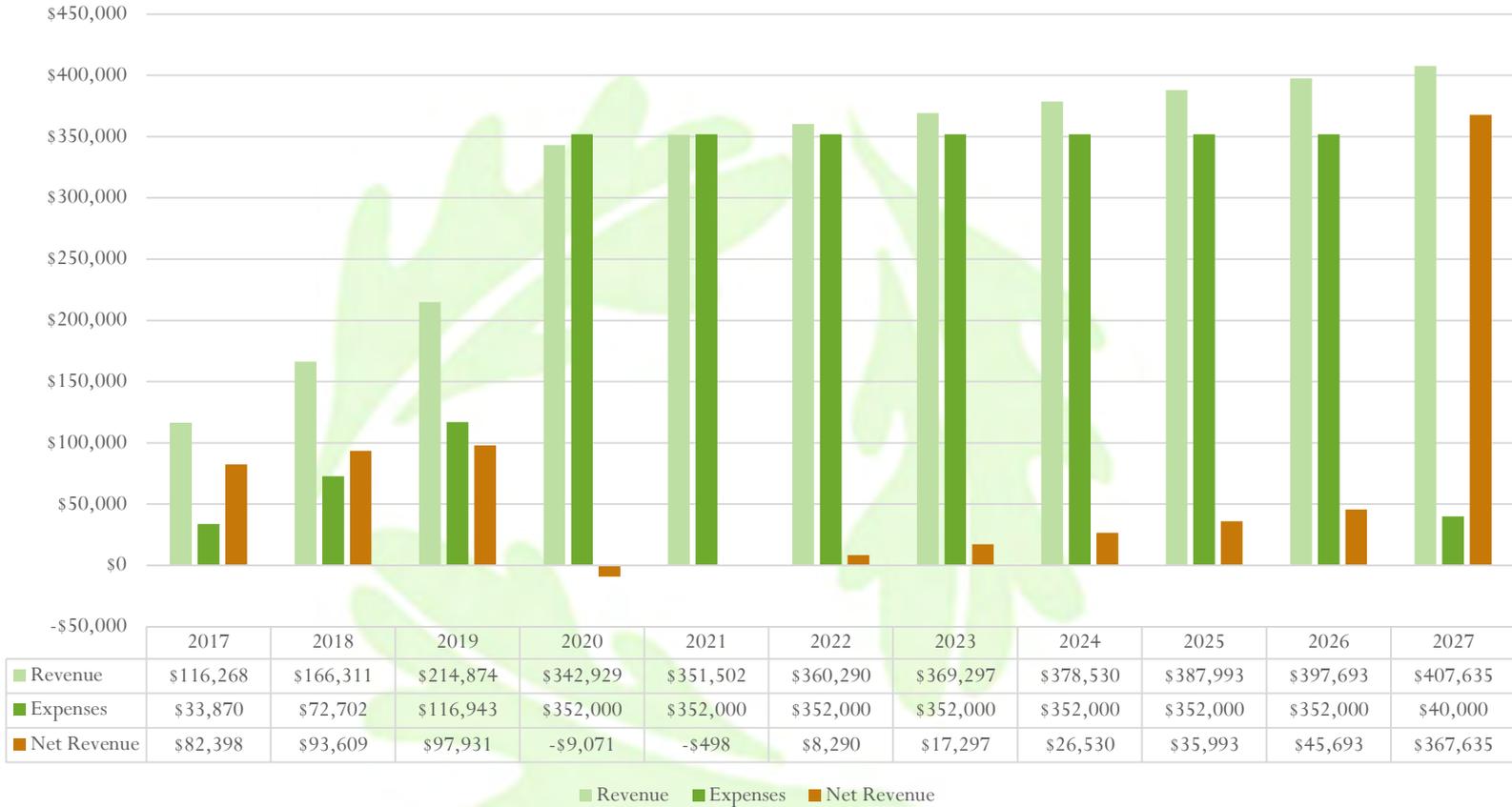


URA Recap

In January, 2018, and throughout the Budget process, the Board received an overview of the URA's goals and objectives and recent accomplishments. This included:

- Establishing and expanding the Storefront Improvement Program
- Consensus to retain the existing loan repayment schedule
- Consensus to use URA funds on projects that increase assessed value

URA Net Revenue Analysis



- Revenue (tax increment) increases in 2020 to \$340,000 in part because of Jesse Quinn, Forestplace Apts., Stonewood Center and Cedar Manor Apts.
- Assumed expenses include URA administration (\$20,000/year), loan repayment (\$312,000/year 2020-2026) and storefront improvement program (\$20,000/year).

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URA Fund Balance Analysis



- Approximately \$242,000 in current fund balance or “savings account”. A portion of this must be held in reserve to offset negative net revenue in 2020 and 2021. The remaining balance could be used for URA projects over the next five years.

Revenue Analysis Summary

- 5-year prospectus is approximately \$43,000 total net revenue (2020 -2024).
- The fund balance or “savings account” remains at approximately \$364,000. This amount is the focus of the discussion today.

Strategic Opportunities

Three general areas:

- Town Center Improvements
- Site B Redevelopment
- Strategic Opportunity Reserve
 - For land purchases that would increase assessed value.
 - For unanticipated qualifying projects.

Town Center Improvements

Program elements that could include URA funding:

- Would occur in Town Center and Town Center Transition Zones
- Streetscapes
 - Parklet Pilot Program
 - Public Art
 - Wayfinding
 - Street Trees
- Downtown Plaza
 - 21st Avenue Festival Street improvements
- Crosswalks

Site B Redevelopment

- Completion of the Jesse Quinn project is expected in November 2018.
- Site B has been used as a staging area during the project.
- Site B is about 41,000 square feet and zoned Town Center Transition (TCT).



Site B Redevelopment Options

- Do Nothing – leave vacant
- Sell with current zoning. Utilize funds for URA projects.
- Develop. Would require identifying objectives for site:
 - Uses: Housing, Commercial, Mixed Use, Hotel, Market
 - Project Amenities: Parking, Public / Green Area
 - Complement neighboring projects
 - Provide transition between west neighborhood and Jesse Quinn, i.e., townhouses
- Each condition the URA adds increases the project cost and the likelihood the URA will have to assist.

Site B Redevelopment Process

- If develop, would utilize a competitive Request for Proposals process.
 - The RFP would outline the City's objectives.
 - The RFP would be brought to the Board for approval.
 - If URA Committee formed, they could make a recommendation to Board.

Strategic Opportunity Reserve

- Create Strategic Opportunity Reserve. Monies could be used for:
 - Land purchases that increase assessed value
 - Land purchases in strategic areas, i.e., 19th Avenue

Potential Scenarios for Context

Assumption: approximately \$350,000 is available to use over the next five years if revenue is as projected.

- Scenario 1: \$50,000/year for Town Center Improvements; remaining amount in savings to cover revenue projections.
- Scenario 2: Place all monies into a strategic reserve for a specific project the Board may want to do, i.e., Site B or a strategic land purchase.
- Scenario 3: A blend of above.

Considerations

- Are the three main focus areas on the right track?
 - Town Center Program
 - Site B Redevelopment
 - Strategic Opportunity Reserve
- Given revenue estimates, form a URA Committee to make recommendations to the URA Board about the above three programs?
- Does the Agency wish to move forward with the Site B redevelopment at this time and if so, what process does the Agency envision to establish objectives?



The End

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